

**Western Regional Service Board
Public Meeting Minutes**

Meeting Information:

Date: Tuesday, May 24, 2022
Time: 11:00am – 2:05pm
Location: Tudor Room, Glynmill Inn, Corner Brook

Present were:

Josh Carey	WRSB Chair
Cynthia Downey	WRSB Member – Bay St. George
Daniel Conway	WRSB Member – Bay St. George
Melvin Keeping	WRSB Member – Southwest Coast
Rosetta Parsons	WRSB Member – Western Hills
Linda Chaisson	WRSB Member – Corner Brook
Pamela Gill	WRSB Member – Corner Brook (via zoom)
Anthony Blanchard	WRSB Member– North/South Bay of Islands (arrived 11:50am)
Jason King	Chief Administrative Officer, WRSB
Pauline Anderson	Executive Assistant, WRSB
Trent Quinton	Operations Manager, WRSB
Stephanie Kilfoil	Engineer, CBCL Ltd. (Via zoom from 11am – 11:20am)

Missing with apologies:

Gary Warren	WRSB Member – Burgeo and Area
Hal Cormier	WRSB Member – Humber Valley
Colin Davis	WRSB Member – White Bay South
Melvin Reid	WRSB Member - Long Range

Call to Order

Meeting was called to order at 11:00am by WRSB Chair Josh Carey with quorum reached.

Introductions were made as there are new Board members present.

4. f) CBCL Update.

This item was covered at the start of the meeting because Stephanie Kilfoil was joining us via Zoom. She left the meeting once this topic was completed and the meeting continued at the top of the agenda.

At the end of the last Board's term, it was decided to look further into getting our own landfill site in Western Newfoundland. That decision was reaffirmed at the start of this Board's term.

Stephanie Kilfoil joined us via zoom to discuss the presented a high-level schedule to the development of a Western Landfill and discussed the timeline, phases of work, and costs involved. It would be 2027-2028 before a landfill could be operational in Western NL.

Are we focusing on Pasadena, as it was one of the three final determinations in the 2013 report, or are we looking for a site anywhere in Western? Pasadena is being used as a basis for this study. Need to ensure there aren't any concerns with proceeding with Pasadena. The other two sites of Wild Cove and Birchy Ridge are not suitable as Wild Cove has capacity issues, while Birchy Ridge is too close to the Central Landfill site. The tabletop report/exercise was based on Pasadena as the site location. Need to be sure the community is onboard with this prospect, including the map of the prospective site in the 2013 report.

Cost supplied in the desktop study (\$23M Capital Cost) was high level and would need to include inflation. We would need to meet with Pasadena to discuss this endeavour (meeting of interest). CBCL will provide a more detailed cost study once we have spoken with Pasadena and decide to move down that path.

First option is to see if Government would provide Capital for the Western Landfill, the other option is for Western to pay for the site themselves.

1. Additions & Deletions to the Agenda

Motion 22-0524-1.1.1: Moved by Linda Chaisson, Seconded by Cynthia Downey. Be it resolved the WRSB adopt the agenda for the May 24, 2022 meeting as presented. All six Board members present are in Favour, none against. Motion carried. Note: Anthony Blanchard was not present for this motion.

2. Adoption of Previous meeting minutes

Motion 22-0524-2.1.1: Moved by Daniel Conway, Seconded by Melvin Keeping. Be it resolved the WRSB adopt the minutes of the March 16, 2022 WRSB meeting with adjustment in the attendance section as presented. All six Board members present are in Favour, none against. Motion carried. Note: Anthony Blanchard was not present for this motion.

Motion 22-0524-2.1.2: Moved by Anthony Blanchard, Seconded by Daniel Conway. Be it resolved the WRSB adopt the motion minutes of the March 30, 2022 WRSB In-Camera meeting with adjustment in the attendance section as presented. All six Board members present are in favour, none against. Motion carried. Note: Anthony Blanchard was not present for this motion.

The following are motions being ratified from the March 30, 2022 WRSB In-Camera meeting.

Motion 22-0524-2.1.3: Moved by Anthony Blanchard, Seconded by Linda Chaisson. Be it resolved the WRSB reaffirms motion 22-0330-2.1.1 made in the March 30, 2022 WRSB In-Camera meeting. All seven Board members present are in favour, none against. Motion carried.

Motion 22-0330-2.1.1: Moved by Roger Barrett, Seconded by Anthony Blanchard. Be it resolved the WRSB reaffirms motion 21-1028-3.1.1 made in the October 28, 2021 WRSB meeting and noted in the November 4, 2021 letter to Ministers David and Howell. All eight Board members present were in favour, none against. Motion carried.

Motion 22-0524-2.1.4: Moved by Daniel Conway, Seconded by Rosetta Parsons. Be it resolved the WRSB reaffirms motion 22-0330-2.1.2 made in the March 30, 2022 WRSB in-camera meeting. All seven Board members present are in favour, none against. Motion carried.

Motion 22-0330-2.1.2: Moved by Roger Barrett, Seconded by Joe Reid. Be it resolved, the WRSB staff advise CBCL Ltd to move forward with a cost study and developing an outline of the steps to be taken in proceeding with gaining a western site as soon as possible. All eight Board members present were in favour, none against. Motion carried.

Motion 22-0524-2.1.5: Moved by Melvin Keeping, Seconded by Anthony Blanchard. Be it resolved the WRSB reaffirms motion 22-0330-2.1.3 made in the March 30, 2022 WRSB in-camera meeting. All seven Board members present are in favour, none against. Motion carried.

Motion 22-0330-2.1.3: Moved by Roger Barrett, Seconded by Pamela Gill. Be it resolved the WRSB reaffirms motion 21-1028-5.2.2 made in the October 28, 2021 meeting and noted in the November 4, 2021 letter to Ministers David and Howell. All eight Board members present were in favour, none against. Motion carried.

Motion 22-0524-2.1.6: Moved by Melvin Keeping, Seconded by Linda Chaisson. Be it resolved the WRSB reaffirms motion 22-0330-2.1.4 made in the March 30, 2022 WRSB in-camera meeting. All seven Board members present are in favour, none against. Motion carried.

Motion 22-0330-2.1.4: Moved by Anthony Blanchard, Seconded by Harold Cormier. Be it resolved the CAO is to prepare a contingency plan for the disposal of clear bag waste in case Central refuses to accept our clear bag deliveries after refusing the pay the increased CRSB tipping fee. This plan is to be finalized and forwarded to the WRSB for approval in one week's time. All eight Board members present were in favour, none against. Motion carried.

Motion 22-0524-2.1.7: Moved by Melvin Keeping, Seconded by Anthony Blanchard. Be it resolved the WRSB reaffirms motion 22-0330-3.1.1 made in the March 30, 2022 WRSB in-camera meeting. All seven Board members present are in favour, none against. Motion carried.

Motion 22-0330-3.1.1: Moved by Joe Reid, Seconded by Melvin Keeping. Be it resolved the WRSB legal representative draft a letter to Central stating we will not be entertaining any further discussions regarding settlement of the blue bag program. All eight Board members present were in favour, none against. Motion carried.

3. Business Arising

Nothing to report.

4. CAO Report

a) FCM Asset Management Application

Received notification last week for approval for funding for this project. The timeframe has been put into place. This is a \$30K project with FCM funding 50% - 75% of the project. This will help maintain the WRSB assets on an organizational basis

b) Advanced Leadership Program

This course was offered online due to covid with 30 participants from all over eastern and central Canada. This program was completed by the CAO in April and he has received his certification. The funding for this program was provided mainly by the LAMPS program with the WRSB providing the remainder.

c) Wild Cove Fire Insurance Status

Occurred last fall, which caused serious damage to one side of the transfer station. We were able to manage the building and maintain operations for the winter. Once weather improved, the repairs

began again in the spring. Electrical needs to be replaced (est. June), painting needs to be done, siding needs to be replaced on one side, two doors will need to be replaced, etc. Belfor has been doing the work on this building. There is an agreement in place that if restoration work is not working to the satisfaction to the organization, then work will be halted until it can be addressed. The board wants the building to be returned to its condition prior to the fire and will not settle for less.

d) Hampden Insurance Claim

One of the haulers caused damage to the station. Their insurance company is taking care of the repairs with Belfor also doing the work for these repairs. Materials have been ordered along with the materials for the Wild Cove site to minimize shipping costs.

e) WRSB Orientation Schedule

We have one Board member left to fill the Board. Looking at June to have this orientation which should be a full day occurrence. Likely be from 9am to 4pm day with lunch provided. Looking at June 20th for this session. Venue to be determined.

f) This item was covered at the start of this meeting.

g) MMSB Extended Producer Responsibility (EPR) for printed paper & packaging (PPP)

The MMSB is having a full-day session in St. Johns on June 2nd starting at 9am to discuss the Extended Producer Responsibility (ERP) for printed paper and packaging (PPP). This has the producers being responsibility for the end of life for their products. Government is looking at legislation in this area and this session is to provide discussion with the main stakeholders to determine how to implement this program in Newfoundland and Labrador. Costs for anyone attending would be the responsibility of the WRSB. MMSB has stated we have 5 seats available to us. The Chair and CAO will be attending and Pamela Gill has expressed interest in attending. The office will find out if attendance is available via zoom and will determine the costs involve with sending multiple representatives to St. John's.

On May 20, 2022, the Minister of Environment and Climate Change announced the awarding of a new contract, through a Request for Proposals Process via the Multi-Materials Stewardship Board (MMSB), to Halifax C&D Recycling. This contract is to implement a tire derived aggregate solution within Newfoundland and Labrador through a new facility being develop in the eastern region. Halifax C&D have provided used tire management services in Nova Scotia since May 2009, processing approximately one million tires annually. There are approximately 500,000 tires recycled annually in Newfoundland and Labrador.

The MMSB will continue to export tires to an end market in Quebec while the new processing facility is being developed, which is expected to be operational by fall 2022. Residential and commercial tire collection/drop-off locations will not change as a result of the new contract.

5. Financial Update

The 2021 audit has started today which is the reason why the Accounts Manager wasn't able to attend today's meeting.

Budget vs Actual (to end of April) with a 33% variance: There were a few Budget items noted to keep an eye on as time progresses. Items involving fuel have increased dramatically with recent fuel prices.

Public Drop-offs in Western will be open June 4 – October 29, 2022

Equipment is now getting older (4-5 years old) and are needing maintenance and repair.

Tonnage Report: This report shows the material coming from the clear/blue bag program. It doesn't include C&D material or any special waste.

6. Standing Committee Reports

When we have the full Board appointed, we will be looking at filling the following committees in order to move forward with their designated work plans.

- a) Shared Services: Water; Municipal Enforcement; Fire Protection; Planning. These are all services that have been mentioned or brought forward towards the end of the last Board's term.
 - i BDO Report (Future State) – this will be included for review by this committee
- b) Technical Committee: CBCL Tabletop Report for Wild Cove C&D site and for a Western landfill site.
- c) CAO Evaluation: continue to fine tune and implement the process.

7. New Business

- a) Major's Contracting – RFD

Major's Contracting reached out to the organization to enact clause 5.7 of the transportation contract. Management met with them to discuss the issue. The current Contract is for 5 years + 1 year + 1 year extensions. The escalation clause calls for a 2% annual rate increase. Major's have indicated they will not continue beyond the end of the 5-year contract (June 2023) without a review of the clause. They are requesting an increase for 2022 retroactive to February 1, 2022 with CPI review each year instead of the predetermined 2% escalating clause. If this is agreed, they will continue with the additional 2 years extension on the contract. The contract is a trip-based contract and may fluctuate up or down based on the number of deliveries to the Central landfill.

Motion 22-0524-7.1.1: Moved by Cynthia Downey, Seconded by Linda Chaisson. Be it resolved, the WRSB authorize the CAO to negotiate with Majors Contracting's request for an additional 10% increase in the contract cost for 2022 with an applicable CPI, or 2% escalating clause (whichever is higher). The CAO will report all discussion back to the WRSB at the next Board meeting for decision. All seven Board members present are in favour, none against. Motion carried.

- b) Insurance / Loader – RFD

Loader was lost in the fire at Wild Cove late 2021. Due to the damages mainly being electrical, there is a certainty for unknown additional electrical damages, therefore the insurers have deemed the unit a total loss.

Our insurers are willing to sell this unit back to WRWM for \$30,000 (for salvage for parts) rather than sending it to auction. They would simply reduce this amount from the \$160,000 settlement for a net payment to WRWM of \$130,000 and you retain the Loader spare parts or however we deem it. Although the insurance company deemed this equipment to be a loss, we believe there is an opportunity to fix this loader for less than the payout cost received (\$130K).

To replace with a new loader would be in excess of \$300,000 based on the market at the time. Availability was noted as a concern as there are currently supply shortages in the market.

Tender will need to go out for a new or used Loader to replace this one.

Used Unit: Quoted 240K, plus \$40K for foam filled tires and loadrite weighing system Standard Warranty is Balance of EPTW expires Nov 2026.

New Unit: Quoted 297K plus \$40K for foam filled tires and loadrite weighing system, standard 12 months complete warranty, 5 YR/5000 HR EPTW extended warranty.

Motion 22-0524-7.2.1: Moved by Melvin Keeping, Seconded by Anthony Blanchard. Be it resolved the WRSB approve the acquisition of the damaged loader reducing the insurance payout from \$160K to \$130K. All seven Board members present are in favour, none against. Motion carried.

Motion 22-0524-7.2.2: Moved by Daniel Conway, Seconded by Rosetta Parsons. Be it resolved, the WRSB approve the purchase of a new Loader and be it further resolved to request funding under the Provincial Capital Program. All seven Board members present are in favour, none against. Motion carried.

c) Non-Compliance Fee RFD (Sort-it and ICI)

As RSBs only have authorization to implement fee structures and not penalty fees, based on a review by Operational and Senior Staff, it was determined that an additional rate of \$70/tonne (or \$234/tonne total) would be a reasonable rate for a blatant non-compliance fee. This amount would cover additional operational costs, and provide a deterrent to non-compliance with the Sort-It Western policies. By comparison, this is the same non-compliance fee charged by the CRSB.

Motion 22-0524-7.3.1: Moved by Linda Chaisson, Seconded by Cynthia Downey. Be it resolved, the WRSB approve the presented Non-Compliance Fee structure to be implemented into Sort-It Western's Residential Policy and ICI Policy effective immediately. All seven Board members present are in favour, none against. Motion carried.

An education piece will take place regarding this issue and the non-compliant fees charges. We need to ensure policy applies to both residential and ICI sectors.

Hauler training course is being developed by WRSB Operations Manager and Regional Outreach Officer in conjunction with MMSB. This will educate the haulers on the issues of non-compliance. Notices will go out regarding this motion and policy change asap.

d) Office Space Lease – RFD

The current lease on the Administration office space is in its second year extension and cannot be extended beyond December 31, 2022; therefore, we have to go to Tender as soon as possible. The specifications for the previous office Tender will be used as a baseline with some updated information to account for the growth of the organization. Some updates will include additional parking, larger boardroom, additional office space, etc. Janitorial services to be built into the tender.

Motion 22-0524-7.4.1: Moved by Linda Chaisson, Seconded by Cynthia Downey. Be it resolved the WRSB approve a Tender for an Administration Office that meets the organization's specifications. This Tender is to be released as soon as possible to accommodate office space required beyond 2022. All seven Board members present are in favour, none against. Motion carried.

e) Chair Remuneration Schedule – RFD

The Board chair has a budget allocation of \$30,000 for 2022 to be paid in a fixed amount per quarter based on Motion 18-1129-42 (*Be it resolved that effective January 1, 2019, the WRSB adopt a structure similar to the municipal remuneration structure to remunerate the Chairperson a fixed amount per quarter.*). It has been requested to adjust this payment schedule to a fixed amount paid to the Chair per month instead of on a quarterly schedule.

Motion 22-0524-7.5.1: Moved by, Linda Chaisson, Seconded by Anthony Blanchard. Be it resolved the WRSB adopt a remuneration structure for the Chairperson at a fixed amount per the schedule recommended by the Chairperson. All seven Board members present are in favour, none against. Motion carried.

f) Truth and Reconciliation Day – RFD HR Policy Change

In July 2021, the Government of Canada passed legislation to make September 30th a federal statutory holiday called the “National Day for Truth and Reconciliation”. This supports Canada’s commitment to reconciliation and ensuring that the tragic history and ongoing legacy of residential schools is never forgotten. Marking this day is an important symbol in the reconciliation process and fulfills a Call to Action of the Truth and Reconciliation Commission of Canada.

On September 9, 2021, the NL Provincial Government put out a press release stating the Government of Newfoundland and Labrador will observe the National Day for Truth and Reconciliation on September 30, 2021 to honour survivors and raise awareness about the terrible legacy of residential schools in Canada.

Due to the timing of the declaration of this holiday in 2021, confirmed hauling schedules could not be changed and Transfer Stations remained open on this date for 2021. The WRSB stated they will review in the Spring for the 2022 holiday.

Motion 22-0524-7.6.1: Moved by Rosetta Parsons, Seconded by Melvin Keeping. Be it resolved, the WRSB approved the recognition and observance of the National Day of Truth and Reconciliation as a statutory annual holiday beginning in 2022 and will be incorporated into the WRSB Staff HR Policy. All seven Board members present are in favour, none against. Motion carried.

8. Correspondence/ Media

a) Charity Requests

We have had many requests over the years for tipping fee relief for various reasons. Policing the different requests and their legitimacy would be impossible. Also, if you do it for one community, then you will have to do it for all of them. Recommendation for these requests should be for them to go to their LSD or municipality with their request for assistance.

b) Government Announcement

Government announced that effective April 7, 2022 the annual registration fees for vehicles used by the Regional Services Boards (RSBs) throughout the province of NL for purposes other than transportation services (e.g., waste management) have been permanently eliminated. This will help reduce the cost of regional services and also provide equal treatment of RSBs and municipalities delivering similar services. This decision also supports the recommendation of the Provincial Waste Management Strategy to “afford the same consideration to the RSBs as municipalities and exempt them from paying provincial vehicle licensing and registration fees”.

9. Next WRSB Meeting - The Board members brought forward discussion of moving to a regular schedule of a fourth Thursday of each month.

Motion 22-0524-7.6.1: Moved by Linda Chaisson, Seconded by Daniel Conway. Be it resolved, the WRSB approved the WRSB meeting schedule to remain the fourth Thursday of the month. All seven Board members present are in favour, none against. Motion carried.

The next meeting will start at 11am and further discussion will occur at that point regarding the regular meeting start time for future meetings.

10. Other - No other business brought forward.

Motion 22-0524-10.1.1: Moved by Cynthia Downey, Seconded by Rosetta Parsons. Be it resolved, the WRSB move into an in-camera session.

2:05pm –moved into an in-camera session for the remainder of this meeting.