

**Western Regional Service Board
Meeting Minutes**

Meeting Information:

Date: Wednesday, August 29, 2018

Time: 9:00am – 1:42pm

Place: WRWM Office, 14 Main Street

Present were:

Anthony Blanchard	WRSB Member– North/South Bay of Islands
Bernd Staeben	WRSB Member – Corner Brook (from 11:10am onwards)
Cynthia Downey	WRSB Member – Bay St. George (Via Telephone, 9:20-10:00 & 10:30-12:35pm)
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
Jason King	CAO, WRSB
Pauline Anderson	Executive Assistant, WRWM

Missing with Apologies:

Barbara Barter	WRSB Vice-Chair – Burgeo and Area
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Call to Order

Meeting was called to order at 9:00am by WRSB Chair Josh Carey with quorum reached. Cynthia will join meeting via telephone after discussion of Agenda Item “Teleconference usage for attending meetings” has occurred.

1. Chair Updates

1) Teleconference Usage for Attending Meetings

Concern was expressed over a board member who has now attended four straight WRSB meetings via teleconference when the WRSB Terms of Reference (Section 4.09) states *“Attendance is acceptable and considered a valid form of attending a meeting; however, directors shall be limited to meetings via teleconference to three (3) per calendar year unless otherwise agreed to by the Board for medical or unforeseen circumstances.”*

The WRSB directed the Governance Committee to review this section of the Terms of Reference and bring a recommendation to the Board for decision.

A motion was made by Rita Legge and seconded by Joe; however, it was withdrawn by these board members as discussions proceeded and the above noted direction was made.

2. Additions & Deletions to the Agenda

There were a couple items requested to be placed on the agenda:

5.9) Long Range Waste Management Committee – Extension on Certificate of Approval

6.3) Meat and carcass waste in garbage stream/curbside collection

6.4) Executive Committee

Motion 18-0829-1.1.1: Moved by Tony Blanchard, Seconded by Eli Bishop. The WRSB accept the amended agenda for the August 29, 2018 WRSB meeting as presented with the three mentioned additions (**#5.8** Long Range Waste Management Committee – Extension on Certificate of Approval; **#6.c** Meat and carcass waste in garbage stream/curbside collection; **#6.d** Executive Committee. Motion carried.

3. Approval & Adoption Minutes from the June 20, 2018 WRSB meeting and July 13, 2018 Emergency WRSB Meeting

Motion 18-0829-2.1.1: Moved by Eli Bishop, Seconded by Joe Reid. The WRSB adopt the minutes from the June 20, 2018 WRSB meeting as presented. Motion carried.

Motion 18-0829-2.1.2: Moved by Eli Bishop, Seconded by Rita Legge. The WRSB adopt the minutes from the July 13, 2018 In-Camera WRSB meeting as presented. Motion carried.

4. Business Arising

Nothing to report or discuss under this heading

5. Requests for Decisions (RFD)

1) Scotia Recycling Contract

Further discussions have occurred with Scotia following the last board meeting. The amounts have shifted slightly since Motion 18-0713-1.1.1 (Be it resolved the WRSB approve the tentative agreement pending legal approval and board approval of the final agreement as outlined. Motion carried) based on clarification of HST (wasn't included in previous number but was believed to be included) and other operational costs with the potential service provider.

Motion 18-0829-5.1.1: Moved by Joe Reid, Seconded by Anthony Blanchard. Be it resolved the WRSB approve in principle the amount of \$598,000 (including HST) for Recycling services pending legal and board approval of the final contract document. Unanimous Vote. Neither Bernd nor Cynthia was present for this vote.

WRWM is hopeful the final contract will be ready very soon and will be officially approved by the WRSB at that point.

2) Interim Operations Contract Extension

One extension of 30 days was already given to these three companies. The board decided that rather than having a request for extension coming to the board every month if needed, they would approve a 60 day extension, at 30 day intervals if determined necessary by WRWM staff/operation.

Motion 18-0829-5.1.2: Moved by Joe Reid, Seconded by Eli Bishop. Be it resolved the WRSB approve 60 day extension of the contract for Edward Collins Contracting, Boyd and Bungay Ltd, and Majors Logging Ltd to be implemented in 30 day increments as needed. Unanimous Vote. Neither Bernd nor Cynthia was present for this vote.

3) White Bay South Transfer Station Operation

CBCL Ltd issued a Tender on behalf of the WRSB for the White Bay South Transfer Station Operations (2018-A07). There were three bids received with the lowest bid deemed non-compliant. The next lowest bid was deemed compliant and is recommended by CBCL and recommend by CBCL to be awarded the contract at a cost of \$17,801.78 per month (excluding HST). The contract is for a minimum term of five (5) years.

Motion 18-0829-5.1.3: Moved by Joe Reid, Seconded by Eli Bishop. Be it resolved to approve the awarding of the White Bay South Transfer Station Operation Tender to B&S Trucking Ltd for the amount of \$17,801.78 (excluding HST) per month as recommended in the letter of review and recommendation provided by CBCL Ltd. Unanimous Vote. Neither Bernd nor Cynthia was present for this vote.

4) Auditing Contract Award

WRWM issued a Request for Proposal (RFP) for Annual Auditing Services for the organization. The RFP closed on July 24, 2018 with two bids. WRWM Staff reviewed the bids and both were considered compliant, with a comparable per hour fee (reviewed on the same merits). BDO exceeded in Technical and Financial Reviews as well as presenting the lowest bidding price.

Motion 18-0829-5.1.4: Moved by Joe Reid, Seconded by Eli Bishop. Be it resolved to approve the awarding of the Auditing Services Contract to BDO for the amount of \$23,320 (excluding HST) per year. Unanimous Vote. Neither Bernd nor Cynthia was present for this vote.

5) **Preventative Maintenance Programming (Critical Spare Parts)**

Purchase of critical spare parts for continued operation of the transfer stations and equipment. Upfront purchase will negate delays or operational downtime in the future and will be included in future preventative maintenance programming. Stocking of critical spare parts will avoid delays in operation and possible downtown. The Board directed that a Preventative Maintenance Program be on the agenda for the next Technical Committee meeting.

Motion 18-0829-5.1.5: Moved by Derrick Anthony, Seconded by Joe Reid. Be it resolved the WRSB approve the purchase of Critical Spare Parts for the preventative maintenance program in the amount of \$18,029.37 (including HST). Unanimous Vote. Neither Bernd nor Cynthia was present for this vote.

6) **Emergency Purchase – PPA (ex. Rock for Landfill)**

The road leading into the Wild Cove landfill site was not constructed to handle the large WRWM trailers as the plan is for these trailers to go directly from the Transfer Station to the Central Newfoundland Waste Management landfill.

Wet weather and large WRWM vehicles caused unsuitable road conditions leading to the landfill and immediate purchase was needed to make necessary road repairs. The WRWM office will look into having members of the Public Procurement office to meet with WRWM staff and the Finance Committee to review the recent changes to that act.

Motion 18-0829-5.1.6: Moved by Joe Reid, Seconded by Derrick Anthony. Be it resolved the WRSB approve the emergency purchase of rock material to enable road access to the Wild Cove landfill outside of the Public Procurement Act in the amount between \$8,000 and \$10,000. Unanimous Vote. Neither Bernd nor Cynthia was present for this vote.

7) **Glass Recycling Project**

The City of Corner Brook was accepted by the MMSB to do a Pilot glass recycling program where clean glass material will be crushed and mixed with concrete to be used throughout the City. This program is strictly for 'Window' glass, not jars and other glass waste items that can be found in the municipal waste stream.

WRWM was approached by City Staff asking for our support and participation in this program. The type of support they are looking for is strictly related to housing the unit used in this program at our Wild Cove facility.

WRWM Chief Administrative Officer and Operations Manager have met with City Staff and feel that there is more than sufficient room to facilitate this unit in the old storage shed at the Wild Cove Site.

WRWM staff will ensure that all liabilities, insurance, core certification and safety issues (which will all be the responsibility of the City) are addressed in the letter of intent with no financial implications to WRWM.

Details of this program were emailed to WRSB members on July 16, 2018 (for an email vote) at which time the majority responded with support to this program.

*Need to clarify with the City of Corner Brook the timeline of this project.

Motion 18-0829-5.1.7: Moved by Derrick Anthony, Seconded by Melvin Keeping. Be it resolved the WRSB support the City of Corner Brook's Pilot Glass Recycling Project strictly relating to the housing of the unit used in this program at the Wild Cove facility. Any liabilities, insurance, core certification and safety issues will be the responsibility of the City of Corner Brook. Unanimous Vote. Neither Bernd nor Cynthia was present for this vote.

8) **CBCL WRF Project Oversight**

CBCL Ltd have been the primary contractor for WRWM on all Capital Related projects. A decision was made by the board to proceed with the C&D laydown areas pending funding approval. Funds have now been approved and were late in the approval process. WRWM has engaged our original contractor and requested oversight be provided as per normal operating procedures between WRWM and our consultant. Discussions occurred in early 2018 concerning this relationship for provision of oversight.

The DMAE requires a separate motion to enable CBCL to provide such oversight. The rationale behind the motion is WRWM secured the services of our original contractor pending funding approval. Funding was late being announced, and the new Public Procurement Act came into effect after the services were engaged pending funding approval.

The DMAE (Ian Duffett) has advised given the commitment was made to our contractor to provide oversight pending funding approval prior to the introduction of the new PPA, the board should request through motion approval for a change order based on prior commitment before the new act was introduced.

May not be approved under the new PPA but would qualify under the old PPA

Motion 18-0829-5.1.8: Moved by Derrick Anthony, Seconded by Rita Legge. Be it resolved the WRSB approve Change Order number 12 in the amount of \$47,600 (excluding HST), as suggested by DMAE, to move forward with engaging CBCL to provide oversight for the C&D laydown areas based on prior commitment with CBCL.

Unanimous Vote. Neither Bernd nor Cynthia was present for this vote.

9) **Long Range Waste Management Committee – Extension on Certificate of Approval**

A second request has gone to Service NL from the Long Range Waste Management Committee requesting a two-three month extension to their Certificate of Approval (to proceed on a month by month extension after that), after their first request was denied. The main concern for this group is that they do not have their Curbside Collection Tender yet posted and therefore don't have a curbside provider in place to take their waste from the Northern part of the Sub-region (north of Cow Head) to the Rocky Harbour Transfer Station that opened August 27, 2018.

The Board discussed three options:

- i Give Government our support in the COA extension for this group.
- ii Tell Government we do not support a COA extension for this group.
- iii Put the decision 100% in Government's hands.

Government is looking for our recommendation on this decision which is placing the WRSB in an uncomfortable and precarious position. A motion was made then withdrawn as it was preferred to make a direction to WRWM Staff rather than a motion.

Direction of the board: WRWM staff to respond to government stating the Board's concerns but inform Government that they have no recommendation on this request; however, the Board will support any decision made by Service NL.

Bernd was not present for this discussion and direction.

6. New Business

1) **MOU between DMAE and WRWM on Crisis Communication**

The WRSB decided they needed more discussion on this topic as the document really doesn't say anything and isn't really an agreement when using terms such as "shall" or "may". The WRWM organization has guidelines so do we really need this agreement? This document is to be placed on the agenda for the next WRSB meeting for further discussion.

2) **BSGWMC - Requests**

The WRWM office is getting bogged down with requests from various committees in the western region. The concern is that some of these committees haven't met in quite a while so these requests made on behalf of the committee may be misrepresented. The Board feels there should be a conduit in place to ensure requests going to various sections of the WRWM organization does not cause fractures in the system by attempting to get different responses from different people. After discussion, it was determined that any future requests for information will be directed to the Board Chair/CAO or through their Sub-regional representative on the Board who would then bring the request officially to the Board Chair/CAO.

Direction of the Board: The WRWM office will forward this new procedure to the various waste committees within the region (have Board view the email message before sending it out). Bernd was not present for this discussion and direction.

3) **Meat and carcass waste in garbage stream/curbside collection**

Clear understanding that residential curbside collection is to remain a 2-stream system with recyclables in blue bag(s) and waste in clear bag(s). WRWM is working on an exemption form regarding 'privacy bags'. The procedure will be: If a resident requires more than the stipulated 2 privacy bags per clear bag they need to request an exemption from their community. The community will then complete the exemption request form which will be signed off by their council and forwarded to the WRWM office for approval. This form can also be used for such waste as meat cutters (moose) or other small businesses using the residential curbside program that have waste that could be disturbing or distressing to residents if placed on the curb in clear bags.

Direction of the Board: WRWM office to develop and send out an exemption form/special permit to the Board and the Western Communities clearly stipulating the proper procedure and circumstances surrounding exemptions to the new Program and opaque bag usage.

An ICI policy document is in the process of being developed by CBCL Ltd and will be ready for the Technical Committee to review.

Once the document is finalized into a satisfactory draft document it will be brought to the board at the September 27th WRSB meeting for review, then forwarded for public consultations will be held in Corner Brook, Stephenville, Deer Lake and Port aux Basques with the ICI sector to fine tune the document. The final document with the ICI sector's input should be brought to the WRSB for final approval and adoption.

4) **Executive Committee**

It is suggested to have an executive committee to ensure no decisions are made outside of the Board direction and that all parties are involved and can collaborate information discussed.

Direction of the Board: The Governance Committee look at this committee and develop a clear, tight and concise terms of reference. Also need to ensure the group cannot overrule the Chair's direction from the board. This is to ensure the Board continues to be the decision making body for the organization and ensure no he said/she said situations arise.

5) **Pynn's Brook Jurisdiction**

When developing the governance structure of the WRSB, Pynn's Brook was established as being within the Humber Valley Sub-region and will use the Wild Cove site once the Western program is implemented. The main purpose of this structure was for Board member voting purposes. Pynn's Brook currently use the Deer Lake waste site and their curbside collector provider is in the Deer Lake area; therefore, feel they should be included in the Western Hills sub-region instead of the Humber Valley Sub-region. This is a sub-regional issue unless an official request is received from them at the WRWM office.

7. **Negotiations with Central Newfoundland Waste Management**

A verbal update was provided by the Negotiating Committee.

8. **Request for Decision (RFD) Process – Agenda**

As the new RFD process for WRSB meetings seem to be receiving a favourable response, the WRWM office and the WRSB Chair will work together to pull the agenda in line with the RFD/minute record.

9. **Confirm next WRSB meeting Date**

In keeping with the regular schedule of fourth Thursday of the month, the next WRSB meeting will take place on Thursday, September 27, start time will be the regular 4pm timeslot.

Meeting Adjourned at 1:42pm