

Western Regional Service Board

Meeting Minutes

Meeting Information:

Date: Thursday, December 4, 2014

Time: 4:00pm – 5:45pm

Place: Meeting Room A, Mamateek Inn, Corner Brook

Present were:

Barbara Barter	WRSB Member – Burgeo and Area
Bruce Burton	WRSB Member – Southwest Coast
Eli Bishop	WRSB Member – White Bay South
Bernd Staeben	WRSB Member – Corner Brook & Areas
Keith Cormier	WRSB Member – Corner Brook & Areas
Leona Gillette	WRSB Member – Humber Valley
Roger Barrett	WRSB Member – Western Hills
Tony Blanchard	WRSB Member – North/South Bay of Island
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
Boyd Wright	Municipal and Intergovernmental Affairs
Warren Strong	Strong Engineering/World Office

Missing with Apologies:

Ken Meade	WRSB Member – Bay St. George
Robert Cormier	WRSB Member – Bay St. George
Kevin Murphy	CBCL Limited Consultants
Frank Huxter	Municipal and Intergovernmental Affairs

1. Call to Order

The meeting was called to order by WRSB Chair Don Downer at 4:05pm with quorum. Introductions were made of everyone around the table.

2. Approval & Adoption of October 30, 2014 Meeting Minutes

Minutes were reviewed with one correction noted and corrected.

Motion 14-1204-01: Keith Cormier motioned for the WRSB to adopt the presented minutes from the October 30, 2014 WRSB Meeting with the one correction noted and revised. Motion was seconded by Eli Bishop. All eight members present were in favour with none contra minded. Motion was passed.

3. Approval & Adoption of November 20, 2014 Meeting Minutes

Motion 14-1204-02: Barbara Barter motioned for the WRSB to adopt the November 20, 2014 WRSB Meeting minutes as presented. Motion was seconded by Leona Gillette. Seven members present were in favour with one contra minded (Roger Barrett). Motion was passed.

4. Business Arising

a. *Budget 2015 & Tipping Fee for 2015*

The budget was sent to Municipal and Intergovernmental Affairs for review, then sent to the Western Communities via email along with a Newsletter. A press release was sent out at the same time to all media sources in Western Newfoundland (and a few beyond Western Borders in NL). Don Downer conducted interviews with CBC Radio, Western Star and NTV Evening News. Jason King spoke with City of Corner Brook Representative Dale Park regarding the Wild Cove deficit repayment and to Peter Fenwick about the Bay St. George Surplus. It is expected that customers will increase diversion in efforts to reduce their costs.

b. *Vacant Seat on WRSB, Election Long Range Sub-region*

The Long Range Sub-regional committee will be holding a meeting on December 8th at 7pm in Parson's Pond. The WRWM office will join that meeting via telephone to provide guidance for the election being held at that meeting to obtain a Long Range representative to sit on the WRSB since the Long Range representative seat is currently empty since Walter Nicolle's resignation in the Fall. Once the WRWM office know the successful candidate (2 nominees came forward), the name will be submitted to MIGA for official appointment to the WRSB. The new member will have to go through orientation and can attend WRSB meetings without an official vote until the official appointment comes forward from government.

c. *Office Accommodations, Lease Tender*

The WRWM office received documents from MIGA and Eastern Waste Management regarding leasing office space. Eastern currently rents their office space and have gone through the process. Documents were basically the same in dealing with infrastructure and is very detailed. The WRSB agreed that we should look at a minimum 5 year lease (if not longer) as well as utilize MIGA's assistance to finalize the document rather than employ a consultant to review it. **Direction was given by the WRSB (initiated by Roger Barrett and agreed to by all present) to Jason King to proceed with the office lease as provided by MIGA.** The hope is to have the document ready before the end of the year and ready to go out in early January.

d. Raising the Scales St. George's & Work at Wild Cove

Wild Cove - there might be some issues with the electronics/wires attached to the scales. Could we get heat applied to keep the wires and scales from freezing during the winter? May be minimal cost involved. This is an operational issue for the office and it was suggested that the board doesn't need discussion on this, just notification via email of what is happening.

e. Citizen Representative Investigation

Don Downer received correspondence from Bradley Moss that they are now going to government to see if there's anything that warrants changing at the St. George's site, but they are okay with the documentation provided by the WRWM office and require nothing further from us. Issue is basically finalized for WRWM.

5. New Business

a. Technical Committee Report

Jason King provided a detailed report on what was presented and discussed at this morning's Technical Committee meeting. No recommendations were brought forward to the WRSB from the Technical Committee.

b. Finance Committee Report

Details were given in the November 20th meeting. Will be able to get a full picture as we bring World Office fully online. No CBPPL bark is included in the 2015 budget details. Issue with CBPPL regarding delinquent accounts. They are now paid to date on their delinquent accounts (accounts over 60 days old) until the next invoicing period. WRWM is still waiting on a response from them regarding taking 'bark' off their cards as an offered product.

c. Governance Committee Report

Governance Terms of Reference - originally there were 27 points that have now been reduced to 24 points. The WRWM office will send this document to the board for review and note any suggested changes. It will be put on the agenda for the January 22nd meeting for further discussion and possible approval.

WRSB Terms of Reference - changes were made to the following sections:

- i. Attendance - 3 points changed or revised regarding board attendance at meetings
- ii. Board Remuneration - There was a question as to if T4s need to be issued to Board members regarding their remuneration payment. The WRWM office will check with their accountants on this issue.
- iii. Delegations - changes were made regarding delegations and the time allotment per delegation.
- iv. Board Spokesman - the term 'delegate' was changed to 'designate' so that it allows for board or staff members to be the spokesperson.

Motion 14-1204-03: Eli Bishop motioned for the WRSB to accept the WRSB Terms of Reference as presented and amended at this meeting. Motion was seconded by Roger Barrett. All eight members present were in favour with none contra minded. Motion was passed.

d. MMSB Meetings & Communications/ Educational Program

Meetings with MMSB on this program have begun and will continue in order to develop a communications and education program for Western.

6. Correspondence/ Media:

a. Letters to/from Government & Other

None to report

b. Other

Corner Brook Pulp and Paper Limited - received a letter and cheque in response to the letter sent to them from the WRWM office. The WRWM office agreed to waive the current interest charged as long as specific stipulations were met regarding payment on their account. Stipulations were met and it was stressed to them that the waiving of interest is a one time offer.

7. Other

- The office is moving forward to getting the Operations Officer in January/February.
- Labrador City requested an extension to be added onto Western's contract with Strong Engineering for them to install the World Office system. Questions were asked as to what implications this has for Western and these concerns were alleviated; all were in agreement to proceed with the extension.

Motion 14-1204-04: Keith Cormier motioned for the WRSB to approve the change order extension to the current Strong Engineering Contract in the total of \$183,797 (HST included). This change order is for the data management work to be conducted in Labrador. Motion was seconded by Bruce Burton. All eight members present were in favour with none contra minded. Motion was passed.

8. Next Meeting Schedule

Keeping with the current schedule of the fourth Thursday of each month, the next WRSB meeting will take place on Thursday, January 22, 2015. Keith Cormier advised that starting January 15, 2015 he will be working on a project for 10 weeks and will not be able to attend any WRSB meetings during that timeframe.

9. Adjournment

Meeting was adjourned at 5:45pm.