



**Fundy Regional
Service Commission**

Commission de Services
Régionaux de Fundy

**Regular Monthly Meeting
May 27, 2020**

Minutes of the meeting of the Board of Directors of Fundy Regional Service Commission held on Wednesday, May 27, 2020, hosted at 10 Crane Mountain Rd., Saint John NB via teleconference.

1. Call to Order

The Board Chairperson, Gary Clark, called the regular board meeting to order at 10:02 a.m.

2. Record of Attendance – via teleconference

Gary Clark	Chairperson
Glen Baxter	Vice Chairperson
Bette Anne Chatterton	Mayor, St. Martins
Nancy Grant	Mayor, Rothesay
Brenda Rathburn	Local Service District Representative
John Cairns	Local Service District Representative

Absent

Don Darling, Mayor, Saint John

Grace Losier, Mayor, Grand Bay-Westfield

Jim Bedford, Local Service District Representative

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 May 27, 2020 Agenda as presented.

Moved: Director Chatterton

Seconded: Director Rathburn

Vote: *Motion Carried*

4. Disclosure of Conflict of Interest

None

5. Approval of the Minutes

Motion: To approve the April 27, 2020 minutes.

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

6. Planning Department Structure Review

Executive Director MacLeod explained that at the April 27th meeting of the Commission, a discussion was held surrounding the current structure of the Planning Department. This discussion was prompted by both the impending retirement of the FRSC Building Inspector, Brian Shannon, as well as a letter from the Minister rejecting an LSD Simonds plan amendment, instead requesting a revisit of the now 20-year-old plan. Mr. Shannon currently acts as both the Building Inspector and Development Officer for the FRSC. The Planning Director position is a contracted position overseen by Mr. Shannon. It was suggested at the April 27th Commission Meeting that we return to the former structure over time which would mean having a Planning Director/Development Officer as well as a Building Inspector.

Based on the premise that Local Planning is a wholly paid service by a subset of FRSC members, staff was requested on May 5, 2020 to conduct more detailed research including discussing alternative options with six other Regional Service Commissions. A summary of results was discussed with Directors from all LSD's and the Village of St. Martins on May 20, 2020.

Based on their findings, staff reiterated that the best option moving forward would be to retain our Director of Planning outside contract and hire a Development Officer and a Building Inspector. Director MacLeod also noted that a meeting was held with the FRSC Contract Director of Planning, Gaye Drescher, and she thinks this option will be effective and will enable the FRSC to be more pro-active.

It was asked who would do the hiring? It was explained that FRSC staff would do the hiring.

Motion: That the Commission advertise and hire for the position of Development Officer asking for MCIP certification preferred and that the person be appointed as Development Officer by the Commission.

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

Chairperson Clark called for a motion to adjourn the meeting

Motion: To adjourn the meeting at 10:15 am.

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

APPROVED (date) June 22, 2020

Gary Clark

Gary Clark, Chairperson

Alicia Raynes

Alicia Raynes, Recording Secretary