

EXECUTIVE COMMITTEE MEETING

DATE:	Thursday, April 18 th , 2019
LOCATION:	Four Point by Sheraton Frank's Bar & Grill – Room 'C' 100 Rice Street Edmundston, NB
TIME:	5:00 p.m.

MINUTES OF MEETING

1. Call the meeting to order and welcome

Chair, Mr. Jean-Pierre Ouellet, called the meeting to order at 5:00 p.m. and welcomed everyone for attending.

Members attending	
Mr. Jean-Pierre Ouellet, Chair	Mayor of Haut-Madawaska Community
Mrs. Brigitte Martin	Representing the Local Service District (LSD)
Mr. France Roussel, Vice-Chair	Mayor of Drummond
Staff attending	
Mrs. Johanne Thibodeau	Finance Director
Mrs. Catherine Dufour	Planning Director
Mr. Paul Albert	Solid Waste Interim Director

2. Presentation of the 2018 financial statements by Mr. Eric Long of Raymond Chabot Grant Thornton

Mr. Éric Long presented the NWRSC's audited financial statements, which include the statement of financial position as at December 31, 2018, income statement and detailed appendices for each department in the NWRSC.

He stated that the preparation and presentation of these financial statements comply with Canadian standards for the public sector.

The members of the Executive asked for certain precisions and clarifications of particular expenses and revenues, and raised a few points that need to be rectified in the presentation of the financial statements.

Mr. Long will attend the Annual General Meeting of the NWRSC Board on May 15 to make the presentation.

3. Waste Management:

A. Additional funding for Atelier des copains

The NWRSC received from Atelier des Copains Co-Op Ltée an application for financial assistance in the amount of \$30,000 to support daily operations in sorting recyclables. They have problems requiring costly repairs to the heating system, conveyer, forklift, tractor, etc. The management of Atelier made a presentation at the monthly meeting of the Community of Upper Madawaska. Mr. Jean-Pierre Ouellet advised members that a petition is circulating in Upper Madawaska against closing Atelier des copains. To date 800 signatures have been gathered (people confuse Atelier de copains with recycling).

The NWRSC contributes \$160,000 in funding to the organization for 400 tonnes of waste to be recycled. It was suggested that we prepare a press release to explain why the NWRSC has decided to send its recycling to Rivière-du-Loup. The City of Edmundston sends 800 tonnes of recycling and pays \$60/tonne, or around \$50,000. Lac Baker sends 20 tonnes at a cost of \$1,200 a year. Atelier receives \$210,000 for recycling and has a deficit of \$150,000. If the NWRSC funds the deficit, its contribution will be \$310,000 for 400 tonnes of recycling. With door-to-door recycling, we expect to have 2,000 tonnes of recycling a year, and it's clear that Atelier doesn't have the capacity to take the whole region's recycling.

Mr. Ouellet will inform Atelier des copains only after the NWRSC AGM.

B. Extended absence of the Supervisor of Operations, Mr. Roger Deschênes

Mr. Paul Albert advised the members that Mr. Deschênes has been on extended sick leave since March 29, 2019. Mr. Albert suggested reorganizing his duties to existing employees and recommended a wage adjustment for Mr. Denis Thibodeau and Mr. Michel Montreuil.

The members of the Executive accepted Mr. Albert's recommendations.

C. Adjustment to landfill rates for 2020:

- a) Subsequent to the process of replenishing the capital reserve fund, the NWRSC Board accepted an increase of \$9/t for 2019, but in order to minimize the impact on the municipalities, it was agreed to increase the rate by \$5/t in 2019 instead of \$9/t and by another \$3/t in 2020.
- b) A study presented to the Board members in 2018 showed that a door-to-door recycling program would decrease the landfill invoices of participating municipalities by +/-16%. When the recycling program is rolled out in January 2020, this reduction in revenue will represent a loss of 4% to the Waste Management Department's operating budget, which would be nullified by an increase of \$2/t in the landfill rates.
- c) Following the \$80,000 increase in the contribution to the NWRSC's 2019 governance budget, Waste Management would suffer a loss to its operating budget representing \$2/tonne.
- d) In cases b) and c) the cost is shared among all clients of the NWRSC, that is to say, the members receive 100% of the benefits and assume 25% of the costs associated with the expense.

In order to respect the contract conditions for notice of changes to landfill rates with certain of our clients, it is important that we set the 2020 rate before June 30, 2019. Members recommended an increase of \$5/t in 2020.

Here is an example to explain the budget impact on the municipalities: The Rural Community of Saint-André landfilled 698.86 tonnes in 2017 at \$57/t = \$39,835.02. In 2020, the tonnage will decrease by 15%, so we are forecasting 594 tonnes at \$68/t = \$40,394 (*we predict that door-to-door recycling will decrease landfilling by 15%*).

D. Twin River knots

Mr. Paul Albert informed the members que Twin Rivers Paper Company Inc. is asking us to eliminate the limit of 250 t at the preferential rate in order to meet their operating needs and get rid of their knots during the spring thaw because Twin Rivers can't access its secondary landfill site (Envirem compost site at Rivière-Verte). We have an agreement stipulating that the NWRSC's landfill site will accept 250 tonnes of knots a week at a preferential rate of \$15/t. The agreement also stipulates that the excess will be billed at the regular rate of \$63/t. The preferential rate of \$15/t is justifiable because the knots replace gravel in our waste recovery operations. The knots reduce our operating costs to transport gravel while meeting our environmental obligations under our operating license. The extra volume isn't used for anything operational and limits the space available for regular waste at \$63/t. Members recommended sticking with the existing agreement.

4. Selection Committee for the Position of Interim Executive Director

All members of the Executive will be part of the selection committee for the position of interim Executive Director. A folder with the applications received was distributed to the members of the Executive. It was suggested that we extend the job offer until April 29, 2019, and make the change on the NWRSC website and in the online ads.

5. Job posting – Urban Planner Position

Mr. Ouellet advised the members that Ms. Ariane Fortin-Ouellet has resigned. She has accepted a position in Ottawa with the Canadian Armed Forces. Ms. Catherine Dufour posted the job offer for a planner, but she asked the members whether she could offer the position to an employee who depends from one year to the next on projects from the Environmental Trust Fund for his job. He has the necessary qualifications, a Master of Environmental Science, he is very competent and he knows the demographic issues in the region and the local areas. The members all agreed to offer the position to Adrian Prado. Ms. Dufour said that we are looking for expertise that we already have and can develop even more. He is an excellent candidate with multiple qualifications.

When we hire someone who is newly qualified, we have to invest several thousand dollars for accreditation, certification, etc. In order to get a return on our investment, Ms. Dufour suggested having the new employee sign an employment contract under which he or she would work for the NWRSC for at least four years or have to repay these fees. Everyone agreed.

6. Strategic Plan – regional data portal

Ms. Catherine Dufour advised that she had issued a press release last week about various events and that a newsletter will be prepared and distributed by Ms. Jovanie Lagacé, our Communication and Education Coordinator. Ms. Dufour proposed allowing Mr. Alaa Maaref and Mr. Adrian Prado to make a presentation at the next Board meeting to demonstrate what they are doing with developing regional data with the mapping portal, that is, asset management or business directories. It's a tool with an enormous potential to provide municipalities with archived and documented information. Ms. Dufour asked whether the NWRSC could offer external contracts or another section to interested members with budget and resources. Mr. Ouellet will find out from ELGNB.

7. Temporary Loan – Debenture

Ms. Johanne Thibodeau asked around to various financial institutions in order to get the best rates for a temporary loan of \$2.3M to set up a door-to-door recycling program (construct a building, buy equipment and rolling stock and buy blue bins). RBC is offering us the best rate, 2.95%.

Our reserve funds are all with RBC at 1.4% and we can get a better rate of return from Scotiabank, 2.20% to 2.5%. A motion will have to be put before the members of the Board at the next meeting.

8. Nominating Committee

It was suggested that Mr. Carmel St-Amand and Mr. Michel Leblond be asked to serve on the Nominating Committee.



9. Liquidation of furniture in the governance office

Members recommend that the Governance Office furniture be offered to Board members and if there is a lot of interest a freelance will be held at the AGM.

10. Other Business

The NWRSC received an application for sponsorship from the COFJA 2019. The 40th Final of the Jeux de l'Acadie will take place June 26 to 30 in Saint-André, Drummond, Saint-Léonard and Grand Falls. The members recommended offering an iPad worth +/- \$750 as a prize in the draw for the interactive activities taking place in the Games Museum.

11. Adjournment

The meeting was adjourned by the Chair at 7:45p.m.

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JEAN-PIERRE OUELLET, Chair

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FRANCE ROUSSEL, Vice-Chair

