Western Regional Service Board
Meeting Minutes

Meeting Information:

Date: Thursday, February 22, 2018

Time: 4:30pm - 7:10pm

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
Bernd Staeben	WRSB Member – Corner Brook
Cynthia Downey	WRSB Member – Bay St. George
Derrick Anthony	WRSB Member – Humber Valley
Eli Bishop	WRSB Member – White Bay South
Joseph Reid	WRSB Member - Long Range
Josh Carey	WRSB Chair – Corner Brook
Melvin Keeping	WRSB Member – Southwest Coast
Peter Fenwick	WRSB Member – Bay St. George
Roger Barrett	WRSB Member – Western Hills (Via Telephone, left meeting at 6:40pm due to prior commitment)
Jason King	CAO, WRSB
Pauline Anderson	Executive Assistant, WRWM

Call to Order

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

As Chair, Josh Carey is currently not a voting member as per the WRSB Terms of Reference.

Motion 18-0222-01: Peter Fenwick motioned for the WRSB to accept the agenda for the February 22, 2018 WRSB meeting as presented. Motion was seconded by Joe Reid. All ten board members (A Blanchard, B Barter, B Staeben, C Downey, D Anthony, E Bishop, J Reid, M Keeping, P Fenwick, R Barrett) were in favour with none contra minded. Motion was carried.

1. Approval & Adoption of Minutes from the January 25, 2018 WRSB Meeting

Motion 18-0222-02: Cynthia Downey motioned for the WRSB to adopt the minutes from the January 25, 2018 WRSB meeting as presented. Motion was seconded by Bernd Staeben. All ten board members (A Blanchard, B Barter, B Staeben, C Downey, D Anthony, E Bishop, J Reid, M Keeping, P Fenwick, R Barrett) were in favour with none contra minded. Motion was carried.

2. Business Arising

a) WRWM Reports Discussion/Comments

There were no questions or comments regarding the WRWM reports handed out to Board members at the beginning of their term.

b) Marketing and Communications Report

We have now received official approval from MMSB to receive funding of up to $25,000 from them to move forward with Idea Factory to begin the development of Material for the education material for the 2-stream roll-out program for Sort-it Western.

- Phase 1 – Audit of WRWM/WRSB Communications and Marketing
- Phase 2 – Development of a Marketing and Communications Plan
- Phase 3 – Implementation of the Marketing and Communications Plan

Libby Carew Communications and Public Relations completed phase 1 and have submitted the final draft of phase 2. We are now ready to move forward to phase 3 of the Marketing Study which Libby has confirmed her availability for. Libby is the ideal candidate for this phase as she wrote the report and is aware of all the steps involved and how to proceed with the implementation of the plan. The funding required for phase 3 is included in the 'proposed budget' of the Marketing and Communications Plan.

Note: The Board is aware of the Proposed budget listed on page 19 of the Marketing and Communications plan; however, this not an approved or accepted budget. All proposed budget items listed will need final approval as we proceed through implementation of the plan.

Motion 18-0222-03: Joe Reid motioned for the WRSB to approve a budget of up to $25,000 in Professional Services for Libby Carew Communications & Public Relations to immediately implement the 2-stream program roll-out of the Marketing Communication Plan for Western Regional Waste Management. Motion was seconded by Bernd Staeben. All ten board members (A Blanchard, B Barter, B Staeben, C Downey, D Anthony, E Bishop, J Reid, M Keeping, P Fenwick, R Barrett) were in favour with none contra minded. Motion was carried.

Motion 18-0222-04: Barbara Barter motioned for the WRSB to accept the Marketing Communication Plan for Western Regional Waste Management (prepared by Libby Carew Communications & Public Relations). Motion was seconded by Cynthia Downey. All ten board members (A Blanchard, B Barter, B Staeben, C Downey, D Anthony, E Bishop, J Reid, M Keeping, P Fenwick, R Barrett) were in favour with none contra minded. Motion was carried.

There were concerns expressed regarding having no additional staff to assist in the education roll-out; the acknowledgement of any cost savings on the different budget items; ensuring news mediums that are utilized reach more than just local users; and the timeline referenced in the plan.

Libby will make a final presentation to the board in March which will detail the timeline of the education roll-out and the progress made to date between herself, Idea Factory and the WRWM office.

c) Backyard Composting Funding Request

A Request came in from the Bay St. George Sub-committee for a grant to purchase 1000 backyard composters from MMSB. Correspondence with DMAE concluded that Regional Service Boards aren't permitted to award grants. There are mechanisms in place for communities to make grants available for such projects if the Bay St. George area wanted to look into it further. Once we have the Western system implemented and running smoothly, we can then venture into exploring composting options available to Western. In the meantime if there are communities who wish to proceed with their own compost programs, whether it be through their own backyard composters or via a community system, WRWM encourages Communities to take this initiative.

3. New Business

a) Finance Committee Report

The Minister of DMAE is aware there is a Capital Funds Request forthcoming from the WRSB. Upon approval of the presented Capital Funds Request letter, the WRWM office will forward the letter to the Minister. Board members will be notified once the request has been submitted to the Minister.

Motion 18-0222-05: Bernd Staeben motioned for the WRSB to accept the 2018 Capital Ask Budget and request the WRSB Chair meet with the Minister of Municipal Affairs and Environment to submit and discuss the request. Motion was seconded by Anthony Blanchard. All ten board members (A Blanchard, B Barter, B Staeben, C Downey, D Anthony, E Bishop, J Reid, M Keeping, P Fenwick, R Barrett) were in favour with none contra minded. Motion was carried.

We are ready to move forward with offering eWaste at the Wild Cove site. With the additional duties involved with now operating eWaste, Edward Collins Construction has requested that an additional $600/month be added onto the remainder of their current contract to ensure staff are compensated for the additional duties.

Motion 18-0222-06: Joe Reid motioned for the WRSB to accept $600/month be added to the remainder of the existing Edward Collins Contracting Ltd Contract to proceed with offering e-waste at the Wild Cove Site. Motion was seconded by Bernd Staeben. All ten board members (A Blanchard, B Barter, B Staeben, C Downey, D Anthony, E Bishop, J Reid, M Keeping, P Fenwick, R Barrett) were in favour with none contra minded. Motion was carried.

HST: The Finance Committee Chair has been in touch with the MP of the Long Range (Gudie Hutchings) to discuss the continued delay in obtaining the 2014 – 2016 HST rebate for Western Regional Waste Management. Now that CRA has approved our official status, there shouldn't be any further delays in our HST rebate being paid to the office.

b) Governance Committee Report

Motion 18-0222-07: Eli Bishop motioned for the WRSB to transfer all Human Resources items from the Policy and Procedure Committee to the Finance and Administration committee. The Policy and Procedure Committee will have oversight on all matters concerning strategic planning and policy (ie. Marketing/Education plan, program tires, etc). Motion was seconded by Barbara Barter. Nine board members present at today's meeting (A Blanchard, B Barter, B Staeben, C Downey, D Anthony, E Bishop, J Reid, M Keeping, P Fenwick) were in favour with one (R Barrett) contra minded. Motion was carried.

Motion 18-0222-08: Anthony Blanchard motioned for the Governance Committee to review and revise the Terms of Reference for the Policy and Procedure Committee. Motion was seconded by Cynthia Downey. Nine board members present at today's meeting (A Blanchard, B Barter, B Staeben, C Downey, D Anthony, E Bishop, J Reid, M Keeping, P Fenwick) were in favour with one (R Barrett) contra minded. Motion was carried.

Motion 18-0222-09: Eli Bishop motioned for the WRSB to accept the addition of section 5.2 into the Western Regional Service Board Terms of Reference. Motion was seconded by Derrick Anthony. All ten board members (A Blanchard, B Barter, B Staeben, C Downey, D Anthony, E Bishop, J Reid, M Keeping, P Fenwick, R Barrett) were in favour with none contra minded. Motion was carried.

Motion 18-0222-10: Anthony Blanchard motioned for the WRSB to accept the addition of *"Any Waste Management business outside of official WRSB and Committee meetings (ie. Public forums), must be officially approved by the CAO/Chair before reimbursement is made."* into the Western Regional Service Board Terms of Reference under Section 5.1 (Remuneration) and Section 5.2 (Travel Claims). Motion was seconded by Barbara Barter. All ten board members (A Blanchard, B Barter, B Staeben, C Downey, D Anthony, E Bishop, J Reid, M Keeping, P Fenwick, R Barrett) were in favour with none contra minded. Motion was carried.

Motion 18-0222-11: Eli Bishop motioned for the WRSB to rescind Motion 16-0623-03. Motion was seconded by Cynthia Downey. Nine board members present at today's meeting (A Blanchard, B Barter, B Staeben, C Downey, D Anthony, E Bishop, J Reid, M Keeping, P Fenwick) were in favour with one (R Barrett) contra minded. Motion was carried.

Motion 18-0222-12: Eli Bishop motioned for the WRSB to accept Section 5.4 in the WRSB Terms of Reference which details the Guidelines for Conferences. Motion was seconded by Joe Reid. Nine board members present at today's meeting (A Blanchard, B Barter, B Staeben, C Downey, D Anthony, E Bishop, J Reid, M Keeping, P Fenwick) were in favour with one (R Barrett) contra minded. Motion was carried.

Motion 18-0222-13: Eli Bishop motioned for the WRSB to accept the 'Code of Conduct' document as presented and have WRWM staff forward the document to the Minister of Municipal Affairs and Environment for review and endorsement. Motion was seconded by Anthony Blanchard. It was requested by R Barrett that this motion be tabled until the next meeting so the board can further review the document.

c) SWANA – WRSB Attendance at the 9th Canadian Waste Resource Symposium

CAO Jason King is presenting at this conference taking place in Quebec City. It will also provide second meeting opportunities between WRWM and CNWM (first meeting of both organization's executive taking place at the WRMW office on March 6th). It was suggested that the Chair attend this conference and if he is not available then the Vice-Chair would attend as his designate.

Motion 18-0222-14: Cynthia Downey motioned to send WRSB Vice-Chair Barbara Barter to the 9th Canadian Waste Resource Symposium as the Chair's designate. Motion was seconded by Eli Bishop. Nine board members present (A Blanchard, B Barter, B Staeben, C Downey, D Anthony, E Bishop, J Reid, J Carey, M Keeping, P Fenwick) were in favour with none contra minded. Motion was carried. (Roger Barrett had left the meeting at this point).

d) MMSB Forum – March 21 – 23, 2018

Government departments and Regional Service Boards all over the province attend annually to get updates in all areas. A third meeting between the Western and Central Groups will take place at this forum. As this forum has more of a technical aspect it was advised by the WRSB that if the Chair is not available to attend, a member of the Technical Committee should attend with the Chief Administrative Officer.

e) New World Dairy

After further conversation with the owner, there is interest in a joint venture at some point in the future. The Chair will meet with the owner in the coming months for discussions and a tour of the facility. There will be more discussion later this Fall with all discussions from this point onwards occurring specifically between the Owner and the WRSB Chair.

4. Correspondence

a) Letter to MNL Regarding Single use plastic shopping bags (SUPSB's)

A letter was drafted by the Chair, as decided at the last WRSB meeting, and was sent.

5. Other

The Chair did an interview with CBC Radio earlier today. There will be a follow-up interview in 3-4 weeks.

The Chair and Vice-Chair are meeting with the LSD of Bay St. George South (11 smaller communities) on March 11th to give a presentation and discuss Waste Management in their area. Meetings/presentations will begin in the coming months with the different sub-regional groups within the Western Region.

There was concern expressed about the names of particular board members being pointed out in the media for decisions made by the board.

6. Next meeting, March 22, 2018

This meeting may need to be re-scheduled due to a conflict with the MMSB Forum.

Meeting Adjourned at 7:10pm