



GENERAL MEETING

DATE: Monday, July 19, 2021

LOCATION: Fireman Hall of Sainte-Anne-de-Madawaska (Municipal Building)

TIME: 6 :30 p.m.

MINUTES OF MEETING # 48

1.2. Attendance and call meeting to order

The meeting was called to order at 6:30 p.m. Mr. Jean-Pierre Ouellet, Chair of the Board, welcomed everyone. Mr. Ouellet asked everybody to introduce themselves.

Members attending

OUELLET, Jean-Pierre, president
PELLETIER, Roseline
DOIRON, Michel
ROY, Paul
LEVESQUE, Josée
MARTEL, Alain
MARQUIS, Eric
ROUSSEL, Lise
GIRARD, Sylvie
PARENT, Lisa, Vice-Chair
SOMERS, Nicole
DESCHÊNES, Marcel

Mayor of Haut-Madawaska Community
Mayor of Lac Baker
Representing the LSD
Representing the LSD
Representing the LSD
Representing the LSD
Mayor of Edmundston
Mayor of Saint-Léonard
Mayor of Sainte-Anne-de-Madawaska
Mayor of Rivière-Verte
Mayor of Saint-Quentin
Mayor of Grand Falls

Members absent

LEVESQUE, Marcel
ROUSSEL, France

Mayor of Rural Community of Saint-André
Mayor of Drummond

Staff attending

BELLEFLEUR, Lise
THIBODEAU, Johanne
CASTONGUAY, Marie-Eve
DUFOR, Catherine
LEBEL, Richard
MICHAUD-THIBAUT, Krystine

Executive Assistant
Financial Director
Executive Director
Planning Director
Solid Waste Service Commission Manager
Communications and Education Coordinator

Guests

LEVESQUE, Tom
DUBÉ, Gail (arrives at 7h32)

Regional Emergency Management Coordinator
Local Service Manager, Local Government and Local Governance Reform

Public

1 member

M. Daniel St-Germain

3. **Disclosure of interest**

None was declared

4. **Approval of agenda**

Motion No. 1

Upon motion duly made by Mr. Marcel Deschênes, seconded by Mrs. Roseline Pelletier and unanimously carried, it was

RESOLVED That the agenda of the general meeting of July 19, 2021, be accepted as presented.

CARRIED

5. **Follow-up – Clarification of the June 24, 2021, AGM**

Ms. Marie-Eve Castonguay took a few minutes to clarify a few points following the AGM of last June 24. At the regular meeting last January there was a discussion of presenting the financial statements before the municipal elections and having the AGM after the elections. At the April 28, 2021, meeting, since a motion was passed to accept the 2020 financial statements, the NWRSC is in compliance with the accounting firm's process for presenting financial statements. Following the AGM last June 24, questions were asked about the legitimacy of the vote of some members. The Director of Finance held discussions with Mr. Mario Leblanc and Ms. Jennifer Thompson from the province to obtain clarifications.

We received the following explanations from them:

Since the new mayors had been sworn in, Ms. Roseline Pelletier was fully entitled to second the motion to approve the report of the Chair.

However, with respect to the vote of members of the LSDs, they were not entitled to vote, or to move or second a motion, because their term had ended on May 31, 2021. So now we have to redo motion No. 11 from the AGM, which was as follows:

11. Ratification of the acts of directors, management and personnel of the CSRNO since the last annual meeting

Motion No. 6

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

RESOLVED To approve and ratify that the members of the board of directors must receive, for their services, the same remuneration as 2020 when they attend meetings during the year.

To be read as following:

Minutes of the AGM:

11. Ratification of the acts of directors, management and personnel of the CSRNO since the last annual meeting

Motion No. 6

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

RESOLVED To approve and ratify that the members of the board of directors must receive, for their services, the same remuneration as 2020 when they attend meetings during the year.

CARRIED

**** this correction will also be made to the minutes of the June 24, 2021, Annual General Meeting.**

6. Report of the nominating committee and election of the executive

At the request of the Executive Director, a nominating committee was established, given the departure of Mr. Leblond, the committee chair, and Mr. St-Amand, the vice-chair. Messrs. France Roussel and Marcel Levesque agreed to sit on the committee as chair and vice-chair.

Since two members of the nominating committee were absent, Ms. Roseline Pelletier was asked to read the report as chair of the election.

Motion No. 2

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

MOVED that Ms. Roseline Pelletier be appointed chair of the election in order to read the report of the nominating committee.

CARRIED

Pursuant to Article 2.6.1 (election of board officers) of the Northwest Regional Service Commission Procedural By-law, the Nominating Committee consisting of Mr. France Roussel, mayor of Drummond and Mr. Marcel Levesque, mayor of Saint-André, wish to present the following report:

In compliance with the by-laws of the Northwest Regional Service Commission, the committee agreed to nominate the following for a one-year term:

The Mayor of Haut-Madawaska, Mr. Jean-Pierre Ouellet, as Chair of the CSRNO; Mrs. Roseline Pelletier, member of the nomination committee, called three times for further nominations. No further nominations were suggested. Mr. Jean-Pierre Ouellet was elected by acclamation and accepted the chair.

Since there are two interested members in the vice-presidency
Ms. Roseline asked Ms. Nicole Somers if she still wanted the post of Vice-President. Ms. Somers is stepping down from the post of Vice-Chair.

Ms. Roseline asks Ms. Lisa Parent if she still wants the position of Vice-President.
Ms. Parent accepts the position of Vice-President.

The Mayor of Rivière-Verte, Mrs. Lisa Parent, as Vice-Chair of the CSRNO; Mrs. Roseline Pelletier, member of the nomination committee, called three times for further nominations. No further nominations were suggested. Mrs. Lisa Parent was elected by acclamation and accepted the vice-chair;

Since there are two members interested in serving on the executive committee as a representative of DSL
Mrs. Roseline asks Mr. Paul Roy if he still wants the job, he gives way.

Ms. Roseline asked Mr. Michel Doiron if he still wanted the position, Mr. Doiron accepted.

The representative of the LSD, Mr. Michel Doiron, as a member of the executive committee of the CSRNO; Mrs. Roseline Pelletier, member of the nomination committee, called three times for further nominations. No further nominations were suggested and Mr. Michel Doiron was elected by acclamation and accepted to sit on the executive committee for the coming year.

The executive members were elected by acclamation :
Mr. Jean-Pierre Ouellet, Chair
Mrs. Lisa Parent, Vice-Chair
Mr. Michel Doiron, Member of the executive

Motion No. 3

Upon motion duly made by Mrs. Roseline Pelletier, seconded by Mr. Marcel Deschênes and unanimously carried, it was

RESOLVED TO accept the nomination committee report, as presented by Mrs. Roseline Pelletier.

CARRIED

7. Appointment of Signing Officers

Motion No. 4

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

RESOLVED To name the following signatory officers: The president, the vice-president, the executive director. For bill payment via Accès-D, the Director of Finance and the Executive Assistant are added.

CARRIED

8. Amendments to the CSRNO rules of procedure manual

Here is a list of amendments to be made to the CSRNO rules of procedure manual.

Modification: In all the document in which it is written **Regional service commission**, make the change to read as follows: **Northwest regional service Commission**

Modification: In all the document where it is written **Commission** make the change to read as follows: **CSRNO**

Modification: In all the document where it is written **Municipalities Act** change to read as follows: **Local Governance Act**

Add Annexes **A, B, C and D**

Section 1. Definition

"Minister" includes the Minister of the Environment and Local Government and includes any person designated by him to represent him.

To read as follows:

"Minister" means the Minister of Local Government and Local Governance Reform and includes any person designated by him to represent him.

2.3 Composition of the board

The Minister of the Environment and Local Government will provide the Northwest Regional Service Commission with the names and contact information of the individuals who will be elected to represent the local service districts.

To read as follows:

The Minister of Local Government and Local Governance Reform will provide the Northwest Regional Service Commission with the names and contact details of the people who will be elected to represent the local service districts.

2.4 Board of Directors

Remove the following:

Study documents (including various reports - including annual reports -, drafts, by-laws and minutes relating to the above matters, financial statements);

To be replaced by the following:

Familiarize yourself with and review documentation relating to the administration, meetings and finances of the CSRNO;

2.6 Officers

2.6.1 The election of officers of the Board of the CSRNO takes place annually at the annual general meeting of the Commission. The president and vice-president can be elected for two additional terms of one year.

To read as follows:

2.6.1 The election of officers of the Board of the CSRNO takes place annually at the annual general meeting of the Commission. The president and vice-president can be elected for three additional terms of one year.

(According to the AGM resolution of June 7, 2017 –
correction had been omitted)

5. Endorse the amendment to the Procedural By-Laws of the CSRNO.
Proposal to accept that point 2.6.1 be amended to read: "The president and the vice-president may be elected for three additional terms of one year"

Resolution # 3

Following a motion duly proposed by Mr. Michel Leblond, seconded by Mr. Paul Roy and adopted unanimously, it was

RESOLVED To endorse the amendment to the Procedural By-Laws of the NWRSC and to accept that point 2.6.1 be amended to read: "The president and the vice-president may be elected for three additional terms of one year "

CARRIED

2.6.5 Vacation

To read as follows:

2.6.5 Vacancies

3.1.4 Mandate: The mandate of the members of a standing committee may be renewed at the annual general meeting of the board

To read as follows:

3.1.4 Term: The term of the members of a standing committee may be renewed at the annual general meeting of the board and may be renewed for three additional terms of one year.

3.4 Executive Committee

To read as follows:

3.5 Executive Committee

Addition :

3.4 Nomination committee

The nomination committee consists of at least two members of the board, one of whom is the chair and the second the vice-chair. Its role is to make the proposal and the recommendation to the board of directors of new members within the executive committee. The terms of the members of a nominating committee can be renewed at the first meeting of the year and the members can be elected for three additional terms of one-year duration.

In the absence of the chair and vice-chair of this committee, the CSRNO may delegate any member of the board to read the nomination report.

5.1 Place of meetings

The meetings and assemblies of the Board of Directors of the CSRNO and the meetings of any committee of the Board may be held anywhere in the region. By resolution of the Interim Council, these are held at the municipal building in Rivière-Verte.

To read as follows:

5.1 Place of meetings

The meetings and assemblies of the Board of Directors of the CSRNO and the meetings of any committee of the Board may be held anywhere in the region. By resolution of the Interim Council, these are held at the municipal building of Rivière-Verte, or at any other place or by any other means deemed suitable.

5.2 Regular meetings

The council may, by resolution, determine one or more days each month for the holding of its regular meetings at a time and place specified in the resolution. After the adoption of this resolution, no notice of meeting will be required before each of these regular meetings.

To read as follows:

5.2 Regular meetings

The council may, by resolution, determine one or more days each month for the holding of its regular meetings at a time and place specified in the resolution. After the adoption of this resolution, no notice of meeting will be required before each of these regular meetings.

(According to the resolution of the general meeting of August 28, 2019)

10. Fixed monthly schedule for regular meetings

Resolution # 8

Following a motion duly proposed by Mr. Carmel St-Amand, seconded by Mr. Michel Leblond and adopted unanimously, it was

RESOLVED That the general meetings of the Board of Directors of the CSRNO (if required) will be held on the fourth Wednesday of the month unless otherwise specified by the President.

CARRIED

5.4 Waiver of notice

If it considers it appropriate, the board may cancel a regular meeting or change the date at least four weeks in advance. A director may waive the notice of any meeting or invoke any irregularity in said notice.

To read as follows:

If it considers it appropriate, the board may cancel a regular meeting or change the date at least one week in advance. A director may waive the notice of any meeting or invoke any irregularity in said notice.

5.5 Participation by telephone

To read as follows:

5.5 Participation by telephone or videoconference

5.11.1 Simple majority.

Except as otherwise provided below, all matters raised at any meeting of the Board are decided by majority vote.

To read as follows:

Except as otherwise provided below, all matters raised at any meeting of the Board are decided by majority vote. (50% of members plus one, for the CSRNO table we must have 8 voting members at each meeting)

7.1 Main office
551 main street, room 200
GRAND-SAULT, NB
To read as follows:
36 Court Street, Suite 102
Edmundston, NB E3V 1S3

8.2 Compensation

Add the following:

c) All must sign Annex C with reference to confidentiality and nondisclosure.

9.2 Remuneration of directors

The directors of the CSRNO receive the compensation provided for in Schedule E D.

It is also suggested by members to make the following modification:

Change meeting / general meeting to regular meeting throughout the manual (except for the motion which had already passed).

It was mentioned specifying that leader means the same as the executive committee.

Resolution # 5

Following a motion duly proposed by Ms. Nicole Somers, seconded by Ms. Roseline Pelletier and adopted unanimously, it was

RESOLVED TO modify the Procedural By-Laws manual of the CSRNO as indicated above.

CARRIED

9. Minutes of the General meeting of April 28, 2021, for approval

Motion No. 6

Upon motion duly made by Mr. Eric Marquis, seconded by Mrs. Lisa Parent and unanimously carried, it was **RESOLVED To accept the minutes of the General meeting of April 28, 2021.**

CARRIED

9. a) Business arising from the minutes

i) Follow-up: Host organization – RIC-NO

Ms. Castonguay gave a short update on the request that we be the host organization for RIC-NO. The CSRNO is unable to fulfill this request and so must refuse it. With all the new and coming changes, and requiring a different accounting system, we felt that it would be wiser to devote our energies to our current services.

10. Minutes of the Executive Committee meeting of May 27, 2021, for approval

Motion No. 7

Upon motion duly made by Mr. Paul Roy, seconded by Mrs. Nicole Somers and unanimously carried, it was **RESOLVED To accept the minutes of the Executive Committee meeting of May 27, 2021.**

CARRIED

10. a) **Business arising from the minutes**

i) **Building Code Administration Act**

Mr. Ouellet and Ms. Catherine Dufour briefly presented the background.

Last fall, the CSRNO was informed of coming changes to the National Building Code. The CSRNO made recommendations and comments, but there was no consultation with the RSCs and the Department refused to hold a meeting. After the Executive Committee meeting, new developments occurred and meetings are planned with the professional associations of inspectors and urban planners. The letter that we had prepared to express our comments and concerns will therefore not be sent.

11. **Motions : For the Solid Waste Sector and Planning Sector for approval**

Motion No. 8

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

RESOLVED

For the Solid Waste and Biogas Sector

- That the CSRNO authorize the reinvestment of GPG # 1N7SRR which mature on May 19, 2021, in the amount of \$26,344.92 in a new CPG # 1SJKPH with a six-month term at the rate of 0.31% which was the best available rate. This GIC will expire on November 22, 2021.
- That the CSRNO authorize the reinvestment of GPG # 1N7V1Y which mature on May 19, 2021, in the amount of \$349,205.47 in a new CPG # 1SJKRC with a six-month term at the rate of 0.31% which was the best available rate. This GIC will expire on November 22, 2021.
- That the CSRNO authorize the deposit of GIC # 1K1VC7 in the amount of \$115,419.46 (biogas sector capital reserve fund) and the deposit of GIC # 1K1VFV in the amount of \$907,993.96 (solid waste sector capital reserve fund), which came due on June 4, 2021, into two separate bank accounts at a rate of 0.35% each. These are the rates that were available for GICs.

Term GIC	Rate
90 days non-cashable	0.25%
6 months non-cashable	0.31%
9 months non-cashable	0.24%
1 year non-cashable	0.30%
1 year cashable	0.20%

- When our two other GICs mentioned in items 1 and 2 come due on November 22, 2021, we can amalgamate the amounts in the Biogas sector capital reserve fund, as well as those in the Solid Waste sector capital reserve fund, to get the option of better rates.

- That the CSRNO authorize repayment of the \$2M loan to the Royal Bank, since we received the debenture in our current account at UNI Financial Cooperation in the amount of \$1,985,272.76 on June 17, 2021. The difference between the amount received and \$2M is a deposit kept by the province. The \$2M loan was to purchase blue residential recycling bins and to construct the transfer centre.

CARRIED

Motion No. 9

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

For the Planning Sector

- That the CSRNO authorize a transfer of funds to reimburse permits to the municipalities and LSDs for April to June 2021. The amount of the transfer is \$11,755.70 from account 29434 ES-2 to the CSRNO's current account, folio 29434. The difference between the total reimbursement of \$43,614.85 and the transfer of \$11,755.70 is due to the number of payments made by credit and/or debit card that are deposited directly into the CSRNO's current account. This transfer was approved on July 12, 2021, by two signing officers, Mrs. Johanne Thibodeau and Mr. Jean-Pierre Ouellet, via internet using the Uni Coopération Financière's Accès-D system.

That the CSRNO authorize a transfer of funds to reimburse permits to the municipalities and LSDs for April to June 2021, in the following amounts:

• Village of Lac Baker	\$ 3,548.00
• Community of Haut Madawaska	\$ 4,394.15
• Village of Ste-Anne-de-Madawaska	\$ 360.00
• Town of Saint-Quentin	\$ 5,336.70
• DSL	\$ 29,976.00
	<u>\$ 43,614.85</u>

CARRIED

12. Correspondence Report

There is no correspondence report to this meeting

13. Income Statement to end of May 2021

Motion No. 10

Upon motion duly made by Mr. Michel Doiron, seconded by Mrs. Lisa Parent and unanimously carried, it was **MOVED To accept the income statement as at the end of May 2021, as presented by the Director of finance, Mrs. Johanne Thibodeau.**

CARRIED

14. Information session and tour of the municipalities

The CSRNO will organize an information session with the Board members. The date is still to be determined. The session will include the three department directors and other key CSRNO employees.

The CSRNO wants to invite itself and travel to the municipalities and communities in its territory to meet with their councils and key employees and present the services it offers.

Tomorrow, July 20, the CSRNO is meeting with the municipality of Saint-Quentin and its councillors. Arrangements are starting to be made with the city of Edmundston.

This session will be adapted at everyone's request to make it satisfactory to all members.

15. Next CSRNO Board Meeting

The next board meeting of the CSRNO will take place on August 25, 2021.

16. Other Business

Mr. Ouellet asked for a minute of silence in memory of Mr. François Picard, who was the CSRNO's Executive Director from January 2013 to July 2019.

With the green phase approaching quickly, Mr. Ouellet mentioned the importance of being vaccinated. It is just as important to make people aware of prevention as of vaccination.

Tom Levesque also took a few minutes to advise members that this fall he wants to begin meetings on emergency measures.

A few questions were asked about the CSRNO's geoportal. Is it updated regularly? Do members still have access? Are the emergency measures plans for every community on it? We will check with Alaa Maaref, Coordinator of Geomatics for the CSRNO.

17. Adjournment

Motion No. 11

Upon motion duly made by Mr. Eric Marquis unanimously carried, it is

RESOLVED To adjourn the meeting at 7:51 p.m.

CARRIED

.....
JEAN-PIERRE OUELLET
Chair

.....
MARIE-EVE CASTONGUAY
Executive Director

.....
LISE BELLEFLEUR
Session secretary