

**Southeast Regional Service Commission**

**\*REGULAR MEETING\***

**\*MINUTES\***

**August 27, 2019 – 6:30 p.m.**

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

**Board Members Present:**

Mayor Gerald (Jerry) Gogan	Chair, Village of Petitcodiac
Mayor Roger Caissie	Vice-Chair, Town of Shediac
Mayor Ann Seamans	Executive Member, Town of Riverview
President C.F. (Chuck) Steeves	LSDs Representative
Mayor Terry Keating	Village of Salisbury
Mayor John Higham	Town of Sackville
Mayor Dawn Arnold	City of Moncton
Mayor Kirstin Shortt	Village of Alma
Mayor Ronnie Duguay	Beaubassin-East Rural Community
Mayor Jerome Bear	Village of Dorchester
Mayor Barry Snider	Village of Hillsborough
Deputy Mayor Mariane Cullen	Village of Memramcook
Mayor Judy Scott	Village of Port Elgin
Mayor Jim Campbell	Village of Riverside-Albert
Mayor Serge Léger	Village of Cap-Pelé
President Ronald Boudreau	LSDs Representative
President Heather Russell	LSDs Representative
President Ronald Titus	LSDs Representative
Deputy Mayor Ted Gaudet	City of Dieppe

**Staff Present:**

Gérard Belliveau	Executive Director
Roland LeBlanc	Director of Solid Waste / Eco 360
Stephanie Thorne	Chief Financial Officer
Sébastien Doiron	Director of Planning

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The meeting was called to order at approximately 6:30 p.m., with Chair Gerald Gogan presiding.

- 1. Recording of Attendance**
- 2. Conflicts of Interest Declarations**

No conflicts of interest declared.

3. **Adoption of the Meeting Agenda**

*MOVED BY: Dawn Arnold*  
*SECONDED BY: Terry Keating*

*to adopt tonight's meeting Agenda as presented.*

*MOTION CARRIED - UNANIMOUS*

4. **Adoption of the Minutes**

- (a) Minutes of the Regular Meeting of June 25, 2019

*MOVED BY: Roger Caissie*  
*SECONDED BY: Ann Seamans*

*to adopt the Minutes of the Regular Meeting of June 25, 2019 as presented.*

*MOTION CARRIED - UNANIMOUS*

5. Business Arising from the Minutes - None

6. Presentations – None

7. Report on Collaborative Services Activity – None

8. **Committee Reports**

(a) **Financial Matters**

- (i) Finance Services' Report for July and August 2019
- (ii) CFO's Report on Financial Statements for period ending June 30, 2019
- (iii) CFO's Report on Financial Statements for period ending July 31, 2019

CFO, Stephanie Thorne provided a brief summary of activities within the Finance and Human Resources Services during July and August 2019. The following was noted:

- The Finance and Budget Committee met to discuss the 2020 Proposed Budgets in early August; and
- Financial Statements for June and July 2019 were uploaded to the Intranet for review.

No questions.

- (iv) Memorandum – Application for Financing to the NB Municipal Finance Corporation (NBMFC)

CFO, Stephanie Thorne reported that an application will be made to the NBMFC for financing, through debentures, in the amount of \$3,812,000. This will allow for the completion of this year's capital projects. The application must be submitted in September 2019.

- (v) Resolution - Application for Financing to the NB Municipal Finance Corporation (NBMFC)

*MOVED BY: Terry Keating*

*SECONDED BY: Roger Caissie*

*that the Executive Director, or the Chief Financial Officer or the President be authorized to issue and sell to the NBMFC a debenture of the Southeast Regional Service Commission in the amount of \$3,812,000 on such terms and conditions as are recommended by the NBMFC and be it resolved that the Southeast Regional Service Commission agree to issue post-dated cheques payable to the NBMFC as and when they are requested in payment of principal and interest charges on the said debenture.*

**MOTION CARRIED – UNANIMOUS**

**(b) Finance and Budget Committee Report**

- (i) Verbal Report – Finance and Budget Committee Chair

Finance and Budget Committee Chair, Serge Léger reported that the Committee met on August 6, 2019 to discuss the Proposed 2020 Budgets. He noted that no large increases are expected.

- (ii) For Information Purposes – Unofficial Minutes of the Finance and Budget Committee Meeting of August 6, 2019
- (iii) Memorandum – 2020 Proposed Operating & Capital Budgets
- (iv) Presentation - Proposed 2020 Operating & Capital Budgets & Summary **(THREE (3) PARTS)**

CFO Stephanie Thorne presented the 2020 Proposed Operating & Capital Budgets (PowerPoint Presentation). Ms. Thorne pointed out that PART 1 (Distribution of Costs for Municipalities and LSDs) will be of interest to Board Members. PARTS 2 and 3 are back-up documents. All budgets were reviewed and the following was noted:

Corporate Services (Funded by all other Services.)

The following was noted:

- 2019 Projected Surplus of \$58,232 (before transfers);
- 2020 Proposed Budget of \$847,937 (increase of 2.06% or \$17,079);
- Governance costs have decreased (number of meetings were reduced);
- Salary increases - \$17,000 (for admin. and Finance) (40% of new admin. assistant position and finance employee's return from maternity leave); and
- Revenues for Rent/Insurance/Travel show an increase of \$5,000 (mostly due to the move to the new administrative building in September 2020).

## Solid Waste Services

- 2019 Projected Surplus of \$748,700 (before transfers);
- 2020 Proposed Budget of \$16,575,837 (increase of 4.90% or \$774,810);
- Municipal Residential Rate – unchanged at \$57/unit – lowest since 2013;
- ICI non-recycled – increase of \$7/T (\$116/T);
- ICI recycled – decrease of \$15/T (\$60/T);
- C&D non-sorted and C&D sorted will remain the same (\$50/T and \$15/T respectively);
  
- Revenues
  - o 2<sup>nd</sup> Previous Year Surplus – increase of \$340,000;
  - o ICI (due to the jump in cost from \$109/T to \$116/T);
  - o C&D - increase of \$3,000;
  - o 1,068 Residential Units (increase in number of units) – increase in revenues of \$25,000);
  - o Rentals/Interest/Other – increase of \$29,000;
  - o Recycling – decrease of \$45,000;
  - o Kent/Kings revenue decrease of \$175,000 (tonnages are lower); and
  - o Miscellaneous/Grants – decrease of \$30,000 – (ETF Funding).
  
- Expenses
  - o Salaries – increase of \$665,000 (to bring hourly employees to a minimum wage of \$15/hr. and Worksafe NB increase of 30% (\$250,000). Other slight salary increases for contracted staff and salaried staff);
  - o Corporate Fees – increase of \$14,000;
  - o Electricity/Insurance/Property Tax – increase \$41,000;
  - o Capital from Operating – increase of \$36,000;
  - o Debt costs – increase of \$406,000 (debenture request – for large projects);
  - o IT costs – decrease of \$85,000 expected;
  - o Advertising/Educational Events/Professional Services – decrease of \$158,000 (lot of costs are covered by grants (ETF));
  - o Fuel costs are decreasing;
  - o Disposal costs – decrease of \$46,000; and
  - o Miscellaneous accounts – decrease of \$18,000.

## Electricity Generation

- o 2019 Budgeted Deficit of \$336,623;
- o 2019 Projected Deficit of \$278,159;
- o 2019 Total Budget of \$1,171,781 – due to the absorption of 2<sup>nd</sup> Previous Year Deficit of \$424,026;
- o 2020 Proposed Budget of \$858,242 – a decrease of 26.76% or \$313,539;
- o Total Revenues – increase of \$23,000;
- o Total Expenses – decrease of \$314,000;
- o Breakeven for Electricity is projected for 2023; and
- o By 2027, revenues in excess of \$1.4 million are expected.

### Local Planning Services

- 2019 Projected Surplus of \$318,911;
- 2020 Proposed Budget of \$2,290,326 – an increase of 18.31 % (\$354,423);
- Revenues
  - 2<sup>nd</sup> Previous Year Surplus – decrease of \$58,000;
  - Member Contributions – increase of \$412,000 – mostly due to the Town of Riverview joining Local Planning Services (making up 91% of contributions);
- Expenses
  - Salaries – increase of \$300,000 is expected (due to the hiring of three new employees and 60% of new administrative assistant position);
  - Travel/Rent/Memberships – increase of \$9,000;
  - IT – increase of \$16,000 (ESRI licences);
  - Training (professional development) – increase of \$27,000 expected;
  - Miscellaneous (Corp. Fees, Telephone, Insurance and supplies) – increase of \$6,000 expected; and
  - PRAC costs – decrease of \$4,000.

### Regional Services

- Projected Surplus of \$7,631;
- Changes were made to the Regional Services Budget (EMO budget portion was removed from Regional Service and now has its own separate budget);
- 2020 Proposed Budget for Regional Services is \$226,526 (10.18% or \$20,921) increase;
- Revenues
  - 2<sup>nd</sup> Previous Year Surplus – increase of \$18,000 expected; and
  - Member Contributions – increase of \$3,000.
- Expenses
  - Salaries – increase of \$20,000 (for casual employees); and
  - Corporate Fees – increase of \$1,000.

### RDMO

- 2019 Projected Surplus of \$38,081;
- 2020 Proposed Budget of \$123,492 – a decrease of 23.53% or \$38,000;
- Revenues
  - 2<sup>nd</sup> Previous Year Surplus – increase of \$11,000;
  - A transfer of \$42,000 from Operating Reserve was done in 2019 (these funds were not used). It is not anticipated that these funds will be used and will remain in the Operating Reserve. This is not being budgeted for in 2020.
- Expenses
  - Professional Services – decrease of \$38,000.

### EMO

- 2019 Projected Surplus - \$0 (break even)
- 2020 Proposed Budget of \$28,442 (current contributing members: Villages of Petitediac, Riverside-Albert, Alma, Cap-Pelé, Dorchester, Port Elgin and LSDs).

## New Proposed Budgets

### Unightly Premises

- 2020 Proposed Budget of \$168,072 (same as 2017 Budget) (2017 contributing members: Villages of Petitcodiac, Hillsborough, Riverside-Albert, Alma, Port Elgin and LSDs).
- Other members can participate, if they so choose.

Executive Director Belliveau reminded members that the 2020 Proposed Budget will be forwarded to municipal CAOs, CFOs and staff of the Department of Environment and Local Government (LSDs) for review prior to an upcoming budget meeting with SERSC staff. Following the meeting, municipal staff/ELG staff will inform councils/minister of their findings. (In conformity with the Regional Service Delivery Act, municipalities/LSDs are given a 45-day review period. Any comments and/or objections to the budget proposal must be received by the SERSC within 45 days.)

### WA Transpo

A WA Transpo information pamphlet was circulated.

Executive Director Belliveau explained the new budget item. A lengthy discussion ensued. The following was noted:

- An application for a \$50,000 contribution from the SERSC has been received from WA Transpo (Westmorland Albert Transportation). The umbrella organisation covers the Southeast region of New Brunswick, in partnership with Rural Rides, Rural Rides (Tantramar) Tele-Drive Albert County, the Volunteer Centre of Southeastern New Brunswick (Volunteer Driver Program – Moncton, Dieppe & Riverview) and a Dispatcher for the Shediac, Cap Pelé, Beaubassin, Grand Barachois, Memramcook and surrounding areas.
- The organisation is looking for participation from the SERSC. The requested contribution is for dispatch assistance. Stable dispatching is essential for the organisation.
- The possibility of broadening the current operation was noted.
- The importance of citizens being able to get from outlining areas to the city (for various services and/or employment) was noted.
- The possibility of pursuing meaningful discussion with organisations such as Codiac Transpo and Ability Transit, etc. was noted.
- Other concepts such as park and ride and carpooling could be looked at as well.
- ESIC (NB Economic and Social Inclusion Corporation) has produced a report called “Surfaces to Services” in which it is recommended that RSCs be given the role of developing regional transportation strategies.
- The SERSC should have representation on WA Transpo’s board, if the budget request is accepted.
- Mayor Shortt clarified that the organisation is looking for a bilingual dispatcher, as the organisation is expanding its service into Shediac, Cap Pelé and other area.
- Questions relative to WA Transpo’s total budget were asked. Mayor Shortt explained that WA Transpo is in the process of expanding and is working on a “shoestring” budget. Salaries and the subsidizing of rides was explained.
- The WA Transpo Board will provide its budget to the SERSC.

- Memramcook's Deputy Mayor Cullen suggested that the transportation project be discussed in detail at the upcoming budget meeting between municipal CAOs and CFOs, SERSC staff.
- The concept of WA Transpo was generally supported; however, more details (i.e. budget details, governance, accountability, matrix on performance, etc.) will be required.
- Mr. Belliveau will discuss details with WA Transpo and report back to Board Members.
- Mayor Shortt explained that WA Transpo was looking for emergency funding from the SERSC, at the time the request was made. She noted that it is not WA Transpo's intention to have the SERSC take over the service, as impact grants from United Way and ESIC are expected early next year.

### Capital Budget

CFO, Stephanie Thorne noted some of the major points, as follows:

- Compactor
- Several Trucks
- Facility Upgrades
- No Cell construction
- Interpretation/Administration Building
- Second Landfill Gas Generator

Total Capital Budget for 2020 is \$5,950,000.

Sources of Financing:

- |                           |             |
|---------------------------|-------------|
| - Operating Fund          | \$1,829,000 |
| - Borrowing – Electricity | \$2,500,000 |
| - Borrowing – Solid Waste | \$1,621,000 |

Debt Ratio was noted.

Capital Projections for the next four (4) years were noted. Ms. Thorne pointed out that there will be no need to borrow, by the year 2024.

### Reserve Funds

Projections as of December 2019:

- |                            |              |
|----------------------------|--------------|
| - Total Operating Reserve: | \$ 410,810   |
| - Capital Reserve:         | \$ 269,537   |
| - Post Closure Reserve:    | \$ 2,924,676 |

Ms. Thorne noted that the Actuary's report indicates that \$2.7 million would be needed in the Post Closure Fund by the end of 2019. Projections show the Fund to be well over that estimate.

Ms. Thorne reported that, globally, the 2020 Proposed Budget shows an increase of 4.05% or \$815,694.

The 2020 Proposed Budget Distribution of Costs was noted. Globally, an increase of 7.44% or \$438,863 is expected. The bulk of the distribution costs is mostly due to the Town of Riverview joining Local Planning.

President C.F. Steeves asked that the 2020 Budget Proposal PowerPoint presentation be uploaded to the Website and that it be included with the Financial Statements and Minutes.

Finance and Budget Committee Chair Serge Léger thanked CFO Thorne for her good work on the 2020 Budget Proposal.

(v) Resolution – Proposed 2020 Budgets

*MOVED BY:* Serge Léger  
*SECONDED BY:* Terry Keating

*as recommended by the Finance and Budget Committee and in conformity with section 28 of the Regional Service Delivery Act, notice is hereby given that on October 29<sup>th</sup>, 2019, at the Moncton City Hall at 6:30 p.m., the Board of the SERSC will vote on the Proposed 2020 Budget as presented in the attached document.*

*MOTION CARRIED - UNANIMOUS*

(c) Solid Waste Technical Committee - No Report

**(d) Local Planning**

(i) Local Planning and Development Activity Report for June 2019

(ii) Local Planning and Development Activity Report for July 2019

Planning Director Sébastien Doiron reported that, to date, figures are slightly lower than in 2018 (record year); however, development activity is moving along at a good pace. The following was also noted:

- Regional Sea-Level Rise Flood Risk Map will be uploaded to the Website in time for the October 2019 Board Meeting – this type of mapping is a first for RSCs in New Brunswick;
- The second map depicts the number of issued permits that adapted to Sea-Level Rise;
- With respect to the above maps, Mayor Higham questioned what the legislated role of municipalities might be. It was explained that the data and map models would be part of the the municipality’s Municipal Plan and Zoning By-law. This was explained at length.
- A study of the twelve RSCs, relative to building/development permits, was conducted by a summer student. The figures show that, in 2018, the SERSC represented 40% of the value of all development/building permits issued in the Province. The figures demonstrate that the region is an economic motor for the Province. Numbers will be made available to Board Members.
- Work on re-vamping the Commission’s Website is underway. The work is being conducted by students; and
- Three studies, conducted by planning staff and summer students, will be presented to Board Members at future Board Meetings.



(iii) Resolution – Appointment of Building Inspector

*MOVED BY: Kirstin Shortt*  
*SECONDED BY: Jerome Bear*

*WHEREAS, Gabriel Boudreau is employed by the Southeast Regional Service Commission as a Building Inspector;*

*BE IT RESOLVED that the Southeast Regional Service Commission appoint Gabriel Boudreau as Building Inspector for the Unincorporated Areas of the Southeast Regional Service Commission;*

*BE IT FURTHER RESOLVED that the Southeast Regional Service Commission hereby gives authority to the Building Inspector to issue orders and to lay information for offences under and pursuant to the Community Planning Act and the Regional Service Delivery Act.*

*MOTION CARRIED - UNANIMOUS*

(e) **Planning Management Committee**

(i) Resolution – Re-appointment of SE PRAC Committee Members

*MOVED BY: C. F. Steeves*  
*SECONDED BY: Kirstin Shortt*

*that the Board of Directors of the Southeast Regional Service Commission re-appoint the following Southeast Planning Review and Adjustment Committee members for an additional four (4) year term:*

*Harry McInroy*  
*Edgar LeBlanc*  
*Valmont Goguen*  
*Hilyard Rossiter*

*MOTION CARRIED - UNANIMOUS*

It was noted that Committee Members have staggered terms.

(f) **Trails Council**

(i) For Information Purposes - Minutes of the Regional Trails Council Meeting of May 27, 2019

Trails Council Chair Gerard Gogan noted that the next meeting is slated for early September 2019.

(g) **Regional Recreation Advisory Committee**

(i) For Information Purposes – Unofficial Minutes of the Regional Advisory Committee Meeting of June 17, 2019

- (h) Public Security Committee – No Report
- (i) Strategic Plan – No Report

**9. Tenders and/or Requests for Proposals**

- (a) Memorandum – Award of Tender – 2019 Landfill Gas System Expansion – Landfill Gas Piping Installation

Solid Waste Director, Roland LeBlanc briefly reviewed the memorandum. He noted that the piping will connect to wells that have recently been installed. The project is under budget.

- (b) Resolution - Award of Tender – 2019 Landfill Gas System Expansion – Landfill Gas Piping Installation

*MOVED BY: Dawn Arnold*  
*SECONDED BY: Kirstin Shortt*

*that the Board of Directors of the Southeast Regional Service Commission award the Tender for the 2019 Landfill Gas System Expansion – Landfill Gas Piping Installation to **Monarch Construction Ltd.**, per the terms and conditions listed in the Tender Documentation, as follows:*

- *Contract amount for the Eco360 site (based on the Schedule of Contract Unit Prices) of \$602,007.00 plus H.S.T. of \$90,301.05 for a total price of \$692,308.05.*

*MOTION CARRIED - UNANIMOUS*

- (c) Memorandum – Award of Tender #2019-MRF-05 - Baler Building Addition

Solid Waste Director, Roland LeBlanc briefly reviewed the memorandum. He noted that the cost is within the budget. The lowest bidder is being recommended.

- (d) Resolution – Award of Tender #2019-MRF-05 - Baler Building Addition

*MOVED BY: Roger Caissie*  
*SECONDED BY: Serge Léger*

*that the Board of Directors of the Southeast Regional Service Commission award the Tender for the Baler Building Addition (#2019-MRF-05) to **Acadian Construction (1991) Limited**, per the terms and conditions listed in the Tender Documentation, as follows:*

- *Contract amount of \$212,000.00 plus H.S.T. of \$31,800.00 for a total price of \$243,800.00, subject to the approval of pending building permit application.*

*MOTION CARRIED - UNANIMOUS*

- (e) Memorandum – Award of Quotations #2019-COMPOST-01 – Composting Silo Wall Repairs

Solid Waste Director, Roland LeBlanc briefly reviewed the memorandum. He noted that repairs are needed for the aging silo walls. The lowest bidder is being recommended.

- (f) Resolution - Award of Quotations #2019-COMPOST-01 – Composting Silo Wall Repairs

*MOVED BY: Ronald Boudreau*  
*SECONDED BY: Ann Seamans*

*that the Board of Directors of the Southeast Regional Service Commission award the Request for Quotations for Composting Silo Wall Repairs (#2019-COMPOST-01) to **Modern Construction (1983) Limited**, per the terms and conditions listed in the RFQ Documentation, as follows:*

- *Contract amount (based on the base price and select value added options pricing) of \$68,520.00 plus H.S.T. of \$10,278.00 for a total price of \$78,798.00.*

*MOTION CARRIED - UNANIMOUS*

10. Other Matters – None

**11. Consideration of By-laws**

- (a) Memorandum - Human Resources Policy and Procedures Manual Revision

Executive Director Gérard Belliveau explained that an extensive review of the Human Resources Manual has been conducted. Some wording updates are being suggested. A formal motion is required.

- (b) Resolution - Human Resources Policy and Procedures Manual Revision

*MOVED BY: Jerome Bear*  
*SECONDED BY: Terry Keating*

*that Board of Directors of the SERSC authorize the Revision of the Human Resources Policy and Procedures Manual, as per attached Schedule 1 and General Modifications list.*

Mayor John Higham questioned the type of protocol that is in place for the newly updated HR Manual. Executive Director Belliveau explained that the normal process of notifying employees will take place. (HR Staff will meet with all SERSC employees.)

*MOTION CARRIED - UNANIMOUS*

12. Executive Committee – No Report

13. In-Camera - No session

**14. Next Meeting**

**REMINDER - NO SERSC BOARD MEETING IN SEPTEMBER 2019**

The next Regular SERSC Board of Directors' Meeting is scheduled for **Tuesday, October 29, 2019 at 6:30 p.m.**, Moncton City Hall, 655 Main Street, Moncton.

**15. Adjournment**

*MOVED BY: Ronald Boudreau*

*SECONDED BY: Roger Caissie*

*to adjourn tonight's meeting.*

*MOTION CARRIED – UNANIMOUS*

The meeting adjourned at approximately 7:33 p.m.