

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, 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 230928-1** Moved by Ian to adopt the agenda as presented, seconded by Guy. For 5. Against 0. Motion carried.

4. Fire Services Update

- a. An update was provided by Deanna of the collection of accounts for Fire Service fees. The letters that were provided are working, however there still is a high number of overdue accounts. The next step would be to send the harsh collection letter.
- b. Norpen did not receive any bids for the fire truck tender. A verbal offer was received after the deadline in the amount of \$750.00. The board decided that the fire truck would be put back up for sale, this time it would not be a tender.

5. Adoption of Minutes

- a. **Motion 230928-2** Moved by Ian to adopt the August 24th minutes, seconded by Gloria. For 5. Against 0. Motion carried.

6. Business Arising

- a. Board Structure
The board hasn't received a response from the minister regarding the letters that were sent previously. New letters will be sent this time to Federal Minister Hutchings, Premier Furey, & Minister Davis.

- b. Vice Chair Position
Next meeting there will be a vote for the Vice-Chair position. 2 members have expressed interest. Hopefully all members can be present for the vote.
- c. Mobile Offices
Norpen received 4 bids for the mobile offices tender. An issue was brought to the attention of the board regarding the government funded hut. They funded a part of the engineering fees for the hut however if we don't go ahead with the government funded project, we would have to repay all the engineering fees that was covered by government.

The manager did get some feedback from the public procurement agency regarding the situation. The way that the tender was written means that Norpen would be obligated to accept the lowest bidder. They also stressed the fact that we should seek legal advice.
Motion 230928-3 Moved by Ian to not accept any of the current tender bids, seconded by Guy. For 5. Against 0. Motion Carried.

Motion 230928-4 Moved by Ian pending advice from an attorney, Norpen will move ahead with a request for proposal, seconded by Guy. For 5. Against 0. Motion Carried.

Motion 230928-5 Moved by Gloria to move forward with the government funded attendant hut including request for cost estimate of \$60,000 plus HST, seconded by Ian. For 5. Against 0. Motion carried.

Motion 230928-6 Moved by Ian to call a recess, seconded by Gloria. For 5. Against 0. Motion carried.

The Chair wished to have an in-camera discussion with the board. Staff were asked to leave the room.

7. New Business

a. Manager Update:

i. Probationary Period

The probationary period for the general manager was 6 months, and that period has now ended. The board discussed the wages of the office staff.

The board also agreed in their in-camera session that the office staff would be given raise for their continued hard work and dedication. They also mentioned raises for our field workers however decided that should wait until a finance meeting.

Motion 230928-7 moved by Ian to give raises to the following employees: Jason Rowbottom - \$28/hr, Hazel Tucker - \$23/hr, Dailen Fillier - \$21/hr, seconded by Guy. For 5. Against 0. Motion carried.

ii. Auditor

The auditor currently has the files for 2022 and is working on the audit. The board will be updated once complete.

iii. Revenue & Expenses

The board reviewed the revenue and expenses. The revenue for August looks low due to the bank deposit not going in until early September.

Motion 230928-8 Moved by Ian to pay the monthly expenses in the amount of \$19,571.95, seconded by Jackie. For 5. Against 0. Motion carried.

- iv. Site 1 Work
Murray's worker is at the sub-region 1 site with a dozer and the work is moving along well. The mechanic for the crawler loader is expected soon.
- v. Site 2 Hours
The site 2 attendant is requesting a change to the hours of operation at the landfill. He would like the site to be open during the dinner hour and the close at 4PM. He says that they get more people trying to enter the site during 12-1 than 4-5.
The board agreed to change the hours so that the site will be open throughout dinner hour and close at 4PM.
- vi. Local Service Districts
The board discussed LSDs and whether they should be the ones that are collecting the waste management fees. Some members said that LSDs would not be able to collect or would refuse. Under the Regional Service Board Act it says that Norpen has the right to bill LSDs the same way as a municipality for waste management fees.
- vii. Strongdata Upgrade
Strongdata is the account software that we use at the office and is used by all other service boards in the province. We are long past due for an upgrade. Its at the point now that Strongdata no longer wants to support our older version. There will be an increase of \$150.00 to a total of \$650.00 per month plus HST. Any training or development of new features will be \$150.00 per hour.
Motion 230928-9 Moved by Ian to approve the Strongdata upgrade, seconded by Gloria. For 5. Against 0. Motion carried.
- viii. Chamber of Commerce
The chair said there wouldn't be much benefit for Norpen in joining the chamber of commerce however, the Manager is free to attend their events if he wants.

8. Other Business

- a. Some board members are not responding to email/text messages.
The board was reminded that, according to Section 1.3 B: Roles and Responsibilities from the Terms of Reference and Governance Document, it is their responsibility to "Prepare for Meetings". To do this, it is crucial that members respond to all correspondence (text, email, telephone, etc.) from the office. A common standard is to check correspondence daily and respond within 24 hours.

9. Correspondence

- a. Town of Port au Choix requesting meeting minutes and terms of reference:
 - i. The documents they requested have already been forwarded.
- b. Town of Port au Choix inquired about rats at the Hawke's Bay site:

- i. Pest control services have been advised to increase bait for September. The town was informed of this.
- c. Town of Hawke's Bay regarding nominations.
 - i. Notified that they have no nominations for the board.
- d. Email from Dale Colbourne.
 - i. Dale was not present for this meeting. This email will be brought back for the next meeting.
- e. Draft letter to Premier Andrew Furey, Hon. Krista-Lynn Howell, Hon. Gudie Hutchings.
 - i. The board reviewed the draft letter. The chair said he would like some minor changes before it is sent.

10. Next Meeting

- a. October 19th, 2023, at 6:00pm.

11. Adjournment

- a. Meeting adjourned.