

**Southeast Regional Service Commission**

**\*REGULAR MEETING\***

**\*MINUTES\***

**May 20, 2015, 8:25 p.m.**

**Moncton City Hall  
Council Chambers  
655 Main Street  
Moncton**

**Board Members Present:**

Mayor Robert Berry	Town of Sackville, Chair
Mayor Yvon Lapierre	City of Dieppe, Vice-Chair
Mayor Jacques LeBlanc	Town of Shediac
Mayor Terry Keating	Village of Salisbury
Deputy Mayor Shawn Crossman	City of Moncton
Mayor Ann Seamans	Town of Riverview
Mayor Kirstin Shortt	Village of Alma
Mayor Jean-Albert Cormier	Communauté rurale Beaubassin-est
Mayor Jerome Bear	Village of Dorchester
Mayor Patrick Armstrong	Village of Hillsborough
Mayor Donald LeBlanc	Village of Memramcook
Mayor Jerry Gogan	Village of Petitcodiac
Mayor Judy Scott	Village of Port Elgin
Mayor C. Dale Elliott	Village of Riverside-Albert
Mayor Debbie Dodier	Village of Cap-Pelé
President Ronald Boudreau	LSD Representative
President C.F. (Chuck) Steeves	LSD Representative
President Heather Russell	LSD Representative
President Audbur Bishop	LSD Representative

**Also Present:**

Gérard Belliveau	Executive Director
Sébastien Doiron	Director of Planning
Roland LeBlanc	Director of Solid Waste

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The regular meeting was called to order at approximately 8:25 p.m., with newly elected SERSC Chair, Robert Berry presiding.

- 1. RECORDING OF ATTENDANCE**
- 2. CONFLICTS OF INTEREST DECLARATIONS**  
No conflicts of interest were declared.
- 3. ADOPTION OF THE MEETING AGENDA**

***MOVED BY: President Ronald Boudreau, LSD Rep.***  
***SECONDED BY: Mayor Judy Scott, Port Elgin***

*that the Agenda of the Regular Meeting of May 20, 2015 be ADOPTED as presented.*

**MOTION CARRIED - UNANIMOUS**

**4. ADOPTION OF MINUTES OF THE REGULAR MEETING OF APRIL 28 2015**

**MOVED BY:** Mayor Jacques LeBlanc, Shédiac  
**SECONDED BY:** Mayor Ann Seamans, Riverview

*that the Minutes of the Regular Meeting of April 28, 2015 be ADOPTED as presented.*

**MOTION CARRIED - UNANIMOUS**

**5. PUBLIC PRESENTATION**

No public presentation.

**6. REPORT ON COLLABORATIVE SERVICES ACTIVITY**

RCMP for the Southeast District

No report. Executive Director Gérard Belliveau noted that the RCMP will be sending a report shortly.

**7. COMMITTEE REPORTS**

(a) Finance Report

In the absence of CFO Nicole Rioux, Executive Director Belliveau briefly reviewed the reports.

(i) Finance Services' Report for May 2015

The following was reported:

- Next meeting of the Finance and Budget Committee is scheduled for August 11<sup>th</sup>.
- SERSC is operating within budget;
- New administrative by-laws and amendments will be entertained in Item 12 of the Agenda (Consideration of By-laws); and
- The move to the new offices of the SERSC is complete.

(ii) CFO's Report on Financial Statements for period ending April 30, 2015

Executive Director Belliveau briefly reported on the following:

- Surpluses in the Operating Funds for the period ending April 30, 2015 – (Corporate, Regional Planning (grant for recreational project), Local Planning and Solid Waste is within budget)
- Monthly transfers to the Post Closure Fund have been done.

(b) Finance and Budget Committee Report

No report.

(c) SE Recycle Report

(i) Technical Committee – Solid Waste Report

Technical Committee Chair, Jerry Gogan reported that the Committee anticipates a meeting in the first part of June. A forum on packaging, put on by Recycle NB, will take place on May 28 – Chair Gogan and Solid Waste Director LeBlanc will attend and a report will be brought back to the Technical Committee and to the full Board on this matter.

Director of Solid Waste, Roland LeBlanc reported on the following:

- Revenues – being monitored to stay within budgets
- Construction of leachate pond – successful bidder was notified – a meeting with a contractor will take place soon
- Hiring of a civil technician – the successful applicant has extensive experience in municipal and solid waste design (30 years). A brief discussion ensued on the reasoning behind the hiring of someone with extensive experience versus a person starting out in the field. It was noted that the successful candidate was the best person for the job – knowledge of the site – potential for becoming a mentor to others in the future.

(d) Local Planning Report

(i) Monthly Local Planning Report

Director of Planning, Sebastien Doiron briefly reviewed the Local Planning Report. The following items were noted:

- Two French students are currently working diligently on assigned projects;
- Summer law student is currently in place and working on a few assigned projects;
- Detailed PRAC decisions for 2014 will be uploaded to Intranet and forwarded to Board Members and municipal administrators

(ii) Planning Management Committee Report

Planning Management Committee Chair, Ronald Boudreau presented the Committee Report. The following items were noted and discussed briefly:

- Clarification on the purpose of the new committee`s composition;
- Waiting for names of 9 nominees;
- Concern was expressed by some Board Members with submitting names of potential nominees who meet the committee`s criteria;
- A curriculum vitae or letter indicating the nominee`s experience and/or background will be reviewed by the Planning Management Committee at a meeting scheduled for June 11, 2015 – the names of current PRAC members can be submitted;
- new committee should be in place by October 2015;
- a 3-hour information session will be given to potential nominees to ensure that they are up for the task; a follow-up session (6 hours) will take place after the selection is made;
- the benefits of the creation of one (1) PRAC Committee was explained (more meetings in the peak construction season – shortens waiting period for developers);
- interested communities and/or municipalities can create their own PRAC Committee and SERSC can provide professional planning advice; however, administrative functions (sending out public notices, correspondence, etc.) will be the municipality`s responsibility;
- the SERSC is the only Commission in the Province with 3 PRACs;
- the new committee representation should include members from all three planning areas (ex. 3 members from Tantrammar Area, 3 members from Beaubassin Area and 3 members from Westmorland-Albert Area).

(e) Public Security Committee

Public Security Committee Chair, Donald LeBlanc reported the following:

- Next meeting of the Public Security Committee is scheduled for June 17<sup>th</sup>. An e-mail will be forwarded to all Committee Members with the particulars (time & location).
- Committee Chair LeBlanc thanked Board Members for submitting the Community Safety Priorities Evaluation Sheet requested by the Southeast District of the RCMP – It was noted that 2 submissions have yet to be received.
- SCAN Presentation was suggested.

***MOVED BY: Mayor Donald LeBlanc, Memramcook***  
***SECONDED BY: Mayor Jacques LeBlanc, Shediac***

***that the Board of Directors of the SERSC invite the SCAN Unit Representatives to present their program to the full Board at the next meeting scheduled for June 30<sup>th</sup>, 2015.***

***MOTION CARRIED - UNANIMOUS***

## **8. TENDERS**

No tenders.

## 9. ANNUAL/DEPARTMENTAL REPORTS

No report.

## 10. OTHER MATTERS

President C.F. (Chuck) Steeves informed the Board that today (May 20th) is Albert County native son William Henry Steeves' (Father of Confederation) 201<sup>st</sup> birthday.

## 11. RESOLUTIONS

(See item 12 for Resolutions)

## 12. CONSIDERATION OF BY-LAWS

- (a) By-law No. A-1 (2015) – A By-law of the Southeast Regional Service Commission relating to the Approval of Budgetary Expenditures

**MOVED BY:** Mayor Ann Seamans, Riverview

**SECONDED BY:** Mayor Yvon Lapierre, Dieppe

*that the Board of Directors of the SERSC adopt By-law A-1 (2015), A By-law of the Southeast Regional Service Commission relating to the Approval of Budgetary Expenditures, as recommended by the Audit Committee.*

**MOTION CARRIED - UNANIMOUS**

- (b) By-law No. A-2 (2015) – A By-law of the Southeast Regional Service Commission relating to the Commission Business Expenses Reimbursement

**MOVED BY:** Mayor Ann Seamans, Riverview

**SECONDED BY:** President Ronald Boudreau, LSD Representative

*that the Board of Directors of the SERSC adopt By-law A-2 (2015), a By-law of the Southeast Regional Service Commission relating to the Commission Business Expenses Reimbursement, as recommended by the Audit Committee.*

**MOTION CARRIED - UNANIMOUS**

- (c) By-law No. A-3 (2015) – A By-law of the Southeast Regional Service Commission relating to Accounts Receivable in Arrears

**MOVED BY:** Mayor Ann Seamans, Riverview  
**SECONDED BY:** Mayor Kirstin Shortt, Alma

*that the Board of Directors of the SERSC adopt By-law A-3 (2015), A By-law of the Southeast Regional Service Commission relating to Accounts Receivable in Arrears, as recommended by the Audit Committee.*

**MOTION CARRIED - UNANIMOUS**

- (d) Amendment to the Human Resources Policy and Procedures Manual – Relating to Policy 3.2.1 – Probation Period

**MOVED BY:** Mayor Ann Seamans, Riverview  
**SECONDED BY:** President Ronald Boudreau, LSD Representative

*that the Board of Directors of the SERSC adopt an Amendment to the Human Resources Policy and Procedures Manual relating to Policy 3.2.1 – Probation Period, as recommended by the Audit Committee.*

**MOTION CARRIED - UNANIMOUS**

- (e) Amendment to the Human Resources Policy and Procedures Manual – Relating to Policy 3.6.1 – Recruitment, Interview and Selection

**MOVED BY:** Mayor Ann Seamans, Riverview  
**SECONDED BY:** Mayor Jerome Bear, Dorchester

*that the Board of Director of the SERSC adopt an Amendment to the Human Resources Policy and Procedures Manual relating to Policy 3.6.1. – Recruitment, Interview and Selection, as recommended by the Audit Committee.*

**MOTION CARRIED - UNANIMOUS**

**13. EXECUTIVE COMMITTEE MEETING**

- (a) Executive Committee Report

No report.

**14. IN-CAMERA**

No In-Camera session.

**15. NEXT MEETING**

The Regular Board of Directors' Meeting of the Southeast Regional Service Commission is scheduled for Tuesday, June 30, 2015 at 6:30 p.m., Moncton City Hall, 655 Main Street, Moncton.

**16. ADJOURNMENT**

*MOVED BY: Mayor Jacques LeBlanc, Shediac*  
*SECONDED BY: President Ronald Boudreau, LSD Representative*

*to adjourn tonight's meeting.*

***MOTION CARRIED – UNANIMOUS***

The meeting adjourned at approximately 9:00 p.m.