

## Western Regional Service Board

### Public Meeting Minutes

#### Meeting Information:

Date: Thursday, October 24, 2024

Time: 10:34am – 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
Cynthia Downey	WRSB Member – Bay St. George
Eric Nippard	WRSB Member – Bay St. George (Via Zoom)
Melvin Keeping	WRSB Member – Southwest Coast
Pamela Gill	WRSB Member – Corner Brook
Sonia Lovell	WRSB Member – White Bay South
Jason King	Chief Administrative Officer, WRSB
Trent Quinton	Operations Manager, WRSB
Diana Gosse	Finance Manager, WRSB
Denika Pink	Accounting Clerk, WRSB
Pauline Anderson	Executive Assistant, WRSB

#### Missing with apologies:

Darren Fitzgerald	WRSB Member – Western Hills
Gary Warren	WRSB Member – Burgeo and Area
Hal Cormier	WRSB Member – Humber Valley
Melvin Reid	WRSB Member - Long Range
Gary Ryan	MMSB, Director for Programming

Note: Linda Chaisson, WRSB Member for Corner Brook, has resigned from the WRSB. We are looking to the Corner Brook Council/Mayor to fill the vacancy as soon as possible.

## Call to Order

Meeting was called to order at 10:30am (with quorum reached) by WRSB Chair Bernd Staeben.  
Land acknowledgement was read, and introductions were made.

### 1. Additions & Deletions to the Agenda

**Motion 24-1024-1.1.1:** Moved by Cynthia Downey, seconded by Sonia Lovell. Be it resolved the WRSB adopt the agenda for the October 24, 2024, WRSB meeting as presented. All Board members present are in Favour, none against. Note: Pam Gill was not present for this motion. Motion carried.

### 2. Adoption of Previous WRSB meeting minutes

**Motion 24-1024-2.1.1:** Moved by Pamela Gill, seconded by Melvin Keeping. Be it resolved the WRSB adopt the minutes of the September 26, 2024, WRSB meeting as presented. All Board members present are in Favour, none against. Motion carried.

### 3. Business Arising

#### a) MNP Draft Report

Draft report was submitted to the WRSB Office earlier this week and was emailed to the negotiation committee members for review. A high-level review was done for the board's information.

WRSB Questions:

- Were the line items used transferrable to Western and what Western uses in Central; however, we went into this report based on the accuracy of the numbers and a methodology for determining the numbers or a formula moving forward.
- What is the methodology of how the numbers were 'whittled' down initially to the cost associated with the landfill.
- Did our annual percentages match Central's for the years used in the reports 4/5 year model. Are they parallel or are there drastic differences in the percentages for both organizations?

The Board would like to be sent a copy of the draft report for review and preparation of when the meeting with MNP and the Western Board takes place.

The next step is for MNP to meet with the Western and Central Board's after November 11<sup>th</sup>. It is believed the final report will be submitted before the end of the year.

This report shows a higher tipping fee than expected and Western will have to speak with government about cost efficiencies moving forward to alleviate the strain the increased Central tipping fee presents to Western's budget and prevent from increasing the Western Region's tipping fee beyond 2025.

#### b) Maintenance Building Update

The Tender was released and closed and there was one bid submitted.

Total budget was 2.8, total came in 2.6 so there's some room remaining in the budget.

Next step is the department sending out the award letter.

#### 4. CAO Report

##### a) WRSB Group Photo

The photographer is booked for December 13<sup>th</sup> to have the picture of the full Board taken at the Blomidon Golf Club just prior to the Christmas Social Supper. All Board members will need to arrive by 5pm for the photographer to set up the shoot and take the pictures.

Touch base with Blomidon about the menu for the social.

##### b) MNL Preparation

The joint booth being shared by Western; Central; and Eastern has been booked and confirmed. The presentation is currently being arranged between the three organizations with the CAO's of each organization having an opportunity to speak on each region's behalf.

##### c) Meeting with Western MHAs

See item 6A.

##### d) RFD – Prime Consultant for C&D Landfill site determination

On May 31, 2024, the office sent the finalized CBCL Limited study reports regarding the possibility of expansion at the Wild Cove site beyond its current life cycle to the Provincial Government for their review and recommendation. This report shows there is less than 5 years remaining in the lifespan of the Wild Cove C&D Landfill site.

Government responded with a letter on September 23, 2024, stating that upon review of the reports, and discussion with various government departments, expansion will not be an option for the Wild Cove site due to the presence of endangered plant life present on site. They stated the WRSB will have to choose a new location for the C&D site, which would be strictly for C&D waste and the WRSB would have to make provisions for any special waste that is currently permitted under the existing Certificate of Approval such as organics and medical waste.

To proceed with this direction from Government, we would need to hire a prime consultant to investigate possible sites in the Western Region that could be utilized as a C&D Landfill site, as well as requiring assistance investigating other areas such as organics, Norpen, procurement, etc.

**Motion 24-1024-4.1.1: : Moved by Cynthia Downey, seconded by Sonia. Be it resolved the WRSB request funding and assistance from the Department of Environment and Climate Change on the development of a Request for Proposals to obtain a Prime Consultant for determining a location in the Western Region for the new C&D landfill site, as well as assistance investigating other areas such as organics, Norpen, procurement, etc. All Board members present are in Favour, none against. Motion carried.**

One question is do we need a centralized C&D landfill or can we have one in each of the wards. Put this request to government for their consideration. There is an interest in providing the opportunity of having reusable furniture, wood, etc., available to residents for reuse and keep out of the landfills. There may be a liability issue involved in this but may be worth looking into.

## 5. Standing Committee Reports

a) Finance Committee, September 18 – with the Resignation of Linda Chaisson, Sonia Lovell has agreed to accept the position of Finance Committee Chairperson.

### i. Meeting notes

Budget vs Actual - We are at 75% for the end of August. No further items over budget beyond what was previously discussed (ex. Repairs and Maintenance, Insurance). Overall, we are at 70% of the budget.

Fuel Surcharge (over-budget): Went into more detail on the formula used to determine this each month.

Revenue is also overbudget for the organization.

Receivables - Our 90+ category came down significantly from August and are down to only one customer we are closely monitoring. They continue to pay on the agreed upon payment schedule and their account as decreased significantly. With this amount deducted, the remaining amount in the 90+ days receivables is approximately \$62,438.

Tonnage – September is down from August but slightly above what it was the same time last year. Tonnage is on target for budget.

Deposit Accounts Interest – Reviewed the interest balances in each account. There are five in total, three that require government approval to use, and two that are exclusive to the WRSB. Research has shown there is not a better interest rate available than what we are currently getting from these accounts.

Contracts expiring in 2025 - Plan for our contracts (Transfer stations, transportation, etc.) is to extend to the end of 2025 and have tenders go out in early 2025 so that we can determine the new contract costs to be incorporated in the 2026 budget to be drafted in September-October 2025.

2025 Operational Budget Draft – reviewed the process of determining the numbers placed into each category and the reason for any increases or decreases in each item. RFD to go to the Board.

2025 Capital Reserve Draft – reviewed a list of Capital Equipment needed to proceed with a smooth operation in Western. Some items will go in a request to government for Capital funding (\$1.54M), some are outside of provincial funding and will need to be purchased with WRSB Capital Reserve funds (\$320K). This will go to WRSB as an RFD.

Year End Write-offs - Any customers to be 'write-offs' for 2024 will be presented to the board for discussion and approval at the end of 2024.

### ii. RFD – 2025 Operational Budget and Capital Ask

The 2025 Operational Budget, and Capital Reserve Budget, was prepared by Staff in consultation with the Finance Committee. The operational budget is based on multiple layers of fixed costs and the non-fixed General and Administration Costs and does not include Capital Reserving, or any equalization offset funding. This is a tight operational budget based on realistic projections associated with revenues and expenditures. The Fee Structure remains unchanged for 2025.

There were some questions presented by the Board regarding the increase in some budget items which were discussed and explained in more detail to the Board's satisfaction.

The Capital Reserve request contains the equipment required for the WRSB Organization to proceed with operations. This list contains two categories of requirements: items we will be requesting from the Provincial government; and items that are more of an operational need and we are looking to approve to be purchased with the funds available in the WRSB Capital Reserve Account.

**Motion 24-1024-5.1.1:** Motioned by Sonia Lovell, seconded by Pamela Gill. Be it resolved the WRSB, in accordance with the Regional Service Board Act, approve the balanced 2025 budget with operating revenues and expenditures totaling **\$7,970,732.00** which will keep our Western Tipping fee at \$164/tonne for the 2025 calendar year. All Board members present are in Favour, none against. Motion carried.

**Motion 24-1024-5.1.2:** Motioned by Sonia Lovell, seconded by Eric Nippard. Be it resolved the WRSB approve the 2025 Capital Reserve in the amount of \$2,210,000 and submit the equipment required by the organization in 2025 to the provincial government for approval. All Board members present are in Favour, none against. Motion carried.

## 6. New Business

### a) Transportation Support

With the results in the draft MNP report and its effect on Western's tipping fee in Central, we need to investigate other areas of savings to prevent an increase in Western tipping fees beyond 2025.

It was recommended to arrange a meeting with Government MHA's (including the Premiere) to discuss the option of provincial assistance for transportation support for delivering Western waste to the Central landfill. Need to keep in mind that there could be other regions feeding into bringing waste to Central, that will be affected the costs and may also need transportation support in the future.

Recommend arranging a meeting during the Corner Brook Winter Carnival (Feb 21 – Mar 2) when most of the MHAs will be in Corner Brook.

### b) Conflict of Interest (Corner Brook)

The Corner Brook Council have hit a stalemate in assigning a member of council to fill the vacant seat on the WRSB due to the belief of there being a conflict of interest between sitting on the WRSB and being on City Council.

7. Correspondence/ Media - Nothing to bring forward.

8. Next Meeting Confirmation – Tentatively November 28th. This may be the last meeting of 2024 unless one is needed for December 13th.

9. Other - Nothing further brought forward.

Meeting adjourned at 12:30pm.