

**Western Regional Service Board
Public Meeting Minutes**

Meeting Information:

Date: Thursday, January 25, 2024
Time: 2:04pm – 4:10pm
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
Cynthia Downey	WRSB Member – Bay St. George (departed 2:45 – 3:20)
Darren Fitzgerald	WRSB Member – Western Hills
Gary Warren	WRSB Member – Burgeo and Area (via Zoom)
Melvin Keeping	WRSB Member – Southwest Coast
Pamela Gill	WRSB Member – Corner Brook (via Zoom)
Jason King	Chief Administrative Officer, WRSB
Pauline Anderson	Executive Assistant, WRSB
Trent Quinton	Operations Manager, WRSB
Lynn Howse	Outreach Officer, WRSB
Gary Ryan	MMSB, Director for Programming (via Zoom)

Missing with apologies:

Melvin Reid	WRSB Member - Long Range
Lenny Tiller	WRSB Member – Bay St. George
Linda Chaisson	WRSB Member – Corner Brook
Hal Cormier	WRSB Member – Humber Valley
Diana Gosse	Finance Manager, WRSB

Call to Order

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

Gary Ryan, MMSB, was introduced to the group as attending his first WRSB meeting on a regular basis.

Land acknowledgement was read, and introductions were made.

1. Additions & Deletions to the Agenda

Motion 24-0125-1.1.1: Moved by Cynthia Downey, seconded by Mel Keeping. Be it resolved the WRSB adopt the agenda for the January 25, 2024, with two additions as presented. All 7 Board members present are in Favour, none against. Motion carried.

Additions: Under CAO report add a meeting we had with Scotia Recycling., New Business: Municipalities NL Membership Committee.

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

Motion 24-0125-2.1.1: Moved by Darren Fitzgerald, seconded by Colin Davis. Be it resolved the WRSB adopt the minutes of the December 1, 2023, WRSB meeting as presented. All 7 Board members present are in Favour, none against. Motion carried.

3. Business Arising

a) BSG Representation

Notified that Lenny Tiller has resigned from the Stephenville Council. Nothing official from the Town but the office has had conversations with him. Based on RSB Act, he will remain a member fo the Board until replaced, so he did attend the Finance Committee meeting earlier this week. With Stephenville being the largest community, with multiple resignations on their council, we are waiting until we know about their by-election to continue with a replacement in that membership seat.

b) Chair's meeting with DL Mayor

The DL Mayor has been on the news in recent months regarding waste management, so we contacted him about a meeting to discuss Deer Lake's concerns with waste management.

Deer Lake isn't happy with the Waste Management set-up, including the carbon footprint the program is contributing to, indiscriminate dumping, tipping fee, etc. We haven't had any further correspondence with him since then.

c) Staff Meeting with DL CAO

Staff had a meeting with the Deer Lake CAO on January 24th to discuss spring clean-up issues. It was a very positive and informative meeting with the sharing of different processes, practices and guidance in what changes can make Spring cleanings more efficient and cost effective, including ways for multiple communities to share services or equipment to keep expenses down. There could be short, and long, term solutions that can benefit this area. Due to the location of DL being directly between Hampden and Wild Cove transfer stations, there may be an opportunity for cost sharing opportunities between the town and the WRSB.

4. CAO Report

a) CBCL Project Update

Once we have the final drafts of the three CBCL reports, we will have a Technical Committee in February. Three studies include:

- i. endangered species (footprint of landfill is basically where it currently is);
- ii. lifespan expectancy of Wild Cove – a second scan was done to be compared to the first scan completed in 2017. Results seem to show approximately 5 years remaining in the Wild Cove site. 5 years has been the suspected timeframe for the past few years, but now we have an engineering report to support that and we have been very creative to maximize the space available to us.
- iii. Monitoring wells

b) WRSB Regulations Request

There is work being done to move it forward, but there is a delay due to a vacancy in the department.

c) Quebec Recycling Request

We have been contacted by a company in Quebec who was doing a cost analysis about disposal of a small amount of recyclables being transported to NL across the Northern Peninsula ferry to be processed in with our own recyclables.,

d) BSG Compliance Update

We put non-compliance fees in place in that area and within three months, they had solved the problems they had which was causing the contamination; unfortunately, it isn't sustainable. The haulers are now in conversation with the communities with three possible scenarios the communities can choose from that would make the system sustainable with the collection and delivery of clean recyclables.

e) Western Hills Curbside Collection RFP

There are multiple communities in this ward who had the same contractor for collection services that retired at the end of 2023. We have drafted an Request for Proposal which is being reviewed by the communities involved for feedback due back by January 26th.

We will be going to tender on behalf of these communities. There is a time constraint as the interim collector is anxious to finish their current collection services.

This will include a clear bag/blue bag system and likely a bulk collection services.

f) Wild Cove Non-compliance Update

With the weather now being cold the sludge is freezing so that there aren't any issues with the sludge. We haven't heard of any solutions coming forward to prevent this problem from reoccurring once the spring thaw arrives.

The CAO will discuss this in more detail with Gary Ryan of MMSB.

g) Diane Crocker Meeting

We had a meeting with her to discuss what kinds of things we have coming up in 2024, which the Outreach Officer will delve into with more detail in her report. We want to get more positive news out there about the business of waste management.

h) Ramea

Years ago, the WRSB assisted Ramea in obtaining a roll on-off truck and two bins. This has been sufficient for their system for approximately 5 years, but there is need in Ramea for one more additional bin for their system. This bin will be specifically used for metals collection.

We met with the Ramea council and walked through their system to fully understand how a additional bin is required. The WRSB is in agreement that this additional bin is required and has made the official request to government.

i) CBPP Limited

We have been contacted by them requesting a meeting to see what can be done to assist in lowering the tipping fee for them for their various waste streams. They currently have a special rate for their ash, but the remainder of their waste is tipped at \$164/tonne.

We are in the process of determining when a meeting can take place with CBPPL representatives for this discussion to take place.

j) Scotia Recycling Meeting

We met with Scotia in January for the first of our 2024 quarterly review. Tonnage of recycling is down, but residual amounts are significantly decreased. Goal is to get more recyclable material to Scotia, including cardboard. We have a verbal agreement from Scotia that they will accept cardboard for free rather than have the cost of it influenced by the market. We need to work out the details of this agreement and run the numbers, but it looks positive that this could increase the amount of recyclable material going through the MRF and therefore diverted from the waste stream.

5. Outreach Officer Presentation

The Outreach Officer presented her media plan for 2024 which included an overview, background, objectives, sources, needs, and timelines. We are also looking for advertising opportunities with various conventions (MNL, MMSB, etc.) as well as media opportunities in discussions with Diana Crocker.

We have boxes of updated material on our Waste Management program to go out to the public. The outreach officer has been working for months with Canada Post on a way to get this material out, but determining a successful delivery method was unsuccessful. After getting in touch with Saltwire, there is a plan developed for our education material to be sent out with their weekly flyers in February.

6. Standing Committee Reports

a) Finance – January 23, 2024

Financial Review

- Budget vs Actual

Reviewed to the end of December 2023 along with the rationale spreadsheet which explained any overbudget items. Some items were overbudget due to system errors (ex. HST in Recycling expense, Board remuneration captured in Staff Salaries). Pay as you go system and additional professional fees were included that were not in the initial budget but approved by the board.

Overall, we came underbudget for 2023.

- Receivables - AR 90+ and Collections Update

Two of the major amounts owing are from C-PAB for Fiona expenses (via government), and the amount going through legal which is linked to a specific customer (MKS). This leaves our 90+ amount the lowest it has been in quite a while.

- Tonnage

Tonnage is down for 2023. There are some conflicting numbers from two different reports (data system vs Operations records), **Staff will review these reports to determine which are accurate and if there is a system glitch being experienced.**

Non-Compliance Fees

The recording of non-compliance loads have decreased significantly, mainly due to the cold weather freezing the sludge so it isn't causing as much of a problem. Instead of 2-3 per day, it is now 2-3 per week. We are not aware of any changes implemented for contamination reduction and may not know until the weather improves.

BSG Credit Update

After the board decided to extend the same grace period to the BSG area as it recently did for the Corner Brook area, investigation shows a total of approximately \$50K is to be credited to the BSG Communities.

This is an unbudgeted amount which came from a policy meant to discourage the delivery of non-compliant recyclable material at our transfer stations.

CRSB 2024

The WRSB has been paying the \$28.77/tonne for the past few years. In good faith, the WRSB have paid Central the amount owed to the end of 2021.

Discussion took place around various payment amounts for the 2024 year. After discussion, the recommendation was to continue paying the \$28.77 until after the MNP review is completed.

Comment was made it may be time to get a meeting with the Western MHA's and lay everything on the table, especially to work towards a travel subsidy for Western waste going to Central.

Capital Equipment Update

- Maintenance Building is moving ahead, but that is 100% Capital from Government
- Kenworth T880 Tractor - purchased and received last month (December)
- John Deere 850L Dozer - purchased and received January 22, 2024
- John Deere 250P Excavator - Arrived at dealership, should receive in approx. two weeks.
- Two Titan Open Top walking floor trailers - should receive in March 2024
- John Deere 544P Front End Loader - purchased and received in early January.
- Trail King hydraulic detachable trailer TK102DG - should receive in February 2024

We were overbudget by \$7000 which at a 70\30 split it would mean the WRSB owning a couple thousand dollars. For many of these items we had to go back multiple times due to time issues (approval at monthly WRSB meetings) and each time we went back the price changed.

Pay as you Go (PAYG) Update

Our Bank (BMO) uses Moneris Terminals for payment. There is currently a recall on these terminals. Our PAYG software is integrated to this terminal, so we need to wait until the six 'fixed' terminals we have ordered are ready to be delivered to us, which we've been told is tentatively in February. Once they are received, we can implement the PAYG system.

b) Technical Committee – November 29

No meeting since last WRSB meeting. It does look like there should be one in February.

c) Evaluation Committee – November 2

No meeting since last WRSB meeting. Next evaluation will be in Q1 of 2025 to allow for the board to have one final say in the CAO's development and job performance.

d) Shared Services Committee – No meeting since last WRSB Meeting

No meeting since last WRSB meeting as we are still waiting for notification from Government that our regulations have been updated to include fire protection services.

e) Negotiating Committee – January 18, 2024

Request for Decision was sent out to the group for review. The Scope of Work document was not sent out, but was presented at this meeting and reviewed.

A draft Scope of Work document was completed and sent to the WRSB office in early January.

The WRSB negotiating committee met on January 18th to review this document in detail in preparation for bringing forward a recommendation to the January 25th WRSB meeting.

The main concern of the committee was that during the first review, Western had several concerns regarding the study at that time. When these concerns were brought forward to White & Abbott (currently MNP), the answer provided was that it was "not in their scope of work".

The committee feels it is important for MNP to meet with both boards before the Scope of Work can be finalized to ensure our concerns are addressed within the scope of work of this study.

Motion 24-0125-6E.1: Moved by Cynthia Downey, Seconded by Mel Keeping. Be it resolved the WRSB approves a request for each Board to meet with government officials and MNP before the finalization of the scope of work. The purpose of these meetings would be to address concerns that were not considered in the previous study and ensure they are included within this new study. All 7 Board members present are in Favour, none against. Motion carried.

Direction of the Board: arrange a meeting of the WRSB with the MHA's to discuss the need for a transportation subsidy for Western

7. New Business

a) 2023 WRSB Attendance

To ensure the Board functions to its fullest ability, we need to ensure attendance remains stable and all Board members are able to participate in discussions and decision making.

b) 2024 Meeting Schedule

We will be continuing with the schedule of having regular Board meetings on the fourth Thursday of each month.

c) Municipalities NL Membership Committee (Pam Gill)

Pam Gill: Regional MNL is in Cow Head in September would be a good opportunity for Western to include a presentation, or to be involved in this. The outreach officer is available to discuss this opportunity and coordinate with Pam in preparation for this opportunity.

Pam brought forward a few available opportunities:

- BayFM could be a good opportunity for advertising, discussion and interview.
- Signal – Adam Walsh at CBC Radio can also be an excellent opportunity for passing along our messages.

8. Correspondence/ Media

9. Next WRSB Meeting

The next meeting of the Board will tentatively take place on Thursday, February 22, 2024.

10. Other

- Operations staff travelled to Central with our equipment to train Central staff on how to remove refrigerant/CFCs from the freezers, fridges, etc. so they can incorporate it into their system. Discussions took place during those meetings about their maintenance garage that could assist us as we move forward with the construction of our own maintenance garage.

- Collection Services – Gary Ryan asked if this board had considered moving into offering collection services. We attempted to put a contact together for the Long Range area in the past, but it fell apart as some communities are able to obtain collection services at a cheaper prices than in a collective contract for a larger area.

The last board decided to put a moratorium on curbside collection. It is only in 2023 that any communities have come forward asking if we could get involved in assisting them with curbside collection and obtaining those services.

The Board has now rescinded that moratorium motion so that we can look into assisting these communities in obtaining a curbside collection services.

We are seeing the problems involved in having communities with various collection contractors, using different start and end dates, with little contact with WRWM regarding the rules, practices and procedures that need to be followed.

This new RFP for the Western Hills ward does have requirements of the Western Program included. It has yet to be determined if the WRSB will be the ones facilitating the contract or the communities will. This will be determined as discussions occur with the group and the successful component.

Meeting adjourned at 4:10pm.