

**Regional Service Commission 7/Commission de services régionaux 7**

**\*MINUTES/PROCÈS-VERBAL\***

**February 25, 2014 6:30 p.m./25 février 2014, 18h30**

**Hôtel de ville de Moncton City Hall  
Council Chambers/Salle du conseil  
655, rue Main Street  
Moncton**

**Board Members Present/membres du conseil d'administration présents:**

Maire/Mayor Terry Keating	Village de/of Salisbury, Président/Chairperson
Maire/Mayor Jacques LeBlanc	Ville de/Town of Shediac, Vice-président/Vice-Chair
Maire/Mayor Yvon Lapierre	Ville de/City of Dieppe
Mairesse-adj./Dep. Mayor Paulette Thériault	Ville de/City of Moncton
Mairesse/Mayor Ann Seamans	Ville de/Town of Riverview
Mairesse/Mayor Kirstin Shortt	Village de/of Alma
Mairesse/Mayor Maryse LeBlanc	Communauté rurale Beaubassin-est
Maire/Mayor Jerome Bear	Village de/of Dorchester
Maire-adj./Dep. Mayor George Forsythe	Village de/of Hillsborough
Maire/Mayor Donald LeBlanc	Village de/of Memramcook
Maire/Mayor Jerry Gogan	Village de/of Petitcodiac
Mairesse/Mayor Judy Scott	Village de/of Port Elgin
Maire/Mayor C. Dale Elliott	Village de/of Riverside-Albert
Président/President Ronald Boudreau	DSL/LSD Représentant/Representative
Président/President C.F. (Chuck) Steeves	DSL/LSD Représentant/Representative
Président/President Patrick Fusk	DSL/LSD Représentant/Representative
Président/President Gerry Chapman	DSL/LSD Représentant/Representative

**Board Members Absent/membres du conseil d'administration absents:**

Mairesse/Mayor Debbie Dodier	Village de/of Cap-Pelé
Maire/Mayor Robert Berry	Ville de/Town of Sackville

**Also Present/Également présents:**

Gérard Belliveau	Executive Director/Directeur général
Sébastien Doiron	Planning Director/Directeur de la planification
Andrew Wort	Director/Directeur Recycle SENB

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The meeting was called to order at approximately 6:32 p.m., with Chairperson Terry Keating presiding.

- 1. RECORDING OF ATTENDANCE/PRÉSENCES**
- 2. CONFLICTS OF INTEREST DECLARATIONS/DÉCLARATIONS DE CONFLITS D'INTÉRÊTS**

No conflicts registered.

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

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

*that tonight's Agenda be ADOPTED as presented.*

*MOTION CARRIED - UNANIMOUS*

**4. ADOPTION OF MINUTES OF THE REGULAR MEETING OF JANUARY 28, 2014/ADOPTION DES PROCÈS-VERBAUX DE LA RÉUNION ORDINAIRE DU 28 JANVIER 2014**

*MOVED BY: Alma Mayor Kirstin Shortt*  
*SECONDED BY: President C.F. (Chuck) Steeves*

*that the Minutes of the Regular Meeting of January 28, 2014 be ADOPTED, as submitted.*

*MOTION CARRIED - UNANIMOUS*

**5. PUBLIC PRESENTATION/PRÉSENTATION PUBLIQUE**

none

**6. COMMITTEE REPORTS/RAPPORTS DES COMITÉS**

(a) Finance Committee/Comité des finances

Executive Director Gérard Belliveau reported that the Finance Committee did not meet in February; however, a meeting is expected in March or early April. He also reported that the Auditors are scheduled to begin their review on March 10. Preliminary work has begun. Once the Auditors have their recommendations, an Audit Committee meeting will be called. A date for the Audit Committee meeting will most likely be given at the next regular Board of Directors' meeting.

Executive Director Belliveau proceeded to give a brief overview of matters that have been completed in 2013.

- T-4s have been verified and sent out to RSC 7 Board Members. (It is the opinion of tax experts that the unincorporated area representatives are not 1/3 tax deductible, as directly as municipalities.) The Province's Dept. of Local Government, on behalf of all 12 Regional Service Commissions, is moving forward with an appeal to Revenue Canada for a ruling on this matter.
- New in-house payroll system resulting in a considerable savings.
- Financial accounts are now balanced. All funds, for 2013, are closed. (i.e. Operational, Capital Reserve, Post Closure, etc.)

- HST report decision being contested - a follow-up should be forthcoming.
- Invoices to municipalities will be sent out on a regular basis.
- Update on request to Municipal Capital Borrowing Board – approval received on February 19, 2014 – RSC 7 is in good standings with MCBB.

(b) Recycle SENB

Andrew Wort, Director of Recycle SENB, reported briefly on the following matters relating to Recycle SENB sector:

- staff matters;
- new plant manager fitting in nicely;
- Birch Hill Construction started ground work on the leachate treatment pond;
- education program - new newsletter will be going out in April;
- good discussions occurring with area school districts;
- 20 yr. agreement with Kent and Kings Counties expires December 31, 2014.

(c) Local Planning/Urbanisme

- (i) Summary Report on CRINS/SINRC (Canadian Radiocommunications Information and Notification Service/*Rapport sommaire sur le Service d'information et de notification en radiocommunications canadiennes*)

Sébastien Doiron, Director of Planning, presented a summary of the *Canadian Radiocommunications Information and Notification Service (CRINS)*. He reported that, at the present time, 75% of the RSCs in the Province have become members of this organization. No membership fees are associated with this service. It was felt that this service will prove to be beneficial for RSC #7.

Mr. Doiron informed the Board Members that the 2012-2013 RSC #7 Building Permit Report (excluding the municipalities of Moncton, Dieppe and Riverview) has been circulated with this evening's table package. He noted that the figures will be forwarded to the Times and Transcript after tonight's review.

**7. REPORT ON COLLABORATIVE SERVICES ACTIVITY/RAPPORT SUR LES ACTIVITÉS EN MATIÈRE DE SERVICES COMMUNS**

none

**8. TENDERS/APPELS D'OFFRES**

none

**9. ANNUAL/DEPARTMENTAL REPORTS / RAPPORTS ANNUELS ET MINISTÉRIELS**

Executive Director Belliveau reported that work has begun on the Commission's first Annual Report. He informed the Board Member that Provincial Legislation dictates that an Annual Report be submitted to the Minister no later than the month of April. He anticipates having the Annual Report presented at the Annual General Meeting in early May.

## 10. OTHER MATTERS/AUTRES QUESTIONS

### (a) Correspondence/Correspondance:

- i) Letter from Town of Sackville/lettre de la Ville de Sackville

Executive Director Belliveau reported that a response has been given to the Town of Sackville regarding mandatory garbage separation for apartment buildings and businesses. This matter is being worked on.

- ii) Letter from PNB – Department of Agriculture, Aquaculture and Fisheries/lettre de PNB – Le ministère de l'Agriculture, de l'Aquaculture et des Pêches

Executive Director Belliveau reported that a letter from the Department of Agriculture, Aquaculture and Fisheries has been received. The Provincial Department is notifying the RSC 7 of the new *Marshland Infrastructure Maintenance Act and General Regulation* that came into effect on February 1, 2014, and is therefore asking that planning staff notify the Minister as soon as a requests for building and/or development permits are made within a marshland within our area.

- (b) The New Brunswick Energy Blueprint - October 2011/*Le Plan directeur de l'énergie du Nouveau-Brunswick – octobre 2011*

For information purposes.

Executive Director Belliveau informed the Board Members that Mr. Gaétan Thomas, NB Power, is scheduled to attend the March 25, 2014 RSC #7 Meeting. Board Members will have the opportunity to ask questions with respect to updates to the NB Energy Blueprint.

- (c) The New Brunswick Energy Blueprint - October 2012/*Le Plan directeur de l'énergie du Nouveau-Brunswick – octobre 2012*

For information purposes.

- (d) The New Brunswick Oil and Natural Gas Blueprint/*Le Plan directeur pour le pétrole et le gaz naturel au Nouveau-Brunswick*

For information purposes.

- (e) Memorandum/mémoire – Conditions – Tenders/Conditions – Appel d'offres

For information purposes.

- (f) Tender Criteria - Procurement Information for Local Government/*Sommaire des critères appel d'offres - Information sur les marchés public pour les municipalités*

For information purposes.

## 11. RESOLUTIONS/RÉSOLUTIONS

- (a) CRINS/SINRC (Canadian Radiocommunications Information and Notification Service/Service d'information et de notification en radiocommunications canadiennes)

MOVED BY: Jacques LeBlanc  
SECONDED BY: Mayor Maryse LeBlanc

*that the Board of Directors of the Regional Service Commission #7 agrees to participate and become a member in the Canadian Radiocommunications Information and Notification Service (CRINS) and to utilize the services of CRINS to manage the processing of all radiocommunications applications within the jurisdiction of the Regional Service Commission 7, in our capacity as the Land Use Authority for the municipalities receiving planning services throughout RSC #7, as recognized by Industry Canada;*

*that the Board of Directors of the Regional Service Commission #7 hereby authorizes CRINS and its staff to act as the authorized representative of the municipalities receiving planning services from RSC #7 for the purpose of receiving and acting upon all radiocommunications applications, reporting to and working with the planning staff of RSC #7;*

*that the CRINS "Antenna System Review and Consultation Protocol" BE ADOPTED; and*

*that the fee established, in the amount of \$2500, for the review of all telecommunication tower application, be collected.*

MOTION CARRIED – UNANIMOUS

## 12. CONSIDERATION OF BY-LAWS/PRÉSENTATION PUBLIQUE DES RÈGLEMENTS ADMINISTRATIFS/EXAMEN DES RÈGLEMENTS ADMINISTRATIFS

none

## 13. EXECUTIVE COMMITTEE MEETING/RÉUNION DU COMITÉ EXÉCUTIF

- (a) Strategic Plan/*Plan stratégique* – call for proposals/*soumissions*

Executive Director Belliveau reported that the Executive Committee met earlier today to review the three proposals submitted for the task of preparing a Strategic Plan for Regional Service Commission #7.

The Executive Director specified the criteria sought by the Executive Committee; those being: the price, linguistics capability, some experience and knowledge working within a municipal realm. The Committee reached a consensus.

MOVED BY: Dieppe Mayor Yvon Lapierre  
SECONDED BY: Shediac Mayor Jacques LeBlanc

*that the Executive Committee recommends that the Regional Service Commission #7 ADOPT the proposal submitted by Landal Inc., in the amount of \$10,700 (excluding HST), for a total cost of \$12,091 (including HST).*

MOTION CARRIED - UNANIMOUS

It was noted that this amount was budgeted for.

#### **14. IN-CAMERA/HUIS CLOS**

none

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At this time, Executive Director Belliveau informed the Board Members that RCMP Sgt. Jamie Graves (Sackville Detachment) has volunteered to be here this evening to answer any questions.

The Executive Director further reported that, beginning next month, the RCMP component will provide a short presentation, under “Report on Collaborative Services Activity” on the Board’s Agenda.

Sgt. Graves informed the Board Members that, currently, there are 3 Operational Sergeants designated to the RSC #7 southeast region, namely Paul Ouellette (Shediac Detachment), Robin Levesque (Riverview Detachment) and himself (Port Elgin, Dorchester, Sackville and Memramcook area). They will, in turn, be attending RSC #7 Board meetings to give Members an insight of what is happening in the communities each Sergeant serves. He pointed out that the new District Commander, Costa Dimopoulos, will be arriving soon and will most certainly appear before the Board of Directors’ to introduce himself. He also informed the Board Members of the upcoming retirement of Gerry Belliveau, Acting District Commander.

RCMP reporting system (monthly reports to municipalities) was discussed briefly. Executive Director Belliveau indicated that he will be proposing that a framework be established in order to form a policing committee. He anticipates that this will be presented at the next Board of Directors’ meeting.

The following matters were briefly touched upon:

- cost increases for policing services;
- changes to policing zones;
- RCMP attendance at municipal council meetings; and
- the importance of education programs in schools - a member of the C.P.O. (Community Police Office) will be invited to make a presentation (Youth at Risk Program).

#### **15. NEXT MEETING/PROCHAINE RÉUNION**

The next meeting of the Regional Service Commission is scheduled for **Tuesday, March 25, 2014, 6:30 p.m.**, Moncton City Hall, 655 Main Street, Moncton.

*Une prochaine réunion de la Commission de services régionaux aura lieu le **mardi, 25 mars 2014** à 18h30, Hôtel de ville de Moncton, 655, rue Main, Moncton.*

Shediac Mayor Jacques LeBlanc asked if the Board of Directors’ alternate members will be given access to meeting material on the INTRANET. Executive Director Belliveau informed the Board that the Alternates will continue receiving meeting material via e-mail.

**16. ADJOURNMENT/CLÔTURE DE LA SÉANCE**

*MOVED BY: President Ronald Boudreau, LSC Representative*

*SECONDED BY: Mayor Maryse LeBlanc, Communauté rurale Beaubassin-est*

*to adjourn tonight's meeting.*

*MOTION CARRIED – UNANIMOUS*

The meeting adjourned at approximately 7:25 p.m.