

Western Regional Service Board

Public Meeting Minutes

Meeting Information:

Date: Thursday, September 26, 2024

Time: 2:00pm – 4:15pm

Location: WRSB Boardroom, 4 Herald Avenue, Corner Brook

Present were:

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| 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 (Zoom, disconnected at 2:25pm) |
| Linda Chaisson | WRSB Member – Corner Brook |
| Melvin Keeping | WRSB Member – Southwest Coast |
| Pamela Gill | WRSB Member – Corner Brook (Zoom, joined at 2:05) |
| Sonia Lovell | WRSB Member – White Bay South |
| Jason King | Chief Administrative Officer, WRSB |
| Trent Quinton | Operations Manager, WRSB |
| Diana Gosse | Finance Manager, WRSB |
| Lynn Howse | Regional Outreach Officer, WRSB |
| Denika Pink | Accounting Clerk, 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 |
| Pauline Anderson | Executive Assistant, WRSB |

Call to Order

Meeting was called to order at 2:00 pm (with quorum reached) by WRSB Chair Bernd Staeben.
Land acknowledgement was read, and introductions were made.

1. Additions & Deletions to the Agenda

The following were added to the agenda:

- Mel Keeping added 'Humber Valley Collection' under Section 6 (New Business).
- Jason King added 'Walking floor trailers' to the Section 5A (Finance committee report).
- Bernd Staeben added 'Conflict of Interest' to Section 9 (Other)

Motion 24-0926-1.1.1: Moved by Linda Chaisson, seconded by Melvin Keeping. Be it resolved the WRSB adopt the agenda for the September 26, 2024, WRSB meeting with the three noted additions (Humber Valley Collection and Disposal Practices; Walking floor trailers; and Conflict of Interest) 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 24-0926-2.1.1: Moved by Cynthia Downey, seconded by Sonia Lovell. Be it resolved the WRSB adopt the minutes of the July 25, 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.

3. Business Arising

a) MNP Update

September 3rd there was a zoom meeting with MMSB, DMA, MNP and WRSB Staff and Chair.

Timeframe was discussed with MNP confirming the initial draft will be done by October 23rd. They would then meet with Western and Central after November 11th. It is believed the final report will be submitted before the end of the year.

Other items discussed included:

- Needing a clear understanding of the methodology behind determining the rate.
- Submission of quarterly financial statements by Central to Western which was agreed to previously so we can see the figures for five-year plans.
- Are we a client or partner, client is preferred by Western as we have our own costs.
- What is the cost to service our part of Central's account.

We have never been comfortable with Central's numbers and their consistency. At the end of this process, we need for this to change and be remedied.

Fundamental issue for Western is what exactly Western is paying for. Are we paying for the operation of the 'facility' or for the operation of the 'landfill'. This was articulated to MNP and was sent to them via email as MNP requested (example: MRF & Public Drop-off are technically part of the Central facility, not the landfill, and we do not use either).

b) Pay as you go update

Original plan was to have everything ready for a soft launch for August 1st and have a month or two to work out any problems with the new system. There were problems at two of the 6 stations with the connectivity. System has been up and running at all transfer stations for the past 2 weeks, with other stations operating the system for a longer period with and all stations are currently operating with the same practices. There haven't been any problems with customers paying their bills before leaving the sites. Overall, people seem to be happy with the new system and are pleased to have their accounts paid off when they leave the sites.

There are a few instances of commercial customers either getting too close to the equipment and damaging it, or not pulling up close enough to equipment to be able to use the payment system. Mainly happening at the St. George's and Wild Cove stations.

c) Norpen RSB Meeting Request

At last WRSB meeting the board motioned to send a letter to the Department stating Western is looking to work with NorPen on a solution to extending the Provincial Solid Waste Management Strategy to include both regions and we will be inviting the NorPen Chair to attend the regular WRSB meetings. The letter was sent to NorPen for their input prior to sending to government.

NorPen Chair wanted to have a sit-down meeting about the process and what the intention is for each region. This meeting has not yet been confirmed but we are hopeful that it will take place soon.

At the recent MNL Western Regional Meeting in Cow Head, concerns were expressed by members from the NorPen area that they couldn't see a benefit to coordinating waste management with Western; however, the area is facing many problems and concerns with their current waste management system and capacity levels.

d) Transfer Station Fire Protection update

Two separate fires at Wild Cove over the past three years which has increased our insurance rate. There is no source of water or heat at Wild Cove which is problematic as we are looking to be proactive in our fire protection at the transfer stations into the future. Looking at a possible chemical protection system with assistance from various experts in the field. Meeting with representatives from one company in the next couple days that we are hopeful will assist in determining a system that will help at our transfer stations.

e) B&S Contract, Scales update

The WRSB holds a curbside collection contract with a hauler and nine communities in the western region. Part of that contract is the installation of scales on the hauler's curbside collection trucks to be able to tare off each community for separate delivery weights for each community. The scales were received and installed as of August 4th then calibrated. We've been calculating curbside costs per capita until these scales are fully functional.

f) Fishing Gear update

This program was approved by the board and was returned with recommendations to the Memorandum of Understanding that this program will not present additional costs to Western.

They are currently investigating funding options which places the program on hold until they can determine funding and revise the MOU.

g) Ramea Bin Update

The new bin was delivered to Ramea today so the smaller bin we were temporarily loaning them, will now be returned to us. We paid outright for the new bin to expedite the process and now await government reimbursement for the purchase of this bin.

h) Maintenance Building update

There was concern about the tender timeline to ensure it went out in the Fall of 2024. That tender has gone live, but it is doubtful that any work will be done onsite this year unless we have a mild winter.

At the August 7th meeting with the Contractors, they stated there is a possibility of footings going in this year and that there is interest in the tender when it is ready to go live.

This building will give us the opportunity for savings, especially as our fleet gets older; however, the amount of savings won't be determined until the building is built and operational.

i) MMSB indiscriminate Dumping Proposal (Technical)

Regional Outreach Officer has completed the proposal which is now being reviewed by the CAO. Once the CAO has completed their review, it will then go to the Technical Committee for review and approval.

j) Non-compliance update/Scotia Recycling Meeting (Technical)

This will go to the Technical Committee for in-depth discussion.

Non-Compliance Update: We have seen a significant decrease in the amount of non-compliant loads being delivered to our stations, although it is still occurring. Two of the larger communities in the region have put in a request to the WRSB to take over their curbside collection program. The reason for this request has been the non-compliance fees being added onto their invoices by their current haulers. We have discussed options with the PPA and recommendations will be brought forward to the board from the Technical Committee following an in-depth discussion on the topic.

Scotia Recycling: Scotia has been recommending from the start that we update our recycling program from a one blue bag system to a two blue bag (container bag and fiber bag) system. The City of Corner Brook have also recommended going from a one blue bag to a two blue bag system. Talks show that there could be a savings of \$200K annually by moving to a two bag system. We would need to determine how to accommodate the separation of these two bags at the transfer stations and the logistics to the changes it would take to accommodate this change for the various communities and their collection methods as well as the separation at our transfer stations.

It came up at the Western MNL Meeting about the possibility of decreasing the tonnage rate for recycling.

There was a brief discussion about privacy bags.

4. CAO Report

a) CRSB Chief Administrative Officer Visit

On September 12th we had a visit from the new Chief Administrative Officer (CAO) of Central. She was recently hired after the retirement of their previous CAO.

She travelled to Western for a meet and greet with the WRSB Chair and staff to understand our operation and visit the office and nearby transfer station.

There were some discussions on past issues in the dealings between Central and Western and to not repeat any past actions but to move forward with transparency and cooperation. Western extended the invitation to reach out to us at any time and we will assist in any way.

It was a very positive experience, and the lines of communication have been open and without hesitation.

b) Regional Outreach Update

The Regional Outreach Officer did attend the recent MNL conference in Cow Head and plans to attend the upcoming MNL tradeshow in Gander.

There were three separate categories presented by the Outreach officer:

i. What has been done since the last Board update

- Presentation at the MNL conference in Cow Head on the Western Regional Service Board organization and broke out into discussions in Waste Management specifically and how expensive this sector over the past several years and their reluctance to ask for assistance with other services based on this increase in cost.
- We have weekly, quarter page, Saltwire ads until the end of December
- Out edge – a digital advertising platform linked to free apps which launched in July. We have a minimum of 50,000 views per month of which 300-400 clicks of people looking into our ads. Looking into ways to improve those metrics.
- Home Brew Show – we are one of three sponsors on this K-Rock show starting on September 29th. We get a minimum of nineteen 30 second advertising clips which encourages everyone to go to our website.

ii. What's running in the background and is launching soon

- WRSB APP – Today we have been notified our information for the app has been received and uploaded to the app. The app will be available on google play and the apple store soon to be downloadable. Everything on our end is done, almost everything on the developers end is done, we are mainly waiting on the licence from apple for this to be finalized.
- Pay as you go launch is done, next step is transfer station visits on Saturdays to talk with the residents and answer any questions they may have on the new system.
- Working with Used Oil Management Associations of Canada (UOMA) at Wild Cove to take in oil and filters. They are going to help develop and pay for most of the advertising. Launch day hasn't been confirmed yet but will be advertised once finalized.

iii. Future projects being worked on

- MNL trade show in Gander
- Scotia/Waste Management Weekend being planned in May around the same time as the spring clean-ups. Meetings take place monthly on the planning of this weekend. It was suggested to bring this type of event to areas outside of Corner Brook, even if it is a smaller event.
- Continuing to look for opportunities to promote waste management practices and education in the most cost-effective manner.
- We have investigated the possibility of going into the schools to promote recycling education; however, the MMSB has spent a lot of money and support in blue bag education in schools now the responsibility of the schools. May be room for cooperation at some point in the future.

c) MNL Tradeshow Joint RSB Sponsorship RFD

MNL has offered the WESTERN, EASTERN AND CENTRAL Regional Service Boards and opportunity to join efforts and sponsor a luncheon during the November MNL Trade show in Gander. After several discussions and meetings all three CAOs have agreed to bring this forward to each board for approval. ERSB and CRSB have motions from their respective Boards to proceed. Attached is a brochure outlining the event. The recommendation is for all three RSB's to share the cost of \$15,000 (\$5,000 each) have a shared venue on the tradeshow floor to support each other and to meet guests to share what RSB's can provide, discuss opportunities and answer questions pertaining to our individual regions all in one location during the event. There will also be a presentation opportunity and advertising.

There will be a meeting between the three Regional Service Boards on October 3rd to discuss who will be attending from the three organizations. The Regional Outreach Officer will be attending; however, this meeting will determine any additional staff attending.

Motion 24-0926-4.1.1: Moved by Cynthia Downey, seconded by Pam Gill. Be it resolved the WRSB approve the \$5,000 registration fee to support and attend the 2024 MNL Tradeshow in Gander as a Joint partner with ERSB and CRSB. All Board members present are in Favour, none against. Note: Eric Nippard was not present for this motion. Motion carried.

This year it's about Regional Service Boards, the services they provide, and their value to communities which will hopefully displace some of the fears people have about increasing fees by Regional Service Boards.

This sponsorship was not included in the 2024 budget; therefore, it requires board approval.

5. Standing Committee Reports

a) Finance Committee, September 18

i. Meeting notes

Budget vs Actual – Budget is on track for 2024. We are at 67% for the end of August. Reviewed items that are over budget.

- Fuel Surcharge and Fuel Transfer Stations were over budget
- Insurance increased for the next 12 months

Receivables - Two customers that we are monitoring account currently in the 90+ category.

- Customer #1: Currently on a payment plan. Making payments as normal.
- Customer #2: Community is still waiting for reimbursement from the government to pay for this amount (Hurricane Fiona).

With these two amounts deducted, the remaining amount in the 90+ days receivables is approximately \$38,000.

Tonnage - Increased for July but came back down in August. Tonnage is very close to this time last year and is on target for budget.

2025 Operational Budget Draft: The first draft of the 2025 budget was reviewed and is balanced to maintain the tipping fee at \$164/tonne. This was just the first committee review another will take place with the CAO in preparation for the October meeting and budget approval at the October WRSB Meeting.

2025 Capital Budget Draft: There was a review of the capital needs for the 2025 year, including a breakdown of the items to be requested to Government for funding and the items expected to be paid by the WRSB from the Capital Reserve account. This will again be reviewed in October before going to the board for approval with the 2025 operational Budget.

ii. Pickup Truck Replacement Ratification

Staff has been planning on replacing the 2018 Ford F150 Field Operation vehicle for several months due to minor ongoing deficiencies. The hope was to hold on until the 2025 Capital Budget; however, there is an immediate need to replace this truck. This vehicle has 185,000 kilometers on it Based on the threshold for our organization (\$133,800), an open call for bids is not required. Under the PPA guidelines, we obtained three quotes as per section 6.1.1 below.

6.1.1 Goods – Preferred Approach for goods valued at \$10,000 and greater (to threshold limit per section 5 above), the preferred approach is for public bodies to obtain quotations from at least three suppliers.

Attached is a document that contains 3 separate quotes for a replacement pickup truck. All quotes are for the same specifications in vehicle with the quotes being:

- Bid A: \$63,475.80
- Bid B: \$66,188.55
- Bid C: \$71,235.33

Note: This request was successfully voted on by the WRSB members via email

Motion 24-0926-5.1.1 (Ratification): Moved by Linda Chaisson, seconded by Sonia Lovell. Be it resolved the WRSB accepts the quote from Dennis GM in the amount of \$63,475.80 (HST Included) for a new truck, and trade-in amount deducted for the old WRSB Organization truck to be paid from the WRSB Capital Account. Note: Eric Nippard was not present for this ratification vote, but did vote in favour during the email vote. All Board members present are in Favour, none against. Motion carried.

iii. Walking Floor Trailers

We were told when we purchased the walking floor trailers that they walking floors would need to be replaced at the seven-to-ten-year mark with an estimated cost of \$20K - \$25K each. We do preventative maintenance each month; however, there were bushings (similar to brake pads) underneath these floors that ran low which caused a problem with two of the trailers. One trailer we were able to catch the problem and replace the bushings locally. The second trailer we weren't able to catch before it became a major problem. Due to this, it will cost \$51K (as opposed to \$20K) to replace the floor, not just the bushings. This greatly increases the Repairs and Maintenance item on the 2024 budget.

We were able to get the cost decreased by \$8K; however, we then had to send the trailer to St. John's to get this work done as there was no one available locally who is trained to do this work. This increased the cost to a total of \$60K.

Cost for parts have increased dramatically over the past year or two.

Motion 24-0926-5.2.1: Moved by Linda Chaisson, seconded by Mel Keeping. Be it resolved the WRSB approve the payment of \$60,000 plus HST to replace the walking floor in the TITAN trailer with funds from the WRSB Capital Reserve Account. All Board members present are in Favour, none against. Note: Eric Nippard was not present for this vote. Motion carried.

b) Shared Services Committee, September 12

i. Meeting Notes

The new CAO for the CRSB and was in town meeting with staff. She took the opportunity to sit in on this meeting as an observer.

Curbside Collection

Pasadena's curbside collection contract is expiring later this year, they have requested the WRSB take over the Curbside collection program as CRSB does in their area. This is not possible in the short term and not inline with the planning and infrastructure of the WRSB, but the WRSB could use the model from the Western Hills area and in ERSB to procure the service and hold the contract for communities in the region. Corner Brook is also in a short-term contract and could be interested in this program. WRSB CAO met with PPA to discuss options regarding WRSB offering shared services via standing offers, or open contracts that can accept new communities at any time.

Western currently operates one curbside collection contract. Eastern currently operates nine different contracts.

The CAO spoke with PPA about this issue presenting it as a process similar to standing offers. When a community has a curbside contract expiring, they can request to be included in the WRSB standing offer for curbside collection at the rate defined in the contract. We were directed to a PPA representative who deals with all PPA standing offers. Hoping to work with PPA to develop a document that allows us to go out for the entire Western Region; have an open call with a successful proponent; and, have a formula built in regarding the cost based on community population. This could be an option that could solve a lot of

problems for many Western communities. We don't want to own the trucks or require millions of dollars of capital.

Only issue is that by going with one contractor/hauler for the whole contract, then you are whittling away the competition for any future players. We could replicate it by Ward instead of the entire region.

ii. DMEA Direction

The WRSB requested that official proposals from communities interested in providing Fire Protection to Boom siding be obtained. An official request went out to several communities, but no final proposals have been received.

We did receive an email from Pasadena's Town Manager requesting that the WRSB postpone this initiative as they are in the process of extending their boundaries to include Boom siding and would then provide Fire Protection. The WRSB CAO requested direction from the Department on how they want us to proceed so we don't impede Boom Siding residents in getting this service. The comments back from the Department were for WRSB to proceed, as the process with Pasadena extending their boundaries could be quite lengthy including hiring a consultant, having public consultations etc. The Department was aware of this process when approving WRSB's updated regulations to include Fire services and wishes for a quicker short-term solution to be reached.

The Recommendation from the Committee is to have the WRSB continue this process and work with the interested communities to come to a solution as soon as possible.

If this is successful WRSB staff will request proposals again and try to obtain a service provider as soon as possible.

Pasadena, Corner Brook and Little Rapids have shown some interest to date.

Motion 24-0926-5.3.1: Moved by Pam Gill, seconded by Cynthia Downey. Be it resolved the WRSB proceed with finding a service provider for Fire protection for Boom Siding residents. Staff are to follow up and encourage interested communities to work towards a solution. five Board members present are in Favour, Linda Chaisson voted against. Note: Eric Nippard was not present for this vote. Motion carried.

There is a question of the extension of the Town of Pasadena boundary to include Boom Siding; however, there could be clauses to accommodate that if it occurs.

Changes/updates in the LSD and Municipalities Act states that fire protection services is a service that must be provided for all the communities; however, how this is to be done and how long it will take to implement this is yet to be determined.

6. New Business

Humber Valley – It has been brought to our attention that the Humber Valley Resort as not been participating in the Sort-it Western Program which means they have not been sorting their waste, nor participating in recycling. The main reason for this is because they are an unincorporated area so there is no council/committee to discuss with. They currently use a dumpster system for all their waste which is the reason for the implementation of the contaminated load fee in recent years. This same situation was an item of contention in Eastern. Recommendation: Staff investigate what they currently do and what would be involved in getting a recycling bin put in the system as well.

Conflict of Interest – A review was done of correspondence between the WRSB office, government and our legal representative. There is a question as to if board members who are municipal councillors are in conflict if they are required to vote on a Board decision which affects the city/town they are a councillor of. Correspondence from Government and legal supports no conflict of interest; however, it is not definitive.

7. Correspondence/ Media

a) Letter of Response on Wild Cove C&D from DMAE

Received a letter from Minister Dempster regarding the Department's decision based on the CBCL Limited reports and consultation with other government departments on the future of the Wild Cove C&D site. Final determination is that there can not be any expansion at the current site; there needs to be a location determined for a new C&D site; and the new site will not include the exemptions the current C&D site contains which means that material will need to be transported to the Central landfill once the new C&D site opens.

8. Next Meeting Confirmation

10:30am on Thursday, October 24, 2024.

9. Other

WRSB Photo – will be scheduled for the Christmas Party.

Minister Parsons contacted our office regarding a community in our region that has an old Bait station that is dilapidated and damaged in Hurricane Fiona. There is a contractor on site to dispose of this station; however, the Minister asked if the WRSB would consider waiving the disposal fee of this station. This is just an information piece right now until we receive something official from the Minister's office containing more details on the situation and an official request.

The Chair requested a letter of Thank you, to the Chair of the MMSB for funding the MNP Report.

Meeting adjourned at 4:15pm.