

Western Regional Service Board Meeting Minutes

Meeting Information:

Date: Thursday, June 27, 2013

Time: 7:20pm – 9:10pm

Place: South Shore Room, Greenwood Inn and Suites

Note: This meeting took place immediately following the Appreciation Dinner held to say ‘Thank You’ to those who have participated in WRWM in the past, especially the outgoing WRWM Committee and Technical Committee and to welcome the new Regional Service Board.

Present were:

Barbara Barter	WRSB Member – Burgeo and Area
Cynthia Downey	WRSB Member – Bay St. George
Donna Luther	WRSB Member – Corner Brook and Areas
Eli Bishop	WRSB Member – White Bay South
Leona Gillette	WRSB Member – Humber Valley
Lloyd Burton	WRSB Member – North/South Bay of Island
Roger Barrett	WRSB Member – Western Hills
Geraldine Porter	WRSB Member – Bay St. George (Via Telephone)
Neville Greeley	WRSB Member – Corner Brook and Areas (Via Telephone)
Walter Nicolle	WRSB Member – Long Range (Via Telephone)
Don Downer	WRSB Chair
Jason King	Western Regional Waste Management (WRWM) Coordinator
Pauline Anderson	Western Regional Waste Management (WRWM) Office Administrator
Doug Mills	NPRSB (NorPen)
Boyd Wright	Department of Municipal Affairs
Frank Huxter	Department of Municipal Affairs

Missing with Apologies:

William Bailey	WRSB Member – Southwest Coast
Ashley Burke	MMSB Business Development Officer

AGENDA

1. Call to Order
 2. Approval & Adoption Minutes from May 23, 2013 Meeting
 3. Business Arising from Minutes
 4. Correspondence: Appointments, Western Waste Site Closures, Trout River, etc.
 5. New Business:
 - a) Bank Selection: Procedure, Final Recommendation & Ratification; Accounts Take-Over from Pasadena; Auditor and Lawyer selection
 - b) WRSB Governing Documents:
 - i. Regional Service Board Act, 2012
 - ii. Western Regional Service Board: Rules and Regulations
 - iii. Municipalities Handbook – Appendix A
 - c) Election of Vice-Chair
 - d) WRSB Committees & Structure: Governance, Finance & Audit, Technical, etc. – volunteers, nominations, elections
 - e) Municipal Elections & Implications for RSBs
 - f) Other
 6. Notice of Motion(s)
 7. Adjournment
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1. Call to Order

The meeting was called to order by WRSB Chair Don Downer at 7:20pm with quorum.

2. Approval and Adoption of Minutes from May 23, 2013 Meeting

Motion made by Roger Barrett to adopt the minutes as is, motion was seconded by Barbara Barter with all in favour. Minutes were adopted.

3. Business Arising from Minutes

There was a brief review of the May 23rd minutes; however, there was nothing of importance brought forward for discussion.

4. Correspondence:

Appointments – Appointment letters for the Western Regional Service Board members were sent to the respective town council/community offices. The WRWM office received a copy (via email) of each RSB member's letter as well as the letter for Chair, Don Downer.

Western Waste Site Closures – Funding has been provided for the environmental closure of 11 sites in Western.

Trout River & Howley – They received a 4-week extension on the operational closure of their site, as did the town of Howley. These sites are now expected to close their operations at the end of July.

5. New Business:

a) *Bank Selection:*

Procedure – The WRWM office, with assistance from WRSB member Barbara Barter, developed 9 criteria/categories and interviewed representatives from all 5 local banking/financial institutions in the Corner Brook area. After the interviews were completed, the Bank of Montreal was determined to be the bank that best met the 9 criteria/categories.

Final Recommendation & Ratification – The final recommendation to come out of the interview process was that the Bank of Montreal would be the banking institution for WRWM. An electronic/email vote was conducted and approved unanimously. Ratification was scheduled for this meeting regarding this vote/decision. **Motion made** by Neville Greeley that the WRSB accept the recommendation from the WRWM office that the Bank of Montreal become the bank for WRWM. Motion was seconded by Walter Nicolle and all were in favour – motion was carried.

Accounts Take-Over from Pasadena – This is still in the planning stages and will hopefully take place by the end of July.

Auditor and Lawyer selection – It was determined that there was no need for any kind of competition in the selection of an auditor or lawyer as long as they met the approval of the board. The WRWM office met with BDO representatives Jeff Follett and Brian Barker, as well as Poole, Althouse Barristers and Solicitors representative Cillian Sheahan, to discuss the possibility of WRWM becoming their clients. They will assist in legal and registration matters as we move forward in WRWM. **Motion made** by Roger Barrett that the WRSB accept the recommendation of the WRWM Office to solicit BDO as their official auditor. Motion was seconded by Cynthia Downey and all were in favour - motion was carried. **Motion made** by Cynthia Downey that the WRSB accept the recommendation of the WRWM Office to solicit Poole Althouse (Cillian Sheahan) as the official law firm (lawyer) for WRWM. Motion was seconded by Donna Luther and all were in favour – motion was carried.

b) *WRSB Governing Documents:*

- i. Regional Service Board Act, 2012
- ii. Western Regional Service Board: Rules and Regulations
- iii. Municipalities Handbook – Appendix A

These three documents will be very important as we develop the WRSB regulations and by-laws. It was recommended that there be a governance committee, comprised of WRWM office personnel and members of the WRSB that will review these documents and bring back a document to the WRSB comprised of rules, regulations and by-laws for the board to review and accept/reject. This could be the mandate of the governance committee along with periodic reviews of by-laws and such. The issue of determining the necessity of committees will be discussed shortly in 5d; therefore, we will table this discussion until we have reached that point.

c) *Election of Vice-Chair*

Lloyd Burton nominated Roger Barrett for the position of Vice-Chair of the WRSB. Geraldine Porter nominated Cynthia Downey for the position of Vice-Chair of the WRSB. There was consensus that the nominations cease. It was recommended that we proceed with a secret vote in filling this important position on the board. Since there were three members attending the meeting via telephone, and one member unable to attend the meeting, it was recommended that we conduct a secret ballot via postal mail. The WRWM office will send out an envelope to each WRSB member that will contain a voting slip with the nominees names included on it, an envelope in which to seal their vote, and a second envelope addressed to the WRWM office to mail back the sealed voting envelope – all voting envelopes to be opened at the July 25th meeting.

d) *WRSB Committees & Structure: Governance, Finance & Audit, Technical, etc.*

WRWM office spoke with the other regional service boards in Newfoundland and it was highly recommended that Western develop a Governance Committee and a Finance & Audit Committee. The WRSB agreed with this recommendation. **Motion made** by Neville Greeley that a Governance Committee and a Finance & Audit Committee be formed with 3 WRSB members sitting on each of these committees. Motion was seconded by Eli Bishop with all in favour – motion carried. The board was then asked for three volunteers to sit on each of the boards. The following was determined:

Governance Committee: Lloyd Burton, Eli Bishop and Leona Gillett

Finance & Audit Committee: Walter Nicolle, Donna Luther and Bill Bailey (offered earlier in the day as he was unable to attend tonight's meeting).

In backtracking to 5b, **motion made** by Neville Greeley that the WRSB Rules and Regulations will be the first job of the new Governance committee with the results/recommendations coming back to the WRSB at the next meeting (July 25th). Motion was seconded by Barbara Barter with all in favour – motion carried.

Technical Committee: It was agreed that when there is a need for a Technical Committee that members of that committee be left to the decision of the WRWM office with perhaps a volunteer or two from the board participating.

WRWM Chair Don Downer, Coordinator Jason King and Administrator Pauline Anderson will sit in on the meetings of these committees. If any other members of the board would like to sit in on any of these committee meetings to offer their advice, they are free to do so.

e) *Municipal Elections & Implications for RSBs*

There has been substantial discussion on this topic amongst the chairs of the Eastern, Central and Western Regional Service Boards at a recent 'Chair's Meeting'. The wording of Section 8.3 of the Regional Service Board Act and its interpretation is what is causing the conflict. There are still major questions regarding what happens to the RSB membership after the September municipal elections and clarification is needed from the Department of Municipal Affairs regarding this concern. A question was posed as to if there is any leeway for the Board governance committee to make a decision on this – a question that couldn't be answered during this meeting.

f) *Other*

No further items for discussion were brought to the table.

6. Notice of Motion(s)

This is a new topic for the agenda which brought up discussion. A notice of motions should be on the agenda when there are expected changes in regulations or in the by-laws for which feedback and discussion is required. The 'notice' gives members affected by the proposed motion chance to prepare for the discussion regarding the motion.

7. Adjournment

Motion made by Neville Greeley to adjourn the meeting at 9:10pm. Motion was seconded by Geraldine Porter with all in favour – motion carried.

The next meeting is tentatively scheduled for 6pm on Thursday, July 25, 2013 at the WRWM Office at 19-21 West Street, Suite 25.