

GENERAL MEETING

DATE: Thursday, October 18, 2018
LOCATION: 75, Principale Street
Fire Hall at the Municipal Building
Sainte-Anne de Madawaska, NB
TIME: 5:00 p.m.

MINUTES OF MEETING # 30

1.2. Attendance and call meeting to order

The meeting was called to order at 5 :05 p.m. Mr. Jean-Pierre Ouellet, Chair of the Board, welcomed everyone.

Members attending

CHOUINARD, Louis	Mayor of Lac Baker
BOSSÉ, Jules	Representing the LSD (Local Service District)
LEBLOND, Michel	Mayor of Rivière-Verte
MARTEL, Alain	Representing the LSD
MARTIN, Brigitte, member of the executive committee	Representing the LSD
OUELLET, Jean-Pierre, Chair	Mayor of the Community of Haut-Madawaska
ROUSSEL, France, Vice-Chair	Mayor of Drummond
ROY, Paul	Representing the LSD
SIMARD, Cyrille	Mayor of Edmundston
SOMERS, Nicole	Mayor of Saint-Quentin
ST-AMAND, Carmel	Mayor of Saint-Léonard

Members absent

DESCHÊNES, Marcel	Mayor of Grand Falls
LEVESQUE, Marcel	Mayor of Rural Community of Saint-André
LEVESQUE, Roger	Mayor of Sainte-Anne de Madawaska

Staff attending

ALBERT, Paul	Interim director of the Solid Waste Service
BELLEFLEUR, Lise	Administrative assistant of the Inspection service
DUFOUR, Catherine	Planning Service Director
THIBODEAU, Johanne	Finance Director
RIOUX, Nicole	Executive Assistant

Staff absent

PICARD, François	Executive Director
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GUESTS

CASTONGUAY, Marie-Eve	Community Economic Development Executive, Opportunities New Brunswick
DOIRON, Denis	Manager of Environment and Local Government

Member of the press

FOURNIER, Gilles	L'Acadie Nouvelle
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3. Approval of agenda

Motion No. 1

Upon motion duly made by Mr. France Roussel, seconded by Mr. Louis Chouinard and unanimously carried, it was

RESOLVED That the agenda for the general meeting of October 18, 2018 be accepted by modifying item 12 for Other Business : a) Withdrawal of the LSD from the Core Leadership Team of Acadia of the Lands and Forest Inc.; b) Designation 'Director of Planning' for Ms. Catherine Dufour; c) Minutes of the executive meeting of October 11, 2018 for approval; d) Activity Report of the Solid Waste management service from January to October 2018. The adjournment becomes item 13. CARRIED

4. Minutes of general meeting of April 25, 2018, for approval

Motion No. 2

Upon motion duly made by Mr. Carmel St. Amand, seconded by Mr. Louis Chouinard and unanimously carried, it was

RESOLVED TO accept the minutes of the general meeting of April 25, 2018, with modifications. On page 4, the reimbursement amounts of permits to municipalities and LSD for the months of January to March 2018 must be modified:

- For Baker Brook the amount will be \$ 0 \$ instead of \$ 1,109.00
- For Clair the amount will be \$ 0 instead of \$ 5,451.00
- For Lac Baker the amount will be \$ 0 instead of \$ 845.50
- For Rivière-Verte the amount will be \$ 0 instead of \$ 110.00
- For Saint-François the amount will be \$ 0 instead of \$ 65.00
- For Ste-Anne-de-Madawaska the amount will be \$ 105.00 instead of \$ 341.00
- For St-Hilaire the amount will be \$ 0 instead of \$ 235.00
- For the Rural Community of Saint-André the amount will be \$ 1,116.50 instead of \$546.00
- For Saint-Leonard the amount will be \$ 340.00 instead of \$ 984.00
- For Saint-Quentin the amount will be \$ 2,045.00 instead of \$ 3,806.00
- For the LSD the amount will be \$ 4,875.00 instead of \$ 7,576.00
- For the Rural Community of Haut-Madawaska the amount will be \$ 373.00
- For a total of \$ 8,854.50 instead of \$ 21,068.50

CARRIED

It is worth noting that the right amounts were reimbursed. The correction is only in the minutes of meeting.

5. Minutes of the executive committee meeting of May 2nd, 2018 for approval

Motion No. 3

Upon motion duly made by Mr. France Roussel, seconded by Mrs. Brigitte Martin and unanimously carried, it was

RESOLVED To accept the minutes of the executive committee meeting of May 2nd, 2018, as circulated. CARRIED

6. Minutes of the executive committee meeting of August 17, 2018 for approval

Motion No. 4

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

RESOLVED To accept the minutes of the executive committee meeting of August 17, 2018, as circulated. **CARRIED**

7. Business arising from the minutes

None

8. Income Statement to end of August 2018

Motion No. 5

Upon motion duly made by Mrs. Nicole Somers, seconded by Mr. Alain Martel and unanimously carried, it was

RESOLVED To accept the income statement as at August 31, 2018, as presented by the Director of finance, Mrs. Johanne Thibodeau, with a budget deficit of \$ 40,481.99 representing the amount of grant not received. **CARRIED**

At 5:30 pm Mrs. Nicole Somers proposes a break for the meal

Motion No. 6

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

RESOLVED To resume the meeting at 5:50 pm **CARRIED**

9. Motions: For the Planning service and the Solid waste service

Motion No. 7

Upon motion duly made by Mr. Jules Bossé, seconded by Mr. Alain Martel and unanimously carried, it was

RESOLVED

For the Planning service

- That the NWRSC authorize a stop payment on check # 7080 made to the Canadian Institute of Geomatics on March 29, 2018 in the amount of \$ 161 because the supplier has never received the check in question. The stop payment was approved by 2 signing officers, Mr. Jean-Pierre Ouellet and Mr. François Picard via the Accès-D Internet of the Caisse populaire. Check # 7080 was replaced by check # 7446 on June 14, 2018 to the same vendor and the same amount.
- That the NWRSC authorize a transfer of funds for the reimbursement of permits to municipalities and LSD for the months of April to June 2018. The amount of transfer of funds is \$ 39 072.25 from account 29434 ES-2 to the NWRSC current account, folio 29434. The difference between the total repayments of \$ 49,777.38 and the transfer of funds from the bank account of \$39,072.25 is due to the fact that several payments are received by credit card and / or debit that are deposited directly into the NWRSC's current account. This transfer was approved on August 31, 2018 by two signing officers, Messrs Jean-Pierre Ouellet and François Picard via the Accès-D Internet of the Caisse populaire.
- That the NWRSC authorize the reimbursement of permits to municipalities and LSD for the months of April to June 2018, at the following amounts:
 - Lac Baker \$ 937.50
 - Rivière-Verte \$ 3 171.00
 - Communauté de Haut-Madawaska \$ 14 292.75

○ Ste-Anne-de-Madawaska	\$ 218.00
○ Rural Community of Saint-André	\$ 5 835.13
○ Saint-Léonard	\$ 1 007.50
○ Saint-Quentin	\$ 3 691.00
○ DSL	\$ <u>20 624.50</u>
	<u>\$ 49 777.38</u>

- That the NWRSC authorize the repayment of \$ 8,299.50 to the Core Leadership Team of Acadia of the Lands and Forest; amount collected by the NWRSC for the months of April to June 2018.

For the solid waste sector,

- That the NWRSC authorize a release of funds from the Solid Waste Capital Reserve Fund (RBC folio 00774 100-677-4) in the amount of \$ 125,000, made by check # 999316 and a release of funds from the 2nd reserve fund with highest yielding interest (RBC folio 00774 100-444-9) in the amount of \$ 225,000 made by check # 998915. The 2 transactions give us a total of \$ 350 000 to be deposited in the operating fund (Caisse Populaire folio 29434 EOP) for the construction of cell # 9 as mentioned in the budget of 2018.
- That the NWRSC authorize the withdrawal of the term deposit (closing fund) Policy No. M15403415 in the amount of \$ 1,280,146.62 due September 15, 2018. The amount in question will be deposited in the current account of the NWRSC folio 29434 EOP by direct deposit. Thereafter, an electronic transfer of the same amount will be sent to Peak Investment for the investment company to redeem the amount in question with the low risk Fidelity investments. According to broker Ricky Doiron, we should be able to obtain a yield between 5% and 7%. These funds will still be retained as closure funds for the solid waste site. The document relating to the withdrawal of the said placement will be authorized by 2 signing officers, Messrs. François Picard, CEO and Jean-Pierre Ouellet, Chairman.

CARRIED

At the request of the members and for the next meeting, it will be necessary to provide the terms of the investment to Peak Investment.

10. Budget 2019 (Budget Summary and Executive Summary)
Budget for Local and Regional Planning Services (Mrs. Catherine Dufour)
Budget of the Solid Waste Service (Mr. Paul Albert)
Governance Budget (Mrs. Johanne Thibodeau)

Mrs. Johanne Thibodeau presented the budget summary and executive summary. The proposed 2019 budget for corporate services is \$ 409,396; \$ 31,978 for corporate and collaborative services; \$ 95,995 for collaborative services and regional planning; \$ 747,142 for local planning services; \$ 3,437,381 for solid waste services; \$ 314,176 for power generation installation services. In other shared services there is the contribution to the Core Leadership Team and if this one remains the same the contribution will be of 33 198 dollars.

At the level of collaborative services and regional planning, Ms. Catherine Dufour mentions that in the summary we have identified three priorities, however with the strategic planning that has been initiated, there will be other regional axes that will be endorsed by the board members.

At the request of the board members, the information presented was sufficient for presentation to their respective council.

The strategic planning prepared by Yves Gagnon of Gagnon Stratégix will be distributed to the board members and they will decide at the next meeting if a presentation by Mr. Gagnon will be necessary.

With reference to the departure of the Rural Community of Saint-André and the departure of the Town of Saint-Léonard from the local planning service, a discussion followed and several board members expressed concern about the stability of the NWRSC. Several questions we asked: Can a municipality offer and sell land use and urban planning services to other municipalities? Does a conflict of interest exist? Do the people hired in this municipality need to be certified? The law is not very precise on this subject and Mr. Jean-Pierre Ouellet is waiting for answers from the Department. According to Mrs. Somers, the sustainability of the whole NWRSC table is at stake and if there was regional collaboration, the NWRSC would not be in the present situation. Mrs. Somers says that she will check to see if there is a table of collaboration at Restigouche and if so, she would be ready to join CSR Restigouche.

Mr. Alain Martel and Mr. Carmel St-Amand left the meeting at 18:46.

Motion No. 8

Upon motion duly made by Mrs. Nicole Somers, seconded by Mr. Louis Chouinard and unanimously carried, it was

RESOLVED To inform the municipalities that the board of directors of the Northwest RSC intends to formally vote at the general meeting of November 28, 2018, the 2019 budget.

CARRIED

Motion No. 9

Upon motion duly made by Mrs. Nicole Somers, seconded by Mr. Louis Chouinard and unanimously carried, it was

RESOLVED to send a token of appreciation to our Executive Director Mr. François Picard, and wish him a speedy recovery.

CARRIED

11. Correspondence Report

Motion No. 10

Upon motion duly made by Mr. Michel Leblond, seconded by Mrs. Brigitte Martin and unanimously carried, it was

RESOLVED That the correspondence report from April 23 to October 18, 2018, be accepted as circulated.

CARRIED

12. Other Business

a) Withdrawal of the LSD from the Core Leadership Team of Acadia of the Lands and Forest Inc.

The LSD members want a debriefing, and / or the outcome of the activities of the Core Leadership Team of Acadia of the Lands and Forest Inc. At the next meeting, Cathy Pelletier, Chair of the Core Leadership Team, will be invited to report to the Board members.

Motion No. 11

Upon motion duly made by Mr. Paul Roy, seconded by Mrs. Nicole Somers and unanimously carried, it was

RESOLVED To defer to the next meeting the decision to withdraw the LSD from the Core Leadership Team of Acadia of the Lands and Forest. CARRIED

b) Designation ‘Director of Planning’ for Ms. Catherine Dufour

Ms. Catherine Dufour obtained successfully her certification and a request for membership as a permanent member of the New Brunswick Association of Planners, which also gives her membership in the Atlantic Planners Institute (API) and the Canadian Institute of Planners (CIP). As of October 1st, 2018, she will be able to use the RPP/MCIP designation.

Motion No. 12

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

RESOLVED To appoint Ms. Catherine Dufour as ‘Director of Planning’. CARRIED

c) Minutes of the executive meeting of October 11, 2018 for approval

Mr. Ouellet had convened the meeting to clarify and revise the policies regarding sick days and severance pay.

Motion No. 13

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

RESOLVED To accept the minutes of the executive meeting of October 11, 2018, as circulated. CARRIED

d) Activity Report of the Solid Waste management service from January to October 2018

At the request of Mr. Cyril Simard, there should be a follow-up and an audit policy for bids before hiring consultant or contractors. Mr. Paul Albert confirms that when the contract exceeds \$25,000 tenders must be prepared. Members suggested adopting a resolution before the selection or the award of contracts.

Motion No. 14

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

RESOLVED To adopt the activity report of the solid waste management service from January to October 2018. CARRIED

13. Adjournment

Motion No. 15

Upon motion duly made by Mr. Paul Roy, it was

RESOLVED To adjourn the meeting at 7:47 p.m.

CARRIED

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JEAN-PIERRE OUELLET
Chairman

.....
FRANCE ROUSSEL
Vice-Chair

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NICOLE RIOUX
Session secretary