



**Regular Monthly Meeting**

**December 20, 2021**

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Minutes of the meeting of the Board of Directors of Fundy Regional Service Commission held on Monday, December 20, 2021, at 10 Crane Mountain Rd., Saint John NB.

**1. Call to Order**

The Board Chairperson, Brittany Merrifield, called the meeting to order at 11:12 a.m.

**2. Record of Attendance**

Brittany Merrifield	Chairperson
Jim Bedford	Vice Chairperson
Bette Ann Chatterton	Mayor, St. Martins
John MacKenzie	Deputy Mayor, Saint John
Nancy Grant	Mayor, Rothesay
Ray Riddell	Local Service District Representative
Cindy MacCready	Local Service District Representative
John Cairns	Local Service District Representative

**Absent**

Libby O'Hara, 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 December 20, 2021 Agenda as presented with the re-numbering of number seven (7) "adjournment" to number eight (8) and the addition of number seven (7) "Economic Social Inclusion Committee" moved from closed session.

Moved: Director Riddell  
Seconded: Director MacCready  
Vote: Motion Carried

**4. Disclosure of Conflict of Interest**

None

**5. Approval of the Minutes**

**Motion:** To approve the November 22, 2021 minutes as presented.

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

**6. Finance**

**a. Tender 2021-01 – Supply of Aggregate**

Executive Director MacLeod noted that this tender is the standard annual contract for supply of aggregate for the 2022 calendar year which is used for things such as cover material, as well as road maintenance and capping.

**Motion:** To award the contract for supply of aggregate to the lowest price bid of \$7.60 per metric tonne from Quality Concrete Inc.

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

**b. Tender 2021-02 – Standby Leachate Hauling**

Executive Director MacLeod noted that this tender is the annual contract for supply of standby collection and haulage of leachate for the 2022 calendar year.

**Motion:** To award the contract for supply of standby collection and haulage of leachate to the lowest price bid of \$6.50 per metric tonne from Keel Construction Ltd.

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

**c. Year End Motions**

Executive Director MacLeod explained that the solid waste surplus is targeted to be over \$500,000 for 2021. Staff made the decision to pay off the current short-term loan for cell #9 (\$227,505.80) and the remainder will be sent to reserves to pay for other items as determined by the board.

**Motion:** To approve the transfer of \$250,000 from the Solid Waste Operating Fund to the Solid Waste Capital Reserve Fund.

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

It was explained that the Compost Receiving Hall collapse earlier in 2021 resulted in insurance proceeds which will be used to pay for the construction of a new building in 2022.

**Motion:** To approve the transfer of \$335,780 from the Solid Waste Operating Fund to the Solid Waste Capital Reserve Fund.

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

Executive Director MacLeod explained that the Material Recovery Facility was built with a grant from the Building Canada Fund which requires reserves to be funded with \$25,000 annually, specifically for the MRF.

**Motion:** To approve the transfer of \$25,000 from the Solid Waste Operating Fund to the Solid Waste Capital Reserve Fund in accordance with the replacement reserve requirements of Project No. 27900 – Canada-New Brunswick Building Canada Fund – Communities Component.

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

**d. Mileage Reimbursement**

The current business mileage reimbursement rate was discussed. It was explained that the current rate of \$0.41 per km in the Province of NB was set in 2012 with no index for change. It was also explained that upon investigation with the price increase in fuel, the common rate for businesses in 2021 for employees using their vehicles to do their work exceeded \$0.50. The Canada Revenue Agency publishes a number for each year as a reasonable rate for travel mileage. The reasonable allowance rate for 2021 is \$0.59 per kilometre for the first 5000 kilometres driven and \$0.53 per kilometre driven after that. However, there is no clear information justifying a higher rate for the first 5000km.

**Motion:** The bylaws and employee handbook be amended to reflect that per km allowance to be tied to the CRA reasonable reimbursement rate on an annual basis beginning January 1, 2022 and be paid at the flat lower rate excluding the 5000km adjustment.

It was asked if the price of fuel drops, will it be reflected in the mileage allowance? It was explained that the amount would not be adjusted throughout the year as it is based on an annual index. However, in the past, it has lowered and increased annually based on fuel prices.

Moved: Director MacKenzie  
Seconded: Director Grant  
Nay: *Director Riddell*  
Vote: *Motion Carried*

**7. Economic Social Inclusion Committee**

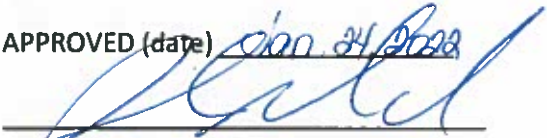
**Motion:** The Commission authorize Executive Director MacLeod to negotiate a Memorandum of Understanding to manage the current Economic and Social Inclusion Corporation (ESIC) programs through a transition to a full contract by 2023, pending full funding from ESIC.

Moved: Director MacKenzie  
Seconded: Director Grant  
Vote: *Motion Carried*

Chairperson Merrifield called for a motion to adjourn.

**Motion:** To adjourn the meeting at 11:44 a.m.

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

APPROVED (date) *Jan 24 2023*  
  
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Brittany Merrifield, Chairperson

  
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Alicia Raynes, Recording Secretary