

Southeast Regional Service Commission

ANNUAL GENERAL MEETING

MINUTES*

May 20, 2015, 6:30 p.m

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

Board Members Present:

Mayor Jacques LeBlanc	Town of Shediac, Chair
Mayor Robert Berry	Town of Sackville, Vice-Chair
Mayor Yvon Lapierre	City of Dieppe
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

Staff Present:

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

Special Guests:

Honourable Brian Kenny, Minister	Environment and Local Government
Rob Kelly, Assistant Deputy Minister	Environment and Local Government

Chair Jacques LeBlanc welcomed Minister Brian Kenny and Assistant Deputy Minister Rob Kelly to the Special meeting of the Southeast Regional Service Commission.

Chair LeBlanc invited Minister Kenny to address the Board. Questions for the Minister will follow.

Minister Kenny began by thanking everyone present tonight. The following is a summary of the Minister's presentation:

- Touring the Province - visiting each RSC;

- State of the economy in New Brunswick – large debt;
- Challenging times – difficult decisions are being made by Government now and will be in the future;
- Government’s mandate is to create jobs, support families, balance the budget/reduce the debt;
- The Minister noted that he was happy to hear that SERSC wants to build strong communities; he also noted that the SERSC is working hard and is very engaged in the task at hand, and;
- The government wants to provide tools to communities to help move things forward.

As a result of his very busy schedule, Minister Kenny apologized for being unable to meet one-on-one with the leadership of each community. He is hoping for a break sometime in June, in order to meet with community leaders. He then opened the floor to questions.

Chair Jacques LeBlanc thanked the Minister for his presence tonight. Chair LeBlanc said, in his opinion, that the Southeast region is doing well and is part of the solution.

Questions:

- How does the Province view the RSCs in the next 2-3 years, in terms of responsibilities and in dealing with large files?

The Minister noted that he has learned a great deal on how each RSC is working. Work will be done to improve the existing structure. He further noted that he is receiving good input from everyone.

- Build Canada Fund – announcement of awarded projects will be made in the coming days
- Revision of the Equalization Formula – re: policing aspect – all 3 municipal associations are suggesting changes – no consensus as of yet;
- Concerns regarding private C & D sites in the Province – a considerable amount of time was dedicated to this matter. The following items were mentioned:

- o private disposal sites are impacting the regional Solid Waste’s financial bottom line;
- o the need for site monitoring - the local Environment Department can be contacted, relative to specific questions; (i.e. security around sites, water quality monitoring, site inspections, etc.);
- o truck traffic – hard on roads; and
- o the possibility of allowing the SERSC’s Solid Waste Management team to monitor the area’s private sites

Executive Director Belliveau elaborated on this matter, expressing concern from an environmental point of view. He noted that SERSC’s Solid Waste site is the only site in the area that collects and treats leachate matter. He noted that private disposal sites become a real environmental concern after 10 years of operation with respect to the water table (ex. the breakdown of asphalt shingles) - particular worrisome areas: site near City of Dieppe water source, Irishtown Nature Park, Caledonia Industrial Park and the marshland area. Tipping fees were also mentioned.

The Minister was receptive to this suggestion and will get back to the Commission on this matter.

- Pointe-du-Chêne Area - Concern was raised with respect to a storm sewer pipe draining into a creek and, in turn, flowing into Shediac Bay and whether legislation, with respect to these types of issues, would be update soon. Minister Kenny explained that the Province is aware that the legislation needs modernization. Various provincial departments (Environment, Transportation and Infrastructure, Natural Resources and Service NB) are in the process of compiling information in order to create a large geographic map of the entire province to determine where flooding occurs and where development would be better suited, as a result of climate change.

- Updating of the Municipalities Act/Community Planning Act – It was noted that the legislation is over 40 years old and requires an update. Provincial staff is currently working on this large undertaking – no specific completion date was given - anticipated timeline is within 12 to 18 months – Public consultation and debate is of the utmost importance in the updating process - focus on what municipalities and Province will look like in the future is also of great importance.
- Year End Budget Submissions for Municipalities – request to coincide with the Province’s Year End – Mr. Kelly noted that the Province is looking into this change as part of the entire updating process.
- Importance of climate change collaboration - Sustainable Communities Award from the Gulf of Maine Council has been given to the Villages of Port Elgin, Dorchester, Sackville, Memramcook and Mount Allison University Geography and Environment Departments for our region’s work on climate change.

On a final note, Chair LeBlanc informed the Minister that our region is very fortunate in that the SERSC Board Membership has a lot of diversity, with people who are dedicated and demonstrate respect for each other. It was also noted that the SERSC is ready to pilot strategies in our area.

Chair Jacques LeBlanc thanks the Minister and his staff for being here this evening.

The Minister concluded his presentation with a group photo. Delegation left.

Approximate time: 7:20 p.m.

ANNUAL GENERAL MEETING

The Annual General Meeting was called to order at approximately 7:30 p.m., with Chair Jacques LeBlanc presiding.

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

No conflicts of interest declared.

- 3. Adoption of the Annual General Meeting Agenda**

MOVED BY: Mayor Jerome Bear, Dorchester

SECONDED BY: Mayor Ann Seamans, Riverview

that the Annual General Meeting Agenda be ADOPTED as presented.

MOTION CARRIED - UNANIMOUS

- 4. Audit Committee Report**

Audit Committee Chair, Ann Seamans reported that the Audit Committee met on April 21, 2015. Auditor Roger Bastarache presented the draft 2014 Annual Financial Report.

Committee Chair Seamans reported that several administrative draft by-laws and amendments to the Human Resources Policy and Procedures Manual were also presented and accepted by the Audit Committee. Chair Seamans read the Audit Committee's recommendations for By-law A-1 (2015) – Approval of Budgetary Expenditures; By-law A-2 (2015) – Business Expenses Reimbursement; By-law A-3 (2015) – Accounts Receivable in Arrears; Amendment to Human Resources Policy and Procedures Manual – P.3.2.1 – Probation Period; and Amendment to the Human Resources Policy and Procedures Manual – P.3.6.1 – Recruitment, Interview and Selection.

MOVED BY: *Mayor Ann Seamans, Riverview*
SECONDED BY: *Mayor Terry Keating, Salisbury*

that the Southeast Regional Service Commission accept the Audit Committee's Report as presented.

A brief discussion ensued on the issue of accounts receivable in arrears. It was noted that discussions with the customer, regarding overdue accounts, would occur prior to forwarding the matter to a collection agency.

Back road garbage dumping was briefly discussed. This matter will be brought to the Technical Committee for discussion. Positive advertising was suggested. The Board will discuss this matter at a later date.

MOTION CARRIED - UNANIMOUS

Audit Committee Chair Ann Seamans was thanked for the committee report.

5. Presentation of 2014 Audited Financial Statements – Ernst and Young

Amélie Haché and Roger Bastarache, Auditors with Ernst & Young, appeared before the Board with the presentation of the 2014 Audited Financial Statements.

Mr. Bastarache reported that it is the Auditors' mandate to report on the financial statements as to whether they reflect clearly the financial position of the Commission and the results of its operations, in accordance with the Public Sector Accounting Standards. The 2014 Audit is complete and Mr. Bastarache is pleased to inform the Board that the Financial Statements do present fairly in accordance to PSAB.

Ms. Haché reported that the Commission finished the year with a surplus of \$984,195, in the public sector. With respect to fund accounting, she highlighted the surpluses experienced by the various components of the Commission. She also explained the various year-end adjustments.

Mr. Bastarache briefly explained guidelines and standards in accounting practices in the Province as well as across Canada.

Mr. Bastarache pointed out that the Commission's accounting is very well done. Objectives have been met.

MOVED BY: Mayor Yvon Lapierre, Dieppe
SECONDED BY: Mayor Terry Keating, Salisbury

that the Board of Directors of the Southeast Regional Service Commission ADOPT the 2014 Audited Financial Statements as presented.

MOTION CARRIED - UNANIMOUS

6. Appointment of Auditors for fiscal year 2015

MOVED BY: Mayor Ann Seamans, Riverview
SECONDED BY: President C.F. (Chuck) Steeves, LSD Rep.

that the Board of Directors of the Southeast Regional Service Commission appoint the firm of Ernst & Young as Auditors for fiscal year 2015.

MOTION CARRIED - UNANIMOUS

7. Presentation of the 2014 SERSC Annual Report

The 2014 Annual Report was presented.

Chair Jacques LeBlanc thanked Board Members for supporting him in the past year. He praised Board Members on the great job they are doing in moving the Commission forward. He also thanked Committee Chairs for their work.

Executive Director Gérard Belliveau reported that the 2014 Annual Report was prepared by Commission staff. He proceeded to summarize the report. The following points were noted:

- Lots of progress was made in 2014 – files were moved forward;
- Great steps in collaboration were experienced;
- Large files are being discussed;
- SERSC's Vision;
- SERSC sponsors of the Environmental Trust Fund – *Provincial Solid Waste Strategy Study*;
- Funds received to undertake a study on surface water planning;
- Funds received for the preparation of a PRAC Manual;
- C & D issues being discussed;
- Land Use Planning is moving forward;
- Finances are in a reasonable situation;
- SERSC's Moncton office move is complete;

A few minor typographical errors were noted in the Annual Report. The appropriate changes will be made. A signed copy will be sent to the Province, Board Members and municipal administrators.

MOVED BY: *Mayor Terry Keating, Salisbury*
SECONDED BY: *Mayor Jean-Albert Cormier, CRBE*

that the Board of Directors of the Southeast Regional Service Commission ADOPT the 2014 Annual Report.

MOTION CARRIED - UNANIMOUS

8. Election of Board Officers: 2015-2016

Chairperson Jacques LeBlanc reported that he will not be re-offering as Chair of the Commission for the year 2015-2016. He thanked Vice-Chair Robert Berry and Executive Committee Member Yvon Lapierre for their support in the last year.

- **Chairperson**

Nominations from the floor for the position of Chairperson were requested.

MOVED BY: *Mayor Terry Keating, Salisbury*
SECONDED BY: *Mayor Ann Seamans, Riverview*

that Sackville Mayor Robert Berry be nominated as Chairperson of the Southeast Regional Service Commission.

Mayor Berry accepted the nomination.

Nominations from the floor for the position of Chairperson were asked three (3) times. No other nominations were received.

Mayor Berry thanked the Board Members for their support.

- **Vice-Chairperson**

Nominations from the floor for the position of Vice-Chairperson were requested.

MOVED BY: *Mayor Terry Keating, Salisbury*
SECONDED BY: *Mayor Debbie Dodier, Cap-Pelé*

that Dieppe Mayor Yvon Lapierre be nominated as Vice-Chairperson of the Southeast Regional Service Commission.

Mayor Lapierre accepted the nomination.

Nominations from the floor for the position of Vice-Chairperson were asked three (3) times. No other nominations were received.

- **Member of the Executive Committee**

Nominations from the floor for the position of Member of the Executive Committee were requested.

MOVED BY: *President C.F. (Chuck) Steeves, LSD Rep.*
SECONDED BY: *Mayor Jean-Albert Cormier, CRBE*

that Shediac Mayor Jacques LeBlanc be nominated as Member of the Executive Committee of the Southeast Regional Service Commission.

Mayor LeBlanc accepted the nomination.

Nominations from the floor for the position of Member of the Executive Committee were asked three (3) times. No other nominations were received.

9. Appointments to Various Committees

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

that the current composition of Southeast Regional Service Commission committees remain status quo.

MOTION CARRIED – UNANIMOUS

Town of Riverview Mayor Ann Seamans introduced the Town's newly elected Deputy Mayor, Ian Macdonald.

It was also noted that the City of Moncton's Deputy Mayor Shawn Crossman was re-elected as Deputy Mayor.

The new Alternate Board Members were welcomed.

10. New Committees

(i) Strategic Plan Committee

MOVED BY: *Mayor Terry Keating, Salisbury*
SECONDED BY: *Mayor Ann Seamans, Riverview*

that President C.F. (Chuck) Steeves be nominated as Chair of the Strategic Plan Committee.

MOTION CARRIED-UNANIMOUS

It was suggested that a Board Member representing a city, town, village and local service district be nominated on this committee.

MOVED BY: Mayor Terry Keating, Salisbury
SECONDED BY: Mayor Ann Seamans, Riverview

that the following Board Members be nominated as Strategic Plan Committee Members:

Jacques LeBlanc, Town of Shediac
Jerry Gogan, Village of Petitcodiac
Yvon Lapierre, City of Dieppe
Debbie Dodier, Village de Cap-Pelé
Jean-Albert Cormier, Communauté rurale de Beaubassin-est

MOTION CARRIED - UNANIMOUS

11. Adjournment

On a motion by Dorchester Mayor Jerome Bear, the Annual General Meeting adjourned at approximately 8:20 p.m.