



**Fundy Regional  
Service Commission**

**Commission de Services  
Régionaux de Fundy**

**Regular Monthly Meeting  
October 16, 2017**

Minutes of the meeting of the Board of Directors of Fundy Regional Service Commission (FRSC) held on Monday, October 16, 2017, at 10 Crane Mountain, Saint John.

**1. Call to Order**

The Board Chairperson, Gary Clark, called the regular board meeting to order at 11:10 a.m.

**2. Record of Attendance**

Gary Clark, Chairperson, Mayor, Quispamsis  
Glen Baxter, Vice Chairperson, Local Service District Representative  
Bette Ann Chatterton, Mayor, St. Martins  
Don Darling, Mayor, Saint John (Absent)  
Grace Losier, Mayor, Grand Bay-Westfield  
Nancy Grant, Mayor, Rothesay  
Brenda Rathburn, Local Service District Representative  
David Rogers, Local Service District Representative  
Sandra Speight, Local Service District Representative

**OTHERS**

Marc MacLeod, Executive Director, FRSC  
Amanda Henderson, Operations Administrator, Recording Secretary, FRSC  
Terry Keating, Dept. of Environment & Local Gov't

### **3. Approval of Order of Business**

The Chairperson asked for approval of the October 16<sup>th</sup>, 2017 agenda of the regular meeting as presented.

**Motion:** To approve the agenda for October 16<sup>th</sup>, 2017 as circulated.

Moved: Director Losier  
Seconded: Director Grant  
Vote: Motion Carried

### **4. Disclosure of Conflict of Interest**

None

### **5. Minutes**

#### **5. a) Tabled – July 12<sup>th</sup>, 2017 minutes**

**Motion:** To approve the tabled minutes of July 12<sup>th</sup>, 2017 as circulated.

Moved: Director Grant  
Seconded: Director Speight  
Vote: Motion Carried

#### **5. b) Approval of the August 28<sup>th</sup>, 2017 minutes**

Director Grant discussed the lack of detail about the discussion around the budget.

**Motion:** To approve the August 28<sup>th</sup>, 2017 minutes as circulated.

Moved: Director Losier  
Seconded: Director Speight  
Vote: Motion Carried  
Nay- Director Grant

### **5. c) Minutes – Bylaw Review**

At the August 28 meeting, there was a question of transparency regarding item#5 on the July 16<sup>th</sup> minutes. The minutes were tabled to October 16 to review our bylaw regarding procedural direction in the recording of meetings and minute content. It was determined that we will not record meetings and that we will continue to follow Robert's Rules of Order except that a small summary representing the theme of discussion will be provided on each agenda item as required.

**Motion:** To approve the recommendation of the addition of section "7.7 Minutes" to the Procedural Bylaws including sub sections 7.7.1 and 7.7.2 as presented.

Moved: Director Grant  
Seconded: Director Losier  
Vote: Motion Carried

### **6. Building and Planning Report**

**Motion:** To receive and file the building and planning report.

Moved: Director Losier  
Seconded: Director Speight  
Vote: Motion Carried

### **7. Landfill Operations**

#### **7. a) Yard Sale**

Marc MacLeod informed the board of directors that FRSC was holding a Trash to Treasure yard sale event, this pilot will take place at our facility on October 21, 2017 from 8:00 a.m. to 12:00 p.m. This Waste Reduction Week event is to highlight all the items that end up in the landfill, which could be given a second life.

#### **7. b) Tender 2017-03 – Leachate Truck**

After careful review of all tender bids, it has been determined that Bayview Trucks & Equipment was the successful bid without the optional extended warranty as it has met all specified criteria required for the new leachate truck.

**Motion:** To award Tender 2017-03 Tandem Day Cab Tractor – Severe Duty to Bayview Trucks & Equipment for a Kenworth T880 in the amount of \$164,000.00 (plus applicable taxes) to be funded from operating.

Moved: Director Losier  
Seconded: Director Grant  
Vote: Motion Carried

## **8. Budget**

As per the legislation of the 45-day review, the budget was now ready to be approved. The Executive Director updated the commission on his budget presentation to LSD's, Quispamsis and Rothesay. No other communities requested presentations. No corrections were noted or requested.

**Motion:** To approve the 2018 Budget as presented by the Executive Director.

Moved: Director Grant  
Seconded: Director Speight  
Vote: Motion Carried

## **9. Correspondence**

### **9. a) Hampton Letter**

The Town of Hampton has responded to our letter indicating that effective February 1, 2018 we will discontinue our recycling collection operations at their blue bin depot facility located off William Bell Drive. The Town of Hampton will be replacing the blue bins with their Town owned bins, and they will truck recyclable material to Crane Mountain Landfill.

**Motion:** To receive and file the letter from the Town of Hampton.

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

### **9. b) NB EMO Letter**

The New Brunswick Emergency Measures Organization (NB EMO) has responded to our letter concerning emergency planning for communities that could potentially be isolated during an emergency event. NB EMO stated it does not have the capacity to create emergency response plans for all communities in NB; they depend on individual communities to complete their own hazard assessment and to develop their own plan of action.

**Motion:** To receive and file the letter from NB EMO.

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

### **10. MOU – Opportunities NB**

A Memorandum of Understanding has been drafted by Opportunities NB for signing as a result of Minister Melanson's presentation on the topic of ensuring economic development for our region. Upon further discussion with the Board of Directors, it was recommended that our Chairperson, Gary Clark and our Executive Director, Marc MacLeod, to sign the MOU. Some concern was brought up about the lack of specifics regarding our conditions to sign. The Executive Director assured the commission that the agreement language would allow for our requested accommodations and that the letter was consistent with all other regions.

**Motion:** To authorize the signature for the Memorandum of Understanding.

Moved: Director Losier  
Seconded: Director Speight  
Vote: Motion Carried

### **11. Next Meeting**

The Executive Director stated that there are no material items to bring to the Commission in November, therefore, our monthly Board Meeting could be held on Monday, December 11<sup>th</sup>, 2017.

**Motion:** To schedule the next Monthly Board Meeting on December 11<sup>th</sup>, 2017.

Moved: Director Grant

Seconded: Director Speight  
Vote: Motion Carried

**12. Motion to Adjourn**

Chairperson Clark called for a motion to adjourn.

**Motion:** To adjourn the meeting at 11:48 am.

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

APPROVED (date) December 18, 2017

  
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Gary Clark, Chairperson

  
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Amanda Henderson, Recording Secretary  
*Anne-Marie Poirier*