

Western Regional Service Board
Public Meeting Minutes

Meeting Information:

Date: Thursday, February 27, 2025
Time: 10:34am – 12:25pm
Location: WRSB Boardroom, 4 Herald Avenue, Corner Brook

Present were:

Bernd Staeben	WRSB Chair
Alfred Park	WRSB Member – North/South Bay of Islands
Bill Griffin	WRSB Member – Corner Brook
Cynthia Downey	WRSB Member – Bay St. George
Darren Fitzgerald	WRSB Member – Western Hills (Via Zoom)
Melvin Keeping	WRSB Member – Southwest Coast
Pamela Gill	WRSB Member – Corner Brook
Rick Blagdon	WRSB Member – Burgeo and Area
Sonia Lovell	WRSB Member – White Bay South
Gary Ryan	MMSB, Director for Programming (Via Zoom)
Jason King	Chief Administrative Officer, WRSB
Trent Quinton	Operations Manager, WRSB
Lynn Howse	Regional Outreach Officer, WRSB
Pauline Anderson	Executive Assistant, WRSB

Missing with apologies:

Eric Nippard	WRSB Member – Bay St. George
Hal Cormier	WRSB Member – Humber Valley
Melvin Reid	WRSB Member - Long Range
Diana Gosse	Finance Manager, WRSB
Denika Pink	Accounting Clerk, WRSB

Call to Order

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

Land acknowledgement was read and Roll Call for WRSB Members was done.

New WRSB Representative from the Burgeo & Area Ward, Rick Blagdon, was introduced to the group.

1. Additions & Deletions to the Agenda

Motion 25-0227-1.1.1: Moved by Pam Gill, seconded by Alfred Park. Be it resolved the WRSB adopt the agenda for the February 27, 2025, WRSB meeting with two additions under Section 6 'New Business' (Governance Committee and Deer Lake Collection). All Board members present are in Favour, none against. Motion carried.

2. Adoption of Previous WRSB meeting minutes

Motion 25-0227-2.1.1: Moved by Sonia Lovell, seconded by Mel Keeping. Be it resolved the WRSB adopt the minutes of the January 23, 2025, WRSB meeting as presented. All Board members present are in Favour, none against. Motion carried.

3. Business Arising

a) MHA Meeting Update

We have been attempting to confirm a meeting with MHAs to discuss the issue of a transportation solution for non-host regions that transport waste to host regions for disposal. Other topics may be discussed during this meeting if time permits. We were hoping to have this meeting occur either during, or before, the Corner Brook Winter Carnival as many MHAs are in Corner Brook for that annual event. We've been informed that Minister Haggie and Minister Dempster would likely be included in this meeting once scheduled. Although this meeting will now be taking place sometime after the Winter Carnival. Consensus of the Board that we need to stress the importance of this meeting to government and that it needs to take place before the March WRSB meeting (March 27). This meeting may be scheduled at short notice, but when it is confirmed, all WRSB members will be invited to attend.

b) Humber Valley Resort Recycling Program

Our Outreach officer has made multiple attempts through phone and email, to track down a representative from the resort to speak with regarding how to incorporate the resort into the Sort-It Western recycling program. Our Outreach Officer then visited the resort where it was determined that all waste (clear, blue, black, white bags and cardboard) is being put into the one (roll-off) bin which receives non-compliant fees when delivered to the transfer station.

This resort has approximately 250 homes which may not have enough of a financial incentive to make changes to their system, although, it may be a good starting point on discussions. We have learned there are residents who may be favourable to contributing to a recycling program.

Consensus of the Board to draft a letter to the resort owners to list our concerns for the resort's current waste management practices and to determine if we can work together to bring the resort into the Sort-It Western Program and participate in the diversion of recycling material.

c) MNP Draft Report Update

We have been informed that the final review of the numbers and questions pertaining to them have been resolved and the final edits are currently taking place on this report which will be sent to us as soon as completed. We will distribute the report to all Board members once it has been submitted to the office.

4. CAO Report

a) RSB Meetings

The next quarterly meeting of this group is scheduled for March 7 with a report/update brought to the March WRSB meeting. The purpose of these meetings is to allow the three organizations to keep communications open to ensure we can assist each other on various aspects of our similar businesses and share our experiences and expertise, and how we can work together for the same goals.

b) BDO Audit Update

Still in the preparation stages for the main audit.

The Tax Gas audit is completed. Once the main audit is completed, both audits will be submitted to the Board for approval.

This may be the last year in the contract for Auditing, if so we will be going out with a tender later in the year for the next contract for auditing services.

c) New Board Member Orientation

Rick Blagdon is the new representative on the WRSB for the Burgeo and Areas Ward. Rick completed his orientation on February 21st and is attending his first WRSB meeting today. He has a lot of waste management experience to bring to the board.

d) Nail Magnet

This is a common problem at waste sites and transfer stations. We have tried several solutions from handheld magnets to add-on brushes.

We are arranging the purchase of 6 ft magnet attachment for the loaders at each transfer station and should have them onsite by early April. We may need to have an employee walking ahead of the loader when the magnet is attached to ensure the machinery isn't too close to the ground to cause damage to the machinery.

5. Standing Committee Reports

a) Finance Committee, February 20, 2025

Budget vs Actual - Most of the expenses are at variance or lower.

Receivables - There has been a gradual increase in the 90+ category in the past month due to Christmas holiday closures and the Canada Post strike. As Canada Post continues to return to normal operations and catch up on the backlog from the Strike, we should soon see the 90+ category start to decrease.

Tonnage - Tonnage was down in January from the same time last year, and down from our monthly target. However, we are now in a quarter where we usually see a decrease in tonnage.

Bank Account Balances - There was a review of the accounts held by the organization

2024 Overview - There was a review of the 2024 budget with the committee going through each overbudget line item. The committee requested further explanation on some of the overbudgeted items for the next FC meeting.

Pasadena Non-Compliance Fees

The Corner Brook/Humber Valley/ Bay of Islands communities were given extensions on non-compliance fee implementation to allow them time to seek a resolution. There has been improvement, but it continues to appear at our transfer station contaminated.

Most communities have been paying their non-compliance fees as they were unable to determine a solution in the time given to them; however, the Town of Pasadena has accumulated a fairly large amount of non-compliance fees between the months of July – December 2024 that they are not paying.

Recommend: Chair and CAO have a meeting with Town officials to resolve this issue and bring back to the March WRSB meeting. The next step would involve an official letter to the Town of Pasadena.

The organization needs to ensure there is consistency with the non-compliance fees.

CBCL Proposal

All our Transfer Stations operations and our long-haul trucking contracts (2018) expire this year. We requested a proposal from CBCL Ltd on engineering Consulting Services for WRSB regarding the next procurement of contracts for the operation of 6 transfer stations, and for the long-haul trucking of material between transfer stations and to Central. In CBCL's 2018 tender, their expertise was extremely valuable with the contracts that were signed.

There is a concern regarding conflict of interest for contractors who may both operate the site and operate a curbside collection program which delivers to that site.

Also, the CBCL Ltd proposal contains the cost of procurement of standing offers for curbside collection, which has become a request from Western communities in the past year. CBCL's expertise can assist us with this item, as well as provide the organization with a level of protection by being a third party. This work will show if we can build a model for curbside collection as a third party that could work in Western (Proof of Concept).

The WRSB office strongly recommends that we proceed with having the consultant move forward. The finance committee is in favour of proceeding with this work.

Motion 25-0227-5.1.1: Moved by Sonia Lovell, seconded by Bill Griffin. Be it resolved the WRSB approve \$31,500 (plus HST) from our operations account, under the Professional Fees Budget line, to obtain CBCL Limited's services for Contract Procurement of our Transfer Station operations and long-haul trucking services, and for consulting service for the procurement of curbside collection contracts.

Public Procurement Act – there are financial thresholds for consulting services, and this is below that threshold amount. With this Engineering firm's experience with our system, the cost of this work is minimized.

Ramea Bin

The WRSB procured the bin for the Town of Burgeo and it was delivered to them in the second half of 2024. We received funding from government in early February 2025 for reimbursement for the purchase of that bin.

Transportation Subsidy (MMSB)

In 2016 MMSB did a study looking at possible transportation solutions from non-host regions to host regions. This report was drafted before our transfer station system was built so we can now reference the methodology of this report with our actual transfer station distance numbers. This report could be used to determine a system, and associated cost, for a transportation solution for ALL non-host regions who are required to transport waste to a host region.

b) Technical Committee, February 13, 2025

AllNorth / Maintenance Building Update

We have a meeting with AllNorth every two weeks to ensure this project is kept on track. There was a recent slowdown in work due to a change order that needed more discussion before government approved it (rock for stabilization). With government paying 100% of this project, they have the final say regarding any change orders.

Three change orders have taken place to date: they had to change office doors in our wash bay to more suitable doors for that setting; they dug up our power and IT lines which had to be repaired; and the recent need for additional rock to stabilize the foundation.

They are developing a revised Gant chart for us, but the new timetable puts the building finished around August/September of 2025.

Prime Consultant for C&D Landfill site determination & New Regulations

The Operations Manager had a discussion with government representatives explaining the challenges with going from our current C&D landfill material allowances to a strictly C&D landfill with no exceptions. They provided government with a letter reinstating these challenges and concerns. Some of these challenges involve additional equipment and infrastructure that would be required at all transfer stations.

Indiscriminate Dumping (MMSB)

We submitted our template of a proposal for indiscriminate dumping to the other RSBs for their review and inclusion. We have not heard back from them regarding feedback on the document/proposal and confirmation of their representative to be included in discussions on this project.

Other

One of our tractor trailers went off the road between St. George's transfer station and Corner Brook due to bad weather and the lane being obstructed. An inspection determined there was no damage to our trailer, or to the hauler's truck, and all waste was able to be delivered.

6. New Business

- a) Blue Bag Recycling – There was concern regarding the lack of blue bags being seen on the curbside this past week. The Operations Manager prepared a spreadsheet showing blue bag tonnage for the past few years. We have seen the tonnage go down over the past few years, however, we have seen the amount of residual has also decreased. This means that we are getting more marketable recycling material out of the loads.

This work has brought up a few questions on the recycling trends over the past few years that the office will investigate. Totals demonstrate there is a low capture rate on recyclables showing up in clear bag waste which is a missed opportunity for waste diversion.

- b) Governance Committee

WRSB Chair brought forward the Terms of Reference for the former Governance Committee that was active in the early days of the WRSB. The Chair asked for the Board to think about reinstating this committee. The office will send out an email to the Board in the next week to determine if anyone is interested in volunteering to sit on this committee if it is reinstated.

- c) Deer Lake Collection.

Representation from Deer Lake has expressed to the WRSB their interest in having the organization take over their curbside collection as the current contract is nearing their end. The office will reach out to Deer Lake representatives to speak about this interest and if, and how, the community can be incorporated into the current Western Hills collection contract being shared amongst 8 communities in the same region. The office will review this to ensure there are no problems on that side.

7. Correspondence/ Media

Nothing to report on this topic.

8. Next Meeting Confirmation

Next WRSB meeting will be Thursday, March 27 at 10:30am using the meeting template, of fourth Thursday of the month.

9. Other

Nothing further added for discussion.

Meeting adjourned at 12:25pm