

BOARD OF DIRECTORS MEETING MINUTES

Thursday, Oct 19th, 2023

Norpen Office, St. Anthony, NL

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

Zoom: None

Regrets: Brendan Fitzpatrick, Jackie Randell.

1. Welcome

- a. Chair Welcomed everyone.

2. Call to order

- a. Chair called the meeting to order.

3. Adoption of Agenda

- a. **Motion 231019-1** Moved by Guy to adopt the agenda as presented, seconded by Ian. For 6. Against 0. Motion carried.

4. Fire Services Update

- a. There was no update given by Maggie this meeting.
- b. Norpen did receive some offers for the fire truck. The board agreed to accept the highest offer.
Motion 231019-2 Moved by Maggie to accept the offer for the fire truck, seconded by Guy. For 6. Against 0. Motion carried.

5. Adoption of Minutes

- a. **Motion 231019-3** Moved by Ian to adopt the August 24th minutes, seconded by Maggie. For 6. Against 0. Motion carried.

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6. Business Arising

- a. Vice Chair Position
Two names were put forward for Vice Chair, Ian Brenton, Dale Colbourne. A vote was held, and Ian was voted in as Vice Chair.

- b. Board Structure
Norpen was advised that it would be quicker to request a reduced quorum than it would be to change the board structure. A letter has been signed and sent to the minister. The letter also notes that we are still interested in changing the board structure.
- c. Mobile Offices
The manager informed that there was an issue with the original draw ups for the government funded mobile office. It is being worked on.

7. New Business

- a. Manager Update:
 - i. Revenue and expenses
The board approved the revenue and expenses for the month of October.
Motion 231019-4 Moved by Ian to pay the expenses for October, seconded by Maggie. For 6. Against 0. Motion carried.
 - ii. Budget 2024
The board reviewed the budget for 2024.
Motion 231019-5 Moved by Ian to accept the Budget, seconded by Guy. For 6. Against 0. Motion carried.
 - iii. Fee Structure 2024
The reviewed the fee structure and made some adjustments. Annual residential fee is set at \$185 per year, Scales is \$115.00, all other items was rounded up to the nearest dollar.
Motion 231019-6 Moved by Guy to approve the fee structure with agreed changes, seconded by Ian. For 6. Against 0. Motion carried.
 - iv. Cancellation of cell phone
The Board agreed to the cancellation of the managers cell phone. He will be given a reimbursement for cell phone use.
Motion 231019-7 Moved by Dale to cancel the managers cellphone and reimburse \$40 per month, seconded by Ian. For 6. Against 0. Motion carried.
 - v. Local Service Districts
Norpen does have the authority to charge the local services districts directly as per the regional service board act. This is something the board is considering.
 - vi. Consequences of noncompliance
The board asked to consult Burin Regional Service Board on how they handle this.
 - vii. Compactor Truck
The board discussed the compactor truck company that have been operating in town.
 - viii. Visit to Burin Waste Management Operations
The board approved of the managers plan to visit Burin and see their operations.

- ix. Christmas meal/gifts and years of service bonuses
The board decided that Norpen would forgo a Christmas dinner and instead give a \$100.00 pre-paid gift card instead.

8. Other Business

- a. None

9. Correspondence

- a. Brad emailed a letter to Hon. Bernard Davis requesting assistance:
 - i. The board is still waiting on a response.
- b. Brad emailed a letter to Dr. John Haggie regarding board structure:
 - i. Letter was sent to request a reduced quorum.
- c. Draft letter to Premier Andrew Furey, Hon. Krista-Lynn Howell, Hon. Gudie Hutchings.
 - i. Letter was reviewed.
- d. Email from Dale Colbourne regarding subregion 4 – Hawke’s Bay.
 - i. Dale had to leave early so she was not available to explain this email.
- e. Email from Dale Colbourne regarding suggestions for 2024.
 - i. The board reviewed this email.

10. Next Meeting

- a. TBD.

11. Adjournment

- a. Meeting adjourned.