

REGIONAL SERVICE COMMISSION 7/COMMISSION DE SERVICES RÉGIONAUX 7

ANNUAL GENERAL MEETING/L'ASSEMBLÉE GÉNÉRALE ANNUELLE

MINUTES/PROCÈS-VERBAL

May 25, 2013 9 a.m./25 mai 2013, 9h

**Westmorland-Albert Education Centre Boardroom/
Salle de conférence du Centre d'éducation de Westmorland-Albert**

Committee Members Present/membres du comité présent:

<i>Maire/Mayor Terry Keating</i>	<i>Village de/of Salisbury, Président/Chairperson</i>
<i>Maire/Mayor Jacques LeBlanc</i>	<i>Ville de/Town of Shediac, Vice-président/Vice-Chairperson</i>
<i>Maire/Mayor George LeBlanc</i>	<i>Ville de/City of Moncton</i>
<i>Maire/Mayor Yvon Lapierre</i>	<i>Ville de/City of Dieppe</i>
<i>Mairesse/Mayor Ann Seamans</i>	<i>Ville de/Town of Riverview</i>
<i>Maire/Mayor Robert Berry</i>	<i>Ville de/Town of Sackville</i>
<i>Mairesse/Mayor Maryse LeBlanc</i>	<i>Communauté rurale Beaubassin-est</i>
<i>Maire/Mayor Jerome (J.J.) Bear</i>	<i>Village de/of Dorchester</i>
<i>Maire/Mayor Patrick Armstrong</i>	<i>Village de/of Hillsborough</i>
<i>Maire/Mayor Donald LeBlanc</i>	<i>Village de/of Memramcook</i>
<i>Mairesse/Mayor Judy Scott</i>	<i>Village de/of Port Elgin</i>
<i>Maire/Mayor C. Dale Elliott</i>	<i>Village de/of Riverside-Albert</i>
<i>Mairesse/Mayor Debbie Dodier</i>	<i>Village de/of Cap-Pelé</i>
<i>Président/President Ronald Boudreau</i>	<i>DSL/LSD Représentant/Representative</i>
<i>Président/President Chuck Steeves</i>	<i>DSL/LSD Représentant/Representative</i>
<i>Président/President Patrick Fusk</i>	<i>DSL/LSD Représentant/Representative</i>
<i>Président/President Gerry Chapman</i>	<i>DSL/LSD Représentant/Representative</i>

Committee Members Absent/membres du comité absent:

<i>Mairesse/Mayor Kirstin Shortt</i>	<i>Village de/of Alma</i>
<i>Maire/Mayor Jerry Gogan</i>	<i>Village de/of Petitcodiac</i>

Also Present/Également présent:

Louis-Paul Savoie, CA, Boudreau Porter Héту and Associates

Staff Present/Personnel présent:

Gérard Belliveau	Executive Director/ <i>Directeur général</i>
Andrew Wort	Director Solid Waste/ <i>Directeur des déchets solides</i>
Sébastien Doiron	Planning Director/ <i>Directeur de la planification</i>

After welcoming everyone to the first Annual General Meeting of the Regional Service Commission, Chairperson Terry Keating called the meeting to order at approximately 9:05 a.m.

1. ADOPTION OF THE ANNUAL MEETING AGENDA/ADOPTION DE L'ORDRE DU JOUR DE L'ASSEMBLÉE GÉNÉRALE ANNUELLE

MOVED BY: Mayor Maryse LeBlanc, Communauté rurale Beaubassin-est
SECONDED BY: Mayor Patrick Armstrong, Village of Hillsborough

that the Annual General Meeting Agenda be approved as submitted.

MOTION CARRIED - UNANIMOUS

2. Presentation of 2012 Audited Financial Statements/Présentation des États financiers vérifiés 2012

- **Commission d'aménagement Beaubassin/Beaubassin Planning Commission;**
- **Greater Moncton District Planning Commission/Commission d'urbanisme du Grand Moncton; and**
- **Tantramar Planning Commission/Commission d'urbanisme de Tantramar**

Executive Director, Gérard Belliveau reported that as a result of recent discussions with the Province, it is recommended that the Audited Financial Statements for the three former Planning Commissions not be presented this morning. Mr. Belliveau explained that prior to the presentation of the financial statements, the Province wishes to insure that all liabilities, transfers of liabilities and/or surpluses that affect all communities throughout the region have been taken care of. Once these issues have been clarified, the RSC 7's Audit Committee will reconvene to discuss the financial statements. The Presentation and the Audit Committee's recommendation will then be brought forth to the full Board for ratification.

- **Westmorland Albert Solid Waste Commission/Commission de déchets solides Westmorland Albert**

Director of Solid Waste, Andrew Wort, presented the 2012 Westmorland Albert Solid Waste Corporation Annual Report. He proceeded to give highlights of the report.

- 2012 a year of transition for WASWC – Integration into a Regional Service Commission 7
- general reduction in tipping fees, construction and demolition waste coming into the site
- land exchange with the Province
- construction of the new cell was completed by Westmorland-Albert Staff
- accounting changes
- Awards
- Site operation
- Dry Plant – upgrades are essential
- Wet Plant –glass sorter issues
- Environmental monitoring – good results with leachate system

- Health and Safety - Partnership with WorkSafe NB – VON makes monthly visit for the benefit of the employees.
- Community Relations - Scholarship – Earth Day events – Spring Clean-ups

Moncton Mayor George LeBlanc inquired whether there are any future plans to have commercial waste separated.

Mr. Wort explained that he has had discussions with the Executive Director on the matter of separating commercial and apartment building waste. It was noted that education in waste separation and by-law enforcement is essential in order to achieve successful results. It was Mr. Wort's opinion that the present facility will need to be brought to standards, if commercial waste management is considered.

Mr. Wort suggested that the Commission begin the re-envisioning process for a waste management strategy for the next 20 years. This endeavour could begin after the construction season (January/February/March of next year). The general public would be consulted through specific forums such as open houses, public meeting and/or council meetings for their input on waste management.

Moncton Mayor George LeBlanc was in support of re-envisioning the waste management strategy.

The issue of sorting wet and dry waste was discussed at length.

Executive Director, Gérard Belliveau informed the Board that Municipal Councils and the Minister of Environment and Local Government (for LSDs) are responsible for the enforcement of by-laws and/or amending outdated regulations or by-laws relating to the sorting of waste.

At this point, Staff of the Solid Waste team was introduced.

Chairperson Keating thanked Mr. Wort for a great job performance. He also thanked the former Board Members for past work.

Westmorland-Albert Solid Waste Corporation's Auditors' Report was presented at this time

Louis-Paul Savoie, CA, Boudreau Porter Héту and Associates, presented the Westmorland Albert Solid Waste Corporation Consolidated Financial Statements, in accordance with the standards of the Canadian Public Sector Accounting board

Memramcook Mayor Donald LeBlanc left the meeting room for the remainder of the meeting. (Approximately 10:10 a.m.)

Mr. Savoie reviewed the financial statements in detail. He noted the financial challenges faced by the Corporation in the coming year. Balance sheet was explained.

Moncton Mayor George LeBlanc requested an explanation on a specific expenditure (Page 3 – "Other operating expenses services"). He felt that a note should be attached to this item to

explain this amount. Chairperson Keating agreed that a note be added for clarification purposes. The Auditor was in agreement.

Executive Director, Gérard Belliveau pointed out that a debenture will be maturing in 2014, which means a value of \$1,000,000.

It was agreed that any questions relating to the report can be e-mailed to the Auditors for clarification.

MOVED BY: Dorchester Mayor Jerome Bear,
SECONDED BY: President Ronald Boudreau

to receive the presentation as submitted by the Auditors.

On the question, President C.F. Steeves, LSD Representative, pointed out that it is not the Regional Service Commission Board's decision to accept the statements as presented, but that of the former Solid Waste Board.

MOTION CARRIED - UNANIMOUS

3. Appointment of auditors for fiscal year 2013\Nomination des vérificateurs 2013

Executive Director, Gérard Belliveau presented the report and recommendation.

MOVED BY: Shediac Mayor Jacques LeBlanc
SECONDED BY: President C. F. Steeves, LSD Representative

that Ernst & Young be appointed Auditors for Regional Service Commission #7 for the calendar years 2013-2017.

MOTION CARRIED - UNANIMOUS

The Executive Director will communicate with the awarded firm (Ernst & Young).

4. Election of Board Officers\Élection des officiers du conseil d'administration: 2012-13

Election of Board Officers shall occur by way of nominations at the Annual General Meeting. Each nomination shall be moved and seconded. Voting for each of the positions shall occur by secret written ballot. The votes will be counted and certified by the Executive Director and Secretary of the Regional Service Commission.

L'élection des officiers du conseil d'administration aura lieu par voie de nomination lors de la réunion annuelle. Chacune des nominations devra faire l'objet d'une proposition et être appuyée. Un vote par scrutin secret aura lieu pour chacun des postes mentionnés. Les votes seront comptés et validés par le Directeur général et la Secrétaire de la Commission de services régionaux.

- Chairperson\Présidence
- Vice-Chairperson\Vice-présidence
- Member of Executive

Chairperson Terry Keating removed himself from his position as Chairperson, in order to proceed with the election of the Board of Officers.

At this point, the Executive Director acted as a person relative for the election of the new Board Officers.

(a) Chairperson/Présidence

The Executive Director asked for nominations for Chairperson.

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

that Mayor Terry Keating be nominated as Chairperson of the Regional Service Commission 7.

Mayor Keating accepted the nomination.

Executive Director called three times for other nominations from the floor for Chairperson. No other nominations were received.

Mayor Terry Keating was **ACCLAIMED** as Chairperson of the Regional Service Commission 7.

(b) Vice-Chairperson/Vice-présidence

Chairperson Terry Keating asked for nominations for Vice-Chairperson.

MOVED BY: Sackville Mayor Robert Berry
SECONDED BY: Riverview Mayor Ann Seamans

that Mayor Jacques LeBlanc be nominated as Vice-Chairperson of the Regional Service Commission 7

Mayor Jacques LeBlanc accepted the nomination.

Chairperson Keating called three times for other nominations from the floor for Vice-Chairperson. No other nominations were received.

Mayor Jacques LeBlanc was **ACCLAIMED** as Vice-Chairperson of the Regional Service Commission 7.

5. Presentation of new web site – *Présentation du nouveau site web*

Sébastien Doiron, Director of Planning, presented the Web site. He informed the membership that the site is in the first stages and is still in the process of inserting new material. He noted that the Solid Waste portion of the site will be incorporated later in the year.

Some concern was expressed with respect to details involving Local Service District Areas. These issues will be worked addressed.

6. Adjournment\ajournement

MOVED BY: Hillsborough Mayor Patrick Armstrong,
SECONDED BY : Communauté rurale Beaubassin-est Mayor Maryse LeBlanc

to adjourn the Annual Meeting.

MOTION CARRIED

(time 10:50 a.m.)

REGULAR MEETING/RÉUNION ORDINAIRE

MINUTES/PROCÈS-VERBAL

**May 25, 2013 – following annual meeting/
25 mai 2013 - suite à la reunion annuelle**

**Westmorland-Albert Education Centre Boardroom/
Salle de conférence du Centre d'éducation de Westmorland-Albert**

Committee Members/membres du comité:

<i>Maire/Mayor Terry Keating</i>	<i>Village de/of Salisbury, Président/Chairperson</i>
<i>Maire/Mayor Jacques LeBlanc</i>	<i>Ville de/Town of Shediac, Vice-président/Vice-Chairperson</i>
<i>Maire/Mayor George LeBlanc</i>	<i>Ville de/City of Moncton</i>
<i>Maire/Mayor Yvon Lapierre</i>	<i>Ville de/City of Dieppe</i>
<i>Mairesse/Mayor Ann Seamans</i>	<i>Ville de/Town of Riverview</i>
<i>Maire/Mayor Robert Berry</i>	<i>Ville de/Town of Sackville</i>
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<i>Mairesse/Mayor Judy Scott</i>	<i>Village de/of Port Elgin</i>
<i>Maire/Mayor C. Dale Elliott</i>	<i>Village de/of Riverside-Albert</i>
<i>Mairesse/Mayor Debbie Dodier</i>	<i>Village de/of Cap-Pelé</i>
<i>Président/President Ronald Boudreau</i>	<i>DSL/LSD Représentant/Representative</i>
<i>Président/President Chuck Steeves</i>	<i>DSL/LSD Représentant/Representative</i>
<i>Président/President Patrick Fusk</i>	<i>DSL/LSD Représentant/Representative</i>
<i>Président/President Pascal Ferron</i>	<i>DSL/LSD Représentant/Representative</i>
<i>Président/President Gerry Chapman</i>	<i>DSL/LSD Représentant/Representative</i>

Absent:

<i>Maire/Mayor Jerry Gogan</i>	<i>Village de/of Petitcodiac</i>
<i>Mairesse/Mayor Kirstin Shortt</i>	<i>Village de/of Alma</i>
<i>Maire/Mayor Donald LeBlanc</i>	<i>Village de/of Memramcook</i>

Staff Present:

<i>Gérard Belliveau</i>	<i>Executive Director/Directeur général</i>
<i>Andrew Wort</i>	<i>Director Solid Waste/Directeur des déchets solides</i>
<i>Sébastien Doiron</i>	<i>Planning Director/Directeur de la planification</i>

Chairperson Terry Keating called the meeting to order at approximately 11:05 a.m.

1. ADOPTION OF THE MEETING AGENDA/ADOPTION DE L'ORDRE DU JOUR

MOVED BY: Sackville Mayor Robert Berry
SECONDED BY: Communauté rurale Beaubassin-est Maryse LeBlanc

to adopt the Regular Meeting Agenda as submitted.

MOTION CARRIED – UNANIMOUS

**2. ADOPTION OF MINUTES OF THE REGULAR MEETING OF APRIL 23, 2013
/ADOPTION DU PROCÈS-VERBAL DE LA RÉUNION DU 23 AVRIL 2013**

MOVED BY: Sackville Mayor Robert Berry
SECONDED BY: Port Elgin Mayor Judy Scott

MOTION CARRIED - UNANIMOUS

**3. BUSINESS ARISING FROM THE MINUTES / AFFAIRES DÉCOULANT DU
PROCÈS-VERBAL**

none

4. CORRESPONDENCE / CORRESPONDANCE

none

**5. SOLID WASTE ADVISORY COMMITTEE REPORT/RAPPORT DU COMITÉ
CONSULTATIF SURE LA GESTION DES DÉCHETS SOLIDES**

Addressed in Item 10 «OTHER BUSINESS»

**6. FINANCE AND BUDGET COMMITTEE REPORT / RAPPORT DU COMITÉ DES
FINANCES ET DU BUDGET**

no report\aucun rapport

**7. PLANNING REVIEW AND ADVISORY COMMITTEES / RAPPORT DES
COMITÉ DE RÉVISION DE LA PLANIFICATION**

Adopt specific terms of office for members of Planning Review and Advisory committees.

Adopter les mandats spécifiques des membres des Comités de Révision de la planification.

Executive Director, Gérard Belliveau reported that specific terms of office for PRAC Members are determined by the Board of Directors. The PRAC By-law dictates that the terms of office be staggered with 3 members being appointed for 2 years and 3 members being appointed for 4 years.

The Westmorland-Albert Planning Review and Adjustment Committee proposes the following terms of office for its members:

George Forsythe	4 years	Pascal Ferron	2 years
Andy St-Amand	4 years	Heather Keith	2 years
Ricci Archibald	4 years	Audbur Bishop	2 years

The Tantramar Planning Review and Adjustment Committee proposes the following terms of office for its members:

Mark Istvanffy	4 years	Randy Trenholm	2 years
Heather Gilbert-Patterson	4 years	Stanley Dixon	2 years
Mike Tower	4 years	Greg Partridge	2 years

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

to accept the mandates of the Planning Review and Adjustment Committee Members for the Westmorland-Albert and the Tantramar Planning Areas as submitted.

MOTION CARRIED - UNANIMOUS

The terms of office for the Beaubassin Planning Review and Adjustment Committee were not available.

Cap-Pelé Mayor Debbie Dodier informed the Board that one member of the Beaubassin PRAC has resigned.

It was noted that a letter of resignation be forwarded to the Chairperson RSC #7, apprising him of the resignation.

A new PRAC member shall be nominated for the Beaubassin Planning Area. Terms of Office for the Beaubassin Planning Area will be determined at the next Board Meeting.

It was also noted that Minutes of all PRAC Meetings shall be e-mailed to municipalities for information purposes.

8. PLANNING MANAGEMENT COMMITTEE \ COMITÉ DE LA GESTION DE LA PLANIFICATION

Nomination of Mayor Shortt of Alma to PMC/
Nomination de la Mairesse Shortt de Alma au CGP

MOVED BY: Hillsborough Mayor Patrick Armstrong
SECONDED BY: Riverview Mayor Ann Seamans

to amend the Procedural By-law by adding an additional seat to the Planning Management Committee.

MOTION CARRIED - UNANIMOUS

MOVED BY: Dorchester Mayor Jerome Bear
SECONDED BY: President Ronald Boudreau, LSD Representative

that Mayor Kirstin Shortt be nominated as a member of the Planning Management Committee.

MOTION CARRIED - UNANIMOUS

9. EXECUTIVE COMMITTEE MEETING \ RÉUNION DU COMITÉ EXÉCUTIF

Executive Director, Gérard Belliveau presented his report. He touched briefly on the 5 matters discussed at the Executive Committee meeting.

1. Human Resource Matter
2. Appointment of Mayor Shortt to Planning Management Committee
3. PRAC Per Diem – It was decided that the per diem for PRAC members be maintained as per the by-law.
4. Hiring of Genivar – Post Closure Study
5. Per Diem – Provincially appointed committees – It was decided that per diems were only available when committee participation is the result of Board nominations.

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

to approve the Executive Committee report as submitted.

MOTION CARRIED – UNANIMOUS

10. OTHER BUSINESS/AUTRES AFFAIRES

Executive Director, Gérard Belliveau presented three (3) RFP memorandums, as follows:

(a) RFP for one (1) Track Type Dozer

MOVED BY: Hillsborough Mayor Patrick Armstrong
SECONDED BY: Shediac Mayor Jacques LeBlanc

that Wallace Equipment Ltd. be awarded the contract to supply one (1) Dozer type 850K (2013 model) with trash package and ripper for a purchase price of \$319,500 less trade in of (\$79,000). The award is also to include Maintenance Expense Guarantee, Repair Expense Guarantee and under carriage replacement per the RFP. Award is subject to the supply of a Performance Bond Guarantee acceptable to RSC #7.

The equipment is anticipated to serve four (4) years and should have an equivalent depreciation period.

MOTION CARRIED - UNANIMOUS

(b) RFP for one (1) Loader

MOVED BY: Hillsborough Mayor Patrick Armstrong
SECONDED BY: Riverview Mayor Ann Seamans

that Wallace Equipment Ltd. be awarded the contract to supply one (1) Loader Model 344J (2013) for \$112,000.00 less trade for two 924 CAT loaders valued at (\$37,000.00) each. The total net price is \$38,000.00.

The award is also to include Maximum Maintenance Expense Guarantee (\$2.25/hr.) and Maximum Repair Expense Guarantee (\$3.33/hr.) per the RFP.

The equipment is anticipated to serve two (2) years and should have an equivalent depreciation period.

MOTION CARRIED - UNANIMOUS

(c) **RFP for Leachate Treatment System Upgrades & Design**

MOVED BY: President Ronald Boudreau, LSD Representative
SECONDED BY: Hillsborough Mayor Patrick Armstrong

that GENIVAR, Moncton NB, be awarded the contract to undertake an assessment of the current Leachate Treatment System and options to upgrade the system to meet requirements for the next 10 to 15 years. Study also includes construction management for the first phase – aeration upgrade to exiting leachate pond. Study budget is \$123,010.00 plus HST.

MOTION CARRIED - UNANIMOUS

11. IN CAMERA – HUIS CLOS

MOVED BY: Shediac Mayor Jacques LeBlanc
SECONDED BY: Hillsborough Mayor Patrick Armstrong

that the meeting be moved to an In-Camera Session.

MOTION CARRIED - UNANIMOUS

Staff and the public gallery left the meeting room.

Mayor George LeBlanc excused himself from the remainder of the meeting.
Mayor Debbie Dodier excused herself from the remainder of the meeting.

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

to instruct staff of the Regional Service Commission #7 to proceed on behalf of the Board of Director.

MOTION CARRIED – UNANIMOUS

The In-Camera Session ended.

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

that the meeting revert to the Regular Board Meeting.

MOTION CARRIED - UNANIMOUS

12. NEXT MEETING / *PROCHAINE RÉUNION*

The next RSC #7 Board Meeting is scheduled for Tuesday, June 25, 2013, 6:30 p.m. at Moncton City Hall, 655 Main Street, Moncton.

13. ADJOURNMENT / *CLÔTURE DE LA SÉANCE*

MOVED BY: Hillsborough Mayor Patrick Armstrong
SECONDED BY: Riverview Mayor Ann Seamans

to adjourn the meeting.

MOTION CARRIED - UNANIMOUS