

Western Regional Service Board

Meeting Minutes

Meeting Information:

Date: Thursday, March 24, 2016

Time: 4:30pm – 6:40pm

Place: WRWM Office, 14 Main Street

Present were:

Anthony Blanchard	WRSB Member– North/South Bay of Island
Barbara Barter	WRSB, Vice Chair – Burgeo and Area
Bruce Burton	WRSB Member – Southwest Coast
Eli Bishop	WRSB Member – White Bay South
Joseph Reid	WRSB Member - Long Range
Keith Cormier	WRSB Member – Corner Brook & Areas
Ken Meade	WRSB Member – Bay St. George (via telephone)
Leona Gillette	WRSB Member – Humber Valley
Robert Cormier	WRSB Member – Bay St. George
Roger Barrett	WRSB Member – Western Hills (via telephone)
Don Downer	WRSB Chair (via telephone)
Jason King	CAO, WRSB
Pauline Anderson	Executive Assistant, WRSB
Boyd Wright	Department of Municipal Affairs
Ian Duffett	Department of Municipal Affairs

Missing with Apologies:

Bernd Staeben	WRSB Member – Corner Brook & Areas
Kevin Murphy	CBCL Limited Consultants
Ashley Burke	MMSB

1. Call to Order

The meeting was called to order by WRSB Vice-Chair Barbara Barter at 4:31pm with quorum.

2. Additions & Deletions to the Agenda

There were a few items added to the agenda which are covered under section 8 (Other).

3. Approval & Adoption Minutes from Thursday, February 25, 2016 Meeting.

Motion 16-0324-01: Leona Gillette motioned for the WRSB to adopt the minutes from the February 25, 2016 WRSB meeting as presented. Motion was seconded by Robert Cormier. All ten board members present (A Blanchard, B Barter, B Burton, E Bishop, J Reid, K Cormier, K Meade, L Gillette, R Cormier, R Barrett) were in favour with none contra minded. Motion was carried.

4. Business Arising

a) *CBCL Progress Report*

- i) Stephanie Kilfoil Diversion Study – There are basically four cost scenarios to evaluate transportation costs for moving waste from the various transfer stations to their final destinations. The analysis CBCL is working on will allow a review of the total transportation costs for each scenario as well as the incremental transportation costs to manage a waste stream in Central Region versus locally. CBCL will then develop a cost scenario under which processing of these materials locally would be preferable and beneficial. There will be more information, possibly a full report, at the next WRSB meeting.
- ii) Project Update - Minor civil work, consisting of clearing and grubbing has been carried out on all six waste sites. 65% designs for the buildings at four of the six sites have been submitted and reviewed. The contractor appears to be 2-3 weeks behind the original schedule for design submissions; however, there is no reason to project any resulting impact on or adjustment to project completion. There has been limited discussions on items that may result in positive or negative cost adjustments. There is some increased schedule risk; however, they are closely monitoring the schedule and will alert WRWM if the schedule becomes a problem.

b) *WRWM Overview / Update*

Wild Cove / Murphy Brothers Land (for Transfer Station) – No further news on the expropriation process. Jason will get an update from City Hall. It seems unlikely that the process will be completed before May which is when groundwork needs to be started on that piece of land for the intersection. Need to encourage government and the City to move quickly on this.

Bonne Bay South Land (for Public Drop Off site) – Marine Contracting owns the land that is of interest to us. WRWM and Marine Contracting share the same lawyer who is working on the land purchase on behalf of both parties.

Lourdes and Daniel's Harbour (for Public Drop-Off Sites) - Lawyers are drafting paperwork in officially obtaining these two pieces of land.

Grinder / Shredder / Chipper – MMSB has taken over this project from the provincial government. This piece of machinery will be used province-wide and will save on the volume in the landfill sites. The WRWM Operations officer is working with MMSB on this project.

Cube Van - has been delivered and is currently on-site.

Website – We have now switched over to our own server which is now hooked up to FibreOp. MMSB is working with the WRWM office to work out the kinds and sort through the documentation that needs to go onto the new website. We are hoping the new site will be online in 2 weeks or so.

Ramea Situation – WRWM finalized the report that focused on the recommendation from the February WRSB and Technical Committee meetings. The report has now been submitted to Municipal Affairs for review.

c) ***Overview of Halifax Symposium Trip*** –

The WRWM office are continuing to fine tune the schedule and will meet with all those attending this symposium approximately two weeks prior to this trip to finalize the details.

5. New Business / Committee Reports

- a) ***Finance Committee Report*** – The Auditors met with WRWM staff last week and said that the finances look good. There will be further details of the 2015 financials at the next WRSB meeting once they have had time to produce a 2015 report.

NorPen – WRWM received a request from them for us to accept them as a change order on our World Office contract. This would be done similar to when Labrador City was added onto our contract as a change order, the only difference is that the money will be coming from NorPen directly with no government funding involved. This is covered under 5.2b of the Public Tendering Act. This will be a straight ‘in and out’ process for Western and will have minimal administrative responsibility.

Motion 16-0324-02: Keith Cormier motioned for the WRSB to approve a change order extension to the current Strong Engineering Contract in the total of \$ 62,941 (HST included). This change order is for the data management work to be conducted in NorPen to ensure system compatibility between regions. Motion was seconded by Joe Reid. All **ten** board members present (A Blanchard, B Barter, B Burton, E Bishop, J Reid, K Cormier, K Meade, L Gillette, R Cormier, R Barrett) were in favour with none contra minded. Motion was carried.

- b) ***Policy & Procedure (P&P) Committee Report*** – After the WRWM staff reviewed the document, there was one adjustment made to the policy that needed the board’s approval. Any other changes were just grammatical or clarification and did not change the intent of the document. Discussion occurred regarding allowing staff the deadline of April 30th to use the previous year’s vacation instead of the end of that vacation year.

Motion 16-0324-03: Tony Blanchard motioned that Section 4.16d of the Policy and Procedures document for WRWM staff should read “All vacation must be used on or before December 31 of the vacation year or be paid out.” Motion was seconded by Robert Cormier. Nine board members present (A Blanchard, B Barter, B Burton, E Bishop, J Reid, K Cormier, K Meade, L Gillette, R Cormier) were in favour of the motion with one (R Barrett) contra minded. Motion was carried.

- c) *Governance Committee Report* – There have been three sections added onto the beginning of the WRSB Terms of Reference document with the actual Terms of Reference becoming Section 4.
- i *Section 1* – Board of Governance (Definition of Board, Governance, Board Roles & Responsibilities)
 - ii *Section 2* – Relations & Procedures (Relations, Grievance Process, Role of Chair, Role of Executive Assistant, Role of CAO)
 - iii *Section 3* – Service Model (WRSB Governance Model)
 - iv *Section 4* – Terms of Reference (48 subsections under this section)

There is to be further work done on this document by the Governance Committee. Work includes items such as whether to keep the remuneration policy where it is (Section 4.9) or place it in a 5th section along with expense claims and additional policies on conference/profession development procedures. Also, the WRSB meeting time needs to be revised as it currently states 6pm as the official start time whereas it has since been changed to 4:30 and the document needs to reflect this.

There were suggested revisions made to section 4.9 under Remuneration and to Section 4.16 under Agenda Items.

The WRWM office will send this document out to board directors for them to review after the next set of revisions have been made to the document.

- d) *Technical Committee Report* – Nothing to Report.

6. Presentation of Municipal Affairs Report (Ian Duffett)

Ian gave a Powerpoint presentation to the directors entitled “WRWM Transportation Cost Analysis”. The presentation shows the cost savings in transportation waste to Central versus having a facility on Western. It uses real data supplied by Central which wasn’t available back when Bae NewPlan Group did their cost analysis study which brought forward the ‘wash’ concept. This new report proves that there is substantial cost savings for the Western Residents in shipping waste to Central rather than operating a multi-million dollar facility in Birchy Ridge (the determined best possible location for a Waste Facility). This study is based on the trucks coming back from Central empty, so if any kind of backhaul can be achieved would be additional savings.

Ian is going to prepare a more formal report over the next several weeks which WRSB directors can share with the different councils and committees within their sub-region.

7. Correspondence/ Media - Nothing to report.

8. Other

- a) *Ideas on Waste Diversion (K Cormier)* – Pig farms in Europe collect organics from nearby communities for their pigs to eat. These communities benefit from pig manure for pastures, crops and gardens. Would WRWM be interested in creating a pilot project to attempt something like that here in Western Newfoundland? Newfoundlanders are very interested in being able to provide an abundant food supply so that we aren’t so reliable on the Ferry system and the delays caused by weather. Board members should think about this idea and have further discussion on this at the next WRSB meeting. Perhaps flesh out the ideal to see if there is any interest from any of the surrounding communities. If we feel this is a viable idea, we should put it down on paper and present

to the MMSB. Need to be aware of different legislation, regulations, odour and noise concerns regarding this idea. Local agricultural areas may be interested. Would need dedicated individuals with a position within the community to proceed with this project.

Board members to bring back ideas to the next meeting after thinking more on this subject and getting feedback from locals.

- b) *Report on Meeting with Minister Joyce* – Barbara participated in this meeting in person. Jamie Chippett (Deputy Minister of Municipal Affairs) and Graham Letto (House of Assembly) facilitated the meeting in Minister Joyce's absence. They were asking for advice from Regional Service Boards on how to make Newfoundland and Labrador more fiscally and economically sustainable by addressing the following three topics:

- i Regarding the various government services provided to residents, what are three things that could be stopped in order to save money?
- ii What three things do you think government could do to raise money (increase revenue)?
- iii How can government be more innovative in providing quality services at lower costs?

Some ideas brought up to aid in possible answers to these questions include:

- i Avoiding duplication of boards so different boards aren't doing similar work.
- ii Government needs to govern. If strategies are not working then they need to be changed.
- iii LSD's model – pay for services (for example: snow clearing – if government plows snow, then government charges for this service).
- iv Service board model – bring services together in a neutral way.

9. Agenda Items/Notice of Motion (for next meeting)

Need to add 'Waste Diversion Ideas' to the next meeting agenda.

10. Next Meeting

Based on our current schedule of 4th Thursday each month, the April meeting will need to be moved to another date. This is due to the 5 board members and 4 WRWM staff attending the 8th Canadian Waste Resource Symposium in Halifax. The WRWM office will determine if CBCL and the Accountants will have their reports ready in time for us to move the meeting date up to April 21st or if we'll have to postpone the meeting until a date in May.

11. Adjournment

Motion 16-0324-04: Keith Cormier motioned for the WRSB meeting to be adjourned. Motion was seconded by Tony Blanchard. All **ten** board members present (A Blanchard, B Barter, B Burton, E Bishop, J Reid, K Cormier, K Meade, L Gillette, R Cormier, R Barrett) were in favour with none contra minded. Motion was carried.

Meeting adjourned 6:40pm.