



BOARD OF DIRECTORS MEETING MINUTES

Thursday, May 25th, 2023

Norpen Office, St. Anthony, NL

In-Person: Brad Johannessen (Chair), Guy Hurley, Dale Colbourne, Brendan Fitzpatrick, Maggie Chambers, Gloria Barret, Jackie Randell, Ian Brenton, Jason Rowbottom, & Dailen Fillier.

Zoom: Lloyd Bennett.

Regrets: Tony Ryan, Swansetta Rumbolt.

1. Welcome

- a. Chair Welcomed everyone.

2. Call to order

- a. Chair called the meeting to order.

3. Adoption of Agenda

- a. **Motion 230525-1** Moved by Guy to adopt the agenda as presented, seconded by Ian. For 9. Against 0. Motion carried.

4. Fire Services Update

- a. Maggie informed the board that everything is going as planned with fire services. She said that Jason came to visit them and that everything was positive. She said that Deanna was printing the delinquent accounts to bring down.
- b. Dale and gloria put their name forward to join the fire services committee.

5. Adoption of Minutes

- a. **Motion 230525-2** Moved by Maggie to adopt the April 27th, 2023, minutes, seconded by Ian. For 9. Against 0. Motion carried.

6. Business Arising

- a. No business arising.

7. New Business

a. Manager Update:

- i. Signing Authority
The manager informed the board that he now has signing authority.
- ii. Attendant Hut
The manager informed the board that a motion is required to request funding for the new attendant hut. The board agreed to move ahead with the motion.
Motion 230525-3 moved by Dale to request funding for the new attendant hut for the St. Anthony site, seconded by Guy. For 9. Against 0. Motion carried.
- iii. Fire Services
The manager stated that they would like more communication from the department. He said that he has CC'd emails to the committee chair and fire chief. He also met with Maggie in Flower's Cove.
Maggie pointed out that the former Manger and chairs name is still on their credit card and would have to be taken off.
- iv. Landfill Sites
Can't keep up with the amount of waste & equipment break downs. Small loader is doing some maintenance at Sub-Region 2 site. Sub-Region 3 attendant and contractor said they would need 500 loads of fill to cover it off. Ian requested a list of all equipment needed to catch up.
- v. Auditor
Norpen still does not have an auditor. It was suggested that Norpen reach out to Arthur Skinner as he does the auditing for some of the municipalities. Also, if Norpen can't get an auditor within the next few weeks a letter should be sent to the Minister to inform that Norpen requires an auditor but has been unable to acquire one.
- vi. Revenue & Expenses
Manager informed that strongdata still can't show accurate reports. Will be working with the strongdata team to improve it. In the meantime, the bank statements will show an accurate picture of what's coming in and out.
Total of accounts payable is 20,778.63.
Motion 230525-4 moved by Ian to pay the accounts payable in the amount of \$20,778.63, seconded by Dale. For 9. Against 0. Motion carried.
- vii. New Fee Structure
Manager explained his idea for a new fee structure. It would simplify the pricing and bring us more inline with the other regional service boards.
The manger also informed of a compactor truck that has been collecting for businesses in St. Anthony and dumping at the Sub-Region 1 site. This truck on average can compact the waste to 1/5 the normal size which results in less volume and less revenue. They are not breaking any rules however, the fee structure is flawed, and they are using it to their advantage. Additionally, it was said that a business in Roddickton is putting their business waste into their personal bins. It was suggested that a letter be sent.

- viii. Visit Waste Management Sites (Western)
The board agreed that the new manager should go and visit Western Regional Service Board to learn more about their waste management operations. Motion 230325-5 moved by Maggie to approve of the General Manager traveling to Corner Brook to meet with Western, seconded by Ian. For 9. Against 0. Motion carried.
- ix. Summer Student
Manager proposed that the summer student work at the Sub-Region 1 site so that the attendant can focus on the site, the board agreed.
- x. Roll-out Bins
The manager suggested that rather than forcing the adoption rollout bins Norpen try and convince the residents to get them on their own. Also, if someone has a wooden box that is in poor condition, we can offer a rollout bin instead.
- xi. After-Hours Site Access
Enough board members agreed over email to allow site access in Sub-Region 4 for OCI. Once word gets out other plants and the hospital will want access again.
- xii. Spring Cleanup
Norpen is not hosting the spring cleanup this year. The towns and LSDs are able to host their own and deliver to the site free of charge they just have to let the office know.
- xiii. New Website
The manager stated that the current Norpen website is outdated and displays information that is not relevant. A new website can be created by Dailen and norpen would have complete control rather than the limited access we have now. **Motion 230525-6** moved by Brendan to move forward with the development of the new website, seconded by Gloria. For 9. Against 0. Motion carried.
- xiv. Computer Updates for Boardroom
The board agreed that an upgrade is needed in the board room. Move forward with what will work best.
- xv. 2012 Pickup
As there is someone interested in the 2012 pickup at the Sub-Region 4 site, the board agreed to put it up on tender. **Motion 230525-7** Moved by Guy to put Norpen's 2012 GMC Sierra 1500 on tender, seconded by Dale. For 9. Against 0. Motion carried.
- xvi. Meeting - March 31, 2023
The meeting on March 31, 2023, that was set to hire the new manager only had three members in attendance therefore no quorum. The meeting notes will not be adopted instead a new motion will be made to formally hire Jason Rowbottom as the General Manager of Norpen. **Motion 230525-8** Moved by Dale to hire Jason Rowbottom as the Northern Peninsula Regional Service Board's General Manager, seconded by Jackie. For 9. Against 0. Motion carried.

- xvii. Promotional Materials
The board agreed that Norpen should have something to give out for promotions and donations. They asked that options and prices be explored for the next meeting.
- xviii. Waste Diversion
The board discussed options for waste diversion especially cardboard.

8. Other Business

- a. Gloria asked about the collector not taking wood chips. It was suggested that if any customer has an issue with their collection they call or write to Norpen regarding their concerns.
- b. The board discussed the governance document including the maximum number of Zoom calls a member can calling in.
- c. The Chair said that the board is still short a member for Sub-Region 1 & 3.
- d. The manager mentioned that it was Administrative Professional Appreciation Day recently and he was unaware of it. The board agreed that staff appreciation is very important, and they should move forward with doing something.

9. Correspondence

- a. Letter from Hon. Bernard Davis Environment and Climate Change:
 - i. The board reviewed the letter from the minister. The letter states that they are continuing to move forward with the Provincial Waste Management Strategy and will not provide financial support for the Sub-Region 1 landfill site. The Chair would like to know when they plan to implement their strategy as currently Norpen is in the dark and could be blindsided with changes at any time. A letter will be drafted by the Chair asking when and how the Provincial Waste Management Strategy will be implemented.
- b. Letter from Town of Port Au Choix regarding After-Hour site access:
 - i. The letter from PoC was received by email previously and their issue regarding after-hours site access has been resolved.

10. Next Meeting

- a. June 22nd, 2023, at 12:00 Noon.

11. Adjournment

- a. **Motion 230525-9** Moved by Guy to adjourn the meeting, seconded by Maggie. For 9. Against 0. Motion carried.