

**Western Regional Service Board
Public Meeting Minutes**

Meeting Information:

Date: Thursday, June 27, 2024
Time: 10:34am – 2:06pm (Lunch from 12:00pm – 12:30pm)
Location: WRSB Boardroom, 4 Herald Avenue, Corner Brook

Present were:

Bernd Staeben	WRSB Chair
Alfred Park	WRSB Member– North/South Bay of Islands
Gary Warren	WRSB Member – Burgeo and Area
Linda Chaisson	WRSB Member – Corner Brook
Melvin Keeping	WRSB Member – Southwest Coast (Zoom)
Pamela Gill	WRSB Member – Corner Brook (Zoom)
Eric Nippard	WRSB Member – Bay St. George
Sonia Lovell	WRSB Member – White Bay South
Darren Fitzgerald	WRSB Member – Western Hills (Zoom – left meeting at lunch)
Gary Ryan	MMSB, Director for Programming
Jason King	Chief Administrative Officer, WRSB
Trent Quinton	Operations Manager, WRSB
Pauline Anderson	Executive Assistant, WRSB
Diana Gosse	Finance Manager, WRSB
Denika Pink	Accounting Clerk, WRSB (Left meeting at 12pm Lunch)
Charlotte Gauthier	Water Wastewater Tech, WRSB
Lynn Howse	Regional Outreach Officer, WRSB

Missing with apologies:

Hal Cormier	WRSB Member – Humber Valley
Melvin Reid	WRSB Member - Long Range
Cynthia Downey	WRSB Member – Bay St. George

Call to Order

Meeting was called to order at 10:34am (with quorum reached) by WRSB Chair Bernd Staeben.

Land acknowledgement was read, and introductions were made.

We have two new WRSB members: Sonia Lovell for the White Bay South Ward, and Eric Nippard for the Bay St. George Ward. They introduced themselves to the Board and provided some background information about themselves.

1. Additions & Deletions to the Agenda

Motion 24-0627-1.1.1: Moved by Linda Chaisson, seconded by Gary Warren. Be it resolved the WRSB adopt the agenda for the June 27, 2024, WRSB meeting as presented. All Board members present are in Favour, none against. Motion carried.

2. Adoption of Previous WRSB meeting minutes

Motion 24-0627-2.1.1: Moved by Eric Nippard, seconded by Sonia Lovell. Be it resolved the WRSB adopt the minutes of the May 23, 2024, WRSB meeting as presented. All Board members present are in Favour, none against. Motion carried.

3. Business Arising

a) Gary Ryan – MMS Overview

Gary Ryan is the Director of Programs with the Multi-Materials Stewardship Board (MMSB). He gave a presentation to the Board about the MMSB and the work they have done with Waste Management over the years, which includes funding programs, research projects, etc.

Environment Protection Act created the MMSB in 1996 with responsibilities including:

- Beverage Deposit Recycling Program
- Tire Recycling Program
- Provide oversight on industry lead programs such as Paint Recycling

MMSB would like to direct focus next on an organics program (in a controlled manner) which would get a higher percentage of diversion accomplished. There is currently no organics facility provincially or regionally in the Waste Management system. The MMSB have been involved in programs to subsidize organics bins to communities (backyard composting) to allow for residents to have access to them for household organics on an individual basis.

The MMSB follow the Provincial Solid Waste Management Strategy (PSWMS) as their main Policy document. He did a review on the status of the goals set out for the province in the PSWMS, including the money put into the program provincially. There was also a review of the challenges the province is facing in implementing the strategy (ex. Transportation).

Their future oversight projects include the industry lead Packaging and Printed Paper (PPP) Program which makes the industry itself responsible for the recycling of their PPP products.

Audits performed by the MMSB show that we need to do better in getting recycling material out of the clear bags and into the blue recycling bags.

4. CAO Report

a) Non-Compliance Fee

At the May WRSB meeting the board approved a 30-day extension to the suspension of the Non-compliance fee to blatantly contaminated blue bags; if needed, pending discussions with Corner Brook representatives.

Staff met with City of Corner Brook representatives just after the May WRSB meeting to discuss the changes the City have recognized need to be made to combat the blatant non-compliance issue. Since that meeting, there has been no further update from the city regarding progress on any changes being implemented regarding the delivery of contaminated blue bags and we have not seen any changes in the material being brought to the transfer station.

With no changes being implemented in the twice extended period given to the communities to resolve the contaminated blue bag issue, the WRSB will reinstate the non-compliance fee.

Motion 24-0627-4.A.1: Moved by Sonia Lovell, seconded by Pamela Gill. Be it resolved the WRSB reactivate the Blatant Non-Compliance fee of \$234/tonne for blue bag material effective July 2, 2024. All Board members present are in Favour, none against. Motion carried.

b) Pay as you Go System

The major delay for this system was a bug in the Moneris system which caused a stoppage on all orders for the payment terminals. We didn't receive the terminals until mid-April 2024.

As of last week, the system has been fully installed at the Wild Cove transfer station and staff has been on site to observe areas of the system that may need adjusting. Customers currently leaving the site are happy with the new system and the ability to pay off their account as they leave the site.

Work is now proceeding to get this system installed and operational at the five other transfer stations in the region.

August 1, 2024, is the aim for the official 'soft' launch at all transfer stations with an official launch tentatively scheduled for September 1, 2024.

c) Staffing Update

We were approved funding through LAMPs Program to hire a Summer Student and conducted interviews from resumes submitted by students at the College of the North Atlantic. The successful student started in the position on June 26, 2024, and will be here for the next 6-8 weeks.

The Bay St. George Transfer Station Scale House attendant resigned last month and an agreement was reached with ECC to cover the position until the expiration of their contract with us at the end of 2024.

We hired Harry Hudson as the new Heavy Equipment Operator. He starts with the organization on July 2 and should provide a savings to the company with this new position.

d) MNP Email

There was a Zoom Call on June 19th between the Central and Western Chairs and CAOs to talk about the proposed MNP Study initiated by the Central/Western working group. With funding for this report stalled, the group discussed what options were available which included:

- Government pays for the study as originally intended
- Both regions pay 50-50
- Western offered to pay for the study themselves

This meeting resulted in a request for a meeting with the Minister to discuss this process.

Since that date, we received correspondence from the Department stating the MMSB has issued a request for Proposal to MNP for the Tipping Fee work which is due on June 28th.

e) Indiscriminate Dumping

Brainstorming session taking place on July 3rd with MMSB and WRSB staff.

f) NorPen Meeting

Held a brainstorming session with NorPen CAO to see how Western and NorPen can work together to better implement the Provincial Solid Waste Program in the Northern Peninsula.

Staff are currently working on a document containing ideas from this meeting that will be brought forward to the Technical Committee for discussion, review and recommendations to the Board.

g) Maintenance Building Update

The Contractor has been slowed down because they assumed they can tap into our septic system, which they can't. They are now exploring options and causing a further delay which is distressing to the organization. They are to provide us with a Gant Chart.

We were supposed to be out to tender in the Spring 2024, but with these delays, the tender document isn't completed yet.

h) Ramea Roll-Off Bin Update

Ramea were directed by government to work with Western on getting an additional bin to support their waste management site. The WRSB deemed their request is justifiable and agreed to add this to our Capital Agreement. At last meeting, the Board directed to proceed with the bin purchase. The bin has since been purchased; however, it isn't being built until August with a multi-week timeframe after that for delivery.

Ramea wanted to begin using this bin in summer 2024, so Western has supplied them with a bin that we had on hand for them to use until their bin is received, at that point our bin will be returned to us.

i) Annual Report

There have been adjustments to the document from previous years. This will be sent out to the Board in upcoming weeks for the Board to review.

Will be submitted to the Department once the Financial Audit is approved by the Board.

j) St. George's Fire Services Proposal

We had a recent fire in the C&D pile area at the Bay St. George's Transfer Station Site and have received an invoice from the Town of St. George's to cover the cost of the services provided by their fire department.

We have been contacted by the Town regarding setting up a contract for the St. George's fire department to provide support for any fire call from the site for a rate of \$100/month.

Motion 24-0627-4.J.1: Moved by Linda Chaisson, seconded by Alfred Park. Be it resolved the WRSB approve the signing of a contract with the Town of St. George's to provide fire protection services to the Bay St. George transfer station site at a rate of \$100 per month. All Board members present are in Favour, none against. Motion carried.

5. Standing Committee Reports

a) Finance Committee, June 19

Budget vs Actual – Budget is on track for 2024.

- Interest and Bank Charges is High - Due to credit card fees. See Credit Card RFD.
- Fuel Surcharge - Increase in fuel costs
- Repairs and Maintenance (Trailers) – Purchase of spare tires supply early in the year.

Currently operate 20 trailers with no spares. The major cost for these trailers is the walking floor. We are getting an inspection of these trailers to determine how many years of use they have remaining. We will need to request 4 new trailers for the 2025 Capital Request with Government when we draft the 2025 budget (at \$250K each). It will be recommended to keep the 'outgoing' trailers as spares when the new ones are purchased as we currently don't have spares.

Receivables - There are two main customers that account for \$183,153 of the \$217,971 currently in the 90+ category.

- Customer #1: On a payment plan and slowly paying off their account balance.
 - Customer #2: Community is still waiting for reimbursement from the government (Fiona).
- With these amounts deducted, the remaining amount in the 90+ days receivables is \$34,818. This amount continues to decrease each month.

Tonnage

Tonnage is up from last month and is the highest so far in 2024 but is down from the same time in 2023.

Annual Increase Structure / Future State Report

Staff reviewed previous HR reports for pay steps, none were provided. The Finance Committee requested the CAO draft the remaining salary work and bring forward a recommendation to the next FC meeting.

Deer Lake Clean-up Savings

The WRSB and Town of Deer Lake worked together to minimize the number of bulky waste deliveries from Deer Lake directly to the Wild Cove C&D landfill, bypassing using the Hampden Transfer Station as a temporary drop-off point.

Once the clean-up was completed, there were 9 loads delivered directly to Wild Cove from Deer Lake bypassing the back and forth to the Hampden Site by the WRSB and Town. The coordination of these deliveries saved the WRSB organization \$6,000.

Fiona Update

The Town of C-PAB is waiting for government to call for contracts regarding the remaining houses in the area that need to be demolished due to irreparable damage caused by Hurricane Fiona.

i. The WRSB 2023 Annual Gas Tax and Financial Audited statements

Were prepared by BDO Canada LLP and presented to the Finance Committee at the June 19 FC meeting. No concerns or issues arose. The organization is in good shape with a strong performance.

The Finance Committee Chair went through the audit report with the Board.

Motion 24-0627-5.A.1: Moved by Linda Chaisson, seconded by Sonia Lovell. Be it resolved the WRSB adopt the 2023 Financial Statements Audit as presented. All Board Members present were in favour, none against. Motion carried.

Motion 24-0627-5.A.2: Moved by Linda Chaisson, seconded by Gary Warren. Be it resolved the WRSB adopt the 2023 Annual Expenditure Report – Canada Community Building Fund Agreement (Gas Tax Audit) as presented. All Board Members present were in favour, none against. Motion carried.

ii. Credit Card Payment Policy

We have observed an increase in Bank fees and charges due to the large number of commercial customers paying their invoices/accounts via credit card.

The organization previously had a policy regarding a surcharge placed on large payments on credit cards by commercial customers; however, it was lost during the accounts department turnover a couple years ago. Due to the current large increase in bank charges, we would like to re-implement the policy. The policy states that any customer who wish to pay \$1,000 or more using a credit card will be charged a 2% surcharge to offset the bank charges to our organization to process the credit card payments. All customers will need to be informed of this policy prior to paying so they have the option to switch to another form of payment (ex. Cash, cheque or EFT).

This should see a balancing of bank charges once implemented and will be applied to both the residential and ICI sectors.

Motion 24-0627-5.A.3: Moved by Linda Chaisson, seconded by Sonia Lovell. Be it resolved the WRSB adopt the Credit Card Fee Policy that any invoice or account balance being paid via credit card of \$1000 or more, will receive a 2% surcharge to offset the bank charges to our organization to process the credit card payments. **Pam, friendly amendment to add the \$1000 amount in the motion, Sonia seconded.** All Board members present are in Favour, none against. Motion carried.

b) Shared Services Committee, June 7

Curbside Collection Contract Update

The Board received regular updates on this RFP process. We have now signed a 5 year plus one year, plus one year contract with 9 communities in the Western Hills ward. A tenth community was interested in the process but backed out during discussions. Fortunately, the community's withdrawal didn't affect the household cost for the remaining communities. The Contract started as of June 1, 2024, with the successful proponent, B&S Trucking Ltd. The WRSB organization will oversee the contract which includes invoicing the communities and paying the contractors monthly.

Fire Protection Services

Boom Siding was interested in getting fire protection services provided to their community and investigated models being done in other areas of the province. The main area they focused on was Eastern where their Board was involved in contracting the service to be provided to smaller communities within the region. At that point, Boom Siding came to the WRSB organization in the hope we can do something similar.

There were informal discussions with the two larger communities near Boom Siding but we couldn't do anything formal until Fire Protection Services could be added to the WRSB's regulations. The WRSB requested to government that this service provision be added to the WRSB Regulations.

We received a letter from the Minister, dated May 22, 2024, which confirmed the addition of a third prescribed service to the WRSB regulations. This addition to our regulations state "The board has the power to provide fire protection services within the Western Region subject to the terms and conditions that the minister may determine."

We need to send out a request for official proposals from communities in the area that are interested, and able, to provide fire protection services to Boom Siding which will contain cost and logistical breakdowns. These communities would include Deer Lake, Pasadena, Little Rapids, Steady Brook and Corner Brook. The WRSB is the facilitator to getting the service provided, not to provide it directly.

Linda Chaisson declared a conflict of interest in the motion and left the room until this discussion, and motion, was completed.

Motion 24-0627-5.B.1: Moved by Alfred Park, seconded by Gary Warren. Be it resolved the WRSB request official proposals for Fire Protection Services from communities in the area that are interested, and able, to provide fire protection services to Boom Siding. These proposals will need to contain cost and logistical breakdowns for providing this service to Boom Siding. All Board members present are in Favour, none against. Motion carried.

6. New Business

a) Water Tech Report – Charlotte Gauthier

The Water/Wastewater Technician gave a presentation outlining work that has been done in this program over the past year in the communities included in the program and the extensive savings to the Communities due to their inclusion in this program.

This has proven to be a successful program with the Department of Environment and Climate Change (ECC) informing us that under the Budget 2024, funding for the Regional Water/Wastewater Operator Program has been allocated to the Water Resources Management Division of ECC. This funding allocation provides stability to the program and recognizes the importance of our Regional Operators to the participating communities.

Charlotte also presented plans for work continuing into next year now that the program has been stabilized by being allocated to the Water Resources Management Division.

There has been very positive feedback from the areas being supported by this program.

7. Correspondence/ Media

There has been a request from BSG South for a meeting to discuss waste management issues. This is scheduled for July 4th with the intent to answer their questions and address their concerns. A further report will be given at the next WRSB meeting, including an information sheet containing the answers to the general questions they have already asked in preparation for this meeting.

8. Summer Meeting Schedule and Next Meeting Confirmation

Tentative summer schedule has meetings taking place on July 25, August 22, September 26. 10:30am is recommended start time for future meetings.

We will have the July 25th meeting; however, there may not be a need for the August 22nd meeting unless an item comes forward that requires the Board's attention.

The September meeting will likely involve the Board Photo Session.

9. Other

Old Fishing Gear – CAO and Operations Manager are reviewing the Memorandum of Agreement (MOA) for any concerns.

Meeting adjourned at 2:06pm.