

Western Regional Service Board Meeting Minutes

Meeting Information:

Date: Thursday, June 26, 2014

Time: 6:05pm – 8:30pm

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

Present were:

Barbara Barter	WRSB Member – Burgeo and Area
Bruce Burton	WRSB Member – Southwest Coast
Eli Bishop	WRSB Member – White Bay South (Via Telephone until 7:35pm)
Ken Meade	WRSB Member – Bay St. George
Leona Gillette	WRSB Member – Humber Valley
Robert Cormier	WRSB Member – Bay St. George
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
Ashley Burke	MMSB Business Development Officer (Via Telephone)
Kevin Murphy	CBCL Limited Consultants

Special Guest: Stephanie Kilfoil and Gerry Eisner with CBCL Limited

Missing with Apologies:

Bernd Staeben	WRSB Member – Corner Brook & Areas
Keith Cormier	WRSB Member – Corner Brook & Areas
Roger Barrett	WRSB Member – Western Hills
Walter Nicolle	WRSB Member – Long Range
Boyd Wright	Municipal and Intergovernmental Affairs

1. Call to Order

The meeting was called to order by WRSB Chair Don Downer at 6:05pm with quorum. Introductions were made of everyone around the table and on the telephone.

2. Approval & Adoption of May 22, 2014 Meeting Minutes

Motion 14-0626-01: Robert Cormier motioned for the WRSB to adopt the presented minutes from the May 22, 2014 WRSB Meeting. Motion was seconded by Leona Gillette. All seven members present were in favour with none contrary, Motion was passed.

3. Business Arising

- a. Report on Emergency Meeting regarding Western Star Article Saturday, June 7, 2014 - The notes/minutes from this meeting are to be brought forward to the next meeting for approval. They will be emailed out to the Board prior to that for review.
- b. Administration Building – Didn't get the executive approval from Government for purchasing the building; therefore, we had to send a letter of refusal to the building owner. WRWM did it's due diligence with CBCL on this process and kept government fully informed each step of the way even though there was no real outline of procedure to follow. WRWM needs to ensure we have the correct and proper procedure clearly stated from government to prevent any further delays and expense in this process in the future. Current office space is not sufficient. The WRWM office will look at possible alternatives.
- c. Wild Cove & St. George's Interim Operations Update, including Scales Tenders
Scales Tender – to raise the scales and provide proper drainage. This should be put together in the next 2-3 weeks.
Card System in St. Georges – working on coordinating the roll-out for August 5th and preparing information to send out to the St. George's area.
- d. Corner Brook / WRSB Wild Cove Agreement – Lawyers for CB and WRSB have finished negotiations on the agreement. Corner Brook has signed off on it and is awaiting a signed copy from the WRSB/WRWM to proceed. This contract allows for Corner Brook to give WRWM assistance until the end of December 2014.
Motion 14-0626-02: Bruce Burton motioned that the WRSB accepts the agreement between the City of Corner Brook and the Western Regional Service Board and the WRWM office go ahead and sign the contract. Motion was seconded by Barbara Barter. All seven members present were in favour with none contrary, Motion was passed.
- e. Accounting, Interim Waste Site Takeovers, etc. – Accounting responsibilities have increased greatly in the past few months. There is a problem with collection of tipping fee money from certain entities but are looking to BMO and MMSB for possible loans if we get into financial trouble because of it. Requires discussion with the Finance Committee before making any final decisions. We're recording low tonnages, but that is normal for this time of the year. We are at 34% where we should be at 41% (equal month budget). Wild Cove isn't receiving any bark from CBPPL as they are conducting a project with their bark.
- f. Job Descriptions - **Motion 14-0626-03:** Leona Gillette motioned that there be an Ad Hoc Hiring Committee formed to review the job descriptions, review any resumes submitted and be involved in the hiring process. Motion was seconded by Robert Cormier. All seven members present were in favour with none contrary, Motion was passed.

- g. Bay St. George Tender for Site Operator - The Tender for the St. George's Site Operations will be posted in the June 28th Western Star newspaper with July 15th set as the bid deadline date.
- h. WRWM Tire Policy – If we did collect program tires at Wild Cove, once a certain number is collected, then MMSB would arrange for delivery/shipping to Quebec. A chipper would chip up the non-program tires to be buried at the landfill. Ashley will check about the term of contract with shipping tires to Quebec and email to us for distribution to the Board.

Customers pay a 'recycling' fee when they purchase tires. They can't be charged twice if we start accepting program tires so if that is the case, we need to accept that there could be an additional cost to us that we cannot recoup. If we do collect, we need to make sure we follow MMSB collection policies and conditions. MMSB communicates with all garages to ensure they are aware of tire recycling program. **Direction of the Board: Let the MMSB deal with the tire recycling program.**

4. New Business:

- a. Report from Finance Committee (Members: Walter Nicolle, Barbara Barter, Keith Cormier)
There was no recent FC meeting to report on.
- b. Report from Governance Committee (Members: Eli Bishop, Leona Gillette, Roger Barrett)
Had meeting on June 25th. Had much discussion but no resolutions to bring forward to the board. Determined that Sub-regions need to be named-identified in the terms of reference. Public voice of the board needs to continue to be the Chair of the WRSB. It was agreed to meet again during the summer to come up with some resolutions for the fall meeting. The Governance committee will meet again after the next GHJC (Greater Humber Joint Council) meeting (without the WRWM staff) for discussion of any items that may need to be brought forward to WRWM and the board.
- c. Report from Technical Committee (Members: Don Downer (WRWM), Jason King (WRWM), Boyd Wright (MIGA), Derrick Maddocks (E&C), Kevin Murphy (CBCL), Robert Wheeler (City of Corner Brook), Ken Meade (Bay St. George), Bruce Burton (Southwest Coast). The TC meeting lasted from 10am – 3:15pm on June 26th.

Gerry Eisner joined the TC meeting and brings a vast waste management experience. Gerry was involved in the initial Western facility site review with Bae NewPlan Group. Some key points to this research include:

- i) Economy of Scale – 60,000 tonnes mark the plateau of our rate and as you lower the tonnages, the rate increases.
- ii) Site location – Have to have all the transfer stations anyway, especially since garbage trucks are quite heavy and would need to go over scales even if going to our own 'facility'. Utilizing backhauls would lower costs for Western and Central
- iii) No one actually wants a site near them and causes much animosity in the region.
- iv) Long and hard process to get involved in.
- v) Regardless of facility or trucking to Central, have to load the waste onto trucks anyway.

Should we have an education piece from BNG on the decision of shipping waste to Central? Presentation to the board first, then to the public. Focus on what it means to us now. This questions always comes up at whatever the WRWM office attends and the office feels they cannot adequately answer this question. **DIRECTION: Pursue for September meeting. Gives BNG time to prepare a presentation.**

LiDar is proceeding and should be finished next week.

Design/Build Project – Originally all Transfer Stations (TS) and Public Drop-offs (PDO) were all in one package. It is now divided with the PDOs following under separate Tender. Separating into two packages will accelerate the process. 2016 construction season is the main construction season for the Western Program in order to ‘hopefully’ make the program operational by the end of 2016.

Rocky Harbour and Burgeo – dealing with site issues. Need to determine why they were selected and possibly moving physically just slightly to resolve issues.

Collections – we will still send out the surveys and get information on the different collection systems currently operating in Western Newfoundland. We need to look more into the pros and cons of a unified collection system in order to avoid complications down the line.

Central/Western Tipping Fee – CBCL did a letter to send to Central which asks for clarification on the details.

CBCL will prepare a report on activities at Wild Cove and what is required to operate those activities. This report will be submitted to government (Environment and Conservation Department) to determine what Wild Cove can be used for.

5. Correspondence/ Media:

- a. Article in The Western Star on the Burgeo Site – they are burning garbage right now but they are also burying it as well.

6. Other

Frank Huxter will be back in the position of Director of Waste Management effective July 1, 2014 taking over the position vacated by Chris Power. Frank’s position will officially be Director of Municipal Infrastructure and Waste Management.

Greater Humber Joint Council – they have their next meeting this weekend (June 28th).

7. Meeting Schedule

Due to there being no board meetings over the summer, we will move the normally scheduled September meeting forward by one week so it will take place on Thursday, September 18th (instead of Sept 25th).

8. Adjournment

Meeting was adjourned at 8:30pm.