

Western Regional Service Board

Public Meeting Minutes

Meeting Information:

Date: Thursday, February 26, 2015

Time: 6:00pm – 7:30pm

Place: Corner Brook City Hall

Present were:

Barbara Barter	WRSB Member – Burgeo and Area
Bruce Burton	WRSB Member – Southwest Coast
Bernd Staeben	WRSB Member – Corner Brook
Eli Bishop	WRSB Member – White Bay South (via telephone)
Leona Gillette	WRSB Member – Humber Valley
Robert Cormier	WRSB Member – Bay St. George
Roger Barrett	WRSB Member – Western Hills (via telephone)
Tony Blanchard	WRSB Member – North/South Bay of Island
Joe Reid	WRSB Member - Long Range (Awaiting Appointment)
Doug Mills	NPRSB (NorPen)
Don Downer	WRSB Chair
Jason King	Western Regional Waste Management (WRWM) Executive Director
Pauline Anderson	Western Regional Waste Management (WRWM) Office Administrator
Boyd Wright	Municipal and Intergovernmental Affairs
Ashley Burke	MMSB (via telephone)
Kevin Murphy	CBCL Limited Consultants (via telephone)

Missing with Apologies:

Keith Cormier	WRSB Member – Corner Brook
Ken Meade	WRSB Member – Bay St. George
Frank Huxter	Municipal and Intergovernmental Affairs

1. Call to Order

The meeting was called to order by WRSB Chair Don Downer at 6:00pm with quorum. Introductions were made of everyone around the table. One member of the general public in attendance.

2. Approval & Adoption of January 22, 2015 Meeting Minutes

Motion 15-0226-01: Tony Blanchard motioned for the WRSB to adopt the minutes from the January 26, 2015 WRSB meeting as presented. Motion was seconded by Leona Gillette. All eight official board members present were in favour with none contra minded. Motion was passed.

3. Business Arising

a) Office Accommodations, Tender for Lease Update

The tender went live on January 19th and was originally supposed to close on February 6; however, was eventually extended to February 20, 2015 because of an addendum to the tender. The WRWM office is consulting the lawyer and the Project consultant to review the bids. The bids will be in effect for 90 days and the office is quite pleased with the response to the tender.

b) Field Operations Officer Competition Review & Update

Bernd and Barbara were part of the hiring committee who assisted in reviewing the 42 submitted resumes and narrowing down the applicants to 6 interviews with two of those applicants moving forward to reference checks. The position has now been offered to, and accepted by, the winning applicant and an appointment letter has been signed and filed. The new Field Operations Officer, Trent Quinton, will begin Monday, March 23, 2015. Due diligence was serviced by the Hiring Committee and the WRWM office was very happy with the response to the job advertisement and the calibre of candidates who applied.

c) RFP (Request for Proposals) draft Document Review, Timeline & Update

The RFP document has been approved by government and the WRWM office and as of this morning (Feb 26th) the RFP has been issued to the successful proponents of the Request for Qualifications process. May 12, 2015 is the due date for the RFP bids from the four proponents.

The public drop-off areas are not included in the RFP but will be dealt with separately.

It is hopeful that we can take advantage of the 2015 construction season and continue into the 2016 construction season. Components such as compostables, recyclables and collections may be delayed to 2017.

As the proponents put forward their plans within the next few months, we'll have a better idea of the timeframe and if there will be any delays beyond 2016. It was mentioned that we need to begin informing communities if it looks more like 2017 implementation of the Western plan as opposed to the original 2016 implementation timeframe (communities will need to know by September for 2016 budgets).

For the communities that have collections contracts, it might be best to include a clause in any new or renewed contract that allows for WRWM to take over the contract. Another concern in the contract for landfills (ie Deer Lake) needs to be kept in mind if there are any delays to the Western timeline.

It might be best to compose a newsletter that contains the projected dates/timeline for 2015-2016 to help the western communities better prepare to be incorporated into the Western Plan.

CBCL Limited is working on developing a working plan/framework for diversion in the Western Region. Stephanie Kilfoil will be the lead on this project and it is expected that CBCL will have something ready to be presented to the board at the next WRSB meeting. This report is expected to present the board with many questions that will need to be discussed and answered for CBCL to proceed with this aspect of the Western plan. Recycling and composting will most likely be phased

in after the Western system becomes operational. The board may want to advertise that they support backyard or community composting as well as develop a diversion education program in the interim. Perhaps the newsletter can assist with this.

d) Long Range Sub-regional Seat Appointment

Joseph Reid's name was submitted to the Department of Municipal and Intergovernmental Affairs (MIGA) on January 5, 2015. There has not been any official notice of his appointment to date. Until the appointment is made, Joe will attend the WRSB meetings and participate in discussions but cannot vote on any matter until his appointment is official.

4. New Business

a) Policy and Procedure Committee Report

The Policy and Procedures Committee is a new committee formed to set up and run the organization as it grows and deals with several complex issues. Robert Cormier and Barbara Barter sit on the committee.

Eastern Waste Management has a policy document already developed so we are using that as a guide to develop our own policies and procedures manual/document. The WRWM office will correspond with Central and Eastern about different benefit packages. WRWM staff will develop the job descriptions and these will be reviewed by the Policy and Procedures Committee.

b) Governance Committee Report

The Governance Committee's Terms of Reference (TOR) needs to be discussed in more detail with the Governance Committee before it is brought forward to the board. Roger prefers to present the revised TOR at the next WRSB meeting. The board is asked to review this document and send feedback to the WRWM office that will then be re-directed to the Governance Committee.

c) Technical Committee Report

There was no Technical Committee meeting this month due to the finalization of the RFP document and release. There will be a Technical Committee meeting before the next WRSB meeting as there is a need to look into a tender for the public drop-offs that need to be kept in tandem with the transfer stations. Not all public drop-off sites have been identified as there are remaining issues with some proposed sites as we are dealing with both public and private land. The reason the public drop-offs weren't included in the Transfer Station RFP was so that it would not slow down, or delay, the development of the Transfer Stations. After the land issues have been resolved, the tender document itself will be quite simple.

5. Correspondence/ Media:

There has been some recent negative media surrounding waste management. With being thrust into a very busy first year of operations, we have had to be more reactive in our media approach rather than being proactive which is where we need to move into the future. Don did a presentation at the February 21st MNL Western conference in Stephenville that went well.

6. Other

a) SWANA WasteCon: Report from Conference Texas, August 28/14

Don attended this conference and provided a report on the different sessions, information and technologies presented at the conference. Attending such conferences is an integral part of keeping current on contacts, technology and other areas of waste management to benefit WRWM. These conferences cover all spectrums of the waste management business with different levels of technology. We need to ensure staff/board are knowledgeable in all areas of waste management. It is important to present the board with a report from these conferences to show what was learned.

Conferences such as SWANA should go to the Finance Committee for approval. If funds can be accessed or if amounts are allotted in the approved budget, then approval will be given. The Finance Committee should look into what training is available and then what funds are available and report to the board at the April meeting.

b) Capacity Building (MMSB)

The WRWM office needs to submit a progress report to move forwards in obtaining the 2015 contribution to WRWM in the Capacity Building program.

7. Next Meeting Schedule

Motion 15-0226-02: Roger Barrett motioned that there not be a March WRSB meeting and that the next meeting of the Western Regional Service Board be the April 23, 2015 meeting. Motion was seconded by Eli Bishop. All eight official members present were in favour with none contra minded. Motion was passed.

8. Adjournment

Meeting was adjourned at 7:30pm.