

**Southeast Regional Service Commission**

**\*REGULAR MEETING\***

**\*MINUTES\***

**June 30, 2015, 6:30 p.m.**

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

**Board Members Present:**

Mayor Robert Berry	Town of Sackville, Chair
Mayor Yvon Lapierre	City of Dieppe, Vice-Chair
Deputy Mayor Laura Gallant	Town of Shediac
Mayor Terry Keating	Village of Salisbury
Mayor Ann Seamans	Town of Riverview
Mayor Kirstin Shortt	Village of Alma
Mayor Jean-Albert Cormier	Communauté rurale Beaubassin-est
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 Ronald Titus	LSD Representative

**Board Members Absent:**

Mayor George LeBlanc	City of Moncton
Mayor Jerome Bear	Village of Dorchester

**Also Present:**

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

**Special Guests:**

Mario Dery, SCAN Unit	Department of Public Safety
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The meeting was called to order at approximately 6:30 p.m., with Chairperson Robert Berry presiding.

At this time, Memramcook Mayor Donald LeBlanc introduced his Village's new Deputy Mayor, Joe Breau. Mr. Ronald Titus also introduced himself as the newly elected LSD Representative for the Parish of Moncton.

**1. RECORDING OF ATTENDANCE**

## **2. CONFLICTS OF INTEREST DECLARATIONS**

No conflicts of interest were declared.

## **3. ADOPTION OF THE MEETING AGENDA**

*MOVED BY: Mayor Terry Keating, Salisbury*  
*SECONDED BY: Mayor Donald LeBlanc, Memramcook*

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

*MOTION CARRIED - UNANIMOUS*

## **4. ADOPTION OF MINUTES OF THE ANNUAL GENERAL MEETING AND THE REGULAR MEETING OF MAY 20 2015**

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

*that the Minutes of the Annual General Meeting of May 20, 2015 be ADOPTED as presented.*

*MOTION CARRIED – UNANIMOUS*

*MOVED BY: Mayor Jean-Albert Cormier, Communauté rural Beaubassin-est*  
*SECONDED BY: Mayor Ann Seamans, Riverview*

*that the Minutes of the Regular Meeting of May 20, 2015 be ADOPTED as presented.*

*MOTION CARRIED - UNANIMOUS*

## **5. PUBLIC PRESENTATION**

(a) SCAN (Safer Communities and Neighbourhoods) Program Presentation – Mario Dery, DPS

Mario Dery, SCAN Unit Representative, gave a brief presentation on the SCAN Program. The following are points mentioned during the presentation:

- Mr. Dery began by giving a little background on the what the SCAN Program entails;
- the SCAN Investigation Unit deals with unsavory activities on properties that, in turn, adversely affect communities;
- investigation procedures;
- the identities of complainants remain confidential (not anonymous);
- complainants are not subjected to Court proceedings – these are dealt with by the SCAN unit; and
- Program is funded by the Province - no cost to municipalities/communities.

## **6. REPORT ON COLLABORATIVE SERVICES ACTIVITY**

- (a) RCMP for the Southeast District - Quarterly Report - (2015-01-01 – 2015-03-31)

No questions.

## **7. COMMITTEE REPORTS**

- (a) Finance Report
- (i) Finance Services' Report for June 2015

Nicole Rioux, Chief Financial Officer, reported that all budgets (Corporate, Regional Planning, Local Planning and Solid Waste) are in good financial standing for the time of year.

She also reported that the Finance and Budget Committee will meet on August 11, 2015 to discuss the 2016 Budget Proposal and 2015 Projections.

It was also noted that the newly adopted Accounts Receivable By-law (May 20, 2015 Board Meeting) is currently being applied.

- (ii) CFO's Report on Financial Statements for period ending May 31, 2015
- (b) Finance and Budget Committee Report

No report – Next Committee Meeting - August 11, 2015

- (c) SE Recycle Report
- (i) Technical Committee – Solid Waste Report

An aerial photo, outlining the area planned for the new drop-off site and interpretation center, was circulated.

Solid Waste Technical Committee Chair, Jerry Gogan reported on the Committee's meeting of June 11, 2015. He noted that every effort will be made to have committee minutes available to Board Members prior to the regular Board meetings.

Committee Chair Gogan reported on the following matters:

- RSC joint Environmental Trust Fund (ETF) Project – funding approval received;
- civil technologist hired– preparing site drawings and surveying site;
- Potential partnership with TransAqua (Greater Moncton Wastewater Commission) regarding new entrances, equipment sharing, etc.;
- Discussion on a generator – timeline for installation and commissioning;
- Possibility of expanding the community drop-off system to allow certain types of waste (i.e. branches, grubbing material or wood), and the possibility of the Commission providing the bins – to be further discussed by the Committee;
- Looking into the cultivation of straw on-site (as a carbon source for compost and as a method of using old compost to fertilize);

- Kent RSC approves 3-stream residential system;
- The Committee is looking to increase the representation from municipal engineers - an invitation will be extended to Michel Ouellet (Riverview), David Knowles (Dieppe), a representative from Town of Sackville, as well as a representative from TransAqua to attend the next Committee meeting;
- Solid Waste staff's visit of Daniels Sharpsmart Canada Ltd. – regarding the disposal of biomedical waste. Solid Waste staff expressed some concern with the quality of the material produced and is asking for additional information, with respect to the company's quality control procedures;
- Solid Waste staff attended a Waste Packaging and Paper Stewardship Program workshop put on by Recycle NB and Giroux Environmental in Fredericton on May 27, 2015 – more information needed on this matter; and
- 3-Stream Residential & ICI Waste Separation Implementation – gradual implementation – discussions continue.

Roland LeBlanc, Director of Solid Waste briefly reported on a few items, as follows:

- straw-growing undertaking – briefly discussed;
- up-date on leachate treatment system – proceeding on time and on budget;
- Provincial Waste Strategy – 3 bids in – reviewing proposals
- Daniels Sharpsmart Canada Ltd. – sterilization method for biomedical waste – briefly discussed; and
- plans are in the works to provide tours of the Solid Waste facility. Interested residents will be able to contact the Solid Waste office to book a 6-person tour. A 24-hour notice is being asked to schedule a tour – up-dates (3-Stream system, etc.) will be given to the media to keep them informed.

Chair Robert Berry thanked the Solid Waste Director and his staff for their work, specifically, the informative newspaper article, which proved to be very enlightening for many people in his community.

(d) Local Planning Report

Sébastien Doiron, Planning Director, reported that his department has hired a new development officer. The successful applicant is a civil engineering graduate, with a background in ARC GIS and comes highly recommended by his professors. Mr. Doiron also reported that one staff member is currently out on paternity leave.

LSD President Ronald Boudreau asked Mr. Doiron if any additional names were received, in the quest to fill the suggested number of applicants (9) for the (combined) Planning Review and Adjustment Committee. No new names were received – the search continues.

(i) Monthly Local Planning Report

No questions.

(e) Planning Management Committee Report

Planning Management Committee Chair, Ronald Boudreau reported on the following matters:

- Committee met on June 11, 2015;
- Draft of the Beaubassin West Rural Plan is almost complete – waiting for public feedback – The Plan will then go to the Province for review;
- Development Officer's position advertised (position filled)
- some difficulty in finding qualified people to sit on the new Planning Review and Adjustment Committee; and
- Unsightly Premises in the rural areas– Committee will be working on this issue.

Executive Director Belliveau commented that he's had the opportunity to look at the CVs/letters received by PRAC candidates and is satisfied with the credentials/experience they possess.

Executive Director Belliveau briefed the Board on recent discussions he's had with Assistant Deputy Minister Rob Kelly, with respect to Dangerous and Unsightly Premises. He explained the differences between dealing with unsightly premises and dangerous properties - determining whether a property is dangerous requires engineering skills; whereas, determining unsightly premises is less difficult.

A lengthy discussion ensued on the subject of dangerous properties. The following are a few comments made during discussion:

- the Department of Environment and Local Government is responsible in determining whether a property is dangerous in the unincorporated area; however, this is a low priority for the department at this time; and
- changes to the Municipalities Act are needed – a municipality should have their own Unsightly Premises Committee.
- By-law enforcement officer services will be reviewed further.

(f) Public Security Committee Report

Public Security Committee Acting Chair, Debbie Dodier presented a summary of the meeting of June 17, 2015. The following items were noted:

- RCMP priorities 2014-2015
- EMO - Challenges faced in the Sackville area, due to weather/wind conditions resulting in road closures;
- EMO – asking communities and municipalities to submit their Emergency Plans – 11 out of 22 plans were submitted to date; and
- Fire Services – training for firefighters and volunteer firefighters remains a concern – a training school in the Southeast area would be beneficial.

(g) Strategic Plan Committee Report

Strategic Plan Committee Chair, C.F. (Chuck) Steeves presented a summary of the meeting of June 15, 2015. The following items were noted:

- Main purpose of the Committee is to move the process forward;
- Goal teams were selected – individuals will be contacted to confirm their acceptance;
- A presentation will be made at the August 25<sup>th</sup> Board Meeting;

- The Committee will report to the Board on a quarterly basis; and
- Next Committee Meeting is scheduled for September 10<sup>th</sup> - the Committee will then attempt to meet on a regular basis, to ensure that strategic goal teams are meeting on a regular basis, in order to achieve their goals.

**8. TENDERS**

No tenders.

**9. ANNUAL/DEPARTMENTAL REPORTS**

No reports.

**10. OTHER MATTERS**

(a) Correspondence

- (i) Town of Shediac – Request from the Town of Shediac to create an individual Planning Review and Adjustment Committee

Executive Director Gérard Belliveau briefly explained the Town of Shediac’s request for an individual PRAC. It was noted that all administrative costs will be borne by the Town. An agreement will be drawn up, with respect to the Town’s responsibilities.

An Amendment to the Southeast Regional Service Commission Planning Review and Adjustment Committee By-law, with respect to the creation of a second PRAC, will be presented at the August 25<sup>th</sup> Board Meeting. Shediac PRAC candidates will also be appointed at the August 25<sup>th</sup> meeting, in order to accommodate the commencement date of September 1<sup>st</sup> 2015.

Executive Director Belliveau noted that the Regional Service Delivery Act does not permit the creation of additional PRACs; and therefore, adjustments to the legislation will need to be reviewed.

- (ii) Resolution – to create an individual Planning Review and Adjustment Committee for the Town of Shediac

*MOVED BY: President Ronald Boudreau, LSD Representative*  
*SECONDED BY: Shediac Deputy Mayor Laura Gallant*

*BE IT RESOLVED THAT the Board of Directors of the SERSC accepts the request from the Town of Shediac to create an individual Planning Review and Adjustment Committee for its municipality.*

*BE IT FURTHER RESOLVED THAT the newly created Town of Shediac Planning Review and Adjustment Committee is responsible for all additional costs beyond their portion of the Planning Review and Adjustment Committee’s budget and shall incur the cost of any decisions related to this Committee. The Town of Shediac will be responsible for the administrative requirements of the By-law. The Town of Shediac Planning Review and Adjustment Committee will come into effect September 1<sup>st</sup>, 2015.*

**MOTION CARRIED - UNANIMOUS**

(iii) Memo – Recreational Planning Study

Executive Director Gérard Belliveau pointed out that funding for this study was received from the federal government and municipalities. He explained the purpose of the study. The study will identify current recreational assets (equipment, programs, etc.) as well as what is needed throughout the Southeast region.

A Request for Proposal was issued on the New Brunswick Opportunities Network – 6 proposals were received. Upland-Urban Planning Design Studio was the preferred consultant for this study.

Sébastien Doiron, Planning Director, explained that a study was conducted, as a result of the six RFPs that were received. Meetings were held with two firms, in order to clarify particular aspects of their proposals. A key aspect in the selection of the successful consultant was the importance and expertise they showed on connectivity.

For a sounder Board assessment, it was suggested that more information be provided with the memo.

(iv) Resolution - Recreational Planning Study

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

*WHEREAS the Southeast Regional Service Commission has received funding from the Department of Healthy and Inclusive Communities to undertake a study entitled: Recreational Assets and Connectivity in Southeast Regional Service District.*

*AND WHEREAS, Upland-Urban Planning Design Studio submitted its proposal in accordance with the Request for Proposals and is the preferred consultant for this initiative and that a contract be issued to Upland – Urban Planning Design Studio in the amount of \$92,000 for the completion of this project as per its submission.*

*MOTION CARRIED - UNANIMOUS*

**11. RESOLUTIONS**

see (Item 10) above

**12. CONSIDERATION OF BY-LAWS**

None

**13. EXECUTIVE COMMITTEE MEETING**

(a) Executive Committee Report

Executive Director Gérard Belliveau reported on matters discussed at the Executive Committee Meeting of June 24, 2015, as follows:

### Solid Waste

- Director of Solid Waste, Roland LeBlanc and his staff are leading the provincial study on a Solid Waste Strategy for New Brunswick. This study is being sponsored by the SERSC, on behalf of the 12 Regional Service Commissions;
- Recycle NB issues (PPP – Packaging and Printed Paper program);
- the transfer of Solid Waste Facility staff to the SERSC - over a two-year period; and
- one mechanical engineer and one technician hired.

### Corporate

- SERSC Chair and Executive Director attended a meeting arranged by Opportunities NB;
- Regional Planning – provincial discussion is currently underway - a follow-up will be given at a later time;
- Strategic Plan - steps being taken to move things forward;
- 2016 Budget preparation has begun;
- Local Planning – last available position filled (development officer); and ETF for Fresh Water Study conducted by SERSC in collaboration with l'Université de Moncton and Mount Allison University.

#### **14. IN-CAMERA**

No in-camera session.

#### **15. NEXT MEETING**

**\*\*\*No Board Meeting scheduled for July 2015.\*\*\***

The next **Regular Board of Directors' Meeting** of the Southeast Regional Service Commission is scheduled for **Tuesday, August 25, 2015 at 6:30 p.m.**, Moncton City Hall, 655 Main Street, Moncton.

#### **16. ADJOURNMENT**

*On a Motion by President Ronald Boudreau, LSD Representative, the meeting was adjourned.*

Meeting adjourned at approximately 8:15 p.m.