

# **Western Regional Service Board**

## **Meeting Minutes**

### **Meeting Information:**

Date: Thursday, January 28, 2016

Time: 5:45pm – 8:50pm

Place: WRWM Office, 14 Main Street

### **Present were:**

Anthony Blanchard	WRSB Member – North/South Bay of Island
Barbara Barter	WRSB Member – 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
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
Jaimie Gazley	Water Technician, WRWM Office
Boyd Wright	Department of Municipal Affairs (until 8:10pm)
Ian Duffett	Department of Municipal Affairs (via telephone until 8pm)
Ashley Burke	MMSB (via telephone 6pm - 8pm)

### **Missing with Apologies:**

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

## 1. Call to Order

The meeting was called to order by WRSB Chair Don Downer at 5:45pm with quorum. No additions or deletions requested in regards to the agenda.

## 2. Approval & Adoption Minutes from Thursday, December 3, 2015 Meeting.

**Motion 16-0128-01:** Roger Barrett motioned for the WRSB to adopt the minutes from the December 3, 2015 WRSB meeting as presented. Motion was seconded by Barbara Barter. 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.

## 3. Business Arising

### a) Transfer Station Contract Summary Update

Doug Vanderlinden provided a written summary for the board to review regarding the Contract. There will be a one page report per transfer station to come as the designs have not yet been finalized for all the transfer stations. This document will be emailed to the board members and can be released to their communities as long as they are aware the diagrams are only general and aren't specific to any particular transfer station. The design for each transfer station may be different based on the 'best fit' for each transfer station site. Everything is still in draft form right now. The design of the buildings will change before the final design is approved.

Keith recommends that the WRWM office provide the board members a report by September which explains the plan and the timelines for waste management. The board members will present this data to the communities they represent so that their own plans can sync up to Western's plan.

### b) Water and Wastewater Operator Update

Jaimie Gazley was introduced to the board. She is involved with a pilot project on Water and Wastewater systems which includes communities in the Southwest Coast and the Port au Port Peninsula. Other communities are interested in her expertise and advice on their water systems but we can't commit any further communities to the project until her workload is defined. Jaimie (and the Water Techs from Eastern and Central) was involved in training on Jan 27 & 28 in Pasadena which provided hands-on technical training necessary for when she goes out to the communities. Jaimie sent a letter to 12 of the pilot project communities and has heard back from 4 which she is scheduling to visit and meet with the people involved in the water systems there. Board members were interested in learning when workshops will be held regarding Water issues. Environment and Conservation makes workshops available free of charge and open to communities and there will be one in Gander in March 2016. Ian can discuss with Environment and Conservation and have Daneen follow-up regarding informing the communities of these workshops when they are scheduled. There are 21 towns involved in the Greater Humber Joint Council and most of them have the same water problems/concerns. Ian will keep the board in the loop about his inquiry. Ian will rely on Chris Power as a liaison between Municipal Affairs and Jaimie.

### c) MMSB Forum January 20-21, 2016

Don, Jason, Trent, Barbara and Bruce attended this event. The group discussed issues such as: curbside collection, diversion, percentage of commercial waste versus residential waste,

social media, types of garbage bags, fee breakdowns, regional governance, etc. Mount Pearl has just initiated a clear bag practice that might be of interest to WRWM.

There was diversity around the table and ability to debate issues. Everyone was free to speak and the open discussions provided much for the participants. If any board members have any suggestions for material or guest ideas for future sessions/forums, please let MMSB know.

#### 4. New Business

a) Finance Committee Report (2015 remuneration & “Guidelines” Doc.)

Any surplus from 2015 will go to Capital Reserve.

A motion was made back at the October 28, 2015 meeting to accept the rates from the ‘Guidelines for Rates of Remuneration for Boards, Commissions and Agencies’ document so all board meetings prior to October 28<sup>th</sup> will continue to be paid at \$75 per meeting; however any remuneration as of October 28<sup>th</sup> will be paid at \$70 for half days (less than 3.5 hours) and \$145 for full days (4+ hours). This now includes all board meetings as well as committee meetings.

**Motion 16-0128-02:** Keith Cormier motioned for the WRSB to have in place the following exchange rate policy for staff and board members when dealing with expenses incurred outside of Canada:

*“When staff or board members are traveling on board business out of Canada the following will apply: for all purchases including cash and credit card purchases, the exchange rate to be used for conversion will be the exchange rate that is obtained from our bank, The Bank of Montreal. This rate will be used for these purchases and to convert to Canadian dollars. The exchange rate to be used for the calculation shall be, “the average of the daily nominal rates applicable for the period of travel”.*

Motion was seconded by Barbara Barter. 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.

Remuneration for the remainder of 2015 will be processed in the next 2 weeks.

b) Policy & Procedure Committee Report

There have been minor changes made to sections 1.3, 2.5 and 4.16 that need to be incorporated into the document. It was determined that at the back of the document there would be a page listing dates of changes/revisions.

**Motion 16-0128-03:** Robert Cormier motioned for the WRSB to approve the Policy Document and appropriate amendments with an appendix of noted changes. Motion was seconded by Anthony 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.

c) Governance Committee Report

The committee looked at the WRSB Terms of Reference and how it is affected by the June 2015 Regional Service Board Act Amendments.

**Motion 16-0128-04:** Eli Bishop motioned for the WRSB to adopt the WRSB Terms of Reference as presented. Motion was seconded by Leona Gillette. 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.

d) Technical Committee Report

A new chair will need to be determined for this committee.

- i. Design/Build Contract Progress - Contract work started in November 2015 and is still on schedule. Grubbing and surveys started in December and continues now. Safety & Environment manuals have been presented to CBCL and approved. Burgeo and Rocky Harbour transfer station buildings are still being redesigned to determine the best fit for these two areas. Meeting scheduled January 29<sup>th</sup> between WRWM and CBCL to discuss items on Transfer Station structure. 3<sup>rd</sup> Update meeting is to take place next week. Doug Vanderlinden of NexGen sent a report that contains the current plans for the transfer stations and this document will be emailed out to the Technical Committee in the next few days.
- ii. Transfer Stations - Most of the land for the transfer stations have been acquired by the WRWM office. Two areas remain undetermined:
  - Burgeo – there are some issues regarding the number of bog holes and swamp areas and what the clear definition of ‘water body’ is since there is legislation regarding the minimum buffers to be permitted around each ‘water body’.
  - Privately owned section on North Shore Highway – Owners have until February 5<sup>th</sup> to accept offer. If the offer is rejected, then a letter will go to the minister regarding expropriation. Government knows how urgent it is to go through the expropriation process as quickly as possible.
- iii. Public Drop Offs – Three areas were determined for public drop-off sites:
  - Daniel’s Harbour – the town owns the land and has agreed to sell it to WRWM for \$1. Obtaining this land should be fairly straightforward.
  - Lourdes – the old incinerator site which has been remediated has been determined to be the best site to use. There should be no issues with obtaining that land.
  - Bonne Bay – initially three areas were determined by BNG and all have since been rejected. The communities in the area weren’t initially consulted when those three sites were determined and requested a meeting with WRWM to be included in the selection of the site. The joint council of these communities have presented an area they feel will be well suited for the public drop-off. Need to determine the remainder of the BNG scope and budget for this project.
- iv. CBCL Study (Phase 1) - CBCL revised its original proposal and that has gone through Municipal Affairs. This study will clarify what decisions need to be made regarding recycling and composting and when these decisions need to be made.

In the next 3-4 months there will be recommendations coming to the board from the Technical Committee based on the findings of this study/report. Decision making time may line up with the April SWANA Symposium in Halifax. Once decisions are made, letters will be sent to government regarding those decisions. If further study is needed after phase 1 is completed and assistance is required, then we can proceed to a second phase.

Government now has better data on transportation costs to Norris Arm versus operating a site in Western. Ian will try to get that report to WRWM. Full financial analysis will be based on an empty backhaul by trucks to Western.

e) Committee Membership

Each board member is asked to complete the form that was emailed to them and submit to the WRWM office as soon as possible. Decisions will be made on the various committee memberships before the next board meeting.

f) Burgeo & Area Sub-Region Report

Ramea put forward a request for a new incinerator as theirs is degrading much quicker than originally believed. They have been cooperative in putting a new practice into place that can easily be incorporated into the Western System. The WRWM Staff are doing a review of different types of equipment that can be used (compactor vs truck vs trailer) and will be bringing the results to the Burgeo & Areas sub-region for discussion. The result needs to be accepted by Transportation & Works for ferry travel.

g) Continuation of Sub-Regional Presentations

Need to get the Corner Brook and Areas Sub-regional committee back on track and do a presentation in that area. The Chairperson will arrange a meeting with the four WRSB members from this sub-region to discuss this further.

h) Travel Expenses/Claims (Roger Barrett)

Concern as to the amount of time it takes to get paid for travel claims. Average time is about three weeks. Notification of payment was discussed and determined that it was reasonable for the board members to accept the responsibility to check their accounts for upcoming payments.

i) 2016 Meeting Schedule and Meeting Start Time

It was determined to keep the schedule at having the WRSB meetings on the fourth Thursday of each month. After discussion, it was decided to move the start time of the meetings up to 4:30pm with supper provided to the board by the WRWM office. An email will go to all board members requesting any dietary concerns (allergies or aversions) of the board members.

## **5. Correspondence/ Media**

- a) Correspondence - Nothing to Report.
- b) Media Articles – Nothing to Report

## **6. Other**

SWANA Atlantic Symposium taking place in Halifax in April. Everyone is to notify the WRWM office if they are, or aren't, interested in attending this symposium. The WRWM Office and CBCL Limited may be able to arrange additional outings during that week to better inform the attendees on Waste Management processes or ideas that may be of interest for the Western System.

## **7. Next Meeting**

It was not determined whether the next WRSB meeting will take place on February 25th, or if we will skip February and have the next WRSB meeting take place on March 24<sup>th</sup>. The Chair and Vice-Chair will discuss further and make a decision on this.

## **8. Adjournment**

Meeting adjourned 8:50pm.