

**Western Regional Service Board
Public Meeting Minutes**

Meeting Information:

Date: Thursday, January 26, 2023
Time: 4:00pm – 5:45pm
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 – (Via Zoom)
Cynthia Downey	WRSB Member – Bay St. George
Lenny Tiller	WRSB Member – Bay St. George (Via Zoom)
Linda Chaisson	WRSB Member – Corner Brook
Alfred Park	WRSB Member– North/South Bay of Islands
Jason King	Chief Administrative Officer, WRSB
Trent Quinton	Operations Manager, WRSB
Diana Gosse	Accounts Manager, WRSB
Lynn Howse	Regional Outreach Officer, WRSB

Missing with apologies:

Pamela Gill	WRSB Member – Corner Brook
Hal Cormier	WRSB Member – Humber Valley
Melvin Reid	WRSB Member - Long Range
Colin Davis	WRSB Member – White Bay South
Vacant Seat	WRSB Member – Western Hills
Pauline Anderson	Executive Assistant, WRSB

Call to Order

Meeting was called to order at 4:00pm by WRSB Chair Bernd Staeben with quorum reached. Introductions were made and land acknowledgement was read.

1. Gary Ryan (MMSB) joined the meeting via Zoom to give a presentation and answer questions regarding the development of a new program under the Extended Producer Responsibility (EPR) for Printed Paper & Packaging (PPP). Once this section was finished, the rest of the meeting proceeded with WRSB members and staff.

2. Additions & Deletions to the Agenda

Motion 23-0126-2.1.1: Moved by Linda Chaisson, seconded by Gary Warren. Be it resolved the WRSB adopt the agenda for the January 26, 2023, meeting as presented. All 6 Board members present are in Favour, none against. Motion carried.

3. Adoption of December 16, 2022, WRSB meeting minutes

Motion 23-0126-3.1.1: Moved by Cynthia Downey, seconded by Linda Chaisson. Be it resolved the WRSB adopt the minutes of the December 16, 2022, WRSB meeting as presented. All 6 Board members present are in Favour, none against. Motion carried.

4. Business Arising

- a) Board Representation Update

The reason for changing the meeting time for this meeting was to accommodate a new member from the Western Hills ward. Earlier this week, this person has resigned from the Board due to work commitments changing and they are no longer available for Board business. A letter is being drafted to government stating we have had significant issue obtaining representation on the WRSB for the wards of White Bay South and Western Hills. The letter will state two options for moving forward: restructure our governance model to a nine-member board and adopt those two wards under that structure; or, the Minister appoint members to the board for those two wards.

5. CAO Report

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

A Request for Decision will be coming with the Technical Committee Report. Industry hires a company to work on behalf of the large brand owners and they can either build their own recycling facility, or work within the infrastructure already in place in the province with an agreement to process the material for them at a contracted rate. Currently we pay twice to recycle these brand items as we pay for it when we purchase the item, and we pay for it again when it goes into the recycling stream. This program is a good way to address that problem.

b) Open House for New Office & Office Walkthrough

We are in a new location, and it is a new year, so it is a good time to have an open house to make it known to all customers and the public where our new office is located. The open house is scheduled for Friday, February 10, 2023. Invitations will go to Community representatives (Mayors, councils, LSD representatives), businesses in the building, MHAs from the west coast, MPs, government representatives, media, stakeholders/contract holders.

c) Regional Services Update

This committee hasn't met since the last Board meeting; however, we are making ground with the Emergency Services Department in Deer Lake and now have a contact person (Cory Spracklin). They requested a formal email, which we have provided, and we are now attempting to arrange a meeting. We will be having a meeting of this committee in February at which our Water Services Technician will give a presentation on the current Water Program and we are hopeful to have an update on Fire Services at that point. The community who requested the fire services has been in contact with us recently and has been updated on the status of things.

d) Negotiations Update

At the last WRSB meeting the Board passed a motion to present Central with paying the rate of \$29.79/tonne for 2020, 2021 and 2022 on the condition we adjust the formula for determining the tipping fee to include 50% of the shared costs instead of 100%. We received a call from Central to have another meeting in Central for Western to explain the details pertaining to this offer. A meeting was scheduled in January but was postponed due to weather and is now scheduled for Thursday, February 2, 2023. If this offer is not accepted by Central, we may need guidance from Government. The Negotiation Committee will let the Board know the results after the meeting has taken place.

6. Standing Committee Reports

a) Finance Committee – (January 23rd) Linda Chaisson

We may need to delve into small claims court to obtain the smaller amounts owed to the organization.

The Asset Management project is currently under way and should be completed by the end of March 2023.

Residential Credit Program: the reclaim of unused \$25 credit program funds took place in early January. This program was implemented to encourage residents to pay off their accounts as only accounts in good standing (not owing) are entitled to the \$25 credit.

Commercial – Looking for ways to get money from the customers earlier than the 90 days that is currently used by many customers. May want to speak with Central about how they deal with this issue.

Pay as you Go System - \$25 residential credit program may cause a 'wrinkle' in this system. There are some aspects of this system we need to work out and determine how to implement. We need to determine the operational and technical challenges such a program may present. This item will be carried over to the next Finance Committee meeting for further discussion and review.

i. Hurricane Fiona Request from Government

The administration office was contacted by a government official who is dealing specifically with the costs incurred from the Hurricane and the diversion of this material. They asked if anything could be done about the cost of disposal of this material moving forward.

We requested an official written submission from Government before we can proceed further with this item. **We have not yet received this formal request from Government so this item will be tabled until the next WRSB meeting.**

One possible recommendation that was brought forward to meet this request: We continue to charge the \$164/tonne and after the end of the current tear down project we can determine the actual costs involved in processing this material and determine how to best adjust the rate in the form of a credit. We cannot charge the Tear Down rate as we know it will not cover the expenses incurred in disposing the debris. This would then determine the rate for the projects to follow in the Hurricane Fiona clean-up. Once we receive the official request from government, we can work with them to implement this recommendation.

ii. Provincial Capital Request

The WRSB submitted to government 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 requested equipment and the maintenance building.

Government has stated they will not finance the Wild Cove study (CBCL Ltd); however, if the study shows work is required to increase the lifespan of Wild Cove, government will support that work financially.

Government requires three quotes are required to support the costing of the equipment requested and will fund the maintenance building 100%. Before this equipment and the maintenance building can be officially approved, the old request from expired agreements needs to be closed (from as far back as 2016) by a motion of the Board so that a new project can be opened for the current costs.

Government has requested that the WRSB provide a motion to reduce the following projects (both of which are expired agreements), as the projects/equipment left under these projects is incorporated into the new ask:

CCBF Project 605-2016-6000 – reduce by \$2,620,936

CCBF Project 605-2020-7053 – reduce by \$537,483

Motion 23-0126-6.1.1: Moved by Linda Chaisson, seconded by Melvin Keeping, 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.

Motion 23-0126-6.1.2: Moved by Linda Chaisson, seconded by Alfred Park, Be it resolved the WRSB approves the request to reduce Project CCBF 605-2020-7053 by \$537,483. All 6 Board members present are in Favour, none against. Motion carried.

Since those two projects will now be officially closed, there was a review of the equipment that will be provided in a new projected as per the email provided by Government that was presented to the Board. 30% of the cost is not supplied by government, but will be supported by the WRSB Capital Reserve Account.

Motion 23-0126-6.1.3: Moved by Linda Chaisson, seconded by Gary Warren, Be it resolved the WRSB approves the request Funding as per the attached email for \$4,010,000. All 6 Board members present are in Favour, none against. Motion carried.

iii. **WRSB Internal Capital Requirements**

There were items that were included in the 2022 Capital ask request that were not accepted but are still needed for WRSB operations. The total involved is approximately \$240K and includes a Shunt Truck, a UTV and 4 Loader Replacement Tires. The shunt truck will be postponed until the next meeting as staff determines the need for this piece of equipment; however, the UTV and 4 loader replacement tires are recommended to be paid out of the WRSB Capital reserve account at an estimated cost of \$60,000.00.

Motion 23-0126-6.1.4: Moved by Linda Chaisson, seconded by Mel Keeping, Be it resolved the WRSB approve \$60,000.00 from Capital reserve to purchase a UTV and 4 Loader Replacement Tires that were denied funding by the department. All 6 Board members present are in Favour, none against. Motion carried.

b) Technical Committee – (January 20th) Cynthia Downey

i. **Hauler’s Education Program**

MMSB Annual audits have shown there is a need for an education program in the ICI sector provincially and Western was picked as the first area to implement this program. The Manager of Waste Operations and the Regional Outreach Officer have been meeting with MMSB throughout the past year in developing this program which has been fully paid by the MMSB.

The intent of this program is to bring uniformity, best practices, guidelines, sorting, etc. throughout the ICI Sector and provide a full picture of the waste management process, specifically the blue bag program.

The program is about 85% complete with the expectation to have it completed before the end of February. The next step would be to include the haulers and get their input on if there is anything missing from the program that the hauler’s believe should be included.

The final output would be a link to a 30+ minute program that each waste collector and driver would take to ensure there are no inconsistencies in training. By summer 2023, the program should be ready for the links sent out for the training to take place.

Motion 23-0126-6.2.1: Moved by Cynthia Downey, seconded by Linda Chaisson, be it resolved the WRSB approve the launch of the Hauler Education Program in 2023. All 6 Board members present are in Favour, none against. Motion carried.

ii. Holiday Bulk Collection

The City of Corner Brook arranged for bins to be at the Civic Centre during the Christmas week to alleviate the waste build up caused by the holiday interruption of regular residential collection schedules. This has caused problems each year with lack of monitoring and proper diversion of material dropped off.

The city requested a meeting with WRSB Staff this past week to discuss Western Regional Waste Management's (WRWM) concerns about this annual program to ensure a tighter program is offered next year to avoid contamination fees. This shows they want to be proactive for next year.

The haulers agree that this program needs improvement and look forward to seeing the revised plan for next year.

WRSB Staff will compare data from 'Spring cleaning' and 'Christmas Collection' programs to compare against the card program Stephenville provides their residents. This may give a better view of the most cost efficient and effective programs communities can offer to their residents outside of the regular curbside collection services.

iii. Hauler's Input

There has not been any area in Canada that has a successful ICI Policy for the ICI sector.

With regard to contamination fees, the hauler's have limited resources to check containers/bins before they are dumped into their trucks. Their concern is that customers may accept higher fees and not change their waste disposal process. They believe there needs to be an education part for the commercial sector similar to the one that was successful for the residential sector.

The idea of installing cameras on the trucks is questionable due to weather conditions and the fact they are not a reliable solution, especially as the bin lids block the camera's view as the bin is dumping waste into the truck.

There is a hesitation to charge contamination fees for trucks that deliver multi-bin loads; however, there should be no hesitation in charging contamination fees for the single source bins.

There may be a need for more incentives for separation. Haulers found the shingles program has been successful and doing a similar program with C&D material may work so they could feel comfortable that all of material being delivered in that load is C&D material.

Conversation needs to be initiated between the generators and their haulers to ensure the generators know what separation is needed to take place when using hauler's bins. The WRSB Organization can encourage generators to contact their hauler to get the conversation started on how to best implement the separation within their contracts.

There is a need to be more proactive in getting the ICI sector to understand their waste stream and that cooperating with their hauler will help alleviate the program and encourage waste separation; however, this will take time.

Many businesses don't realise their waste is affected by the ICI program. They associate ICI mainly to only the C&D material. There may be a need to education the ICI sector/businesses on sorting waste that is placed in bins instead of the waste that is put into a clear or blue bag. This will help provide clarification for the generators.

The Outreach Officer will go back through the ICI policy and see what can be updated to help clarify things for the generators.

The goal of the Hauler's group is to work with the WRSB organization to ensure we work together and are sending out the same message.

iv. **Website**

There was discussion on the purpose of the WRWM website and how can we best utilize it for the organization.

We are working with our IT Contractors on pricing for revamping the website and working out the current kinks in the system regarding payment of account balances on the website.

v. **CBCL Wild Cove Proposal**

The revised CBCL proposal came in at \$100,892 for an updated site survey to determine the landfill life. Government has rejected financing this study; however, they will support a recommended course of action from this study that will increase the lifespan of this site. To determine the lifespan and possible extensions of Wild Cove as a C&D facility it is recommended the WRSB fund this project from the Consultant and Contingency budget items. There was a question as to if we need to go to another RFP or Tender; however, we are within the range permitted.

Motion 23-0126-6.2.2: Moved by Cynthia Downey, seconded by Melvin Keeping, be it resolved the WRSB approve the CBCL proposal for the Wild Cove C&D facility. All 6 Board members present are in Favour, none against. Motion carried.

vi. **Extended Producer Responsibility for Packaging and Printed Papers Program**

The MMSB initiated a program on the Extended Producer Responsibility (EPR) for Packaging and Printed Papers (PPP). This program would be similar to the current oil, paint, and electronics programs.

The MMSB held two information sessions in St. John's regarding this program. The first included national representatives, the second was for Regional Service Board representatives.

These sessions provided information on the program such as full versus partial responsibility, identifying the stakeholders, and specifying the included products.

The consensus of the Regional Service Boards was to develop a full-service program, as opposed to a partial-service program. The Slideshow presented by the MMSB at the start of this meeting is available for the board's information.

There could be opportunities presented with this program for Scotia Recycling, collection services, and transfer station operations.

Motion 23-0126-6.2.3: Moved by Gary Warren, seconded by Cynthia Downey, be it resolved the WRSB approve the recommendation of a full-service Extended Producer Responsibility (EPR) Packaging and Printed Papers (PPP) program. All 6 Board members present are in Favour, none against. Motion carried.

This letter of support will be sent to the MMSB tomorrow.

7. New Business - There was nothing to present under this agenda item.
8. Correspondence/ Media
 - a) MMSB Annual Forum in Gander (March)

We normally get 2 seats assigned to the WRSB Organization to attend this annual event. We will check with MMSB to see if there are any additional seats available to the WRSB. If the MMSB confirms there are additional seats available, the office will send out an email to the Board to see if there are any board members interested in attending this session.
9. 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, February 23, 2023, in the WRSB Office Boardroom. The time of this meeting is to be determined.
10. Other – nothing further brought forward for this meeting.

Meeting adjourned at 5:45pm.