



**Annual General Meeting  
May 27, 2019**

---

Minutes of the meeting of the Board of Directors of Fundy Regional Service Commission held on Monday, May 27, 2019, at 10 Crane Mountain Rd., Saint John NB.

**1. Call to Order**

The Board Chairperson, Gary Clark, called the meeting to order at 10:34 a.m.

**2. Record of Attendance**

Gary Clark	Chairperson
Glen Baxter	Vice Chairperson
Bette Anne Chatterton	Mayor, St. Martins
Don Darling	Mayor, Saint John
Grace Losier	Mayor, Grand Bay-Westfield
Nancy Grant	Mayor, Rothesay
Brenda Rathburn	Local Service District Representative
Jim Bedford	Local Service District Representative
Cindy MacCready	Local Service District Representative (Alternate)

**Absent**

John Cairns, Local Service District Representative

**OTHERS**

Marc MacLeod, Executive Director, FRSC

Alicia Raynes, Recording Secretary, FRSC

Brian Shannon, Building Inspector/Development Officer, FRSC

Les Weber, Regional Emergency Management Coordinator – Region 9, NBEMO  
General Public

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

The Chairperson asked for approval of the Order of Business

**Motion:** To approve the May 27, 2019 Agenda as presented with re-numbering of Shared Services to 11b) and the addition of number eleven a (11a) Workplace Harassment and Violence Policy.

Moved: Director Losier  
Seconded: Director Darling

Vote: Motion Carried

**4. Disclosure of Conflict of Interest**

None

**5. Approval of the Minutes**

**Motion:** To approve the April 29, 2019 minutes.

Moved: Director Baxter  
Seconded: Director Bedford  
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 it's regulations and Robert's Rules.

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

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

Chair Clark continued to preside over the proceedings. Director Losier submitted the nomination report summarizing the members interested in Executive Positions. Only Directors Clark and Baxter expressed interest.

Chair Clark called for nominations for Chairperson from the floor three (3) times. Gary Clark was the only nominee.

**Motion:** To acclaim Mayor Gary Clark as Chair.

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

Chair Clark called for nominations for Vice Chair from the floor three (3) times. Glen Baxter was the only nominee.

**Motion:** To acclaim Glen Baxter as Vice Chair

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

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

The April 2019 Report for Building, Development & Planning for the Village of St. Martins & FRSC Rural areas was presented for consideration.

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

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

**8. EMO – Flood Update – Les Weber**

Les Weber, Regional Emergency Management Coordinator-Region 9, NBEMO provided an overall update presentation (attached) on the 2019 flood. The River Watch Program began on March 11, 2019 and ended on May 10, 2019. At this time, the Provincial Emergency Operations Centre (PEOC) returned to normal monitoring. NB EMO recovery began on May 1, 2019.

Mr. Weber also provided the statistics for this year's flood compared to last year's flood which included numbers from the Canadian Red Cross and also the Department of Transportation and Infrastructure.

As part of the recovery phase, NB EMO has established 5 Health and Safety Inspection Teams to conduct Health and Safety Inspections. To date, 549 inspections have been completed. Disaster Financial Assistance (DFA) was announced on May 3, 2019. The deadline for applications is August 30, 2019. Damage estimates were sent to Municipalities on May 3, 2019. They are due by May 31, 2019. DFA applications were mailed to 503 registrants. There were 3 buyouts, 2 accepted and 1 pending. A question was raised regarding the buyout procedure to which Mr. Weber responded that the key is for residents to be registered.

Mr. Weber discussed other items during the recovery phase which included extended hours for the Crane Mountain Landfill for disposal of flood debris, the Water Distribution Centres, which still have water available to those in need, Flood kits, which are still available from the Canadian Red Cross Warehouse in Saint John and also from local stores on the Kingston Peninsula or at the Ferry Terminal. Free well-water testing is available and kits are located at Satellite offices.

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

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

**9. Finance**

**a. 2018 Audited Financial Statements**

Andrew Logan, Auditor, Teed Saunders Doyle & Co. presented the 2018 Audited Financial Statements. It is the opinion of the auditor that this was a clean audit with no errors or problems detected. There are no adjustments proposed this year. Mr. Logan explained that there are differences in accounting rules compared to the Provincial Funding Model. Accounting rules depreciate assets whereas the Provincial Funding model doesn't. They simply operate on a cash basis.

Mr. Logan discussed the post closure liability for the landfill. Costs are accrued as the facility operates and assets are set aside to cover this liability. This is a legislative requirement. He also reiterated that there is a \$17.9 million dollar accumulated surplus for 2018. This represents the Commission's value of assets not yet consumed or used in operating the facility.

Mr. Logan again reiterated that there are no red flags moving forward with regards to the finances.

**Note: Compliments to the staff.**

The Commission members thanked and complimented the staff through Director MacLeod for the previous year performance considering the changes in the accounting department.

**Motion:** To receive and file 2018 Audited Financial Statements as presented.

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

**b. Appointment of Auditors**

As per legislation requirements, auditors are typically reappointed in the Annual General Meeting. Based on continuity, competitive costs, and the excellent work of Teed Saunders Doyle & Co., Executive Director MacLeod recommended their reappointment as auditors for the Commission for the 2019 fiscal year.

**Motion:** To approve the appointment of Teed Saunders Doyle & Co. to serve as the Auditors for the Fundy Regional Service Commission for the 2019 fiscal year.

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

**c. Q1 2019 Financial Statements**

Executive Director MacLeod presented the 1st Quarter Financial Statements. The Commission overall is in an approximate \$345,000 surplus position.

**Motion:** To receive and file the 1<sup>st</sup> Quarter Financial Statements as presented by Executive Director MacLeod.

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

**10. CMEI**

**a. Financials**

The CMEI Financial Statements were discussed for the year ending October 31, 2018.

**Motion:** To receive and file the CMEI Financial Statements for November, 2017 to October, 2018.

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

**b. Operating Fund**

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

**Motion:** It is recommended by Executive Director MacLeod that:

“The 2019 operating grant be paid to Crane Mountain Enhancement (CMEI) in the amount of \$24475 when the financial status of the Fundy Regional Service Commission allows for the payment, but before CMEI’s end of October 31, 2019.”

Moved: Director Losier  
Seconded: Director Baxter

A question was raised as to whether or not CMEI is required to provide an annual report detailing their activities. It was clarified that the only requirement is for CMEI to provide their financials, not the activities.

Vote: *Motion Carried*

**c. Audit Fee**

The financial commitment by the Commission to a “review engagement” of CMEI’s financial statements was discussed.

**Motion:** It is recommended by Executive Director MacLeod that:

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

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

**11.**

**a. Workplace Harassment and Violence Policy**

New Brunswick has introduced new regulations under the General Regulations of Occupational Health and Safety Act aimed at identifying and preventing workplace harassment and violence. These regulations took effect on April 1, 2019. As a result, there are new obligations for both employers and employees. The Policy has been developed over the past year with help between staff and our consultant, HR on Demand. It meets the criteria outlined by the Act and Regulations.

**Motion:** To adopt the new Workplace Harassment and Violence Policy as presented.

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

**b. Shared Services – Don Darling**

The exploration of a more comprehensive shared service plan was discussed.

**Motion:** To form a high-level public service task force, chaired by the City Manager of the City of Saint John and comprised of comparable representation from the other 8 members of this body, with a mandate to explore options and provide recommendations to the Fundy Regional Service Commission by June 2020.

Moved: Director Darling  
Seconded: Director Baxter

Concerns on the committee were raised regarding LSD structure including the lack of a town manager and whether a member would have the authority to make decisions that would be required in this group. For clarification, Director Darling stated that the group would be responsible to develop recommendations and that they would return to the Commission for a vote. Time commitment concerns for town managers were also discussed including consideration of other possible candidates.

Point of Order: It was also mentioned that the City money issues could not be expected to be solved by the outside communities and that the province also needs to realize that the current funding system is not working. Director Darling raised a Point of Order on not speaking to the motion. The Chair accepted the Point of Order and returned the discussion to the motion.

The rationality of using the City Manager as the Chair of this committee was also discussed. It was suggested that a regional committee should either choose the Chair amongst themselves, or a facilitator should be appointed to maintain a regional interest to the group.

*Nay: Director Chatterton, Losier, Grant, Rathburn,*  
Vote: Motion Defeated

Chairperson Clark called for a motion to adjourn.

**Motion:** To adjourn the meeting at 11:41 a.m.

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

APPROVED (date) June 24<sup>th</sup> / 2019

  
\_\_\_\_\_  
Gary Clark, Chairperson

  
\_\_\_\_\_  
Alicia Raynes, Recording Secretary

# New Brunswick Emergency Measures Organization



## SPRING FRESHET 2019 UPDATE

REMC Les Weber

27 May , 2019

**NBEMO**  
New Brunswick  
Emergency Measures  
Organization



**OMUNB**  
Organisation des  
mesures d'urgence du  
Nouveau-Brunswick

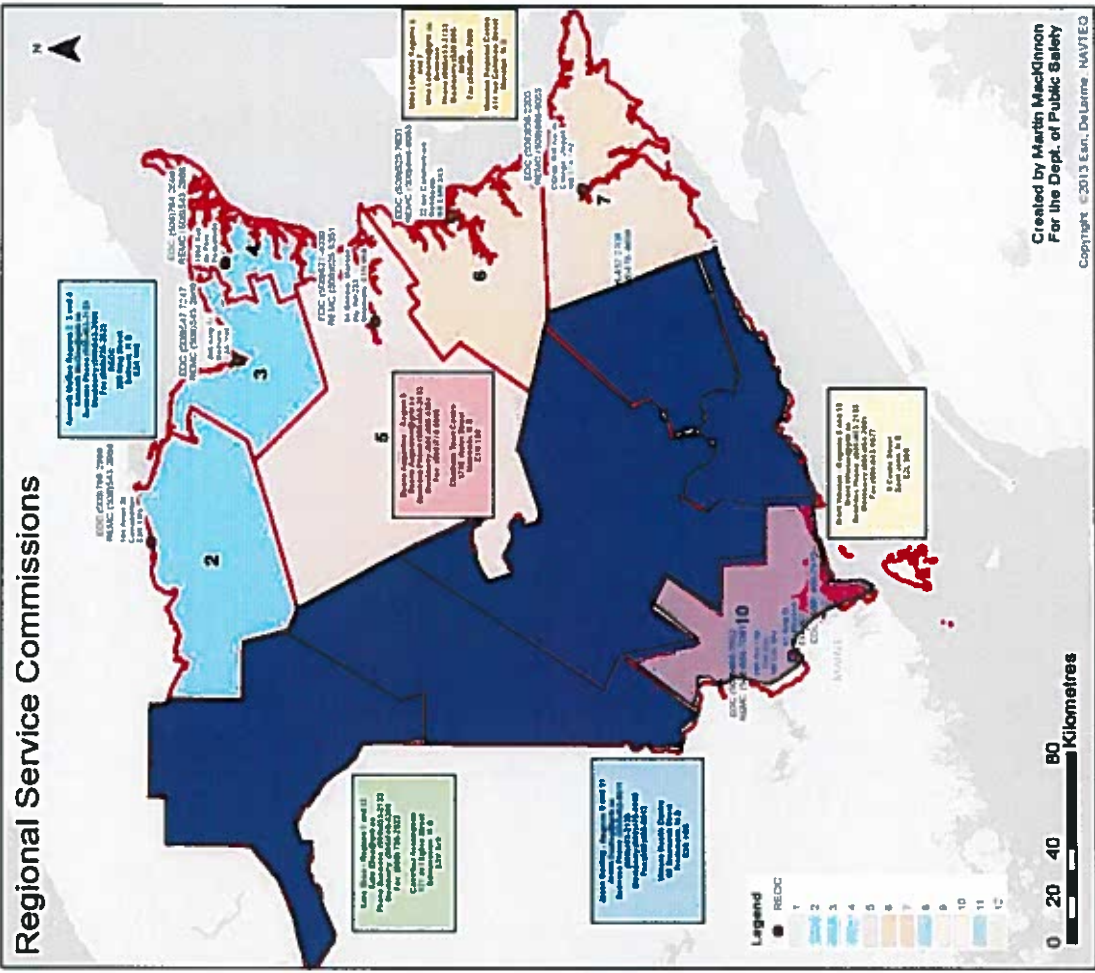
# FRESHET 2019

## AREAS AFFECTED



**NBEMO**  
New Brunswick  
Emergency Measures  
Organization

**OMUNB**  
Organisation des  
mesures d'urgence du  
Nouveau-Brunswick





# River Watch Program - 2019

- **Began:** March 11<sup>th</sup>
- **Ended:** 10 May 19
  - Provincial Emergency Operations Centre (PEOC) returned to Normal Monitoring
- NB EMO Recovery began 1 May 19



# Canadian Red Cross (CRC)



## 2019 New Brunswick Floods Impacted Community Profile

May 23/19 08:30

**Communities**

- Select all
- (Blank)
- BARKERS POINT
- BAYSIDE
- BAYSWATER
- Big Cove
- BROWNS FLAT
- BURTON
- CAMBRIDGE-NARROWS
- CARTERS POINT

**Pre-disaster Address**

**Registered Households**  
**669**

**Registered Individuals**  
**1553**

**Avg. Individuals/House**  
**2.33**

**Age Bracket**

65+	21.83%
55-64	12.45%
45-54	11.65%
35-44	18.21%
18-30	15.99%
13-17	4.78%
12 & Under	17.70%

**Gender Summary**

Male 41.85%  
Female 57.7%  
Other / Prefer not to say 0.45%

# Canadian Red Cross (CRC)

- Numbers within Region:
- Registered
  - 113 Households
  - 229 Individuals
- Provided Hotels to;
  - 28 Households
  - 670 Individuals
- Currently in Hotels;
  - 7 Households
  - 17 Individuals



# Dept of Transport/Infrastructure (DTI)

**8 May 2019**

• Grand Total – 28

- Full Closures – 5
- Lane Closures – 3
- Being Monitored – 1
- Re-opened – 20

**24 May 2019**

• Grand Total – 28

- Full Closure – 2
  - Carter's Point Rd
  - Ganong Rd
- Re-opened - 26



# Health & Safety Inspections (H&S)

- NB EMO has established 5 H&S Inspection Teams, with the ability to surge to 5 Teams as required
- Teams consist of
  - OFM
  - Technical Inspection Services
  - Public Health
  - ELG
  - Social Development
- **549 Inspections have been completed**

# Disaster Financial Assistance (DFA)

- Announced 3 May 2019
  - Deadline for Applications
    - 30 August 2019
- Damage Estimates sent to Municipalities – 3 May
  - Damage Estimates due 31 May 19



# Disaster Financial Assistance (DFA)

- Applications mailed to 503 Registrants
- Buy-outs – 3
  - 2 accepted
  - 1 pending



**NBEMO**  
New Brunswick  
Emergency Measures  
Organization

**OMUNB**

Organisation des  
mesures d'urgence du  
Nouveau-Brunswick

New Brunswick  
Canada

# Disaster Financial Assistance (DFA)

- Satellite Offices
  - Saint John
  - 15 King's Square North
    - Mon-Fri: 9am-5pm
    - Sat: 9am-12pm
- Pop-up Offices were conducted
  - GB-W
  - Quispamsis





# Landfill – Flood Debris

- Crane Mountain
  - Mon-Fri: 7:30am-7:00pm
  - Sat: 8:00am-2pm
  - Was open Victoria Day (May 20)



# Water Distribution

- Stored at River Valley Recreation Centre (GB-W) for distribution to flood affected personnel.
  - Quantity remaining: 7 pallets
  - Requested for 10x pallets from NB EMO for GB-W Area.
- Water is for the use of the entire Region and Municipal EMOs are aware

# Flood Kits

- Excess Kits were returned to CRC warehouse (Saint John) 21 May 19
- Homeowners/Individual can pick them up there in the future.
- Homeownes can still pickup kits in local stores on the Kingston Peninsula or Ferry Terminal site



# Environment

- Providing free well-water testing.
  - Test Kits available at Satellite offices

**NBEMO**  
New Brunswick  
Emergency Measures  
Organization



**OMUNB**  
Organisation des  
mesures d'urgence du  
Nouveau-Brunswick



# Municipalities / LSDs Requests

- GB – W
- – **Water**
- Kingston Peninsula
- – NIL
- Saint John
- – NIL
- Rothesay
- – NIL
- Quispamsis
- – NIL



**NBEMO**  
New Brunswick  
Emergency Measures  
Organization

**OMUNB**

Organisation des  
mesures d'urgence du  
Nouveau-Brunswick

# QUESTIONS



**NBEMO**  
New Brunswick  
Emergency Measures  
Organization



**OMUMB**  
Organisation des  
mesures d'urgence du  
Nouveau-Brunswick

