



GENERAL MEETING

DATE: Wednesday, June 3rd, 2020

LOCATION: Videoconference

“ZOOM”

TIME: 2 :00 p.m.

MINUTES OF MEETING # 41

1.2. Attendance and call meeting to order

The meeting was called to order at 2:05 p.m. Mr. Jean-Pierre Ouellet, Chair of the Board, welcomed everyone.

Members attending

OUELLET, Jean-Pierre, president

Mayor of Haut-Madawaska Community

Members attending

Videoconference Via Zoom

SIMARD, Cyrille (left at 2 :32)

Mayor of Edmundston

LEVESQUE, Roger

Mayor of Sainte-Anne-de-Madawaska

CHOUINARD, Louis

Mayor of Lac Baker

BOSSÉ, Jules

Representing the LSD (District de services locaux)

LEVESQUE, Josée

Representing the LSD

LEBLOND, Michel

Mayor of Rivière-Verte

MARTEL, Alain

Representing the LSD

ROUSSEL, France, vice-président

Mayor of Drummond

ROY, Paul

Representing the LSD

ST-AMAND, Carmel

Mayor of Saint-Léonard

SOMERS, Nicole

Mayor of Saint-Quentin

Members absent

LEVESQUE, Marcel

Mayor of Rural Community of Saint-André

DESCHÊNES, Marcel

Mayor of Grand Falls

Staff attending

CASTONGUAY, Marie-Eve

Acting Executive Director

THIBODEAU, Johanne

Financial Director

BOUCHARD, Julien

Chef Building Inspector / Planning Officer

PRADO, Adrian

Territorial Analyst – Research and Sustainable Development

Staff attending

Videoconference via Zoom

COUTURIER, SCOTT

Technical Supervisor – Solid Waste

DUFOUR, Catherine

Planning Director

Staff absent

PICARD, François

Executive Director

Guest

Mylène Shepard

Acting West District Planning Analyst

3. Public meetings via videoconference – Public information documents

Mr. Ouellet reads this document.

4. Disclosure of interest

None was declared

5. Approval of agenda

Motion No. 1

Upon motion duly made by Mr. Michel Leblond, seconded by Mr. Jules Bossé and unanimously carried, it was **RESOLVED To accept the agenda of the general meeting of June 3rd, 2020, with additions to point 5. a) Minutes of the Executive Committee meeting of June 2, 2020, for approval and b) Adoption of the employee human resource management manual.**

CARRIED

a) Minutes of the Executive Committee meeting of June 2, 2020, for approval

Motion No. 2

Upon motion duly made by Mrs Nicole Somers, seconded by Mr. Paul Roy and unanimously carried, it was **RESOLVED To accept the minutes of the Executive Committee meeting of June 2, 2020.**

CARRIED

b) Adoption of the employee human resource management manual

Motion No. 3

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

RESOLVED That the NWRSC postpone the adoption of the human resources management manual at the next meeting so that the members of the council can take note of it.

CARRIED

6. Minutes of the General meeting of January 22, 2020, for approval

Motion No. 4

Upon motion duly made by Mr. Jules Bossé, seconded by Mr. Louis Chouinard and unanimously carried, it was **RESOLVED To accept the minutes of the General meeting of January 22, 2020.**

CARRIED

7. **Minutes of the Executive Committee meeting of March 4, 2020, for approval**

Motion No. 5

Upon motion duly made by Mrs Nicole Somers, seconded by Mr. Carmel St-Amand and unanimously carried, it was

RESOLVED To accept the minutes of the Executive Committee meeting of March 4, 2020.

CARRIED

8. **Minutes of the Executive Committee meeting of April 21, 2020, for approval**

Motion No. 6

Upon motion duly made by Mr. France Roussel, seconded by Mr. Jules Bossé and unanimously carried, it was
RESOLVED To accept the minutes of the Executive Committee meeting of April 21, 2020.

CARRIED

9. **Minutes of the Executive Committee meeting of May 11, 2020, for approval**

Motion No. 7

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

RESOLVED To accept the minutes of the Executive Committee meeting of May 11, 2020.

CARRIED

10. **Minutes of the Executive Committee meeting of May 26, 2020, for approval**

Motion No. 8

Upon motion duly made by Mr. France Roussel, seconded by Mr. Paul Roy and unanimously carried, it was
RESOLVED To accept the minutes of the Executive Committee meeting of May 26, 2020.

CARRIED

11. **Business arising from the minutes**

None

12. **Motion to ratify for approval**

Current COVID-19 pandemic situation and operations of our organization

Further to recommendations from the Department of Environment and Local Government not to hold any public meetings until further notice.

In order to ensure the smooth operation of each sector, the members of the Board of Directors have been asked for their support in consenting to allow the members of the Executive Committee to make decisions that have no financial impact on the 2020 budget (that were already in the budget).

Motion No. 9

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

MOVED to add Ms. Lise Bellefleur to the NWRSC's general account with UNI Cooperation Financière so that she can pay various suppliers.

CARRIED

Motion No. 10

Upon motion duly made by Mr. Jules Bossé, seconded by Mrs Nicole Somers and unanimously carried, it was **MOVED that, as decided by majority email vote, the NWRSC proceed with Transit Construction from the Grand Falls region, which was the lowest bidder at \$1,381,200.95. Transit Construction meets the standards and requirements for construction of the transfer centre.**

CARRIED

13. Correspondence Report

Motion No. 11

Upon motion duly made by Mr. Paul Roy, seconded by Mr. Jules Bossé and unanimously carried, it was **RESOLVED That the correspondence report be accepted.**

CARRIED

14. Report: Core Leadership Team of the Acadia of the Lands and Forests

Marie-Eve gave the general background of the past year. She summarized recent discussions with the Chair, Ms. Cathy Pelletier, and about the financial situation, that is, the instruments that were not cashed in 2019 and the billing that was interrupted in 2020 while waiting for a discussion of the active projects. The Core Leadership Team encountered a number of challenges, and the pandemic complicates the situation. With the goal of managing these funds, since the NWRSC is the go-between for the communities that are participating financially, we are wondering what guidelines we should follow for this unspent money in the bank.

Mr. Cyrille Simard gave a short summary of the current issues and challenges, the mission of the Core Leadership Team and the regional nature of the organization targeting cross-border projects, hence the idea of the NWRSC as the table to promote the Team.

Motion No. 12

Upon motion duly made by Mr. Paul Roy, seconded by Mrs Nicole Somers and unanimously carried, it was **MOVED that the NWRSC reimburse the municipalities and LSDs that participated in the 2019-2020 funding project for the Core Leadership Team of the Acadia of the Lands and Forests.**

In favour: 11 members

Against: 1 member

CARRIED

15. **Motions : For the Planning Services , Governance Sector and the Solid Waste Services for approval**

Motion No. 13

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

For the Planning Sector

That the NWRSC authorize a transfer of funds to reimburse permits to the municipalities and LSDs for January to March 2020. The amount of the transfer is \$732.50 from account 29434 ES-2 to the NWRSC's current account, folio 29434. The difference between the total reimbursement of \$3,718.50 and the transfer of \$732.50 is due to the number of payments made by credit and/or debit card that are deposited directly into the NWRSC's current account. This transfer was approved on May 12, 2020, by two signing officers, Mrs Marie-Eve Castonguay and Mrs Lise Bellefleur, via internet using the Caisse populaire's Accès-D system.

That the NWRSC authorize a transfer of funds to reimburse permits to the municipalities and LSDs for January to March 2020, in the following amounts:

- Community of Haut Madawaska	\$ 165.00
- Village of Ste-Anne-de-Madawaska	\$ 136.00
- Town of Saint-Quentin	\$ 377.50
- DSL	<u>\$ 3,718.50</u>
	<u>\$ 3,718.50</u>

CARRIED

Motion No. 14

Upon motion duly made by Mr. Carmel St-Amand, seconded by Mr. Roger Levesque and unanimously carried, it was **RESOLVED**

For the Governance Sector

Access to the Service en placement Peak Inc. Account

The following list contains the names of the administrators, directors and employees of the Société – supported by specimen signatures – authorized by the motion below to act with respect to the latter.

Jean-Pierre Ouellet, Chair

France Roussel, Vice-Chair

Marie-Eve Castonguay, Acting Executive Director

Are hereby authorized to buy, sell, divest, transfer and/or deliver, in whole or in part, investment fund shares held in the name of the society, and are free to do so, whether individually or in their role as proxy or trustee, or in the exercise of any other function whatsoever of a representative, on receipt of written instructions presented to Fidelity Investments Canada.

The undersigned agree to indemnify and hold harmless Fidelity and its affiliates, as well as their employees, directors and administrators, from any claim, legal action, loss, damages, costs and burdens whatsoever, including but not limited to the reasonable fees and expenditures of a legal advisor, that these persons may incur further to legal actions related to this authorization or which are imposed on them, except for insured fees or fees imposed because of gross negligence or deliberate act by Fidelity and/or its affiliates, or their respective employees, directors and administrators.

CARRIED

Motion No. 15

Upon motion duly made by Mr. Alain Martel, seconded by Mr. Michel Leblond and unanimously carried, it was **RESOLVED**

For the Solid Waste Sector

That the NWRSC authorize the transfer of \$345,406 from current account folio 29434 EOP to GIC # 10000001N7V1Y at a rate of 1.10% cashable after 1 year at Scotiabank - capital reserve fund for the solid waste sector as adopted in the 2019 budget.

That the NWRSC authorize the transfer of \$26,097 from current account folio 29434 EOP to GIC # 10000001N7SSR at a rate of 0.95% cashable at any times at Scotiabank - capital reserve fund for the biogas sector as adopted in the 2019 budget.

These transfers of funds were approved by email sent to Scotiabank on May 19, 2020, by two signing officers, Mr. Jean-Pierre Ouellet and Mr. France Roussel.

The following motion was adopted at the Board meeting on December 4, 2019:

Account RBC folio 100-397-9 will be used to pay sick leave and severance pay for the solid waste sector.

But should have read as follows:

Account RBC folio 100-397-9 will be used to pay sick leave and severance pay for the solid waste and biogas sectors.

CARRIED

16. Income Statement to end of April 2020

The Director of Finance, Johanne Thibodeau, reads the financial statements. No questions are addressed and it is stressed that the exercise is clear and precise.

Motion No. 16

Upon motion duly made by Mr. Carmel St-Amand, seconded by Mrs. Nicole Somers and unanimously carried, it was

MOVED To accept the income statement as at the end of April 2020, as presented by the Director of finance, Mrs. Johanne Thibodeau.

CARRIED

17. Resumption of Recycling Program

Marie-Eve summarized the last few months concerning the temporary suspension of recycling at Atelier des Copains and the financial effect for the municipalities that landfilled recycling during this quarter (April, May, June). After discussions with the technical supervisor of the solid waste sector, Mr. Scott Couturier, and various financial calculation scenarios, direction is needed concerning a potential credit to reimburse members of the NWRSC for these 3 months of suspended service.

Motion No. 17

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

MOVED that the NWRSC issue a credit to each of the municipalities for the months of April, May and June 2020, calculated based on the highest month of recycling for each municipality. These credits shall be reflected clearly on the next landfilling bill.

CARRIED

18. NWRSC AGM

a) Format and Date

Further to recommendations from the Department of Environment and Local Government not to hold any public meetings until further notice.

The members discussed whether it would be appropriate to have a moderator for the meeting to collect comments from the chat function and pass them on to the meeting chair in order to make the videoconference run more smoothly. Two members who don't have access to this platform could come to our location for the next meeting if they so wish.

A Doodle poll will be sent to members to determine the date for the next AGM, sometime between June 15-19, 2020, 7:00 p.m. The date will be set based on the majority of responses.

b) Nomination Committee

Mr. Ouellet asked Messrs. Carmel St-Amand and Michel Leblond whether they still want to be on the nominating committee.

They both agreed to continue to sit on the nominating committee.

Motion No. 18

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

MOVED Messrs. Carmel St-Amand and Michel Leblond be appointed to the nominating committee for the next AGM.

CARRIED

19. Follow-up – Department of Transportation and Infrastructure

Mr. Ouellet summarized exchanges with DTI in recent months, including the latest discussions on May 19, 2020. A proposed meeting with the Board had been requested. A letter expressing this request to the Department (Fredericton) was also formatted but not sent, as it required Board approval. After discussions among the members, Ms. Somers, who was the instigator of the initial request, offered to withdraw this request to meet with the Department and to work on matters more individually with the levels of government.

20. Unightly Premises

Mr. France Roussel proposed bringing this item to the attention of the NWRSC Board during an unofficial meeting (Zoom test) on May 7, 2020. Certain members wanted to perhaps open a discussion on the challenges of implementing this by-law (*Governance Act*), on their needs requiring action and on capacities in terms of resources. Given the complexity of examining the question from numerous angles (Need for all? Who will pay? User-pay? etc.) and in the current format of a virtual meeting, it was suggested that the question be brought up in the future, when the situation will be suitable for dialog around the same table.

21. Other Business

It was discussed at the start of the meeting under item 5a) and 5b), immediately after the adoption of the agenda.

22. Adjournment

Motion No. 19

Upon motion duly made by Mrs Nicole Somers and unanimously carried, it is
RESOLVED To adjourn the meeting at 3:34 p.m.

CARRIED

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JEAN-PIERRE OUELLET
Chair

.....
FRANCE ROUSSEL
Vice-Chair

.....
MARIE-EVE CASTONGUAY **&**
Session secretary

.....
CATHERINE DUFOUR