

**Southeast Regional Service Commission
*REGULAR MEETING***

MINUTES

August 25, 2015, 6:30 p.m.

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

Board Members Present:

Mayor Robert Berry	Town of Sackville, Chair
Deputy Mayor Ernest Thibodeau	City of Dieppe
Mayor Jacques LeBlanc	Town of Shediac
Mayor Terry Keating	Village of Salisbury
Mayor George LeBlanc	City of Moncton
Deputy Mayor Ian Macdonald	Town of Riverview
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
Alternate Member Fred MacLaren	LSD Representative
President Audbur Bishop	LSD Representative

Board Members Absent:

Mayor Kirstin Shortt	Village of Alma
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Staff Members Present:

Gérard Belliveau	Executive Director
Nicole Rioux	Chief Financial Officer
Roland LeBlanc	Director of Solid Waste
Sébastien Doiron	Director of Planning

The meeting was called to order at approximately 6:30 p.m., with Chairperson Robert Berry presiding. Chair Berry welcomed everyone back, after a month's break.

- 1. RECORDING OF ATTENDANCE / PRÉSENCES**
- 2. CONFLICTS OF INTEREST DECLARATIONS**

No conflicts of interest were declared.

3. ADOPTION OF THE MEETING AGENDA

Shediac Mayor Jacques LeBlanc noted an error in Item 4 of the Agenda (Adoption of the Minutes of June 30, 2015 – French translation– should indicate 30 juin 2015 **and not** 25 juin 2015).

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

that the Agenda of the Regular Meeting of August 25, 2015 be ADOPTED with the correction to Item 4 – Adoption of the Minutes of the Regular Meeting of the June 30, 2015/Adoption du Procès-verbal de la réunion ordinaire du 30 juin 2015.

MOTION CARRIED - UNANIMOUS

4. ADOPTION OF MINUTES OF THE REGULAR MEETING OF JUNE 30 2015

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

that the Minutes of the Regular Meeting of June 30, 2015 be ADOPTED as presented.

MOTION CARRIED – UNANIMOUS

5. PUBLIC PRESENTATION

No public presentation.

6. REPORT ON COLLABORATIVE SERVICES ACTIVITY

- (a) RCMP for the Southeast District

No report.

7. COMMITTEE REPORTS

- (a) **Finance Report**

- (i) Finance Services' Report for July and August 2015

Nicole Rioux, CFO, summarized the Finance Services' Report for July and August. She noted that the Finance and Budget Committee met to review the Proposed 2016 Budget. She also noted that the Finance Services' main focus, for the past 2 months, was on the Proposed 2016 Budget.

No questions.

- (ii) CFO's Report on Financial Statements for the period ending June 30, 2015 and July 31, 2015

Ms. Rioux briefly reviewed the financial statements.

No questions.

(b) Finance and Budget Committee Report

Finance and Budget Committee Chair C. F. Steeves reported that the Finance and Budget Committee met on the August 11, 2015. Minutes are provided with tonight's meeting package. Chair Steeves noted that the proposed budget, in a short format, has been circulated for review.

Chair Steeves asked the Ms. Rioux to give highlights with respect to the 2016 Budget.

Ms. Rioux explained that the Proposed 2016 Budget material, which was sent to all Board Members, is in the same format municipalities and the Province will receive. The following items were highlighted:

- Schedule "F" – illustrates where the SERSC expects to finish the year, as well as what was added or decreased in the 2016 Budget;
- Solid Waste Budget – shows no increases for municipalities (residential waste); however, there will be an increase in the ICI waste (from \$75 to \$80) - it was noted that, in the past, residential users subsidized commercial waste users;
- Solid Waste will end the year with a deficit of \$292,621 – mostly due to a decrease in the volume of waste - occurring throughout the Province;
- Corporate Budget shows and increase of 1.94% (approximately \$13,000) to be shared among the three (3) sectors (Cooperative and Regional Planning, Local Planning and Solid Waste);
- Cooperative and Regional Planning – shows a slight surplus – budget will increase slightly;
- Local Planning - a surplus of \$18,217 is anticipated in 2015 – an increase to members of \$54,630 is anticipated in 2016, however, the Budget will only increase to \$13,465, with the surplus of the 2nd previous year (\$41,166) being covered.

Other expenses were explained:

- Unanticipated grants were received for projects in the Corporate, Regional and Local Planning sectors – unexpected expenses were encountered, as a result of the projects.
- The CFO noted that 2016 is the first real sound budget (since 2013) for the Solid Waste sector.
- Professional Services (consulting fees) has been added to the list of expenses – (a large portion of this expense is earmarked for public relations services, relative to the new sorting program).
- Increases in payments and interest on debentures – an application to borrow \$4.4m from the NB Municipal Finance Corporation will be made (a Board Resolution will be entertained later in this meeting)
- Director of Solid Waste, Roland LeBlanc provided background on staffing matters, as it relates to the transition from contracted Solid Waste staff to SERSC staff. (The change will result in a savings to the SERSC.)
- CFO, Nicole Rioux explained the details of borrowing \$4.4m from the NBMFC. It was noted that the amount being borrowed relates to the 2014-2015 Capital Budget.

It was also noted that the Capital Projects (Solid Waste sector only) have to be borrowed for, through a banking service, and be completed prior to the funds from the NBMFC being released.

- CFO Rioux also noted that a portion of the Corporate sector's surplus (\$20,000) will be transferred to an Operating Reserve Fund, to be used for any unexpected expenses in this sector only. A Resolution, to this effect, will be entertained in November 2015.
- Capital Budget (Solid Waste) was reviewed. Various projects/equipment were noted.
- The Debt Profile was briefly reviewed – to be submitted to the Province;
- It was also noted that once electricity is produced and sold (likely in 2017), loans for Capital Projects will be included in the new Electricity Fund instead of the Solid Waste Fund.
- Reserve Funds were reviewed.
- Proposed 2016 Budget to be sent to Municipalities and Province for review.

Committee Chair C.F. (Chuck) Steeves thanked the CFO for the presentation of the 2016 Budget.

- (i) Minutes of the Finance and Budget Committee of August 11, 2015

Circulated with meeting material.

- (ii) Proposed 2016 Budget

See item 7(b) for highlights.

- (iii) Resolution - 2016 Budget

MOVED BY: President C.F. (Chuck) Steeves, LSD Representative
SECONDED BY: Mayor Donald LeBlanc, Memramcook

That, 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 27th, 2015 at the Moncton City Hall at 6:30 p.m., the Board of the SERSC will vote on the proposed 2016 Budget as presented in the attached document.

Proposed 2016 Operating Budgets:

<i>Cooperative & Regional Planning</i>	<i>\$ 115,635</i>
<i>Local Planning</i>	<i>\$ 1,766,724</i>
<i>Solid Waste</i>	<i><u>\$ 13,844,420</u></i>
<i>Total 2016 Operating Budget</i>	<i><u>\$ 15,726,779</u></i>

The proposed tipping fees are:

<i>Institutional, Commercial and Industrial Tipping Fee</i>	<i><u>\$ 80.00/Ton</u></i>
<i>Construction & Demolition Tipping Fee</i>	<i><u>\$ 25.00/Ton</u></i>

Members Fees:

<i>Annual Fees per residential unit</i>	<i>\$ 56.00/Unit</i>
<i>Annual Fees – Transportation Program</i>	<i>\$ 2.00/Unit</i>
<i>Annual Fees – Education Program</i>	<i><u>\$ 2.00/Unit</u></i>

Total annual fees per residential unit \$ 60.00/Unit

Proposed 2016 Capital Budget:

Solid Waste \$ 3,604,000

Capital Budget financing:

Capital Reserve Fund \$ 269,000

Solid Waste Operating Fund \$ 1,531,000

Long term borrowing \$ 1,804,000

\$ 3,604,000

MOTION CARRIED – UNANIMOUS

Executive Director, Gérard Belliveau reiterated that the Proposed 2016 Budget will be sent to all municipalities and to the Minister of Environment and Local Government for review. SERSC staff will arrange a meeting, with municipal CAOs/administrators/treasurers and the LSD Manager, Daniel Goguen, to present details and answer any questions on the Proposed 2016 Budget.

Executive Director Belliveau and Chair Robert Berry thanked staff for their work on the 2016 Budget.

(c) SE Recycle Report

Roland LeBlanc, Director of Solid Waste briefly reported on the following matters:

- Construction of the new cell has begun – Solid Waste staff and equipment will be used in the construction, resulting in savings for the Commission;
- Leachate Treatment project – encountering some construction issues, however, the project is on budget and on schedule;
- 3-stream program – recently in the media – receiving mostly good comments - pilot project with staff taking place – to help work out any bugs in the system;
- Solid Waste staff will be visiting area businesses in order to obtain input on the new system and to determine what type of waste the facility could possibly recycle for them;
- Hiring public relations firm to help with new 3-stream program;
- Education program to follow;
- Newly hired mechanical engineer and mechanical engineering summer student going through Plant in the hopes of improving operations, while saving money;
- Cooperation and collaboration between Commissions:
 - o Sharing of equipment, as well as providing organic carbon material (produced by the Solid Waste straw field) to TransAqua;
 - o Meeting with other Solid Waste Directors - looking at ways of purchasing equipment together to save money;
- Straw field - Department of Environment has visited the straw field site and were pleased with the idea and the site.

(d) Solid Waste Technical Committee Report

Solid Waste Technical Committee Chair Jerry Gogan briefly reported that the Committee has not met since the June 11th 2015. A meeting is anticipated in latter part of September.

- (i) Minutes of the June 11, 2015 Committee Meeting

MOVED BY: Mayor Jerry Gogan, Petitediac

SECONDED BY: Mayor Terry Keating, Salisbury

that the Minutes of the Solid Waste Technical Committee Meeting of June 11, 2015 be approved.

MOTION CARRIED - UNANIMOUS

(e) Local Planning Report

Sébastien Doiron, Planning Director, briefly reported on the following:

- (i) Monthly Local Planning Reports – June & July 2015

Mr. Doiron reported that the month of June was the busiest month of the year, releasing permits valued at approximately \$15.6 million. The month of July showed a reduction in the number of building permits issued.

- (ii) Mid-Year Report -Planning and Development

Mr. Doiron noted that the Mid-Year Report shows a slowdown in development activity.

Mr. Doiron reported on 2 regional projects currently in progress:

- (1) Recreation Plan Study – SERSC Staff has recently met with consultants (Upland), who have set up promotional lemonade stands in Riverview, Moncton and Dieppe. Communication will be made with other municipalities; and
- (2) Zone Blue Project (Climate Change initiative - ETA funding received) – two (2) meetings have taken place to date, in the attempts to find solutions for preventing surface water flooding in certain areas. This 3-year project is in cooperation and collaboration with U de M professors and the Province.

Mr. Doiron also reported that, for the past few months, Planning Staff has been working on the revised PRAC By-law (to be presented tonight).

(f) Planning Management Committee Report

Planning Management Committee Chair Ronald Boudreau reported that the Committee met on August 6, 2015. He noted that the Committee discussed two (2) interesting matters, as follows:

- (1) Appointment of PRAC members and the revised PRAC By-law (2 motions later in this meeting); and
- (2) Dangerous and Unsightly Properties in our region. SERSC Staff and Committee Members will continue working on this matter.

(i) Minutes of the August 6, 2015 Committee Meeting

MOVED BY: President Ronald Boudreau, LSD Representative
SECONDED BY: Mayor Jerry Gogan, Petitcodiac

that the Minutes of the Planning Management Committee Meeting of August 6, 2015 be adopted as presented.

MOTION CARRIED – UNANIMOUS

(g) **Public Security Committee Report**

No report.

Public Security Committee Chair Donald LeBlanc reported that the Committee did not meet in August. A meeting is anticipated in the month of September.

(h) **Strategic Plan Committee Report**

Strategic Plan Committee Chair C.F. (Chuck) Steeves briefly noted a few matters discussed at the June 10, 2015 Committee Meeting. The guiding principles and values were reviewed. The Commission's Vision and Mission were slightly changed to a more active format. Goal teams' leaders were selected. Additional members can be added to the teams. Focus will be on setting up a plan to determine the scope of activities for each goal team, as well as determining the levels of the activities (higher level activities to be brought before the Board). The next meeting of the Committee is scheduled for September 10, 2015. A Committee Report will be presented at the next Board Meeting - September 29th, 2015.

(i) Minutes of the June 10, 2015 Committee Meeting

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

that the Minutes of the Strategic Plan Committee Meeting of June 10, 2015 be accepted as presented.

MOTION CARRIED - UNANIMOUS

Executive Director Belliveau noted that all committee meetings are open to all Board Members and/or Alternates.

8. TENDERS

(a) **Memorandum** – Recommendation for Award of Proposal – New Chain Roller/Combination Belt Style Conveyor

Solid Waste Director Roland LeBlanc explained the memorandum. He noted that the tender was placed on the NB Opportunities Network. One bid was received.

- (i) **Resolution** - Award of Proposal – New Chain Roller/Combination Belt Style Conveyor

MOVED BY: Mayor Jerry Gogan, Petitcodiac
SECONDED BY: Mayor Jerome Bear, Dorchester

that the Board of Directors of the SERSC award the following proposal for the design, supply and installation of a New Chain Roller/Combination Belt Style Conveyor at the Southeast Regional Service Commission's solid Waste Disposal and Processing Site as follows:

Design, supply and installation of a New Chain Roller/Combination Belt Style Conveyor to Sparta Manufacturing Inc. for the amount of \$121,410.00 + HST of \$15,783.30 for a total of \$137,193.30 providing an acceptable final agreement can be reached with the successful bidder.

MOTION CARRIED - UNANIMOUS

9. ANNUAL/DEPARTMENTAL REPORTS

No report

10. OTHER MATTERS

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

Nicole Rioux, CFO, summarized the memorandum. A list of Capital Projects was given.

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

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

that the Executive director, or the Chief Financial Officer or the President be authorized to issue or sell to the NBMFC a debenture of the Southeast Regional Service Commission in the amount of \$4,435,000 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 checks payable to the NBMFC as and when they are requested in payment of principal and interest charges on the said debenture.

MOTION CARRIED - UNANIMOUS

11. CONSIDERATION OF BY-LAWS

- (a) **Consideration of PRAC By-Law** - Southeast Regional Service Commission Planning Review and Adjustment Committee By-law

As a result of the changes to the make-up of PRAC Committees (3 committees to 1), the PRAC By-law has been revised. Director, Sébastien Doiron explained that Board Members have received a copy of the revised PRAC By-law (French & English). He noted that a few minor changes have been made to the previously sent copy (Page 11 – Appendix B-2 ...effective until September 30, 2015 – not September 31, 2015 – other minor typographical errors). The final version, with changes, will be provided to each member for insertion in the Board Members' Handbook.

President C.F. (Chuck) Steeves suggested the following Amendment: – Part 5 - Section 5.2 - 4th bullet point ... “*Members of municipal councils, LSD Advisory Committees or Southeast Regional Service Commission Board Members shall be excluded from membership of the Southeast Regional Service Commission Planning Review and Adjustment Committee.*” LSD Advisory **Committees** be changed to LSD Advisory **Committee Chairs/Presidents**.

Planning Director, Sébastien Doiron agreed with President Steeves' suggestion.

MOVED BY: President C.F. (Chuck) Steeves, LSD Representative
SECONDED BY: President Ronald Boudreau, LSD Representative

that Section 5.2.4 be amended to LSD Advisory Chairs/Presidents.

MOTION CARRIED - UNANIMOUS

- (i) **Resolution** - Southeast Regional Service Commission Planning Review and Adjustment Committee By-law

MOVED BY: President Ronald Boudreau, LSD Representative
SECONDED BY: Mayor Debbie Dodier, Cap-Pelé

that the SERSC ADOPT the Revised Southeast Regional Service Commission Planning Review and Adjustment Committee By-law, with the Amendment, as presented.

MOTION CARRIED - UNANIMOUS

- (ii) **Resolution** – Appointments to the Southeast Regional Service Commission Planning Review and Adjustment Committee

Clarification was given, with respect to the area noted next to the appointee's name. (Tantramar, Beaubassin and Westmorland-Albert - relates to the 3 former Planning Commissions' planning areas.). Terms of Office for PRAC members will be determined at the 1st PRAC meeting.

MOVED BY: President Ronald Boudreau, LSD Representative
SECONDED BY: Mayor Jean-Albert Cormier, CRBE

that the SERSC appoint the following candidates to the Planning Review and Adjustment Committee:

*Stanley Dixon, Tantramar
Linda Estabrooks, Tantramar
Valmont Goguen, Beaubassin
Heather Keith, Westmorland-Albert
Edgar LeBlanc, Beaubassin
Louis LeBlanc, Beaubassin
H.J. (Harry) McInroy, Beaubassin
Hilyard Rossiter, Westmorland-Albert
Ralph Trenholm, Tantramar*

MOTION CARRIED - UNANIMOUS

12. EXECUTIVE COMMITTEE MEETING

(a) Executive Committee Report

No Report. Next meeting scheduled for September 9, 2015. A report will be presented at the next Board Meeting.

13. IN-CAMERA

No in-camera session.

14. NEXT MEETING

The next **Regular Board of Directors' Meeting** of the Southeast Regional Service Commission is scheduled for **Tuesday, September 29, 2015 at 6:30 p.m.**, Moncton City Hall, 655 Main Street, Moncton.

In closing, Executive Director Gérard Belliveau noted that an e-mail was sent to municipalities and Daniel Goguen, LSD Manager, regarding an offer by Dalhousie University Planning School for participation in any projects involving our region. Please advise SERSC Staff of any interesting projects.

15. ADJOURNMENT

On a motion by Mayor Patrick Armstrong, seconded by Mayor Jerome Bear, the meeting adjourned at approximately 7:55 p.m.