

Western Regional Service Board

Meeting Minutes

Meeting Information:

Date: Thursday, June 25, 2015

Time: 6:00pm – 7:45pm

Place: Corner Brook City Hall, West Street

Present were:

Anthony Blanchard	WRSB Member – North/South Bay of Island
Barbara Barter	WRSB Member – Burgeo and Area
Bernd Staeben	WRSB Member – Corner Brook & Areas
Bruce Burton	WRSB Member – Southwest Coast
Eli Bishop	WRSB Member – White Bay South
Joe Reid	WRSB Member - Long Range (Awaiting Appointment)
Keith Cormier	WRSB Member – Corner Brook & Areas
Leona Gillette	WRSB Member – Humber Valley
Robert Cormier	WRSB Member – Bay St. George
Don Downer	WRSB Chair
Jason King	Western Regional Waste Management (WRWM) CAO
Pauline Anderson	Western Regional Waste Management (WRWM) Executive Assistant
Cluney Mercer	Municipal and Intergovernmental Affairs (left meeting at 7:20pm)
Frank Huxter	Municipal and Intergovernmental Affairs
Kevin Murphy	CBCL Limited Consultants
Boyd Wright	Municipal and Intergovernmental Affairs
Ashley Burke	MMSB (via telephone)

Missing with Apologies:

Ken Meade	WRSB Member – Bay St. George
Roger Barrett	WRSB Member – Western Hills
Doug Mills	NPRSB (NorPen)

1. Call to Order

The meeting was called to order by WRSB Chair Don Downer at 6:04pm with quorum.

2. Approval & Adoption of May 21, 2015 Meeting Minutes

Motion 15-0625-01: Barbara Barter motioned for the WRSB to adopt the minutes from the May 21, 2015 WRSB meeting as presented. Motion was seconded by Eli Bishop. All eight voting board members present were in favour with none contra minded. Motion was carried.

3. Business Arising

a. *MMSB Forum Report*

This forum returned to the previous discussion and meeting based format which received positive feedback. Jason's report on this forum will be emailed to the board before the next meeting. Any questions regarding the report can be presented at the next WRSB meeting.

b. *Board Development (Chair and WRSB)*

Professional Development and training of office staff will be decided by the WRWM office (Chief Administrative Officer) as per a motion from an earlier meeting. The Governance Terms of Reference that were adopted by the WRSB, states that any board member education or development would go to the Governance Committee for review and discussion and that committee would bring any recommendations to the WRSB. Any board members who attend conferences will be required to bring a presentation/report on that conference to the WRSB meeting following the conference. Board members may want to consider not only attending forums/conferences, but perhaps even presenting or speaking at these events. Government highly recommends board member involvement in conferences/forums for educational and information purposes.

4. New Business

a. *Finance Committee Report*

There is nothing to report at this meeting regarding the Finance Committee.

b. *Policy and Procedures Committee Report*

Section 3 of the Policy and Procedures manual was sent out to the WRSB members for review and comment. Only one comment was submitted and will be forwarded to the Committee for inclusion into the document. There is one section of the document in which the wording needs to be adjusted (with the board's agreement).

Motion 15-0625-02: Robert Cormier motioned that Section 3 of the Policy and Procedures document be adopted on condition of the edits that were noted. Motion was seconded by Eli Bishop. All eight voting board members present were in favour with none contra minded. Motion was carried.

c. *Governance Committee Report*

There were no recent meetings of the Governance Committee and no questions or comments from the board to the Governance Committee.

d. *RFP Update (CBCL Ltd)*

The RFP closed on June 12th and 4 proposals were received. The evaluation committee is meeting with the RFP proponent teams on June 25-26 for a technical review of the proposals and to answer any questions the proponents may have. The technical review will result in a technical score for each team and the evaluation committee will then move forward to a financial review. This scoring system will lead to a successful candidate being selected and presented to the board at either the August or September meeting.

e. *Revisions to the Regional Service Board Act (2012)*

There have been revisions presented and are expected to come into effect immediately, others will come into effect on August 1st. Two notable changes include:

- i) Board appointments – will no longer require MIGA’s appointment of board members.
- ii) Chair appointment – will now be selected at the discretion of the board (neutral representative with no bias within a community or sub-region; doesn’t have to be a council/committee member).

The Governance Committee will review the changes for any effect on the WRSB Terms of Reference at the next Governance Committee Meeting.

f. *Regional Wastewater Operator*

This is a pilot project for an operator in each of the three regions (Eastern, Central and Western) to maintain Regional water systems to keep communities off boil orders. The board will hire the operator with guidance/direction from Environment and Conservation and funding will be provided by government through a grant. The cost to the WRSB would be the purchase/rental of a vehicle for the person as the position will include much travelling within the region.

The minister has to create legislation to add services for Regional Service Boards to operate.

The WRWM office would like to see more detail on the Pilot Project to determine what is expected of the office. WRWM has major concerns regarding the WRWM budget and insurance with the addition of this position to the office.

5. Correspondence/ Media:

a. *Education/Media Plan Development (in cooperation with MMSB)*

Great cooperation with MMSB. Working towards a series of public presentations in the sub-regions in upcoming months with the first one scheduled for July 13th in White Bay South (Hampden). Developing an approach in the upcoming weeks in preparation for the plan. Key messages and a strategic plan are badly needed by WRWM. Other sub-regional meetings and presentations will likely occur after Labour Day. This will provide an update to the sub-regions.

b. *Capital Funding Requests*

i. *CBCL Diversion Proposal*

Government received the letter from the WRWM office requesting approval of the CBCL study; however, they have not yet had a chance to discuss the request. They do agree that there are missing pieces of work required and that the proposal will provide missing information (for example: we now have real waste generation numbers that are quite different from projected numbers)

ii. *HHW and E-waste*

A letter from government gives approval of the requested amount for HHW but not for the e-waste portion since there is already an e-waste program in place within the province. Newfoundland and Labrador EPRA (Electronic Products Recycling Association) will not provide capital. The HHW program is planned to go operational at the end of July or early August.

c. *Recent Media Articles*

With the help of MMSB, there seems to have been positive media coverage with positive feedback from the public in recent weeks.

6. Other

Motions: The person making the motion is responsible for writing it down and submitting it for recording. The person recording the meeting can keep track of the voting on each motion.

MMSB: Has a proposal in the works to ramp up their program regarding indiscriminate dumping.

Southwest Coast Joint Council meeting: Went well and was fairly positive.

Local Service Districts: Concern has been expressed that they are not recognized enough in the region.

7. Next Meeting Schedule

There will not be a July meeting this summer. The next meeting is tentatively scheduled for Thursday, August 27, 2015. That will either be confirmed or rescheduled as we get closer to that date.

8. Adjournment

Meeting was adjourned at 7:45pm.