

# **Western Regional Service Board**

## **Meeting Minutes**

### **Meeting Information:**

Date: Thursday, October 12, 2017

Time: 3:30pm - 4:40pm

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
Bruce Burton	WRSB Member – Southwest Coast
Eli Bishop	WRSB Member – White Bay South
Joseph Reid	WRSB Member - Long Range
Keith Cormier	WRSB Member – Corner Brook & Areas
Leona Gillette	WRSB Member – Humber Valley
Roger Barrett	WRSB Member – Western Hills
Jason King	CAO, WRSB
Pauline Anderson	Executive Assistant, WRWM

### **Missing with Apologies:**

VACANT SEAT	WRSB Member – Bay St. George
Robert Cormier	WRSB Member – Bay St. George
Ian Duffett	Department of Municipal Affairs
Boyd Wright	Department of Municipal Affairs
Kevin Murphy	CBCL Limited

## Call to Order

The meeting was called to order by WRSB Chair Barbara Barter at 3:30pm with quorum.

### 1. Additions and Deletions to the Agenda

**Motion 17-1012-01:** Bernd Staeben motioned for the WRSB to accept the agenda for the October 12, 2017 WRSB meeting as presented. Motion was seconded by Joe Reid. All nine board members present at today's meeting (A Blanchard, B Barter, B Staeben, B Burton, E Bishop, J Reid, K Cormier, L Gillette and R Barrett) were in favour with none contra minded. Motion was carried.

### 2. Approval & Adoption Minutes from September 21, 2017 WRSB Meetings

**Motion 17-1012-02:** Roger Barrett motioned for the WRSB to adopt the minutes from the September 21, 2017 WRSB meeting as presented, including two minor edits discussed. Motion was seconded by Eli Bishop. All nine board members present at today's meeting (A Blanchard, B Barter, B Staeben, B Burton, E Bishop, J Reid, K Cormier, L Gillette and R Barrett) were in favour with none contra minded. Motion was carried.

### 3. New Business

#### a) Motions

##### i Pest Control

**Motion 17-1012-03:** Roger Barrett moves that the WRSB award the Rodent Management Contract to PCO-Orkin Canada at a rate of \$5.25/baiting station per month. 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, J Reid, K Cormier, L Gillette and R Barrett) were in favour with none contra minded. Motion was carried. If the baiting stations aren't catching anything, we have the option of closing that baiting station.

##### ii Communications consultant

**Motion 17-1012-04:** Bernd Staeben moves that the WRSB award the Strategic Marketing and Communications Consultant Contract to Ms. Libby Carew including a maximum \$25,000 budget. 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, J Reid, K Cormier, L Gillette and R Barrett) were in favour with none contra minded. Motion was carried. It was originally hoped that the total would be lower but the awarding candidate had the lowest rate of all that qualified for interviews.

##### iii Form B

**Motion 17-1012-05:** Eli Bishop moved that the WRSB submit a 'Form B' for the purchase of nine 20-foot storage containers baring condition being deemed acceptable by WRWM. Reason for not going to public Tender is the exceptional price, availability/unique product and minimal timeframe involved. Up to a total of \$25,000 including delivery and offloading. Motion was seconded by Anthony Blanchard. All nine board members present at today's meeting (A Blanchard, B Barter, B Staeben, B Burton, E Bishop, J Reid, K Cormier, L Gillette and R Barrett) were in favour with none contra minded. Motion was carried.

b) Bay St. George Waste Management Committee Chair Correspondence

The CAO received a call from Peter Fenwick, Chair of the BSG Waste Management Committee. Mr. Fenwick had a few items to discuss regarding Waste Management which the CAO discussed with the Chair before bringing them forward to the Board. Mr. Fenwick forwarded his concerns in an email with the following items listed:

- i Election (TOR Regulations) – Mr. Fenwick wished to conduct the Bay St. George sub-regional elections within his own BSG Waste Management Group.

The April 27, 2017 WRSB meeting, the following recommendation was made:

*“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”.*

An election process was structured four years ago when the first WRSB was elected but was not formalized into the WRSB Terms of Reference.

**Motion 17-1012-06:** Eli moves the WRS recommend the WRWM office will conduct WRSB elections based on the process created by the WRWM office with the staff running the elections. 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, J Reid, K Cormier, L Gillette and R Barrett) were in favour with none contra minded. Motion was carried. This will ensure every board member around the table was elected from the same procedures.

- ii Budget

Mr. Fenwick wished to discuss the WRSB budget to see where improvements could be made. The 2018 WRSB Budget has already been approved by the board and sent out to all Western Municipalities/LSDs and to the Department of Municipal Affairs and Environment. A Budget forum has already been scheduled for October 20<sup>th</sup> (venue to be determined).

The Board is agreeable to the Chair writing a letter in response to Mr. Fenwick’s email.

c) Regional Government

Department of Municipal Affairs and Environment is holding Regional Government Consultation discussions in various communities throughout NL in October. The website was brought up on-screen and a short video was presented by the Minister of Municipal Affairs and Environment discussing the upcoming sessions. Board members were directed to look into attending a session in their area if they are interested.

**4. Other**

The topic of Composting was discussed at last month’s Technical Committee meeting where Government directed that a process and proposal for composting needs to be submitted to government before they will look at it.

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

- a) WRSB Meeting: December 1, 2017
- b) Christmas Social: December 1, 2017

**6. Adjournment**

**Motion 17-1012-07:** Roger Barrett motioned to adjourn the WRSB meeting as of 4:40pm. All nine board members present at today’s meeting (A Blanchard, B Barter, B Staeben, B Burton, E Bishop, J Reid, K Cormier, L Gillette and R Barrett) were in favour with none contra minded. Motion was carried.