

**Capital Region Service Commission
Meeting of the Board of Directors
860 Prospect Street and via Zoom
Minutes of November 7, 2023**

In attendance:

*Director Robert Powell, Oromocto	Director Bobbi Hartt, 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
<i>*Participated Virtually</i>	

1. Call to order

Chair, Judy Wilson-Shee, called the meeting to order and read the land acknowledgment at 6:30 pm.

2. Attendance

Attendance was taken.

3. Approval of Agenda

ON MOTION BY Dale Mowry, seconded by David Duplessis, the Board approved the agenda of November 7, 2023.
MOTION CARRIED UNANIMOUSLY #23-91

4. Conflict of Interest Disclosure

There were no conflicts of interest disclosed.

5. Approval of Minutes

ON MOTION BY Dave Morrison, seconded by David Hayward, the Board approved the minutes of October 3, 2023.
MOTION CARRIED UNANIMOUSLY #23-92

ON MOTION BY Bobbi Hartt, seconded by Kevin Nicklin, the Board approved the minutes of October 26, 2023.

MOTION CARRIED UNANIMOUSLY #23-93

6. Committee Reports

a. Finance Committee

Director Corey reviewed the Finance Committee report included in the board package.

ON MOTION BY Richard Corey, seconded by David Duplessis, that the Board receive the report of the Finance Committee dated November 7, 2023.
MOTION CARRIED UNANIMOUSLY #23-94

BE IT RESOLVED that:

All purchasing shall comply with all relevant legislation such as the Procurement Act, the Municipalities 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 December 1, 2023, the 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. Chief Operating Officer – up to \$181,250
 - i. The Chief Operating Officer may assign up to \$72,500 of his/her purchasing authority to employees as required.
- c. 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.
- 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 Richard Corey, seconded by David Hayward

MOTION CARRIED UNANIMOUSLY # 23-95

BE IT RESOLVED that:

Effective December 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 Chief Operating Officer, the Executive Director, the Chief Financial Officer or the Board 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 Board Secretary and one other of the Chair of the Board, the Chief Executive Officer, the Executive Director, or the Chief Financial Officer;
- 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 Board Secretary.

ON MOTION BY Richard Corey, seconded by Dale Mowry.

MOTION CARRIED UNANIMOUSLY #23-96

- b. Economic Expansion Committee

Director Nicklin presented the Economic Expansion Committee report that was included in the board package.

ON MOTION BY Kevin Nicklin, seconded by David Hayward, that the Capital Region Service Commission receive the report of the Economic Expansion Committee dated November 7, 2023.

MOTION CARRIED UNANIMOUSLY #23-97

ON MOTION BY Kevin Nicklin, seconded by Dave Morrison, that the Capital Region Service Commission approve the attached Terms of Reference.

MOTION CARRIED UNANIMOUSLY #23-98

- c. Regional Infrastructure Committee

Director Pleadwell presented the Regional Infrastructure Committee report included in the board package.

ON MOTION BY Derek Pleadwell, seconded by Dave Morrison, that the Board receive the report of the Regional Infrastructure Committee. **MOTION CARRIED UNANIMOUSLY #23-99**

d. Oversight Committee

Bob Powell presented the Oversight Committee report included in the board package.

ON MOTION BY Bob Powell, seconded by Bobbi Hartt, that the Board receive the report of the Oversight Committee dated November 7, 2023. **MOTION CARRIED UNANIMOUSLY #23-100**

7. Tenders

Brett McCrea presented the Tenders report as included in the board package.

ON MOTION BY Richard Corey, seconded by Dave Morrison, that Tender 06-23-Baler-100423 be awarded to XL Plating & Machining Inc. for the installation of new feeder chain as described in the tender for \$183,281.25 + tax. **MOTION CARRIED UNANIMOUSLY #23-101**

8. Annual/Departmental/Staff Reports

CEO, John Smith gave a verbal report touching on the following items:

Draft Budget 2024

There was a total of 8 budget meetings during the process. Directors had many opportunities to comment on it. The 2024 budget is now being discussed again and will be brought forward. Mr. Smith is meeting with communities as a result. He stated that this has been a learning year and will be looking at better communications moving forward. He will look at the reporting model moving forward. A special meeting of the Board will be called to review the revised draft 2024 budget.

Regional Services Support Fund

Mr. Smith stated that the Regional Support Fund is matching funds. The communities have to put in matching dollars to the fund if they are drawing down from it.

Regional Aquatic Centre

The Project Managers are prepared to come forward with their design team with estimates in the near future. He stated that all decisions will go through many approval processes.

Capital Region Tourism

Tourism announced today that the PGA golf tour will be coming to the Mactaquac Golf Club. This will be a great opportunity to showcase the Capital Region. Congrats to Tourism team on this.

Ignite

Calendar of events attached in eblasts. Getting a lot of traction. Great engagement in business community.

Physician recruitment meeting

Both committees met today to start the process for dealing with one committee as per the Board's direction. Common path forward and good cooperation between the two groups. Positive for the region moving forward.

Operations

Mr. Smith reported that committees have commenced work on mandated services with lots of activity happening. He stated that there has been a positive rollout of the committees.

Announcements

The next board meeting is December 5th. A Special Meeting will be called relating to the 4th quarter financials and a special meeting will be called dealing with the budget.

December 7th – Dinner at 6 pm at Sam Sneads for board members to have dinner with senior management team.

January 26, 2024 (in the morning) – working session with the Board. More details to follow.

Amanda Foy has joined the team as Economic Coordinator.

9. Closed session

ON MOTION BY Dave Morrison, seconded by Robert Powell, that the Board move into closed session.

MOTION CARRIED UNANIMOUSLY #23-102

ON MOTION BY David Duplessis, seconded by Dale Mowry, that the Board come out of closed session.

MOTION CARRIED UNANIMOUSLY #23-103

10. Adjournment

ON MOTION BY Marty Forsythe, seconded by Robert Powell, the Board meeting was adjourned at 7:15 pm.

MOTION CARRIED UNANIMOUSLY #23-104

Minutes recorded by Wendy Constable.

Judy Wilson-Shee, Chair, CRSC

John Smith, CEO, CRSC