

## **Regular Monthly Meeting March 22, 2016**

Minutes of the meeting of the Board of Directors of Fundy Regional Service Commission held on Tuesday, March 22, 2016 at 10 Crane Mountain, Saint John.

### **1. Call to Order**

The Board Chairperson, Murray Driscoll, called the meeting to order at 10:15 a.m.

### **BOARD MEMBERS**

Murray Driscoll, Mayor, Quispamsis, Chairperson  
Joan Seeley, LSD Representative, Vice Chairperson (*absent*)  
Grace Losier, Mayor, Grand Bay-Westfield (*absent*)  
Bill Bishop, Mayor, Rothesay (*absent*)  
Bette Ann Chatterton, Mayor, St. Martins  
Mel Norton, Mayor, Saint John  
David Rogers, Local Service District Representative  
Glen Baxter, Local Service District Representative (*via phone*)  
Sandra Speight, Local Service District Representative (*absent*)

### **OTHERS**

Marc MacLeod, Executive Director  
Brian Lamb – Dept. of Environment & Local Gov't  
Brian Shannon, Fundy Regional Service Commission  
Jean Marc Poirier, Teed Saunders Doyle & Co.  
Jim Stubbs, CMEI

### **2. Approval of Order of Business**

The Chairperson asked for approval of the agenda as presented.

**Motion:** To approve the March 22, 2016 agenda as presented.

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

### **3. Disclosure of Conflict of Interest**

None

#### **4. Approval of the Minutes**

**Motion:** To approve minutes of the February 23, 2016 Closed and Open Sessions as circulated.

Moved: Director Norton  
Seconded: Director Rogers  
Vote: Motion Carried

#### **5. Building and Planning Report**

**Motion:** To receive and file the Building and Planning Report as presented.

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

#### **6. Finances**

##### **6.a - 2015 Audited Financial Statements**

Chairperson Driscoll welcomed Jean Marc Poirier from the firm of Teed Saunders Doyle & Co. and asked that he give a review of the Draft 2015 Financial Statements.

Jean-Marc from the account firm of Teed Saunders Doyle & Co., gave an overview of the draft audited Financial Statements. He advised that he had met to review the statements with the Chair, Executive Director and Accounting Staff. The financial statements are stated under the Public Sector Account Standards (PSAS) as required and it is their opinion that the consolidated financial statements are presented fairly and is considered a clean audit.

Revenue is down for 2015, in part due to a reduction in Member contribution due to past surpluses being taken into account as well as a drop in tonnage and a decrease in investment funds which were utilized in the building of Cell 7. Expenditures are in good control and have been fairly consistent.

Executive Director MacLeod advised that tonnage has decreased consistently since 2008, both in the refuse and construction and demolition. With the communities and businesses moving more towards to the Green Initiatives this will reduce the volume of refuse and therefore reduce revenues. Although we are able at the present to keep the tipping fee at the current rate, there will likely come a time when it will have to be raised.

**Motion:** To approve the 2015 Audited Financial Statements as presented.

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

### **6.b – Appointment of Auditors**

**Motion:** To approve the appointment of Teed Saunders Doyle & Co. to serve as the Auditors for the Fundy Regional Service Commission for the 2016 fiscal year.

Moved: Director Rogers  
Seconded: Director Norton

Discussion: Executive Director MacLeod that an operational review had been performed a few years ago and the next is not until 2017 and in order to avoid any risk with the upcoming retirement of the Financial Controller and therefore new accounting personnel it would be our recommendation to remain with the current Auditors.

Director Norton commented that perhaps as a cost saving effort the Commission look at using an Accounting Firm that can be shared by other communities.

The chair advised that this firm is used by other communities and their performance is very good.

Executive Director MacLeod advised that this firm was instrumental helping to make the move to the Provincial accounting changes much easier and smoother.

Vote: Motion Carried

### **7. CMEI Projects**

Executive Director MacLeod advised that as per the Order in Council 2005-12 a fund has been established to be distributed to the defined host community through submission requests from community organizations through CMEI to Fundy Region Solid Waste. The submissions are assessed by CMEI and presented to the Executive Director for further review. The recommendations are then submitted for approval to the board for the distribution of the funding.

**Motion:** To authorize the funding for host community projects as presented up to the amount of \$86,722 in 2016.

Moved: Director Norton  
Seconded: Director Chatterton

Discussion: Director Norton commented that there had been talk in the past with regards to getting more value for the funding. Rather than a scatter shot of projects perhaps a more coordinated approach could be taken to find major projects that would benefit the communities as a whole.

Executive Director MacLeod advised that this has been a consideration and there have been discussions with CMEI on identifying larger projects. As well there has been discussions to have organizations which have made multiple applications over the years for funding to submit a 5-year plan for future applications.

Vote: Motion Carried

## **8. Capital Emergency Purchases**

Executive Director MacLeod advised that there were two major equipment failures in the first quarter of 2016 in the material recovery facility (MRF) resulting in the need for two emergency purchases. One was due to damages to the forklift which was caused by a fire from a propane leak which resulted in the destruction of the engine and electrical system. A used forklift was sourced from Prime Material Handling and with the parts from the two a single unit was created. The other was the generator had an electrical ground which resulted in an induction coil melting. A rewind coil was sourced through Source Atlantic Engineered Products. The cost will be absorbed in the capital budget from operating for 2016.

**Motion:** To approve the emergency purchase of a forklift for parts from Prime Material Handling for \$6,500 before HST to be funded as capital from the operating fund.

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

**Motion:** To approve the emergency purchase a rewind generator coil from Source Atlantic for up to \$30,000 before HST to be funded as capital from the operating fund.

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

## 9. Line of Credit Extension

Executive Director MacLeod advised as in past years the first half of the year revenue is reduced resulting in cash flow challenges. This year there is a unique situation with regard to timing of expenses, including the available schedule to rebuild the packer unit. Temporarily extending line of credit limit will mitigate these issues.

**Motion:** To authorize the Executive Director seek to extend the line of credit up to \$1,000,000 to mitigate cash flow during this period and return the level to \$275,000 as soon as deemed possible before year end.

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

## 6. Motion to Adjourn


Chairperson Driscoll called for a motion to adjourn.

**Motion:** To adjourn the meeting at 11:00 am.

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

APPROVED (date) July 26/16

  
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Grace Losier, Interim Chair

  
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Jeanne DeCourville, Recording Secretary

