

EXECUTIVE COMMITTEE MEETING

DATE: Wednesday, August 26, 2020
LOCATION: NWRSC Office
 Conference Room
 36 Court Street - Edmundston, NB
TIME: 8:00 a.m.

MINUTES OF MEETING

1. Call the meeting to order and welcome

Chair, Mr. Jean-Pierre Ouellet, called the meeting to order at 8:14 a.m. and welcomed everyone.

Members attending	
Mr. Jean-Pierre Ouellet, Chair	Mayor of Haut-Madawaska Community
Roger Levesque, Vice-Chair	Mayor of Sainte-Anne-de-Madawaska
Videoconference via zoom	
Mr. Paul Roy	Representing the Local Service District (LSD)
Staff attending	
Mrs. Marie-Eve Castonguay	Interim Executive Director
Mrs. Johanne Thibodeau	Finance Director
Mrs. Catherine Dufour	Planning Director
Mrs. Lise Bellefleur	Executive Assistant

2. Disclosure of interest

None was declared

3. Approval of agenda

Mr. Ouellet read the agenda. It is moved by Mr. Paul Roy to accept the agenda as presented.

4. Budget 2021

2021 Budget: Solid Waste and Energy Generation

The Director of Finance presented the detailed 2021 Budget and comparison to 2020.

A 2% wage increase was planned for 2021. Landfilling revenue projections for 2021 are calculated based on actual volumes for 2020 and volumes for January to June 2021.

The sum of \$41,615 was projected for the capital reserve fund compared to \$677,130 in 2020 because we will have higher debenture payments in 2021. The expected payments total \$552,000 compared to \$202,000 in 2020, because we'll have the final payment on the 2016 debenture and the first payment on the 2020 debenture.

The landfilling fee remained the same as in 2020, \$69/tonne.

The surplus from the second-last year is \$582,947 compared to \$585,287 in 2020.

The total budget for this sector is \$3,955,722 in 2021 compared to \$4,017,317 in 2020 due to an expected decrease in revenue from Maine (COVID).

Also, due to reduced revenue from electrical generation, we plan to transfer \$80,438 from the solid waste sector operating funds to the electrical generation sector operating funds because these are the only two sectors between which we can share funds.

The energy sector budget will be \$400,000 in 2021 compared to \$450,000 in 2020. Revenue had been slightly overestimated in 2020.

We expect to pay about \$200,000 for 20,000-hour maintenance on the generator.

We also budgeted a 2% wage increase. Due to the maintenance, nothing was projected for the capital reserve fund in this sector. Also, this sector is short of revenue because of a drop in revenue and the cost of generator maintenance. This is why we plan to transfer \$80,438 from the solid waste sector operating funds, as these are the only two sectors between which we can share funds.

2021 Budget: Local and Regional Development:

The Director of Finance and the Director of Planning for the Community Planning Department presented the 2021 Budget to the members of the Executive.

The local development budget totals \$945,101 for 2021 compared to \$881,609 in 2020.
Member contributions are based on \$797,755 for 2021 compared to \$804,326 in 2020.

The decrease in contributions is explained by the fact that the surplus from the second-last year to be included in the 2021 Budget is \$114,006 compared to \$24,697 in 2020.

This sector also includes a 2% wage increase.

In the area of regional development, the two main ongoing projects, the regional emergency measures plan and the climate change adaptation plan, will remain active in 2021.

It would be a very good idea to work on establishing a strategic plan for the projects to be developed regionally within the NWRSC.

The regional development budget totals \$173,907 in 2021 compared to \$172,920 in 2020.
Member contributions are based on \$87,788 in 2021 compared to \$107,540 in 2020.

The decrease in contributions is explained by the deficit from the second-last year to be absorbed in the 2021 Budget being \$25,222 compared to \$51,711 in the 2020 Budget.

2021 Budget: Governance

The governance budget will be \$463,060 in 2021 compared to \$460,560 in 2020, or practically identical.
This sector also includes a 2% wage increase.

Following a discussion with the members of the Executive Committee, it was recommended that we present, as discussed, the budget summary and the executive summary of the 2021 Budget, as well as the detailed departmental budget for 2021, in their present form to the members of the Board at the next meeting, scheduled for September 9, 2020.

5. **Contract – Rental of 36 Court Street**

Since the rental contract for the offices of the governance and community planning sectors located at 36 Court Street is coming due in March 2021, discussions were initiated between the interim Executive Director and the current owner. A draft of the new contract was distributed to the members present.

The 2015-2021 contract called for an annual increase of 5% over a period of five years, for a total increase of 27.60%.

The new 2021-2031 contract proposes an annual increase of 2% over a period of 10 years, for a total increase of 19.74%.

Monetarily speaking, our current contract reflected a total increase of \$13,814 over a period of five years compared to our new contract, which proposes an increase of \$12,840 over a period of 10 years.

Rent Rental		Cost per month
1 March 2021	28 February 2022	5 425.00 + Tax
1 March 2022	28 February 2023	5 535.00 + Tax
1 March 2023	29 February 2024	5 645.00 + Tax
1 March 2024	28 February 2025	5 760.00 + Tax
1 March 2025	28 February 2026	5 875.00 + Tax
1 March 2026	28 February 2027	5 995.00 + Tax
1 March 2027	29 February 2028	6 115.00 + Tax
1 March 2028	28 February 2029	6 240.00 + Tax
1 March 2029	28 February 2030	6 365.00 + Tax
1 March 2030	28 February 2031	6 495.00 + Tax

Following discussions with the members of the Executive Committee, the latter recommended that we sign the proposed rental contract.

6. **Human Resources**

Governance sector: Marie-Eve advised members that her employment contract runs from July to July. Since this makes things a bit difficult for budget planning, it was suggested that her contract end date be changed to December in order to cover the same period as the fiscal year, which runs from January to December. Mr. Jean-Pierre Ouellet suggested that members of the Executive meet behind closed doors to make a decision on the subject.

7. Other Businesses

Mr. Roy wondered about the collection of recyclables in the LSDs.
Have we received any additional information on the subject? Has the government submitted a schedule?

Marie-Eve said that she would check with Local Governments and Ms. Sylvie Martin about how things are progressing.

8. Adjournment

Mr. Jean-Pierre Ouellet adjourned the meeting at 9:43 a.m.

.....
JEAN-PIERRE OUELLET, Chair

.....
ROGER LEVESQUE, Vice-Chair