

**Capital Region Service Commission  
Meeting of the Board of Directors - Virtual Zoom Meeting  
Minutes of April 4, 2023**

**In attendance:**

Director Robert Powell, Oromocto	*Director John Bigger, Fredericton Junction
Director David Duplessis, Central York	Director Judy Wilson-Shee, New Maryland
Director Derek Pleadwell, Arcadia	Director Greg Ericson, Fredericton
Director Dave Morrison, Hanwell	Director Richard Corey, Harvey
Director, David Hayward, Sunbury-York South	Director David Sweeney, Nashwaak
Director, Dale Mowry, Tracy	Director, Tim Fox, Nackawic-Millville
Director, Kevin Nicklin, Grand Lake	Director, Marty Forsythe, Rural District

*\*Participated in person*

**1. Call to order**

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

**2. Attendance**

Attendance was taken.

**3. Election of the Chair**

CEO, John Smith, called for nominations for the position of Chair.

Dave Morrison nominated Judy Wilson-Shee, seconded by Greg Ericson.

Judy Wilson-Shee accepted the nomination.

Judy Wilson-Shee was declared Chair by acclamation.

**4. Election of Vice Chair**

Chair, Judy Wilson-Shee called for nominations for the position of Vice Chair.

Judy Wilson-Shee nominated John Bigger, seconded by Greg Ericson.

John Bigger accepted the nomination.

John Bigger was declared Vice Chair by acclamation.

**5. Approval of Agenda**

**ON MOTION BY Bob Powell, seconded by Dave Morrison, the Board approve the agenda of April 4, 2023.**

**MOTION CARRIED UNANIMOUSLY #23-29**

**6. Conflict of Interest Disclosure**

Director, Marty Forsythe declared a conflict of interest under agenda item 13 (Appointment of PRAC).

**7. Approval of the minutes**

**ON MOTION BY Dale Mowry, seconded by Bob Powell, the Board approve the minutes of March 7, 2023.**

**MOTION CARRIED UNANIMOUSLY #23-30**

**8. Presentations**

a. Ignite – Regional Strategy

A presentation was given by the Ignite leadership team and was included in the board package.

**ON MOTION BY Greg Ericson, seconded by Derek Pleadwell, the Board approve the regional strategy presented by Ignite and to confirm the strategy is agreeable to the Board.**

**MOTION CARRIED UNANIMOUSLY #23-31**

b. Fredericton Tourism – Regional Strategy

A presentation was given by the Fredericton Capital Region Tourism team and was included in the board package.

**ON MOTION BY Dave Morrison, seconded by Derek Pleadwell, the Board approve the regional strategy presented by Fredericton Capital Region Tourism and to confirm that the strategy is agreeable to the Board.**

**MOTION CARRIED UNANIMOUSLY #23-32**

**9. Committee Reports**

a. Audit Committee

The Audit Committee report was presented by Director Mowry and was included in the board package.

**ON MOTION BY Dale Mowry, seconded by Bob Powell, the Board receive the report of the Audit Committee date April 4, 2023.**

**MOTION CARRIED UNANIMOUSLY #23-33**

The draft financial statements for 2022 were reviewed by the auditors, MacMillan Lawrence and Lawrence.

**ON MOTION BY Dale Mowry, seconded by David Duplessis, the Board receive and approve the December 31, 2022 draft financial statements of Regional Service Commission 11.**

**MOTION CARRIED UNANIMOUSLY #23-34**

**10. Staff Reports**

a. Annual Report

CEO, John Smith presented the Annual Report. A copy was included in the board package.

**ON MOTION BY Greg Ericson, seconded by Marty Forsythe, the Board adopt the attached draft Annual Report as the Commission's Annual Report and that it be distributed as described in Section 33 of the Regional Services Delivery Act.**

**MOTION CARRIED UNANIMOUSLY #23-35**

b. Auditor Appointment

**BE IT RESOLVED that the Board appoint the firm of MacMillan Lawrence and Lawrence as auditors for the Capital Region Service Commission for the fiscal year ending December 31, 2023.**

**ON MOTION by Marty Forsythe, seconded by Bob Powell.**

**MOTION CARRIED UNANIMOUSLY #23-36**

c. Household Hazardous Waste Collection

Brett McCrea presented the Household Hazardous Waste report as included in the board package.

**ON MOTION BY David Duplessis, seconded by Tim Fox, that the RFP 04-23-HHW-270223 be awarded to GFL Environmental Services Inc. for the supply of household hazardous waste management services as described in the RFP.**

**MOTION CARRIED UNANIMOUSLY #23-37**

**11. By-Laws**

a. Staff Report

Don Fitzgerald, Executive Director, presented the Staff Report on a procedural by-law update as included in the board package.

**ON MOTION BY Greg Ericson, seconded by Derek Pleadwell, the Board move that Section 3 of By-Law P-9 be replaced with the attached Section 3, dated April 4, 2023.**

**MOTION CARRIED UNANIMOUSLY #23-38**

**12. Closed Session**

**ON MOTION BY Dave Morrison, seconded by Dale Mowry, the Board moved into closed session.**

**MOTION CARRIED UNANIMOUSLY #23-39**

ON MOTION BY Dave Morrison, seconded by Tim Fox, the Board come out of closed session.

MOTION CARRIED UNANIMOUSLY #23-40

**13. Appointment to PRAC**

a. Staff Report

**RESOLUTION: Be it resolved that the Board of Directors of the Capital Region Service Commission appoints Marty Forsythe to the Planning Review & Adjustment Committee with the term expiring on April 30, 2026. ON MOTION BY Derek Pleadwell, seconded by Bob Powell.**

MOTION CARRIED UNANIMOUSLY #23-41

**14. Adjournment**

**ON MOTION BY Tim Fox, seconded by Bob Powell, the Board adjourned the meeting at 8:49 pm.**

MOTION CARRIED UNANIMOUSLY #23-42

Minutes recorded by Wendy Constable.

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Judy Wilson-Shee, Chair, CRSC

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John Smith, CEO, CRSC