

**Regional Service Commission 11 -- Board of Directors Meeting  
In-Person in the Commission Boardroom and by Virtual Zoom Meeting  
Minutes of September 9, 2021**

**In attendance:**

John Bigger, Mayor of Fredericton-Junction	*Keith West, Mayor of Chipman	Steven Sharpe, LSD Director
Mike Chamberlain, LSD Director	Dave Morrison, Mayor of Hanwell	*John Williamson, LSD Director
Judy Wilson-Shee, Mayor of New Maryland	*Robert Powell, Mayor of Oromocto	*Ian Kitchen, Mayor of Nackawic
Doug Richardson, Mayor of Cambridge-Narrows	*Jeff MacFarlane, Mayor of Stanley	*Derek Pleadwell, Mayor of Gagetown
Greg Ericson, Deputy Mayor of Fredericton	David Duplessis, LSD Director	Dale Mowry, Mayor of Tracy
Peter Morrison, LSD Director	*Beverly Forbes, Mayor of Millville	

*\*Participated via Zoom*

**1. Call to Order**

Don Fitzgerald, Executive Director, called the meeting to order at 6:30 pm. He stated that the terms of Chair and Vice Chair have expired so the first order of business is to elect someone for these positions.

**2. Election of Chair**

Don Fitzgerald called for nominations and self-nominations for the election of the Chair.

John Bigger was nominated by Judy Wilson-Shee and seconded by Robert Powell. John Bigger accepted the nomination.

Mike Chamberlain was nominated by Peter Morrison and seconded by David Duplessis. Mike Chamberlain accepted the nomination.

Judy Wilson-Shee was nominated by Robert Powell however her term is up as Chair and she is unable to be nominated according to the by-laws.

The board members in-person cast their votes by paper ballot. Those participating by Zoom cast their votes by a confidential Zoom poll.

John Bigger was elected as Chair.

**3. Election of Vice Chair**

John Bigger, as Chair, asked for nominations for Vice Chair.

Mike Chamberlain was nominated by David Duplessis and seconded by Peter Morrison. Mike Chamberlain accepted the nomination.

Mike Chamberlain was declared Vice Chair by acclamation.

**4. Attendance**

Attendance was taken.

**5. Approval of Agenda**

**ON MOTION BY Judy Wilson-Shee, seconded by Ian Kitchen, the Board approve the agenda of September 9, 2021.**  
**MOTION CARRIED UNANIMOUSLY #21-32**

## **6. Conflict of Interest Disclosure**

Don Fitzgerald explained the conflict of interest declaration that was included in the board package. There were no conflicts of interest disclosed.

## **7. Adoption of Minutes**

**ON MOTION BY Judy Wilson-Shee, seconded by Peter Morrison, the Board approve the minutes of April 6, 2021.**  
**MOTION CARRIED UNANIMOUSLY #21-33**

**ON MOTION by Mike Chamberlain, seconded by Robert Powell, the Board approve the minutes of April 7, 2021.**  
**MOTION CARRIED UNANIMOUSLY #21-34**

## **8. Tenders – Second Quarter Report**

The second Quarter Report was shared for information only.

## **9. Committee Reports & Staff Reports**

- a. Finance Committee – Half Year Review

**ON MOTION BY Peter Morrison, seconded by Mike Chamberlain, the Board receive the report of the Finance Committee dated September 9, 2021.**  
**MOTION CARRIED UNANIMOUSLY #21-35**

- b. Staff Report – 2<sup>nd</sup> year Surplus/deficit – info only

Mari-Kaye Langton presented the 2<sup>nd</sup> Year Surplus/Deficit report for information only.

- c. Finance Committee – 2021 Budget Recommendation

**ON MOTION BY Peter Morrison, seconded by David Duplessis, the Board receive the Finance Committee Report dated September 9, 2021.**  
**MOTION CARRIED UNANIMOUSLY #21-36**

Mari-Kaye Langton presented the draft 2022 budget.

**ON MOTION BY Peter Morrison, seconded by Steven Sharpe, that the Board forward the proposed draft 2022 budget and proposed borrowings to the members of Regional Service Commission 11 that are municipalities or rural communities and to the Minister, in accordance with Section 28 of the Regional Service Delivery Act for their review; and that the Chair call a special meeting of the Board for Thursday, October 28, 2021 to consider the draft budget in accordance with Section 27 of the Regional Service Delivery Act.**

**MOTION CARRIED UNANIMOUSLY #21-37**

- d. Staff Report – MCCB Motion

Mari-Kaye Langton presented the staff report.

**BE IT RESOLVED** that the Executive Director and Chief Financial Officer be authorized to issue and sell to the New Brunswick Municipal Finance Corporation a Regional Service Commission 11 debenture in the principal amount of \$515,000 on such terms and conditions as are recommended by the New Brunswick Municipal Finance Corporation, and be it resolved that Regional Service Commission 11 agree to issue post-dated cheques payable to the New Brunswick Municipal Finance Corporation as and when they are requested in payment of principal and interest charges on the above debenture.

**ON MOTION BY John Bigger, seconded by Greg Ericson.**  
**MOTION CARRIED UNANIMOUSLY #21-38**

- e. Oversight Committee Report

Don Fitzgerald reviewed his strategic objectives as included in the Oversight Committee Report.

**ON MOTION BY Bev Forbes, seconded by Judy Wilson-Shee, the Board receive the report of the Oversight Committee dated September 9, 2021.** **MOTION CARRIED UNANIMOUSLY #21-39**

**10. Adjournment**

**ON MOTION BY Judy Wilson-Shee, seconded by Greg Ericson, the Board meeting was adjourned at 8 pm.** **MOTION CARRIED UNANIMOUSLY #21-40**

Minutes recorded by Wendy Constable.

---

John Bigger, Chair, RSC 11

---

Don Fitzgerald, Executive Director, RSC11