

EXECUTIVE COMMITTEE MEETING

DATE:	Wednesday, March 4th, 2020
LOCATION:	Four Point by Sheraton Frank's Bar & Grill 100 Rice Street Edmundston, NB
TIME:	6:00 p.m.

MINUTES OF MEETING

1. Call the meeting to order and welcome

Chair, Mr. Jean-Pierre Ouellet, called the meeting to order at 6:14 p.m. and welcomed everyone for attending especially Mr. Paul Roy on his first executive committee meeting.

Members attending	
Mr. Jean-Pierre Ouellet, Chair	Mayor of Haut-Madawaska Community
Mr. Paul Roy	Representing the Local Service District (LSD)
Mr. France Roussel, Vice-Chair	Mayor of Drummond
Staff attending	
Mrs. Lise Bellefleur	Executive Assistant
Mrs. Catherine Dufour	Planning Director
Mrs. Marie-Eve Castonguay	Interim Executive Director
Mr. Alaa Maaref	Geomatic coordinator

2. External Contract: Geomatic

Alaa Maaref introduced the GéoWeb online tool on our website.

This tool makes it easier to access geographical reference information on Northwestern NB. With GéoWeb, municipalities can distribute various pieces of geographical information and data to their employees and citizens and to the region's many active professionals. The available information is grouped by theme and deals with the services provided locally by the municipalities (Development, Public Works, Fire Safety, etc.) and regional projects (Emergency Measures, Climate Change, Environment, etc.).

This geomatic service is tailored to the needs of the municipalities and communities that wish to participate. The agreement is in the form of a contract renewable from year to year. Catherine Dufour explained a chart of estimated costs for this geomatic service.

At the next Board meeting, this item will be on the agenda and we will go around the table to see if there is any interest among members (municipalities / communities).

Mr. Maaref leaves the meeting.

3. Follow up: Ministry of Transport and Infrastructure

At a Board meeting last August, it was moved that the NWRSC contact the Department of Transportation to ensure that the municipalities can participate in defining the top priority public infrastructure projects in the region.

At the next Board meeting, a draft letter will be presented to members. We are asking that, on behalf of the Board, the NWRSC be able to send this letter inviting the representative of District 6 – Department of Transportation and Infrastructure in Edmundston to one of our Board meetings in order to begin a constructive dialogue on our shared and priority issues.

4. Human Resources:

a) Solid Waste Department

Mr. Castonguay told members that an employee in the Solid Wastes sector is off work for a three-month period, until June 2020. This person's duties have been distributed among a few other employees in the sector, and operations continue to make progress.

b) Finances

Ms. Castonguay told members that the person in the Finance position has been off work since the end of January. We hired Ms. Caroline Cosgrove, an accountant, on a temporary / contract basis. She will be able to provide the needed data to our accounting firm so that it can finalize our 2019 fiscal year for our AGM on April 29, 2020. Ms. Cosgrove will also do the data entry for January and February until Johanne returns.

Catherine took the opportunity to mention that our new urban planner, Mr. Nicolas Landriau, started work this past February 10. He will be invited to the next Board meeting.

5. Revision of the policy manual

Marie-Eve advised the members that the formatting and a few minor changes and corrections have been finished on the policies manual. Members asked for the new version of the manual so that they can have a meeting with the right version. A corrected version of the policies manual will be given to members next week. The next meeting will be scheduled soon.

6. Renewal of the Acting Executive Director employment contract

Ms. Marie-Eve distributed to members a copy of the assessment done by Jean-Pierre Ouellet and his self-assessment. After this meeting, members were advised that a closed-door meeting would take place to discuss the question further.

9. Other Businesses

None

8. Adjournment

Mr. Ouellet adjourned the meeting at 8:23 p.m. Marie-Eve, Catherine and Lise left the meeting. The meeting continued in a closed-door session with the members of the Executive Committee to discuss renewing the interim Executive Director's employment contract.

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JEAN-PIERRE OUELLET, Chair

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FRANCE ROUSSEL, Vice-Chair