

Western Regional Service Board Meeting Minutes

Meeting Information:

Date: Thursday, March 22, 2018

Time: 4:36pm - 7:19pm

Place: WRWM Office, 14 Main Street

Present were:

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| Anthony Blanchard | WRSB Member– North/South Bay of Islands |
| Barbara Barter | WRSB Vice-Chair – Burgeo and Area (Via Telephone) |
| Bernd Staeben | WRSB Member – Corner Brook |
| Cynthia Downey | WRSB Member – Bay St. George |
| 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 |
| Roger Barrett | WRSB Member – Western Hills |
| Kevin Murphy | CBCL Limited Consultant (Via Telephone, left meeting at 6:06pm) |
| Jason King | CAO, WRSB (Via Telephone) |
| Angela Cullihall | CFO, WRWM (Via Telephone, left meeting at 6:30pm) |
| Pauline Anderson | Executive Assistant, WRWM |

Missing with Apologies:

| | |
|-----------------|------------------------------|
| Derrick Anthony | WRSB Member – Humber Valley |
| Peter Fenwick | WRSB Member – Bay St. George |

Call to Order

The meeting was called to order by WRSB Chair Josh Carey at 4:36pm with quorum.

Point of Procedure: As per the current WRSB Terms of Reference, the Chair is not a voting member of the board. Minutes from the past two meetings Josh Carey Chaired needs to be revised until a change can be made in the Terms of Reference regarding the voting of the Board Chairperson.

The following note "*As Chair, Josh Carey is currently not a voting member as per the WRSB Terms of Reference.*" will appear at the start of the minutes from the last two meetings (Jan 25 and Feb 22) and adjustments made to delete the Chair from the voting numbers for these two meetings that he chaired.

Motion 18-0322-01: Moved by Barbara Barter, Seconded by Bernd Staeben. The WRSB terms of reference is to be revised to allow the Chairperson elected from within the board to vote. All eight board members (A Blanchard, B Barter, B Staeben, C Downey, E Bishop, J Reid, M Keeping, R Barrett) were in favour with none contra minded. Motion was carried.

Note: Chair, Josh Carey is included in voting from this point onwards.

1. Board Membership Update

Bay St. George member Peter Fenwick sent the WRSB Chair his official notice of resignation effective immediately.

Motion 18-0322-02: Moved by Roger Barrett, Seconded by Anthony Blanchard. The WRSB accept Mr. Peter Fenwick's Letter of Resignation and declare his seat Vacant until an election can be held in the Bay St. George Sub-region. All nine board members (A Blanchard, B Barter, B Staeben, C Downey, E Bishop, J Carey, J Reid, M Keeping, R Barrett) were in favour with none contra minded. Motion was carried.

The WRWM staff will organize and schedule the by-election in the Bay St. George Sub-region to fill this seat as soon as possible.

2. Approval & Adoption of Agenda

Motion 18-0322-03: Moved by Cynthia Downey, Seconded by Roger Barrett. The WRSB to adopt the Agenda as presented. All nine board members (A Blanchard, B Barter, B Staeben, C Downey, E Bishop, J Carey, J Reid, M Keeping, R Barrett) were in favour with none contra minded. Motion was carried.

3. Approval & Adoption of Minutes from the February 22, 2018 WRSB Meeting

Motion 18-0322-04: Moved by Cynthia Downey, Seconded by Roger Barrett. The WRSB to adopt the minutes, with minor edits included, from the February 22, 2018 WRSB meeting as presented. All nine board members (A Blanchard, B Barter, B Staeben, C Downey, E Bishop, J Carey, J Reid, M Keeping, R Barrett) were in favour with none contra minded. Motion was carried.

4. Business Arising

a) Marketing and Communications Update

Libby Carew has a full outline of the plan and need a few items clarified at tonight's meeting to finalize the plan.

b) Ratification of Motions

Motion 18-0322-05: Moved by Roger Barrett, Seconded by Joe Reid. The WRSB approve the hiring of the top candidate from the evaluation committee's hiring process for the position of Field Operations Officer. All nine board members (A Blanchard, B Barter, B Staeben, C Downey, E Bishop, J Carey, J Reid, M Keeping, R Barrett) were in favour with none contra minded. Motion was carried.

Motion 18-0322-06: Moved by Bernd Staeben, Seconded by Joe Reid. The WRSB approve Josh Carey (Chairperson), Barbara Barter (Vice Chairperson) and Bernd Staeben (Chair of Finance) be listed respectively as primary signing officers; and, Jason King (CAO) and Bernd Staeben respectively as countersigning officers. All nine board members (A Blanchard, B Barter, B Staeben, C Downey, E Bishop, J Carey, J Reid, M Keeping, R Barrett) were in favour with none contra minded. Motion was carried.

c) Tabled Motion (Code of Conduct)

Will be discussed under the Governance Committee Report.

5. New Business

a) MKS Update, Kevin Murphy

An update on the status of all 6 transfer stations was given with an estimated timeline for becoming operational. There are now weekly communications between the Contractor and the Consultant to ensure the schedule stays on track.

b) Finance Committee Report

Motion 18-0322-07: Moved by Joe Reid, Seconded by Cynthia Downey. The WRSB approve that as of July 1, 2018 there will be a change to the 90 days policy for commercial accounts. Cards for these accounts will be deactivated once they reach 90 days owing on their account and will only be reactivated with full payment of balance owing. All nine board members (A Blanchard, B Barter, B Staeben, C Downey, E Bishop, J Carey, J Reid, M Keeping, R Barrett) were in favour with none contra minded. Motion was carried.

Motion 18-0322-08: Moved by Joe Reid, Seconded by Cynthia Downey. The WRSB contribute to the Envirothon event in the amount of \$1000. This is a regional event geared towards the environment which is of great interest, concern and promotion of WRWM. All nine board members (A Blanchard, B Barter, B Staeben, C Downey, E Bishop, J Carey, J Reid, M Keeping, R Barrett) were in favour with none contra minded. Motion was carried.

Positions budgeted for in 2018 budget but mislabeled into Miscellaneous Category (Receptionist, Scale Attendants) need to be re-allocated to the salary category so that expenses reflect the accounts accurately.

Melvin Keeping stated he wished to discuss the HST rebate, and possibly make a motion regarding it, at a future meeting.

c) Governance Committee Report

Eli Bishop and Anthony Blanchard withdrew Motion 18-0222-13 tabled at the February 22 WRSB meeting: *(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).*

After discussion and a minor deletion to the original Code of Conduct document (number 7 removed from the original 12 point document), the group was ready to accept the revised Code of Conduct with numbers 1-11 instead of 1-12.

Motion 18-0322-09: Moved by Tony Blanchard, Seconded by Eli Bishop. The WRSB accept the revised 'Code of Conduct' document as presented. All nine board members (A Blanchard, B Barter, B Staeben, C Downey, E Bishop, J Carey, J Reid, M Keeping, R Barrett) were in favour with none contra minded. Motion was carried.

Capital Ask for 2018 – We should hear something from the Department of Municipal Affairs next week.

Motion 18-0322-10: Moved by Eli Bishop, Seconded by Joe Reid. The WRSB approve rewording to clarify the following two points in the Governance Committee Terms of Reference:

- i. **Point #14** to read “Makes recommendations regarding Board committee structures and roles.”
- ii. **Point #18** to read “Oversees the election process for Board members including nominations, notice of nomination, notice of election and the voting process.”

All nine board members (A Blanchard, B Barter, B Staeben, C Downey, E Bishop, J Carey, J Reid, M Keeping, R Barrett) were in favour with none contra minded. Motion was carried.

Motion 18-0322-11: Moved by Eli Bishop, Seconded by Barbara Barter. The WRSB approve an Ad Hoc Evaluation Committee be formed for the Chief Administrative Officer’s (CAO) evaluation. This committee would contain the chairs of the 3 committees and either the Chair/Vice-Chair. Seven board members (A Blanchard, B Barter, B Staeben, C Downey, E Bishop, J Carey, J Reid) were in favour with two (R Barrett, M Keeping) contra minded. Motion was carried.

d) Policy and Procedure Committee Report

The committee requested that the WRSB Chair approve a third board member be appointed to the Policy and Procedure Committee prior to the committee’s next meeting scheduled for April 6, 2018. The Chair agreed that this will be done.

e) Bay St. George South Meeting

This meeting took place on March 11th and was a very positive experience. The audience was very receptive to our presentation and a positive news article appeared in the Western Star the next day.

f) HHW Tender

WRWM only received one bid for the HHW units. The cost of these units went over-budget and we are waiting to hear from Government if the cost is approved or not.

g) Excavator (Southwest Coast)

The Chair, CAO and Southwest Coast committee members will meet soon to discuss this.

h) Curbside Collection

Motion 18-0322-12: Moved by Cynthia Downey, Seconded by Eli Bishop. The WRSB place a moratorium on Curbside collection to allow municipalities the opportunity to enter into negotiations with Curbside Collection providers. Eight board members (A Blanchard, B Barter, B Staeben, C Downey, E Bishop, J Carey, J Reid, R Barrett) were in favour with one (M Keeping) contra minded. Motion was carried.

Western Regional Waste Management will continue to provide assistance to communities for curbside collection; however, operation, maintenance, cost, etc. will be the responsibility of the community(ies) not of the WRSB/WRWM.

i) IC&I

Original plan was to roll out the 2-stream system for both Residential and IC&I sectors at the same time. Due to the complicated nature of the IC&I sector, we are not yet ready for

implementing the 2-stream system with them as we need to ensure there are policies, procedures and an efficient and inclusive program in place for that sector.

Will need to organize consultation sessions with IC&I to ensure we fully understand how we can incorporate the 2-stream system within that sector.

CBCL Limited will work to develop an IC&I program/policy, with consultation from the IC&I sector. Once the program/policy is drafted, the Policy and Procedure Committee will review the program for recommendation to the board. This program will then be implemented once it is finalized. There is no estimated timeline as of yet to when this program will be ready for implementation.

Central Newfoundland Waste Management will need to be part of the discussion as it will affect what waste is being brought to their landfill in 2018. WRSB Chair will contact the CRSB chair to discuss this. We will need their flexibility until we can finalize and IC&I program and we don't want to deal with penalties, or non-compliance issues, while we develop this program.

Motion 18-0322-13: Moved by Anthony Blanchard, Seconded by Barbara Barter. WRWM move forward with the Residential 2-stream system beginning in July 2018 and use the services of CBCL Limited to develop a program for the IC&I sector. All nine board members (A Blanchard, B Barter, B Staeben, C Downey, E Bishop, J Carey, J Reid, M Keeping, R Barrett) were in favour with none contra minded. Motion was carried.

j) Regional Collection (Melvin Keeping)

A idea was brought forward for WRSB to consider a pilot project with two trucks being provided to the WRSB (by government) and the SWC/Port aux Basques group would administer the collection program taking on the costs, including maintenance of the equipment. Government states that the group would need the support of the WRSB before any consideration would take place. The Southwest Coast group is looking for a letter of support from the WRSB for this pilot project and support the sub-regional model. A formal process and logistics need to be nailed down before a letter of support can be drafted by the WRSB. The groups involved need to work out an agreement to bring to the board. There are two areas of concern for the board:

- i) Financial – what impact would supporting this request have on the 2018 Capital Ask funds?
- ii) Ownership of Trucks – by the time the pilot project is completed, the trucks/equipment would be near its end of life and would no longer be an asset to anyone.

Tight conditions would need to go into the letter. The Chair, Staff, Finance Committee or their Chair, and the Southwest Coast group would need to get together to discuss and draft the letter, then the letter would come back to the board for review and discussion.

6. Correspondence

None presented

7. Other

The Southwest Coast Group would like for the Chair and CAO to come down for their next meeting in April. The office will arrange this.

8. Next meeting, April 26, 2018

Meeting Adjourned at 7:19pm