

**Western Regional Service Board
Public Meeting Minutes**

Meeting Information:

Date: Thursday, February 22, 2024
Time: 3:00pm – 4:35pm
Location: WRSB Boardroom, 4 Herald Avenue, Corner Brook

Present were:

Bernd Staeben	WRSB Chair
Alfred Park	WRSB Member– North/South Bay of Islands
Colin Davis	WRSB Member – White Bay South (via Zoom)
Cynthia Downey	WRSB Member – Bay St. George
Gary Warren	WRSB Member – Burgeo and Area (via Zoom)
Hal Cormier	WRSB Member – Humber Valley
Melvin Keeping	WRSB Member – Southwest Coast (via Zoom)
Pamela Gill	WRSB Member – Corner Brook (arrived at 3:10pm)
Gary Ryan	MMSB, Director for Programming (via Zoom)
Jason King	Chief Administrative Officer, WRSB
Pauline Anderson	Executive Assistant, WRSB
Trent Quinton	Operations Manager, WRSB
Diana Gosse	Finance Manager, WRSB

Missing with apologies:

Linda Chaisson	WRSB Member – Corner Brook
Lenny Tiller	WRSB Member – Bay St. George
Melvin Reid	WRSB Member - Long Range
Darren Fitzgerald	WRSB Member – Western Hills

Call to Order

Meeting was called to order at 3:00pm by WRSB Chair Bernd Staeben with quorum reached.

Land acknowledgement was read, and introductions were made.

1. Additions & Deletions to the Agenda

Motion 24-0222-1.1.1: Moved by Colin Davis, seconded by Hal Cormier. Be it resolved the WRSB adopt the agenda for the February 22, 2024, as presented. All Board members present are in Favour, none against. (Pam Gill wasn't present for this motion). Motion carried.

2. Adoption of December 1, 2023, WRSB meeting minutes

Motion 24-0222-2.1.1: Moved by Cynthia Downey, seconded by Mel Keeping. Be it resolved the WRSB adopt the minutes of the January 25, 2024, WRSB meeting as presented. All Board members present are in Favour, none against. (Pam Gill wasn't present for this motion). Motion carried.

3. Business Arising

a) MHA Meeting with Board

Minister Davis and Minister Haggie were here on February 20, 2024, to discuss WRSB business. Present at this meeting were Bernd Staeben, Cynthia Downey, Pam Gill, Jason King and Pauline Anderson.

Very positive meeting in which we spoke about many items of interest. Main focus of this meeting was on assistance or support for transportation costs for Western. Other items of discussion included composting and the maximized compaction level of waste in the Western Region.

RSB Act review and legislation will be focused on after the Provincial Budget, and the LSD review is completed.

The Ministers acknowledged the financial strain on the Western System. Continued discussion about solutions to assist in alleviating the situation will continue in upcoming months.

4. CAO Report

a) WRSB Christmas Social 2024

The Blomidon Golf Club is booked for our Christmas Social for Friday, December 13. All Board members are asked to keep that date free on their calendar.

b) WRSB Group Picture

Once we have the full Board confirmed for a meeting, we will schedule a photographer to take a group photo. It will likely be during the summer, or the later part of the year.

5. Standing Committee Reports

a) Finance Committee, February 20

- Financial Review

- Budget vs Actual

- 2023 has now officially been closed. With this closing, there is a surplus of \$436K (increase of \$29K from what was reported in January).

- Reviewed items that went overbudget (Were additions and not budgeted for 2023).

- Receivables - AR 90+ and Collections Update

- Two outstanding accounts make up the bulk of the +90 days column. One we are awaiting government funding (Hurricane Fiona), the second account is being dealt with through collections and legal correspondence.

- If you subtract these two amounts, the balance in the 90+days column is \$60,720.

- Tonnage

- At the last meeting, there was a discrepancy between two sources for the tonnage numbers for 2023. The Operations reports included residential drop-off material, whereas the financial figures did not include residential drop-off numbers. With the residential drop-off material included, the adjusted tonnage for 2023 was 49,236 which exceeds the 48,841 targeted tonnage amount for 2023. Tonnage is up for January 2024.

- Non-Compliance Fees RFD

- At the December 2023 WRSB Meeting, this committee put forward the following motion which was approved.

- *“Be it resolved the WRSB approve to postpone the application of the \$70/tonne Non-Compliance fee to blue bag deliveries at Wild Cove to allow sufficient time for the communities to correct the problem with blue bag deliveries. A review will take place after three months to determine if more time is needed, or if the contamination fee will continue. All Contaminated loads will be recorded during this time if no attempts are made to remedy the situation. Customers that previously paid the higher rate will be credited that amount.”*

- February 28, 2024, marks the expiration of this three-month timeframe.

- Operations Manager has been involved in talks recently with Corner Brook representatives about measures being taking to resolve this problem which shows there is work being to remedy the situation. With the winter months upon us, the sludge is freezing and therefore not causing the problems it does during the warmer months of the year.

- This committee is putting forward another RFD coming to extend this postponement to the end of May, with a monthly update on progress taking place. This further extension will give a more accurate report on adjustments communities are making versus cold weather freezing the sludge for a temporary resolution.

- **Motion24- 0222-5.1.1:** Moved by Cynthia Downey, seconded by Mel Keeping. Be it resolved the WRSB approve to postpone the application of the \$70/tonne Non-Compliance fee to blue bag deliveries at Wild Cove for an additional three-month period (end of May 2024) to allow sufficient time for communities to correct the problem with blue bag deliveries. A review will take place after this additional timeframe to determine if more time is needed, or if the contamination fee will continue. All Contaminated loads will be recorded during this time if no attempts are made to remedy the situation. All Board members present are in Favour, none against. Motion carried.

Pam declared herself to be in conflict of interest with this topic and withdrew herself from the discussions.

- **Outstanding Account Update** – A representative from the outstanding account asked about paying \$5K/month until their bill is paid. We would require a repayment of \$8-10K/month to clear out their account by the end of 2024. Our lawyer concurs with this amount of repayment if the customer agrees to it. We have not heard anything further from this customer since this discussion. A representative from the outstanding account came back to us after the FC meeting stating they can handle \$8K/month, but cannot handle more than that.

Recommendation/Consensus of the Board: Agree to the payment plan of \$8K/month. Offer it to be retroactive to January if they want to have it paid off by the end of 2024, or have the plan begin in March with a balance owing into 2025. If they deviate from the payment plan, the consensus of the Board is to continue with the legal process. It is also confirmed that their card not be unlocked while this payment plan is in place.

- **Capital Account Overview** - We reviewed the current amounts in our five accounts with a total of amount \$5,672,501. There is approximately 1.5M of it we do not have access to because it is advanced funds for government earmarked for specific projects approved by them.

We discussed the 70/30 Capital split with the Ministers on Feb 20, plus other cost savings for Western in the future.

- **WRSB Capital Equipment Purchases.**

Actual costs for the four new pieces of equipment are \$614K; however, after the rebate the cost is \$458K.

The month for this came out of our Capital Reserve Account. The 2023 HST rebate will go into this same account when it comes in.

- **The Humber Valley Regional Planning Advisory Authority** shared an office with Western Regional Waste Management from 2009 to 2013 upon the completion of its Regional Plan. This account had a small balance of \$4K-\$5K which was supposed to be officially closed by Government, as per conversations with them a couple years ago. We have been contacted by the bank asking what we want done with this account as it still hasn't been closed. For now, we will move forward with the Bank's request to close this account and place the amount in our operational account. This amount will be specifically earmarked as the balance of the HVRPAA account for future reference.

- **HR Update** – CAO met with Committee members only for this conversation. This was briefly discussed.

b) Technical Committee, February 15

- **Curbside Collection RFP**
CAO gave an overview discussing timelines and details of the process. Closed at 2pm on February 22nd with the opening taking place at 2:15pm. There are three bids that were submitted. The process for this RFP will continue over the next few weeks with a final contract expected to be implemented April 1, 2024.
- **CBCL – 3 Reports**
Received two of the three reports from CBCL. There was an overview of the two reports we have (Rare Plants and Volume). Monitoring Wells Report came in today.
CAO gave a synopsis of these reports to the Board but we are requesting CBCL be present at the March TC meeting, or WRSB meeting, to give a full report on all three studies and recommendations for the next steps for Western.
- **AllNorth update/overview**
They are the consultant for our maintenance garage. Timeframe for the tender is a little behind but they believe a spring tender is still manageable. WRSB Staff is taking a leading role in keeping this project on the approved timeline.
- **Capital Equipment update/status**
Have in our possession: Loader, dozer, transport truck & detachable float.
Grapple excavator is here but getting some work done on it. Should have possession in a week.
Open top trailers – should have in March.
- **Deer Lake Meeting – Regional Spring Cleanup**
A possible opportunity was presented for a cost-sharing in this area. Our equipment can maximize the loads and cut the costs down for both the WRSB (transporting from Transfer Station) and Deer Lake (our equipment would decrease the number of loads being delivered).
- **Ramea Bin**
This is now with government with WRSB working as the conduit between the two. Meetings between Ramea and WRSB proved to be very positive and successful to determine what is needed both in capital needs and operational needs, to make their site more efficient and manageable. Last step is do up a formal funding request which we are working with government to complete.
- **Francois/LaPoile**
These are the only two areas not currently included in the Western System.
We've been directed to contact Transportation and Infrastructure to speak discuss a Service Boat that delivers supplies to LaPoile from Burgeo. This discussion is to determine if we can utilize the Service Boat to include waste management services for this area. The Operations Manager is looking into that.

- Scotia Recycling – 2-Stream Blue Bags
Has been requesting since the beginning of the Western Program to switch to a two-bag (blue bag) recycling program. EPR (Extended Producer Responsibility) is a project the province is investigating. Need to make sure if we do anything about the blue bag stream, that we don't incorporate something into our system that may go against the EPR. At the recent meeting with the Ministers, the EPR work is a focus of government and is hopeful to result in a program within the next few years.
- BioBurn Inc.
A company called BioBurn Inc. They have developed a device for incineration of wood waste.
Staff are meeting with representatives of this company for discussion. It is always understood that before we can explore any new technology, government needs to be in agreement and proper approvals given.

c) Negotiating Committee, February 13

The purpose of this meeting was to respond to an email received from the Department based on what the WRSB had submitted to the department on the draft scope of work for the Central/Western tipping fee.

We received further correspondence from the Department based on correspondence within the Working Group and the final draft of the Scope of Work.

Final Scope of work and correspondence will be sent out to the Board via email.

6. New Business

Nothing brought forward under this topic.

7. Correspondence/ Media

a) CBC Interview

The Chair and Regional Outreach Officer had an interview with CBC as an update on the Western Program and the Provincial Strategy. He will come back to us at a later date after he speaks with the other regions, to tie together the entire provincial picture.

8. Next WRSB Meeting – Thursday, March 28, 2024

9. Other

Pay As You Go – We are still waiting for the terminals to be approved by Moneris for the Pay as you go system. They are saying it should be in March.

Meeting adjourned at 4:35pm.