



**Fundy Regional  
Service Commission**

Commission de Services  
Régionaux de Fundy

**Regular Monthly Meeting**

**July 27, 2020**

Minutes of the meeting of the Board of Directors of Fundy Regional Service Commission held on Monday, July 27, 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 10:18 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
Grace Losier	Mayor, Grand Bay-Westfield
Gary Clark	Mayor, Quispamsis
Cindy MacCready	Local Service District Representative (Alternate)
Brenda Rathburn	Local Service District Representative
John Cairns	Local Service District Representative

**Absent**

**OTHERS**

Marc MacLeod, Executive Director, FRSC

Alicia Raynes, Recording Secretary, FRSC

Brian Shannon, Building Inspector/Development Officer, FRSC

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

The Chairperson asked for approval of the Order of Business

**Motion:** To approve the July 27, 2020 Agenda with the re-numbering of number nine (9) Adjournment to number ten (10) and the addition of Plastic Bag Ban update to number nine (9)

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

**4. Disclosure of Conflict of Interest**

None

**5. Approval of the Minutes**

**Motion:** To approve the June 22, 2020 minutes with a change to the wording of number three (3) Approval of the Order of Business to "Cell #7 Cap moved from *closed session*".

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

**6. Planning – Building Inspection – Q2 - 2020**

Brian Shannon, Building Inspector/Development Officer, FRSC presented the 2nd Quarter Report for Building, Development & Planning for the Village of St. Martins & FRSC Rural areas. Compared to 2019, the year 2020 is behind in both dollar value and number of permits issued to date. This is believed to be in part due to the COVID-19 pandemic.

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

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

**8. Finance**

**a. Q2 2020 Financial Statements**

Chair Grant explained that the format of the Income Statement will be changed before the next quarterly report. There will be another column added which will provide the year to date budget numbers which will assist in identifying trends and provide a clear picture of actual year to date figures.

It was asked if there is a potential for the FRSC to qualify for a grant due to the reduction in ICI revenue. It was explained that although there is a potential, it is based on percentage so we may not qualify, however, we are monitoring the numbers closely.

Executive Director MacLeod explained the FRSC is currently in a favorable position, however, there are some revenue concerns due to the COVID-19 pandemic, and purchase delays as compared to the budget.

**Motion:** To receive and file the Q2 2020 Financial Statements as presented.

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

**b. Topsoil Purchase – Cap Tender**

Executive Director MacLeod explained that at the June 22, 2020 FRSC Commission Meeting, authorization was provided to issue a tender for the capping of Cell #7.

As per Gemtec Consulting Engineers and Scientists, it is estimated that the 2020 Final Capping program will require about 3000 tonnes of topsoil material. The cost would be approximately \$45K plus HST and would not include delivery.

Traditionally the topsoil portion of the contract would have been included in the tender for the capping, however, based on the significant cost, the FRSC has sourced an alternate supplier, Envirem Organics Inc. It is estimated that the cost would be approximately \$33,750 plus HST, including delivery.

**Motion:** To approve the sole sourcing of 3000 tonnes of topsoil material for the 2020 Final Capping program from Envirem Organics Inc. for \$33,750.00 plus HST.

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

It was asked if there was anyone else that we could have invited to bid on the topsoil material. It was explained that according to the engineering firm, there is not a supplier at that price point. It was noted the value was below the tender threshold under the Procurement Act.

#### **c. Landfill Gas System**

Executive Director MacLeod provided a brief background on the landfill gas system at Crane Mountain. He explained that there will be three steps in the landfill gas expansion; Landfill Gas Header Installation in Cell #7, Gas Field Tie-In for Cells #5-6 and 8 Wells Drilled for Cell #7.

It was explained that prior to the installation of the cap for cell #7, the landfill header system needs to be installed so that it will be buried by the capping material. Funding for the project come from landfill reserves and not landfill gas budgets as it will exist as part of the landfill whether there is electrical generation or not.

**Motion:** The Commission authorize the construction and tie-in of the landfill gas well header system for cell #7 to be funded from the capital reserve fund for up to \$50,000 before taxes.

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

It was explained the wells for cells #5 and #6 are currently tied into the normal system with a temporary jumper, but will need a permanent tie in. This will require a third-party engineer which requires specialized services out of New York State as the well field is "live".

**Motion:** The Commission authorize the construction and tie-in of cells #5 and #6 to be funded from the capital reserve fund for up to \$50,000 before taxes.

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

Executive Director MacLeod explained that in the fall of 2019, cell #7 was filled and now requires wells to be drilled. There would be a significant cost to the FRSC for the drilling of the "New" standard of wells. The alternative would be to utilize the "Experimental" type of wells like those used in cells #5 and #6 if they perform. Otherwise, wells will be delayed until other sites are drilling the "new" standard wells.

It was asked if we would be able to tell immediately if the "EXPERIMENTAL" wells will work. It was explained that some comparative measures needed to be taken, but it could be identified quickly.

It was also asked if there is an increase in gas flow, does this cause wetness? It was explained that as there is more gas flowing, and the gas is wet, there would be more water produced, however, the increase is not enough to cause any significant increase impact in leachate hauling.

**Motion:** The Commission authorize the drilling of eight landfill gas wells in Cell #7 to be funded from the capital reserve fund for up to \$50,000 before taxes if required.

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

It was noted that the Landfill Gas system expansion can be considered as three separate projects as they are different projects requiring different specialties.

#### **d. Employee Pensions**

Executive Director MacLeod explained that a settlement had been reached with regards to the Employee Pension Contribution errors from 2004-2007. The final value to settle with 26 employees is \$50,712.26 of varying amounts. The settlement cheques will be offered once a waiver is signed by the union and employee. The insurance company recognized previous expenses as part of the \$2500 deductible, leaving only \$487.60 to be paid.

**Motion:** To receive and file the 2004-2007 employee pension contribution error value report.

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

#### **9. Plastic Bag Update**

Executive Director MacLeod was asked by Chairperson Grant to provide an update on Plastic bags and where we stand with regards to the municipalities moving towards adopting a plastic bag ban. It was explained that this is a 2-prong system. The first step was to change the system to not accept plastic bags in recycling. This is going well for curbside recycling, however, there are still lots of plastic bags being put in the blue bin depots.

The second step was to discuss adopting a by-law banning plastic bags with the municipalities. The question had been asked whether they have the right to enforce this type of law. The legal opinion is yes, they do have the right to enforce this type of law. All municipalities have been contacted; however, they are all at different levels of progress. Because of COVID-19, some things are not moving forward, some stores have re-introduced plastic bags.

It was noted that the blue bins are about 35% contaminated. When asked for clarification, Executive Director MacLeod explained that this is due to illegal dumping or of non compliant material. As the site is not monitored, this is a by product of poor behavior and an inability to educate users individually on a per use basis.

It was explained that we have met with the LSD members as well as the City of Saint John to discuss the exit of the blue bins. Currently, we are the only regional commission collecting and paying for recycling. In the rest of the province, the municipalities and the LSDs look after recycling. The LSDs will be pulling out their service contracts and looking at including curbside recycling in the next contract.

It was asked where the Province is with regards to the PPP. Executive Director MacLeod's impression is that due to COVID-19, it has been placed on the back burner as there has been no provincial action on the matter.

The date of the next meeting was discussed. It will take place on Monday, August 24, 2020. It is anticipated that there will be both an open and closed session.

Chairperson Grant called for a motion to adjourn.

**Motion:** To adjourn the meeting at 11:15 am.

Moved:	Director Clark
Seconded:	Director McAlary
Vote:	<i>Motion Carried</i>

APPROVED (date) Aug. 24, 2020

*Nancy Grant*  
Nancy Grant, Chairperson

*Alicia Raynes*  
Alicia Raynes, Recording Secretary