

BOARD OF DIRECTORS MEETING MINUTES

Thursday, August 3rd, 2023

Norpen Office, St. Anthony, NL

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

Zoom: Lloyd Bennett, Brendan.

Regrets: Swansetta Rumbolt, Tony Ryan.

1. Welcome

- a. Chair Welcomed everyone.

2. Call to order

- a. Chair called the meeting to order.

3. Adoption of Agenda

- a. **Motion 220803-1** Moved by Guy to adopt the agenda as presented, seconded by Dale. For 8. Against 0. Motion carried.

4. Fire Services Update

- a. An update from Maggie was given for fire services. Things are going well and the collection letters that Norpen gave them seem to be working as payments are coming in. Also, it was stated that the student that the department got from the Canada Summer Jobs Program was very helpful. The board discussed the possibility of a JCP for the fire department.

5. Adoption of Minutes

- a. **Motion 230803-2** Moved by Dale to adopt the June 29th minutes, seconded by Ian. For 8. Against 0. Motion carried.

6. Business Arising

- a. No response from Minister Davis regarding the letter that was sent. The board believes that they should ask the Minister more directly about how Norpen is supposed to move ahead with the Provincial Waste Management Strategy. A new letter will be sent asking for direction.

7. New Business

a. Manager Update:

i. Fire Services

Good communication is still happening between Norpen and fire. The collection letters that were provided are working. The board reviewed the financial statements provided by the department.

ii. Landfill Sites

A concern regarding the site hours for the sub-region 2 site was brought to the board. As of right now the sub 2 collector works in the landfill site on Mondays. Due to the low volume of waste delivered on Monday's, Norpen is operating at a loss of approximately \$250 per month. There is the concern however if the hours are cut then we will lose the worker. The board did not reach a decision and will table this issue.

As for the sub-region 1 site, some work has been done however the equipment is still plagued by break downs. The board discussed the possibility of reaching out to government for emergency funding for a piece of equipment.

Tires were also brought up. As of right now Norpen has many used tires at the sites. The tires were collected for a tire recycling program being operated by MMSB. The issue is that the collectors for the tires do not take many as they are deemed to dirty or in poor condition. MMSB informed the chair that any tires that are not acceptable can be buried. Dale also said that she will discuss the issue at the MMSB board table.

iii. Workplace Harassment

The board received a letter from our sub-region 3 collector regarding a situation with a resident in Bird Cove. This resident was verbally abusive to the driver and then proceeded to call the office and be verbally abusive to the staff there. The board advised that the manager contact the RCMP regarding the situation to see what they would recommend. The manager also created an incident report form for the employees to fill out in these cases.

iv. Auditor Tender

Norpen still requires an auditor and must have one by the end of August. As of last meeting the manager was advised to contact government regarding retendering for an auditor. Government advised that Norpen seek legal advice.

Motion 230803-3 Moved by Ian to contact a lawyer regarding the tendering process, seconded by Guy. For 6. Abstained 2. Against 0. Motion carried.

v. Revenue & Expenses

The monthly expenses for the month of July are \$7,914.93.

Motion 230803-4 Moved by Ian to pay the monthly expenses of June 2023, seconded by Dale. For 6. Abstained 2. Against 0. Motion carried.

vi. Norpen Compactor Truck

The Noren compactor truck in sub-region 3 is not worth repairing. The motor that was used in those trucks are known trouble. The board agreed that the truck is not worth keeping. The board also discussed the old dump truck that is at the sub-region 4 site. The board decided to put both trucks up on tender and see if there is interest in them.

Motion 230803-5 Moved by Ian to put the 2012 Compactor truck and 2000 dump truck on tender, seconded by Gloria. For 6. For 6. Abstained 2. Against 0. Motion carried.

vii. Attendant Hut

The board was presented some alternatives to the \$64,000 attendant hut that was designed. The best option for both cost and functionality would be a mobile work trailer. There units can come pre-installed with washrooms, heaters, AC, and other amenities. The board would like more research done on there options and to reach out to canoe procurement.

viii. Terms of Reference

The Chair brought up the Norpen Terms of Reference and Governance Document. The members have been informed many times in the past to read this document and understand their duties and obligations as a member of the board. The Chair informed that there are 3 members that have not been adhering to the rules outlined under section 4.09. The board agreed that the rules should be enforced.

Motion 230803-6 Moved by Dale to dismiss Directors Tony Ryan, Swansetta Rumbolt, & Lloyd Bennett from the board effective immediately, seconded by Guy. For 6. Abstained 1. Against 1. Motion carried.

A letter will be sent to these members informing them of this decision and new nomination letters will be sent to the towns in sub-region 4.

8. Other Business

a. Fire Service fees charged to Norpen.

The town of Roddickton Bide-Arm has been billing Norpen for fire service fees for the last few years. The landfill site in Sub-Region 2 is outside of the town boundaries so the fee is unenforceable, however, the town deducts the amount from any outstanding balance they owe without consulting us. The board would like a copy of the bill for the next meeting.

b. CRA Account

The General Manager asked the board if they know who is on the CRA account for Norpen. They said that the former manager and chair is the most likely names tied to the account. It was suggested that Norpen send a letter from the Chair to CRA asking for the name changes.

9. Correspondence

- a. Letter from Stefan Hughes Regarding Harassment:
 - i. The board reviewed the letter and agreed the actions from the resident are unacceptable. The matter will be brought to the RCMP.
- b. Letter from Town of St. Anthony Regarding Fee Structure:
 - i. A response letter will be sent to the town explaining our current fee structure for households and apartments.
- c. Letter of Support on Behalf of St. Lunaire – Griquet
 - i. The town of St. Lunaire – Griquet sent a letter of support to the minister regarding Norpen;s request for assistance.
- d. Letter from Gary Patey Requesting Assistant.
 - i. The board decided that the collection will continue with one employee. A response letter will be sent to Mr. Patey.

10. Next Meeting

- a. August 24th, 2023, at 6:00pm.

11. Adjournment

- a. Meeting adjourned.