Western Regional Service Board

Meeting Minutes

Meeting Information:

Date: Thursday, November 29, 2018

Time: 2:05pm – 5:15pm

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 (Via Telephone)
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 (Via Telephone)
Rita Legge	WRSB Member – Bay St. George
Roger Barrett	WRSB Member – Western Hills
Jason King	Chief Administration Officer, WRWM
Pauline Anderson	Executive Assistant, WRWM

Call to Order

Meeting was called to order at 2:05pm by WRSB Chair Josh Carey with quorum reached. Two Board Members joined the meeting via telephone.

1. Additions to the Agenda

There were two additions to the Agenda and the numbering was also changed in Section 3.

Motion 18-1129-1.1.1: Moved by Rita Legge, Seconded by Roger Barrett. The WRSB accept the amended agenda for the November 29, 2018 WRSB meeting as presented with noted additions and revisions (added: 4.2i Staff Salary; and 4.4a RFD Consultation Services for ICI Policy. Revised: the numbering in Section 3 to match items in previous meeting minutes). Motion carried.

2. Approval & Adoption Minutes from the September 27, 2018 WRSB Meeting

Motion 18-1129-2.1.1: Moved by Barbara Barter, Seconded by Joe Reid. The WRWM to amend the minutes of the August 29, 2018 and September 13, 2018 WRSB meetings and brought to the next WRSB meeting for approval. Motion carried.

Note: All changes are to be noted and pointed out to the board when presented for approval.

Motion 18-1129-2.1.2: Moved by Bernd Staeben, Seconded by Joseph Reid. The WRSB adopt the minutes from the September 27, 2018 WRSB meeting as presented. All board members were in agreement with the motion. Motion carried.

3. Business Arising

4c **Bag Stickers** – The WRSB will not purchase these stickers for the Western Communities as it is not in our budget; however, the office will send information to all Western Communities along with a sample of the sticker. It will then be up to each community to contact the supplier and determine if they will purchase a quantity for their own use.

6a **Freon Certification** – It has been confirmed the service provider will not come onsite to provide this service; therefore, WRWM will have to train staff in-house so Transfer Stations can accept refrigerators on site regardless if they do or don't contain Freon. WRWM is looking into training programs, timelines and cost. Cost will be included in 2019 Budget.

6c **Conflict of Interest** – Lengthy response from Lawyer. If waste management issues come up at council meetings, the board member should declare a conflict of interest and the council would then vote on whether or not the board member is in conflict. If yes, the board member will leave the council meeting for that discussion; if not, the board member will continue with council discussions.

4. Committees

4.1 Negotiation and Mediation Update

Chair read a letter received from the Minister regarding the negotiations process as well as the response sent back to the Minister from the WRSB negotiation committee.

4.2 Finance

4.2a RFD for Payment Terminals (debit/credit) at Transfer stations

Motion 18-1129-4.2a: Moved by Bernd Staeben, Seconded by Joe Reid. Be it resolved the WRSB accept payment at all transfer stations (in the form of credit/debit cards only) and the appropriate technology to be installed for Residential customers only. Motion Carried.

4.2b RFD Ratification of 2019 Tipping Fee Electronic Vote

Motion 18-1129-4.2b: Moved by Joe Reid, Seconded by Anthony Blanchard. *Be it resolved the WRSB ratify the following online motion "The WRSB approve the tipping fee will remain at $164 per tonne for 2019".* Motion Carried.

4.2c RFD Savings Reallocation for Paving

Motion 18-1129-4.2c: Moved by Bernd Staeben, Seconded by Derrick Anthony. Be it resolved the WRSB request the $800,000 from 2014 - 2017 savings (unencumbered funds) be reallocated for paving instead of reallocating funds from the 2018 Capital programming. Motion Carried.

4.2d RFD Incentives for Sorting of Shingles

Motion 18-1129-4.2d: Moved by Joe Reid, Seconded by Barbara Barter. Be it resolved the WRSB provide incentive measures in relation to sorted shingles by reducing the tipping fee from $164/tonne to $60/tonne effective January 1, 2019. Motion Carried. Need to publicize/promote this for January.

4.2e RFD Education Officer Proposal – MMSB Education Committee

Motion 18-1129-4.2e: Moved by Bernd Staeben, Seconded by Joe Reid. Be it resolved the WRSB approve to submit the Education Officer Application to the MMSB as proposed, it is also recommended that upon the hiring of the Education Officer, the WRSB form an Ad Hoc Education Committee for an estimated 1-2 year timeframe. Motion Carried.

4.2f RFD Burgeo & Area Pilot Projects

Motion 18-1129-4.2f: Moved by Bernd Staeben, Seconded by Joe Reid. Be it resolved the WRSB officially end the Burgeo and Area Pilot effective immediately. All equipment and assets associated with the Pilot Project will be transferred to the communities of Ramea and Grey River for the sum of one Canadian dollar ($1 CAD). Motion Carried.

4.2g RFD Providing Third Bin to Ramea

Motion 18-1129-4.2g: Moved by Bernd Staeben, Seconded by Joe Reid. Be it resolved the WRSB facilitate the tendering process for an additional bin and necessary adjustments on behalf of the community of Ramea in an amount up to $20,000 Capital. Motion Carried.

4.2h RFD Chair Remuneration

Chair left the meeting from 4:55pm to 5:10pm while the Board and WRWM Staff discussed this topic with Vice Chair Barbara Barter temporarily assuming the role of Chairperson. The Board chair has a budget allocation for 2019 and up to this point has been paid out on a full/half day recorded schedule. Upon review by the Finance & Administration Committee, it is being recommended that WRSB abandon the half/full day payment system for the Chairperson and adopt a structure similar to the municipal remuneration, to remunerate the Chairperson a fixed amount per quarter.

Motion 18-1129-4.2h: Moved by Bernd Staeben, Seconded by Joe Reid. Be it resolved that effective January 1, 2019, the WRSB adopt a structure similar to the municipal remuneration structure to remunerate the Chairperson a fixed amount per quarter. Motion Carried.

4.2i Staff Salary

Staff left the meeting for 27 minutes (4:25-4:52) while the Board had a lengthy discussion regarding current salary grids and the request for an increase in remuneration. Board members believed the grids presented were not manageable for the 2019 fiscal year and opinion of the board was that wages be held at 2% increase across the board for 2019.

Motion 18-1129-4.2i: Moved by Bernd Staeben, Seconded by Joe Reid. Be it resolved the WRSB approves to increase staff salaries across the board by 2% for 2019. Motion Carried.

4.3 Governance

4.3a RFD Committee Terms of Reference Revision

Motion 18-1129-4.3a: Moved by Eli Bishop, Seconded by Rita Legge. Be it resolved the WRSB agrees to insert the following statement into the Structure section of each WRSB Committee's Terms of Reference, *"After consultation with the WRSB, the WRSB Chair shall appoint at least three (3) directors of the Board to each committee. The Chair, or designate, shall attend committee meetings as ex-officio director"*.
Friendly Amendment by Roger Barrett: Remove the words "or designate" from the motion. Motion Carried.

4.3b RFD Executive Committee

After discussion and consideration, it is a recommendation of the Governance Committee that there is currently no need for an Executive Committee of the WRSB. The rational of the recommendation from the Governance Committee is that the board is the collective decision making authority.

Motion 18-1129-4.3b: Moved by Eli Bishop, Seconded by Roger Barrett. Be it resolved the WRSB agrees that there is no need for an Executive Committee at the current time. Motion Carried.

4.3c RFD Policy and Procedure Committee

It is believed that the Policy and Procedure Committee was needed in the early stages of the WRSB; however, it has since outlived its original purpose.

Motion 18-1129-4.3c: Moved by Eli Bishop, Seconded by Anthony Blanchard. Be it resolved the WRSB disband the Policy and Procedure Committee and move the technical components and the governance components to the respective committees. Motion Carried.

4.3d RFD Pynn's Brook Request to Change Wards

When the WRSB Governance Structure was composed, although at that time Pynn's Brook used the Deer Lake landfill, it was assumed they would use the Wild Cove Transfer Station once the Western system became operational. Due to collection contracts, circumstances show that Pynn's Brook using the Hampden Transfer Station is more in line with their operations and cost efficient to them. Pynn's Brook has submitted a request to WRWM to be changed to the Western Hills Ward

Motion 18-1129-4.3d: Moved by Eli Bishop, Seconded by Derrick Anthony. Be it resolved the WRSB accept Pynns Brook's request to be moved from the Humber Valley Ward into the Western Hills Ward. WRSB office will work with DMAE on the paperwork involved in making this official change to the WRSB governance structure. Motion Carried.

4.3e RFD Sub-Regions Renamed Wards

The intended purpose for the Ward system as outlined in Section 6 and 7 of the Regional Service Board Act provides for Ward representation as the conduit to getting information to the board, not within the confines of a sub-regional committee format

Motion 18-1129-4.3e: Moved by Eli Bishop, Seconded by Anthony Blanchard. Be it resolved the WRSB realign its organizational structure to conform to Section 6 and 7 of the Regional Service Board Act. It is further resolved there be no sub-regional committee structures and the Ward representatives become the conduit to the Board for its decision making authority. Roger Barrett and Melvin Keeping contra minded. Motion Carried.

4.3f RFD Teleconference Usage

Motion 18-1129-4.3f1: Moved by Eli Bishop, Seconded by Barbara Barter. Be it resolved the WRSB agree Web/Teleconference 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 with a written submission required to the Board Chair. The Chair will make a recommendation to the board for consideration without revealing the personal information contained within the request. Roger Barrett Contra minded. Motion Carried.

Motion 18-1129-4.3f2: Moved by Roger Barrett, Seconded by Barbara Barter, that Cynthia Downey was in conflict of Interest with the Motion 18-01129-4.3f1. A Blanchard, B Staeben, R Barrett and E Bishop were in favour with B Barter, D Anthony, J Reid, J Carey, M Keeping and R Legge voting against. Motion defeated. C Downey did not vote.

Notice of Motion: Next meeting there will be a request from Barbara Barter to rescind motion 18-1129-4.3f1. Will require a 2/3 vote to rescind this motion.

4.4 Technical

4.4a RFD Consultation Services for ICI Policy

The Technical Committee has reviewed the WRSB ICI Draft Policy to the point to be taken to consultation with that sector. The coordination, organization, and facilitation of these Consultations was quoted by CBCL at $14,525.00 (excluding HST).

Motion 18-1129-4.4a: Moved by Derrick Anthony, Seconded by Joe Reid. Be it resolved the WRSB approve $14,525 (excluding HST) to have CBCL Ltd engaged in the facilitation of the ICI Public Consultations.

5. New Business

Nothing to Report

6. Correspondence / Communications

6.1 Wild Cove Extension – Certificate of Approval was extended to December 12, 2018. Looking at coordinating COA with other permits for the Wild Cove site.

6.2 2019 Budget Extension – Minister approved the postponement of the preparation, adoption and submission of the WRSB's 2019 Budget until December 17, 2018.

6 Confirm Next WRSB Meeting

Next WRSB meeting December 14, at 2pm with the Christmas Social at 6:00pm. Main agenda item will be the 2019 Budget approval.

7 Other

Nothing further discussed.

Meeting Adjourned at 5:15pm