



**Fundy Regional  
Service Commission**

**Commission de Services  
Régionaux de Fundy**

**Annual General Meeting**

**June 28, 2021**

Minutes of the meeting of the Board of Directors of Fundy Regional Service Commission held on Monday, June 28, 2021, at 10 Crane Mountain Rd., Saint John NB.

**1. Call to Order**

The Board Chairperson, Nancy Grant, called the meeting to order at 11:46 a.m. noting that all COVID-19 regulations have been followed including active screening, physical distancing and the use of masks.

**2. Record of Attendance**

|                       |                                       |
|-----------------------|---------------------------------------|
| Nancy Grant           | Chairperson                           |
| Jim Bedford           | Vice Chairperson                      |
| Bette Anne Chatterton | Mayor, St. Martins                    |
| John MacKenzie        | Deputy Mayor, Saint John              |
| Brittany Merrifield   | Mayor, Grand Bay-Westfield            |
| Libby O'Hara          | Mayor, Quispamsis                     |
| Ray Riddell           | Local Service District Representative |
| Cindy MacCready       | Local Service District Representative |
| John Cairns           | Local Service District Representative |

**OTHERS**

Marc MacLeod, Executive Director, FRSC  
 Alicia Raynes, Recording Secretary, FRSC  
 Nick Cameron, Assistant Development Officer, FRSC

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

The Chairperson asked for approval of the Order of Business

**Motion:** To approve the June 28, 2021 Agenda as presented with the addition of number nine c (9c) "Ashley Perry – pay increase" moved from closed session, the re-numbering of number eleven "Adjournment" to number twelve and the addition of number eleven "PRAC Appointment" moved from closed session.

Moved: Director Cairns  
 Seconded: Director Bedford

Vote: Motion Carried

**4. Disclosure of Conflict of Interest**

None

**5. Approval of the Minutes**

**Motion:** To approve the April 26, 2021 minutes as presented.

Moved: Director MacCready

Seconded: Director Cairns

Vote: *Motion Carried*

**6. Election of Board Officers**

Executive Director MacLeod provided recommended procedures for the Election of Board Officers based on the procedural by-law for the Fundy Regional Service Commission, the Act and its regulations and Robert's Rules.

**Motion:** To accept the election procedures as presented.

Moved: Director Merrifield

Seconded: Director Bedford

Vote: *Motion Carried*

Chair Grant continued to preside over the proceedings and called for nominations for Chairperson from the floor three (3) times. Brittany Merrifield was the only nominee.

**Motion:** To acclaim Mayor Brittany Merrifield as Chair.

Moved: Director Riddell

Seconded: Director O'Hara

Vote: *Motion Carried*

Chair Grant called for nominations for Vice Chair from the floor three (3) times. Jim Bedford was the only nominee.

**Motion:** To acclaim Jim Bedford as Vice Chair.

Moved: Director Cairns

Seconded: Director MacKenzie

Vote: *Motion Carried*

Mayor Brittany Merrifield assumed the role of Chair and presided over the remainder of the meeting.

**7. Planning – Building Inspection – April & May**

Nick Cameron, Assistant Development Officer, FRSC, presented the April and May 2021 Report for Building, Development & Planning for the Village of St. Martins & FRSC Rural areas. Year-to-date total estimated cost of construction at the end of April, 2021 was \$1,948,240 compared to 2020 which was \$1,027,200.

The year-to-date total estimated cost of construction at the end of May, 2021 was \$3,533,740 compared to 2020 which was \$1,335,600.

Mr. Cameron also provided an update on the changes to the Building Code Administration Act general regulation. Previously, structures under 625 square feet were exempt from the National Building Code and non-graded lumber could be used for structures which met this exemption. Amendments to the regulation after January, 2021 changed this exemption to 215 square feet. The change generated a lot of calls and potential increase in building permit inspections by the Commission. As a result, the exemption changed again to 604 square feet as of May 6, 2021.

Mr. Cameron explained that staff met with the Local Service District Advisory Committee to discuss proposed rezonings and other planning matters in Musquash. The Committee has requested that the rural plan for Musquash be reviewed and updated accordingly. Work on a review is set to begin this summer. Additionally, it was noted that a rural plan review is also underway for the Village of St. Martins.

A short discussion was held regarding the legislative requirement for rural plans. It was noted that a rural plan is not required by legislation unless the area wants one. It was asked what the cost would be for LSDs to obtain a plan. It was explained that there is no set fee, it would depend on the area and the complexity of the plan.

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

Moved: Director Grant  
Seconded: Director O'Hara  
Vote: *Motion Carried*

## **8. 2020 Annual Report**

Executive Director MacLeod presented the 2020 Annual Report, noting that this year's report is a brand-new design. Some key factors discussed were the effects of the COVID-19 pandemic and how it affected the operations and revenue of the Commission. Board members expressed a compliment to the staff on the new layout of the Annual Report.

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

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

## **9. Finance**

### **a. Appointment of Auditors**

As per legislation requirements, auditors are typically reappointed in the Annual General Meeting. Teed Saunders Doyle & Co. (TSD) have been the auditor of the Commission since inception in 2013. The vendor service review typically occurs every three years and TSD was completed in 2020 before reappointment at the annual meeting in 2020.

After review of our business relationship and the skill market, it was determined that there is no competitive advantage to changing vendors. Additionally, it was noted that the impact of COVID-

19 on the 2021 year will have irregularities and having an auditor familiar with normal operating years will be beneficial.

**Motion:** The Commission approve the appointment of Teed Saunders Doyle & Co. to serve as the Auditors for the Fundy Regional Service Commission for the 2021 fiscal year.

Moved: Director O'Hara  
Seconded: Director MacKenzie  
Vote: *Motion Carried*

**b. Dozer Rebuild**

Executive Director MacLeod explained that the Capital Plan for 2021 included \$387,000 for the 2008 dozer rebuild. At the March, 22, 2021 meeting, the Commission authorized an additional \$25,745.82. The project requires a motion for the withdrawal of \$410,319.07 (includes the non-refundable portion of HST only) from the capital reserve fund.

**Motion:** The Commission authorize the withdrawal of \$410,319.07 for the dozer rebuild project to be funded from the solid waste capital reserve fund.

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

Chairperson Merrifield left the meeting at 12:02pm for an appointment, leaving Vice Chairperson Bedford to preside over the remainder of the meeting.

**c. Ashley Perry – Pay Increase**

The merit increase in salary for Ashley Perry was presented.

**Motion:** The commission authorize the merit increase of 2.5% to Ashley Perry upon completion of the Accounting for Managers III course toward an accounting certificate in 2021 as per the 2016 employment agreement.

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

**10. CMEI**

**a. Financials**

The CMEI Financial Statements were discussed for the year ending October 31, 2020.

**Motion:** To receive and file the CMEI Financial Statements for November, 2019 to October, 2020.

Moved: Director O'Hara  
Seconded: Director MacKenzie  
Vote: *Motion Carried*

**b. Operating Fund**

The requirement to fund CMEI operations under Order in Council 96-849(I) was discussed.

It was also explained that Section 6.02 of the agreement also states that "In the event that it (CMEI) does not expend its funds allocated by the Commission in any given year such that its annual financial statements indicate cash or near cash assets in excess of Sixty Thousand Dollars (\$60,000.00) (adjusted for inflation...), the annual payment for the upcoming year shall be reduced by the amount shown in excess of Sixty Thousand Dollars (\$60,000.00) (as adjusted)."

That number for 2021 would be approximately \$74,820. Considering CMEI ended the year at \$90,582, the penalty should be considered.

**Motion:** The 2021 operating grant be paid to Crane Mountain Enhancement (CMEI) in the amount of \$24931 when the financial status of the Fundy Regional Service Commission allows for the payment, but before CMEI's end of October 31, 2021. Additionally, the Executive Director inform CMEI of the exceedance and request that this exceedance be eliminated for 2021 as the penalty will be applied in future years.

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

**c. Audit Fee**

The financial commitment by the Commission to a "review engagement" of CMEI's financial statements was discussed.

**Motion:** The Fundy Regional Service Commission immediately pay CMEI \$1000 toward the review engagement of their financial statements by Teed Saunders Doyle.

Moved: Director O'Hara  
Seconded: Director Grant  
Vote: *Motion Carried*

**11. PRAC Appointment**

Nominations were received for four (4) vacancies for the Planning Review and Adjustment Committee (PRAC).

**Motion:** To appoint Dwight Allaby, Cindy MacCready, John Cairns and Tina Dealy as PRAC members, each for a four-year term.

Moved: Director Riddell  
Seconded: Director O'Hara  
Vote: *Motion Carried*

Vice Chairperson Bedford called for a motion to adjourn.

**Motion:** To adjourn the meeting at 12:13 p.m.

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

APPROVED (date) July 26, 2021

  
Brittany Merrifield, Chairperson

  
Alicia Raynes, Recording Secretary