

**Regional Service Commission 11
Board of Directors Meeting – Virtual Zoom Meeting
Minutes of December 6, 2022**

In attendance:

John Bigger, Mayor of Fredericton Junction	Keith West, Mayor of Chipman	Steven Sharpe, LSD Director
Judy Wilson-Shee, Mayor of New Maryland	Robert Powell, Mayor of Oromocto	Erica Barnett, Mayor of Minto
Rita Winslade, Mayor of Cambridge-Narrows	David Duplessis, LSD Director	Derek Pleadwell, Mayor of Gagetown
Greg Ericson, Deputy Mayor of Fredericton	Ian Kitchen, Mayor of Nackawic	Dave Morrison, Mayor of Hanwell
Heather Holt-Logan, Deputy Mayor of Stanley	Beverly Forbes, Mayor of Millville	Mike Chamberlain, LSD Director
John Williamson, LSD Director	Peter Morrison, LSD Director	Leo Kolijn, LSD Director

1. Call to order

Chair, John Bigger, called the meeting to order at 6:30 pm.

2. Attendance

Attendance was taken.

3. Approval of agenda

ON MOTION BY Steven Sharpe, seconded by Judy Wilson-Shee, the Board approved the agenda of December 6, 2022. **MOTION CARRIED UNANIMOUSLY #22-81**

It was noted item 6.a. should read “Motion to MCBB for Borrowing 2023”.

4. Conflict of Interest Disclosure

There were no conflicts of interest declared.

5. Adoption of Minutes

ON MOTION BY Robert Powell, seconded by David Duplessis, the Board approve the minutes of November 1, 2022. **MOTION CARRIED UNANIMOUSLY #22-82**

6. Committee Reports

a. Finance

ON MOTION BY Greg Ericson, seconded by Judy Wilson-Shee, that the Board receive the report of the Finance Committee dated December 6, 2022. **MOTION CARRIED UNANIMOUSLY #22-83**

BE IT RESOLVED that effective January 1, 2023, the following signing authorities are established with respect to all expenditures of the Capital Region Service Commission:

All cheques and electronic fund transfers issued for payment of expenditures shall bear two signatures.

- **For all divisions within the Capital Region Service Commission, with the exception of the Solid Waste Division and Planning & Development Services Division, signatures from any two of the Chair of the Board, the Chief Executive Officer, the Executive Director, the Chief Financial Officer or the Secretary;**
- **For the Solid Waste Division of the Capital Region Service Commission, signatures from at least one of the Chair of the Board, the Chief Executive Officer, the Executive Director, the Chief Financial Officer or the Secretary and one other of the Chair of the Board, the Chief Executive Officer, the Executive Director, the Chief Financial Officer, or the General Manager of Solid Waste;**
- **For the Planning & Development Services Division of the Capital Region Service Commission, signatures from at least one of the Chair of the Board, the Chief Executive Officer, the Executive Director, the Chief Financial Officer or the Secretary and one other of the Chair of the Board, the Chief Executive Officer, the Executive Director, the Chief Financial Officer, the General Manager of Planning and Development, or the Manager of Operations and Planning.**

ON MOTION BY Greg Ericson, seconded by Ian Kitchen.

MOTION CARRIED UNANIMOUSLY #22-84

BE IT RESOLVED that all purchasing shall comply with all relevant legislation such as the Procurement Act, the Local Governance Act, the Clean Environment Act and all Regulations relating thereto. The equipment, materials, and service requirements of the Commission shall be acquired at the lowest cost consistent with quality and level of service necessary. Purchase orders for equipment, materials and services shall be signed by the authorized personnel. Effective January 1, 2023, the following purchasing authorities of the Capital Region Service Commission shall be as follows:

- a. Chief Executive Officer – up to \$200,000
 - i. The Chief Executive Officer may assign up to \$80,000 of his/her purchasing authority to employees as required.

- b. Executive Director – up to \$162,500
 - i. The Executive Director may assign up to \$65,000 of his/her purchasing authority to employees as required.

- c. General Manager of the Solid Waste Division - up to \$130,000
 - i. The General Manager may assign up to \$52,000 of his/her purchasing authority to employees as required.

- d. General Manager of Planning & Development Services – up to \$13,000
 - i. The General Manager of Planning & Development may assign purchasing authority up to \$5,200 to employees as required.

Purchases above the established purchasing authority limits shall be approved by the Board through Board motion or the approved annual budget.

ON MOTION BY Greg Ericson, seconded by David Duplessis.

MOTION CARRIED UNANIMOUSLY #22-85

BE IT RESOLVED that Regional Service Commission 11 submit to the Municipal Capital Borrowing Board an application for authorization to borrow for a capital expense, in accordance with the 2023 budget, for the following term and amount:

- Environmental Health Services
- Equipment Purchase
- Amount - \$1,060,000 Term – 5 years

ON MOTION BY Greg Ericson, seconded by Steven Sharpe.

MOTION CARRIED UNANIMOUSLY #22-86

BE IT RESOLVED that Regional Service Commission 11 submit to the Municipal Capital Borrowing Board an application for authorization to borrow for a lease, in accordance with the 2023 budget, for an amount not to exceed \$70,000.

ON MOTION BY Greg Ericson, seconded by Judy Wilson-Shee.

MOTION CARRIED UNANIMOUSLY #22-87

BE IT RESOLVED that Regional Service Commission 11 submit to the Municipal Capital Borrowing Board an application for authorization to borrow for a capital expense, in accordance with the 2023 budget, for the following term and amount:

- Environmental Health Services
- Power Generation – Engine block swap Amount - \$1,000,000
- Term – 5 Years

ON MOTION BY Greg Ericson, seconded by Peter Morrison.

MOTION CARRIED UNANIMOUSLY #22-88

b. Community Policing Report

ON MOTION BY Judy Wilson-Shee, seconded by David Morrison, that the Board receive the report of the Community Policing Committee dated December 6, 2022. MOTION CARRIED UNANIMOUSLY #22-89

7. Tenders – 3rd Quarter Report

The Q3 tender report is for information only.

8. Resolutions – 2023 Meeting Schedule

BE IT RESOLVED that pursuant to Section 5.2 of the Regional Service Commission 11 Procedural By-Law, that the meeting of the Board of Directors for the Capital Region Service Commission for 2023 be as follows:

2023
January 28
February 7
March 7
April 4
May 2
June 6
Thursday, September 7
October 3
November 7
December 5

Such meetings to be held at the Corporate Office Boardroom located at 860 Prospect Street, Fredericton NB or at a location of the Board’s choosing, and including virtual attendance by Virtual Conferencing Platforms. ON MOTION BY Judy Wilson-Shee, seconded by Derek Pleadwell.

MOTION CARRIED UNANIMOUSLY #22-90

9. Update on Local Government Reform

Maurice Robichaud reported that the budget has been approved as submitted to the Minister. They are working on the MOUs with Ignite and City of Fredericton.

10. Adjournment

ON MOTION BY David Morrison, seconded by Robert Powell, the board meeting be adjourned at 6:51 pm. MOTION CARRIED UNANIMOUSLY 22-91

Minutes recorded by Wendy Constable.

John Bigger, Chair RSC 11

Brett McCrea, Acting Executive Director, RSC 11