

**Board of Directors Meeting
January 7, 2014**

Minutes of the meeting of the Board of Directors of Fundy Regional Service Commission held on Tuesday, January 7, 2014 at Place 400, 400 Main Street, Saint John.

1. Call to Order

The Board Chairperson, Grace Losier, called the meeting to order at 10:00 a.m.

2. Record of Attendance

BOARD MEMBERS

Grace Losier, Mayor, Grand Bay-Westfield, Chairperson
Murray Driscoll, Mayor, Quispamsis, Vice-Chairperson
Bill Bishop, Mayor, Rothesay
Bette Ann Chatterton, Mayor, St. Martins
Mel Norton, Mayor, Saint John
Brenda Rathburn, Local Service District Representative
David Rogers, Local Service District Representative
Joan Seeley, Local Service District Representative
Sandra Speight, Local Service District Representative

OTHERS

Jack Keir, Executive Director
Mark McLeod, Fundy Region Solid Waste
Brian Shannon, Fundy Regional Service Commission
Ivan Corbett, Dept of Environment and Local Government
Brent Whelan, Dept of Public Safety
Members of the Media and public

3. Approval of Order of Business

The Chairperson asked for approval of the agenda with the addition of item 10a, Tender Contracts.

Motion: To approve the agenda January 7, 2014 with the requested addition.

Moved: Director Seeley
Seconded: Director Driscoll
Vote: Motion Carried

4. Disclosure of Conflict of Interest

None

5. Approval of the Minutes

Motion: To approve the minutes of December 11, 2013 as circulated.

Moved: Director Norton
Seconded: Director Rathburn
Vote: Motion Carried

6. Building and Planning Report

Brian Shannon gave a brief overview of the yearly report.

Motion: To receive and file the Priority Planning Session Report as presented.

Moved: Director Norton
Seconded: Director Speight
Vote: Motion Carried

7. Motions

7.1 – Per Diem distribution clarification

The Chair asked Director Seeley to speak to her motion.

Motion: That the board clarify the distribution of the stipend to board members, stating who is eligible and how it is distributed.

Director Seeley advised she has put the motion forward as some do not have a clear idea on how and who the per diem is being distributed and therefore some rules should be developed so that there is a better understanding.

The Chair suggested that the Executive Director draft recommendations for the per diems for the next board meeting for the Boards review and approval.

Moved: Director Seeley
Seconded: Director Speight
Vote: Motion Carried

7.2 – Revision of distribution criteria of Per Diem

Motion: That the stipend be \$200 and that an amount of \$200 be instituted to provide relief for necessary technology.

Director Seeley advised that this motion was put forth as current per diem of \$400 is to be used in part to fund the cost for any technology and supplies necessary to

receive and print documentation for Board purposes as well as communications. Given this, it would be more appropriate to have the per diem separated out with a portion designated to technology/office supplies which are tax free and the remainder being designated as the Board stipend.

Executive Director advised that regardless of whether the stipend is separated out or not the full amount is taxable. There are however two methods that can be used that will reduce the taxable amount.

First a member purchases the necessary supplies and claims the receipts with their yearly tax return.

Second a member can again purchase the necessary supplies and then submit as expenses to be reimbursed, thus reducing the T4 amount to be claimed.

Director Seeley withdrew the motion given the solutions as described by the Executive Director.

8. Priority Planning Session – Part II Report

The Chair commented that the planning session held in December was a good day which resulted in a better understanding of each other's ideas and goals going forward and as part of the contract Ms. Paquet has submitted a condensed report of the two sessions and if the board feels that this report reflects their thoughts, the Chair asked for a motion to receive and file.

Moved: Director Norton
Seconded: Director Speight

Discussion: Director Norton brought forward Item 3.b.1, FRSC Mandate requires the Board's approval.

Motion: To approve the language of the FRSC Mandate as indicated in the report as follows:

The Fundy Regional Service Commission is dedicated to collaboratively working toward efficient and effective service delivery for its citizens, businesses, and community partners with a focus on measurable results and accountability. We strive to be open to positive change as we provide solid waste management, planning, building inspection services as well as collaboration on policing, EMO services, recreation and culture and any other service that adds value to our region.

Moved: Director Bishop
Seconded: Director Norton

Discussion: The Executive Director advised there are two items the first is regarding the tax rates, once all the budgets have been passed, he will work with Regional Manager, Ivan Corbett to put together a brief presentation for the Board.

The second item is to have a meeting with the regions city and town Managers to discuss ideas around collaboration etc. going forward.

Vote: Carried

9. Correspondence

9.1 – New Brunswick Police Association

Executive Director Keir advised that he had a meeting with Mr. Bob Davidson from New Brunswick Police Association during which he requested that the letter be presented to the Board. As well he offered to meet with or give a presentation at the Board's request.

Motion: To receive and file the correspondence from the New Brunswick Police Association.

Moved: Director Norton
Seconded: Director Speight
Vote: Motion Carried

9.2 – City of Saint John

Executive Director Keir advised as regular practice he has submitted correspondence received from the City Saint John advising their support to the responsible exploration of natural gas in New Brunswick.

Motion: To receive and file the correspondence from the City of Saint John.

Moved: Director Norton
Seconded: Director Seeley

Discussion: Director Bishop commented that it is easy to receive and file, however the reality is with the finances of the province in the current state that if we don't do something the situation will not improve, "there is no one out there to come to the rescue". We have natural resources in this province, forestry, natural gas etc. that we must find ways to utilize and work with like minded people to be a part of the solution. We need to put some weight behind the message.

Director Norton offered to withdrawal the current motion to receive and file if Director Bishop would like to make an alternate motion.

Motion: That the Fundy Regional Service Commission endorse the resolution passed by the City of Saint John Council on December 12, 2013 for the responsible exploration of domestic natural gas in New Brunswick.

Moved: Director Bishop
Seconded: Director Norton

Discussion: Director Driscoll agreed to support the endorsement, however with 6,000 wells our council and community have concerns with the natural gas exploration. With our citizens being solely dependent on wells, and with there being other options such as crown lands, we do not wish to have exploration within our boundaries. We feel that each community/municipality have the autonomy to decide on exploration in their region.

Director Norton advised as background on the resolution that this is for exploration only which does not include drilling that it is strictly above ground and therefore no risk or impact to wells.

Director Norton commented that he has heard that within the next two to three years that Sable Island's natural gas source will be depleted and if there is no alternate domestic source that it will result in the need to import which will have a negative impact in the region.

Vote: Motion Carried

10 a. Tender Contracts

Chairperson Losier asked General Manager MacLeod to give some background on the bids.

General Manager MacLeod advised that these are contracts that are issued on an annual base to supply road maintenance aggregate and haulage of Leachate. This year's tenders closed on December 27, 2013.

Contract 2013-03 is for the supply of road maintenance aggregate as a requirement of the Certificate of Approval to operate the material is used for garbage cover in the cells to both compartmentalize as well as aid in discouraging animal scavenging. As well some of the other materials are for temporary roadways and intermediate cover.

Tenders were received from two bidders, Keel Construction Ltd and L. Halpin Excavating Ltd.

Motion: To award the contract in 2014 for fine aggregate to low bidder Keel Construction for the price of \$6.25 per metric tonne.

Motion: To award the contract in 2014 for medium aggregate to low bidder Keel Construction for the price of \$6.75 per metric tonne.

Motion: To award the contract in 2014 for medium aggregate to low bidder L Halpin Excavating for the price of \$7.50 per metric tonne.

Moved: Director Rathburn
Seconded: Director Seeley

Discussion: Director Bishop asked how the tender was published with only having two organizations submitting a bid. General Manager MacLeod advised that it was advertised as usual on the New Brunswick Opportunity Network (NBON). Although there were a lot of inquiries, given the specifications some organizations have difficulty meeting the specs without incurring additional costs.

Vote: Motion Carried

Contract 2013-04 is for the supply of standby collection and haulage of Leachate. The treatment of the landfills Leachate is to have it removed via tanker to the Lancaster sewage treatment plant as per the agreement with the City of Saint John. The landfill has two tankers which are utilized on a daily basis; however there are occasions when there is a heavy event which results in a need for addition tankers to deal with the increase.

There was only one bidder for the contract and some of the reasons are that this is a stand by service as well as the requirement of having to clean the tankers of the Leachate there is a reluctance to bid.

Motion: To award the contract in 2014 for the supply of standby collection and haulage of Leachate to Keel Construction for the price of \$6.25 per metric tonne.

Moved: Director Seeley
Seconded: Director Speight
Vote: Motion Carried

10 b. EMO Debriefing

Chairperson Losier commented that the ice storm over the Christmas season was a challenge for many communities with the major issue being communication. This was an issue during the last major storm back in 1998 and unfortunately it remained a major hurdle this time as well.

The Chair invited the representative from EMO, Mr. Brent Whelan to give a debriefing on the storm.

Mr. Whelan advised that the incident began with a warning phase in which he and Mr. Corbett engaged with the LSD communities on December 22nd and 23rd. During the storm and subsequent power outages Mr. Whelan was in contact with the municipalities and LSD communities to see what and where was the need. It is the expectation of EMO that communities/individuals are prepared for a period of 72 hours.

On December 24th Mr. Whelan met with the communities and their Fire Chiefs, requests for assistance were given and those were provided.

From the 25th to the 28th Mr. Whelan and Mr. Corbett were covering the EOC and trying to provide service. One of the issues in the region aside from the outage was the need for road salt, but due to the provincial supply not being replenished those resources were being solely used by the province.

Mr. Whelan outlined 5 items of the EMO as follows:

- 1) Identify warming centres – EMO's role is to link the communities to the Red Cross. The communities then work with Red Cross on the details as in staffing etc.
- 2) Be in contact with communities and their 1st responders.
- 3) Drafting a regional plan, this is currently being developed.
- 4) Education and training through the EMO and EMT courses.
- 5) Exercises such as tabletop exercises where emergency situations are performed to find vulnerabilities and issues and solutions to those which arise as a result of the exercises.

One of the issues connected with communication is that many people rely on cell and internet/fibre op phone services and with the power outage this impacted these services.

The Chair mentioned that one of the problems was that the Executive Director of the Commission was left off of the communications, however as being the one that speaks for the group it is critical that he be included in all communications.

Director Seeley commented that despite the commitment given during a previous meeting earlier in the year to visit each of the LSD's in the region to discuss EMO requirements to date this meeting has not occurred. She voiced her grave concerns regarding what she saw and didn't see. One of the most disturbing issues was the fact that they discouraged from setting up a warming centre.

Mr. Whelan advised that the method in which the Red Cross becomes involved with warming centres is the community must have a space available and volunteers to staff and then if the need is there for additional help the Red Cross will assist in staffing where ever possible.

Director Driscoll brought to the attention that there is the amateur radio community that could be utilized in a case where the phone/email/internet services go down to get a message out. Fortunately the town has a plan and although there were some issues they did receive support from the Town of Rothesay on one issue particular road salt. There was also a lot of support from their business district; one organization in particular that went above and beyond was JDI, with supplying wood, water etc.

Director Speight reiterated that communication was nonexistent with EMO in her community. She asked where was the plan, what happened to the commitment following the meeting in Bradley Lake to come and discuss the regions EMO needs and plan. Because they do not have a generator despite putting in requests, they were not able to set up a warming centre and they also had lost phone service so they were unable to contact anyone.

Director Norton commented that as Saint John was not affected with outages for the most part, he offered the assistance of the City of Saint John if required in the future.

Director Rogers commented that generally his community was not affected, however he questioned as to why NB Power did not immediately restore the power that was turned off during tree trimming once the task was completed. Again communication was an issue with this regard as no one could advise when power would resume.

Director Bishop commented that the top take away from this storm for his community is the need to have a tree trimming program. That although it is nice to have shade trees it is more important to have power. As a result the Town of Rothesay will work with NB Power to develop a trimming program.

Director Rathburn asked why the army was not brought in. Mr. Whelan advised that there are only few situations when that would happen and that would be if all other resources had been exhausted and a state of emergency was called. As well she reiterated that the communication was not there and that there should have been a plan in place.

Chairperson Losier commented that as stated communications was an issue, but as the town has a plan in place they had a warming center set up and although they had to move it a few times, utilizing St. Matthews church on a couple of occasions they fared as well as possible.

Executive Director commented that kudos should be given to NB Power as they really worked hard under very difficult conditions. One situation in particular in Grand Bay-Westfield that was of concern was that the outage resulted in the gas stations not being open and this caused the emergency vehicles to travel into Saint John to fuel up, but then by the time they arrived back in the town they had gone through a half a tank of gas. There is a DOT garage in Woodmans Point with gas

pumps, however because they do not have a generator those tank were of no use. This is an easy fix, by equipping the garage with a generator there would be fuel available in an emergency.

Chairperson Losier commented that although a lot went wrong, there was also a lot that went right. Every one rose to the challenge, the fire department, Red Cross and local churches, NB Power. But there must be a plan in place for all, the municipalities have theirs, but the LSD's must have one as well.

Regarding communications, the Chair mentioned that communities can get an AM Station license which would enable them to transmit messages to the public.

Motion: To have EMO coordinator and District Manager meet with the Executive Director all of the Fire Chiefs to discuss solutions going forward.

Moved: Director Driscoll
Seconded: Director Rathburn
Vote: Motion Carried

10. Motion to Adjourn

Chairperson Losier asked if there were any further items before adjournment was called.

Motion: The Chair called for a motion to adjourn at 11:46 am.

Moved: Director Seeley
Seconded: Director Rogers
Vote: Motion Carried

APPROVED (date) April 8, 2014



Grace Losier, Chairperson



Jeanne DeCourville, Recording Secretary