

**Western Regional Service Board
Public Meeting Minutes**

Meeting Information:

Date: Thursday, April 25, 2024
Time: 2:00pm – 3: 05pm
Location: WRSB Boardroom, 4 Herald Avenue, Corner Brook

Present were:

Cynthia Downey	WRSB Member – Bay St. George (Chairing this meeting)
Darren Fitzgerald	WRSB Member – Western Hills
Gary Warren	WRSB Member – Burgeo and Area
Hal Cormier	WRSB Member – Humber Valley
Linda Chaisson	WRSB Member – Corner Brook
Melvin Keeping	WRSB Member – Southwest Coast
Pamela Gill	WRSB Member – Corner Brook (via Zoom)
Bernd Staeben	WRSB Chair (via Zoom)
Gary Ryan	MMSB, Director for Programming
Jason King	Chief Administrative Officer, WRSB
Pauline Anderson	Executive Assistant, WRSB
Trent Quinton	Operations Manager, WRSB
Stephanie Kilfoil	CBCL (via Zoom)
Sarah Robinson	CBCL (via Zoom)
Scott Cail	CBCL (via Zoom)
Jody Blakely	CBCL (via Zoom)

Missing with apologies:

Alfred Park	WRSB Member– North/South Bay of Islands
Colin Davis	WRSB Member – White Bay South
Lenny Tiller	WRSB Member – Bay St. George
Melvin Reid	WRSB Member - Long Range
Diana Gosse	Finance Manager, WRSB

Call to Order

Meeting was called to order at 2:00pm (with quorum reached) by WRSB Vice-Chair Cynthia Downey, who is chairing the meeting while the Chairperson is away.

Land acknowledgement was read, and introductions were made.

1. Additions & Deletions to the Agenda

Motion 24-0425-1.1.1: Moved by Linda Chaisson, seconded by Pamela Gill. Be it resolved the WRSB adopt the agenda for the April 25, 2024, WRSB meeting as presented. All Board members present are in Favour, none against. Motion carried.

2. Adoption of Previous WRSB meeting minutes

Motion 24-0425-2.1.1: Moved by Pamela Gill, seconded by Hal Cormier. Be it resolved the WRSB adopt the minutes of the February 22, 2024, WRSB meeting as presented. All Board members present are in Favour, none against. Motion carried.

3. Business Arising

a) CBCL Ltd Reports

Four representatives from CBCL Ltd attended via zoom to go through the three reports CBCL recently submitted to the organization on the Wild Cove transfer station/C&D landfill site moving forward.

Task 1 Topographic Survey – high-definition drone survey was completed to compare to the survey conducted 5 years previously. Originally it was 5 years for each of the three identified areas for C&D burial (5 for the Berm area, 5 for the cover material area, and 5 filling between these two areas. Obstacles include degradation of the area between the berm and the cover material area due to the instability/cracking of the land; and, as you get further into the cover material area you start to lose the clay liner.

Task 2 Wetland Survey – Endangered plants were identified in the area. Habitats of additional plant species of concern were identified plus the two initial species identified 5 years ago. It would be difficult to get provincial approval to do anything with the land in that area due to the appearance of these plants.

Task 3 Monitoring Plan – This establishes an environmental monitoring baseline for this site. Drilled 3 monitoring wells on site. Soil, groundwater, surface water and sediment samples were taken. One of the three areas may contain leachate but not an amount that would cause it to leave the site, or cause concern for the surrounding area. 2 of the 6 wells installed in 2007 may be able to be used, the other four had to be closed previously.

Need to have a Technical Committee meeting about these reports, include Department of Environment in that meeting. We have basically 5 years to come up with a plan for C&D sites. Once these reports are final, they would need to be submitted to Department of Environment.

4. CAO Report

a) BSG and WBS Election Update

On March 18th an email was sent out to all the Bay St. George and White Bay South Communities regarding nominations for the vacant seat for each of these wards on the WRSB.

The deadline date of April 19th was given for nominations to be submitted to our office.

The email contained a copy of the Nomination form; letter explaining the Vacancy; and, a document explaining a WRSB member's responsibilities was attached to this email.

- BSG – We received one nomination from Eric Nippard from the Town of Kippens.
- WBS - We received one nomination from Sonia Lovell from the Town of Sop's Arm.

Each nominee was contacted and informed of their appointment to the Board via acclimation.

The next step is to arrange orientation for these two new Board members to bring them up to date on WRSB business.

Once we have the full complement of the Board confirmed for a meeting, we will schedule a photographer to take a group photo.

b) Wild Cove Fire Update

Took place on March 20, 2024. The fire was in the same location as the previous fire (Nov 2022), but due to it occurring during operational hours, it was put under control and extinguished much faster than the previous fire, so damage was minimized. Operations at the building had to take place outside for approximately a month and was moved back inside the Transfer Station on April 22nd. Staff are looking into a plan for fire protection on the site since this was the second fire to occur there, especially as garbage fires are difficult to put out due to its unknown content.

c) Maintenance Building

Funding is provided by the provincial and is available; however, the consultant has slipped behind schedule due to the addition of a washing bay (our current septic system is unable to accommodate the amount of water waste to come from the wash bay).

d) Fire Protection Services

Still waiting for response from Government about adding these services to the WRSB regulations. The community is still interested in the service and checks in regularly with our office, and with government, about the status of this project.

e) Pay as you Go System

We have now received all the terminals and they will be installed, and tested, the week of April 29th. Once this is all completed, we can have the program up and running by the end of May. The aim is to work the kinks out of the system after initiating the system in a 'soft run', including any feedback received from the public. Once any problems or unforeseen issues have been worked out, and the Board and staff are satisfied with how the system functions, we will switch it to a mandatory system later in the year.

f) Water / Wastewater Program

We have received partial payment for the program from the Provincial Government until it can be officially approved in the provincial budget as a standing item. This program has been a very successful program to-date and will continue to be supported by government in the future.

g) MMSB Forum

Taking place May 14 and 15 in St. John's. The CAO and Vice-Chair will be attending representing the WRSB. There is representation from all areas of the province in attendance at this forum.

h) Curbside Collection Bid Review

Communities with a shared collector were stuck when their collector decided to retire at the end of 2023. They came to us for assistance with obtaining a contractor and we drafted an RFP and released it on their behalf. The Technical Committee and community representatives reviewed the three submitted technical and financial bids which resulted in a selected proponent. A meeting took place between Community reps, WRSB staff, and the selected proponent to discuss a draft contract. The only outstanding item to the signing of this contract is regarding the contractor charging HST onto the tipping fee cost. WRSB staff are working on solutions with our IT support to help on this issue.

i) Norpen

Contacted by their CAO recently to arrange a meeting in early May. Their landfills cannot accommodate much more waste and they are concerned about being able to operate their system along with transporting waste to the Central landfill. There are two options available, the first is they operate their system to feed into ours; the second is for us to extend our infrastructure and operations into NorPen and operate it ourselves. These will be the main topics of discussion once this meeting has been confirmed.

j) Deer Lake Spring Clean-up

We were contacted by Deer Lake to determine if we can work together to utilize assets to minimize costs for both the WRSB and the Town of Deer Lake. They will do their collection and temporary storage as they do each Spring Cleanup, however, instead of transporting the waste to the Hampden transfer station, then have the WRSB transfer it from this location to the Wild Cove site, this waste will be transported directly to Wild Cove with the transportation cost shared between WRSB and Deer Lake. This will maximize the delivery tonnage capability and minimize transportation costs. The Cleanup is scheduled for early May.

5. Standing Committee Reports

a) Finance Committee, March 21

Financial Review

- Budget vs Actual

We are at 16% at the end of February. No concerns at this point.

The one-time purchase of tires drove up the trailers budget, we were able to get a great deal on them, so a supply of tires was purchased.

- Receivables

There remain three accounts making up a big portion of the 90+ days column. One of these account holders is agreeable to the repayment schedule brought back to them by the Finance Department and is aware the first time they miss a payment, it voids the agreement, and the organization will be turning to our legal representative to continue the legal route.

When you subtract the amounts from these three accounts, the balance in the 90+ category is \$51,533 which is down significantly. There are no other accounts on the radar right now to cause concern.

- Tonnage

Tonnage is down from last month but is up from the same period last year.

Remaining tear downs from Hurricane Fiona should be starting in the next month or so.

March and April will see more C&D coming into Wild Cove.

Diversion Incentives

We need to determine what is the overall feeling of the organization about incentives for recycling, even though it is a mandatory program. Staff will conduct some research on possible incentives and bring the information back to the Finance Committee. Will need to ensure no diversion ideas from our investigation conflicts with the PPP Program.

Five Year Plan – FC will schedule a meeting in May to begin the draft of the next 5-year plan.

- Asset Management Review

Tracking spreadsheet shows maintenance schedule of equipment, when inspections are due, when equipment needs to be replaced, etc. The operations manager maintains this spreadsheet with assistance from the Field Operations in getting the maintenance performed. This spreadsheet guides the organization on when equipment will need to be replaced.

- Capital Outlook

We are now looking at regular replacement of equipment.

The next equipment request will be for a shunt truck, pickup truck, side-by-side (2), etc.

We need to see where government stands on the 70/30 ratio for Capital.

- New Positions

New Maintenance Garage personnel – may need to hire a full-time Mechanic.

We currently don't have a call-in administrative position. Main concern with filling this position is there is no guaranteed number of hours.

- Annual Increase Structure – there are three pieces to this process.

- Reclassification – BDO did a review of all the positions. This is completed and the organization understands how that works.

- Annual increments – board agreed to implement a 2% annual increase in salaries for 2023 and 2024. This is assumed to be a cost-of-living increase.

- Level/Step Increases. Rate the employee starts off in compared to someone who has been in the position for years. Base rate for new employees, with each additional step based on years worked at the organization, until you max out.

Ramea Motion Ratification – See RFD

At the February 22nd WRSB meeting, an update was given regarding the correspondence between the WRSB office and the Town of Ramea.

Ramea initially contacted government regarding the purchase of an additional bin required for their waste management system. At that point, government directed them to contact the WRSB organization and utilize a regional approach to this issue.

WRSB staff met with the Ramea Council on January 24th, which proved to be a very positive and successful meeting. This meeting helped to determine what exactly was required in both Capital and Operational needs in Ramea to make their site more efficient and manageable.

The Ramea Council approved the following motion: Motion 01-2024: Kendall/Steward: To request funding for a purchase of a roll-off bin (22ft x 7.4ft) outside dimensions. All in favour of the motion, motion carried.

We are completing a formal funding request to the Department; however, the Department requires a motion from the WRSB regarding acting as a conduit for this funding for the purchase of an additional bin for the Town of Ramea.

On March 7, 2024, the motion listed below was sent via email to Board members. All board members were asked to respond if the were IN FAVOUR, or NOT IN FAVOUR of the motion.

We had enough votes in favour of the motion to bring to ratification today.

Motion 24-0425-5.1.1: Moved by Linda Chaisson, seconded by Pamela Gill. Be it resolved the WRSB approve the request to amend the existing Gas Tax Agreement to include the purchase of one roll-off bin (22ft x 7.4ft) outside dimensions for \$20,000 plus HST as regional support for Waste Management in the Town of Ramea. All Board members present are in Favour, none against. Motion carried.

b) Technical Committee

Curbside Collection RFD

The WRSB was contacted by communities within the Western Hills Ward regarding the retirement of their current curbside collector contractor at the end of 2023 and requested assistance with issuing a Request for Proposals (RFP). They were able to obtain an interim collector until the end of March 2024.

At the November 29th WRSB meeting, the Board motioned “Be it resolved the WRSB approve to proceed with the procurement process with the finalization of a Request for Proposal for Curbside Collection by staff and the communities involved while being conscious of administration costs to the organization.”

The RFP was drafted by the WRSB organization and posted it.

Once the RFP closed, the Technical Committee met with WRSB staff and representatives from the Communities included in the RFP to do a Technical and Financial Review of the three bidders, with a selected proponent identified.

WRSB staff and Community representatives met with the Selected proponent on March 19th to begin discussions on the contract and if there were any items that would stop discussions

regarding this contract. It was a positive meeting, and the communities and proponent agreed with the WRSB facilitating the contract instead of having a contract between the contractor and each community.

The WRSB does not have the manpower available to take on the operational issues of the contract, so the communities agreed to deal with those items directly with the proponent/contractor, while the WRSB deal with the financial side of the contract (billing).

Motion 24-0425-5.2.1: Moved by Gary Warren, seconded by Linda Chaisson. Be it resolved the WRSB continue contract development and finalize a contract between the WRSB and the Selected Proponent on behalf of the Communities involved. All Board members present are in Favour, none against. Motion carried.

Communities will need to sign a three-page document confirming they agree with the contract and will not be backing out of the contract. WRSB will not sign the contract until we received these documents from all the communities involved.

6. New Business

Nothing brought forward under this topic.

7. Correspondence/ Media

Nothing brought forward under this topic.

8. Next WRSB Meeting – Thursday, May 23, 2024

9. Other

Central Negotiations – At this stage, it is between the province and the consultant. We are waiting to hear back from them on the progress and when we are next to be involved in the process and discussions.

Meeting adjourned at 3:50pm.