

**Western Regional Service Board
Public Meeting Minutes**

Meeting Information:

Date: Thursday, September 22, 2022
Time: 11:00am – 1:30pm
Location: WRSB Boardroom, 14 Main Street

Present were:

Bernd Staeben	WRSB Chair
Melvin Keeping	WRSB Member – Southwest Coast (Via Zoom)
Cynthia Downey	WRSB Member – Bay St. George
Lenny Tiller	WRSB Member – Bay St. George
Pamela Gill	WRSB Member – Corner Brook (Via Zoom)
Linda Chaisson	WRSB Member – Corner Brook (Via Zoom)
Alfred Park	WRSB Member– North/South Bay of Islands
Hal Cormier	WRSB Member – Humber Valley
Melvin Reid	WRSB Member - Long Range
Jason King	Chief Administrative Officer, WRSB
Trent Quinton	Operations Manager, WRSB
Diana Gosse	Finance Manager, WRSB
Pauline Anderson	Executive Assistant, WRSB
Adam Fitzpatrick	BDO Canada LLP (Via Zoom)
Kerri-lynn Morry	BDO Canada LLP (Via Zoom)

Missing with apologies:

Gary Warren	WRSB Member – Burgeo and Area
Colin Davis	WRSB Member – White Bay South
Vacant Seat	WRSB Member – Western Hills

Call to Order

Meeting was called to order at 11:00am by WRSB Chair Bernd Staeben with quorum reached. Introductions were made.

We went directly to the BDO presentation to accommodate the representatives present today, then continued with the remainder of the agenda afterwards. (11:00am – 11:50am).

Land acknowledgement was read which will be a regular part of our meetings.

1. Additions & Deletions to the Agenda

Motion 22-0922-1.1.1: Moved by Linda Chaisson, seconded by Hal Cormier. Be it resolved the WRSB adopt the agenda for the September 22, 2022 meeting as presented. All 7 Board members present are in Favour, none against. Motion carried.

2. Adoption July 28, 2022 Public meeting minutes

Motion 22-0922-2.1.1: Moved by Cynthia Downey, seconded by Hal Cormier. Be it resolved the WRSB adopt the minutes of the July 28, 2022 WRSB meeting as presented. All 7 Board members present are in Favour, none against. Motion carried.

3. BDO Representatives

a) 2021 Audit Presentation

The WRSB 2021 Annual Gas Tax and Financial Audited statements were prepared by BDO Canada LLP. At the September 14, 2022 Finance Committee meeting the draft financial audit report was briefly reviewed and a decision was made to have BDO Canada LLP present at the September 22nd WRSB meeting to explain the Audit reports in detail, rather than have BDO meet with the Finance Committee which would the documents being brought to the Board until the October meeting.

BDO Canada Ltd representatives Adam Fitzpatrick and Kerri-Lynn Morry joined the meeting via Zoom to go through the 2021 Audit reports with the Board and answer any questions the Board might have before accepting the reports or approving edits for the final report. Qualified Opinion is still in place due to landfill closure costs that will need to be covered by the Government of Newfoundland. This has not modified their opinion.

- Statement of Financial Position. \$25 credit program was noted and reconciled.
- Statement of Operations. Pretty consistent year of operations.
- Statement of Net Assets. BDO will share groupings for the documents to help aid in 2023 budget preparation to show what groups were used in each category of the statement.
- Statement of Cash Flow.
- Notes to Financial Statements. Notes 7, 8 and 9 were pointed out for the new Board members which covers post-closure liabilities and the \$25 credit liabilities discussed earlier.

The audit process was also reviewed for the Board to understand the work that was expected, reviewed, investigated and completed by BDO for the audit.

Reviewed an audit practice of a spotlight on sustainability that BDO feel may be associated with our organization at some point in the future and may result in additional reporting. This

is not currently the case for the WRSB but they wanted to put it on our radar for possible future involvement.

Timing for this audit was late this year for various reasons. Normally the timeframe for the audit completion is before the end of June each year. This process will continue into the future for the organization.

Gas Tax Audit: Clean Opinion was issued during this audit. All requires from the department were met. This is a separate account that government monitors and is basically in-and-out money from government for government approved projects.

Practices with Organizaton credit cards and their reconciliation was discussed.

b) RFD – 2021 Audit

Motion 22-0922-3.2.1: Moved by Linda Chaisson, seconded by Lenny Tiller. Be it resolved the WRSB adopt the 2021 Financial Audit as presented. All 7 Board members present are in Favour, none against. Motion carried.

Motion 22-0922-3.2.2: Moved by Linda Chaisson, seconded by Alfred Park. Be it resolved the WRSB adopt the 2021 Gas Tax Audit as presented. All 7 Board members present are in Favour, none against. Motion carried.

4. Business Arising

a) CRSB Visit and Tour

Took place on August 18th. It was a positive experience that shows promise and opportunity for both groups to come to an agreement. Government is in strong agreement that both Boards reach an agreement between them that proves beneficial to both organizations and can be sustained.

There is a representative of the MMSB present at the visit who regularly attends Central's Board meetings and there was discussion that occurred on the trip back to invite government official to regularly attend our meetings and keep things transparent. Christa Curnew was mentioned as a possible representative, the office will contact her regarding her availability to attend these meetings.

b) CRSB Negotiations

October 5th is set for the date of the meeting in Deer Lake for these two groups to meet. Each contingent will be comprised of 4 members, the CAO, Chair, Vice-Chair and the Chair of the Finance Committee. Western is to be considered a Client rather than a partner.

Prep meeting on October 3rd for the Western Group.

5. CAO Report

a) Elections Update – Government Email

There is one Board member who we have not had any contact with since he was appointed to the Board in January and also had a declination of appointment in another ward. We contact the Department of Municipal and Provincial Affairs about our difficulty in obtaining and maintaining Board members. The main concern is ensuring quorum is reach to ensure meetings are deemed legitimate.

b) RFD - September 19th National Day of Mourning Motion Ratification

On the morning of September 14th an announcement was made by the Federal and Provincial governments to recognize Monday, September 19, 2022 as an official day of mourning for the Funeral of Her Majesty Queen Elizabeth II. As there was a Finance Committee meeting scheduled for that morning, this item was added to the agenda for discussion.

After discussion occurred, the recommendation of the Finance Committee is as follows for Monday, September 19th:

- The Administration office will be closed as a sign of recognition and respect for the occasion.
- Transfer Stations regularly scheduled to be open on Monday, will be opened, as needed, for the delivery of curbside collection only. Once there are no further Curbside deliveries, these transfer stations will close.

An email was sent out to the entire Board to request a response on whether they were in agreement with this recommendation with a deadline date of noon on September 15th for their response to ensure proper communication to the Western Communities could be made regarding this observance.

All responses received from the Board were in agreement with the Finance Committee's recommendation; therefore, the recommendation was implemented and communication was sent to Haulers and Communities in the Western Region regarding the change to operations for Monday, September 19, 2022.

This is a one-time event due to current circumstances and will not be brought forward as a regular statutory holiday.

Motion 22-0922-5.2.1: Moved by Linda Chaisson, seconded by Cynthia Downey. Be it resolved the WRSB approve the recommendation of the Finance Committee to close the WRSB Administration office for Monday, September 19, 2022 in observance of the funeral for Her Majesty Queen Elizabeth II, with the Transfer Stations remaining open, as needed, to accommodate curbside collection vehicles only. All 7 Board members present are in Favour, none against. Motion carried.

There were some people who came over to the Transfer station which we did not turn away. There was no negative feedback from this closure and it only affected the two larger transfer stations (Wild Cove and Bay St. George) as the other transfer stations are not open on Mondays.

The September 30th Truth and Reconciliation Day schedule will be sent out to the Communities shortly regarding the closures for that day.

c) Insurance Update

Electrical work was a little more expensive than the insurance company expected so that put a slight delay in the work being completed. Operations at Wild Cove will be shifted outside for a limited time in October for this electrical work to be completed.

d) WRSB Orientation – Following current meeting

Board governance, history, procedures, policies will all be discussed to bring new Board members up to date.

- e) WRSB Office Move – Moving Quote, Timeframe, etc.

Tender went out for a new office with the proposal on the 6th floor of Herald Towers being the accepted tender. The date we are aiming for to proceed with the move is December 1st. We received a quote from a moving company which was accepted and scheduled for the move date. Renovations are occurring right now in preparation for the move.

Our outreach officer is working on details for an open house session for when we move into the new office and board members are welcome to contact Jason if they wish to see the space prior to the move.

This is the first time we've gone through a move of this size.

- f) 2022 Fourth Annual Staff Professional Development Day

Purpose of the CAO report is also to include an update on what is happening with staff to keep the board apprised.

The afternoon of September 2nd. An online scavenger hunt was created which utilized staff's Time management, project management, and finance management skills. Staff thoroughly enjoyed the experience.

6. Standing Committee Reports

- a) Finance Committee (September 14) – Linda Chaisson

First meeting of the group which was very open with transparent discussions occurring. We did a financial review of the organization which included reviews of budget versus actual, accounts receivables, tonnage, and bank accounts. 2021 audit discussions occurred with no red flags raised with this process. There was a review of each line item on the 2022 budget with preparation notes for the development of the 2023 draft budget.

Capital requests for 2022 was discussed and an update was given on the status of each item requested.

The Committee Terms of Reference and the discussion on the funeral of Her Majesty Queen Elizabeth was discussed with the recommendation that came forward and was ratified during this meeting.

- i RFD – Audit Contract Award

The WRSB office advertised a Requests for Proposal (RFP) on July 12, 2022 for Audit Services. This RFP closed at 2pm on July 26, 2022 with 2 proposals submitted.

- BDO Canada Ltd Score of 96.12 out of 100
- KPMG Score of 90 out of 100

The proposals were reviewed by WRSB Management with both determined to meet the criteria set out in the Request for Proposal.

Motion 22-0922-6.1.1: Moved by Linda Chaisson, seconded by Pamela Gill. Be it resolved the WRSB approve the awarding of the Auditing Services Contract to BDO Canada Limited in the amount of \$26,000 (excluding HST) per year. All 7 Board members present are in Favour, none against. Motion carried.

b) Technical Committee (September – Cynthia Downey

i CBCL Update & Document

Report was previously conducted by CBCL which confirms there is no business case to support a Western Landfill; therefore, we would not likely receive approval from government to proceed with constructing a second generation lined landfill in the Western Region. It is time to move on from the idea of a Western Landfill and focus on negotiations with Central and a minimum 5-year agreement before the end of 2022, and on expanding the lifespan of Western's C&D landfill.

Western's C&D Landfill is an item that was put on hold while focus was shifted to a possible landfill site in Western. The Wild Cove C&D site has additional exemptions beyond the basic C&D landfill allowances. Government is currently working on alternate ways to dispose of different organic material which may affect what goes to the different landfills in the province.

Difficulties were identified in the Bay St. George area with regards to the condition of recyclable material which will need to be worked out.

The previous Technical Committee requested to come back to the new Committee, or Board, to update them on the work they did during their term. Between discussions with Government and the view of the new Board to proceed with discussions with Central for a long-term agreement for a Western tipping fee, rather than pursue a western landfill site, the current Technical Committee doesn't see any benefit to having the previous group come in for a meeting. If we were proceeding with the development of a Western site, then it might have been beneficial to meet with them.

Recommendation: Not to proceed with meeting the previous Technical Committee for discussions. If there are any questions that rise from this recommendation, they are to be directed to the current Technical Committee.

The former Technical Committee met with a group of Haulers last Fall to discuss the ICI Policy. When they were contacted for a second meeting to take place, the Haulers didn't want to meet with an outgoing board and wanted to wait until the new Board was in place and a new Technical Committee was formed. The office will reach out to the haulers to determine if another meeting is necessary between the Haulers group and the new Technical Committee.

It was requested the CAO to reach out to government regarding a representative sitting in on future WRSB meetings, or even Technical Committee meetings if that is preferable to WRSB meetings.

The list of Capital asks for the 2022 year were reviewed and recent discussions with government on these items were provided to the Board.

The Canoe Program was discussed and how the organization can benefit from this program. Information was received from a representative of the Stephenville Crossing office, who has dealt with this program and WRSB Staff will use this to look more into this program.

It was mentioned that Government needs to come to the table when negotiations begin. Having a government representative attending future meetings may assist in getting their input and support.

c) Shared Services (September 12) – Hal Cormier

i RFD - Fire Protection Services

Terms of reference was reviewed with minor edits and the Chair of the Committee was reaffirmed.

Shared services committee can look into additional services that communities in the Western Region may request that the Board can consider assisting with.

There was previous review for Municipal Enforcement which ultimately only 2 communities brought forward expressions of interest. This project has been set aside for now.

The office received a letter from Tony Tavenor, resident of Boom Siding, regarding a recent fire that took place in the nearby community of Humber Valley Resort in which no firefighting assistance was provided. The concern expressed in the letter was for fire protection for their community of Boom Siding which is just across the river from the Humber Valley Resort.

There is a group of homeowners in Boom Siding that are interested in paying for fire protection services in an agreement or contract. We would need to determine what nearby community could provide the proper level of fire protection services that would be required and the WRSB would be the administrators of this agreement.

The first hurdle would be how to collect the funds to provide the service, which government would be required to add under the services of the Western Regional Service Board's official regulations.

The Shared Services Committee is recommending this request be considered by the Board to be investigated through the organization resources for a possible agreement.

Hal Cormier abstained from voting on this manner as he has a residence in the area discussed and would be affected by the outcome. This brings the voting members down to 6.

Motion 22-0922-6.3.1: Moved by Alfred Park, seconded by Pamela Gill. Be it resolved the WRSB approve the development of a proposal for a Fire Protection Services Program. Six Board members present are in Favour, none against. Motion carried.

The CAO would need to speak with all parties involved (Boom Siding residents, Government officials, legal, Communities with fire services that can provide the service). A proposal will then be prepared to be brought forward to the Board for approval and then on to the Boom Siding residents to see if the proposal would be accepted.

Eastern has a similar situation which we can review and see how Western could incorporate into this situation. A regional service board would have more resources to collecting the money from these areas which would be within the WRSB's boundary but outside the boulder of any community providing the service.

This is a good way to grow our organization and assist in providing services to more communities within the region. Fire protection would be a all-in situation for any areas or communities involved, not a opt-in or opt-out.

7. New Business

Nothing to report.

8. Correspondence/ Media

Nothing to report.

9. Next WRSB Meeting

The CAO will be away from the office on vacation from October 26 – November 13; therefore, it is recommended to adjust the schedule for the CAO to be included in the next WRSB meeting which will include the adoption of the 2023 WRSB Budget. The date of the next WRSB meeting was determined to be October 20.

10. Other

Meeting adjourned at 1:30 pm.