

# Western Regional Service Board

## Meeting Minutes

### **Meeting Information:**

Date: Thursday, May 26, 2016

Time: 4:30pm – 6:00pm

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 (via telephone)
Bernd Staeben	WRSB Member – Corner Brook & Areas
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
Ian Duffett	Department of Municipal Affairs (via telephone, left at 4:50pm)

### **Missing with Apologies:**

Ashley Burke	MMSB
Bruce Burton	WRSB Member – Southwest Coast
Kevin Murphy	CBCL Limited Consultants
Boyd Wright	Department of Municipal Affairs

## 1. Call to Order

The meeting was called to order by WRSB Chair Don Downer at 4:31pm with quorum.

## 2. Additions & Deletions to the Agenda

There were no items to be added to, or deleted from, the agenda.

Question: Has Municipal Affairs discovered where the comments made by Minister Joyce at a recent Greater Humber Joint Council meeting regarding a \$1.6 million dollar shortfall came from? Ian confirmed that no one in the department can determine where the Minister came up with those figures. It was requested that the Deputy Minister try to get an explanation from the Minister but they haven't gotten that answer yet.

## 3. Approval & Adoption Minutes from Thursday, April 21, 2016 Meeting.

**Motion 16-0526-01:** Roger Barrett motioned for the WRSB to adopt the minutes from the April 21, 2016 WRSB meeting as presented. Motion was seconded by Robert Cormier. All **ten** board members present (A Blanchard, B Barter, B Staeben, E Bishop, J Reid, K Cormier, K Meade, L Gillette, R Cormier, R Barrett) were in favour with none contra minded. Motion was carried.

## 4. Business Arising

### a) Municipal Affairs Report on Western's Efficiencies (I Duffett)

The report is not yet finalized. Ian needs to work with Stephanie Kilfoil on some of the details regarding the organics. The report will be ready for review prior to the June meeting.

### b) Ramea Report

Ian and Cluney have given their approval to the Minister of Municipal Affairs for government to approve the \$251K (+ HST) for the Capital Cost for this project. We are now just waiting for the Minister's approval.

The equipment being approved is the same equipment provided in the original proposal. Ramea, Burgeo (Grey River Project) and WRWM will also contribute to the cost of this project. The balance of the previous Grey River project will also be credited to this project.

Once approval is given by both government and the WRSB, a meeting will then occur between all parties to get the commitment from Burgeo and Ramea.

**Motion 16-0526-02:** Keith Cormier motioned for the WRSB to accept the government's offer of \$251,000 for Capital with the WRSB contribution of up to \$30,000 upon Burgeo & Ramea's acceptance of their portion of the expense. Motion was seconded by Eli Bishop. All **ten** board members present (A Blanchard, B Barter, B Staeben, 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) Halifax Symposium & Composting Tour Summary

Compost Tours – toured four of the seventeen major composting facilities in Nova Scotia (North Ridge Farms, Fundy Compost, Colchester Organics, Pictou Compost). All participants found these tours to be very beneficial and informative.

The Trade Show - less impressive in the range and variety of technology and vehicles presented than the national/international SWANA conferences. Variety at the National and International conferences is incomparable to this.

Concurrent Sessions – Participants agreed that they didn't get much from these sessions.

The WRWM office is compiling the information from all attendees to create a comprehensive report to be distributed to the board prior to the June WRSB meeting.

Tony has agreed to come to the office to discuss the use of his Halifax Symposium prize (Free registration for SWANA's WasteCon in Indianapolis).

d) *Request(s) for Tonnage Information*

We do qualify under Access to Information and Protection of Privacy Act (ATIPPA); however, what information we are allowed to release is questionable. Where is the line drawn between public and private information. Tony Oxford has withdrawn his request for the tonnages for the North Shore Communities after a lengthy conversation with Jason and discovering the information he was seeking really couldn't help with the project he was working on, especially as it delved into curbside collection which is something the WRSB will be delving into within the next few years. Lawyer is still working on the issue as there are conflicting acts regarding this issue.

e) *Port aux Basques Citizens' Concerns*

Nothing further to report on this issue. The WRM and Municipal Affairs offices both believe it was a misunderstanding by the citizen about what a transfer station really is. It does wave a red flag that we need to ensure education gets out there.

## **5. New Business / Committee Reports**

a) *Finance Committee Report – from May 19<sup>th</sup> FC Meeting*

BDO Financial Statement for 2015 – Final draft still isn't ready for review. BDO ensures they will have the final draft ready for the June Finance Committee which will then be brought forward to the June WRSB meeting. The WRWM office is requesting that BDO provide a supplemental schedule (for operations) which is really what the board wants to see. Need to keep BDO on track with the Financials so things don't get behind like they were last year, nor again next year.

Fee Collection Programs:

- i. Commercial – First letters have been sent out with approximately \$100K outstanding. To date we have recovered approximately \$50K of this amount.
- ii. Residential – There is approximately \$90K outstanding; however, we are unsure if the \$10 credit affects this amount. The first letter is being prepared to go out to any residential account holders who owe over \$100.

May Free Drop-Off - There will be a comparison report prepared for the June meeting.

b) *Policy & Procedure Committee Report*

Nothing to report.

c) *Governance Committee Report - From May 18<sup>th</sup> GC meeting*

WRSB Terms of Reference Document Amendments:

- Remuneration and Travel/Expense claims section was moved to create Section 5 – section to be properly labelled/named by WRWM Staff.

- Decided not to specify a time in the document for the WRSB meetings but leave it at “start time specified in the previous meeting”
- Regarding the agenda, the following was added: “If a board member wishes to add/delete an item to the agenda after the agenda has been circulated, he/she will need to discuss the item with the Chair prior to the start of the board meeting. If deemed appropriate by the chair, this item will be brought forward under the ‘additions/deletions to the agenda’ section of the agenda”.

Developing a policy regarding Professional Development of the board – Money in the budget is a determining factor. After much discussion with no conclusion reached, it was decided to defer this topic to the next Governance Committee meeting to occur before the June WRSB meeting.

Annual Reporting on the Website – Place a statement of the ‘Reports’ section of the website that says the reports are available upon request.

d) Technical Committee Report

Expropriation – Government has approved \$76,000 for the entire process (\$66,000 for the purchase of land and \$10,000 for the processing costs). Murphy brothers has come back with an offer to sell for \$75,000. This offer was forwarded to government and we are currently waiting for a response from them. Ian Duffett will follow up at government’s end and let us know.

CBCL Update:

➤ Design/Build Progress (K Murphy)

- Present activities on the Mike Kelly & Sons contract. It included the overall spending and any new project risks that may have arisen since our previous March 2016 report. To date, most of Mike Kelly & Sons (MKS) activities relate to design. There continues to be limited activity at the sites. Design submissions are required at the 65% and 100% design stage. We are presently reviewing the 65% civil works Design submissions for the St. George’s site. We are awaiting for 65% design submissions for the civil works for all remaining sites. We are presently awaiting the next submission of the 100% designs for all building and also waiting for 65% designs for the buildings on the two smaller sites.
- Wild Cove - The design team reported on a recent discovery of the unfavourable geotechnical conditions at the Wild Cove site. The conditions would have led to unacceptable, differential settlement for the new transfer station building. The building will be moved north, at least 30 m where soil conditions are more suitable. This will place the new building directly where current operations of the site take place; therefore, the onus is on the contractor to ensure operations can continue at the site while construction takes place. Redesign efforts of the site will be considerable. Design risk is the contractor’s responsibility so it shouldn’t affect the project; however, if it changes the scope of work it could affect the project cost. There have been some cost savings in other areas that may be able to compensate for increases in cost for this portion of the project. Due to the redesign time required for Wild Cove (which was to be the first site constructed) MKS modified their plan to advance construction at the St. George’s as the site first. This appears to be the best course of action under the current circumstances.

- Schedule - The contractor appears to be 4 to 6 weeks behind his original schedule and their design submissions continue to fall behind. Valuable time during the limited construction season is being lost. Progress is being closely monitored at this time. Redesign efforts of the Wild Cove site may be considerable and various options are being explored to mitigate impacts on the schedule. Goal is still for a December 31, 2017 construction finish date.
- Construction Costs - The original contract price is \$ 33,908,904.00 + HST. There have been limited discussions on items that may result in positive or negative cost adjustments, however there are no approved change orders at this time.
- Potential Project Risks - As reported in the March 2016 report, there appears to be greater schedule risk and discussed above. MKS have acknowledged the delays in design and have increased resources to expedite design work. At this time, there has been no adjustment to project completion date but the schedule continues to be closely monitored. One significant risk to note is the geotechnical issue at the Wild Cove (see discussion above). The impacts on costs or on the schedule for the Wild Cove geotechnical issue are not clear at this time, however we do anticipate that there will be some impact. One potential project risk (potential for delay associated with obtaining additional land from Murphy's Bros. at Wild Cove) appears to now be removed since approval to expropriate has been provided earlier this month.

➤ Diversion and implementation planning (S Kilfoil)

Final draft still needs some fine-tuning. We are assured the final draft will be ready for the June meeting.

## 6. Correspondence/ Media

Deer Lake Waste Site Capacity Issue – turns out there weren't any capacity issues. Also, the mess at the site is more contributed to the season and the contractor not fulfilling contract duties.

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

Nothing to report

## 8. Confirm next WRSB meeting date: June 23?

Based on our current schedule of 4<sup>th</sup> Thursday each month, the June meeting will take place on Thursday, June 23rd.

## 9. Other

Don has a meeting with MMSB in early July to proceed with structuring an education program. We need to determine the system we are using before we proceed with this program. We expect the education program to begin in early 2017.

**RECOMMENDATION:** Jason do a (reverse) timeline of when WRSB needs to make decisions and present this timeline at the June meeting.

## 10. Adjournment

Meeting adjourned 6:00pm.