

Western Regional Service Board Meeting Minutes

Meeting Information:

Date: Thursday, September 18, 2014

Time: 6:05pm – 8:10pm

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
Keith Cormier	WRSB Member – Corner Brook & Areas
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
Frank Huxter	Municipal and Intergovernmental Affairs
Boyd Wright	Municipal and Intergovernmental Affairs
Kevin Murphy	CBCL Limited Consultants
Don Downer	WRSB Chair
Jason King	Western Regional Waste Management
Pauline Anderson	Western Regional Waste Management
Amanda Skeard	Western Regional Waste Management

Missing with Apologies:

Bernd Staeben	WRSB Member – Corner Brook & Areas
Ken Meade	WRSB Member – Bay St. George
Walter Nicolle	WRSB Member – Long Range (Submitted a Resignation Letter to the WRWM Office)
Ashley Burke	MMSB Business Development Officer
Doug Mills	NPRSB (NorPen)

AGENDA

1. Call to Order
 2. Approval & Adoption Minutes from June 26, 2014 Meeting
 3. Business Arising
 - a. Administration Building/ Rental Space
 - b. Wild Cove & St. George's Interim Operations Update, including Site Operator & Scales Tenders
 - c. Administrative Structural Plan for WRWM
 - i. Hiring for New Position, Job Descriptions for Additional Hire(s)
 - d. Additional
 4. New Business: Reports from Finance, Governance & Technical Committees:
 - a. Finance
 - b. Governance
 - c. Technical Committee Report (Meeting Sept. 18, 10am)
 5. Correspondence/ Media
 6. Other
 7. Next meeting schedule
 8. Adjournment
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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 with a special introduction of Amanda Skeard the new Office Assistant hired on August 4th in the WRWM office.

The WRWM office received a letter of resignation from Walter Nicolle, Rocky Harbour/Long Range representative on the WRSB.

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

Motion 14-0918-01: Eli Bishop motioned for the WRSB to adopt the presented minutes from the June 26, 2014 WRSB Meeting. Motion was seconded by Robert Cormier. All eight WRSB members present were in favour with none contrary, Motion was passed.

3. Business Arising

a) Administration Building/ Rental Space

Short Term - need the expansion of the office space, especially with the added personnel already brought on and needed to be brought on in the next few months. Discussions need to take place with the Finance Committee regarding the 2015 budget for the office. Do we move or renovate the current office?

Long Term – there are basically 2 options – leasing a building space or building at Wild Cove. We are unsure at this point what the lowest lifecycle cost would be. Eastern leases their space whereas Central built their own building so both options have precedent. MIGA suggests looking into leasing as government leases much of its office space. Estimate between \$28-\$35/ft² for necessary space for our needs. Adding space onto the Wild Cove transfer station could be a savings. MIGA would consider this option. The question is whether the Wild Cove area is the proper place to operate from. In terms of a separate standalone building, MIGA suggests renting the space. This would be subject to the public tender act so we may not be able to negotiate a lease.

Motion 14-0918-02: Keith Cormier motioned for the WRWM office to ask government to fund a study for the cost of leasing administration space versus constructing a new building (building, buying or leasing). Motion was seconded by Roger Barrett. All eight WRSB members present were in favour with none contrary, Motion was passed.

Motion 14-0918-03: Roger Barrett motioned for the WRWM office look for office options outside of renovation of the current office space either through the office personnel or real estate agent. Motion was seconded by Robert Cormier. In favour: Roger, Robert, Tony, Eli and Leona. Against: Keith, Barbara and Bruce - motion was passed.

Frank Huxter reminded the group of the public tender act again at this point.

b) Wild Cove & St. George's Interim Operations Update, including Site Operator & Scales Tenders

Corner Brook Pulp and Paper Limited is stockpiling bark and not paying their tipping fee bills. With regards to the stockpiling of the bark, that is within the jurisdiction of the City and Environment & Conservation.

The tender for repairing the scales closes on October 2nd.

Citizen's Representative Complaint – submitted to the office which has caused a great deal of work to be done by the Chair to respond to it. The response is that they are currently satisfied with the information provided, but whether more correspondence will come to the office on this issue is unknown at this point. If something else develops on this subject, the office will deal with it then.

c) Administrative Structural Plan for WRWM

i. Hiring for New Position, Job Descriptions for Additional Hire(s)

Financial Committee determined that an organisational chart/administration structural plan needs to be prepared for the budget. As of today, the WRWM office received similar info from Eastern and Central and will work to develop a structure for Western.

Operational Hand – involve the hiring committee again (Barbara and Bernd). The current description of the position we have is too detailed and need to generalize it more. Email job description to board and do same thing as was done with the Administrative Assistant position.

4. New Business: Reports from Finance, Governance & Technical Committees:

a. Finance Committee (Members: Walter Nicolle, Barbara Barter, Keith Cormier)

Tonnage Review – went over the numbers to date in reference to the deficit (Wild Cove) and surplus (Bay St. George). The tonnage numbers are a bit less than expected so we may need to extend the deficit repayment to the City of Corner Brook into early 2015.

Bank Overdraft – what would the interest be in a line of credit instead of an overdraft? Office will look into the comparison of these options and bring back to the October meeting.

b. Governance Committee (Members: Eli Bishop, Leona Gillette, Roger Barrett)

This group will meet after the next Greater Humber Joint Council meeting taking place towards the end of the month in Steady Brook to discuss a few items that were brought up in the recent GC meeting. The Terms of Reference is still in draft form with the Governance Committee still working on its development for review and adoption by the board at a future WRSB meeting.

Technical Committee (Members: Don Downer and Jason King (WRWM); Boyd Wright (MIGA); Derrick Maddocks (E&C); Kevin Murphy (CBCL); Robert Wheeler (City of Corner Brook); Ken Meade, Bruce Burton and Barbara Barter (WRSB Members))

i. Crown Land Applications – There's been a change in the Rocky Harbour and Burgeo Transfer Station locations. The Department of Municipal and Intergovernmental Affairs (MIGA) will request that the Crown Lands department move through processing the

application quickly as no hindrances are foreseeable. Robert expressed concern that there should be more focus on developing the Public Drop off points (PDO) and not only on the transfer stations. Since the PDOs are of a simpler construct, that is why there is not as much focus on those right now.

- ii. Wild Cove – there is a private piece of land by the entrance to the site which is owned by Murphy Brothers and cuts off some of the frontage of the property. This land gives WRWM to option of revising the entrance to the site if it can be negotiated for purchase. Murphy Brothers is unable to meet again until the end of the month to discuss. There is another piece of land, to which Corner Brook Pulp and Paper Limited (CBPPL) has the timber rights to, located in the Hampden area.
- iii. Legal Surveys – these need to be done on the transfer station locations. Once the applications are approved, the surveys can go ahead. With MIGA's encouragement, we are hoping the process will go quickly. We may be able to begin the surveys before the official approval and the WRWM office will look into that.
- iv. RFQ (Request for Qualifications) – awaiting MIGA's approval on the document but essentially it is ready to go out. It is expected to be posted for 2 weeks and then have members of the Technical Committee be part of the evaluation team for the submissions.
- v. RFP (Request for Proposals) – the document is being drafted now for the design/build. The requirements are listed in detail (ie government regulations, etc.); however, the description is not as detailed in order to prevent limiting the design/build options.
- vi. Public Drop-Offs – decisions need to be made a little further down the line about operation details.
- vii. Scales are expected to be repaired at Wild Cove and St. George's before the snow arrives.
- viii. HHW units need to be cleaned up in St. Georges and Portland Creek.
- ix. Channel-Port aux Basques: The discovered rare plants in the area has been determined not to be an issue for the site. The report will be released shortly but the verbal summary is that there is no infringement on their habitat.
- x. Curbside Collection Survey – sent out to the Western Communities available via email. We have only received 5 back to date so we may need to resend them with a reminder to complete and return to our office.
- xi. The Provincial Organics Study by Dillon Consulting – This report has now been posted to the MIGA website (<http://www.miga.gov.nl.ca/>) under General Public/Waste Management and is called 'Options for Organic Waste Processing – Revised Final Report'. The plan is to have the cabinet table this report in November and if approved, commence the composting facilities during the next fiscal year. MIGA hopes to set up meetings with RSB representatives while they are in St. John's for the MMSB forum or at the end of October if those dates don't work. The board will do a review of the report before these meetings. Based on the report (option #3), it is assumed Western will have 2 organics sites in the region which CBCL Limited will incorporate into the RFP. Some representatives had concerns because it was hoped to have some kind of composting available at each of the six transfer stations so that the end product was accessible by the residents of the area.

- xii. Central Tipping Fee – no response to the request for further details on how they came about the tipping fee amount they presented to Western. The WRWM office sent a request yesterday for more details on how they came about that number. This is a key component of our process and we are now on a shrinking timeline.
- xiii. C&D Landfill – received a report from CBCL Limited which details the facility at Wild Cove.
- xiv. Gasification/Plasma – the WRWM office has been contacted by people concerning this issue. Discussions cannot proceed any further on this topic as the technology involved has to get the approval of the Government of NL before it can proceed and this technology has of yet not received any governmental approval.

5. Correspondence/ Media

There was a recent article in the paper on indiscriminate dumping which is still a concern.

6. Other

Electronics recycling – accepted at Scotia Recycling in Corner Brook

7. Next meeting schedule

Due to the MMSB Forum taking place during the time of when our next meeting would normally take place, it was decided to postpone the October meeting to Thursday, October 30th. All present were in agreement.

8. Adjournment

Meeting was adjourned at 8:10pm.