

Western Regional Service Board

Meeting Minutes

Meeting Information:

Date: Thursday, December 3, 2015

Time: 4:30pm – 6:45pm

Place: Corner Brook City Hall, West Street

Present were:

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| Anthony Blanchard | WRSB Member – North/South Bay of Island |
| Barbara Barter | WRSB Member – Burgeo and Area |
| Bernd Staeben | WRSB Member – Corner Brook & Areas (Bernd had to leave the meeting at 5:45pm) |
| Bruce Burton | WRSB Member – Southwest Coast |
| Eli Bishop | WRSB Member – White Bay South |
| Joseph Reid | WRSB Member - Long Range |
| 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 |
| Don Downer | WRSB Chair |
| Jason King | CAO, Western Regional Waste Management |
| Pauline Anderson | Executive Assistant, Western Regional Waste Management |
| Ashley Burke | MMSB |
| Ian Duffett | Municipal Affairs |
| Boyd Wright | Municipal Affairs |

Missing with Apologies:

| | |
|---------------|------------------------------------|
| Keith Cormier | WRSB Member – Corner Brook & Areas |
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1. Call to Order

The meeting was called to order by WRSB Chair Don Downer at 4:30pm with quorum.

MMSB Forum Update: Ashley confirmed that the MMSB forum is scheduled to take place at Marble Mountain on January 21-22, 2016 and the format will be a discussion based forum. Jason or Pauline will let Ashley know if we want more than 2 WRWM reps to attend the MMSB forum.

2. Approval & Adoption of October 20, 2015 In-Camera Meeting Minutes.

Motion 15-1203-01: Leona Gillette motioned for the WRSB to adopt the minutes from the October 20, 2015 in-camera WRSB meeting as presented with the one minor edit discussed. Motion was seconded by Bruce Burton. All ten board members present (A Blanchard, B Barter, B Staeben, B Burton, E Bishop, J Reid, K Meade, L Gillette, R Cormier, R Barrett) were in favour with none contra minded. Motion was carried.

3. Approval & Adoption of October 28, 2015 In-Camera Meeting (Budget) Minutes.

Motion 15-1203-02: Bernd Staeben motioned for the WRSB to adopt the minutes from the October 28, 2015 in-camera WRSB Budget meeting as presented. Motion was seconded by Joe Reid. Nine board members present (A Blanchard, B Barter, B Staeben, B Burton, E Bishop, J Reid, K Meade, L Gillette, R Cormier) were in favour with one contra minded (R Barrett). Motion was carried.

4. Business Arising

a. *Remuneration*

The intent was to bring the remuneration amount for the WRSB into line with other regional service boards by using the 'Guidelines...' document. After much discussion a motion was made (Moved by Roger Barrett, seconded by Leona Gillette) to rescind motion 15-1028-01. Motion was defeated with five members for (E Bishop, R Barrett, L Gillette, A Blanchard, J Reid) and five members against (B Burton, K Meade, B Barter, B Staeben, R Cormier). This issue will be brought forward to the January meeting with more preparation.

b. *Transfer Station Contract Summary Update*

The Board needs to know what each area is getting based on the budget so that board members have something to present to their area (including the general public). What are they getting and how will it work. NexGen is currently working on a report that will contain 1 page for each transfer station and should have it ready to present to the board at the January meeting.

c. *Update New Headquarters*

Trent Quinton has taken the lead on this project and has been checking in on the renovations and work. Government agreed to outfit the new office; however, procuring the furnishings by tender would prove difficult. MIGA advised us to proceed with form B which breaks the budgeted items down into groups of items costing less than \$10,000 and get 3 quotes for each item grouping. The reason for this route is that it is advisable and preferable to obtain quotes rather than seek tender in this instance as allowed and prescribed under Section 3(2)(a) of the Public Tender Act. We expect better pricing, quality, control, timing, flexibility and an inability of one supplier to supply all required items.

Motion 15-1203-03: Barbara Barter motioned that the WRSB approve the application under form B to be exempt from the requirement under the public tendering act to go to public tender for the acquisition of office furnishings for the new WRSB office space to the estimated value of \$69,000 + HST. Motion was seconded by Bernd Staeben. All **ten** board members present (A Blanchard, B Barter, B Staeben, B Burton, E Bishop, J Reid, K Meade, L Gillette, R Cormier, R Barrett) were in favour with none contra minded. Motion was carried.

d. Hiring of the Water and Wastewater Operator Update

Jaimie Gazley started in this position on December 1, 2015. The terms of reference are currently being developed and Jaimie's next step is to contact the communities involved in the pilot project. An update on this pilot project will be given at each WRSB meeting.

5. New Business

a. Wild Cove Land Acquisition

Background work is currently being done regarding titles. Some board members felt this item needed to be discussed at greater detail before the agreement was signed instead of voting via email for resolution at the next board meeting. Three of the eleven board members either voted 'No' or elected not to vote during the email vote; however, the eight members who voted 'Yes' allowed the WRWM office to proceed with the contract signing.

The items of concern for the WRSB members who voted 'No' were:

- i. Liability - The lawyer for WRWM was of the opinion that the WRSB was covered with regards to liability. There is legislation regarding liability already in place.
- ii. Property Tax – Whether property tax is involved or not, this would not be a factor in rejecting the land for the transfer station.

Regardless of these objections, we needed to move forward with obtaining the land for the Corner Brook transfer station.

We now own all the Crown land needed for the transfer stations.

The City of Corner Brook is now doing the expropriation for the piece of land owned by Murphy Brothers which will contain the entrance into the transfer station at Wild Cove.

Motion 15-1203-04: Robert Cormier motioned that the WRSB agree with the City of Corner Brook to purchase certain portions of a landfill site under certain terms and conditions as described in a Purchase and Sale Agreement between the City and the Board dated the 12th day of November, 2015. Motion was seconded by Barbara Barter. Eight board members present (B Barter, B Staeben, B Burton, E Bishop, J Reid, K Meade, L Gillette, R Cormier) were in favour with two contra minded (A Blanchard, R Barrett). Motion was carried.

b. Finance Committee Report

The Finance committee reviewed the per diem rate for meals as well as the exchange rate for out-of-country expenses when travelling for WRWM. There was discussion amongst the committee regarding how retroactive to go for any changes/adjustments.

Motion 15-1203-05: Barbara Barter motioned that the WRSB approve a change in the meal allowance to \$10 for breakfast, \$20 for dinner and \$30 for supper effective January 1, 2016. Motion was seconded by Bernd Staeben. All **ten** board members present (A Blanchard, B Barter, B Staeben, B Burton, E Bishop, J Reid, K Meade, L Gillette, R Cormier, R Barrett) were in favour with none contra minded. Motion was carried.

Note: if being reimbursed by a government agency (ex. MMSB) they will only be reimbursed at the government rate and the WRSB will have to reimburse the balance.

Bernd Staeben left the meeting at this point.

Discussion then turned to the exchange rate and the cost of purchasing foreign currency (USD). Common practice has been to use the daily exchange rate in converting out-of-country expenses to CAD for reimbursement. We are looking for a standard for the board to follow. It was determined that more research was needed into this topic and the Finance Committee will come up with a policy so that there is no out-of-pocket expenses for board members travelling for board business. Charitable Organizations – there have been a few inquiries over the past year from charitable organizations requesting a discounted price for charities. The problem is that there is no way to really monitor this to ensure it is not abused.

Motion 15-1203-06: Barbara Barter motioned that there be no change in the rate of tonnage for charitable organizations. Motion was seconded by Roger Barrett. All ten board members present (A Blanchard, B Barter, B Burton, E Bishop, J Reid, K Meade, L Gillette, R Cormier, R Barrett) were in favour with none contra minded. Motion was carried.

c. *Policy & Procedure Committee Report*

Changes were noted in Sections 4.5, 4.6, 4.16, 4.20c, 4.26a&b, 6.1 and 6.3. The Policy and Procedures committee will meet to incorporate these changes and present the document at a future meeting for approval.

d. *Governance Committee Report*

Governance Committee met on November 18th with three items for discussion:

- i. **Review ‘An Act to Amend the Regional Service Board Act, 2012 (Assented to June 23, 2015)’ and its effect on WRSB Terms of Reference.** After a discussion it was determined that The WRWM staff would edit the WRSB Terms of Reference based on the amendments to the Regional Service Board Act. The changes would be highlighted in the ‘working’ document and sent to the Governance Committee for review once completed.
- ii. **Guidance to the Chair on Appointments to WRSB Committees.** Starting in January 2016, and every second year thereafter, a list of the WRSB committees will be provided to all WRSB members who will then identify to the WRWM office which committees they are interested in becoming members of. After reviewing the applications for each committee and their qualifications, the chair will make the final decision on which board members are best suited for each committee.
- iii. **A Review of WRSB meetings attendance and our Terms of Reference.** There are two current members of the board which have surpassed the absenteeism allowance for board members as stated in the WRSB Terms of Reference. There was much discussion as to whether to proceed with asking for these two members to step down from the board as per the Terms of Reference, or if they should be given a stern warning as absenteeism had not been a focus in past governance meetings and therefore need to be reviewed more closely in the future so that warnings could be given to board members before attendance becomes an issue for board members. It was also noted that asking for a ‘Leave of Absence’ is an option for any board members who know ahead of time that they will miss a number of meetings. The Chair was directed to compose ‘stern letters’ to the two board members in question regarding their absenteeism issues in 2015 and that attendance will be more closely monitored in 2016.

e. Technical Committee Report: Meeting with CBCL on Dec 2nd and with Technical Committee Dec 3rd.

There was a previous motion from the WRSB to go to government to increase the CBCL scope of work to include a study on Recyclables and Composting. The initial estimate of the study came back at an estimated \$92K and was set into different phases. CBCL sent the WRWM office a preliminary adjustment to that study with only phase 1 included. The study now comes down to what we know, and what the drivers are. We need to proceed with Phase 1 of the study which is the information/data collection phase. The document will be sent to all the board members for their review. Based on the submission from CBCL, the phase 1 study will cost between \$18K and \$20K. The recommendation from the Technical Committee is that the WRSB request a revised scope of work from CBCL for phase 1. Government had approved to pay for \$20K of the original study so they wouldn't have any problems paying for this Phase 1 study. The information from the phase 1 scope of work will be a guiding document for the recyclables and compostables.

The consensus of the board is to proceed with the Phase 1 study to be able to award the contract up to \$22K.

Mike Kelly and Sons Ltd have started site preparation at Wild Cove this week and will hopefully start the site preparation at St. George's next week.

f. Website Revision

MMSB and World Office are working together to get the website compatible to all the needs of WRWM. It should be ready within the next month to go live.

6. Correspondence/Media

Due to time constraint this will be brought forward to the January meeting.

7. Next Meeting

The next WRSB meeting is scheduled for Thursday, January 28, 2016 and will hopefully take place in the board room of the new WRWM office at 14 Main Street.

8. Other

A board member asked how customers can get a receipt, or copy of their load slip when they use the waste site. Jason responded that waybills/load slips are out automatically to the email address included in the customer's account. If the customer doesn't have an email address, they can get a printout of their waybill/load slip at the site.

9. Adjournment

Meeting was adjourned at 6:45pm.