

**Western Regional Service Board
Public Meeting Minutes**

Meeting Information:

Date: Thursday, April 27, 2023
Time: 2:00pm – 3:16pm
Location: WRSB Boardroom, 4 Herald Avenue, Corner Brook

Present were:

Bernd Staeben	WRSB Chair (Via Zoom)
Gary Warren	WRSB Member – Burgeo and Area
Melvin Keeping	WRSB Member – Southwest Coast
Cynthia Downey	WRSB Member – Bay St. George – <u>Chairperson for this meeting</u>
Lenny Tiller	WRSB Member – Bay St. George (via Zoom)
Linda Chaisson	WRSB Member – Corner Brook
Alfred Park	WRSB Member– North/South Bay of Islands
Darren Fitzgerald	WRSB Member – Western Hills
Colin Davis	WRSB Member – White Bay South
Melvin Reid	WRSB Member - Long Range
Jason King	Chief Administrative Officer, WRSB
Pauline Anderson	Executive Assistant, WRSB
Trent Quinton	Operations Manager, WRSB
Diana Gosse	Finance Manager, WRSB

Missing with apologies:

Pamela Gill	WRSB Member – Corner Brook
Hal Cormier	WRSB Member – Humber Valley

Call to Order

Meeting was called to order at 2:00pm by WRSB Vice Chair Cynthia Downey (Acting Chair for this meeting) with quorum reached. Introductions were made and land acknowledgement was read.

1. Additions & Deletions to the Agenda

Motion 23-0427-1.1.1: Moved by Linda Chaisson, seconded by Mel Keeping. Be it resolved the WRSB adopt the agenda for the April 27, 2023, with three additions as presented (Capital/Gas Tax Amendment RFD; CAO Evaluation; and Government Press Release on Regional Service Boards). All 9 Board members present are in Favour, none against. Motion carried.

2. Adoption of March 23, 2023, WRSB meeting minutes

Motion 23-0427-2.1.1: Moved by Linda Chaisson, seconded by Gary Warren. Be it resolved the WRSB adopt the minutes of the March 23, 2023, WRSB meeting as presented. All 9 Board members present are in Favour, none against. Motion carried.

3. Business Arising

a) 2023 SWANA Conferences

There are three conferences to note that would be of interest to the organization:

- SWANA Atlantic Chapter – Natural Disaster Preparedness Summit, June 15-16, Dartmouth, NS
- SWANA Northern Lights Chapter – Yellowknife, NWT, June 13 – 16, 2023
- SWANA WasteCon – Boston, MA, September 27 – 29, 2023

Information will be sent to the Board regarding each of these conferences. Anyone interested in attending one of these will inform the CAO or Executive Assistant as soon as possible.

4. CAO Report

a) Fire Protection Services Update

We have met with the Emergency Services Department to ensure we are following the proper procedures before moving any further with this project.

The CAO met with representatives from two nearby communities who are both drafting proposals to submit. The next step is to meet with residents of the community requesting fire protection services to collect information needed for these proposals to be relatable to that community. It is preferable the residents have a formalized committee that we can meet with regarding this project. Staff and the Shared Services Committee continue to work on this project.

b) Northern Peninsula Update

The NorPen Chair and new CAO is very interested in meeting with our Chair and CAO to discuss how both organizations can work together to best incorporate the waste management strategy for the entire west coast of the island. We are in the process of confirming a meeting of the Chairs & CAOs for early May.

c) Negotiations Update & Government Response

A letter was drafted and sent to the Department after a negative response was received by Central (as per motion23-0223-3.1.1). We have not yet received a response to that letter.

We were informed our letter to Municipal and Provincial Affairs was re-directed to the Department of Environment and Climate Change for review.

Central staff has asked if the WRSB has a response to their letter. We have had various meetings with Central and presented options that could benefit both organizations and have not had any success with regards to negotiations. Need to ensure we look at all possibilities as we move forward, especially regarding any questions or directions that may come from government.

The WRSB has already presented a proposal/solution to negotiations to the CRSB, which was rejected by that organization. When the CRSB is ready to move forward with negotiations with a proposal of their own, the WRSB will be ready to continue discussions/negotiations at that point. Copy the letter to Government.

Motion 23-0427-4.1.1: Moved by Melvin Reid, seconded by Gary Warren. Be it resolved the WRSB approve to send a letter to Central in response to their February 27, 2023, letter as per discussions. Mel Keeping, Linda Chaisson and Lenny Tiller were opposed to the motion, the remaining 6 board members approved the motion. Motion carried.

d) Website Update – Board Names/Photos/Bios

Board members were asked to send a brief bio, along with a photo, to the office to be placed on the new WRSB website once it is re-vamped later in the year.

5. Standing Committee Reports

a) Finance Committee – (April 20, 2023) Linda Chaisson

Financial Review

- Budget vs Actual - 2022-year end is now officially closed as of March 31, 2023, with no concerns. Reviewed the first quarter of 2023 and there are no categories with a cause for concern.
- Receivables - The Accounts department has been reaching out to the companies owing amounts beyond 60 days to reinforce the Payment Policy. This work shows in the decrease in the amounts owing beyond 60 days of the invoicing date.
- Tonnage - This report now includes all waste that is included in the 2023 budget for the tipping fee instead of just the mixed waste as was reviewed up to this point. We are currently in a slower section of the year for waste disposal with an expected increase in May and June.
- Bank Account Inquiries (Interest Opportunities) – In discussions with the bank, we've determined that with the way our treasury accounts were set up at the start of this organization, we are currently earning more interest than we would if we placed the funds into GICs. It is to our benefit to keep our money where it is right now.

Insurance Items

- The Trailer Replacement has been ordered and is now being built. We have a tentative delivery date of October for this piece of equipment to join our fleet.
- Wild Cove Electrical Update - Operations at the Wild Cove transfer station was moved outside from March 20 – April 8, while Electrical was completed on the Building from the fire that took place in 2022.

Updates:

- Capital – Government has submitted our request to CIP for final approval. We will be notified once this process is completed. The In-house capital that was approved by the Board is being purchased now for use by the organization.
- EPRA Contract - This contract has been signed and finalized. Expected revenue from this program is \$20K. Training on this program’s system is scheduled for the scale attendant, and admin staff as support.
- Asset Management Project - The work for this project is now completed and we have submitted the final report to FCM for reimbursement of the funding (\$16K). The balance of this project (\$6K) is being paid by the organization. Within the next few months, this program will be implemented and be able to assist in developing the 2024 budget and projecting maintenance schedules.
- Hurricane Fiona Funding/Payment Update - To date, the WRSB has received payment of approximately \$490K of the \$590K invoiced to the southwestern communities specifically related to the Hurricane Fiona cleanup.

Pay As You Go - There are still too many questions and anomalies that need to be worked out before we can make further decisions on this topic and how to implement it.

The 50% split with another company in the US on the Research and Development side of this project is confirmed. We are looking at approximately \$200K total to put this system in place. Staff will investigate how long it will take for the organization to recoup this amount to make the system pay for itself.

i. Leave of Absence

Motion 23-0427-5.1.1: Moved by Linda Chairsson, Seconded by Gary Warren, the WRSB is to move into an in-camera session beginning at 2:30pm to discuss a labour item. All in favour, none against. Motion passed.

Motion 23-0427-5.1.2: Moved by Linda Chairsson, Seconded by Melvin Reid, the WRSB is to move back into the public meeting from the in-camera session as of 2:45pm. All in favour.

Motion 23-0427-5.1.3: Moved by Linda Chairsson, seconded by Melvin Reid. Be it resolved, the WRSB approve the Staff request for a three-month unpaid leave of absence for May 20 - August 21, 2023. All 9 Board members present are in Favour, none against. Motion carried.

ii. Capital/Gas Tax Amendment RFD

Municipal and Provincial Affairs received an email from the Gas Tax Secretariat informing them the old project #605-2016-6000 (Project #17-WSTM-18-00068) requires an adjustment of \$20,857.

This is an expenditure (holdback payment) not captured in the recent project adjustments but was shown in the 2021 AER report submitted to the department on October 5, 2022, by the WRSB. Municipal and Provincial Affairs send us the following request:

“Municipal and Provincial Affairs requires an amendment to Motion 23-0126-6.1.1 (Be it resolved the WRSB approves the request to reduce Project CCBF 605-2016-6000 by \$2,620,936. All 6 Board members present are in Favour, none against. Motion carried.) to reduce Project #605-2016-6000 to \$2,600,079 instead of the previous \$2,620,936, to take care of this holdback payment. Either that, or a new Motion of Council that increases the project by \$20,857.”

Motion 23-0427-5.2.1: Moved by Linda Chaisson, Seconded by Mel Keeping. Be it resolved, the WRSB approve an amendment to Motion 23-0126-6.1.1 to reduce project CCBF 605-2016-6000 to \$2,600,079 instead of the original \$2,620,936, to take care of the holdback payment of \$20,857. All 9 Board members present are in Favour, none against. Motion carried.

6. New Business

- a) Summer Meeting Schedule – As it is often difficult to obtain quorum over the summer months, the Executive Assistant will email Board members requesting to provide timeframes during the summer months in which they will not be available. The next few meeting dates will be determined by the responses to this email.
- b) CAO Evaluation - We aim to have the Board portion of the CAO Evaluation ready for the next WRSB meeting. A mandate letter will be a part of this process which will help set goals. This will be an annual evaluation.

7. Correspondence/ Media

- a) Government Press Release on Regional Service Boards
The Chair had a meeting with Department of Municipal and Provincial Affairs on Tuesday, April 25th, the result of which was presented in a Press Release by the Department on April 26th. It involved a discussion on the services that could be provided by Regional Service Boards and how we can move forward with more emphasis on this opportunity in the future.

8. Next WRSB Meeting

As per the approved schedule the next meeting of the WRSB will tentatively take place on Thursday, May 25, 2023, in the WRSB Office Boardroom. The time of this meeting is to be determined. This may be affected depending on the responses received from section 6A.

9. Other

- Alfred – There is a lot of litter on the sides of the Highway from Ballum Bridge to just beyond the Transfer Station. This is an issue for the Department of Highways who send people out periodically to collect this waste. We do a small cleanup around the transfer station but we don't do the extent of what the Department of Highways will do. The Operations Manager will make a phone call to bring attention to this concern (collect garbage and clean out drains for spring runoff).
- Pay as you go – The Chair would like to see some movement on this issue in this current year.
- UOMA (Used Oil Management Association of Canada) is providing the WRSB with an HHW canister for storing the used oil we collect for them.
- We are now going to start receiving \$50/skid for paint products from product care.

Meeting adjourned at 3:16pm.