

**Western Regional Service Board
Public Meeting Minutes**

Meeting Information:

Date: Thursday June 24, 2021
Time: 11:02am – 1:32pm
Location: Corner Brook Civic Centre, Meeting Room 2

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 (left at 12:17pm)
Cynthia Downey	WRSB Member – Bay St. George
Derrick Anthony	WRSB Member – Humber Valley
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 (arrived at 12:32pm)
Jason King	Chief Administrative Officer, WRSB
Denika Pink	Receptionist, WRSB

Missing with apologies:

Eli Bishop	WRSB Member – White Bay South
Joseph Reid	WRSB Member - Long Range

Call to Order

Meeting was called to order at 11:02am by WRSB Chair Josh Carey with quorum reached and a brief update given on well-being of two absent WRSB members.

1. Additions & Deletions to the Agenda

Motion 21-0624-1.1.1: Moved by Tony Blanchard, Seconded by Melvin Keeping. Be it resolved the WRSB adopt the agenda for the June 24, 2021 meeting as presented. All Eight Board members present are in Favour, none against. Motion carried.

Roger Barrett arrived after the adoption of this item (12:32pm).

2. Approval & Adoption of Minutes from the May 27, 2021 WRSB Public Meeting

Motion 21-0624-2.1.1: Moved by Bernd Staeben, Seconded by Tony Blanchard. Be it resolved the WRSB adopt the minutes of the May 27, 2021 WRSB meeting as presented. All Nine Board members present are in Favour, none against. Motion carried.

Motion 21-0624-2.1.2: Moved by Tony Blanchard, Seconded by Barbara Barter. Be it resolved the WRSB amend previous 2021 board minutes to redact any specific employee names before posting to WRSB website. Nine Board members present are in Favour, none against. Motion carried.

Due to BDO being present at the start of the meeting, Item number 6.1, was moved to the beginning of the meeting to be followed by the remainder of the agenda in order.

6.1 Finance & Administration Committee Update – Last Meeting June 23, 2021

6.1.1 BDO Auditor's Report/Presentation

The WRSB 2020 Annual Financial Audited statements and Manager's Statement were prepared by BDO Canada LLP. BDO (Kelsie Montgomery) gave a presentation and went over any questions the Board had about the audit reports including any points for clarification.

BDO confirmed there has been a change to the previously adopted Gas Tax Financial Audit, this change was also reviewed with the Board. This change was regarding a repayment to Provincial Government. WRSB audited statements come with a qualified opinion as in previous years due to landfill liability.

BDO reviewed the financial statements with WRSB including the Balance sheet, RFID Credit, Tangible Capital Assets and Income Statement.

BDOs Audit reviewed two mandatory risks associated with fraud and error, none were noted. A question was raised by BDO asking if "anyone aware of any fraud?" no one had anything to report.

BDO is independent to the organization and has implemented safeguards making sure no decision making is done by BDO.

Review of the Management Letter included in overview of:

- Journal Entries - BDO is recommending involvement in journal entry changes as per the auditor's report. The CAO confirmed this is the plan for 2021.
- RFID Credit - these credits represent a liability to the board, in order to keep the liability from continuing to increase these credits will expire as of December 31, 2021, again this is the plan for 2021.
- Receivables - recommended that a process be designed to document and track bad debts. Recommendations from BDO to dedicate more time to collections and to quarterly run through the list and to follow up on accounts. Recommended staff have dedicated time allocated for receivables on a weekly basis.
- Repayment to Municipal Affairs BDO stated that the repayment of gas tax funding to the Provincial Government was not standard practice and suggested WRSB review the ultimate gas tax agreement.
- Asset Management and Contingency Reserves were also discussed.

Motion 21-0624-6.1.1A: Moved by Bernd Staeben and Seconded by Cynthia Downey. Be it resolved the WRSB adopt the 2020 Financial Audit as presented. All Nine Board members present are in Favour, none against. Motion carried.

Motion 21-0624-6.1.1B: Moved by Bernd Staeben and Seconded by Cynthia Downey. Be it resolved the WRSB adopt the revised 2020 Gas Tax Audit as presented. All Nine Board members present are in Favour, none against. Motion carried.

Motion 21-0624-6.1.1C: Moved by Bernd Staeben and Seconded by Cynthia Downey. Be it resolved the WRSB submit a letter to the department of Municipal and Provincial Affairs requesting \$118,000 in gas tax funding be returned to WRSB as per recommendation by BDO. All Nine Board members present are in Favour, none against. Motion carried.

6.1.2 Staff Policy Manual/HR Report

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.

At the May WRSB meeting, the Finance and Administration Committee brought forward recommended changes to the Staff Policy Manual based on a review by Staff and Management.

The Recommended changes were reviewed one by one with WRSB during that meeting with the accepted, rejected, and edited changes recorded on each item. There were a few items that need further review by the F&A Committee to bring forward to today's WRSB meeting before official adoption can occur.

The changes to the HR Policy included the following: Family related leave, carry over of unused sick leave and education request documents. RFD to go to WRSB approving the following:

- 3 Family Days per year not to be carried over.
- Carry over of sick leave to commence January 1st 2022, allowing for 24 sick days over a 24-month period max.
- Education request documentation to be completed by staff and request to go to the CAO and board.

Motion 21-0624-6.1.2: Moved by Cynthia Downey, Seconded by Bernd Staeben. Be it resolved, the WRSB approve the recommended changes to the 'Appendix E – WRSB Staff Policy Manual Document as discussed.

Motion was tabled until the next WRSB meeting, staff is to provide the Board with the final version of the HR Policy document and a summary sheet of changes.

Bernd Staeben left as this point (12:17pm).

3. **Business Arising**

3.1 Letter to the Minister & Meeting

Letters have been sent to the Ministers of both Municipal and Provincial Affairs and to Environment & Climate Change requesting a meeting with both to discuss current issues. The Regional Service Board Act falls under Municipal and Provincial Affairs, while Waste Management falls under Environment and Climate Change. The Chair agreed to make a phone call to both Department Deputies for an update.

4. **CAO Report**

CAO mentioned the Technical Committee Meeting with the haulers is scheduled to take place on Tuesday, June 29 at 2:00pm at the Corner Brook Civic Center, Canada House.

5. **New Business**

5.1 Composting

Bay St. George representative L. Harnum initiated a round table discussion regarding:

- Potential savings on tipping fee's and reducing the amount of tonnage at the Bay St. George Waste Transfer Station by implementing household/community composting. Composting bins could reduce the amount of garbage placed at curbside. However, composting could come with a lot of challenges such as not being sorted properly, which could create problems.
- The Local Service Committee considering having various communities redirect depository recycling to schools from the household. However, it was said that with the amount of time, effort, and work the communities would probably incur additional costs.

6. Standing Committee Reports

6.2 Education Committee Update

There was no meeting of this Committee since the last WRSB meeting.

6.3 Technical Committee Update

6.3.1 CBCL Draft Report Review & Scope Update

CBCL was contracted to conduct a 2-phase process for Western based on determining an area that can be utilized as a solid waste landfill site for the Western Region instead of continuing to ship our waste to Central. Phase 1 (\$14,690 + HST) was to conduct a feasibility study of utilizing the current Wild Cove site as an equivalent to lined landfill for the Western Region. After the phase 1 study was completed, the conclusion determined that the Wild Cove site was not practical to develop as a Western equivalent-to-lined landfill site. The reasons for this conclusion were listed in the report and the Technical Committee were in agreement with this determination.

Motion 21-0624-6.3.1: Moved by Derrick Anthony, Seconded by Roger Barrett. Be it resolved, the WRSB accept the concluded recommendation of CBCL's Phase 1 Wild Cove Feasibility Study and officially disqualify Wild Cove as a possible equivalent to lined landfill site for Western Newfoundland. All Eight Board members present are in Favour, none against (B Staeben was not present for this vote). Motion carried.

Phase 2 (\$9,460 + HST) of CBCL's contract was for the development of a Request for Proposal (RFP) for a cost benefit analysis of a new Western site versus continuing to transport waste to Norris Arm North. It is believed that the organization could have a cost savings if CBCL revised Phase 2 to encompass a desktop study of possible sites for a Western Landfill site rather than develop an RFP for a more thorough, and more expensive, project.

Motion 21-0624-6.3.2: Moved by Derrick Anthony, Seconded by Roger Barrett. Be it resolved, the WRSB approve the amount of \$19,680 plus HST for the scope of work to develop cost benefit analysis for a future Municipal Solid Waste Landfill for the western region of Newfoundland as per the 'Proposal for Development of Costs for a Municipal Solid Waste Landfill for the Western Region of Newfoundland' document prepared by CBCL Ltd. All Eight Board members present are in Favour, none against (B Staeben was not present for this vote). Motion carried.

6.4 Shared Services Committee Update

6.4.1 Water Technician Program

Continuing with our organization's mandate of a clean environment and clean water, this program will keep Boil Water Advisories (BWA) as the main purpose

while providing other water related services to help support the program. With 65+ of the 83 communities in the Western region on a BWA, there is a need for assistance and therefore a demand for this program. We would like to deal with communities that are actively coping with water quality issues around chlorination and operation of their distribution system. Communities with new or inexperienced operators will benefit the most and can take advantage of the program while learning the roles and responsibilities in their positions.

There is still some fine tuning that needs to occur by the Committee with regards to the fees charged for the different services being offered; however, the Board will need to approve a cost of \$95K to proceed with this Program and accept the risk involved in possibly not recovering this full amount in the first year of the program. Once the program is approved by the Board, the costs will need to be finalized by the Shared Services Committee and distributed to Western Communities for discussion and consideration of participation in this program.

Motion 21-0624-6.4.1: Moved by Derrick Anthony, Seconded by Barbara Barter. Be it resolved, the WRSB approve the continuation of the Water/Wastewater Operator Extension Program for one year at the cost of \$95,000, commencing January 1, 2022 with application for cost recovery and support. All Eight Board members present are in Favour, none against (B Staeben was not present for this vote). Motion carried.

6.5 Negotiating Committee Update

Nothing to report.

6.6 Evaluation Committee Update – Last meeting June 22, 2021

CAO Evaluation Process Update - Both board and staff have completed the appraisal. The committee has met, and the report will be developed to present at the next board meeting.

7. Next WRSB Meeting – Summer Schedule

Next meeting will be at the call of the Chair, but is tentatively set for August 26, 2021.

8. Other

There was nothing further brought forward for discussion or review.

Chair mentioned to adjourn at 1:32pm.