



Regular Board Meeting Minutes

Date: March 26, 2026, 10:00 a.m.
Location: FRSC Office
20 Broadview Ave., Saint John

MEMBERS PRESENT Robert Doucet, Mayor, Hampton
Jim Bedford, Mayor, Fundy St. Martins
Brittany Merrifield, Mayor, Grand Bay-Westfield
John MacKenzie, Deputy Mayor, Saint John
Dave Brown, Councillor, Rothesay
Emil Olsen, Councillor, Quispamsis

MEMBERS ABSENT Libby O'Hara, Mayor, Quispamsis
Nancy Grant, Mayor, Rothesay
Bruce Dryer, Councillor, Fundy Rural District Advisory Council

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 Doucet called the meeting to order at 10:37 a.m.

2.a.1 Land Acknowledgement

CEO Ouellette gave a land acknowledgment to open the meeting.

2.b Record of Attendance

The record shows Nancy Grant as absent, with Dave Brown in attendance as her alternate, and Libby O'Hara as absent with Emil Olsen in attendance as her alternate.

2.c Approval of Agenda

Chair Doucet called for a motion to approve the agenda.

Resolution Number: RM-2026-023

Moved by: Director Bedford

Seconded by: Director Merrifield

THAT the Board approve the March 26, 2026, agenda as presented.

Motion Carried

2.d Approval of Minutes

Chair Doucet called for approval of the minutes.

Resolution Number: RM-2026-024

Moved by: Director MacKenzie

Seconded by: Director Brown

THAT the Board approve the meeting minutes as presented.

Motion Carried

2.e Disclosure of Conflict of Interest

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

3. CEO Verbal Update

CEO Ouellette gave a verbal update to the Board.

Marc MacLeod, FRSC General Manager, spoke to the Board about the Fire Break study and the video that was playing for the Board to showcase the fire break area.

Scott Borden, Senior Director of Community Planning and Transportation, presented to the Board on the Fundy Travel Activity Survey.

4. Consent Items

Resolution Number: RM-2026-025

Moved by: Director MacKenzie

Seconded by: Director Bedford

THAT the Board move all consent items as presented.

Motion Carried

4.a CMEI Community Projects 2026

Resolution Number: RM-2026-025

Moved by: Director MacKenzie

Seconded by: Director Bedford

THAT the Board approve the funding for host community projects as presented by CMEI up to the amount of \$99,468 in 2026.

Motion Carried

4.b Planning & Building Inspection Monthly Report

Resolution Number: RM-2026-025

Moved by: Director MacKenzie

Seconded by: Director Bedford

It is recommended that the Fundy Regional Service Commission receive and file this report.

Motion Carried

5. Reports/Presentations

5.a Service Area Profile: Community Development (Food Security Symposium)

Brenda MacCallum, Director of Communications and Community Development, and Director MacKenzie presented on the Food Security Symposium based on the presentation attached to the Agenda package.

Resolution Number: RM-2026-026

Moved by: Director MacKenzie

Seconded by: Director Brown

THAT the Board receive and file the presentation.

Motion Carried

5.b CGAC – Project Scope & Risk Registry Updates

Graeme Stewart-Robertson, Director of Policy and Research, and Jeff Rogers, City of Saint John, spoke to the Board about the CGAC project risk registry, according to the report attached to the Agenda package.

Resolution Number: RM-2026-027

Moved by: Director Merrifield

Seconded by: Director Brown

THAT the Board receive and file the report as presented.

Motion Carried

5.c 2027 Budget and Workplan Development

CEO Ouellette spoke to the Board about the workplan and 2027 budget process referencing the report attached to the agenda package.

Resolution Number: RM-2026-028

Moved by: Director MacKenzie

Seconded by: Director Bedford

THAT the Board adopts the criteria, priorities and timeline, as outlined in this March 26th, 2026, FRSC report, to guide the development and decision-making associated with the 2027 FRSC budget, work plan, and orientation of the incoming FRSC member representatives.

Motion Carried

6. Standing Items

6.a Envision Saint John Update

Andrew Beckett, CEO Envision Saint John, and Jeff Cyr, Envision Saint John, spoke about the presentation attached to the package.

Resolution Number: RM-2026-029

Moved by: Director MacKenzie

Seconded by: Director Brown

THAT the Board receive and file the presentation.

Motion Carried

6.b Committee Agendas

Chair Doucet called for a motion to receive and file the attached agendas.

Resolution Number: RM-2026-030

Moved by: Director Merrifield

Seconded by: Director MacKenzie

THAT the Board receive and file the committee agendas presented.

Motion Carried

7. New Business

No new business was presented.

8. Adjournment

Chair Doucet called for a motion to adjourn.

Resolution Number: RM-2026-031

Moved by: Director MacKenzie

Seconded by: Director Bedford

THAT the Board adjourn the March 26, meeting at 12:03 p.m.

Motion Carried

Rob Doucet, Chairperson

Cassie Silhanek, Recording Secretary

Date