

**Western Regional Service Board
Meeting Minutes**

Meeting Information:

Date: Thursday, April 26, 2018

Time: 4:38pm - 7:45pm

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
Cynthia Downey	WRSB Member – Bay St. George (Via Telephone, 5:10pm – 5:50pm)
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
Rita Legge	WRSB Member – Bay St. George
Roger Barrett	WRSB Member – Western Hills
Kevin Murphy	CBCL Limited Consultant (Via Telephone, 6:10pm – 6:40pm)
Jason King	CAO, WRSB
Angela Cullihall	CFO, WRWM
Pauline Anderson	Executive Assistant, WRWM
Lauren Vail & Kelsie Montgomery	BDO Ltd - Auditors (Via Telephone, 5:20pm – 5:55pm)

Missing with Apologies:

Bernd Staeben	WRSB Member – Corner Brook
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Call to Order

Meeting was called to order at 4:38pm by WRSB Chair Josh Carey with quorum reached.

Before proceeding to the agenda items, the Chair introduced, and welcomed, Rita Legge to the board as the new Bay St. George Sub-Regional representative on the WRSB. Rita fills the seat left vacant with the resignation of Peter Fenwick.

1. Additions & Deletions to the Agenda

Motion 18-0426-01: Moved by Roger Barrett, Seconded by Eli Bishop. The WRSB accept the amended agenda for the April 26, 2018 WRSB meeting as presented. Nine board members (A Blanchard, B Barter, D Anthony, E Bishop, J Reid, J Carey, M Keeping, R Legge, R Barrett) were in favour of the motion with none contra minded. Motion carried.

2. Approval & Adoption Minutes from the March 22, 2018 WRSB Meeting

Motion 18-0426-02: Moved by Roger Barrett, Seconded by Eli Bishop. The WRSB adopt the minutes from the March 22, 2018 WRSB meeting with Finance Committee Report edit as presented. Nine board members (A Blanchard, B Barter, D Anthony, E Bishop, J Reid, J Carey, M Keeping, R Legge, R Barrett) were in favour of the motion with none contra minded. Motion carried.

3. Business Arising

a) Ratification of Free Residential Drop-offs during Saturdays in May Policy

Motion 18-0426-03: Moved by Barbara Barter, Seconded by Eli Bishop. The WRSB approves to provide free residential drop-off at the Wild Cove and St. Georges Waste Disposal sites for all four Saturdays in the Month of May. Six board members (B Barter, E Bishop, J Reid, J Carey, R Legge, C Downey) were in favour of the motion with four contra minded (A Blanchard, D Anthony, M Keeping, R Barrett). Motion carried. **Note: This was the only motion during this meeting C Downey was present for.**

There was an objection brought forward that this decision should have been discussed in more detail at a board meeting before deciding. The Policy & Procedure Committee will develop a policy on Residential Clean-up Program that can be implemented in the future. The board has provided different timeframes in the past for free residential drop-off and this new direction of offering it on the four Saturday's in May will provide additional data to allow for the Policy and Procedure committee to develop a policy best suited for the needs of the residents of Western Newfoundland. May require a meeting of the Finance and Policy Committees to review the data collected from the Free Saturdays in May Residential Drop-off to aid in developing a policy. Some board members were concerned this allotted timeframe is not enough time for the residents to utilize for their Spring Clean-up needs.

b) Southwest Coast Update

i Tender/support (Curbside Collection) & Request

Motion 18-0426-06: Moved by Anthony Blanchard, Seconded by Joe Reid. The WRSB will not approve the SWC Committee's request for the WRSB to fund administrative operating costs involved in the Curbside Collection for the area. Nine board members (A Blanchard, B Barter, D Anthony, E Bishop, J Reid, J Carey, M Keeping, R Legge, R Barrett) were in favour of the motion with none contra minded. Motion carried.

ii Meeting

WRSB Chair and WRWM CAO attended a Southwest Coast Sub-regional meeting with the Minister from that area. A lot of questions and miscommunication was cleared up. The WRWM staff will move forward with scheduling the Sub-regional presentations for late May and early June. The WRSB Chair requested that Board Members be present at their sub-region's presentation when scheduled.

4. New Business

a) Committee Reports

- i. Finance & Auditor's Report – The Finance Committee met on April 20 (This section was moved up to accommodate the Auditors joining us on the telephone from St. John's – this accounts for out of order motion numbers) to go through the 2017 financials with the Auditor, as well as to review themselves the 2018 first quarter financials.

Auditors went through the 2017 audit with the board, describing each step of the process, each finding and the resulting audit. Only concern is the unqualified opinion due to the fact the WRSB has to close down two landfill sites (Wild Cove and St. Georges) and do not have the funding earmarked for the closures because that will be a project conducted, and paid for by, government.

There was discussion regarding the HST rebate and the expenditures that is already earmarked for in the 2018 budget.

Motion 18-0426-04: Moved by Joe Reid, Seconded by Barbara Barter. The WRSB adopt the 2017 Financial Audit as presented. Nine board members (A Blanchard, B Barter, D Anthony, E Bishop, J Reid, J Carey, M Keeping, R Legge, R Barrett) were in favour of the motion with none contra minded. Motion carried.

Motion 18-0426-05: Moved by Joe Reid, Seconded by Anthony Blanchard. The WRSB adopt the 2017 Gas Tax Audit as presented. Nine board members (A Blanchard, B Barter, D Anthony, E Bishop, J Reid, J Carey, M Keeping, R Legge, R Barrett) were in favour of the motion with none contra minded. Motion carried.

- ii. Policy & Procedure – The Policy and Procedure Committee met on April 6 to do regular housekeeping for their committee (election of their chair, review of committee's Terms of Reference, etc.). There were no recommendations brought forward to board tonight from this committee.

b) Approval Policy for Recycling and Clear bag

Motion 18-0426-07: Moved by Roger Barrett, Seconded by Melvin Keeping. The WRSB adopt the Recycle Policy (with recommended edits) as presented. Nine board members (A Blanchard, B Barter, D Anthony, E Bishop, J Reid, J Carey, M Keeping, R Legge, R Barrett) were in favour of the motion with none contra minded. Motion carried.

Motion 18-0426-08: Moved by Eli Bishop, Seconded by Barbara Barter. The WRSB adopt the Clear Bag Policy (with recommended edits) as presented. Nine board members (A Blanchard, B Barter, D Anthony, E Bishop, J Reid, J Carey, M Keeping, R Legge, R Barrett) were in favour of the motion with none contra minded. Motion carried.

- c) MKS Update - Contracts and status, Weekly meetings with MKS status, Timelines, Communications, Capital Funding update, etc.

There was a brief rundown of the opening dates for each of the Transfer Stations. Contracts are being approved and signed off in a very timely fashion.

- HHW Contract for 4 units awarded and on schedule for delivery.
- Transfer Station Equipment; Scale House Fit-up; and, Personnel Shelter contracts are all within our budget and approved by DMAE. Deliveries will be on schedule.
- Recycling Request for Proposal (RFP) is now live.
- Tender for Operation of Wild Cove and St. George's Transfer Stations – closes May 4th. Tenders for operations of the other four transfer stations will go out within the next few weeks.
- Maintenance Tender will be going out in June

Compacting trailers are commissioned, Loaders for each site are ready to be delivered to the sites when needed, no problem with delivery of scales when needed. There were roof issues on two of the Transfer Stations which is being corrected right now with no delay expected. Walking trailers are due mid-May and the Compactors will be installed at Wild Cove and St. Georges in mid-June. Everything is on schedule.

There is still a question on the funding from government for the three Western Public Drop-off sites so they can be developed.

Staff positions for the Wild Cove and St. George's transfer stations should be hired by late May or early June to receive training before the opening of those stations.

Shunt Trucks: CBCL is doing a change order to get two used shunt trucks on the verbal approval from DMAE. With board approval, the WRWM office will direct NexGen to reserve those two trucks and proceed with an inspection of these vehicles. Chair will contact DMAE for confirmation of government approval for the purchase of these two trucks.

Motion 18-0426-09: Moved by Roger Barrett, Seconded by Anthony Blanchard. The WRSB supports the additional Capital Costs of \$80,000 for 2 shunt trucks. Seven board members (A Blanchard, B Barter, E Bishop, J Reid, M Keeping, R Legge, R Barrett) were in favour of the motion with two (D Anthony, J Carey) contra minded. Motion carried.

Long Haul Trucking Contract – There were 7 bidders with Majors Logging Ltd as the lowest bidder on the 5 year contract which came in under budget.

Motion 18-0426-10: Moved by Anthony Blanchard, Seconded by Melvin Keeping. The WRSB accept the recommendation from CBCL Ltd to award the Long Haul Trucking Contract to Major's Logging for the amount of \$1,130,881.68/year on a 5 year contract. Nine board members (A Blanchard, B Barter, D Anthony, E Bishop, J Reid, J Carey, M Keeping, R Legge, R Barrett) were in favour of the motion with none contra minded. Motion carried.

- d) CNWM/WRWM (negotiating mandate)

Motion 18-0426-11: Moved by Joe Reid, Seconded by Melvin Keeping. The WRSB form an official Central/Western joint negotiating committee with the WRSB side comprised of the Chair, Vice-Chair and Finance Committee Chair, with resource assistance (Legal, Consultant, Finance) as required. Nine board members (A Blanchard, B Barter, D Anthony, E Bishop, J Reid, J Carey,

M Keeping, R Legge, R Barrett) were in favour of the motion with none contra minded. Motion carried.

If no agreement in the Central Tipping fee for Western is not in place by mid-July, then the amount in the final agreement will be backdated to mid-July. Need to look further into Capital replacement/depreciation and ensure all Regional Service Boards are treated the same.

5. Correspondence/ Media

- a) Peter Fenwick Email (BSG Public Drop-off, Free Residential Drop-off)

Since the proposed public drop-off site is not yet ready in the Bay St. George Sub-region, the communities on the Port au Port Peninsula are concerned about the distance they have to travel to avail of the Free Saturdays in May drop-off of residential waste.

Motion 18-0426-12: Moved by Roger Barrett, Seconded by Derrick Anthony. The WRSB gives approval for the request from the communities of Cape St. George, Lourdes and Mainland in the Bay St. George sub-region to avail to the equivalent of 4 Free Saturdays for free public drop-off facilitated by the town of Cape St. George. The specific 4 days are to be agreed upon between the town of Cape St. George and the WRWM Office. Nine board members (A Blanchard, B Barter, D Anthony, E Bishop, J Reid, J Carey, M Keeping, R Legge, R Barrett) were in favour of the motion with none contra minded. Motion carried.

6. Letter from Long Range Communities

The Long Range Sub-region is requesting assistance from WRWM in developing a tender for Curbside Collection services in that area. WRWM provided a similar service for the Southwest Coast Sub-region. Need to be sure they know WRWM will not be involved in the administration of this contract and it will be the administrative responsibility of the Long Range Host Community(ies).

Motion 18-0426-13: Moved by Eli Bishop, Seconded by Joe Reid. The WRSB approves the request from the Long Range Sub-Committee for administrative support from WRWM for the development of their tender as requested. Nine board members (A Blanchard, B Barter, D Anthony, E Bishop, J Reid, J Carey, M Keeping, R Legge, R Barrett) were in favour of the motion with none contra minded. Motion carried.

7. Confirm next WRSB meeting date

Tentatively set for May 31, 2018. No schedule conflicts were noted with Board members present.

8. Other

- a) SWANA 9th Canadian Waste Resource Symposium & 2018 MMSB Forum Reports are almost finished and will be presented to the board at the May WRSB Meeting.
- b) Water Resource Technician - Jaimie Gazley will attend the May WRSB meeting with an update on the Water Program.
- c) Technical Committee – need to call the group together for an update and possibly a redefinition of their role. There are still items that will need to be reviewed and discussed by this committee for recommendations to be made to the board.

Meeting Adjourned at 7:45pm