

Western Regional Service Board

Meeting Minutes

Meeting Information:

Date: Thursday, July 28, 2016

Time: 4:25pm – 6:15pm

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
Bernd Staeben	WRSB Member – Corner Brook & Areas
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, WRSB
Pauline Anderson	Executive Assistant, WRSB
Boyd Wright	Department of Municipal Affairs
Kevin Murphy	CBCL Limited Consultants

Missing with Apologies:

Ian Duffett	Department of Municipal Affairs
Ashley Burke	MMSB – Will be attending the Technical Committee meetings from this point onward. Will only attend WRSB meetings when she feels it is important to have MMSB participation.

Call to Order

The meeting was called to order by WRSB Chair Don Downer at 4:25pm with quorum.

1. Additions & Deletions to the Agenda

Under “Other” we want to add discussion on a letter received from Elmo Bingle, Chair of the Western Hills Sub-region.

2. Approval & Adoption Minutes from Thursday, June 23, 2016 Meeting.

Motion 16-0728-01: Roger Barrett motioned for the WRSB to adopt the minutes from the June 23, 2016 WRSB meeting as presented. Motion was seconded by Eli Bishop. All **eleven** board members present (A Blanchard, B Barter, B Staeben, 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) Ramea Tender Update

The Tender closes at 1pm on August 2nd with the public opening happening at 3pm on that same day. A report on the results will be given at the next WRSB meeting.

b) Municipal Affairs Initiative: Strategy Review Update

i. Letters to Minister Joyce and the Western MHA’s

Two letters were drafted by WRSB Chair Don Downer requesting a meeting between the WRSB members and the MHA’s for the Western Region. One letter was directed to the Minister of Municipal Affairs with the Western MHA’s copied; the second letter was directed to the Western MHA’s. Both letters have been sent out and the WRWM office received confirmation from the Premier’s office (one of the Western MHA’s) that the invitation was received and will be considered when coordinating the premier’s schedule in late summer/early fall. The letters indicated the preferred meeting date being within the timeframe of August 29 - September 9, 2016. Once a meeting has been scheduled we will prepare for a presentation to the attendees followed by questions and discussion.

4. New Business / Committee Reports

a) Finance Committee Report

i. Strong Engineering Request - Received a request from Strong Engineering (World Office) for advanced funding to cover 50% of the cost of the data management system for the St. George’s and Wild Cove Transfer Stations.

Strong Engineering expressed that their experience with other organizations was that it is paid 50% upfront costs and paid the remaining 50% once the work was completed; and, is therefore requesting \$70,000 (50% of the \$140,000 total) be paid to his company upfront to order the required equipment.

All FC members have reservations with paying for work in advance and the municipalities they represent do not pay for work in advance. Auditors may not look favourably on such approvals and we would be putting forward a precedent we don’t want to put into practice. Boyd stated there shouldn’t be a delay in approval and payment should be available fairly quickly.

Recommendation: We don't pay in advance. The practice of the board is to pay upon receipt of funds or approval from Municipal Affairs to pay.

The CAO will bring the Board's response to Strong Engineering.

- ii. 2016 Finances – The Finances for the first half of 2016 will be presented at the next WRSB meeting.
- b) Policy and Procedure Committee Report: Nothing to report
- c) Governance Committee Report

- i. Policy for Prize winning at Conferences/Symposiums.

After the defeat of a motion on this issue at the June WRSB meeting, it was asked that this issue be brought back to the Governance Committee for further review.

A Blanchard declared a conflict of interest and excused himself from this discussion.

Motion 16-0728-02: Eli Bishop motioned that any board member who wins a prize may keep the prize to use at their own discretion; however, no compensation will be issued by the WRWM / WRSB organization to the winner. Motion was seconded by Leona Gillette. All **ten** board members present (B Barter, B Staeben, 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.

A Blanchard returned to the meeting once the motion was passed.

- ii. Policy on Public versus Private information.

Motion 16-0728-03: Eli Bishop motioned that any requests for information regarding operational details should be directed to the Chief Executive Officer to be dealt with on a case by case basis. Motion was seconded by Keith Cormier. All **eleven** board members present (A Blanchard, B Barter, B Staeben, 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

- ii. WRWM Implementation Options Final Report (S Kilfoil Report)

The report determined it is beneficial to have both recycling and organics processed in Western rather than transporting to Central. We are ready to proceed with an RFP for both recycling and organics but need to answer several questions in order to put more accurate specifics into the RFP. Before we proceed any further Ian would like to give a presentation, which has been approved through the Municipal Affairs Department, to the board before any further decisions are made regarding RFPs. The business case/model is now there: we need to know what MA thinks and if they support it.

There is no obligation on Western to use Central's MRF and the recommendation of the Technical Committee is to accept the findings of the report and they recommend that an RFP needs to be done with the expectation that recyclables will be processed here.

Motion 16-0728-04: Roger Barrett motioned that the WRSB table the CBCL implementation report until a WRSB meeting can be scheduled for Ian Duffett to present Municipal Affairs's viewpoint on the report. Motion was seconded by Bernd Staeben. All **eleven** board members present (A Blanchard, B Barter, B Staeben, 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.

Chair, Don Downer, will inform Ian of this motion and begin organizing a date and time for this presentation by Municipal Affairs.

iii. Design/Build RFP Update

There have been delays in the design and construction stages. The contract was originally for \$35M but now stands at \$34M. That was expected as it was intended to look for cost savings while proceeding with the project. Documents are showing that we are getting what we've asked for. Construction was originally supposed to start at Wild Cove in May 2016; however, construction didn't start until July and it started at the St. Georges site instead of Wild Cove. The geotechnical problems at Wild Cove caused a change in the location of that transfer station which in turn is actually costing the construction of that transfer station to decrease by approximately \$400K.

We have now acquired the land from Murphy Brothers/City of Corner Brook for \$70K for the Wild Cove site extension.

Public drop-off sites will be on the agenda for the next TC meeting.

e) Transportation Subsidy Inquiry (MMSB)

This concept has been resurrected by MMSB. Central is in on the discussions and a September 20th meeting has been arranged to take place in Central to discuss this topic further.

5. Correspondence/ Media

a) Fire Protection Services (ERSB)

Received email from Eastern Regional Service Board on July 6th that the Minister of Municipal Affairs has granted ERSB the authority to provide Fire Protection services across the eastern region. They will be moving forward on this in rural areas, but not in urban areas. The WRSB did not want to discuss any further as WRSB hasn't received any such authority over fire protection services in our region.

b) Letter to Ian Duffett regarding Maintenance Building

The maintenance building is a high priority and is a necessity for us as we'll have a fleet of vehicles and machinery and will need a place to store and repair them. We need to have a plan in place in a year's time.

c) Letter to Ian Duffett regarding Additional Data / Communications System for Transfer Stations

There are a few new technologies since our original contract with Strong Engineering. We need to get additional funds for these equipment upgrades (for example, security, etc.)

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

Nothing to report

7. Other

Letter from Western Hills Sub-Region – The letter received was displayed for the board to read. They had several points of interested stated in the letter; however, the board were confused as to what exactly the sub-regional committee was asking. There was some discussion regarding each of the points expressed in the letter and it was requested that WRSB Chair Don Downer respond to the letter, copying Premier Dwight Ball on the response, as he was copied on the original letter.

Opting in/out of collection – This topic needs to be placed on the agenda of an upcoming board meeting. Municipal Affairs says we don't have the authority to supersede municipalities when it comes to collection services. No other board has come forward to say that everyone is in and no one has the option to opt out of collection. The location of transfer stations shouldn't benefit one community over another if we are committed to providing the same service and cost for all Western NL residents.

8. Confirm next WRSB meeting date

The August meeting will take place when Ian/Municipal Affairs comes back confirming a date and time for their presentation to the board based on their interpretation of the CBCL Implementation Options for recycling and composting.

The next official WRSB meeting will be scheduled for Thursday, September 22, 2016.

9. Adjournment

Meeting adjourned 6:15pm.