

# **Western Regional Service Board**

## **Meeting Minutes**

### **Meeting Information:**

Date: Thursday, April 23, 2015

Time: 6:00pm – 9:25pm

Place: Corner Brook City Hall, West Street

### **Present were:**

Barbara Barter	WRSB Member – Burgeo and Area
Bruce Burton	WRSB Member – Southwest Coast
Eli Bishop	WRSB Member – White Bay South (left at 8:15 after Governance Report)
Ken Meade	WRSB Member – Bay St. George
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
Joe Reid	WRSB Member - Long Range (Awaiting Appointment)
Don Downer	WRSB Chair
Jason King	Western Regional Waste Management (WRWM) CAO
Pauline Anderson	Western Regional Waste Management (WRWM) Executive Assistant
Boyd Wright	Municipal and Intergovernmental Affairs
Ashley Burke	MMSB (via telephone)
Frank Huxter	Municipal and Intergovernmental Affairs (via telephone)

### **Missing with Apologies:**

Bernd Staeben	WRSB Member – Corner Brook & Areas
Keith Cormier	WRSB Member – Corner Brook & Areas
Doug Mills	NPRSB (NorPen)
Kevin Murphy	CBCL Limited Consultants

## 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 and on the phone.

## 2. Approval & Adoption of February Meeting Minutes

**Motion 15-0423-01:** Roger Barrett motioned for the WRSB to adopt the minutes from the February 26, 2015 WRSB meeting(s) as presented. Motion was seconded by Robert Cormier. All eight board members present were in favour with none contra minded. Motion was passed.

## 3. Business Arising

### a. *Travel Claims – New form and rates.*

The WRWM office has created a new Travel Claim template which should be easier to complete for board members and employees to use for claim for travel expenses. This form will be emailed to all board members and will be the form used from now onwards for travel claims.

### b. *Office Accommodations, Lease Tender Update*

There were 6 bids for the tender and to-date the bottom two bids have been rejected since the square footage of both is severely insufficient for the WRWM office. Due diligence was done before the bottom 2 bids were rejected.

We are now in the process of reviewing the third bid and receiving documentation from the bidder to support this space fitting our specifications. The leasing of this space will fall under operational costs; however, government has agreed to 'outfit' the space once renovations are completed. It will be another 2-3 weeks before we can determine if this bid meets the specifications and then if agreement is in place we move forward to renovations. To avoid any further delays in this process a motion was passed regarding this Tender.

**Motion 15-0423-02:** Roger Barrett motioned for the WRWM office to go ahead with the approval of the office tender space that meets the specification of the Tender and the WRWM office. Motion was seconded by Eli Bishop. All eight board members present were in favour with none contra minded. Motion was passed.

### c. *Long Range Sub-regional Seat Appointment*

We have been informed by the Department of Municipal and Intergovernmental Affairs (MIGA) that the information has gone forward in the department; however, the appointment has not yet been approved. We will be notified as soon as the appointment is officially approved.

## 4. New Business

### a. *Finance Committee Report*

The WRWM office has been working closely with Strong Engineering in working out the problems with the World Office system. Many of the glitches have been worked out and the office has agreed to continue working with the World Office system. Board was asked if there were any financial reports/templates they want to bring forward for Strong Engineering to incorporate into the system. Financial reports will be brought to the board quarterly. An accurate first quarter financial report will be presented at the May board meeting.

The accountant with Strong Engineering has completed a draft audit which has been forwarded to BDO for the official audit. A meeting with BDO (Auditor) has been arranged for May 8, 2015.

Finance Officer Position – current incumbent has been off since February 11, 2015. A temporary employee was hired March 9 to assist with the financial duties. The question is whether to post for the Temporary Financial Officer position from within the organization first before going externally?

**Motion 15-0423-03:** Barbara Barter motioned for the WRWM office to post the Financial Officer (Temporary) position internally. Motion was seconded by Roger Barrett. All eight board members present were in favour with none contra minded. Motion was passed.

We need to ensure whoever is hired for this position meets the qualifications of the position, understands that the position is currently listed as a ‘temporary’ position and that the WRWM office follows the legal process in filling this position both on a temporary basis and in a permanent fashion in the future.

Professional Development: There is an amount in the budget to accommodate the registration and participation in forums and conferences. The Governance Committee should be the group reviewing the training opportunities for approval. Written and Oral reports from any forums/conferences need to be presented to the board at the WRSB meeting following the forum/conference.

MMSB forum is May 28-29 in Gander. MMSB offers to reimburse up to two people from each region to attend this annual forum. According to MMSB, regions have had more than 2 participants attend this conference in the past.

SWANA WasteCon is August 24-27 in Orlando and is the biggest SWANA event as it has international attendees, presenters and equipment companies. Early registration usually receives a discounted price. Content of this conference as well as Canadian versions of this conference need to be presented to the Governance Committee for approval. WRWM office will provide the information to the Governance Committee so that attendance at this conference can be determined. If approved, then the Finance Committee will determine if the funding is available for attendance.

City of Corner Brook has provided the requested documentation supporting the figures of the 2013 deficit. There is only 1 or 2 payments remaining on this deficit before the amount is paid back to the City in full.

Cover material: the agreement is for WRWM to pay monthly installments to the City of Corner Brook until either the \$5000 total is paid, or the land is purchased by WRWM, whichever comes first.

Household Hazardous Waste (HHW): Western residents are accustomed to a level of service from MMSB providing annual drop-off days in Western municipalities over the years. Since that service is no longer being provided, it is the responsibility of the WRSB to maintain that level of service so that HHW drop-off days are available to the residents. It is estimated the cost of operating the HHW facilities is higher than budgeted and equipment is required to run the program efficiently. MMSB provided funding to get the program started; however, there is additional capital funding required to finalize the program and to get it started. It may be beneficial to hold our own HHW drop-off days at central areas (mimicking what MMSB did in the past) even though such events were not budgeted in order to keep up the level of service Western residents are accustomed to and since draw them into the program. With the e-waste program, the equipment would be greatly beneficial as what is collected should pay for that program itself.

**Motion 15-0423-04:** Barbara Barter motioned that based on WRWM staff review, a letter is to be sent to Government seeking capital funding to proceed with the e-waste and HHW program for Western Waste Management. Motion was seconded by Robert Cormier. All eight board members present were in favour with none contra minded. Motion was passed.

On a positive note, there are buildings being taken down in the St. George's area which is greatly increasing the tonnage being received at that waste site and will provide additional revenue.

**b. Policy and Procedures Committee Report**

The committee reviewed several job descriptions and drafted the first 2 sections of the Policy and Procedures document. The committee will review the board's recommendations on this document at their next meeting and proceed with section 3 in the development of the document.

It is very important to get this document structured as soon as possible.

**c. Governance Committee Report**

The Governance Committee met on April 21<sup>st</sup> and are bringing forward three (3) items to the board:

- i. Governance Terms of Reference – recommended for adoption.

**Motion 15-0423-05:** Eli Bishop motioned to adopt the Governance Terms of Reference as presented. Motion was seconded by Leona Gillette. All eight board members present were in favour with none contra minded. Motion was passed.

- ii. WRSB Terms of Reference – recommended for adoption. These Terms of Reference were reviewed and several suggested changes were made. Revisions will be made to this document and sent out to the board for review and possible adoption at the May WRSB meeting.
- iii. It was agreed by the Governance Committee to bring forward to the WRSB the recommendation NOT to put the Terms of Reference (both sets) onto the WRWM website. They are, however, to be made available to anyone upon request after the documents have been approved/adopted.

**Motion 15-0423-06:** Eli Bishop motioned that the Terms of Reference not be placed on the website; however, they are to be made available to the public upon request once they have been officially adopted. Motion was seconded by Leona Gillette. All eight board members present were in favour with none contra minded. Motion was passed.

Need to get a recommendation from each committee regarding the timeframe of their meetings. Governance committee agreed to a minimum of one week before the board meetings as their meeting timeframe. This allows for any actions from the meeting to be dealt with prior to bringing them to the Board.

**d. Technical Committee Report**

RFP – After the closing date of June 2, 2015, there will be an extensive review of each bid (technical and financial review) and there will be a negotiation period before the contract can be signed. As soon as a decision is made, the Western communities need to be informed of the plan as soon as possible.

Land Acquisition – the WRWM office is working on this issue with CBCL Ltd as fast as possible.

Recycling – we are at a place now where we need a 'plan'. There are basically 3 options:

- 1) Send the material to Central
- 2) Put out an RFP for private industry to provide recycling service
- 3) Take Recycling on ourselves

The board agreed that #2 would be the best option with the first step being to look at extending CBCL's scope of work to include a study on recycling and what needs to go into an RFP. This RFP can be used as a template for further diversion options in the future (eg. composting).

**Motion 15-0423-07:** Roger Barrett motioned that the WRWM office move ahead in preparing an RFP for recycling within the Western Plan. Motion was seconded by Leona Gillette. All seven board

members present were in favour with none contra minded. Motion was passed. (Eli Bishop had left the meeting at this point)

**Motion 15-0423-08:** Roger Barrett motioned that the WRWM office apply to government to increase CBCL Limited's scope of work for funding the preparation of the RFP document for recycling. Motion was seconded by Tony Blanchard. All seven board members present were in favour with none contra minded. Motion was passed. (Eli Bishop had left the meeting at this point)

The conversation took place regarding composting and it was requested by MIGA to delay any motions regarding composting until the May WRSB meeting.

## **5. Correspondence/ Media:**

### ***a. Earth Day - April 22<sup>nd</sup> Ad***

There was an ad placed in the April 22<sup>nd</sup> edition of The Western Star for WRWM.

### ***b. Recent Media Articles & MMSB Workshop***

There have been a few articles lately in the news. The WRWM office met with the Greater Humber Joint Council on April 15<sup>th</sup> to help clarify some questions they had regarding Waste Management. These questions appear to have been addressed.

### ***c. Correspondence***

There is no correspondence to bring forward to the Board.

## **6. Other**

There are no items to add to the agenda.

## **7. Next Meeting Schedule**

Due to the MMSB forum taking place on May 28-29, it was decided by the Board to reschedule the next WRSB meeting from May 28<sup>th</sup> to May 21<sup>st</sup>. This decision was agreed by consensus.

## **8. Adjournment**

Meeting was adjourned at 9:25pm.