



**Fundy Regional  
Service Commission**

**Commission de Services  
Régionaux de Fundy**

**Annual General Meeting  
May 28, 2018**

Minutes of the Annual General Meeting of the Board of Directors of Fundy Regional Service Commission (FRSC) held on Monday, May 28, 2018, at 10 Crane Mountain, Saint John.

**1. Call to Order**

The Board Chairperson, Gary Clark, called the meeting to order at 11:58 a.m.

**2. Record of Attendance**

**BOARD MEMBERS**

Gary Clark, Chairperson, Mayor, Quispamsis  
Glen Baxter, Vice Chairperson, Local Service District Representative  
Bette Ann Chatterton, Mayor, St. Martins  
Don Darling, Mayor, Saint John  
Grace Losier, Mayor, Grand Bay-Westfield  
Matt Alexander, Deputy Mayor, Rothesay  
Brenda Rathburn, Local Service District Representative  
Jim Bedford, Local Service District Representative  
Sandra Speight, Local Service District Representative

**OTHERS**

Marc MacLeod, Executive Director, FRSC  
Louise Lukeman, Recording Secretary, FRSC  
Nick Cameron, Recreation Facilitator, FRSC  
Tim O'Reilly, Deputy Commissioner, Parks and Public Spaces, City of Saint John  
Brian Shannon, Senior Building Inspector and Development Officer, FRSC

**3. Approval of Order of Business**

**Motion:** To approve the May 28, 2018 agenda with the renumbering of adjournment to fifteen (15) and the addition of number fourteen (14) Executive Director Annual increase.

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

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

None

#### **5. Approval of the April 23, 2018 minutes**

**Motion:** To approve the minutes of April 23, 2018 as circulated.

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

#### **6. 2017 Annual Report**

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

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

#### **7. Election of Board Officers**

Executive Director MacLeod provided recommended procedures for the Election of Officers based on the procedural by-law for the Fundy Regional Service Commission, the Act and its regulations and Robert's Rules.

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

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

Chair Clark continued to preside over the proceedings. Director Speight was asked to summarize the canvas of 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 Darling  
Seconded: Director Alexander  
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 Darling  
Seconded: Director Alexander  
Vote: Motion Carried

### **8. Appointment of Auditors**

Based on continuity, financial statement improvement changes and the excellent work of Teed Saunders Doyle & Co. for 2018, the Executive Director recommended their reappointment as auditors for the Commission in fiscal 2018.

**Motion:** That The Commission approve the appointment of Teed Saunders Doyle & Co. to serve as Auditors for the Fundy Regional Service Commission for the 2018 fiscal year.

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

### **8. Building and Planning Report**

Inspector Shannon summarized the quarterly performance of the Planning Department. He updated the Commission on Flood impacts. The government communication on the requirement of a Wetlands and Watercourse Alteration permit (WAWA) from the environment office before the RSC could issue a permit was discussed.

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

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

Inspector Shannon presented updates on Annual Performance. He updated the Commission on the C&D application for Simonds LSD. All letters from the community and the Commission were being sent as required. No decision has been made and no timeline has been given.

**Motion:** To receive and file the Annual General Meeting Building and Planning Report as presented by Brian Shannon.

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

## **10. Recreation Quarterly Update**

An update on recreation was presented by Nick Cameron namely on The Coastal Link Trail and on the Regional Ice Strategy.

1- The Coastal Link Trail - Mr. Cameron recommended that the following actions be taken:

- a) With representation from Southwest RSC and Fundy RSC, a task force be established to incorporate a non-profit corporation under the recommended joint power model in the Dillon report and this corporation shall be responsible for the development of the Coastal Link Trail.
- b) To authorize the Fundy RSC Chair to write to the Minister of Tourism, Heritage and Culture requesting that the \$1-million budgeted for the Coastal Link Trail be transferred to Southwest Regional Service Commission, to be held in-trust as the development corporation is established.

**Motion:** To approve the recommended actions as presented by Nick Cameron.

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

2- Regional Ice Strategy Update:

A project team was established in November 2017 to discuss the challenges currently facing arenas in the region and to explore potential regional solutions. Recreation Facilitator Cameron was challenged on the level of detail in the presentation verses the meeting kit summary provided prior to the meeting. Subsequently he provided a hard copy to the members (attached).

Recreation Facilitator Cameron then summarized the steps forward and the challenges associated with moving through councils. It was recommended that this item be added to the facilitation services being provided by the Chapman Group.

**Motion:** To bring this discussion to the Chapman Group workshop.

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

Executive Director MacLeod stated that the added item would likely require a second workshop due to time constraint. Executive Director MacLeod confirmed that both the McKendy Report and Ice Strategy would be on both workshop agendas.

### **11. March Financial Statements**

Executive Director MacLeod presented the March Financial Statements. The challenges of presenting summaries of future statements due to flood impact were discussed. The Commission overall is in a \$5000 deficit position with weather related leachate trucking being the major issue.

**Motion:** To receive and file the March Financial Statements as presented.

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

### **12. MRF Skid steer attachment**

The need for a new skid steer clamp bucket was discussed for safety reasons. After market parts were discussed but manufacture parts were chosen for reliability as the previous bucket lasted about 10 years. The unbudgeted funds are available from the Building Canada Contract MRF fund, which has about \$75,000 of unallocated funds.

**Motion:** That the Commission approve the emergency purchase of a Skid Steer Clamp Bucket from Toromont Cat for \$8782.08 before taxes to be funded from the General Capital Fund.

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

### **13. Flood Update**

Executive Director presented a Flood Update as of Saturday May 26, 2018 created the morning of the meeting to have the latest information (attached).

**Motion:** To receive and file the Flood Update as presented by the Executive Director.

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

#### 14. Executive Director Annual Increase

The Annual increase of the Executive Director was discussed.

**Motion:** To approve an annual increase amount of 2.2% for April 2018 as per the employment contract for Marc MacLeod, Executive Director.

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

#### 15. Motion to Adjourn

Chairperson Clark called for a motion to adjourn.

**Motion:** To adjourn the meeting at 12:10 pm.

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

APPROVED (date) June 13<sup>th</sup> / 2018

  
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Gary Clark, Chairperson

  
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Louise Lukeman, Recording Secretary