

**Western Regional Service Board
Public Meeting Minutes**

Meeting Information:

Date: Thursday, March 23, 2023
Time: 2:00pm – 3:52pm
Location: WRSB Boardroom, 4 Herald Avenue, Corner Brook

Present were:

Bernd Staeben	WRSB Chair
Gary Warren	WRSB Member – Burgeo and Area
Melvin Keeping	WRSB Member – Southwest Coast
Cynthia Downey	WRSB Member – Bay St. George
Linda Chaisson	WRSB Member – Corner Brook
Pamela Gill	WRSB Member – Corner Brook (joined via zoom at 2:30pm)
Alfred Park	WRSB Member– North/South Bay of Islands
Colin Davis	WRSB Member – White Bay South
Jason King	Chief Administrative Officer, WRSB
Trent Quinton	Operations Manager, WRSB
Pauline Anderson	Executive Assistant, WRSB

Missing with apologies:

Hal Cormier	WRSB Member – Humber Valley
Melvin Reid	WRSB Member - Long Range
Lenny Tiller	WRSB Member – Bay St. George
Vacant Seat	WRSB Member – Western Hills

Call to Order

Meeting was called to order at 2:00pm by WRSB Chair Bernd Staeben with quorum reached. Introductions were made and land acknowledgement was read.

1. Additions & Deletions to the Agenda

Motion 23-0323-1.1.1: Moved by Mel Keeping, seconded by Linda Chaisson. Be it resolved the WRSB adopt the agenda for the March 23, 2023, with the addition of #9 – CAO Evaluation Process. All 6 Board members present are in Favour, none against. Motion carried. (Pam Gill was not in attendance for this motion).

2. Adoption of January 26, 2023, WRSB meeting minutes

Clarification was asked about an item presented in the last meeting, but nothing is to be adjusted in the minutes.

Motion 23-0323-2.1.1: Moved by Mel Keeping, seconded by Linda Chaisson. Be it resolved the WRSB adopt the minutes of the February 23, 2023, WRSB meeting as presented. All 6 Board members present are in Favour, none against. Motion carried. (Pam Gill was not in attendance for this motion).

3. Business Arising

a) Negotiations Update

A letter was sent to the WRSB from the CRSB regarding their decision on the negotiations offer that the WRSB presented to them earlier this year.

At the February WRSB meeting, Motion 23-0223-3.1.1 was made that in the event of a negative response from Central regarding Western's offer, a letter would be drafted and sent to the Minister requesting a meeting. This letter was drafted by the Chair and sent to the Minister of Municipal and Provincial Affairs on March 10th. This letter was presented to the Board for information purposes.

Give government a timeframe to get back to us regarding our letter. This has been going on for too long and its time for this to be settled. The office will work to get a response on the Board's letter before the next WRSB meeting.

4. CAO Report

a) MMSB Forum in Gander

- It was very operational based with the main discussion points around Landfill bans and programs to deal with banned items (electronics, paint, used oil)
- Dept of Environment gave an overview of current NL Bans such as, tires, paints, oils, electronics, recycling, septic (where available) etc.
- Two reps from Nova Scotia gave presentations, one from Department level who spoke on bans and how they came about in Nova scotia, and the other representative was at an operational level who spoke on how to operate with bans (recycling and organics) and the importance of education and consistency. Even after 40 years they are still struggling with some of the same issues Western is struggling with.
- Bans are only one tool and are not perfect.

- Roundtable discussion for representatives from Product Care (paint), EPRA (electronics) and Uoma (used oil and Glycol). They discussed their roles and used the opportunity for outreach and networking on diversion rates for these materials.
- Regional updates – Each regional authority was given 20 minutes to present and discuss the work being done in their regions with a focus on curbside, types and amounts of material, and programs. Variety of experience and levels of engagement. Noticed how all regions are treated differently and how economy of scale can be an advantage.
- Closing remarks from MMSB is that we have more in common than we do differences.
- Social reception was a great opportunity for networking.
- There are opportunities for the Regional Service Boards to cooperate to obtain better contracts and prices for services currently being provided to these boards separately in individual contracts. There could be value in creating an operational committee with members from all the Regional Service Boards to see how we can get the best benefit for all regions through cooperation and economies of scale. It was suggested Western take the lead on this. Update on this at the April meeting.

b) CBCL Update

- The drone survey will likely take place in early May. This is weather dependant (need clear weather conditions, low wind, no snow cover). We'll start looking forecasts/windows of opportunity mid-April.
- We're looking at early to mid-May for the Phase II ESA. We'll provide you with a figure in the next couple of weeks with proposed sample locations to confirm suitability and that there are no access issues. We will start to call for u/g locates mid to late April. Ideally conditions would be dryer at the time of drilling (would help with site access).
- The wetland/plant work will take place in mid-summer.
- We should have a report in the fall that will provide some answers with regards to the lifespan remaining on the Wild Cove C&D landfill. Once this is known, the public should be aware of the lifespan as it is the presumption by the public that there is unlimited space at Wild Cove for our purposes.

c) Fire Protection Services

- Met with Brian Hudson CAO of Pasadena on March 16th. It was a very positive discussion, both shared previous background with the issue.
- Realized that there is a strong potential for this endeavour to be successful.
- Discussed the need to reduce administrative costs as WRSB will be responsible for contract governance and collections.
- Requested that he submit some numbers for the potential cost for this service as the next step. The ball is now in Pasadena's court.
- Depending on what Pasadena's numbers are, we may need to speak with Corner Brook, which is the only other community that would be able to provide fire services for Boom Siding.
- If a favourable proposal comes back from Pasadena, there would need to be legal discussions with Boom Siding regarding if they accept the offer and regarding payment for the service.

d) Northern Peninsula

- Ann Marie Hann report from the review of the Provincial Waste Management Strategy.
 - Requested input on Norpen's place in the Western Program.
 - WRSB provided 2 recommendations to Ann Marie Hann – our own landfill in Western, or use transfer stations on the Northern Peninsula to tie them into the Western system.
- May be time to look into how we can bring NorPen into Western's system. This will include cost estimates, board governance structures, etc. Will need to contact NorPen to begin discussions about how they feel on this subject and see if there is interest from them to proceed.
- The NorPen Chair used to attend WRSB meetings in the past as it was believed that whatever the plan was to become for Western, that NorPen would be included in it at some point. Need to have a meeting with NorPen Chair to see where they stand on this.

5. Standing Committee Reports

a) Finance Committee – (March 13, 2023) Linda Chaisson

Financial Review

- Budget vs Actual: The February 2023 budget was reviewed with a 16% variance. All categories seem to be on par.
- AR 90+ and Collections: After the end of March, when the year end records are closed, we will have a better understanding of outstanding fees and will be able to be more aggressive with obtaining the 90+ balances owed.
- Tonnage: February tonnage has decreased, as per the annual trend. Starting next month, the tonnage reports will include all waste that is included in the balanced 2023 budget for the tipping fee instead of just the mixed waste as was reviewed up to now.

Capital Update

A revised Capital request was submitted to the Department of Municipal and Provincial Affairs with costs adjusted to current pricing. One piece of equipment had to be adjusted due to height restrictions on our equipment. We might get some questions from government about that, but everything else should be acceptable as submitted. Once approved by government we will need a motion from the Board to pay 30% of the cost while government pays 70%.

Insurance Items

- Trailer Replacement – See RFD
In July 2022 one of the WRWM Titan walking floor (Silver) trailers was destroyed by fire. The trailer was covered by the trucking company's insurance for a \$ 166,684 payout. Based on the review of the Public Procurement Policy, section 7.2; past correspondence with the PPA Staff when we lost a trailer in 2020; and, detailed operational management breakdown of trailer specifics, it was recommended to sole source the trailer. The cost of a replacement trailer is quoted as being \$ 238,500. With the insurance covering \$ 166,684 of this cost, the WRSB organization will need to pay out an additional \$ 71,816 to acquire a new trailer. This trailer replacement will bring the organization back to a full complement of trailers.

Motion 23-0323-5.1.1: Moved by Linda Chaisson, seconded by Melvin Keeping. Be it resolved the WRSB approve to procure a replacement trailer through sole sourcing and paying the difference of \$71,816 plus HST. All 7 Board members present are in Favour, none against. Motion carried.

- Wild Cove Electrical

This is the last item of the reclamation project for repairs from the fire at Wild Cove in November 2021. It is scheduled to take place March 20 and operations at the transfer station will be moved outside of the building for a period of 2-3 weeks. This work will not affect the general public's access to the Transfer Station as we will have a roll-off container available for residents to drop off their waste deliveries, but curbside collectors will need to direct haul the blue bags to Scotia Recycling instead of Wild Cove. We have been using temporary electricity up to this point.

Electronic Products Recycling Association (EPRA) Contract.

The final contract (3-year contract at \$20K/year) has not yet been provided to us.

Update – the Contract has been received since the Finance Committee meeting and was signed this morning.

Asset Management Project

The final program document has been submitted to the WRSB office for review and testing to ensure there is nothing missing that would be required to be entered into the document/program. This document contains information that tracks and monitors all the organization's assets for inspections, equipment usage recording, replacement schedules, etc. The office is working on finalizing the documentation required to obtain the funding from FCM for the development of this program.

Pay As You Go

The quote provided for the February WRSB meeting was very high and entailed much more than what is required by the organization. Representative of Strong Data visited our site since then to get a better understanding of what exactly is needed, and they provided a revised costing. Will need to investigate this more thoroughly and perhaps have a presentation of this system to the board at a future WRSB meeting before a decision can be made.

Capital Ask

The WRSB submitted a full list of required Capital needs for 2022 with an explanation for each item. The department responded with the approval of much of the equipment and the maintenance building; however, revised pricing was needed.

In the January WRSB meeting, the Board motioned the approval of the funding request of \$4,010,000; however, we were still waiting for quotes on some of the equipment.

We have since received the updated quotes and have submitted them to the Department; however, the Department requires the WRSB to provide a motion of council for any pricing updates to current Capital requests. The previous request was for \$4,010,000 which is now dated. The updated pricing includes \$2,501,495 for equipment and \$2,500,000 for the

maintenance garage (see table), the new Capital Request is for the amount \$5,001,495 with the WRSB responsible for paying \$782,612.72. This will finalize the new funding approval.

Motion 23-0323-5.1.1: Moved by Linda Chaisson, seconded by Gary Warren. Be it resolved the WRSB approve the request Funding of \$5,001,495 for the 2022 Capital Submission and Maintenance garage for the Western Regional Service Board. All 7 Board members present are in Favour, none against. Motion carried.

There was discussion regarding the HST rebate amount.

6. New Business

a) Chair's Meeting with Deer Lake Mayor

Part of the conversation was representation of that area on the Board as we currently have that seat vacant. Discussions occurred regarding the decision for there not being a landfill site in Western, and residents in Deer Lake burning their garbage.

Deer Lake has a councillor interested in filling the Western Hills vacant seat. The office will send a nomination form to Deer Lake for them to endorse their councillor and submit to the WRSB office before finalizing this membership to the WRSB.

7. Correspondence/ Media

The Chair emailed the MMSB Director of Programs, Gary Ryan, to congratulate him on the new MMSB recycling commercials.

There hasn't been any requests from media to meet or interview with the WRSB Chair. May be worth contacting media to bring the organization to the forefront and recognize the positive work being done.

Editorial Board Meeting – invite the local media to come to the new office for a presentation to show them what we are doing and offer Q&A session at the end.

8. Next WRSB Meeting

As per the approved schedule of 4th Thursday of the month (unless necessary to adjust) the next meeting of the WRSB will take place on Thursday, April 27, 2023, in the WRSB Office Boardroom. The time of this meeting is to be determined.

9. CAO Evaluation.

We would like to have this process completed by the end of June. It will involve the board meeting early to go through the CAO's evaluation before proceeding into an official Board meeting. Looking at May to conduct the evaluation and finalizing it at the June WRSB meeting. We have found a template that would benefit this process and will revise this template to suit our organization's needs.

10. Other – nothing further brought forward for this meeting.

Meeting adjourned at 3:52pm.