

**Western Regional Service Board
Public Meeting Minutes**

Meeting Information:

Date: Thursday, January 23, 2020

Time: 4:30pm – 7:45pm

Place: WRWM Office, 14 Main Street

Present were:

Anthony Blanchard	WRSB Member– North/South Bay of Islands
Barbara Barter	WRSB Vice-Chair – Burgeo and Area
Bernd Staeben	WRSB Member – Corner Brook
Cynthia Downey	WRSB Member – Bay St. George
Derrick Anthony	WRSB Member – Humber Valley (Via Telephone)
Eli Bishop	WRSB Member – White Bay South
Joseph Reid	WRSB Member - Long Range
Josh Carey	WRSB Chair – Corner Brook
Melvin Keeping	WRSB Member – Southwest Coast
Rita Legge	WRSB Member – Bay St. George
Roger Barrett	WRSB Member – Western Hills
Jason King	Chief Administration Officer, WRWM
Pauline Anderson	Executive Assistant, WRWM

Missing with Apologies:

Call to Order

Meeting was called to order at 4:30pm by Western Regional Service Board (WRSB) Chair Josh Carey with quorum reached.

1. Additions and Deletions to the Agenda

There were three items added to the agenda under New Business: Committees; Illegal Dumping; and, Scales.

Motion 20-0123-1.1.1: Moved by Roger Barrett, Seconded by Cynthia Downey. Be it resolved the WRSB adopt the meeting agenda for the January 23, 2020 meeting as amended. All in Favour, none against. Motion carried.

2. Approval & Adoption of December 6, 2019 WRSB Meeting Minutes

Motion 20-0123--2.1.1: Moved by Eli Bishop, Seconded by Rita Legge. Be it resolved the WRSB adopt the minutes of the December 6, 2019 meeting as presented. All in Favour, none against. Motion carried.

3. Business Arising

a) DMAE Presentation on RSB Roles & Responsibilities

The request for a presentation on Regional Service Board by DMAE was not granted, they suggested waiting until after the completion of the Provincial Solid Waste Management Strategy Review.

b) Great Humber Joint Council (GHJC) Proposal

WRSB Chair met with the GHJC Chair at the direction of the WRSB about the possibility of the being the lead on a Regional Services Project.

GHJC agreed; however, the WRSB decided they would not proceed with a partnership at this time. The Board has decided if we are to pursue the initiative, we would proceed with it on our own.

Motion 20-0123-3.1.1: Moved by Barbara Barter, Seconded by Cynthia Downey. Be it resolved the WRSB not proceed with the Great Humber Joint Council Proposal. All in Favour, none against. Motion carried.

Motion 20-0123-3.1.2: Moved by Barbara Barter, Seconded by Eli Bishop. Be it resolved the WRSB investigate its own initiative to develop/collect information on Communities within the Western region in the future. All in Favour, none against. Motion carried.

c) Department of Municipal Affairs and Environment (DMAE) Response to Capital Request

Received official letter from DMAE stating there won't be any Capital Funding provided until after the completion of the Provincial Solid Waste Management Strategy Review.

d) Meeting Request with Provincial Representatives

The WRSB Chair was notified January 22nd this meeting will be arranged and take place shortly. It was suggested that the entire board attend this meeting; however, after a vote around the table it was 4 in favour (Anthony, Roger, Eli, Melvin), 7 against (Josh, Barbara, Bernd, Derrick, Joe, Rita, Cynthia) the entire Board attending the meeting. A smaller representation of the Board will be meeting with the Premier and MHA's for this meeting.

4. Chief Administrative Officer (CAO) Report

a) \$25 Residential Credit update

News release went out to all the communities and the media earlier today. Discussion occurred about how the credit will be applied to the Residential cards/accounts. Basically, any residential account that is paid off entirely, or has a credit attached to it, would receive a \$25 credit attached to it. The Spring/Fall Clean-up Pilot can be used by the resident anytime throughout the year that the transfer stations are open. It will be evaluated to determine its effectiveness and adjusted as required.

b) ICI Phase 2 Education Update

Advertisement was developed by the Outreach/Education Officer and will be placed in the January 29th edition of the Western Star.

c) 2019 Audit/Process

All documents will be submitted to BDO by the end of February.

March 9 – 14 they do their field work at the WRWM office.

April 16 – Draft of the Audit supplied by BDO

April 23 – Submission of Final Report

5. Standing Committee Reports

a) Finance Committee

i ***Blatant Non-Compliance Penalty Program (Residential) RFD***

There are challenges with some haulers/communities who never fully complied with the new Sort-it Western System. The organization operationally, need the ability to enforce policy when the loads are blatantly non-compliant such as: obvious contamination within the bags; inclusion of black bags in the load; or, a mixing of clear and blue bags in the same load.

The Finance Committee discussed enforcement options the recommended Policy includes the following three stages of Non-Compliance Penalties:

- 1) Warning to the card holder (Community/Hauler) which includes a picture of the load bringing awareness as to what was brought in with this load that made it non-compliant. Warning will state the next non-compliant load will result in monetary penalty.
- 2) \$250/load penalty added onto their account with a warning that the next non-compliant load will have an increased penalty cost.
- 3) \$500/load penalty added onto their account. This amount would continue to be added to any loads brought in by this contractor showing blatant non-compliance.

This Policy would be for the residential sector only.

Motion 20-0123-5.1.1: Moved by Joe Reid, Seconded by Bernd Staeben. Be it resolved, the WRSB approve the recommended Three Step Non-Compliance Penalty System for the Residential Sector to be implemented as soon as possible. All in Favour, none against. Motion carried.

ii ***Roll-off Truck and bins RFD***

Department of Municipal Affairs and Environment will not provide any Capital Funding for equipment until after the result of the Provincial Solid Waste Management Review. To proceed with the purchase of this equipment would require utilizing 100% WRSB funds. As the report of the PSWMS review is expected any time, the Board would prefer to wait a month to see if the report will allow for Capital Funding. Deferred to a later meeting.

iii ***HR Review RFD***

The Chair turned the meeting over to the Vice-Chair for this topic as he had concerns regarding this issue. Staff was requested to leave the meeting at this point for an in-camera discussion on the topic. Once Staff returned, the decision was noted to defer to the Finance Committee for further review.

b) Technical Committee

i ***Organics Update***

There has not been a committee meeting since the last Board meeting. At a previous Technical Committee meeting it was requested the CAO conduct a jurisdictional scan of similar organics processing.

Ongoing discussion is occurring between MMSB, a possible proponent, and the CAO. Most recently these discussions took place during a teleconference on January 15, 2020 amongst these three parties. Once these discussions are finalized, a potential Pilot initiative may be brought to the Technical Committee for review.

c) Education Committee

There was not an Education Committee meeting since the last WRSB meeting.

6. New Business

a) CRSB/WRSB Memorandum of Agreement (MOA) Audit RFD

The WRSB Chair received a call from CRSB Chair, Mr. Robert Elliott, on January 9th asking if the WRSB would be in agreement with White and Abbott Chartered Professional Accountants conducting the 2019 Audit as per Section 3.2 of the Memorandum of Agreement.

On January 16, 2020, the WRSB negotiating committee met to discuss the Memorandum of Agreement and no quarterly reports were received from CRSB for 2019 as outlined in the Memorandum of Agreement per section 2.7. It was agreed Central would produce (in-house non audited) statements.

Our CAO was asked to reach out to Mr. Evans and request the quarterly statements, this was done January 16, 2020 via email. There are challenges to obtaining the quarterly reports as requested.

Motion 20-0123-6.1.1: Moved by Barbara Barter, Seconded by Bernd Staeben. Be it resolved, the WRSB approve White and Abbott Chartered Professional Accountants to conduct the Audit of Tipping Fees as per clause 3.1 of the Memorandum of Agreement;

Clause 3.1: "The \$27.87 cost per tonne tipping fee will be reviewed at the end of 2019 and a report will be completed by Jan. 31, 2020 through an independent auditor agreed to by both parties".

subject to the WRSB receiving the quarterly reports as outlined in clause 2.7 of the Memorandum of Agreement

Clause 2.7: "CRSB agrees to produce a quarterly landfill expense and revenue statement for WRSB that is reflective of the operations of the second-generation lined landfill site only. This reporting will be effective January 01, 2019."

All in favour, none against. Motion carried.

b) 2019 Financial Update

Tonnage for 2019 was lower than predicted; however, there was additional one-time tonnage received that was not included in the budget due to it being an unpredictable and unreliable waste stream for the WRSB. This 'extra' tonnage came from Corner Brook Pulp and Paper Ltd, Barry's Fisheries, and from Animal carcass burials.

The Chair provided an updated on the 2019 financials. It appears we ended 2019 on a positive note. Any revenues over and above expenditures will be re-directed to Capital as agreed in our Budgetary process. The audit will proceed in February and March.

c) Educational Opportunities 2020

Finance Committee were asked to recommend a policy to the Board at their next meeting.

d) Committees

There is a 2-year term for the committee renewals. If anyone is not happy with the committee they currently sit on, they need to notify the office before the next WRSB meeting and a process will be put into place to make changes to the committees.

e) Illegal Dumping

It has been reported that some contractors have been illegally dumping waste and burning it.

WRSB does not have the authority to deal with illegal dumping; however, when the situation was first submitted to WRWM, it was reported to the Department of Environment who started an investigation. WRWM coordinated with the Department of Environment and ATIPP to ensure proper rules were being followed before releasing information to the Environment Protection Officer. There were concerns expressed with regards to ATIPP.

The Technical Committee were asked to look at developing a policy in relation to the issue and to formalize a reporting process to be utilized by the Board when engaging the Department of Environment.

f) Scales

Complaints received about the scales and their accuracy with small loads. Most customers who have concerns of being overcharged on particular deliveries contact the WRWM office who review the load delivery in the system for accuracy. Scales are calibrated on a regular basis. All issues should be directed to CAO for follow-up.

7. Correspondence/ Media

a) ICI Phase 2 Release

Phase 2 of the education on this program is starting next week. Not that there is a penalty system in place for residential sector, a policy will be drafted for the ICI Sector by the Finance Committee and brought to the Board at a future meeting for review and implementation timeframe.

8. WRSB Meeting Schedule for 2020

Future Board meetings will be held at 4:30pm meetings to be held tentatively on the fourth Thursday of each month. Summer meeting schedule will be reviewed in May.

The next Board meeting will take place at 4:30 on Thursday, February 27, 2020. Due to a water conference/seminar in Gander which many of the board members are attending on behalf of their community, the March Board meeting will be rescheduled to Thursday, March 19, 2020.

9. Other

- a) Finance & Administration Committee – Committee was asked to review remuneration concerning travel time for meeting attendance for those living outside of Corner Brook travelling long distances.