



Board Meeting – NorPen Office

Date and Time: March 29th, 2023.

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

Zoom: Lloyd Bennett.

Regrets: Tony Ryan, Swansetta Rumbolt.

1. **Welcome:** Chair welcomed everyone.
2. **Call to Order:** Chair called the meeting to order.
3. **Adoption of Agenda:**
Motion 230329-1, Moved by Ian to adopt the Agenda seconded by Guy.
For 9. Against 0. Motion carried.
4. **Fire Services:**
 - Chair asked Maggie if there was any update for Fire Services. Maggie informed that they did have a meeting to discuss the current situation. Also, the annual invoicing for Fire Services have yet to be sent out due to printer issues. She said that they are having a problem with the Sage program in which it won't print to the printer. Deanna has been on the phone with support.
 - The Chair asked if the budget for the Fire Department was completed. Maggie said that they recently had a meeting about the budget as there was some discrepancies. She said they would most likely meet again next week.
 - The Chair said that that there was a draft term of reference done up for the fire services which would outline their roles and responsibilities. Darlene said that it was on the table many times, but the former Fire Chief Hank has concerns with it.

- The Chair also expressed disappointment regarding the was meeting that was called for fire services. He said that the Committee Chair and the Administrator did not inform board that they were not attending. Maggie Said that Deanna had appointments on that day and wasn't sure if Wallace was in town. Maggie said to her understanding that it was passed in the previous meeting that it would take place in Flower's Cove. It was changed to be held in St. Anthony and Darlene stated that the letter that was sent to the Fire Department informed them that the meeting was going to be held in St. Anthony. The chair again said he was concerned about the money wasted calling that meeting if they weren't going to attend.
- The copy of the files Maggie brought to the last meeting was requested by the Chair. Maggie said that she did not bring the file this time. She had to go back to the committee and Deanna as it had personal documents. Maggie did say that all the files that were sent to the auditor were there a that Fire Committee Chair spoke to the auditor and there were no issues given. The Chair said that unfortunately, Maggie is not getting the correct information. He said that he has an email list from the auditor regarding requests for information. Darlene continued and said that the auditor started to CC her when they weren't getting the information. The first request came in March of 2022 with multiple, repeat requests going up to September of 2022. A copy of the emails was given to Maggie.
- Ian was concerned of the high number of unpaid invoices for the Fire Department. Maggie said that there will always be those that don't pay. Darlene said that NorPen prior was able to run a 98% collection rate mainly due to small claims court.
- Darlene gave a suggestion that another board member from a different region go to the Fire Committee meetings to represent the board.
- The board agreed to another meeting with the Fire Department. Details will be sent out when finalized.

5. Adoption of NorPen Minutes:

- **Motion 230329-2** Moved by Ian to adopt minutes once amended from meeting held on February 14th, 2023, seconded by Dale. For 9. Against 0. Motion carried.
- **Motion 230329-3** Moved by Dale to adopt the minutes from the meeting held on March 14th, 2023, seconded by Guy. For 9. Against 0. Motion carried.

6. Business Arising:

A. Vacant Seat for Sub-Region 3

- It was previously brought up in the March 14th meeting that Nominations were sent out to all towns and LSDs in Sub-Region 3 however we did not get one back. Maggie informed the board that the Mayor of Flower's Cove would be interested in joining the board. The Chair said that there can only be one member per community on the board as stated in NorPen's governance and the Regional Service Board Act. Maggie said she would speak to them about it to see if they would be willing to take her place on the board.

B. Interviews for General Manager

- The interviews for the new general manager will take place tomorrow March 30th at 6:00PM. The chair told the members of the hiring committee to come in a few minutes early to discuss the resumes. At the committee's last meeting they narrowed down the list of 10 candidates to 4 that they believe are the most qualified.

7. New Business:

A. New General Manager

- The board discussed setting the salary for the new manager. The board agreed to set the hourly rate at \$25 per hour with a \$1 increase after 6 months. Other perks will include \$20 per week for vehicle allowance in addition to a yearly \$2400 RSP contribution & 3% pension plan which will be available after 1 year.
- Darlene mentioned that the Chair decided that small claims would be started again. NorPen has had 100% success with small claims to collect delinquent accounts. This is something they would discuss with the new manager.

B. Revenue Report and Monthly Expenditure

- The revenue report is a little lower than the year before, however, is still on par with previous years.
- **Motion 230329-4** Moved by Ian to pay the accounts payable in the amount of \$19,135.07. Seconded by Brendan. For 9. Against 0. Motion carried.

C. Design for new attendant Hut for Sub-Region 1

- The board reviewed a design received for the new attendant hut. It was also mentioned that a high-tech cable can be run from the current power source to the hut. This would be able to provide the power required for heating.
- **Motion 230329-5** Moved by Ian to instruct staff to move forward with acquiring the new attendant hut. Seconded by Dale. For 9. Against 0. Motion carried.

D. New Sea Can for Sub-Region 1

- Darlene informed that we got approval from EPRA for a new sea can for E-waste material. This will be of no cost to NorPen, and they will be arranging delivery.

E. Governance Document

- The chair suggested that the board refresh themselves with our governance document and the rules that the board is required to follow. Additionally, it was suggested that the board review the Regional Service Board Act as well.

F. Code of Conduct

- Government is requiring all municipalities to have a code of conduct that pertains to professional behaviour, harassment, bullying, etc. As Norpen is classified similarly to a municipality so should have one as well. The Chair said that the town of St. Anthony got a template document from the government which is an in-depth code of conduct which covers nearly all aspects. It was suggested that the board look at getting one in near future.
- Darlene suggested that Norpen be added to the governments email list as she was unaware of this new code of conduct until the chair mentioned it.

8. Other business

A. Rollout Bins

- In the previous meeting the transition to roll-out bins were discussed. The board agreed that its time to move forward with implementing this new policy. It was suggested that documentation be created to start informing the public as well as drafting a letter for the towns regarding the switch to roll out bins.

B. Tablets Issued to Board Members

- The chair said that if any members are currently not using the android tablets, they were given please return them to the NorPen office.

9. Correspondence

A. Letter from Minister Davis regarding the NorPen request to conduct a feasibility study to manage waste on the Northern Peninsula

- The letter states that the Provincial Waste Management Strategy does not include creating a regional waste facility on the Northern Peninsula. Under the waste management Strategy all waste on the Northern Peninsula will be transported to the regional waste management facility Norris Arm for final disposal.

B. Letter from the town of St. Anthony regarding solutions to stop the growth of the dump.

- The town is looking to work with Norpen to find ways to stop the growth of the Sub-Region 1 landfill site as it is already at the end of its life.
- Members suggested that the only thing that really makes since for the Northern Peninsula is a high heat incinerator, however government would not approve such a proposal.

C. Letter from regional council regarding concerns with Fire Services operations.

- The letter from the regional council expressed concerns relating to the resignation of the General Manager as well as the current operations of the Straits Fire Department.

D. Letters from Overton Coulbourne regarding waste bin.

- It was decided that Norpen would continue with no contact with this individual.

Next Meeting

- Next meeting April 27, 2023, at 12:00 Noon.

8. Adjournment

- The meeting was adjourned at 1:20PM
- **Motion 230329-6** Moved by Ian to adjourn the meeting. Seconded by Dale. For 9. Against. 0. Motion carried.