



Regular Monthly Meeting March 28, 2017

Minutes of the meeting of the Board of Directors of Fundy Regional Service Commission held on Tuesday, March 28, 2017, at 10 Crane Mountain, Saint John.

1. Call to Order

The Board Chairperson, Gary Clark, called the regular board meeting to order at 10:30 pm.

2. Recording of Attendance

BOARD MEMBERS

Gary Clark, Chairperson
Glen Baxter, Vice Chairperson
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
Terry Keating – Dept. of Environment & Local Gov't
Brian Shannon – Building Inspector
Jim Stubbs – CMEI
Andrew Logan – Teed Saunders Doyle & Co.
Public

3. Approval of Order of Business

The Chairperson asked for approval of the agenda

Motion: To approve the March 28, 2017 agenda as presented.

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

4. Disclosure of Conflict of Interest

None

5. Approval of Minutes

Motion: To approve the regular monthly minutes as circulated.

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

6. Audited 2016 Financial Statements

Chairperson Clark welcomed Andrew Logan from the firm of Teed Saunders Doyle & Co. and asked that he give a review of the Draft 2016 Financial Statements.

Mr. Logan gave an overview of the draft audited Financial Statements. He advised that he had met to review the statements with the Executive Director. 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.

The year ended with approximately \$500,000.00 surplus, which can be attributed to a reduction in cost and expenditures. The tonnage was lower in 2016 coming in at 60,000 MT. Assets were increased by one million with the rebuild of the Compactor and the purchase of a new Shredder.

The landfill is in a strong financial position with the current debt repayment forecast having the debt repaid under the current plan by 2019.

Motion: To approve the 2016 Audited Financial Statements as presented.

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

7. CMEI – Financial Statements

The review engagement on CMEI conducted by Teed Saunders Doyle reveals no concerns. The cash at year end is \$38,251, this is due in part to the Landfills fiscal calendar year which results in an amount which has not been spent.

Motion: To receive and file the CME Financial Statements for 2016.

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

CMEI - Audit Fee

Mr. Logan advised that prior to 2008 the CMEI provided their financial statements from a "notice to reader", it was then requested for a more thorough review and more accountability the process was changed to a "review engagement". This change supported by motion included authorization to pay \$1,000.00 annually for cost of the change.

Motion: To approve Fundy Region Solid Waste immediately pay CMEI \$1,000.00 towards the review engagement of their financial statements by Teed, Saunders Doyle.

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

CMEI - Grant Application

Executive Director MacLeod advised that as per Order in Council 96-849(1) the environmental monitoring committee was established which is The Crane Mountain Enhancement Inc. and which the FRSW contributes \$20,000 with partial inflations adjustment annually for their operating expenses. The amount for 2017 is \$23,969

Motion: To release payment of the 2017 operating grant in the amount of \$23,969.00 to Crane Mountain Enhancement Inc. (CMEI), when the financial status of Fundy Region Solid Waste allows for the payment, but before October 31, 2017.

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

CMEI - Community 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.

Morna Heights School	Ipads	\$ 2,395.00	
Gb-W Senior Art Group	Workshops and exhibitions	\$ 730.00	
RV Volunteer Hunter Education	Sponsor Young Hunters	\$ 400.00	
Over 50 Activity Group	Table, Chairs, Bridge Books, Playing Cards	\$ 4,539.71	
Gb-W Scouts	Stoves and cookware	\$ 844.70	
Friends of Blueberry Hill	Various listed on application	\$ 2,815.72	
GBW Firefighters	Gym Equipment	\$ 5,266.42	
Morna Heights Home and School	Books for library	\$ 1,500.00	
Westfield Elementary School	Playground equipment (portion)	\$ 8,545.00	
Rv Community Center	Refrigeration equipment	\$ 30,242.94	\$ 12,191.25
Honour Our Veterans	Signs	\$ 3,311.08	
Church of The Resurrection	Play Park	\$ 10,428.60	
Martinon Community Center	Insulation	\$ 1,929.29	
Martinon Community Center	Kitchen appliances and dishes	\$ 901.03	
Legion Branch 22	Kitchen	\$ 10,501.60	
Grand Bay Home and School	Greenhouse seeds & compost	\$ 3,019.08	
Totals		\$ 87,370.17	\$ 12,191.25
Funding Limit		\$ 87,373.00	
Funding Remaining		<2.83>	

Motion: To authorize the funding for host community projects as presented up to the amount of \$87,373 in 2017.

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

8. Building and Planning Report

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

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

9. Appointments to PRAC

The Development Office, Brian Shannon advised that as outlined in the By-Laws the terms of office are to be staggered with 4 members having a 2-Year term and 4 with a 4-Year term. Having been appointed in 2013 the 4-year terms are expiring.

We have three members up for re-appointment and one member which has left do to no longer living in the FRSC region.

As the PRAC appointments are the sole responsibility of the FRSC Board, a request was made for names of interested parties to fill the vacant seat from the LSD

Directors, the submission then vetted. To comply with the geographical considerations as stated in the By-Laws, the nominee from Musquash satisfies this stipulation.

Motion: To approve the re-appointment to the PRAC members Dwight Allaby, Joan Seeley, Walter Pollock and appoint Midge Thompson to four year terms as per the Planning Review Adjustment Committee Bylaws.

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

10. Correspondence – Recreation Funding

Executive Director MacLeod advised with adoption of the Recreation Plan confirmation has been received regarding the approval of a provincial grant for the Recreation Facilitator.

Motion: To receive and file the correspondence as presented.

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

11. Tender – Compost Hall #1 Replacement

Executive Director Macleod advised that as per the capital plan in 2016, compost hall #1 was due to be replaced. \$350,000 was transferred to the general capital fund in December to execute this project in 2017.

Five bids were received with one being eliminated due to the inability to meet the height specifications and another due to warranty specifications.

The recommended bid is the lowest, but exceeds the budgeted amount by \$121,994.13. This is attributed to the US dollar change not accounted for in the original 2015 projection. There is reserve to cover this shortfall in the general capital fund.

Motion: To award tender 2017-01 for the supply and installation of the tension membrane building to replace compost hall #1 to Treeline Project Management Ltd. in the amount of \$471,994.13 including taxes to be funded from the general capital fund.

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

12. Emergency Purchase – Recycling Bay Overhead Door

Executive Director MacLeod advised the Material Recovery Facility Bay Door which is 16 years old was having issues and as a result an inspection was performed and it was found to be unsafe to operate and the Safety Coordinator advised that it no longer be used. This door being imperative to the operation of the MRF required replacement immediately.

As per the requirement of the Build Canada Fund contract which was used to build the MRF, \$25,000.00 is put aside in the general capital fund each year to maintain the facility.

Motion: To approve the emergency purchase of a MRF Bay Door from Fundy Bay Doors in the amount of \$2,934.73 before taxes to be funded as capital from the General Capital Fund.

Moved: Director Grant
Seconded: Director Rathburn
Vote: Carried

13. Motion to Adjourn

Chairperson Clark called for a motion to adjourn.

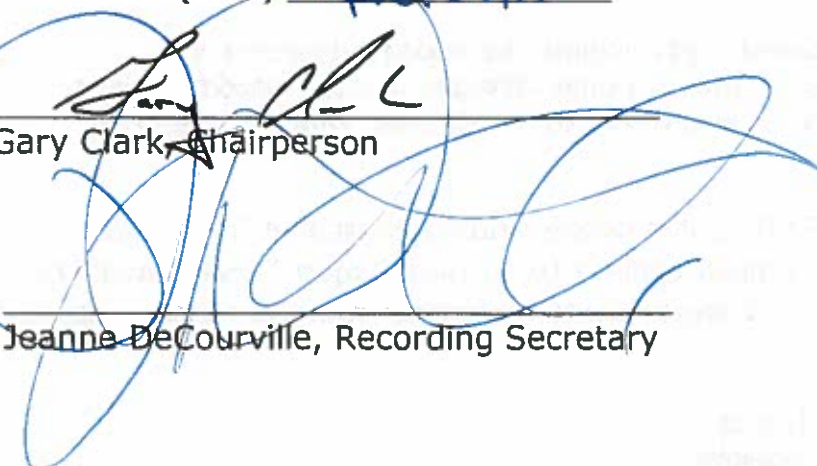
Motion: To adjourn the meeting at 11:20 am.

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

APPROVED (date) April 25/17



Gary Clark, Chairperson



Jeanne DeCourville, Recording Secretary