

**Western Regional Service Board  
Public Meeting Minutes**

**Meeting Information:**

Date: Thursday, May 25, 2023  
Time: 2:00pm – 4:20pm  
Location: WRSB Boardroom, 4 Herald Avenue, Corner Brook

**Present were:**

Bernd Staeben	WRSB Chair
Gary Warren	WRSB Member – Burgeo and Area
Cynthia Downey	WRSB Member – Bay St. George
Lenny Tiller	WRSB Member – Bay St. George (via Zoom)
Pamela Gill	WRSB Member – Corner Brook
Darren Fitzgerald	WRSB Member – Western Hills
Colin Davis	WRSB Member – White Bay South
Jason King	Chief Administrative Officer, WRSB
Diana Gosse	Finance Manager, WRSB
Adam Fitzpatrick	BDO Canada LLP (via Zoom until 2:55)
Lauren Vail	BDO Canada LLP (via Zoom until 2:55)
Edele Oakey	BDO Canada LLP (via Zoom until 2:55)

**Missing with apologies:**

Alfred Park	WRSB Member– North/South Bay of Islands
Hal Cormier	WRSB Member – Humber Valley
Linda Chaisson	WRSB Member – Corner Brook
Melvin Keeping	WRSB Member – Southwest Coast
Melvin Reid	WRSB Member - Long Range
Pauline Anderson	Executive Assistant, WRSB
Trent Quinton	Operations Manager, WRSB

## Call to Order

Meeting was called to order at 2:00pm by WRSB Chair Bernd Staeben with quorum reached.

BDO Representatives Adam Fitzpatrick, Lauren Vail and Edele Oakey were present for the first hour via Zoom and gave a presentation on the 2022 WRSB Audit and Tax Audit.

Land acknowledgement was read, and further introductions were made.

### 1. Additions & Deletions to the Agenda

**Motion 23-0525-1.1.1:** Moved by Pamela Gill, seconded by Gary Warren. Be it resolved the WRSB adopt the agenda for the May 25, 2023, as presented. All 6 Board members present are in Favour, none against. Motion carried.

### 2. Adoption of April 27, 2023, WRSB meeting minutes

**Motion 23-0525-2.1.1:** Moved by Darren Fitzgerald, seconded by Colin Davis. Be it resolved the WRSB adopt the minutes of the April 27, 2023, WRSB meeting as presented. All 6 Board members present are in Favour, none against. Motion carried.

### 3. Business Arising

#### a) Northern Peninsula Update

The WRSB Chair and CAO had a zoom meeting with the NorPen Chair and General Manager. This was an introductory meeting as the General Manager is recently hired. Discussion was overarching on the Waste Management business. The General Manager will be in Corner Brook on Monday, May 29<sup>th</sup> and will visit the WRSB office, Wild Cove Transfer Station and maybe Scotia Recycling. Discussion will include opportunities to work together to help both organizations achieve the goals of the Provincial Waste Management Strategy.

#### b) Negotiations Update & Government Response

To-date there has been no official response from Government to our March 10th letter that was sent to the Department of Municipal and Provincial Affairs, then forwarded by them to the Department of Environment and Climate Change. The Board is disappointed that there hasn't been any response from Government and hope that a correspondence will come to the office soon; however, if we don't hear from anything soon, we may need to go the route of contacting our MHAs.

A letter was drafted and sent to Central as per Motion 23-0427-4.1.1. To-date we have not received any response from this letter.

Western is looking forward to when Central is ready to sit down with us and negotiate the tipping fee to best accommodate both organizations. Central seems to be focused on not 'subsidizing' Western, even though Western's tipping fee is much greater than Central's.

#### 4. CAO Report

##### a) Monitoring Wells

As part of the CBCL work at Wild Cove, they are to install monitoring wells. The information they have right now is outdated; however, shows 6 wells were installed years ago and we found 2 that aren't covered by the current landfill (one in the upper portion of the site and one in the lower portion of the site). This is a positive sign and is the first step in the work to be done at Wild Cove by CBCL this Spring. These two wells will be able to be incorporated into their work, which will continue very soon.

##### b) Hauler's Course

Our Manager of Waste Operations and Regional Outreach Officer have been working with MMSB to develop a certifiable training course for haulers for them to be able to deliver their waste to any of our transfer stations. This course will show the importance in the hauler's understanding of our process and how to address and express it with public. It deals with many issues of Waste Management including sorting and their importance of their enforcement at the curb. The Board requested to have this link sent to them when possible so they can see the training course for themselves.

##### c) Maintenance Building

Approval letter was signed and received, and we received a template from the Department for a Tender for a Prime Consultant to build this building next summer. This will be a focal point for the Technical Committee in their next meeting.

#### 5. Standing Committee Reports

##### a) Shared Services Committee – May 17, 2023

###### Fire Protection Services

- The next step is to meet with a group of residents from Boom Siding.

Boom Siding doesn't have any formalized Homeowners Association/Committee for their community, and although this is not a 'dealbreaker'.

There is still a possibility of the Town of Pasadena boundary being extended to include Boom Siding but that would take several years to implement once accepted and could be incorporated in some way into the contract. The office has reached out to the Boom Siding resident spearheading this request and a meeting has been arranged for early June to discuss a Boom Siding Homeowners Association and the preliminary numbers.

- Update on Boom Siding Information Gathering

Because Boom Siding isn't a formal structured community, they don't have proper road signage or dwelling numbering. A staff member did some reconnaissance in Boom Siding to begin a map of the area that will show each piece of property and identify who they belong to. This will be an important item for determining where fire services need to be directed. Nearby Community Proposals and Numbers

We met with representatives from both Corner Brook and Pasadena and obtained some rough numbers that allowed us to work up some estimates for costing.

- Administration and Risk Fee  
Will be built into the rate scenarios. The committee recommended using 15% as a placeholder for the Administration fee for cost scenario purposes.

#### BSG South Waste Management Request

Received a letter from the LSD of Bay St. George South stating they want to discontinue their involvement in curbside collection in their area and wants the WRSB to take over this service. A previous Board has many discussions pertaining to taking over curbside collection, or contracts for curbside collection; however, they agreed that unless communities came looking for us to take over this aspect of Waste Management, we won't get involved in it. The office will investigate different models that can be applied to this situation and be cost effective. There is an opportunity for other communities in that region to possibly participate in this same collection service/contract. If we do take part in discussions for this shared service the process needs to be open, transparent, make sense and be cost effective.

#### b) Finance Committee – May 23, 2023

##### Financial Review

##### a. Budget vs Actual

Reviewed to the end of April with a 33% variance focussing on budget lines that are currently over budget, most of which will balance out over the year. There are currently no categories with a cause for concern. **For next meeting, have BVA for the same timeframe in 2022 for comparison.**

##### b. Receivables (AR 90+ and Collections Update)

April total is down from previous months with positive feedback in reaching out to customers. One of the biggest 90+ customers has paid their balance in that column

##### c. Tonnage – overall tonnage is on pare compared to previous years.

Houses continue to be torn down in the SWC due to Hurricane Fiona. This has increased the tonnage amounts for the first half of 2023.

##### Capital Update

Overview was given of the approved Capital Letter.

RFP was submitted by the department and is being reviewed and finalized to get a Prime Consultant to procure a Maintenance garage at Wild Cove.

CANOE - Procurement on a nation-wide level. We applied for a membership with them and was accepted. Used it for the first time recently with the purchase of tires for our trucks and SUV.

i. 2022 Financial Audit Report

The auditors have not expressed any concern regarding their audit of 2022 and are happy with how we look on paper.

The WRSB 2022 Annual Gas Tax and Financial Audited statements were prepared by BDO Canada LLP. At the May 23, 2023, Finance Committee meeting the draft financial audit report was reviewed with the understanding that BDO Canada LLP will present it to the entire Board at the May 25, 2023, WRSB meeting to explain the Audit reports in detail.

**Motion 23-0525-5.2.1:** Moved by Darren Fitzgerald, seconded by Pamela Gill. Be it resolved the WRSB adopt the 2022 Financial Audit as presented. All 6 Board members present are in Favour, none against. Motion carried.

**Motion 23-0525-5.2.2:** Moved by Pamela Gill, seconded by Cynthia Downey. Be it resolved the WRSB adopt the 2022 Gas Tax Audit as presented. All 6 Board members present are in Favour, none against. Motion carried.

The audit drafts will be finalized and it will be signed off by WRSB officials and then submitted to Government with our Annual Report in June.

ii. RFD – Pay As You Go

WRSB Staff and Finance committee have reviewed the options of integrating payment kiosks at each of our transfer stations. To provide easy and convenient payment terminals for residential customers to pay their balances upon leaving the site. The goal was to integrate this payment system with the existing data management system and reduce the amount of residential account holders with balances on their account. This would allow better manage the account receivables on this revenue stream and be as user friendly as possible. Based on the review it is recommended that this program be installed as it will improve the operations and provide the ability to ensure payment on the residential card program. The cost breakdown, pros, and cons of this program as well as the current practices at the transfer stations compared to the practice once this system is implemented were presented for information purposes. Main concern is that this program not be bound to a particular timeline for implementation of this program.

**Motion 23-0525-5.2.3:** Moved by Pamela Gill, seconded by Gary Warren. Be it resolved the WRSB approve the upgrade funding in the amount of \$200,000 plus HST for the installation and implementation of this new payment program as presented. All 6 Board members present are in Favour, none against. Motion carried.

c) Evaluation Committee – May 25, 2023

The Board members present today participated in questionnaire for the CAO's Evaluation process for the half our prior to the start of today's meeting. The remaining members of the Board who were not present today will complete this questionnaire the half hour prior to the next WRSB meeting.

Once these forms are completed, there will be the development of a committee to organise the CAO Evaluation, Board evaluations, annual report, as well as some other governance issues for the Board. We will be looking for 3 Board members to be involved in this committee.

6. New Business

- a) Meeting Schedule – Schedule was presented listing tentative dates for all Committee and Board meetings taking place for the rest of 2023. There may not be a July meeting so that one will definitely remain tentative, but the Board will be notified as soon as we can confirm if the meeting will, or will not, be going ahead in July.

7. Correspondence/ Media

Nothing brought forward.

8. Next WRSB Meeting

As per the approved schedule the next meeting of the WRSB will tentatively take place on Thursday, June 22, 2023, in the WRSB Office Boardroom. The time of this meeting is to be determined.

9. Other

- a) SWANA Conferences

Information on the SWANA Conferences was emailed to the Board with a request to inform staff of any interest in attending one of them. Only one Board member has expressed interest in attending the SWANA WasteCon this Fall.

Meeting adjourned at 4:20pm.