

# **Western Regional Service Board**

## **Meeting Minutes**

### **Meeting Information:**

Date: Thursday, April 27, 2017

Time: 4:30pm – 6:40pm

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
Bruce Burton	WRSB Member – Southwest Coast
Eli Bishop	WRSB Member – White Bay South
Joseph Reid	WRSB Member - Long Range
Leona Gillette	WRSB Member – Humber Valley
Robert Cormier	WRSB Member – Bay St. George
Roger Barrett	WRSB Member – Western Hills
VACANT SEAT	WRSB Member – Bay St. George
Don Downer	WRSB Chair
Jason King	CAO, WRSB
Pauline Anderson	Executive Assistant, WRSB
Angela Cullihall	WRWM Financial Officer (Left meeting at 6:05pm)
Boyd Wright	Department of Municipal Affairs

### **Missing with Apologies:**

Bernd Staeben	WRSB Member – Corner Brook & Areas
Keith Cormier	WRSB Member – Corner Brook & Areas
Kevin Murphy	CBCL Limited
Ian Duffett	Department of Municipal Affairs
Doug Mills	NorPen Board Chair

## Call to Order

The meeting was called to order by WRSB Chair Don Downer at 4:30pm with quorum.

### 1. Additions and Deletions to the Agenda

**Motion 17-0427-01:** Bruce Burton motioned for the WRSB to accept the agenda for the April 27, 2017 WRSB meeting as presented. Motion was seconded by Eli Bishop. All eight board members present at today's meeting (A Blanchard, B Barter, B Burton, E Bishop, J Reid, L Gillette, R Cormier and R Barrett) were in favour with none contra minded. Motion was carried.

### 2. Approval & Adoption Minutes from March 23, 2017 WRSB Meeting

**Motion 17-0427-02:** Leona Gillette motioned for the WRSB to adopt the minutes from the March 23, 2017 WRSB meeting as presented. Motion was seconded by Joe Reid. All eight board members present at today's meeting (A Blanchard, B Barter, B Burton, E Bishop, J Reid, L Gillette, R Cormier and R Barrett) were in favour with none contra minded. Motion was carried.

### 3. Business Arising

#### a) Government Capital Funds Letter

The WRWM office has not received any response to the letter sent to the Minister of Municipal Affairs on February 27<sup>th</sup> regarding the Capital Funds request. The office has been told that the request is still being reviewed and there has been no confirmation as to when correspondence will come to us on this issue. The delay in a response has not affected anything from moving forward and if it does get to that point, then the board will be notified.

#### b) La Poile Update

Nothing further has developed since the letter was sent to the La Poile Chairperson in March requesting that we open the lines of communication to discuss the direction of waste management in the La Poile area. The time is soon approaching (late Spring) for WRWM staff to travel to La Poile to tour the area and open discussions on this topic with community representatives to see what needs/can to be done for that area.

### 4. New Business / Committee Reports

#### a) MKS/CBCL Update

- The MKS Update meeting scheduled for today is postponed until May 4 so there is not as detailed a report until after that meeting has taken place. There are a few items that needs to be noted such as:
  - CBCL has an engineer 'on the ground' with MKS
  - The Transfer Station Building is now at the St. Georges site
  - There is a lot of activity happening at the Wild Cove site
  - No changes have been made to the MKS Schedule. We will have a much better idea of an opening/starting date once mid-summer arrives and construction status can be fully reviewed.

b) Governance Committee Report - meeting held April 24, 2017

- **Chair Succession Plan – For the next board to follow in selecting their Chairperson.**

**Motion 17-0427-03:** Eli Bishop motioned the WRSB recommends that the position of WRSB Chairperson be decided based on qualifications first and residency second. A member of the board meeting the qualifications and residency requirements would be given first consideration for the position. Should the situation arise that there are no board members interested or qualified for the position, consideration would then be open to outside candidates meeting the qualifications and residency criteria. Motion was seconded by Leona Gillette. All eight board members present at today's meeting (A Blanchard, B Barter, B Burton, E Bishop, J Reid, L Gillette, R Cormier and R Barrett) were in favour with none contra minded. Motion was carried.

- **Absenteeism Records**

The most any board member has missed in 2017 to date is one meeting. There are no concerns at this time.

- **Band Council – Do we need to adjust our board structure to accommodate a band member on it?**

Jason was in contact with Municipal Affairs on this issue. The determination was that there is no need to change the Governance structure of the WRSB. We are waiting for official legal opinion from Municipal Affairs.

- **Board Succession Plan**

The Committee requested that WRWM staff prepare a schedule for conducting elections which the Governance Committee would review at the next GC meeting. It was requested that the next GC Meeting would include discussion on the clusters of communities within the sub-regions and how they vote.

The Governance Committee recommends that the WRWM office conduct the board member elections based on the same procedures followed at the previous board member elections. There needs to be further discussion regarding the date the new board members actually take over their new roles from the current board.

- **WRSB Terms of Reference**

**Motion 17-0427-04:** Eli Bishop motioned that due to Motion 17-0323-04 from the March 2017 meeting, the WRSB revise section 4.03(5) to read as “*Notwithstanding subsections (1) through (4), a director shall continue to be a director until he or she is reappointed or replaced. If a seat becomes vacant within 10 months of Municipal Election the seat will remain vacant until sub-regional elections are held after the Municipal Elections*”. Motion was seconded by Roger Barrett. All eight board members present at today's meeting (A Blanchard, B Barter, B Burton, E Bishop, J Reid, L Gillette, R Cormier and R Barrett) were in favour with none contra minded. Motion was carried.

c) Finance Committee Report – meeting held April 27, 2017

- **First Quarter Financial Review**

There are some items that did go over the quarterly budgeted amount; however, there are explanations for each of them:

- Insurance & WHSCC – these are amounts paid in annual lump sums rather than quarterly.
- EI & CPP – The Water Technicians amounts are still included in this total.
- Medical – This one has gone over budget and will remain so each quarter as the rates have increased more than expected for 2017. Will likely go over-budget by \$200-\$300 by year end.

- **Tonnages/Revenue**

To date for 2017 we are at a lower tonnage than for the same timeframe in 2015 and 2016. At Waste Management Conferences they will often state that there is a 2-year cycle within this business where there will be high/low spikes. The office will watch the tonnages; and if tonnages does not improve in the next quarter, the Finance Committee will have to discuss the implications in more detail as it may mean we won't reach the budgeted tonnages for 2017.

- **Remuneration and Travel**

The first quarter chart for travel and remuneration was reviewed and determined to be on budget for the first quarter of 2017. The chair reports his travel monthly with a journal of work performed during that month. This report is filed at the WRWM office and available if there are any questions from the board regarding the Chair's expenses. The Finance Committee requested that a note be added to the Chair's file to ensure that future Chairs maintain the same, or similar, style of record keeping.

- **Increase to World Office Monthly Charges**

As of May 1st, WRWM will be paying Strong Engineering \$6,500 per month for the service contract that was negotiated by the WRWM office and Strong Engineering. This will account for not only service, but also for upgrading the systems at the Wild Cove and St. George's waste sites to match the new technology going into the other transfer stations next year.

- **Finance Committee Terms of Reference**

This document will be sent to the board for review and there will be a notice of motion for the May WRSB meeting on the adoption of this document

- **Debt Collection**

The lawyer's response to this issue was sent to all committee members which shows this issue isn't as cut and dry as we first believed. According to the lawyer, there is really no way to limit WRWM expenses to under \$10,000 if we sued that company for the amount owed to WRWM. There is a question as to whether we can bring a portion of the amount owed to small claims court to recoup at least a portion of the balance owed. Angela will look into Small Claim's Court to see if this is a viable option for us and report back to the Finance Committee.

- **Auditor**

Staff will be developing a tender to select an auditor for 2018.

- **RFID Card Replacement Fee**

**Motion 17-0427-05:** Barbara Barter motioned that a fee of \$5 be put into place for replacement of RFID cards (not including defective cards) effective May 1, 2017. Motion was seconded by Joe Reid. All eight board members present at today's meeting (A Blanchard, B Barter, B Burton, E Bishop, J Reid, L Gillette, R Cormier and R Barrett) were in favour with none contra minded. Motion was carried.

d) **Policy and Procedure Committee Report**

Organizational Chart – Committee approved the current Organizational Chart. The chart will be sent out to all board members for review.

Committee Terms of Reference – Edits are being made to the P&P Terms of Reference. The edited document will be sent to the WRWM office, which will then be forwarded to the Board.

Policy Document – there were two suggested edits to this document that were agreed upon by the Board and prompted the following motion:

**Motion 17-0427-06:** Barbara Barter motioned that revisions be made to sections 4.5 and 4.6 of the Policy and Procedures Manual as discussed. Motion was seconded by Anthony Blanchard. All eight board members present at today's meeting (A Blanchard, B Barter, B Burton, E Bishop, J Reid, L Gillette, R Cormier and R Barrett) were in favour with none contra minded. Motion was carried.

**5. Notice of Motion**

There will be a few Notice of Motions for the May 25<sup>th</sup> meeting. These will be presented with the next meeting's agenda.

**6. Correspondence/ Media**

Nothing for discussion.**Other**

Reminder that there will be a special meeting of the WRSB at 3:30pm on Wednesday, May 3, 2017 to discuss the issue of Curbside Collection.

**7. Confirm next Regular WRSB meeting date: May 25, 2017**

The next regular WRSB meeting will take place at 4:30pm on Thursday, May 25, 2017 as per the regular schedule of fourth Thursday of each month. Supper will be provided at 4pm to those attending the meeting.

**8. Adjournment**

Meeting adjourned at 6:40pm.