

**Western Regional Service Board  
Public Meeting Minutes  
Zoom Videoconference**

**Meeting Information:**

Date: Thursday, June 25, 2020

Time: 2:06pm – 5:28pm

**Present were:**

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

**Missing from Meeting:**

Vacant Seat	WRSB Member – Bay St. George
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## Call to Order

Meeting was called to order at 2:06pm by WRSB Chair Josh Carey with quorum reached.

### 1. Agenda Adoption.

**Motion 20-0625-1.1.1:** Moved by Roger Barrett Seconded by Eli Bishop Be it resolved the WRSB adopt the meeting agenda for the June 25, 2020 meeting as presented. All in Favour, none against. Motion carried.

### 2. Approval & Adoption Minutes from:

#### 2.1.1 April 29, 2020 WRSB Meeting

**Motion 20-0625-2.1.1:** Moved by Joe Reid Seconded by Barbara Barter. Be it resolved the WRSB adopt the minutes of the April 29, 2020 WRSB meeting as presented. All in Favour, none against. Motion carried.

#### 2.1.2 May 13, 2020 WRSB Meetings

**Motion 20-0625-2.1.2:** Moved by Cynthia Downey Seconded by Derrick Anthony. Be it resolved the WRSB adopt the minutes of the May 13, 2020 WRSB meeting as presented. All in Favour, none against. Motion carried.

### 3. Business Arising

#### 3.1 Tabled motion from February 27, 2020 WRSB Meeting RE: Remuneration

The WRSB requested the Finance Committee review the Remuneration Policy, with emphasis on consideration for travel time from the community of departure and return, including time spent at Board and Committee meetings.

At the February 27, 2020 meeting the following motion was made and then tabled for a later meeting: **Motion 20-0227-5.1.5:** *Moved by Melvin Keeping, Seconded by Roger Barrett. Be it resolved, the WRSB update the policy in relation to Board member attendance at meetings to ensure all Board members be compensated at the full day rate for all Board and Committee meetings attended.*

An inquiry on this topic went to DMAE who responded "Travel time is included with the time of the meeting to determine the level of per diem. If total time is more than 3.5 hours (based on a 7-hour day), then they would be paid for 1 day per diem. If total time is 3.5 hours or less, they would be paid ½ day per diem."

**The Finance Committee recommends that any Board Member living in excess of 50km from the meeting location, and travelling to said meeting, be remunerated a full day for the meeting.**

**Amended Motion: 20-0227-5.1.5:** Moved by Bernd Staeben, Seconded by Cynthia. Be it resolved, the WRSB update the policy in relation to Board member remuneration to Board Members travelling in excess of 50km (one way) from their respective community to attend a Board or Committee meeting be compensated at the full day rate. Eight in Favour, Barbara Barter and Anthony Blanchard against. Motion carried.

This policy will be implemented from this point onwards.

The Finance Committee recommends WRSB meetings start at 11am to allow for time to travel safely to and from their communities to the WRSB office for meetings. This allows for best utilizing of daylight hours and also allows for staff to attend meeting within the regular work day. This change in policy will in no way force any Board member to travel if weather does not permit. Safety is always most important to the organization.

**The consensus of the Board is to start all regular WRSB meetings at 11am.**

### 3.2 CRSB/WRSB 2019 Tipping Fee Audit

As per the Memorandum of Agreement with CRSB, there is to be a financial review of the 2019 Central Tipping to ensure the correct amount is being charged to Western for the use of the Central landfill site only. Both Central and Western have agreed to have White and Abbott conduct the financial review. White and Abbott has provided a scope of work document (Proposal for Review of 2019 Central Landfill Direct Costs) which includes a cost for the work involved. This document was sent to the board for review.

**Motion 20-0625-3.2.1:** Moved by Barbara Barter, Seconded by Anthony Blanchard. Be it resolved the WRSB approve the presented White and Abbott Proposal amount of \$25,725 plus HST (WRSB pays half) for Review of 2019 Central Landfill Direct Costs. All in favour, none against, motion passed.

**Scope of Work for the Financial Review:** WRSB wants it to be very clear to CRSB and White & Abbott that we expect W&A to use the Actual costs only with the Landfill operation and not include shared costs.

**Concerning issues:** 'Reasonableness' is used but not defined in the document; the CRSB audit has not yet been completed; WRSB negotiating committee needs to meet with White and Abbott; latest CRSB financials show an extra amount under 'Staff dedicated to WRSB' which is not explained and is very concerning to the WRSB.

The WRSB doesn't agree with clause 7, clause 1 needs to be more defined in split cost, AGAIN...cost should be for the lined landfill only and not include shared costs (we have our own IT, Office expenses, travel, etc.).

**Motion 20-0625-3.2.2:** Moved by Roger Barrett, Seconded Mel Keeping. Be it resolved the WRSB reaffirm the position of the board for the negotiating committee to meet with CRSB and White and Abbott on behalf of the board. All in favour, None against. Motion Passed.

The Negotiating Committee will meet with White and Abbott to discuss these concerns and the preferred parameters. CAO is asked to find out why CRSB keeps including the 2017 recalculated numbers.

#### 4. CAO Report

##### 4.1 New Implementation date for ICI Penalty Policy (Feb 27 WRSB mtg: Sep 1, 2020)

In February 2020, the ICI Policy penalty structure and implementation of the penalty system date of September 1, 2020 was approved by the WRSB. Due to the Covid-19 pandemic, the full media lead-up for the penalty system had to be delayed. It was originally planned for a 6-month lead-up period for education on the penalty process before the full implementation of this penalty system. In keeping with the 6-month lead-up period timeline, the new implementation date would be January 1, 2021 to allow for the next 6 months to proceed with education on this policy.

Education will be forwarded to the Education Committee via the Regional Outreach Officer.

**Motion 20-0625-4.1.1: Moved by Bernd Staeben, Seconded by Joe Reid. Be it resolved, the WRSB approve the Compliance date of January 1, 2021 as recommended for the implementation of the penalty system. All in Favour, none against. Motion carried.**

#### 5. New Business

##### 5.1 Finance Committee Update – Last Meetings May 14 & June 18, 2020

###### 5.1.1 2019 Financial and Gas Tax Audits

The WRSB 2019 Annual Gas Tax and Financial Audited Statements were prepared by BDO Canada LLP. The June 18, 2020 Finance Committee Zoom meeting was attended by BDO Representatives Robert Anthony and Kelsie Montgomery who went through the 2019 financial audit report with the committee, describing each step of the process and each finding of the audit. They answered all questions of the committee and noted requests posed regarding clarification.

The Manager's Statement is being revised as per discussion and request for clarification from this meeting.

The draft documents were sent out to the board for review. Finance Committee Chair Bernd Staeben went through the Financial Statement to explain the findings of the Auditors and explanation of the figures included within the statements. Auditors were happy with their findings for 2019.

Appendix 1: Provided in a letter from BDO directed to the CAO, was reviewed and clarified by the Board. We need to ensure all recommendations put forward by the Auditors are put into practice.

Liability (Wild Cove Landfill): The organization doesn't have any documentation from Government stating they are taking responsibility for the decommissioning of the Wild Cove landfill site. BDO suggested that a letter be sent to Government with such a request. The organization can hire an engineer to calculate the costs involved with decommissioning Wild Cove and present the report to Government for acceptance.

Closure/decommissioning of Transfer Stations wasn't considered by WRSB or Government until pointed out by the auditors. This will involve a discussion with Government on Capital.

Management Letter: Board asked Management to check with auditors about recording of the \$72,127 amount in services owed to customers. The organization needs to reflect any credit provided by the organization as an incentive program or marketing tool so it isn't marked as a liability.

Board feels they haven't had enough time to digest the information included within the financial Statements for this meeting. Board will discuss the report in more detail at a later date.

**Motion 20-0625-5.1.1A:** Moved by Bernd Staeben, Seconded by Joe Reid. Be it resolved the WRSB adopt the 2019 Financial Audit as presented. All in Favour, none against. Motion carried.

**Motion 20-0625-5.1.1B:** Moved by Bernd Staeben, Seconded by Joe Reid. Be it resolved the WRSB adopt the 2019 Gas Tax Audit as presented. All in Favour, none against. Motion carried.

#### 5.1.2 Ratification of vote on Utility Trailer

There is a specific need for a 14-foot enclosed utility trailer to aid in the operations at our various transfer stations. It will also help in transportation of equipment, which cannot fit in our cube van without damaging them, to other areas for repairs and servicing.

We can also outfit the trailer with tools needed for many general repairs to various equipment, allowing us to pin up and go with all the tools already onboard. When we go to smaller sites for repairs, we can bring back a couple drums of HHW with us in these trailers which will save money. Having a trailer will allow us to operate more effectively in a proficient, professional and timely manner. The cost savings will pay for the trailer many times over.

**Motion 20-0625-5.1.2:** Motioned by Roger Barrett, Seconded by Joe Reid. Be it resolved the WRSB approve the purchase of the 14-foot enclosed utility trailer in the amount of \$8,999 + HST to improve operational efficiency and savings at multiple Western Transfer Stations. All in Favour, none against. Motion carried.

#### 5.1.3 Ratification of vote on Audit Write-offs

For 2019 there is an amount of \$19,324.19 from companies that have gone out of business, declared bankruptcy, or payments that have been determined uncollectable. Upon recommendation of the Auditor and the Finance Committee, it is being requested to write these amounts off as uncollectable.

**Motion 20-0625-5.1.3:** Motioned by Barbara Barter, Seconded by Cynthia Downey. Be it resolved the WRSB approve Write-offs for the 2019 Audit in the amount of \$19,324.19 from companies that have gone out of business, declared bankruptcy, or payments that have been determined uncollectable. All in Favour, none against. Motion carried.

5.1.4 Lease (RFD to approve 1-year extension at current rate)

The current lease on the Administration office expires December 31, 2020. The CAO has had discussions with the building owner and he is willing to give the organization a one-year extension on the lease at the current rate as long as we give him notice 3-months prior to the end of the lease. The Board previously agreed not to look into other office options until after the recommendations from the Provincial Solid Waste Management Strategy Review are implemented. To-date, no recommendations from that review have been implemented that could give the organization further direction on this issue.

**Motion 20-0625-5.1.4:** Motioned by Bernd Staeben, Seconded by Cynthia Downey. Be it resolved the WRSB approve a one-year extension on the Administration Office Lease at the current rate of \$4,930/month (\$59,160/year) + HST. All in Favour, none against. Motion carried.

5.1.5 Change Order for interim contract (\$3500/month)

There is a Construction & Demolition landfill area at the Wild Cove Site which required a full-time operator. Since they operate the transfer station, Edward Collins Contracting quoted the organization \$3,500/month to operate this area as well for the organization. This was put into place as a short-term measure, but upon review, it was determined that if we can maintain this agreement for the remainder of the Wild Cove Operation Contract, it would be a savings to the organization.

**Motion 20-0625-5.1.5:** Motioned by Joe Reid, Seconded by Bernd Staeben. Be it resolved the WRSB approve a change order to the current Wild Cove Operations Contract in the amount of \$3,500/month + HST for the inclusion of the Construction and Demolition area until the end of the contract. All in Favour, none against. Motion carried.

5.1.6 HR Review

The Western Regional Service Board inquired about professional consulting services to establish a comprehensive understanding of the current state of resources and capacity within the organization, and present recommendations for the organizational structure. The current state analysis will enable BDO to identify gaps and opportunities for further development of current roles at the WRSB. It will also include a compensation benchmarking exercise to demonstrate potential salary costs for the current structure.

Question: Will the Covid-19 pandemic, and the 'new normal' for the workplace, affect the validity of this review? Will it need to be revisited in a year's time after the changes to the workplace as the new 'normal' settles in and it doesn't fit with the review results? **We will go back to BDO to ask them to look at this review with a Covid-19 lens as repercussions of this virus reverberate through the business sector and how they are changing their operations and business practices.** This review will bring the organization up to current standards.

There may be a phase two of the review once any recommendations from the PSWMS Review are implemented. What are the realities of moving forward with the best practices in a Covid-19 world? Need documentation to support that this review will address covid-19 issues and any potential future virus outbreaks. There will be a request for a meeting with BDO, Chair, FC Chair and CAO to discuss this issue. This issue could be addressed in Step 1 of the Work plan in the proposal (page 4) to "Discuss any considerations that affect current state including internal and external influencing factors".

**Motion 20-0625-5.1.6:** Motioned by Bernd Staeben, Seconded by Joe Reid. Be it resolved the WRSB approve the presented Current State Analysis Proposal by BDO Canada LLP to a maximum of \$25,704 plus HST. Nine in Favour, Roger Barrett Against. Motion carried.

#### 5.1.7 Board/Committee Meetings via Zoom vs in Person

Many board members feel it is time to return to the office for Board meetings.

Board meetings: these cannot take place at the office while the CMO's regulation of remaining 2 meters apart without the use of masks is in place.

**Motion 20-0625-5.1.7A:** Motioned by Tony Blanchard, Seconded by Roger Barrett. Be it resolved the WRSB direct the CAO to look into meeting venue options that would allow the Board to meet face to face and still maintain all the CMO's guidelines. All in favour, none against. Motion passed.

Meeting is temporarily turned over to Vice Chair, Barbara Barter, while the Chair makes a comment. He has received medical advice not to attend meetings in close contact with others so he will not physically attend any meetings while physical distancing remains in place. The Board is acceptable to wearing masks if necessary.

Committee meetings: Cannot have more than four people in the boardroom (staff and committee members) with current CMO's regulations of remaining 2 meters apart without the use of masks is in place. CAO can look into the possibility of reconfiguring the Boardroom to accommodate physical distancing

**Motion 20-0625-5.1.7B:** Motion Roger Barrett, Seconded by Tony Blanchard. Be it resolved the WRSB direct the CAO look into options for committee members to meet either by reconfiguring the WRSB Boardroom; or, look into outside venue options while physical distancing is in place. All in favour, none against. Motion passed.

#### 5.2 Education Committee Update - Last Meeting May 13, 2020

The committee went through the Regional Outreach Officer's 2020 Second Quarter (Q2) Work Plan that was modified due to Covid-19. With the changes to the Work Plan, several additional research projects were added to the duties of the Regional Outreach Officer. After discussion of the \$25 Residential Credit Survey, it was decided this topic would go to the next FC meeting to determine the specific information that committee requires in order to review the program for the 2021 budget. Discussion occurred on possible composting opportunities at the New Long-Term Care Facility, New Western

Hospital and an initiative occurring in Pasadena. The Outreach Officer is talking with MMSB about these opportunities

5.3 Technical Committee Update - No Meeting to Report

Current discussions with New World Dairy have halted due to Covid-19; however, there is still interest on the company's behalf to proceed once we are able to focus on this project.

5.4 Regional Services Committee Update – Last Meeting May 19, 2020

Need to get a snapshot of what resources are available and what resources are needed. The committee plans to gather this information through a questionnaire to be developed and sent to the Western Communities.

5.5 Negotiating Committee Update – Last Meeting May 27, 2020

Already discussed earlier in the meeting.

5.6 Evaluation Committee Update – Last Meeting May 22, 2020

Barbara Barter was elected Chair. The committee will need to create a Term of Reference, review of governance, and connect the HR Review to the evaluation process.

6. **Correspondence/ Media**

Nothing to present under this item.

7. **Next WRSB Meeting – Call of the Chair (Summer Schedule)**

As with previous years, with the difficulty involved in reaching quorum during the summer vacation time, the next meeting will tentatively take place September 24, 2020. The official date will be confirmed as time approaches. If there is a need to have a meeting before that date, one will be called by the Chair. (Audit Review with White and Abbott, Financial Statements are 2 items to be discussed during a future meeting).

8. **Other**

Four staff members are affected by the absence of childcare during the covid-19 pandemic. An email was sent from CAO to regarding the status of Employees working in the office versus working at home due to daycare issues during covid-19 after concern was expressed regarding employees working out of the office. Staff was asked to leave the meeting for the board to discuss the issue and returned after 30 minutes.

**Motion: 20-0625-7.1.1:** Motion Barbara Barter, Seconded by Roger Barrett. Be it resolved the WRSB requests that all staff return to the Office for work within three weeks. If more time is required, staff will have to make alternate arrangements for time off such as Family Leave, Vacation Time or Protected Unpaid Leave. If alternate arrangements cannot be made, the Staff Member has the right to bring it back to the Board. Nine board members in favour, with Melvin Keeping against the motion. Motion passed.

In addition to this motion, the following two points were discussed by the Board:



1. Any changes that occur to normal working operations must be reported to the Chair by the CAO
2. Leaves by the CAO must be signed off by the Chair of the Board.

Meeting adjourned at 5: 28pm.