

**Western Regional Service Board
Public Meeting Minutes**

Meeting Information:

Date: Thursday August 26, 2021
Time: 11:55am – 2:30pm
Location: Corner Brook Civic Centre, Canada House

Present were:

Anthony Blanchard	WRSB Member– North/South Bay of Islands
Barbara Barter	WRSB Vice-Chair – Burgeo and Area
Bernd Staeben	WRSB Member – Corner Brook
Cynthia Downey	WRSB Member – Bay St. George
Derrick Anthony	WRSB Member – Humber Valley
Joseph Reid	WRSB Member - Long Range
Josh Carey	WRSB Chair – Corner Brook
Lloyd Harnum	WRSB Member – Bay St. George
Melvin Keeping	WRSB Member – Southwest Coast
Roger Barrett	WRSB Member – Western Hills
Jason King	Chief Administrative Officer, WRSB
Pauline Anderson	Executive Assistant, WRSB

Missing with apologies:

Vacant Seat	WRSB Member – White Bay South
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An in-camera WRSB meeting was held just prior to this meeting from 11:00am to 11:40am.

Call to Order

Meeting was called to order at 11:55am by WRSB Chair Josh Carey with quorum reached.

Our new Financial Manager was introduced to the board and vice versa.

1. Additions & Deletions to the Agenda

Motion 21-0826-1.1.1: Moved by Roger Barrett, Seconded by Mel Keeping. Be it resolved the WRSB adopt the agenda for the August 26, 2021 meeting with two additions presented (Hiring Committee Report RE the Manager of Finance position; and, Ad Hoc Committee for WRSB Rules and Regulations). All 10 Board members present are in Favour, none against. Motion carried.

2. Approval & Adoption of Minutes from the June 24, 2021 WRSB Public Meeting

Motion 21-0826-2.1.1: Moved by Barbara Barter, Seconded by Cynthia Downey. Be it resolved the WRSB adopt the minutes of the June 24, 2021 WRSB meeting as presented. All 10 Board members present are in Favour, none against. Motion carried.

3. Business Arising

3.1 Gas Tax Refund Update

A letter was written, and sent, to the Department as per direction of the board. We have been informed the money has been reallocated back to our approved capital funding account. Although we will not receive the money physically, it is available to the organization.

The Board advised to make an inquiry about additional funding available to municipalities, and therefore this organization, for 2021 under the gas tax agreement. This program is separate from the covid relief program that was reviewed last year.

3.2 Ministers Meeting Update

The WRSB Chair followed up with the Ministers of both Departments (Environment and Climate Change; and, Municipal and Provincial Affairs). Both confirmed they are due to be on the West coast towards the end of August and will have a meeting set up at that time. We have not heard anything from either Department at this point confirming a meeting.

4. CAO Report

4.1 Electronic Products Recycling Association (EPRA) Expansion

We have been notified that the current electronics program has expanded on the list of electronics now accepted for the Electronic Recycling Program. These items are now accepted at all WRSB transfer stations.

Some Recycling areas won't accept electronics so it would have to be delivered to the transfer station.

5. **New Business**

Nothing to report.

6. **Standing Committee Reports**

6.1 Finance Committee Update Last meeting August 20, 2021

6.1.1 RFD for Wild Cove Loader Tires

The 926 Front End Loader at the Wild Cove Transfer Station needs its two front tires replaced due to normal wear and tear. Both tires have approximately 5000 run hours on them and has reached the end of their workable life cycle. The purchase and foam filling of these tires will be done in St John's. GCR tire is the only entity that does foam filling at this time. The tires need to be foam filled due to the nature of its work around sharp objects both inside and outside of the transfer station. The price for these tires, including foam filling are \$10,690 + HST.

Motion 21-0826-6.1.1: Moved by Joe Reid, Seconded by Cynthia Downey. Be it resolved the WRSB approve the replacement and foam filling of tires on the Wild Cove Loader at a cost of \$10,690 plus HST & Shipping. All 10 Board members present are in Favour, none against. Motion carried.

Friendly amendment to add Shipping cost into the motion.

6.1.2 RFD for Staff Policy Manual

BDO was hired to do a review of the current HR Policy Manual as a part of the organization's Current and Future State Review. They completed a draft HR Policy Document and it was submitted to the WRSB for comment. Staff were provided the opportunity to review the document and provide input on it to the F&A Committee.

The compiled comments from Staff were reviewed with the Finance and Administration Committee in two separate meetings. A document was created containing the recommended changes to the Policy Manual and presented at the May 27, 2021 WRSB meeting. At that meeting, many of the recommendations were accepted to be incorporated into the document; however, there were a few recommendations that needed more attention by the F&A Committee and staff so the motion was tabled at the June 24th WRSB meeting. Final revisions have been made to section 3.13 as per the OHS revised regulations/legislation.

Motion 21-0826-6.1.2: Moved by Cynthia Downey, Seconded by Joe Reid. Be it resolved, the WRSB approve the recommended changes to the 'WRSB Staff Policy Manual' Document as discussed. All 10 Board members present are in Favour, none against. Motion carried.

6.1.3 RFD for Office Lease Extension

The current lease on the Administration office expires December 31, 2021 after a one-year extension was agreed to by the building owner, and was approved by the Board during the summer of 2020.

The CAO has had discussions with the building owner and he is once again willing to give the organization a one-year extension on the lease at the current rate as long as we give him 3 months notice prior to the end of the lease.

The Board previously agreed not to look into other office options until after the recommendations from the Provincial Solid Waste Management Strategy Review are implemented. To-date, no recommendations from that review have been implemented that could give the organization further direction on this issue.

Motion 21-0826-6.1.3: Moved by Bernd Staeben, Seconded by Joe Reid. Be it resolved the WRSB approve a one-year extension on the Administration Office Lease at the current rate of \$4,930/month (\$59,160/year) plus HST. All 10 Board members present are in Favour, none against. Motion carried.

We need to explore other office venues that could cover any future expansion of the organization. We need to look at our present needs and our future needs. Infrastructure is important for growth. Sometimes you have to spend the money to get the gain.

If we explore becoming a landlord, that could be another problem the organization may not be able to handle, especially as the future of Provincial Regional Service Boards is uncertain at this time.

Motion 21-0826-6.1.3: Moved by Roger Barrett, Seconded by Barbara Barter. Be it resolved the WRSB direct the CAO and Staff explore the possibility of purchasing our own building, including costs of purchase and renovation with the purpose of expansion of the organization. The report is to go to the WRSB when completed. Nine Board members are in Favour of the motion, Derrick Anthony was against the motion. Motion carried.

Report is to include comparisons of renting versus owning. Timeline for this report is to be presented at the November WRSB meeting.

Board members stated we need to focus on improving Waste Management rather than studies, reviews, exploring new office space, etc. The new Board will need to push the province to make decisions that impact this board (ie composting, PSWM Review, etc.).

6.1.4 RFD for Auditor Services

The original tender for BDO Canada, LLP auditing services was for three years ending with the 2020 audit. Due to Covid-19 pandemic, staff turnover and RSB elections, keeping BDO Canada LLP to ease the transition and add continuity is best for the organization. The CAO has had discussions with BDO Canada, LLP regarding extending this contract for an additional year. BDO is glad to work with the WRSB for an additional year and quoted 22,600 for the 2021 Gas Tax and Organizational Audit.

Motion 21-0826-6.1.4: Moved by Joe Reid, Seconded by Cynthia Downey. Be it resolved the WRSB approve BDO Canada, LLP to perform the 2021 annual audit at a rate of \$22,600 plus HST. All 10 Board members present are in Favour, none against. Motion carried.

Board pointed out that if the amount of time quoted for the project ends up being less than, will the cost be decreased from the quoted price?

In 2022 the Finance Manager will be more settled into the new position to be involved in the development of the Tender for the new auditor.

6.1.5 RFD for Minimum Charge Fee Implementation

The Scales at the Transfer Stations only weigh in 10kg increments. We have some customers come into the sites on a regular basis with one or two light bags of garbage. If the weight is under 5kgs the customer is charged nothing and if it is over 5kgs they are charged 10kgs (\$1.64). Many times, customers go to the site every week with one or two bags and get in for free. It is recommended that there be a minimum charge of 10kgs or \$1.64 to avoid people getting in for free and complaints that truck scales cannot weigh in 1 kg increments.

This is a very time-consuming problem for staff, especially in the St. George's area and is the primary complaint from customers.

Motion 21-0826-6.1.5: Moved by Bernd Staeben, Seconded by Joe Reid. Be it resolved the WRSB approve a minimum scale charge of \$1.64 for deliveries made to the Transfer Stations under 10kg. No Board members are in favour of the motion, all ten board members present are against the motion. Motion defeated.

May want to look at options to help alleviate this problem. Will go back to the Finance Committee for other options which may crossover with the Residential Credit Program

6.1.6 Tonnage Update

Finance Committee was concerned about the integrity of our 2021 budget with the decrease in tonnage delivered to the transfer stations. They brought forward a visual representation of our current situation which also contains a projected tonnage for the remainder of 2021. The Board needs to be aware we may have a tonnage shortage which will affect the current budget and may affect next year's budget, although it is important to note the report only shows mixed waste and no other chargeable deliveries made (ie. CRD).

6.1.7 CRSB Blue Bag Legal

The WRSB Chair received a call from the CRSB Chair regarding the legal proceedings on the Blue Bag lawsuit from 2018 where the CRSB increased the agreed upon price by \$111/tonne which they stated was to pay off a deficit they ran in 2017. The WRSB refused to pay for a deficit they were no part of.

On the advice of their lawyer, it was advised Central meet with Western to come to an amicable solution. The WRSB has made motions in the past not to pay the additional charges on the Blue Bags, so the WRSB wants to maintain the motion.

The CAO will check with legal and if there is a different recommendation from them, the Chair and FC will be advised.

6.1.8 Letter received from CRSB dated August 19, 2021

The audit performed by White and Abbott changed the formula slightly. The WRSB responded that we agree in principle but do not agree with the costs included within the formula. An agreement was made for the 2019 costs; however, no discussions have yet occurred on the 2020 cost. We offered to move forward in 2020 with CPI but CNWM rejected it.

We cannot make a decision on this today. We need to review the history and bring the details (emails, letters, etc) to the Negotiating Committee for review.

Basically, there will be three options: pay the \$60K; negotiate the \$1.98/tonne amount; or, have an audit performed.

6.2 Technical Committee Update - Last meeting August 18, 2021

6.2.1 Hauler's Meeting Discussion and recommendations

The TC tried to pinpoint areas we can focus and build upon with the cooperation of the Haulers to make the ICI Policy work. Discussions included:

- Contractual relationship between haulers and generators needs to be clearly delineated. WRWM can't work with the generator as they aren't our customers.
- Mixed load waste fee added to load cost. We cannot implement a penalty fee; however, we need to get to the source of the problem which lies with the generators.
- Driver of the front-loading trucks look in the dumpster before dumping the loads into the truck. They need to unlock the dumpsters before they dump them so that would be the time to have a look inside. If the dumpster doesn't meet the policy, then it's left behind like a non-compliant curbside bag would be. The Hauler would report this customer to the WRSB for an education follow-up.
- EDUCATION – Residents were educated on their Sort-it program when it was introduced; however, businesses weren't given that education when the ICI Policy went active. Attempt made to educate haulers, but they cannot be held responsible to educate their generators on what they need to do within their businesses to be compliant to the WRSB policy. The WRSB Outreach Officer can contact each business to determine how they are incorporating the new ICI Policy into their waste management practices. This will give the WRSB a database and checklist of what businesses are, and aren't, doing to implement the policy directives. Educate based on the hauler's list of that day and which businesses were involved with any contaminated loads.
- For deliveries to the Transfer Stations, use the on-site loader to pick out the larger items, but it's the smaller items the loader cannot get to that are the problem.
- Incentives for early payment of invoices.

The office will draft a letter to the haulers outlining the points for continued discussion at a second meeting between them, staff and the Technical Committee. The TC will bring back the results of these discussions to the Board in the form of further recommendations.

We are contacting MMSB about education assistance for the ICI sector with information cards similar to the residential program. There needs to be clear expectations for after this process.

6.3 Shared Services Committee Update - Last meeting August 18, 2021

6.3.1 Response to the Regional Government/Services Letter from Government

A letter was drafted for the Board to review and decide if it is to be sent.

After review and discussion, there were minor changes made to the letter and approval from the Board to send it to the Minister with T. Lomond; A. Coady-Davis; the MNL Board of Directors; and, Western MHAs copied on the letter.

6.3.2 Water Technician Program & Municipal Enforcement Officer Program

Water Technician Program: The WRSB approved \$90K to proceed with the expansion of the Water Technician program. Office Staff have since met with Environment reps who requested we postpone expanding the program on our own until March 2022. They are confident there will be funding available in the 2022 Budget for us to work together to expand the program.

Municipal Enforcement Officer (MEO) Program: Government stated we cannot offer any shared services to LSDs but they are supportive of us proceeding with an expression of interest to the municipalities within Western.

Consensus of the Board is to go out with an Expression of Interest for the MEO program, which may be delayed by municipal elections. If the results of the EOI is positive then we may need to reallocate the \$90K from the Water Program to the Municipal Enforcement Officer Program.

6.4 Evaluation Committee Update – Last meeting August 19, 2021

The CAO evaluation was completed and reviewed with the CAO. There will be a follow-up meeting of the committee to finalize things.

6.5 Education Committee Update – No meeting since last WRSB Meeting

6.6 Negotiating Committee Update – No meeting since last WRSB Meeting

The Board made a decision at a previous meeting to not re-engage negotiations with Central until after a meeting can be held with the Minister of Environment and Climate Change; and, the Minister of Municipal and Provincial Affairs.

6.7 Hiring Committee Manager of Finance

BDO prepared a summary report of the Hiring process for the Finance Manager position. The Vice Chair presented this report to the Board.

6.8 Ad Hoc Committee – Rules of Procedure

Motion 21-0826-6.1.5: Moved by Cynthia Downey, Seconded by Joe Reid. Be it resolved the WRSB create a new Ad Hoc Committee with Barbara Barter, Roger Barrett and Tony Blanchard as it's members. The role of this committee is to look at the rules and responsibilities of the Board. All 10 Board members present are in Favour, none against. Motion carried.

7. Correspondence/ Media

7.1 Letters from CNWMC

This topic was covered earlier in the meeting.

8. Next WRSB Meeting

Will be at the Call of the Chair (Tentatively set for September 23, 2021)

9. Other

The Chairs of the WRSB Committees were asked to stay behind after the adjournment of this meeting to have a brief meeting.

Nothing further brought forward.

Meeting adjourned at 2:30pm.