

**Western Regional Service Board
Public Meeting Minutes**

Meeting Information:

Date: Thursday, May 23, 2024
Time: 2:02pm – 3:40pm
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
Gary Warren	WRSB Member – Burgeo and Area
Linda Chaisson	WRSB Member – Corner Brook
Melvin Keeping	WRSB Member – Southwest Coast
Pamela Gill	WRSB Member – Corner Brook
Jason King	Chief Administrative Officer, WRSB
Pauline Anderson	Executive Assistant, WRSB
Diana Gosse	Finance Manager, WRSB
Denika Pink	Accounting Clerk, WRSB

Missing with apologies:

Darren Fitzgerald	WRSB Member – Western Hills
Hal Cormier	WRSB Member – Humber Valley
Melvin Reid	WRSB Member - Long Range
Gary Ryan	MMSB, Director for Programming
Trent Quinton	Operations Manager, WRSB

Note: The following are no longer members of the WRSB.

- Colin Davis WRSB Member – White Bay South
- Lenny Tiller WRSB Member – Bay St. George

New members for these two wards will be in place for the June 2024 meeting with orientation taking place June 4th.

Call to Order

Meeting was called to order at 2:02pm (with quorum reached) by WRSB Chair Bernd Staeben.

Land acknowledgement was read, and introductions were made.

1. Additions & Deletions to the Agenda

Motion 24-0523-1.1.1: Moved by Pamela Gill, seconded by Linda Chaisson. Be it resolved the WRSB adopt the agenda for the May 23, 2024, WRSB meeting as presented. All Board members present are in Favour, none against. Motion carried.

2. Adoption of Previous WRSB meeting minutes

Motion 24-0523-2.1.1: Moved by Pamela Gill, seconded by Cynthia Downey. Be it resolved the WRSB adopt the minutes of the April 25, 2024, WRSB meeting as presented. All Board members present are in Favour, none against. Motion carried.

3. Business Arising

a) MMSB Forum

The CAO and WRSB Vice-Chair attended this annual forum which was held in St. John's on May 14-15, 2024. Each region was asked to speak on any three items on a list of topics provided by the MMSB. Western chose the topics of: Construction and Demolition Sites; Commercial Collection; and Residential Curbside Collection.

Tours were provided for the participants: Coastal Tire Recycling (Conception Bay South) which is an environmentally sound alternative to rock/fill; and Avalon Mall Organics Program and Bio Unit in the Food Court. Various existing programs were discussed and future programs such as the PPP Program.

4. CAO Report

a) New Board Member Orientation

Office will send a card of appreciate to the two former WRSB members for their service to the Board.

The new WRSB members for the second Bay St. George seat and the White Bay South seat have confirmed their acceptance of the position (via acclimation) and are looking forward to joining the Board and contributing to the organization.

Orientation for these two representatives will take place on June 4th and they will begin in their full roles for the June 27th WRSB meeting.

b) Fire Protection Services

We received official correspondence from Government that Fire Protection Services has been added to the WRSB regulations as a service the WRSB can provide or facilitate. The letter contains the process that needs to occur for this service to be provided. The community in which brought forward the request for fire protection services has been notified by the Department as well.

c) Pay as you Go System

All the equipment has been provided and installed with a lot of technical work ongoing between our IT provider and Moneris (banking). It is almost ready to be activated and once it is we will ensure any kinks are worked out before we proceed to the education phase for Western residents. Residents using the site are already asking when they can start using it.

d) Curbside Collection Contract Update

All the communities included in the contract have given approval of the final draft of the contract (9 communities). The draft is now with the Contractor for their final review. The Contract was vetted through our legal representative and will hopefully be finalized and signed off shortly.

5. Standing Committee Reports

a) Finance Committee, May 21

Financial Review

Budget vs Actual - We are at 32% at the end of April.

- Interest and Bank Charges are high due to an increase in customers paying by credit card. Reviewing options & Policies to reduce this amount and discuss at next FC meeting. Aim for Board approval of a new policy at the June meeting and implement July 1st.
- Fuel Surcharge - is up since fuel cost has increased recently.
- Metals Revenue – higher than budgeted. May not get another shipment this year.

Receivables

There are still three main customers that account for a bulk of the \$278,288 in the 90+ category:

- Customer #1: On a payment plan which is being slowly paid off as per agreement.
- Customer #2: Accounts Department looking into previously missed invoice payments before this current year.
- Customer #3: Community is still waiting for reimbursement from the government to pay for this amount (Fiona). It is expected to be issued soon.

Excluding these three customers, the remaining amount in 90+ days receivables is \$38,759.

Tonnage

Tonnage is up for April; is the highest in 2024 so far; and is up from the same time in 2023.

The Corner Brook Mill has begun sending Ash to the site which is included in the numbers.

Scotia Meeting

Recycling Incentives – This is currently on hold because of a PPP (paper, plastic, packaging) program being developed under the Extended Producer Responsibility (EPR) Program. We need to ensure that any incentives we develop in the next couple years doesn't interfere with what that program eventually implements.

New Positions

- Heavy Equipment Transporter/Operator – Position posted for 2 weeks. Narrowed applicants to three for interviews. This position will save an estimated 40% of the C&D budget.
- Scale House Attendant – Our St. Georges Transfer Station Attendant resigned as of May 17th due to medical reasons. Recommend the site's Contractor relief person cover the position for the rest of the year at which point the contract is due to expire. The Attendant salary will be added to the monthly invoice until the end of the year, or a replacement can be found.
- Summer Student – We are approved for a \$3K grant for a summer student with a 14-day timeframe to do the hiring. Narrowing down applicants to interview. This student will learn the front office role while the receptionist trains in the accounts department over the summer months.

Annual Increase Structure

Staff will review the future state study that was previously submitted by BDO to see if it included a template that would work for the organization. Further discussion at the next FC meeting.

Pay As You Go System

A Terminal has been installed at the Wild Cove site with the other sites to follow. Moneris is currently working to ensure the terminals are linked to their payment system. Should be functional within the next month.

The Regional Outreach officer has an education/media plan set to implement when the system is ready.

2023 Audit & Auditor/FC meeting

The Auditors will have their draft audit ready on June 17th and have requested a meeting with the Finance Committee to review these reports on June 19th.

Capital - All Capital has been received from our 2023 Capital Equipment Agreement.

Ramea Bin RFD

All the paperwork has been submitted by the WRSB organization and the Provincial Government, and we are just waiting for Federal approval, for this item to be included in our 2023 Capital Agreement. Approval is taking longer than initially expected as Ramea had hoped they would receive this bin in time for summer operations.

As it will take approximately 6 weeks to procure the bin and get it transported to the site, the Technical Committee recommends the WRSB expedite things and purchase the bin now and be reimbursed when the approval comes through from the Federal Government. This will ensure Ramea will have their bin on site for operations this summer as originally intended.

The only risk is if the amount is not approved to be included in the Capital Agreement.

Motion 24-0523-5.A.1: Moved by Linda Chaisson, seconded by Pamela Gill. Be it resolved the WRSB move forward and procure the requested bin for Ramea as soon as possible to ensure they can have it on site for operations in summer 2024. The organization will be reimbursed for

the cost once official approval has been received. All Board members present are in Favour, none against. Motion carried.

Motion 24-0523-5.A.2: Moved by Linda Chaisson, seconded by Gary Warren. Be it resolved the WRSB understands there is a risk the amount for the Ramea bin may not be approved for inclusion in our capital agreement and accepts the expense with its own funds if that happens. All Board members present are in Favour, none against. Motion carried.

MNP Proposal RFD

With the breakdown in negotiations between Central and Western regarding the determination of a fair tipping fee for Western to dispose of Western MSW in the Central landfill, the Provincial Government created a working committee to focus on a solution to this process.

The committee stated that government will pay for a study of this process to determine what the fair tipping fee would be; therefore, providing both organizations with cost certainty regarding this aspect of waste management for each of them.

There has been no progress, or correspondence, regarding this report since it was signed off by both Central and Western.

There is a belief since the approval of the 2024 Provincial Budget that there may not be government funds available for this report. This report is important in providing data necessary in determining cost certainty for Western's next 5-year plan.

Recommendation: Write a letter to the Ministers stating the importance of this report and the province needs to find the funding necessary to move forward with this report, especially as government formed a committee to resolve the tipping fee issue between Central and Western. Maybe MMSB might be able to provide funding if government can't find the funding in their own purse?

Motion 24-0523-5.A.3: Moved by Linda Chaisson, seconded by Gary Warren. Be it resolved the WRSB send a letter to the Minister of Environment and Climate Change and the Minister of Municipal and Provincial Affairs requesting the provincial government needs to find the funding necessary to move forward with the Central/Western Tipping Fee report which will provide the data necessary for both Boards to determine cost certainty for the future. All Board members present are in Favour, none against. Motion carried.

Updated Info: There is reason to believe there could be movement on this within the next 2 weeks. If nothing happens within that timeframe, the Board gives the CAO direction to proceed with the letter referenced in the motion.

Motion 24-0523-5.A.4: Amendment to the motion: Moved by Pamela Gill, seconded by Melvin Keeping. Be it resolved the WRSB give authority to staff at the end of the two week timeframe (June 10) to send the letter as directed in **Motion 24-0523-5.A.3**. All Board members present are in Favour, none against. Motion carried.

b) Technical Committee, May 17

Curbside Collection Update

Every community has now signed off on the final draft of the contract. The contractor will supply us with tonnage delivery reports to support the WRSB office issuing invoices monthly to the communities. The office will also pay the contractor monthly. The final draft contract is currently in its final review by the contractor.

Maintenance Building Update

The Contractor has 95% of their drawings complete for review along with the estimate for the building cost and are now moving to the site civil work and the estimate for that. With the frost now gone from the ground, testing for the septic system (percolation test) should be good to proceed with.

Capital Equipment Update

We have received all the capital equipment that we ordered in 2023.

To decrease costs to the organization, we have put out a job ad for a full-time position with our organization to facilitate clean-up work at our transfer stations. This posting closed and was short-listed for interviews in the coming weeks. It is expected that this position will equate to a 40% savings for the organization.

Will likely have the WRSB Chair or Technical Committee Chair join the Operations Manager and Field Operations Officer for the interviews.

Deer Lake Meeting – Regional Spring Cleanup Update

After several meetings, the WRSB organization and the Town came to an agreement on the cost share of transporting this material directly to Wild Cove instead of Deer Lake paying to transport it to Hampden and the WRSB then paying to transport it to Wild Cove. We should have the final numbers and savings for the June meeting.

Used Fishing Gear

We've been contacted by Fishing Gear Coalition of Atlantic Canada (FGCAC) about participating in a pilot project to accept this material 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. They have this program working in the Maritimes and want to extend it into Newfoundland with our organization being the first group they have contacted about the program extension. They are willing to assist in any costs we may incur to offer this program or pay for any specific supplies needed for this program to operate.

This is an excellent opportunity and are looking into the possibility of this program being implemented at all 6 transfer stations.

Scotia Recycling (2-Stream Blue Bags) & PPP Program (ongoing EPR discussion)

These two items are related as one may affect the other. Currently the province is involved in the development of a PPP (paper, plastic, packaging) program province wide. We cannot make changes in our current recycling program and spend time and money on education of these changes, only to have it affected, or reversed, by the PPP program. The PPP Program may present other opportunities for waste diversion in Western. We need for the Board to understand all the key points to this program as there are many layers to what this program may entail.

Cardboard – Due to the low amount we get of this material, we are looking at working with Scotia Recycling to implement a free clean cardboard drop-off program either at the transfer stations, or at another location in Western. Again, the PPP program may affect this initiative, so we need to limit any potential loss.

ICI Non-Compliance

The second three-month extension of the suspension of the ICI non-compliance charge for 'slimy' bags expires at the end of May. This suspension was requested by Corner Brook and the Bay of Islands communities to determine what can be done regarding the 'slime' problem with their haulers.

There has been no change in the condition of the material being delivered and we can only assume nothing has been implemented by the communities, or their hauler, to decrease this problem within the timeframe the organization has given them to solve this problem.

Suggest that we go back to the City of Corner Brook stating we haven't seen any changes in the material being delivered during the timeframe allotted and the fee will be reinstated on a specified date, unless they can confirm that there are plans in the works to improve the situation.

Direction of the Board – Request a meeting for the Chair with the Mayor and set a date of June 30th as the deadline for the implementation of changes to avoid the application of a Non-Compliance fee.

RFD – CBCL Reports / Wild Cove

The first study completed in 2017 listed the lifespan of the Wild Cove site estimated as being 10 – 20 years.

In 2018 we started to build a Berm/footprint around the outside of the landfill and fill in the area between its edges as we complete the lifespan cycle.

A second study was initiated in 2022 to determine if we are getting the tonnage space previously reported and the status of the endangered plant life reported in the area and its affect on possible expansion at the site.

There are 2 specific endangered species of plants located at the Wild Cove which are thriving at the site. These are endangered in the province of NL mainly because they are not native to the province, but this is not the case in the rest of Canada. Should we look at challenging the protection of these plants over the cost for the residents to develop a new virgin C&D landfill, especially as protected area is stable enough to sustain a C&D landfill for decades into the future with the clay liner that extend underneath it?

Next step is to submit the CBCL Limited reports to the Department with our recommendations on moving forward regarding the Wild Cove C&D landfill. We will need to know what the Provincial Government's plan is for C&D landfills in the future, and their feedback on if any further information is required based on the data in these reports. We will need to request a 3–6-month timeframe for feedback from Government as decisions on this site need to be made within the next year or two as we are looking realistically at a 4-5 year remaining life to this site.

Motion 24-0523-5.B.1: Moved by Cynthia Downey, seconded by Pamela Gill. Be it resolved the WRSB submit the three CBCL Limited Reports to the Department of Environment and Climate Change requesting a response from them within the next 6 months so we can move forward with any plans, or work, that needs to be completed at Wild Cove or possible planning for a new C&D site. All Board members present are in Favour, none against. Motion carried.

6. New Business

Nothing brought forward under this topic.

7. Correspondence/ Media

Letter received from the Department about the update to the WRSB regulations. This document is to be forwarded to the Board members before the next WRSB meeting.

8. Next WRSB Meeting – Thursday, June 27, 2024. Meeting will take place at 10:30am instead of 2pm.

9. Other

NorPen – Discussions will continue in June between the NorPen and WRSB Chief Administrative Officers on the future of the NorPen and Western waste management systems.

Litter – There is a lot of garbage along North Shore Highway between Ballum Bridge and the Wild Cove Site. That is a usually a coordinated effort between the Department of Highway and our Site Contractor. Staff will touch base with both and ensure the cleanup takes place.

Wild Cove Site – fire was started from a load delivered by a local hauler. The fire was contained very quickly, and operations have now fully resumed inside the building. We are looking at fire suppression options for this site, and possibly the other transfer stations.

Meeting adjourned at 3:40pm.