



**Regular Monthly Meeting**

**August 24, 2020**

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Minutes of the meeting of the Board of Directors of Fundy Regional Service Commission held on Monday, August 24, 2020, at 10 Crane Mountain Rd., Saint John NB.

**1. Call to Order**

The Board Chairperson, Nancy Grant, called the regular board meeting to order at 11:35 a.m.

**2. Record of Attendance**

Nancy Grant	Chairperson
Jim Bedford	Vice Chairperson
Bette Anne Chatterton	Mayor, St. Martins
Shirley McAlary	Deputy Mayor, Saint John
Cindy MacCready	Local Service District Representative (Alternate)
Brenda Rathburn	Local Service District Representative
John Cairns	Local Service District Representative

**Absent**

Grace Losier, Mayor, Grand Bay-Westfield

Gary Clark, Mayor, Quispamsis

**OTHERS**

Marc MacLeod, Executive Director, FRSC

Alicia Raynes, Recording Secretary, FRSC

**3. Approval of the Order of Business**

The Chairperson asked for approval of the Order of Business

**Motion:** To approve the August 24, 2020 Agenda as presented.

Moved: Director Rathburn

Seconded: Director McAlary

Vote: *Motion Carried*

**4. Disclosure of Conflict of Interest**

None

## 5. Approval of the Minutes

**Motion:** To approve the July 27, 2020 minutes as presented.

Moved: Director McAlary  
Seconded: Director Rathburn  
Vote: *Motion Carried*

## 6. Planning – Building Inspection – July, 2020

The July, 2020 Report for Building, Development & Planning for the Village of St. Martins & FRSC Rural areas was provided for consideration. To date, the estimated cost of construction for end of July, 2020 is \$2,572,100 less than YTD end of July, 2019.

**Motion:** To receive and file the report as presented.

Moved: Director McAlary  
Seconded: Director Rathburn  
Vote: *Motion Carried*

It was discussed whether or not there should be a monthly presentation of the Planning & Building Inspection report in case there are questions that need to be answered.

**Motion:** To move back to monthly presentations of the Planning & Building Inspection report.

Moved: Director Chatterton  
Seconded: Director MacCready  
Vote: *Motion Carried*

## 7. Finance

### a. Tender 2020-01

Executive Director MacLeod provided a brief background on the tender that was issued for the construction of a slope cap on cell #7. Staff felt that the market could be favourable due to fuel prices and the lack of construction competition this season. However, only one bid beat the engineer's estimate, and it did not include the cost for topsoil which was approved separately at the July, 2020 Commission meeting.

**Motion:** The Commission authorize the rejection of all bids for Tender 2020-01.

Moved: Director McAlary  
Seconded: Director Bedford  
Vote: *Motion Carried*

It was noted that based on pricing and staff experience in capping, it would be beneficial to have landfill staff execute the project rather than contractors.

**Motion:** The Commission authorize that staff proceed to construct the cell #7 slope cap for a cost of up to \$570,000 including HST, to be funded by the operating reserve in the amount of \$250,000 and the balance from the landfill operating budget.

Moved: Director Cairns  
Seconded: Director McAlary  
Vote: *Motion Carried*

**b. Baler Tender**

Executive Director MacLeod provided a brief background on the baler currently being used in the material recovery facility at Crane Mountain Landfill. It was explained that the baler was scheduled to be replaced in the 2022 capital plan. The original projection of the baler life was for a 25% increase in usage with the new recycling system in 2010, however, usage actually increased by about 60%. It was further explained that with the increased usage and due to recent mechanical failures with the baler, expected repair costs and the life cycle of the baler, the best solution would be to purchase a new baler for a cost in the range of \$250,000.

**Motion:** The Commission authorize the Executive Director to issue a tender or RFP for a baler to be funded from the landfill capital reserve.

Moved: Director McAlary  
Seconded: Director Rathburn  
Vote: *Motion Carried*

It was explained that there is money in the reserve. It was further explained that we have one Landfill Capital Reserve fund and within that we have two funds; the Building Canada fund and the capital reserve fund.

Increasing capacity of the baler was discussed. It was explained that a similar size baler would be required due to the limited space in the material recovery facility. It was also noted that PPP is something that should be considered as there is uncertainty whether PPP will replace the current processing systems. All things indicate that our systems would still be utilized.

**c. Recycling Collection Equipment - Used**

Executive Director MacLeod provided a brief background of the Blue Bin Depot program, explaining that the FRSC is planning to exit the program over the next 2.5 years. In order to facilitate the current timeline, some equipment will need to be replaced for safety reasons.

**Motion:** The Commission authorize the purchase of two RP235 truck bodies and 42 6-yard recycle bins for the purchase price of \$25,000 before HST from the Southwest RSC to be funded from the landfill capital reserve.

Moved: Director Rathburn  
Seconded: Director McAlary  
Vote: *Motion Carried*

The absence of curbside recycling in the City of Saint John was discussed. Though the largest municipality, curbside recycling is not present in any communities except Quispamsis and Rothesay. The transition will allow all communities to address curbside collection.

**d. 2021 Budget**

Executive Director MacLeod presented the 2021 budget noting that the major highlight is the FRSC is recommending no increase in tipping fees. It was further explained that although we

should be looking at an increase as we are now borrowing for short term and the capital reserve will be drained, now is not the right time for an increase in support of businesses, communities and citizens of the region during a global pandemic.

Increasing tipping fees mid-year was discussed. An increase at a later date could be considered if necessary, however, there would have to be a dramatic change to warrant an increase mid-year.

**Motion:** That the 2021 budget be approved for distribution to its constituent communities to meet the 45-day notice requirement as required by the Regional Service Delivery Act.

Moved: Director McAlary  
Seconded: Director Cairns  
Vote: *Motion Carried*

## **8. Plastic Bag Update**

### **a. Program Change & Bylaws – Brenda MacCallum**

Brenda MacCallum, Public Relations & Program Development Officer with the FRSC provided an update on the status of the program change and bylaws with regards to the plastic bag ban.

It was explained that at the end of 2019, a letter was sent to the municipalities encouraging them to look at introducing a plastic bag reduction bylaw. This started when the FRSC received a letter from the City of Saint John requesting that a plastic bag ban be implemented in the region. This was the first of a two-step process.

The first step was to remove plastic bags from the recycling program which was implemented as of March 1, 2020. Since that time, the FRSC has been educating the public using social media, newspaper and radio advertisements, as well as talking to people at the blue bin recycling depot locations.

The second step to be implemented is a plastic bag reduction bylaw. This step requires the municipalities and LSDs to amend their bylaws surrounding the use of plastic bags and will take some time to implement. It was explained that Nova Scotia and Newfoundland will be implementing a similar bylaw in October, 2020 which was pushed back from the original date of July, 2020, as will Moncton, Riverview and Dieppe.

Ms. MacCallum advised that the City of Saint John has indicated they will not be considering this change during the COVID-19 pandemic. The Town of Rothesay has asked for a delay of six months in part due to COVID-19. Ms. MacCallum also advised that the Town of Quispamsis has already gone through the 1<sup>st</sup> and 2<sup>nd</sup> readings of their plastic bag reduction bylaw.

A discussion was had on plastic bags, other options and charges. In general, no single use plastic bags would be in stores, and alternatives would be charged for. The level of costs, exceptions and acceptable alternatives would be worked out in the bylaw.

Ms. MacCallum also explained that the FRSC obtained a legal opinion and these rules/bylaws can be put in place.

**Motion:** Direct staff to work with stakeholders to collect information and come back with recommendation for a date to implement.

Moved: Director Cairns  
Seconded: Director Rathburn  
Vote: *Motion Carried*

It was noted that a plastic bag ban will take approximately one year to implement after a date is confirmed. This will allow retailers time to make necessary changes.

**b. Plastic Bag Ban By-Law Letter – Town of Rothesay**

A letter was received by the FRSC from the Town of Rothesay indicating that Rothesay Council has voted in favour of a six-month extension to the deadline for a by-law pertaining to a plastic bag ban. They feel that due to COVID-19, such a by-law should be postponed until retailers can demonstrate that they can continue to operate safely without plastic bags.

**Motion:** To receive and file the letter as presented.

Moved: Director Rathburn  
Seconded: Director McAlary  
Vote: *Motion Carried*

The date of the next meeting was discussed. It was noted that there is no in-person meeting planned for September, however, a phone meeting will likely be required for the baler RFP and some finance items.

Chairperson Grant called for a motion to adjourn.

**Motion:** To adjourn the meeting at 12:25 pm.

Moved: Director Rathburn  
Seconded: Director McAlary  
Vote: *Motion Carried*

APPROVED (date) Sept. 28, 2020

  
Nancy Grant, Chairperson

  
Alicia Raynes, Recording Secretary