

**Western Regional Service Board
Public Meeting Minutes**

Meeting Information:

Date: Thursday, July 28, 2022
Time: 11:10am – 1:37pm
Location: WRSB Boardroom, 14 Main Street

Present were:

Bernd Staeben	WRSB Chair
Gary Warren	WRSB Member – Burgeo and Area
Melvin Keeping	WRSB Member – Southwest Coast (Via Zoom)
Cynthia Downey	WRSB Member – Bay St. George (Vice-Chair)
Pamela Gill	WRSB Member – Corner Brook (Via Zoom)
Linda Chaisson	WRSB Member – Corner Brook
Alfred Park	WRSB Member– North/South Bay of Islands
Hal Cormier	WRSB Member – Humber Valley
Trent Quinton	Operations Manager, WRSB
Diana Gosse	Finance Manager, WRSB
Pauline Anderson	Executive Assistant, WRSB

Missing with apologies:

Jason King	Chief Administrative Officer, WRSB
Melvin Reid	WRSB Member - Long Range
Colin Davis	WRSB Member – White Bay South
Vacant Seat	WRSB Member – Bay St. George
Vacant Seat	WRSB Member – Western Hills

Call to Order

Meeting was called to order at 11:10am by WRSB Chair Bernd Staeben with quorum reached.

1. Additions & Deletions to the Agenda

Motion 22-0728-1.1.1: Moved by Cynthia Downey, seconded by Linda Chaisson. Be it resolved the WRSB adopt the agenda for the July 28, 2022 meeting as presented. All seven Board members present are in Favour, none against. Motion carried.

2. Adoption June 23, 2022 Public meeting minutes

Motion 22-0728-2.1.1: Moved by Hal Cormier, seconded by Pamela Gill. Be it resolved the WRSB adopt the minutes of the June 23, 2022 WRSB meeting as presented. All seven Board members present are in Favour, none against. Motion carried.

3. Business Arising

Nothing to Report.

4. CAO Report

a) Major's Logging

Last meeting a motion was made regarding adjustments to the contract. In the process now of preparing the cheque (\$21K). We have an addendum completed for the contract which is in Major's hands for signature right now. Agreement is that they will do 2 one-year extensions if inflation continues to be large, we will have to go with the transportation CPI in place of regular CPI.

b) BSG Election

Nominations were open from July 11 – 22. One nomination from the Town of Stephenville was received, and that was from Lenny Tiller. He's appointed by acclamation and has been notified of his status as a WRSB member. He was unable to attend today's meeting on such short notice (acclamation finalized yesterday). The Bay St. George Ward Communities will be informed of their new representative on the Board who will join Cynthia Downey in representing the Ward.

Rosetta Parsons has resigned her position as the Western Hills representative on the Western Regional Service Board.

c) Blue Bag

Our legal representative has informed us that the document for the Court agreeing to a judicial settlement conference has been signed, but no date has been set. He advised it is possible the Court may not agree to proceed with this conference; however, he feels it is more likely we will get a date in Oct/Nov once the fall schedule is finalized at the Court.

d) WC Insurance Update

Siding has been replaced on one side of the building. Initially sprayed the soot off the walls which wasn't satisfactory so they are in the process of painting the inside of the building. Been operating outside of the building for past 2 weeks while painting is being done;

however, operations has continued. Electrical will need to be replaced next which will mean working outside of the building temporarily. Damaged loader was paid out by insurance and was retained by the organization for repairs as a backup loader or to be used for parts.

Fire occurred on one of the WRSB trailers this past week. Will get a detailed report at the next WRSB meeting. Since the trailer was attached to the Contractor's truck at the time, their insurance will cover the damage.

e) WRSB Terms of Reference

Second Orientation will be scheduled as soon as possible to ensure all Board members are caught up with Board Policies and Procedures.

f) Annual Report

Once we have received the final draft of the Financial Audit reports, we will attach them to the report and submit to the Department of Municipal and Provincial Affairs. There will be more emphasis on this report next year.

5. Financial Update

a) Budget vs Actual

Variance percentage is 50% to the end of June. Reviewed the categories and noted those that will need close scrutiny in the upcoming months.

b) Tonnage Report – May had an increase in tonnage due mainly to community cleanups. Predicting increase in July and August with tourism increasing for Come Home Year Celebrations.

6. Standing Committee Reports

No standing committees right now.

7. New Business

a) RFD – Award of HHW Disposal Contract

The WRSB office went out to Tender on June 17 and closed at noon on June 30, 2022.

There was one bid submitted for this tender and a meeting was held to negotiate the pricing and term of the contract.

Motion 22-0728-7.1.1: Moved by Cynthia Downey, seconded by Hal Cormier. Be it resolved, the WRSB award the Household Hazardous Waste Collection tender to GFL Environmental Services in the amount of \$10,168 (plus HST) at a term of 1 + 1 + 1 years as recommended by WRSB Management. All seven Board members present are in Favour, none against. Motion carried.

b) RFD – Award of Office Lease Space Contract

We have completed the 5 + 1 + 1 year terms of the current office space contract; therefore, we were required to go to Tender. The Tender opened on July 12 and ended at noon on July 26th.

There were 2 bids submitted for the tender. Due diligence will be conducted before any bids can be rejected due to not meeting critical criteria and all documentation received from the bidders to support the varying spaces fitting our specifications will be reviewed.

It will be a week or more before we can determine if either of the bids meet specifications. If an agreement can be determined from a bid, we will move forward to any necessary renovations to the space before moving into the space at the end of 2022.

To avoid any further delays in this process a motion is being brought forward regarding this Tender.

Motion 22-0728-7.3.1: Moved by Cynthia Downey, seconded by Pamela Gill. Be it resolved, the WRSB approve to move forward with the office space at 4 Herald Avenue at a cost of \$90,000 plus HST (per year) and begin renovations to ensure the space meets the specifications of the Tender and the WRSB office requirements. All seven Board members present are in Favour, none against. Motion carried.

This lease contract will be for 5 + 1 + 1 years.

c) Formation of Standing Committees

Committees are a way to keep Board members engaged and involved with different aspects of the organization. We need to form three committees at the current time: Finance, Technical and Shared Services. All Board members present provided their preference of committees they wish to be a part of.

- Finance & Admin: Linda Chaisson (Chair), Melvin Keeping, recommend Lenny Tiller join this committee
- Technical: Cynthia Downey (Chair), Gary Warren
- Shared Services: Hal Cormier (Chair), Pam Gill, Alfred Park

The office will poll the Board members not present today to determine which committees they would sit on.

d) CRSB Visit & Tour

It is extremely important for both Boards to meet to discuss the concerns of each Board and come to an understanding regarding cooperation.

Board members interested in participating in negotiating: Pamela Gill

8. Correspondence/ Media – Nothing to Report.

9. Next WRSB Meeting – With the adopted meeting schedule of the fourth Thursday of each month, the next meeting of the WRSB is tentatively set for August 25, 2022.

10. Other

Meeting adjourned at 1:37pm.