

# Western Regional Service Board

## Meeting Minutes

### **Meeting Information:**

Date: Thursday, September 21

Time: 4:27pm-6:30pm

Place: WRWM Office, 14 Main Street

### **Present were:**

Anthony Blanchard	WRSB Member– North/South Bay of Islands
Barbara Barter	WRSB Chair – Burgeo and Area
Bernd Staeben	WRSB Member – Corner Brook & Areas <i>(Left meeting at 4:55pm, schedule conflict)</i>
Bruce Burton	WRSB Member – Southwest Coast
Eli Bishop	WRSB Member – White Bay South
Keith Cormier	WRSB Member – Corner Brook & Areas
Leona Gillette	WRSB Member – Humber Valley
Robert Cormier	WRSB Member – Bay St. George
Roger Barrett	WRSB Member – Western Hills
Boyd Wright	Department of Municipal Affairs
Jason King	CAO, WRSB
Angele Yetman	Accounts Clerk, WRSB

### **Missing with Apologies:**

Pauline Anderson	Executive Assistant, WRWM
VACANT SEAT	WRSB Member – Bay St. George
Joseph Reid	WRSB Member - Long Range
Ian Duffett	Department of Municipal Affairs
Kevin Murphy	CBCL Limited

## Call to Order

The meeting was called to order by WRSB Chair Barbara Barter at 4:27pm with quorum.

### 1. Additions and Deletions to the Agenda

Leona Gillette asked that Sub-Region Pynn's Brook be added under 'Other'.

**Motion 17-0921-01:** Roger Barrett motioned for the WRSB to accept the amended agenda for the September 21, 2017 WRSB meeting as presented with the discussed additions and edits. Motion was seconded by Bernd Staeben. All nine board members present at today's meeting (A Blanchard, B Barter, B Staeben, B Burton, E Bishop, K Cormier, L Gillette, R Cormier and R Barrett) were in favour with none contra minded. Motion was carried.

### 2. Approval & Adoption Minutes from August 03, 2017 WRSB Meetings

**Motion 17-0921-02:** Eli Bishop motioned for the WRSB to adopt the minutes from the August 03, 2017 WRSB meeting as presented, including the minor edits discussed. Motion was seconded by Leona Gillette. All nine board members present at today's meeting (A Blanchard, B Barter, B Staeben, B Burton, E Bishop, K Cormier, L Gillette, R Cormier and R Barrett) were in favour with none contra minded. Motion was carried.

**Motion 17-0921-03:** Bruce Burton motioned for the WRSB to adopt the minutes from the September 14, 2017 Budget meeting as presented. Motion was seconded by Keith Cormier. All nine board members present at today's meeting (A Blanchard, B Barter, B Staeben, B Burton, E Bishop, K Cormier, L Gillette, R Cormier and R Barrett) were in favour with none contra minded. Motion was carried.

It was discussed and decided the budget will be released to the communities during the first week of October.

**Motion 17-0921-05:** Keith Cormier motioned for the WRSB to ratify the minutes from the August 03, 2017 Finance Committee meeting as amended. Motion was seconded by Bruce Burton. All nine board members present at today's meeting (A Blanchard, B Barter, B Staeben, B Burton, E Bishop, K Cormier, L Gillette, R Cormier and R Barrett) were in favour with none contra minded. Motion was carried.

### 3. Business Arising

#### a) Communications Consultant Update

The CAO reported that 14 applications were received from interested candidates, 4 were chosen to take part in a telephone interview which will be conducted the week of September 25. Present at the interviews will be CAO, Chair and Executive Assistant.

### 4. New Business / Committee Reports

#### a) Technical Committee

Bruce, as chair, opened the discussion. Jason presented a slideshow prepared by Field Operations Officer to show the progress and status of the construction at the Transfer Stations in the region. Jason reported that clear bags will be used in transfer stations therefor to facilitate a smooth transition, we will need to begin phasing out the green/black garbage bags immediately.

**Motion 17- 0921-06:** Bruce Burton made a motion that WRSB implement a clear (ie: transparent) bag system for waste and recyclables. Motion was seconded by Robert Cormier. All eight board members present at today's meeting (A Blanchard, B Barter, B Burton, E Bishop, K Cormier, L Gillette, R Cormier and R Barrett) were in favour with none contra minded. Motion was carried.

b) MKS Update

MKS has assured us that 4 of the transfer stations will be completed by December 31 and operational by July 01.

c) Municipal Elections

Municipal elections being held next week. This may mean change in Board/Committee members. Next meeting of Technical Committee will likely be end of the year to work with any new members.

d) Policy & Procedure

Finance Committee reported one error in salary grid minutes, Eli Bishop's name was omitted. Staff were asked to step out of meeting pending discussion of CAO salary grid. Issue on table was Hours of work per week.

**Motion 17-0921-04:** The contract with the CAO is amended to indicate a 35-hour work week. The hours of operation are 8:30am to 4:30pm. Moved by Eli Bishop and seconded by Bruce Burton. All nine board members present at today's meeting (A Blanchard, B Barter, B Burton, E Bishop, K Cormier, B Staeben, L Gillette, R Cormier and R Barrett) were in favour with none contra minded. Motion was carried.

e) Sub-Regional Capital Project

Jason presented a slide show consisting of an update on construction at various sites.

**5. Correspondence/ Media**

None noted

**6. Notice of Motion**

Any Notice of Motions for the next WRSB meeting will be noted on that meeting's agenda.

**7. Other**

a) Sub-Region Pynn's Brook

Leona reported that even though the community of Pynn's Brook is under her jurisdiction, they had informed her that they prefer to be represented by Western Hills as they use landfill at Deer Lake. Roger reported that the community pays fees to Deer Lake. Nothing was confirmed in any correspondence to substantiate the report.

**Motion 17-0921-07:** Roger Barrett made a motion for CAO to make contact with Pynn's Brook and ask for documentation to support that they request to be moved from Wild Cove Landfill to Deer Lake/Western Hills site due to proximity. Leona Gillette seconded. All eight board members present at today's meeting (A Blanchard, B Barter, B Burton, E Bishop, K Cormier, L Gillette, R Cormier and R Barrett) were in favour with none contra minded. Motion was carried.

E-Waste:

Jason informed the board that an opportunity has developed for WRSB to purchase 3 eWaste containers at \$4900.00 each delivered. As the budget is presently \$15000.00 cap he requested permission to increase to \$20000.00 in order to purchase said containers.

**Motion 07-0921-08:** Leona Gillette made a motion that the CAO be approved to procure three (3) eWaste containers including delivery not to exceed \$20000.00. Roger Barrett seconded the motion. All eight board members present at today's meeting (A Blanchard, B Barter, B Burton, E Bishop, K Cormier, L Gillette, R Cormier and R Barrett) were in favour with none contra minded. Motion was carried.

**8. Confirm next WRSB meeting dates:**

None scheduled, Chair will call meeting when necessary

**9. Adjournment**

**Motion 17-0803-09:** Robert Cormier motioned to adjourn the WRSB meeting as of 6:30m. All eight board members present at today's meeting (A Blanchard, B Barter,, B Burton, E Bishop, L Gillette, R Cormier and R Barrett) were in favour with none contra minded. Motion was carried.