

Southeast Regional Service Commission

***REGULAR MEETING ***

MINUTES

February 24, 2015, 6:30 p.m.

**Council Chambers
655 Main Street
Moncton**

Board Members Present:

Mayor Jacques LeBlanc	Town of Shediac, Chairperson
Mayor Robert Berry	Town of Sackville, Vice-Chairperson
Mayor Yvon Lapierre	City of Dieppe
Mayor Terry Keating	Village of Salisbury
Dep. Mayor Shawn Crossman	City of Moncton
Mayor Ann Seamans	Town of Riverview
Dep. Mayor Andrew Casey	Village of Alma
Mayor Jean-Albert Cormier	Communauté rurale Beaubassin-est (CRBE)
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
President Ronald Boudreau	LSD Representative
President C.F. (Chuck) Steeves	LSD Representative
President Heather Russell	LSD Representative

Board Members Absent:

President Pascal Ferron	LSD Representative
Dep. Mayor Eliza LeBlanc	Village of Cap-Pelé

Staff Members Present:

Gérard Belliveau	Executive Director
Nicole Rioux	Chief Financial Officer
Sébastien Doiron	Planning Director

The meeting was called to order at approximately 6:30 p.m., with Chairperson Jacques LeBlanc presiding.

In his opening remarks, Chairperson LeBlanc formally welcomed new members to the SERSC. All Board Members were asked to introduce themselves. New member CRBE Mayor Jean-Albert Cormier told Board Members that it was a pleasure for him to be on the SERSC as the representative for the Communauté rurale Beaubassin-est and looks forward to working together as a group.

As tonight's meeting is the first of 2015, Chairperson LeBlanc wished Board Members a good year.

Chairperson LeBlanc noted that, 50 years ago today, the New Brunswick provincial flag was unveiled by then Premier Louis J. Robichaud.

1. RECORDING OF ATTENDANCE

2. CONFLICTS OF INTEREST DECLARATIONS

No conflicts of interest were declared.

3. ADOPTION OF THE MEETING AGENDA

MOVED BY: Salisbury Mayor Terry Keating

SECONDED BY: Riverview Mayor Ann Seamans

that tonight's Agenda be ADOPTED as presented.

MOTION CARRIED – UNANIMOUS

4. ADOPTION OF MINUTES OF THE REGULAR MEETING OF NOVEMBER 25, 2014

MOVED BY: Memramcook Mayor Donald LeBlanc

SECONDED BY: LSD Representative Ronald Boudreau

that the Minutes of the Regular Meeting of November 25, 2014 be adopted as presented.

MOTION CARRIED - UNANIMOUS

5. PUBLIC PRESENTATION

None

6. REPORT ON COLLABORATIVE SERVICES ACTIVITY

Executive Director Gérard Belliveau reported on the following matters:

- Meeting with the RCMP for the Southeast District taking place in Shediac on Wednesday, February 25, 2015 – 9:30 a.m. (subject: operations review – quarterly report);
- Special Meeting of the SERSC, municipal councillors and CAO initiated by Department of Public Safety, in conjunction with the RCMP for the Southeast District taking place on Thursday, February 26, 2015 – 6 p.m., Moncton City Hall;
- Department of Public Safety's questionnaire - to establish community priorities – to be presented at the upcoming Public Security Committee meeting to be held on March 26, 2015;
- A binder, containing the RSCs Board Members' Handbook, along with other pertinent information, was circulated to each Board Member;

(a) Regional Emergency Operations Report - Event of December 11 & 12, 2014

Executive Director Gérard Belliveau reported that the “REAC” (Regional Emergency Action Committee) was activated on December 11th, as a result of a major event in the southeast region. Executive Director Belliveau said he was present for a day and a half and that it was a worthwhile experience. Feedback on this endeavour was positive.

The SERSC will be co-ordinating CN Training Sessions (one French session- one English session) for first responders who play a decision-making role during a railway incident involving dangerous goods. These sessions will take place at the NBCC in Dieppe on March 19th and 20th, 2015.

CN will also be holding an information meeting for SERSC members, elected officials and municipal CAOs, to provide an update on activities in NB. This meeting will be held within the first few weeks of March.

(b) Codiac RCMP

No report.

Dieppe Mayor Yvon Lapierre reported that Codiac RCMP representatives have advised that they will not be reporting to the SERSC on a monthly basis, as they report to their respective clients (i.e. Dieppe, Riverview and Moncton) regularly. However, Codiac RCMP will report to the SERSC on any major events or announcements, as needed.

(c) RCMP for the Southeast District

No report.

Executive Director Belliveau informed the Members that a Special Board Meeting is set for Thursday, February 26, 2015, 6 p.m., Moncton City Hall with representatives from the NB Department of Public Safety and the RCMP for the Southeast District. The presentation will include the new cost-sharing model for all communities receiving provincial RCMP policing services, as well as the new RCMP service delivery model. Mayors, Municipal Councillors and CAOs are invited. The Codiac Detachment of the RCMP is also invited.

Chairperson Jacques LeBlanc thanked staff for the preparation of the binder.

7. COMMITTEE REPORTS

(a) Finance Report

- (i) Finance Report for December 2014**
- (ii) Income Statement – Period Ending November 30, 2014**

Nicole Rioux, CFO, presented the Financial Report. Ms. Rioux briefly reviewed each component.

Ms. Rioux informed Board Members that the Auditors are presently on site. A meeting of the Audit Committee is anticipated in March. A recommendation to fill two vacant positions on the Audit Committee will be entertained this evening.

The Audit Committee's Report, recommending two By-law Amendments and the Audited Financial Statements, will be presented at the Annual Meeting in May.

No questions from Board Members.

Executive Director Gérard Belliveau elaborated on the surpluses in each sector. He explained the SERSC has secured a grant for translation and simultaneous interpretation services from the provincial government. He also informed the Board that staff is presently working with the Province on receiving a multi-year grant, through Official Languages.

He noted that Solid Waste sector experienced a loss on the C & D side, due mainly to the operation of private disposal sites, along with other issues.

He pointed out that the Post Closure Fund is fully funded.

On the Local Planning side, Executive Director Belliveau reported the loss of staff members, in 2014. He noted that it took some time to replace the positions, and for this reason a surplus was experienced.

Executive Director Belliveau was satisfied with the good financial results.

Chairperson Jacques LeBlanc thanked the team for their work.

No questions from Board Members.

(b) SE Recycle Report

(i) Technical Committee – Solid Waste Report

Technical Committee Chairperson, Mayor Jerry Gogan, provided a brief report of the Committee Meeting of January 15, 2015. He informed the Board Members that the Committee had a long discussion on letters received from the Town of Sackville and the City of Moncton regarding the sorting of ICI and the implications on the site. A recommendation will be presented to the Board this evening.

Committee Chairperson Gogan reported that the Committee intends to meet every other month, if the need arises. He anticipates a meeting in March.

Executive Director Gérard Belliveau summarized the waste strategy report. He explained the three-stream system (blue bags, green bags and other waste) and its impact, which could possibly double the diversion rate. Mr. Belliveau noted that Moncton City Council could possibly invite him to present the SERSC's report.

It was noted that communication and marketing of any new system will be very important. It was noted that education is paramount for municipalities and LSD.

Executive Director Gérard Belliveau reported that a new Solid Waste Director has been hired. Mr. Roland LeBlanc will begin work next week (March 2, 2015). The Executive Director added that Mr. LeBlanc comes to the SERSC with an extensive background and experience in the engineering field.

(c) Local Planning Report

(i) Monthly Local Planning Report

Sébastien Doiron, Planning Director, briefly reviewed the November/December 2014 Planning and Development Report. Mr. Doiron noted that the value of building permits for 2014 has surpassed 2013 significantly.

Mr. Doiron further noted that the report for January 2015 has been re-designed and provides more details.

Executive Director Belliveau added that the Planning Department is re-programming their database. Once the new database is in place, planning staff will be able to approve the building permit; simultaneously sending an e-mail to municipalities notifying them of the permit approval.

(ii) Planning Management Committee Report

Sébastien Doiron reported that the Planning Management Committee met in early January. However, due partly to inclement weather, the February meeting was pre-empted. A Committee Meeting is anticipated for March.

A Planning Management Committee report and recommendation on the functioning of PRACs will be presented to the Board at the March 31, 2015 Regular Meeting.

Executive Director Belliveau reported on issues being encountered with the functioning of the present PRAC system. He also noted that similar issues are being felt throughout the Province.

The following items were mentioned:

- ensuring a quorum;
- legal implications on PRAC decisions
- training for committee members/handbook

- Website should designate a section that would explain, in layman's terms, various planning aspects; (zoning process, what is a Municipal Plans, Community Planning Act, property owner's rights, etc.)

It was noted that any changes to the present PRAC system will require an amendment to the PRAC By-law.

(d) Public Security Committee

No report

Executive Director Gérard Belliveau reported briefly on the first Public Security Committee Meeting. He noted that the meeting produced good discussions. The next meeting is anticipated for March.

8. TENDERS

No new tenders

9. ANNUAL/DEPARTMENTAL REPORTS

None

10. OTHER MATTERS/AUTRES QUESTIONS

(a) Correspondence

- (i) Letter from the Town of Sackville – Mandatory Solid Waste Separation for all Residential Users**

Executive Director Gérard Belliveau reported that the SERSC recommendation can be taken back to Sackville Town Council for review.

- (ii) Letter from Université de Moncton (*ILUM – l'Institut de leadership de l'Université de Moncton*) – interest in participating in the consulting process with respect to Recreational Planning for Regional Service Commissions**

Executive Director Belliveau briefly explained that the provincial government has a program in place for the creation of Regional Recreation Plans throughout the Province. The Province is seeking a recommendation, in support of the project, from RSCs. The Province is willing to give up to 75% (\$75,000.00) of the total requested amount. The project will involve 3 parts (creation of an "Asset Map" for the region, a "Connectivity Assessment" and the gathering of information from the public). A Request for Proposals will be initiated.

(iii) Letter from DELG Minister Brian Kenny – re: Private Construction and Demolition Debris Disposal Sites within the SERSC Area

The matter of Private C & D Debris Disposal Sites, as it relates to the impact on the environment, was discussed at length.

The following concerns were raised during discussion:

- the nature of the debris being disposed of in these private sites;
- site monitoring (or lack of); and
- the lack of attention being given to this very important file.

Executive Director Belliveau suggested that a delegation from the SERSC meet with the Deputy Minister to discuss this matter, prior to the Board Meeting in April. He added that the Minister of DELG will be visiting RSCs throughout the Province. He anticipates the Minister's presence at the April 28th Board Meeting.

(iv) Letter from DELG Minister Brian Kenny – re: Response to an invitation to attend a SERSC Board Meeting

No questions.

(v) Letter from Regional Service Commissions to Premier Brian Gallant re: Training Program for ATV Operators

It was noted that the letter was re-sent to the new Premier.

11. RESOLUTIONS

(a) Increase of Awarded Tender - Clay Till Liner

Executive Director Belliveau briefly reviewed the memo, noting that despite the slight increase to the clay till liner tender, the project is still under budget.

*MOVED BY: President C.F. (Chuck) Steeves, LSD
Representative*

SECONDED BY: Sackville Mayor Robert Berry

Be it resolved that the Board of Directors of the SERSC authorizes an increase to the existing awarded tender for installation of clay till liner for Cell 14 to Phillip Bros Excavation Ltd in the amount of \$23,431.84 plus HST.

MOTION CARRIED – UNANIMOUS

(b) City of Moncton - Sorting of Industrial, Commercial & Institutional and Apartment Waste

Executive Director Belliveau briefly reviewed the report.

MOVED BY: Memramcook Mayor Donald LeBlanc
SECONDED BY: Moncton Deputy Mayor Shawn Crossman

Be it resolved that the Board of Directors of the SERSC accepts the report entitled “Waste Strategy and Potential for ICI Waste Diversion” and that the said report be sent to Moncton City Council for consideration.

MOTION CARRIED - UNANIMOUS

(c) Appointments to various SERSC Committees

(i) Finance and Budget Committee

Executive Director Gérard Belliveau reviewed the memo.

Communauté Rurale de Beaubassin-est Mayor Jean-Albert Cormier was nominated as a member of the Finance Committee. Mayor Cormier accepted the nomination.

President C.F. (Chuck) Steeves accepted the role of Chairperson of the Finance Committee.

MOVED BY: Dieppe Mayor Yvon Lapierre
SECONDED BY: President C.F. (Chuck) Steeves, LSD Representative

Be it resolved that the Board of Directors of the SERSC appoints Jean-Albert Cormier to fill the vacancy on the Finance and Budget Committee.

*Be it further resolved that the Board of Directors of the SERSC appoints C.F. (Chuck) Steeves as **Chairperson of the Finance and Budget Committee**.*

MOTION CARRIED - UNANIMOUS

(ii) Audit Committee

It was noted that the Audit Committee meets 1 – 2 times per year.

President Heather Russell, LSD Representative was nominated, by Memramcook Mayor Donald LeBlanc, as a member of the Audit Committee. President Russell accepted the nomination.

Riverview Mayor Ann Seamans was nominated, by CRBE Mayor Jean-Albert Cormier, as a member of the Audit Committee. Mayor Seamans accepted the nomination and she also accepted the role of Chairperson of the Audit Committee.

MOVED BY: Memramcook Mayor Donald LeBlanc
SECONDED BY: CRBE Mayor Jean-Albert Cormier

Be it resolved that the Board of Directors of the SERSC appoints Heather Russell and Ann Seamans to fill the vacancies on the Audit Committee.

Be it further resolved that the Board of Directors of the SERSC appoints Ann Seamans as Chairperson of the Audit Committee.

MOTION CARRIED - UNANIMOUS

(iii) Public Safety Committee

Port Elgin Mayor Judy Scott was nominated as a member of the Public Safety Committee. Mayor Scott accepted the nomination.

Memramcook Mayor Donald LeBlanc accepted the role of Chairperson of the Public Safety Committee.

MOVED BY: Salisbury Mayor Terry Keating
SECONDED BY: Dorchester Mayor Jerome Bear

Be it resolved that the Board of Directors of the SERSC appoints Judy Scott to fill the vacancy on the Public Safety Committee.

Be it further resolved that the Board of Directors of the SERSC appoints Donald LeBlanc as Chairperson of the Public Safety Committee.

MOTION CARRIED - UNANIMOUS

(iv) Planning Review and Adjustment Committee re-appointments for the Tantramar Area

MOVED BY: Sackville Mayor Robert Berry
SECONDED BY: Dorchester Mayor Jerome Bear

Be it resolved that the Board of Directors of the SERSC re-appoints Randy (Ralph) Trenholm, Stanley Dixon and Greg Partridge to the Tantramar Planning Review and Adjustment Committee.

MOTION CARRIED - UNANIMOUS

(v) **Planning Review and Adjustment Committee re-appointments for the Westmorland-Albert Area**

MOVED BY: Salisbury Mayor Terry Keating
SECONDED BY: Sackville Mayor Robert Berry

Be it resolved that the Board of Directors of the SERSC re-appoints Pascal Ferron, Audbur Bishop, and Heather Keith to the Westmorland Albert Planning Review Committee.

MOTION CARRIED - UNANIMOUS

(d) **Guidelines for Maintenance of SERSC's Archival Documents**

Executive Director Belliveau briefly reviewed the report.

MOVED BY: Sackville Mayor Robert Berry
SECONDED BY: Petitcodiac Mayor Gerald Gogan

Be it resolved that the Southeast Regional Service Commission, in accordance with the "Regional Service Commissions Records Authority" (hereby known as the RSCRA), issued by the Department of Government Services, will maintain any archived documents deemed active and semi-active.

Be it also resolved that all archived documents deemed non-active in accordance with the RSCRA will be transferred to the relevant municipalities and the provincial government (on behalf of LSDs) to dispose of as they see fit.

MOTION CARRIED – UNANIMOUS

(e) **Recreational Planning Funding**

Executive Director Gérard Belliveau briefly reviewed the report.

MOVED BY: Dorchester Mayor Jerome Bear
SECONDED BY: Salisbury Mayor Terry Keating

Whereas the Province has created a Regional Service Commission Recreational Planning Assistance Program to initiate regional recreation planning in the provinces;

And whereas, SERSC staff have developed an appropriate proposal in response to this initiative;

Be it resolved that:

- *the Southeast Regional Service Commission Board formally requests funding in line with the Provincial Regional Service Commission Recreation Planning Assistance Program in the amount of \$75,000 to undertake the project entitled: “Recreational Assets and Connectivity in Southeast NB”*
- *the SERSC has secured funding for the remaining 25% of the project costs; and*
- *the SERSC commits to ensuring the budget is consistent with the anticipated work plan, and that the budget will be included in any RFP so that consulting firms will fully understand the expected level of effort.*

MOTION CARRIED - UNANIMOUS

12. CONSIDERATION OF BY-LAWS

none

13. EXECUTIVE COMMITTEE MEETING

- (a) Executive Committee Report

Executive Director Belliveau reported that the Executive Committee conducted interviews for the position of Solid Waste Director at the last meeting.

14. IN-CAMERA

No in-camera session

15. NEXT MEETING/PROCHAINE RÉUNION

The next regular meeting of the Regional Service Commission is scheduled for **March 31, 2015, 6:30 p.m.**, Moncton City Hall, 655 Main Street, Moncton.

16. ADJOURNMENT

On a motion by Dorchester Mayor Jerome Bear, seconded by Salisbury Mayor Terry Keating, the meeting adjourned at approximately 8:05 p.m.