

**Western Regional Service Board
Public Meeting Minutes**

Meeting Information:

Date: Friday, December 3, 2021
Time: 4:30 – 5:26pm
Location: WRSB Office, 14 Main Street, Corner Brook

Present were:

Anthony Blanchard	WRSB Member– North/South Bay of Islands
Barbara Barter	WRSB Vice-Chair – Burgeo and Area
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 (Via Zoom)
Jason King	Chief Administrative Officer, WRSB
Pauline Anderson	Executive Assistant, WRSB (Via Zoom)
Trent Quinton	Waste Operations Manager, WRSB (Via Zoom)
Diana Gosse	Finance Manager, WRSB (Via Zoom)

Missing with apologies:

Vacant Seat	WRSB Member – White Bay South
Bernd Staeben	WRSB Member – Corner Brook (left meeting at 3:53pm)
Roger Barrett	WRSB Member – Western Hills

Call to Order

Meeting was called to order at 4:31pm by WRSB Chair Josh Carey with quorum reached.

1. Additions & Deletions to the Agenda

Motion 21-1203-1.1.1: Moved by Anthony Blanchard, Seconded by Derrick Anthony. Be it resolved the WRSB adopt the agenda for the December 3, 2021 meeting as presented. All Board members present are in Favour, none against. Motion carried.

2. Approval & Adoption of Minutes from the October 28, 2021 and November 9, 2021 WRSB Public Meeting

Motion 21-1203-2.1.1: Moved by Cynthia Downey, Seconded by Barbara Barter. Be it resolved the WRSB adopt the minutes of the October 28, 2021 WRSB meeting as presented. All Board members present are in Favour, none against. Motion carried.

Motion 21-1203-2.1.2: Moved by Barbara Barter, Seconded by Anthony Blanchard. Be it resolved the WRSB adopt the minutes of the November 9, 2021 WRSB meeting with amendments brought forward for section 6.1.1. All Board members present are in Favour, none against. Motion carried.

3. Business Arising

3.1 Leasing versus Buying Office Space

Our current office space lease has been extended to December 2022. The Board requested to see a comparison of continuing to lease office space versus purchasing a building for the organization to use long-term as their office.

A spreadsheet was prepared and presented to the Board displaying the information gathered for this comparison. The next Board will need to make a decision on this within the first half of 2022.

The decision of whether or not to purchase a building will be contingent on the decision of Western moving forward with the construction of a Western Landfill.

3.2 October 6, 2021 Minister Meeting Notes

In the October meeting, the Board was briefed on the notes from the Oct 6th meeting with the Minister. These notes will be kept on file at the WRSB office for reference and will be available to Board Members.

3.3 Application for funding for Advanced Leadership Program via NLjobgrant.

We have not yet received confirmation of approval for funding for this course beginning January 24th. If approved, funding would provide 1/3 of the course costs. The CAO was initially waiting for funding approval before moving forward with registration; however, correspondence received today from MUN recommended registering for the course due to the course filling up quickly. It was confirmed registration can occur prior to funding approval and cancellation can occur up to January 4th if funding is not approved. This training is within the WRSB training budget and the Board encourages the CAO to continue with this training regardless of funding approval, as it would greatly benefit the organization.

4. CAO Report

- Following the October 28th meeting much time was spent by staff reformatting and adjusting the 2022 budget for the Nov 9th WRSB meeting (submission extension, tonnage review etc.). The budget was submitted to Government and all Western Communities as per the RSB Act.
- Fire at the Wild Cove Transfer Station on November 10th:
 - Although we aren't connected directly to emergency response, the CB Fire dept and RNC was quick to respond and arrive onsite. May want to look into early fire detection system options.
 - Indoor camera footage was retrieved and once reviewed, smoke can be seen starting in the building at 4am. No one entered the building so there is no reason to suspect malicious activities.
 - Insurance Company was immediately notified and a file opened. Arranged a third-party adjuster to begin work to support and cooperate with staff on the following:
 - Put security in place immediately to protect from vandalism or trespassing until Belfor could be brought in and secure the building properly.
 - Assigned Belfor to clean and secure the station, board up the holes left by the emergency response crew and cleaned the inside with sprayers. Cleanup is not sufficient for the long term, but it is enough to get us back into the building temporarily.
 - Arranged the loader appraisal to determine the usability and/or value of the vehicle (heat damage, melting, etc.).
 - Arranged Electrician to supply secondary power, plan for full power restoration, developed drawings for Service NL signoff, got NL Power to restore power, and installed temporary lighting for interim operations.
 - Building integrity: Structural engineer and roofing inspector reviewed building and signed off on stability of the beams and integrity of the roof.
 - Municipal and Provincial Affairs were immediately contacted about the fire and informed of an interim plan to ensure support regarding emergency operations outside of the transfer station with minimal landfilling and blue bag transport via a bin system.
 - Working with the Haulers and Scotia Recycling, we were able to implement direct haul of the blue bags to Scotia Recycling in the interim.
 - We are currently back in building with operations returning to normal. Reviewing Spring timelines to replace siding and windows. Planning how to operate in the building while long term repairs are being completed. We switched out the loader in Hampden with the Wild Cove Backhoe for smoother interim operations.
- Pavement was placed at the Wild Cove site at a reduced cost due to planning and communications with other projects in the area.
- South West Coast weather forced the closure of the C-PAB Transfer Station for about a week.
- New Board orientation – Office is preparing board documents and presentation for the orientation in January 2022
- CAO and Finance Manager met with ATIPP staff in the OIPC Department in a meet and greet.

- Probationary staff evaluations are completed with everyone doing extremely well in their new positions.
- WRSB Christmas Social at Jennifer's Restaurant after today's meeting, meal beginning at 6pm.
- We've been contacted by Libby Carew, who conducted a Communications Plan for us previously. She put a Masters Student at MUN (rural waste management) in touch with us which may prove to be mutually beneficial to both parties.
- Budget versus Actual Tonnage update given.
- The MMSB Annual Recycling Audit is taking place this week at the Bay St. George Transfer Station with curbside collection on Monday and Tuesday, and the actual Audit on Wednesday through Friday.
- Recycle at School Western Launch took place earlier today with the Board Vice-Chair and the Regional Outreach Officer in attendance. Barbara recommended the Regional Outreach Officer have a visit with the Primary School (Elwood Elementary) as there was a misunderstanding about where this launch was initially taking place and they were prepared for it to take place there, whereas it took place at the High School due to covid vaccinations not yet completed amongst the primary school children.
- For the Christmas season, staff have festively decorated the office and the Regional Outreach Officer has created a December staff Advent Moralender (Morale Calendar) to help add spirit this holiday season.
- FCM Asset Management Application is still on hold as they process approximately 30 applications per month. They are currently processing applications 700 – 750 and our application stands at 774. This would mean our application should be processed within the next couple months.
- On behalf of all staff, we would like to thank the Board for their time and dedication over the past 4 years, especially the last two as we navigated Covid, a site fire and countless other challenges.

5. **New Business**

5.1 WRSB Election Update

We have members appointed for the Corner Brook, Humber Valley and Southwest Coast Wards. They are Linda Chaisson, Pam Gill, Hal Cormier and Mel Keeping.

We have nominees for the Burgeo & Areas ward and the Bay St. George ward; however, they had special municipal elections scheduled for November 30th in both of these wards so we had to extend the deadline for nominees to December 17th to allow for their councils to meet and decide if they are submitting a nominee.

We do not have any nominees from the White Bay South, Western Hills, Long Range, or North/South Bay of Islands wards. We reached out to a contact at the Western office of Municipal and Provincial Affairs for advice regarding if we cannot fill the WRSB positions in these remaining four wards and we were advised to contact the main Provincial and Municipal Affairs office in St. John's, Municipalities Newfoundland and Labrador and maybe the Western MHA's for assistance if that case is to occur.

The LSD of BSGS cannot hold their election due to current restrictions; however, this should not affect the WRSB election.

6. **Standing Committee Reports**

There have been no Committee Meetings since the last WRSB meeting of November 9, 2021.

7. **Correspondence/ Media**

7.1 MMSB 2019 Waste Report Card Report:

This is a report that was compiled and drafted by the MMSB. They sent the report to be distributed to Board Members to update them on the status of Waste Management and diversion occurring in the province.

8. **Next WRSB**

The next WRSB meeting will be at the call of the Chair, likely in January 2022.

9. **Other**

Nothing further brought forward.

Meeting adjourned at 5:26pm.