

Western Regional Service Board

Meeting Minutes

Meeting Information:

Date: Thursday, February 23, 2017

Time: 4:22pm – 7:40pm

Place: WRWM Office, 14 Main Street

Present were:

Anthony Blanchard	WRSB Member– North/South Bay of Islands
Barbara Barter	WRSB, Vice Chair – Burgeo and Area <u>(became meeting Chair at 6:30 upon the departure of the WRSB Chair Don Downer)</u>
Bernd Staeben	WRSB Member – Corner Brook & Areas
Bruce Burton	WRSB Member – Southwest Coast
Eli Bishop	WRSB Member – White Bay South (Via Telephone)
Joseph Reid	WRSB Member - Long Range
Keith Cormier	WRSB Member – Corner Brook & Areas (Left meeting at 6:50pm)
Leona Gillette	WRSB Member – Humber Valley
Robert Cormier	WRSB Member – Bay St. George
Roger Barrett	WRSB Member – Western Hills
Don Downer	WRSB Chair (Left meeting at 6:30pm)
Jason King	CAO, WRSB
Pauline Anderson	Executive Assistant, WRSB
Angela Cullihall	WRWM Financial Officer
Trent Quinton	WRWM Operations Officer (Left meeting at 6:00pm)
Kevin Murphy	CBCL Limited (Left meeting at 6:00pm)
Stephanie Kilfoil	CBCL Limited (Left meeting at 6:00pm)

Missing with Apologies:

Ken Meade	WRSB Member – Bay St. George
Ian Duffett	Department of Municipal Affairs
Boyd Wright	Department of Municipal Affairs
Doug Mills	NorPen Board Chair

Call to Order

The meeting was called to order by WRSB Chair Don Downer at 4:22pm with quorum.

1. Additions & Deletions to the Agenda

None. Agenda approved as presented.

Motion 17-0223-01: Roger Barrett motioned for the WRSB to adopt the agenda for the February 23, 2017 WRSB meeting as presented. Motion was seconded by Keith Cormier. All ten board members present (A Blanchard, B Barter, B Staeben, B Burton, E Bishop, J Reid, K Cormier, L Gillette, R Cormier, R Barrett) were in favour with none contra minded. Motion was carried.

2. Approval & Adoption Minutes from December 9, 2016 WRSB Meeting

Motion 17-0223-02: Anthony Blanchard motioned for the WRSB to adopt the minutes from the January 26, 2017 WRSB meeting as presented. Motion was seconded by Joe Reid. All ten board members present (A Blanchard, B Barter, B Staeben, B Burton, E Bishop, J Reid, K Cormier, L Gillette, R Cormier, R Barrett) were in favour with none contra minded. Motion was carried.

3. Business Arising

- a) Municipal Affairs Meeting – The WRWM office is developing a letter to submit to the Minister regarding the two ‘Capital Asks’ list (See Finance Committee Report under 4d). This will include the items from both lists as well as any motions coming out of this meeting.

4. New Business / Committee Reports

- a) William Jones Email Correspondence

Mr. Jones sent an email to Western MHA’s and Municipalities containing questions, most of which have already been posed and answered in the past, which prompted a series of back and forth emails correspondence between the Chair and Mr. Jones. It is an aim of the WRWM office to acknowledge all inquiries of the office.

Recommendation: The board feels there has been a slight made against their integrity and has asked the Chair to send an email to Mr. Jones to say his correspondence was discussed at tonight’s WRSB meeting and the board extends an invitation to him to attend one of the regularly scheduled WRSB meetings upon his return to Newfoundland. This will leave the ‘ball’ in his court.

- b) CBCL Limited Presentation on Implementation Schedule

CBCL gave a presentation which outlined the Western Schedule of such items as Transfer Station Construction & Operation; Hauling Contracts; C&D Material; Maintenance Building; Public Drop-offs; Recyclables; Composting; and, Curbside Collection.

There were two issues that need further discussion by the board as to which direction to go. These include Composting and Curbside Collection. It was determined to have a special board meeting on March 22 for deeper discussions on Curbside Collection as this is the more immediate of the two issues for the board and the Western system. Board members agreed to send any suggestions they might have on Curbside Collection to the WRWM office to include in this meeting discussion. It was also decided to have a special meeting in November (or later) for the WRSB to have discussions on Composting, an issue the board would like to implement but is more of a long-term item.

c) Governance Committee Report

Absenteeism – there was a board member who had reached the limit of absenteeism at board meetings for 2016. The Chair spoke with that board member who will endeavour not to miss any further board meetings for 2017; a letter from the Chair on behalf of the board has also been sent to the member

Board Seat Vacancy – We received an email from the Kippens Town Manager stating that Ken Meade is no longer a member of their council effective January 16, 2017. The Bay St. George Sub-regional seat held by Ken Meade is now deemed vacant until WRWM can conduct the sub-regional elections this Fall after the September municipal elections.

Motion 17-0223-06: Eli Bishop motioned that any Tender awarded should be formally approved by a motion of the board. Motion seconded by Leona Gillette. All ten board members present (A Blanchard, B Barter, B Staeben, B Burton, E Bishop, J Reid, K Cormier, L Gillette, R Cormier, R Barrett) were in favour with none contra minded. Motion was carried.

This is to be added into the WRSB Terms of Reference.

Chair Succession Plan – After discussion of the nine points the Governance Committee developed, it was determined that further clarification is needed with these policies, especially the incorrect assumptions regarding the Chair being from outside municipal councils and living within the region. This is to be brought back to the Governance Committee for further discussion and development. There was comparison made with Section 4.2 of the WRSB Terms of Reference when discussing these points. Questions that need answering include: ‘Who’ do you want as Chair (outside or a municipal leader) and do you want that person to reside within the region?

d) Finance Committee Report

Residential Collection Program – There has been a 26% recovery of funds owed on residential accounts in arrears of 90 or more days.

Commercial Collection Program - on INACTIVE accounts in arrears of 90+days there was a 17% recovery of funds owed. On active accounts in arrears of 90+days there was a recovery of 15% of funds owed.

Motion 17-0223-03: Keith Cormier motioned that elected WRSB members do not travel for out-of-province conferences during any municipal election years. Motion was seconded by Robert Cormier.

Motion 17-0223-04: Friendly amendment. Bernd Staeben motioned to add ‘**and chair**’ to motion 17-0223-03. Motion was seconded by Joe Reid.

Motion 17-0223-03: Keith Cormier motioned that elected WRSB members, **and Chair**, do not travel for out-of-province conferences during any municipal election years”. Motion was seconded by Robert Cormier. Nine board members present (A Blanchard, B Barter, B Staeben, B Burton, E Bishop, J Reid, K Cormier, L Gillette, R Cormier) were in favour with one contra minded (R Barrett). Motion was carried.

This needs to be placed in the WRSB Terms of Reference.

Any in-province conferences/education during municipal election years will be considered on a case-by-case basis by the board. This is a normal practice for the WRSB.

Remuneration & Travel Expenses – Going forward, the WRWM office will keep a quarterly record/spreadsheet of remuneration and travel reimbursement payments available in case the

information is requested by the public. Quarterly remuneration is already mentioned in the WRSB Terms of Reference; the quarterly travel expense reimbursements need to be incorporated into the WRSB Terms of Reference as well.

It is a recommendation of the Finance Committee that at a minimum, board members submit all their travel/expense claims to the WRWM office for each quarter and before the end of that quarter. As the Finance Committee has asked the office to refine recording of expenses, this practice would assist the office in ensuring accurate and current accounting records and financial statements on quarterly reporting.

Keith will send the WRWM office a copy of the expense form the City of Corner Brook uses to compare against the current expense form used by the WRWM office and ensure we have the best possible document for expense claims.

Does Central have any guidelines in place for when someone comes in off the street and wants to see records?

Capital Asks: There are two Capital ask lists that need to be directed to government for funding, the first is for Immediate asks which are needed ASAP in 2017 in order to get the transfer stations running in 2018.

Motion 17-0223-05: Keith Cormier motioned that the WRSB officially request Capital Funding of **\$4,320,000.00** from the Department of Municipal Affairs for the 2017 fiscal year. This is an immediate need regarding the implementation of the western system. Motion seconded by Joe Reid. All ten board members present (A Blanchard, B Barter, B Staeben, B Burton, E Bishop, J Reid, K Cormier, L Gillette, R Cormier, R Barrett) were in favour with none contra minded. Motion was carried.

The second is for deferred asks that are necessary to complete the Western system but can wait until later in 2017, or even into 2018, as the earliest time the funds become available.

Motion 17-0223-07: : Keith Cormier motioned that the WRSB officially request Capital Funding of **\$7,583,000.00** from the Department of Municipal Affairs for as soon as available, but not later than for the 2018 fiscal year. This is for essential needs in the complete implementation of the western system. Motion seconded by Bruce Burton. All ten board members present (A Blanchard, B Barter, B Staeben, B Burton, E Bishop, J Reid, K Cormier, L Gillette, R Cormier, R Barrett) were in favour with none contra minded. Motion was carried.

The WRSB needs to ensure that, if there is any deficit in the funding provided by Municipal Affairs, the WRSB has to proceed with a loan that Municipal Affairs not only pays WRSB back on the principal but also on the interest, as this is a Capital Cost.

e) Policy and Procedure Committee Report

They had a telephone meeting on Feb 14th and an in-person meeting on Feb 23rd. There were two items on the agenda: Salary Grid/Org Chart; Committee Terms of Reference.

Org Chart – this is a working document. Need to ensure that it is current in order to implement a salary pay scale for the WRWM organization.

Salary Grid – The Committee will be meeting again to develop this and have ready to present to the board by July 1, 2017. Since this grid will be implemented in 2018, it has to be developed and approved to be included in the 2018 budget this coming Fall. Of the three larger Regional Waste Management Systems, Western is most like Central; so, the Committee will use Central as its main point of reference in developing, and recommending, a pay scale.

There are other opportunities for the WRSB to expand their responsibilities beyond Western Regional Waste Management and Water Resources. One area we can look into would be a recreational facility for the West Coast. The Committee, and the Board, feel it is best to focus on the two branches the board currently governs before branching out any further. We should postpone any investigation into expansion until after the Western Waste Management System is up and running smoothly.

Hiring Process/Policy – the Committee feels there should be a Hiring Committee officially formed to develop a hiring process/policy for the office to utilize. The office uses best and prudent hiring practices currently; however, no policy has officially been adopted. This will be discussed at the next P&P Committee Meeting.

f) **La Poile Certificate of Approval**

Getting a program developed by June 1st is VERY ambitious. WRWM needs to open communication with LaPoile and come up with a plan together that can be brought to Government. WRWM staff will travel to LaPoile later in the Spring to get a lay of the land. Will need to include Bruce Burton (Southwest Coast Board Member), as well as representatives from Rose Blanche, as they will likely be taking LaPoile's waste.

5. Correspondence/ Media

- a) Tight Lines Consulting – There needs to be more time spent on reviewing this proposal and to see what exactly they are looking for from us. Staff will look at more closely and discuss with MMSB. The WRWM staff will report back to the board on this subject at a future meeting.

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

Nothing to Report

7. Other

Nothing to Report

8. Confirm next Regular WRSB meeting date: March 23, 2017

The next WRSB meeting will take place at 4:30pm on Thursday, March 23, 2017 as per the regular schedule of fourth Thursday of each month. Supper will be provided at 4pm to those attending this meeting.

A special meeting has been called for 4:30pm on Wednesday, March 22 to discuss Curbside Collection.

9. Adjournment

Meeting adjourned at 7:40pm.