

**Western Regional Service Board  
Public Meeting Minutes**

**Meeting Information:**

Date: Thursday, July 25, 2024  
Time: 10:36am – 11:51am  
Location: WRSB Boardroom, 4 Herald Avenue, Corner Brook

**Present were:**

Bernd Staeben	WRSB Chair
Alfred Park	WRSB Member– North/South Bay of Islands
Cynthia Downey	WRSB Member – Bay St. George
Darren Fitzgerald	WRSB Member – Western Hills (Joined approximately 11:10am)
Gary Warren	WRSB Member – Burgeo and Area
Hal Cormier	WRSB Member – Humber Valley
Melvin Keeping	WRSB Member – Southwest Coast
Melvin Reid	WRSB Member - Long Range
Sonia Lovell	WRSB Member – White Bay South (Zoom)
Gary Ryan	MMSB, Director for Programming (Zoom)
Jason King	Chief Administrative Officer, WRSB
Trent Quinton	Operations Manager, WRSB
Pauline Anderson	Executive Assistant, WRSB
Diana Gosse	Finance Manager, WRSB
Lynn Howse	Regional Outreach Officer, WRSB
Denika Pink	Accounting Clerk, WRSB

**Missing with apologies:**

Eric Nippard	WRSB Member – Bay St. George
Linda Chaisson	WRSB Member – Corner Brook
Pamela Gill	WRSB Member – Corner Brook

## Call to Order

Meeting was called to order at 10:36am (with quorum reached) by WRSB Chair Bernd Staeben.

Land acknowledgement was read, and introductions were made.

### 1. Additions & Deletions to the Agenda

**Motion 24-0725-1.1.1:** Moved by Hal Cormier, seconded by Melvin Keeping. Be it resolved the WRSB adopt the agenda for the July 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 24-0725-2.1.1:** Moved by Cynthia Downey, seconded by Sonia Lovell. Be it resolved the WRSB adopt the minutes of the June 27, 2024, WRSB meeting as presented. All Board members present are in Favour, none against. Motion carried.

### 3. Business Arising

#### a) BSG South Meeting

Staff and the Bay St George WRSB members met with the Chair, Vice-Chair and Treasurer of the Bay St. George South LSD Committee on July 4, 2024, to discuss questions they had about the Sort-it Western Program, Contamination Fees, and other waste management items from the communities in their area. We went through all the questions with them to ensure everything was answered to their satisfaction. They were very happy to meet their representatives on the Board and left with a better understanding of the waste management system in Western.

### 4. CAO Report

#### a) MNP Update

Sent a letter to the province asking for a meeting, MMSB is paying for this piece of work with proposals to be submitted by the end of June. Department says it is still moving forward. The board will be informed of any further updates that happen on this study. It is unsure how far into this study we will be by the time we need to draft our 2025 budget and our 5-year draft plan.

#### b) Curbside Collection Update

Contract started June 1<sup>st</sup> so we have one month completed. We received no calls or complaints from either the contractor or the communities. The WRSB office billed all communities based on the per household cost and the tonnage data received from the Contractor. The contractor is expecting to receive the scales for their trucks in early August to be able to record tonnage using the scales instead of the interim per capita calculations as per the contract regarding and interim process until the scales are installed.

Contamination fees – that transfer station is the one we receive the least amount of load edits due to contamination. We are concerned it is because the same contractor runs both the transfer station operations (including the scalehouse attendant) and the curbside collection so there may be a conflict there. There doesn't seem to be any complaints from Scotia regarding the 'slime' on the recycle bags coming in from the smaller transfer stations as compared to the two larger sites of Wild Cove and Bay St. George.

c) Pay as you Go System Update and Outreach Officer PayGo Education Plan

Systems are all set up and every transfer station should be active in 'soft' mode as of August 1, 2024.

We are having some glitches with the Moneris system. We are working with BMO and Moneris to fix these.

The Outreach Officer is present at today's meeting to present a summary of the education plan. Currently in a 'soft' launch which means it isn't currently mandatory and we are still working out some bugs in the system. This is only at the Wild Cove site, the system isn't live at the other transfer stations yet.

We have added signage at four of the six transfer stations about the new system, the remaining two will be installed within the next week, when the other stations have equipment installed.

Aim is to have soft launch ready for all transfer stations for August 1st.

Customer interactions at the admin office as well as transfer stations: customers are now being told about pay-go when they arrive at the station or when they visit the admin office.

New/replacement cards come with brochures that state accounts will need to be paid off with each visit to the stations.

Radio Interview to discuss Pay-Go will be booked through CBC during August. NTV and Saltwire will be contacted for interviews and/or purchasing advertising space.

ROO will be spending a Saturday at each of the stations once the systems all go online to answer any questions residents may have.

Hard launch tentatively set for September 3.

Online advertising: Outedge Media advertising on popular apps launched on July 1. These advertisements direct viewers to the website where information about the pay-go will be added when all six transfer stations are ready to accept pay-go.

Hoping our app will be ready to launch soon.

VOCM and KROCK ads to run for three months starting mid-August (when all stations are working)

MNL Conference and AGM in September/November: ROO will be present to discuss WRSB/WRWM and projects we are working on, to include Pay-Go

d) NorPen (Darren joined the meeting at this point)

We have faced the question repeatedly from government in the past as to how we can incorporate or include NorPen into the Western Waste Management System.

Whatever is decided by NorPen, it will have to pass through the Western region.

NorPen landfills are currently becoming quite full and need to be closed sooner rather than later.

Discussions have started between the two organizations and there have been reviews of past studies and budgets.

Main thing is to set the goal posts which include: no increase in the tipping fee in Western or the per household costs in NorPen.

Environmentally we get another 15K people included in the Provincial Solid Waste Management Strategy.

Recommendation: Western and NorPen contact government to request a study or engineering work to determine the next step in bringing NorPen into the PSWMS and how Western can assist or how both organizations can cooperate to make this system work.

One Challenge is that NorPen's fee includes both tonnage and curbside collection, whereas Western's fee only involves tonnage, so there are two different fee structures in the regions.

All board members present were in agreement to proceed with this recommendation and see what can be coordinated between all parties involved (WRSB, NorPen, ECC) to make the entirety of the West Coast part of the PSWMS.

Recommendation: may want to invite NorPen to have a representative attend our regular WRSB meetings.

Gary Ryan stated that MMSB may be pulled in by government when it comes to funding studies and such but that would be the decision of government (ECC).

5. Standing Committee Reports

a) Finance Committee, July 18

Budget vs Actual

Budget is on track for 2023. We are at 50% for the end of June. Reviewed overbudget items.

- Vehicles - over due to the cube van motor vehicle inspection which was higher than expected. For the 2025 budget the cube van will be moved to the Heavy Equipment item as that is the more appropriate heading for this to be under.
- Interest earned on our operational accounts is above what was budgeted.

Receivables

Two customers being monitored for \$206,874 of the \$244,877 currently in the 90+ category.

With these two amounts deducted, the remaining amount in the 90+ days receivables is \$38,003.

Tonnage

Tonnage is down from last month and down from this time last year but is on target budget.

### BDO Audit Follow-up

During last meeting's review of the 2023 Financial Statement audit, the items of Rent and Salaries were noticeably higher than expected and the board asked for further explanation.

- Rent – When we put out the tender there were two bids, this current building was the cheaper option of the two. Comparable by square foot, this current building is cheaper than our last office even though the total cost is more. Also, this current lease includes janitorial services whereas our last office did not. This current office can accommodate meeting space, offices, etc, that our previous office could no longer accommodate. The current lease is 5 years, and we are in year 2.
- Salaries - 2023 was the year the Board-approved salary adjustment and staff salary reclassification was implemented. There has also been more Board and committee meetings in 2023 than the previous year due to scheduling restraints which has increased remuneration for the Board.

### Management letter from the Auditors contained two items for adjustment:

- Deposits – we don't go to the bank like we used to as we use cheque scanners now. It is recommended that a cheque scan deposit report be printed weekly for review and signoff by the CAO. That recommendation has been implemented.
- Load Edits (adjusting deliveries) – put internal controls in place to ensure this isn't being taken advantage of, especially as scale house work is contracted out in 5 of our 6 transfer stations.
- Non-Compliant loads (load edits) – we are working with IT to make this process more efficient and less time consuming for staff involved.

### Used Fishing Gear

We've been contacted by Fishing Gear Coalition of Atlantic Canada (FGCAC) about participating in a pilot project to accept used fishing gear (mainly rope and lobster traps) at our transfer stations for free and store it on site temporarily. When we have collected a specific amount of this material, they will send someone to pick it up and they will process it for market.

This program should not put any financial strain on the organization as they have offered to pay the organization any costs incurred in offering this program and pay for any specific supplies we require to operate this program. If this changes, the program will go back to the Finance Committee for review on whether to continue with it or not.

This is an excellent opportunity to implement at all 6 transfer stations.

The CAO and Operations Manager have reviewed the Memorandum of Agreement (MOA) and have not noted any concerns.

**Motion 24 – 0727-5.1.1: Moved by Mel Keeping, seconded by Melvin Reid. Be it resolved the WRSB accept the delivery of used fishing gear to all Western Transfer Stations free of charge as per the Memorandum of Agreement (MOA) with the Fishing Gear Coalition of Atlantic Canada (FGCAC) pending the program poses no financial strains on the organization. All Board members present are in Favour, none against. Motion carried.**

There is space at the transfer stations to store this material until it is picked up by the FGCAC group

b) Technical Committee, July 19

Maintenance Building Update

The building design and Civil works is finally completed. Consultant seems to be dragging their heels on this work. The Tender for contractors to build the maintenance garage was supposed to be out earlier this year to allow for construction to begin during this current construction season; however, the Tender isn't even ready to be released which leaves us way behind schedule.

A letter will be sent to the Consultant requesting a meeting between the WRSB Technical Committee and their project manager to clarify several items of concern. The Department of ECC will be copied on the letter and involved in this process to get things moving again.

Scotia Recycling

There has been talk this past year about moving to a 2-bag recycling program which was halted when talks began of the new provincial PPP Program being developed in the province. Although nothing has been confirmed, the 'belief' is that the PPP Program will result in a 2-bag recycling program.

2-bag recycling would be less expensive to sort and process by the recycler.

We have been given contact information for Queens County in Nova Scotia who worked with Scotia Recycling to switch from a one bag recycling system to a 2-bag recycling system. We need to meet with them to gain an understanding of how their process developed, the challenges they faced during the changes, and the regrets and benefits to the switchover. An update will be brought back to the next Technical Committee meeting.

Gary Ryan asked to be included in these discussions as MMSB is involved in the development of the Provincial PPP Program.

MMSB Indiscriminate Dumping Program

We were contacted by MMSB regarding funding they have available for waste management programs but do not have the manpower or resources to implement or run additional programs themselves. They expressed an interest in reviewing any proposals or ideas in how to deal with indiscriminate dumping in the Western Region. WRSB Staff are working on a proposal to submit to the MMSB on this topic.

Fire Protection for Transfer Stations

After having 2 fires at Wild Cove, it is now time to be proactive about gaining additional fire protection at our transfer stations. Staff are directed to speak with the insurance company and the fire chief/commissioner for recommendations to bring back to the Committee and Board.

Question: are we looking at asking fire departments in the area of each transfer station to ensure they respond to fires on those sites.

Update from Environment & Climate Change (ECC)

Staff received an email from the Department of ECC stemming from the letter we sent to them attached to the CBCL studies on the lifespan for the Wild Cove C&D Landfill.

Plants – Government is consulting with other departments to see if there can be any options on that situation, rather than develop another virgin C&D site.

They had concerns about the location of the maintenance garage if the C&D landfill ends up being moved away from Wild Cove in the future. There are many reasons for making Wild Cove the site of the Maintenance building regardless of it being the C&D landfill location, especially as most of the equipment requiring maintenance can be found at the transfer station than on the C&D landfill.

6. New Business

Nothing to report.

7. Correspondence/ Media

Nothing to report.

8. Next Meeting Confirmation

There is no planned meeting for August; however, the September meeting is scheduled to take place starting at 10:30am on Thursday, September 26<sup>th</sup> unless there are quorum issues.

The September meeting will likely involve the Board Photo Session so attendance at this meeting will be important.

9. Other

a) BSG Transfer Station Scalehouse attendant – employee of WRSB along with the Scale Attendant at Wild Cove. These are our two largest transfer stations, so we wanted to ensure there was protection against fraud at those stations. BSG attendant resigned, and the site contractor is filling the position until the end of the contract which is the end of 2024. We need to make the decision as to whether to hire our own attendant for the BSG station or continue with the contractor.

b) Our new employee Harry Hudson has started work and has been familiarized with the equipment and is working well.

Meeting adjourned at 11:51am.