

Western Regional Service Board Meeting Minutes

Meeting Information:

Date: Thursday, April 24, 2014

Time: 6:00pm – 8:40pm

Place: WRWM Office, 19-21 West Street, Suite 25, Corner Brook

Present were:

Barbara Barter	WRSB Member – Burgeo and Area (departed at 6:45 pm)
Bernd Staeben	WRSB Member – Corner Brook & Areas
Bruce Burton	WRSB Member – Southwest Coast
Keith Cormier	WRSB Member – Corner Brook & Areas
Ken Meade	WRSB Member – Bay St. George
Leona Gillette	WRSB Member – Humber Valley
Robert Cormier	WRSB Member – Bay St. George
Roger Barrett	WRSB Member – Western Hills
Tony Blanchard	WRSB Member – North/South Bay of Island
Walter Nicolle	WRSB Member – Long Range
Don Downer	WRSB Chair
Doug Mills	NPRSB (NorPen)
Jason King	Western Regional Waste Management (WRWM) Executive Director
Pauline Anderson	Western Regional Waste Management (WRWM) Office Administrator
Robert Locke	Service NL
Ashley Burke	MMSB Business Development Officer (Via Telephone)
Chris Power	Municipal and Intergovernmental Affairs (Via Telephone)
Marie Ryan	Environment and Conservation (Via Telephone)
Kevin Murphy	CBCL Limited Consultants (Via Telephone)

Missing with Apologies:

Eli Bishop	WRSB Member – White Bay South
Derrick Maddocks	Environment and Conservation
Boyd Wright	Municipal and Intergovernmental Affairs

1. Call to Order

The meeting was called to order by WRSB Chair Don Downer at 6:02pm with quorum. Introductions were made of everyone around the table and the four participants on the telephone.

2. Approval & Adoption of March 13, 2013 Meeting Minutes

Motion 14-0424-01: Roger Barrett placed a motion for the WRSB to adopt the presented minutes from the March 13, 2014 WRSB Meeting. Motion was seconded by Barbara Barter. All nine members present at the time (Robert Cormier was not present for this motion) were in favour with none contrary, Motion was passed. Robert Cormier arrived a few minutes after the motion was made and participated in all discussions and motions from this point onwards.

3. Business Arising

a. Wild Cove & St. George's Interim Operations and Data Management System Update

i) Wild Cove Waste Disposal Site

- Rollout of the card system at Wild Cove is scheduled for May 5th. Ad is being placed in the Apr 26, 28 and 30 editions of The Western Star and looking into putting it on the Radio. Public drop-off area is being moved behind the scales during the weekend of May 3-4 to be ready for May 5th.
- Application forms were emailed to as many commercial users as possible based on a Wild Cove Commercial User listing received from Edward Collins Contracting - Wild Cove site operators. Commercial RFID cards can only be obtained at the WRWM office.
- Domestic RFID cards can be obtained at the WRWM office or at the Wild Cove site.
- January - March payments and invoices are being worked on by Edward Collins Contracting and WRWM office. Payment of invoices will occur once payment of Tipping fees has occurred.
- Wild Cove attendant(s) are being trained by World Office on the data management/RFID card system next week to be ready for May 5th.

ii) St. Georges Waste Disposal Site

- Harsh winter has caused many problems at this site. Main problem is the freezing of the scales which caused invoicing issued due to missed data. WRWM office worked to fill in the missing data using historical data from 2014 and 2013. Due diligence was done on the methodology of missing load cost. Scale installation problems will be resolved and corrected within the next month which is the reason for the delay in the RFID card system going active at this site.
- Transportation and Works - Work should be starting this year on the highway outside this site to reconfigure for the site and future transfer station. Chris Power will look into the status of this project.

b. Administration Building

Work is still taking place to determine the suitability of the building of interest. Phase 1 inspection (environmental and structural) is done and extension was given by the owner for the Due Diligence (May 15th) and Closing dates (May 30). There is a concern regarding code issues and fire separation; however, government will review the reports and it is expected that additional inspections may need to occur. May need further extension in order to get all the information to government for them to review for a final declaration of building suitability. It was requested by the board that if we do not have the required information within the next 2 weeks to submit to government that we may have to start looking at further options for buildings unless a further extension is necessary.

c. Contracts

- i) St. Georges Contract/Tender Document - Working to finalize the new tender contract which has more detail in it than in the current contract with Boyd and Bungay. Lawyer will have document ready for the WRWM office tomorrow and it will then be given to CBCL Consultants for review.
- ii) Corner Brook Contract - Final draft is ready for WRWM and City to review and sign. It was suggested that an Ad Hoc committee be formed with 2 WRSB members, WRWM staff and the lawyer to work through it all. There is no mention of land ownership in the contract.

d. Budget Release

The 2014 WRWM budget has to be submitted to all the Western communities as per the Regional Service Board Act. The delay in getting this budget released was due to assumed approval by government input needed, the issue of HST, and several back and forth discussions and reviews with the auditors. With this being the first official budget of the WRSB, it was important to get the template correct. The GST rebate needs to be recognized within the budget before it is released and the Finance Committee will review it in more detail.

4. New Business:

a. Prime Consultants Updated (CBCL Limited - Kevin Murphy)

- i) Working on several projects including the Administration building, the St. Georges tender document, volumes and working on the constraints of the waste stream from the Department of Environment and Conservation.
- ii) Geotechnical and topographical surveys need to be done now in order to get the information needed on the transfer stations sites.
- iii) There are concerns based on correspondence with Corner Brook Pulp and Paper Limited that may disqualify the suggested location for the Hampden transfer station site. There is also concern regarding infringement on waterway/pond with needs to be discussed with Environment and Conservation (Water Resources).
- iv) Bonne Bay South site still needs to be determined.

b. Finance, Governance and Technical Committees

- i) The Finance and Governance Committees will meet before the next WRSB meeting to discuss many issues that need to be resolved.
- ii) It was suggested, and agreed, that the Technical Committee should contain representatives from: the WRSB; WRWM office; Government Department of Municipal and Intergovernmental Affairs, Environment and Conservation, and Service NL; Multi-Material Stewardship Board (MMSB) and the Consultant Firm (CBCL). The WRWM office will be charged with the duty to confirm the members of this committee and make contact to schedule the first meeting for this group.

c. Roger Barrett - Request from Great Humber Joint Council

The Great Humber Joint Council had two questions they wanted their President (Roger Barrett) to present to the WRSB:

- i) Any consideration of a subsidy for smaller communities regarding the \$200/hh cost estimate? No consideration has been given to this topic to date. We need to see what cost is involved and then consider any exemptions or subsidies that may be available. Could be something to look into for more detail later. The regional approach does work as a subsidy in a sense since everyone is paying the same amount for the same services regardless of where they live.

- ii) What is the transportation cost per tonne to Norris Arm and can smaller communities opt out? A lengthy discussion took place regarding technical (certificate of approval) and financial implications of smaller communities opting out of a regional system. It was decided that this question would need further discussion.

Roger will submit these questions to the WRWM office on behalf of the Great Humber Joint Council for future discussion.

d. Central Tipping Fee

The WRWM office received a breakdown of numbers from Central Newfoundland Waste Management. These numbers need to be discussed in more detail with CBCL and perhaps with the Technical Committee when they meet, as well as taking into account our prime consultant's advice. There may be clarification required on some of the figures presented in the report.

e. Organics Report and Meeting

The report was received by the office for review by Don and Jason who are on the Organics Review Committee. The options presented in the report show different levels of service and costs. Don and Jason will review the document in more detail before meeting with the Organics Review Committee (with Government, Central and Easter representatives). It is estimated that it will be approximately 2 years before money is being put into place for a provincial organics program with implementation expected around the year 2020. The preference is to handle organics locally if at all possible as the more times you handle waste, the more expensive it gets.

f. MMSB Communications

Don and Jason had a teleconference with MMSB regarding public education for WRWM. In the short term, it is important to look at media issues. In the long term, public education is fundamental. MMSB and the WRWM office are moving forward to participation in this program. MMSB will pay travel costs for up to two representatives per region to attend the MMSB forum in the Fall. The forum was originally scheduled for June but is now being postponed to October. It is important to attend these forums to keep up on the development happening within all regions in the province and to keep communication open between the various regions.

5. Correspondence:

a. Motor Vehicle License Fees for Regional Service Boards

The Chairs of Eastern, Central and Western Regional Service Boards have requested to be treated the same as municipalities on this issue.

b. Advanced Funding

Approval for advanced funding has been given and instructions have been sent by government regarding the setting up of a bank account for this funding. The WRWM office is corresponding with the bank to ensure all requests of government are met in setting up this account.

c. MMSB Funding

The WRSB has been approved by MMSB for the remaining balance of the Capacity Building Program. The board was previously approved for \$225,000 of the \$375,000 available. We have now been approved for the remaining \$150,000 which will cover some of the 2015-2016 operating expenses.

d. Delegations

We received a request from a Cox's Cove representative to speak with the board about the closure of the McIver's site. The details regarding the request for delegations is not as clear in the Terms of Reference as they should be. This will be looked at in more detail at the next Governance Committee meeting. A response was given to the representative to present the request in an official

correspondence to the WRWM office. We have not received anything further on this request from that community or a representative from that community.

6. Notice of Motion(s)

Motion 14-0424-02: Walter Nicolle motioned that the WRSB authorises the chair to enter into an agreement on behalf of the board for the design and construction of the 6 transfer stations for the Western Region. Motion was seconded by Leona Gillette. All nine members present at the time (Barbara Barter had left the meeting at this point and therefore did not participate in the motion) were in favour with none contrary, Motion was passed.

7. Other

- a. **SWANA** - WasteCon Conference is in Texas this year. WasteCon is the largest conference in North America on Waste Management which is held annually by SWANA. The operational budget covered the cost involved with WRWM being involved with this conference. The WRSB requested that the WRWM office look into Canadian, or similar conferences held closer to home in the future.

Motion 14-0424-03: Keith Cormier motioned that the WRWM office send both Don Downer and Jason King to the SWANA WasteCon in Texas this year as noted in the approved budget. Motion was seconded by Bruce Burton. Motion was approved by Bernd Staben, Bruce Burton, Keith Cormier, Ken Meade, Robert Cormier, Leona Gillette and Walter Nicolle. Roger Barrett and Tony Blanchard were against to the motion, motion was passed.

8. Meeting Schedule

Keeping with the current schedule (fourth Thursday of each month), the next WRSB meeting will take place on Thursday, May 22, 2013.

9. Adjournment

Meeting was adjourned at 8:40pm.