

**Regular Monthly Meeting
July 26, 2016**

Minutes of the meeting of the Board of Directors of Fundy Regional Service Commission held on Tuesday, July 26, 2016 at 10 Crane Mountain, Saint John.

1. Call to Order

The Board Interim Chairperson, Grace Losier, called the meeting to order at 11:12 a.m.

BOARD MEMBERS

Gary Clark, Mayor, Chairman
Glen Baxter, Vice Chairman
Grace Losier, Mayor, Grand Bay-Westfield
Don Darling, Mayor, City of Saint John *[Absent]*
Nancy Grant, Deputy Mayor, Rothesay
Bette Ann Chatterton, Mayor, St. Martins
Brenda Rathburn, Local Service District Representative
David Rogers, Local Service District Representative
Sandra Speight, Local Service District Representative

OTHERS

Marc MacLeod, Executive Director
Terry Keating – Dept. of Environment & Local Gov't
Brian Shannon, Fundy Regional Service Commission
Media
General Public

2. Approval of Order of Business

The Chairperson asked for approval of the agenda as presented.

Motion: To approve the July 26, 2016 agenda as presented.

Moved: Director Grant
Seconded: Director Chatterton
Vote: Motion Carried

3. Disclosure of Conflict of Interest

None

4. Approval of the Minutes

Director Clark advised that the following corrections are required Item 5 – remove Director Driscoll and replace with Clarke and Item 9 – remove the (e) from Clarke.

Motion: To approve minutes with the above corrections.

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

5. Election of Officers

Chairperson Losier advised that as outlined in the Nomination Committee report there are two individuals interested in standing for the Chair and Vice Chair.

The Chair called for any additional candidates for the Chair, there being none it was declared Gary Clark as Chair.

The Chair called for any additional candidates for the Vice Chair, there being none it was declared Glen Baxter as Vice Chair.

Grace Losier then vacated the Chair and handed the remained of the meeting over the Chairperson Gary Clark.

6. Signing Authorities

Executive Director MacLeod advised that with the consolidation of the roles of General Manager and Executive Director the Commission has lost a signing officer and with the requirement being the executive staff member in this case the Executive Director and either the Chair, Vice Chair. With the loss of the fourth signing officer it creates an issue during times of absences and as such it is the request to have a fourth signing officer appointed from the Board.

Currently the fourth signing authority is Director Losier the recommendation is to continue with this system.

Motion: To approve the recommendation to continue with Director Losier as the fourth signing authority.

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

7. Building and Planning Report

Building Inspector Brian Shannon gave a brief overview of the report for May and June.

Motion: To receive and file the Building and Planning Report Memo as presented.

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

8. Financial Statement – 2nd Quarter

Executive Director MacLeod gave an overview of the second quarter financial statements advising that the Commission is \$90,000. favourable with the landfill being \$69,000 favourable. Revenue is down due to a drop in tonnage.

Motion: To receive and file the 2nd Quarter Financial Statements as presented.

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

9. RFP – Conceptual Model

Executive Director advised as outlined in the letter from the Department of Environment supporting through the ETF the Landfill Numerical Model Preparation project with a one-time amount of \$65,000.00 to be awarded in the 20126-2017 fiscal year.

Nine bids were received, however due to the scoring being so close a third party has been hired to review. The findings will be presented to the Board at the next meeting.

Motion: To receive and file the Department of Environment correspondence regarding the RFP – Conceptual Model.

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

10. Monthly Meeting Dates

Executive Director MacLeod advised with the members it was thought to revisit the current meeting schedule of the 4th Tuesday of the month to be sure it still works for the members. As well as the requirement for members to meet is four meetings per year, we are looking to cancel the August meeting and have the next regularly scheduled meeting on the 4th Tuesday in September.

Given that the 4th Tuesday conflicts with some of the members it was agreed to revise the date to the 3rd Monday, September 19th.

Motion: To continue with the Regular Monthly Meeting schedule of the 4th Tuesday of the month at 10:00 am.

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

11. Motion to Adjourn

Chairperson Clark called for a motion to adjourn.

Motion: To adjourn the meeting at 11:37 am.

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

APPROVED (date) October 27, 2016



Gary Clark, Chairperson



Jeanne DeCourville, Recording Secretary