



Board Meeting – NorPen Office

Date and Time: February 14th, 2023.

In-Person: Brad Johannessen (Chair), Dale Colbourne, Guy Hurley, Brendan Fitzpatrick, Maggie Chambers, Gloria Barret, Jackie Randell, Darlene Newman, and Dailen Fillier.

Zoom: Lloyd Bennett, Tony Ryan, Swansetta Rumbolt.

Regrets: Ian Brenton

1. **Welcome:** Chair welcomed everyone.
2. **Call to Order:** Chair called the meeting to order.
3. **Adoption of Agenda:**
Motion 230214-1, Moved by Guy to adopt the Agenda seconded by Brendan. For 10. Against 0. Motion carried.
4. **Fire Services:**
 - General Manager brought an update from the auditor regarding the 2021 audit. The audit for NorPen waste management was completed without issue, however, the auditor informed that the required information that was requested from the Fire Department was not received. The audit was only completed due to the auditors painstakingly going through receipts and information provided from NorPen waste management staff.
 - Due this situation our auditor that has completed NorPen's audit for the last 17 years dropped us as a client.
 - NorPen got its auditing services for a much lower cost, around \$4,000 due to us using the same firm as the town of St. Anthony which resulted in a lower price than having our own firm pacifically come to St. Anthony.
 - NorPen will have to get quotes from different firms which will result in a much higher cost. A new firm will most likely charge \$10,000 - \$15,000.

- The general manager expressed concerns to the board that the Fire Department has not been filing for GST.
Even though the board relieved the General Manager of all responsibilities in relation to the Fire Department, the Manager is still uneasy about signing documents because ultimately the Fire Department is still NorPen. If the Fire Department has been filing GST under the same number, then that is illegal.
- In 2022 there is still 253 unpaid invoices for the Fire Department out of a total of 767 which is 33% of all invoices for the Fire Department. 110 invoices remain unpaid for 2021.
- Maggie informed that there may have been an increase to the fire fees for 2023, however, is unsure as she missed that meeting and the bills have yet to be sent out. According to Maggie the printer at the fire department offices is broken and they are waiting for a part.
- Tony and Lloyd both suggested that we call a meeting with the Chair and administrator of Fire Services to address the concerns and work out a proper solution. Additionally, the MHA should also be invited. Ultimately, there are two solutions either the board take the Fire Services back under one roof at the NorPen office or NorPen drops Fire Services entirely.
- The board agreed to arrange a meeting.

5. Adoption of NorPen Minutes:

- **Motion 230214-2** Moved by Gloria to adopt minutes from meeting held on November 8th, 2022, seconded by Dale. For. 10. Against 0. Motion carried.

6. Business Arising:

Nominations for sub-Region 3.

- The board did not receive any nominations back from Sub-Region 3. NorPen can resend nomination requests again at a later date.

Public Meetings

- The board will be looking at April or May to start hosting public meetings regarding the future of waste management on the Northern Peninsula.

7. New Business:

A. Revenue Report

- The revenue for the month of December is \$31,838.00. This is a little lower than last year. Revenue for January remained on par with the previous year.
- Expenses for the months of December and January are \$42,812.77.
- **Motion 230214-3** Moved by Dale to pay accounts payable, seconded by Guy. For 10. Against. 0. Motion carried.

B. Request to Government regarding feasibility study

- A request was sent to government requesting funding for a feasibility study to be conducted so that NorPen can look at getting a new site on the Northern Peninsula to manage waste.

C. Audit Report

- Apart from issues previously discussed, there were no areas of concern with NorPen's audit.

D. Green Canada Fund

- The board discussed getting quotes for a heat pump and hydro pole installed at the sub-region 1 landfill site. A request was made for funding to build a new attendant hut for the site as it's the only one that was not built new.

E. Governance

- Dale suggested that the board as well as the straits fire committee get a refresher on board governance. She also requested a copy of NorPen's governance document.

8. Other business

A. Quotes for Rollout Bins

- Staff have been gathering quotes for rollout bins so that NorPen can have an amount on hand for people to purchase. Staff is still waiting on one last quote.
- The board gave approval to move forward with the lowest quote when it is received.

9. Correspondence

A. Letter from the town of Flower's Cove

- The letter was reviewed by the board.
- The town takes issue with the policy that all houses that are charged property tax also pay waste management fees. The town informed that they will not be including those households in their count.

B. Letter from the town of St. Anthony

- Just as the town of Flower's Cove the St. Anthony council takes issue with the new policy regarding unoccupied households. They informed that these houses would be removed from their count going forward and an adjustment will be made to the amount paid.
- After consideration the board decided to reverse the policy of charging unoccupied households.
- **Motion 230214-4** Moved by Dale to reverse the policy of charging unoccupied households, seconded by Brendan. For 10. Against 0. Motion carried.

C. Letter from Minister Davis regarding Capital investment plan approval.

- The letter advises that the Canada Community Building Fund Committee has approved the project to build a new attendant hut for the sub-region 1 site.

D. Letters from Churches

- The board received letter from a number of churches requesting exemption from the annual fee management fee. The board decided to reiterate that no exemption will be give if they are in operation at anytime during the year.

Next Meeting

- Next meeting TBD.

8. Adjournment

- The meeting was adjourned at 5:10PM
- **Motion 230214-5** Moved by Dale to adjourn the meeting. Seconded by Gloria. For 10. Against. 0. Motion carried.