

## BOARD OF DIRECTORS MEETING MINUTES

Thursday, February 29, 2024

Norpen Office, St. Anthony, NL

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**In-Person:** Brad Johannessen (Chair), Guy Hurley, Ian Brenton, Dale Colbourne, Gloria Barrett, Maggie Chambers, Jason Rowbottom, & Dailen Fillier.

**Regrets:** Jackie Randell & Brendan Fitzpatrick.

### 1. Welcome

- a. Chair welcomed everyone.

### 2. Call to Order

- a. Chair called the meeting to order at 6:06 pm.

### 3. Adoption of Agenda

- a. **Resolution 240229-1** Be it resolved that the agenda be adopted as presented.  
Moved by Ian Brenton and seconded by Dale Colbourne. Carried unanimously.

### 4. Fire Services Update

- a. OHS Inspection  
The problems that were indicated by OHS were corrected.
- b. Tax Rebate for Fire Truck partially received however we did not get back the full amount. Manager is working with CRA to get it corrected.

### 5. Adoption of Minutes

- a. **Resolution 240229-2** Be it resolved that the minutes from January 25, 2024, are adopted.  
Moved by Ian Brenton and seconded by Maggie Chambers. Carried unanimously.

### 6. Business Arising

- a. No Business arising.

### 7. New Business

- a. Revenue and Expenses  
The board agreed to pay the expenses for the month of January.

- b. Attendant Hut  
The contractor for the attendant hut is now in the process of ordering materials for the job. The contractor was also provided with contact information for the engineering firm to discuss specifics details.
- c. Audit  
The manger was informed that the auditor would have something to present during today's meeting however nothing has been received.
- d. Scotiabank  
A letter from Scotiabank was received regarding an inactive account.
- e. Complaints about Collection (Subregion 1)  
Norpen receives numerous complaints about waste collection in Sub-Region 1. The contractor had a meeting with the manager and has agreed that Norpen contact the driver responsible instead of himself to clarify issues. The manager also posted a message reminding residents to ensure bins are clear of snow and ice to allow safe access.
- f. Cats – Subregion 2  
There are many stray cats in the Sub-Region 2 landfill site. Humane solutions are still being investigated.
- g. Sawmill request to dump saw dust  
The Board agreed to allow the dumping of saw dust free of charge as it is useful coverage material. The attendant will monitor it and if it becomes too much then we can start charging the tipping fee again.
- h. Church Fees  
The Board agreed to keep the current policy of charging churches in place.
- i. Cabin Fees  
The current rate for cabins fees will remain unchanged.
- j. Collection Trucks  
The board agreed its time to look at getting a new collection truck. This truck would be used in Sub-Region 3.
- k. OHS Inspections  
Service NL conducted inspections of landfill sites. Issues were noted and we are working to correct them.

## **8. Other Business**

- a. None

## **9. Correspondence**

- a. Letter from Scotiabank regarding inactive account.

- i. A letter from Scotiabank informed NorPen that the company has an inactive GIC account. The board agreed to reinvest that amount.
- b. Email from Jehovah Church in St. Anthony regarding fees.
  - i. A response letter will be sent.
- c. Letter from St. Anthony Lion's Club regarding donation for breakfast.
  - i. Norpen doesn't give monetary donations. A response letter will be sent offering our promotional items as a possible donation.
- d. Letter in response to explanation of fee increase.
  - i. Board reviewed letter and decided no response is necessary.
- e. Email stating request submitted to ATIPP (Meeting Minutes for Feb 2023 to Feb 2024)
  - i. The board believes that this ATIPP request is not genuine. The request for meeting minutes will be granted as it is public information.
- f. Email regarding LSD's providing lists of residents and businesses.
  - i. A letter will be sent to LSD's requesting information.

**10. Next Meeting**

- a. March 28, 2024

**11. Adjournment**

- a. Meeting adjourned at 7:25 pm.