



Regular Board Meeting Minutes

Date: December 12, 2024, 9:00 a.m.

Location: City of Saint John
15 Market Square, Saint John

MEMBERS PRESENT Jim Bedford, Mayor, Fundy St. Martins
Robert Doucet, Mayor, Hampton
Brittany Merrifield, Mayor, Grand Bay-Westfield
Nancy Grant, Mayor, Rothesay
John MacKenzie, Deputy Mayor, Saint John
Ray Riddell, Chair of Fundy Rural District
Mary Schryer, Deputy Mayor, Quispamsis

ABSENT Libby O'Hara, Mayor, Quispamsis

STAFF Phil Ouellette, CEO, Fundy Regional Service Commission
Cassie Silhanek, Recording Secretary, Fundy Regional Service
Commission

Meeting Minutes of the Board of Directors of Fundy Regional Service Commission.

1. Closed Session

The Board proceeded to Closed Session as prescribed under section 68 of the Local Governance Act, SNB 2017, c 18.

2. Order of Business

2.a Call to Order

Chair Bedford called the meeting to order at 10:14 a.m.

2.b Record of Attendance

Chair Bedford noted that Mary Schryer is in attendance for Director O'Hara who is absent for this meeting.

2.c Approval of Agenda

Chair Bedford called for a motion to approve the agenda.

Resolution Number: RM-2024-085

Moved by: Director Grant

Seconded by: Director Schryer

THAT the Board approve the December 12, 2024 agenda as presented with a small addition of the CEO Verbal Update to be placed before Correspondence (item 5) and an addition to the Reports/Presentations section considered to be 4.5 Regional Facilities Project Completion Extension.

Motion Carried

2.d Approval of Minutes

Chair Bedford called for approval of the October 24, 2024, meeting minutes.

Resolution Number: RM-2024-086

Moved by: Director MacKenzie

Seconded by: Director Doucet

THAT the Board approve the October 24, 2024, meeting minutes as presented.

Motion Carried

2.e Disclosure of Conflict of Interest

Chair Bedford called for acknowledgement of any conflicts of interest, there were none presented.

3. Consent Items

Resolution Number: RM-2024-087

Moved by: Director Merrifield

Seconded by: Director Doucet

THAT the Board approve all consent items as presented.

Motion Carried

3.a Visa Group Limit

Resolution Number: RM-2024-087

Moved by: Director Merrifield

Seconded by: Director Doucet

THAT the Board authorize FRSC staff to request an amendment to the credit agreement with CIBC to increase the existing US Bank Visa card limit from \$25,000.00 to \$50,000.00.

Motion Carried

3.b Year End Financial Motions

CEO Ouellette spoke briefly about an amendment needed to the amounts presented in the Year End Financials Motions, indicating the amount of money being transferred from the operating reserve fund needs to change from \$31,544.65 to \$24,070.92.

Resolution Number: RM-2024-087

Moved by: Director Merrifield

Seconded by: Director Doucet

THAT the Board directs the FRSC staff;

TO transfer \$401,000 from the Solid Waste Operating Fund to the Solid Waste Operating Reserve Fund;

TO transfer \$45,000 from the Regional Sport, Recreation and Cultural Infrastructure Support and Development Services Operating Fund to the Regional Sport, Recreation and Cultural Infrastructure Support and Development Services Operating Reserve Fund;

TO transfer \$66,698 from the Regional Sport, Recreation and Cultural Infrastructure Support and Development Services Operating Fund to the Regional Sport, Recreation and Cultural Infrastructure Support and Development Services Operating Reserve Fund; AND,

TO transfer \$24,070.92 from the Regional Sport, Recreation and Cultural Infrastructure Support and Development Services Operating Reserve Fund to the Regional Sport, Recreation and Cultural Infrastructure Support and Development Services Operating Fund.

Motion Carried

3.c Municipal Capital Borrowing

Resolution Number: RM-2024-087

Moved by: Director Merrifield

Seconded by: Director Doucet

THAT the Board;

APPROVES the revised ten-year capital budget as presented in this report;

RESOLVE THAT in accordance with section 28 of the Regional Service Delivery Act, the Fundy Regional Service Commission intends to submit an application to the Municipal Capital Borrowing Board for authorization to borrow for a capital expense for the following purpose, amount and term:

Purpose: Environmental Health Services (General)

Amount: \$1,100,000

Term: Term not to exceed 15 years;

AND THAT the Board directs the CEO to send a written notice of the vote, proposed borrowing, budget projections and the impact on future rates as attached to all members that are local governments and to the Minister at least 45 days before the vote.

Motion Carried

3.d 2024 FRSC Q3 Financial Statements

Resolution Number: RM-2024-087

Moved by: Director Merrifield

Seconded by: Director Doucet

THAT the Board receive and file 2024 Q3 Financial Statements as presented.

Motion Carried

3.e 2024 Envision Saint John Q3 Update

Resolution Number: RM-2024-087

Moved by: Director Merrifield

Seconded by: Director Doucet

THAT the Board receive and file the Envision Saint John Q3 financial statements as presented.

Motion Carried

3.f 2025 Expenditure Breakdown and Intended Value

Resolution Number: RM-2024-087

Moved by: Director Merrifield

Seconded by: Director Doucet

THAT the Board receive and file the 2025 Expenditure Breakdown and Intended Value report as presented.

Motion Carried

3.g RFP 2024-02 – One (1) Tandem Day Cab Tractor

Resolution Number: RM-2024-087

Moved by: Director Merrifield

Seconded by: Director Doucet

THAT the Board approve the purchase of one (1) 2025 Kenworth T880 day cab tractor from Bayview Trucks and Equipment for the purchase price of \$257,000 plus HST to be funded from current year capital expenditures from operations and additionally, approve the extended warranty option for the purchase price of \$34,138.40 plus HST to be funded from surplus in the current year capital expenditures from operations.

Motion Carried

3.h Building and Planning Monthly Report

Resolution Number: RM-2024-087

Moved by: Director Merrifield

Seconded by: Director Doucet

THAT the Board receive and file the Building and Planning Monthly Report as presented.

Motion Carried

4. Reports/Presentations

4.a Host Community Resolution: 2029 Canada Games

Andrew Beckett, CEO of Envision Saint John spoke about the bid package and the resolutions to the Board.

Director Riddell brought up a possible conflict of interest in the process through Envision, and raised concerns surrounding the naming of the host communities, the creation of the committee, and the terms and conditions.

Mr. Beckett noted that the name is incorrect in his report, it should indicate the Fundy Regional Service Commission as the host.

Discussion at the table yielded the agreement to table the motion until more communities can review the motion.

For more information, please see the recording on the website.

Resolution Number: RM-2024-088

Moved by: Director MacKenzie

Seconded by: Director Grant

THAT the Board table the adoption of the submission presented regarding the 2029 Canada Games until a special meeting can be held.

Motion Tabled

Resolution Number: RM-2024-089

Moved by: Director MacKenzie

Seconded by: Director Grant

THAT the Board host a special meeting on Wednesday, January 18, 2024.

Motion Carried

4.b Response to Feedback from 2025 Budget Process

CEO Ouellette spoke about the information from this process and its impact on the actions taken related to the new mandates.

Resolution Number: RM-2024-090

Moved by: Director Doucet

Seconded by: Director Merrifield

THAT the Board directs the FRSC to adopt the four-point response and actions outlined in this report to improve on the ability to deliver tangible value and impact for local communities within the Fundy Region.

Motion Carried

4.c Regional Rail Working Group

Graeme Stewart-Robertson, FRSC Policy and Research Manager, spoke about the report and the terms of reference for the new committee.

Resolution Number: RM-2024-091

Moved by: Director MacKenzie

Seconded by: Director Merrifield

THAT the Board pass the proposed By-Law as presented.

Motion Carried

Resolution Number: RM-2024-092

Moved by: Director Merrifield

Seconded by: Director Grant

THAT the Board direct FRSC staff to proceed with soliciting membership for the Regional Rail Working Group, to be brought to the Nominating Committee for approval in January 2025.

Motion Carried

4.d Additional Provincial Financial Support for Regional Facilities

Chair Bedford stepped down as Chair at 10:51 a.m., passing the Chair to speak to the resolution proposed, and took the Chair back at 10:55 a.m.

It was noted that Director MacKenzie could not support the motion, but understands why the motion was brought forward.

For more information, please see the audio recording on the website.

Resolution Number: RM-2024-093

Moved by: Director Grant

Seconded by: Director Schryer

THAT the board direct the FRSC to submit a letter, and request an audience, to/with the Department of Local Government, the Regional Development Corporation, and the Government of New Brunswick Fundy Regional Caucus to detail the importance of additional provincial financial support for Fundy regional facilities capital.

Against (1): Director MacKenzie

Motion Carried (6 to 1)

4.e Regional Facilities Project Completion Extension

Director MacKenzie Saint John is looking for the FRSC Board to approve an extension to the previously approved projects from 2023.

For further information, please see the recording online.

Resolution Number: RM-2024-094

Moved by: Director MacKenzie

Seconded by: Director Merrifield

THAT the FRSC grant a one-year extension to the City of Saint John to complete project expectations of the previously approved 2023 regional facilities capital budget.

Motion Carried

5. CEO Verbal Update

CEO Ouellette gave a verbal update to the Board, on a number of topics.

For more information, please see the audio recording on the website.

Director Merrifield left the meeting at 11:05 a.m.

6. Correspondence

Resolution Number: RM-2024-095

Moved by: Director MacKenzie

Seconded by: Director Doucet

THAT the Board receive and file the correspondence as presented.

Motion Carried

6.a Minister David Hickey

Resolution Number: RM-2024-095

Moved by: Director MacKenzie

Seconded by: Director Doucet

THAT the Board receive and file the Minister Hickey letter as presented.

Motion Carried

6.b Minister Aaron Kennedy

Resolution Number: RM-2024-095

Moved by: Director MacKenzie

Seconded by: Director Doucet

THAT the Board receive and file the communication with Minister Kennedy as presented.

Motion Carried

7. Adjournment

Chairperson Bedford called for a motion to adjourn 11:19 a.m.

Resolution Number: RM-2024-096

Moved by: Director Doucet

Seconded by: Director MacKenzie

THAT the Board adjourn the December 12, 2024, meeting at 11:19 a.m.

Motion Carried

Jim Bedford, Chairperson

Cassie Silhanek, Recording Secretary

Date