



## MINUTES OF MEETING

**DATE:** Wednesday November 26, 2014  
**PLACE:** Community Room – Municipal Building  
Rivière-Verte, NB  
**TIME:** 7:00p.m.

### MINUTES OF MEETING # 13

#### **1.2. Attendance and call the meeting to order**

The meeting came to order at 7:00p.m. Chairman, Mr. Pierre Michaud, welcomed everyone.

##### **Members attending**

Caron, Francine	Mayor of Baker Brook
Cyr, Gérard	Mayor of Saint-François
Desjardins, Allain	Mayor of the Rural Community of Saint-André
Dubé, Roland	Mayor of Saint-Hilaire
Labrie, Louis	Representing the LSD (Local Service District)
LeBlond, Michel	Mayor of Rivière-Verte
Levesque, Roger	Mayor of Sainte-Anne de Madawaska
Martel, Alain	Representing the LSD
Michaud, Pierre, Chairman	Mayor of Clair
Nadeau, Alpha	Mayor of Lac Baker
Ouellette, Renaud	Deputy Mayor of Grand Falls
Rioux, Cyril	Mayor of Drummond
Roy, Paul	Representing the LSD
Simard, Cyrille	Mayor of Edmundston
Sirois, Jocelyn	Representing the LSD
Somers, Nicole	Mayor of Saint-Quentin
St-Amand, Carmel, Vice-president	Mayor of Saint-Léonard
St-Jarre, Luc	Representing the LSD

##### **Staff attending**

Picard, François	General Manager
Rioux, Nicole	Administrative Assistant – Head Office

##### **Invited Guest**

Doris Blanchard, Department of Environment and Local Government

##### **Members of the press**

Chantal D'Amours, CJEM-CKMV  
Daniel Goulet – Info Weekend  
Christine Thériault, L'Étoile/Le Madawaska

##### **Observers**

Allain Paquet  
Louis Somers

**3. Adoption of Agenda**

The Chair read the agenda in the notice of meeting.

**Motion No.1**

Upon motion duly made by Mr. Roland Dubé, seconded by Ms. Francine Caron and carried unanimously, it was

**MOVED To accept the agenda of the general meeting of November 26, 2014, as amended by adding under Other Business the point: a) Motions on the local planning reserve fund. Mr. Michel Leblond asked to reverse points 9 and 10 so as to discuss the income statement before the budget.**  
**CARRIED**

**4. Minutes of the closed-door meeting of October 8, 2014, for approval**

**Motion No. 2**

Upon motion duly made by Mr. Allain Desjardins, seconded by Mr. Louis Labrie and unanimously carried, it was

**MOVED To accept the minutes of the closed-door meeting of October 8, 2014, modifying point 13. d) Follow-up on the Public Safety Committee, 2<sup>nd</sup> paragraph, 3<sup>rd</sup> line: “Mr. Simard asked the municipalities present to send in the name of the person responsible for emergency services in their municipality.” ...to read: “The RSC asked the municipalities present to send in the name of the persons working in the areas of public safety, policing services and emergency measures.”; and modifying point 13.e) Follow-up on the 2014 WAC (contribution of the municipalities), 3<sup>rd</sup> line “Mr. Simard was asked by the mayors present to provide the municipalities with a summary of the proposal.” to read: “Mr. Simard was asked by the mayors present to measure interest in a possible contribution.”**  
**CARRIED**

**5. Ratify the motions passed at the closed-door meeting of October 8, 2014**

**Motion No. 3**

Upon motion duly made by Mr. Gérard Cyr, seconded by Mr. Luc St-Jarre and unanimously carried, it was

**MOVED To accept the motions listed below and adopted at the closed-door meeting on October 8, 2014, with the modification that motion no 2 was moved by Ms. Francine Caron and not by Ms. Francine Bossé.**

**CARRIED**

***Motion no 1 (October 8, 2014)***

*Upon motion duly made by Mr. Allain Desjardins, seconded by Ms. Jocelyne Bossé and CARRIED unanimously, it was*

***MOVED To accept the agenda of the closed-door meeting on October 8, 2014, adding under Other Business the following points: a) Activity report of the Community Planning Department; b) Activity report of the Executive Director; c) Letter from Sainte-Anne; d) Follow-up on the Public Safety Committee; e) Follow-up from 2014 WAC (contribution from municipalities).***  
**CARRIED**

***Motion no 2 (October 8, 2014)***

*Upon motion duly made by ~~Ms. Francine Bossé~~ Ms. Francine Caron, seconded by Mr. Louis Labrie and CARRIED unanimously, it was*

***MOVED To accept the minutes of the general meeting of May 28, 2014 as circulated.***

**CARRIED**

**Motion No.3 (October 8, 2014)**

Upon motion duly made by Mr. Carmel St-Amand, seconded by Mr. Allain Desjardins and carried unanimously, it was

**MOVED To accept the minutes of the Finance Committee Meeting of June 25, 2014, as circulated.**

**CARRIED**

**Motion No. 4 (October 8, 2014)**

Upon motion duly made by Mr. Gérard Cyr, seconded by Mr. Luc St-Jarre and CARRIED unanimously, it was

**MOVED To accept the minutes of the Finance Committee Meeting of August 26, 2014, as distributed.**

**CARRIED**

**Motion No. 5 (October 8, 2014)**

Upon motion duly made by Mr. Louis Labrie, seconded by Mr. Allain Desjardins and carried unanimously, it was

**MOVED To accept the minutes of the Finance Committee Meeting of October 3, 2014, as distributed.**

**CARRIED**

**Motion No. 6 (October 8, 2014)**

Upon motion duly made by Mr. Michel Leblond, seconded by Mr. Allain Desjardins and carried unanimously, it was

**MOVED To accept the income statement as at the end of August 2014 with a net income for planning services of \$180,962.26, a net income for governance of \$7,151.71, income from Solid Waste Services of \$128,848.71 and a deficit from biogas of \$78,299.98.**

**CARRIED**

**Motion No. 7 (October 8, 2014)**

Upon motion duly made by Mr. Gérard Cyr, seconded by Mr. Jocelyn Sirois and carried unanimously, it was

**MOVED To accept the correspondence report, as received and with explanations.**

**CARRIED**

**Motion No. 8 (October 8, 2014)**

Upon motion duly made by Mr. Cyrille Simard, seconded by Mr. Cyril Rioux and carried unanimously, it was

**MOVED That for the sectors of planning, inspection and solid wastes, NWRSC authorize the transfers of funds made on July 16, 2014, to reimburse municipalities for permits for the months of April to June 2014. The transfers total \$11,071.25 from account 29434 ES-2 and \$21,289.75 from account 29434 ES-3 to NWRSC's current account, folio 29434.**

*This transfer was approved by two signing officers, Messrs. Carmel St-Amand and François Picard, by Internet using the Caisse populaire's Accès D system.*

- *That NWRSC authorize the transfer of funds made on July 16, 2014, in the amount of \$26.23 to reimburse bank fees from current account 29434 to account 10254, being a capital reserve fund account (Solid Waste Services).*

*This transfer was approved by two signing officers, Messrs. Carmel St-Amand and François Picard, by Internet using the Caisse populaire's Accès D system.*

- *That NWRSC authorize closing account 9285 at the Caisse populaire Madawaska. The total balance shall be transferred to a cell closing fund in the current Manulife account. On December 31, 2013, the balance was \$2,089.93.*

- *That NWRSC authorize the transfer of \$19,560.00 from account 29434 ES-1 and of \$17,525.00 from account 29434 ES-3 to NWRSC's current account, folio 29434. The following amounts will be remitted to the municipalities for 2013:*

ES-3	Grand Falls	\$100.00	transfer of \$17,525.00
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	<i>LSD</i>	<i>\$17,425.00</i>	
<i>ES-1</i>	<i>Edmundston</i>	<i>\$2,185.00</i>	<i>transfer of \$19,560.00</i>
	<i>St-Hilaire</i>	<i>\$200.00</i>	
	<i>Baker Brook</i>	<i>\$425.00</i>	
	<i>Lac Baker</i>	<i>\$800.00</i>	
	<i>Clair</i>	<i>\$650.00</i>	
	<i>Rivière-Verte</i>	<i>\$1,250.00</i>	
	<i>LSDs</i>	<i>\$14,050.00</i>	

*Note that the LSDs will be credited with \$31,475.00 on the 2015 budget.*

- *That NWRSC authorize transfers of funds to reimburse municipalities for permits for the months of July to September 2014. The transfers total \$7,408.00 from account 29434 ES-2 and \$18,253.00 from account 29434 ES-3 to NWRSC's current account, folio 29434.*

*This transfer will be approved by two signing officers, Messrs. Carmel St-Amand and François Picard, by Internet using the Caisse Populaire's Accès D system.* **CARRIED**

**Motion No. 9 (October 8, 2014)**

*Upon motion duly made by Ms. Francine Caron, seconded by Mr. Louis Labrie and carried unanimously, it was*

**MOVED To accept the planning services activity report for September 2014, as circulated.** **CARRIED**

**Motion No. 10 (October 8, 2014)**

*Upon motion duly made by Mr. Luc St-Jarre, seconded by Mr. Michel Leblond and carried unanimously, it was*

**MOVED To accept the General Manager's activity report as circulated.** **CARRIED**

**6. Minutes of the Finance committee meeting of October 23, 2014 for approval**

**Motion No. 4**

*Upon motion duly made by Mr. Carmel St-Amand, seconded by Mr. Allain Desjardins and unanimously carried, it was*

**MOVED To accept the minutes of the finance committee meeting of October 23, 2014 as distributed.** **CARRIED**

**7. Minutes of the Finance committee meeting of November 6, 2014, for approval**

**Motion No. 5**

*Upon motion duly made by Mr. Luc St-Jarre, seconded by Mr. Roger Levesque and unanimously carried, it was*

**RESOLVED To accept the minutes of the Finance committee meeting of November 6, 2014 as distributed.** **CARRIED**

**8. Business arising from the minutes of meeting**

Mr. Cyrille Simard circulated a letter Re: Request to municipalities to extent the \$1 per capita funding for the 2014 WAC for another year to support economic development efforts in our region. This letter was signed by the Chair and spokesperson of the Leadership Team for the economic aspect of the 2014 WAC, Ms. Lise Ouellette. She is available to meet with the mayors if they wish. The request for funding is also being sent to northern Aroostook County in Maine and to the Témiscouata region in Québec.

**9. Income Statement**

The GM presented the income statement as at the end of October 2014. A surplus is expected for Solid Waste Services. This will be transferred to the capital project reserve fund. A surplus of \$60,000 is anticipated for the Planning Services following the departure of some employees and the participation of Saint-André in inspection services. We also expect to have expenses for moving and reorganization by the end of the year.

**Motion No. 6**

Upon motion duly made by Mr. Michel Leblond, seconded by Ms. Nicole Somers and carried unanimously, it was

**MOVED To accept the income statement as at the end of October 2014 with a net income for local planning of \$197,398.03, for governance a net income of \$17,516.77, income of \$245,104.13 for Solid Waste Services and a deficit of \$40,210.43 from biogas. CARRIED**

**10. Budget 2015**

The Chair noted that there would be repercussions on the budget because of the intentions of Edmundston, Grand Falls and Drummond to withdraw from Local Planning Services as of January 1, 2015. He added that the Finance Committee's objective has always been to effectively and efficiently measure service delivery and to foster collaboration throughout the greater northwest area. François, his team, the directors of departments and the members of the Finance Committee have deemed it necessary to prepare a summary for each department to make it easier to understand the budget.

The GM presented the 2015 budget summary and 2015 executive summary. These documents were also distributed to the members:

The proposed 2015 budget for:

- general services is \$371,834 compared to \$379,443 in 2014;
- corporate services is \$57,633 compared to \$46,700 in 2014;
- shared services and regional planning is \$80,660 = new service;
- local planning services is \$845,494 compared to \$1,349,121 in 2014
- solid waste management services is \$3,186,949 compared to \$3,157,500 in 2014;
- energy generation is \$246,619 compared to \$225,000 in 2014.

**Motion No. 7**

Upon motion duly made by Mr. Luc St-Jarre, seconded by Ms. Francine Caron and carried unanimously, it was

**RESOLVED To inform the municipalities that the Board of Directors of the Northwest RSC intends to formally vote on the 2015 budget at the special meeting of December 10, 2014.**

**CARRIED**

**11. Correspondence Report**

**Motion No. 8**

Upon motion duly made by Mr. Gérard Cyr, seconded by Mr. Roland Dubé and unanimously carried, it was

**RESOLVED To accept the correspondence report, as distributed.**

**CARRIED**

**12. Other Business**

**a) Motions on the local planning reserve fund**

**Motion No. 9**

Upon motion duly moved by Mr. Renaud Ouellette, seconded by Mr. Jocelyn Sirois and CARRIED unanimously, it was

**RESOLVED That given that a surplus is anticipated in the planning sector, that the Commission create a reserve fund for the planning sector in the amount of \$66,000, that is, a maximum allowable amount of 5% of the operating budget for the planning sector for this year. Funds will be distributed as follows: maximum \$10,000 in an operating reserve fund; \$20,000 in a capital reserve fund; \$16,000 in a legal fee reserve fund and \$20,000 in a special projects reserve fund. A new bank account for the planning sector will have to be created for each separate reserve fund.**

**CARRIED**

**13. Ajournment**

**Motion No. 10**

Upon motion duly made by Mr. Roland Dubé, it was

**RESOLVED To adjourned the meeting at 8:50p.m.**

**CARRIED**

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PIERRE MICHAUD  
Chairman

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FRANÇOIS PICARD  
General Manager