

Western Regional Service Board Meeting Minutes

Meeting Information:

Date: Thursday, June 27, 2019

Time: 1:57pm – 4:28pm (Followed by a 15 minute session closed to staff)

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

Call to Order

Meeting was called to order at 1:57pm by WRSB Chair Josh Carey with quorum reached.

1. Additions and Deletions to the Agenda

Motion 19-0627-1.1.1: Moved by Bernd Staeben, Seconded by Eli Bishop. The WRSB accept the agenda for the June 27, 2019 WRSB meeting with two additions (8. Building Lease, and 9. Closeout of landfills, Section listed as 'Other' becomes #10 on Agenda). All in Favour, none against. Motion carried.

2. Approval & Adoption of May 30, 2019 WRSB Meeting Minutes

Motion 19-0627-2.1.1: Moved by Roger Barrett, Seconded by Joe Reid. The WRWM to adopt the minutes of the May 30, 2019 meeting as presented. All in Favour, none against. Motion carried.

3. CAO Report

a) Ramea

Concerns brought forward from the community about their residents ability to utilize the Free Residential Drop-off Saturdays from Ramea.

Residents on Ramea have to use trucks or attach trailers to their vehicle to bring their bulky waste to the transfer station in Burgeo; however, they have to get these vehicles onto the ferry to travel both ways. Freight is the priority on the ferry system so there is not always room for all the residential vehicles to get onto the ferry and even if they do, there's no guarantee they will get back on to return to Ramea that same day.

Suggested that the town collect from the residents what they would normally bring to the free public drop off and the town will arrange to have it brought over on the ferry to the Transfer Station for them.

Motion 19-0627-3.A.1: Moved by Roger Barrett, Seconded by Cynthia Downey. The WRSB allow the Town of Ramea to use the Roll on-off truck for the Free Saturday program as a temporary measure until the long term program is implemented in 2020. All in Favour, none against. Motion carried.

The Finance Committee and Staff need to do a review of the Free Residential Drop off program for next year to develop an alternative for the current program.

b) Hauler's Role

There was an issue raised in the Norris Point area with mixed waste, specifically shingles. It was suggested the municipality deal directly with the hauler.

Agreements between the generators and haulers can also prevent communication problems and also discourage possible price gouging opportunities by the hauler.

Hauler needs to fully understand their role in the Waste Management Program and their responsibilities not only to WRWM but to the waste generators (their customers).

c) Recycling Program: Channel - Port aux Basques Storage

We now have all recyclable waste out of the warehouse in Channel-Port aux Basques. The warehouse has also been cleaned out so that it is in the same condition as before we used it. The CAO and staff will draft a full wrap up summary report which includes its effect on our 2019 budget.

Recommendation: The WRSB Chair to write a letter of appreciation to the Town of Channel-Port aux Basques for their assistance at the warehouse during the past couple months, especially as we were clearing out the building and utilizing equipment loaned to us by the Town.

4. Business Arising

a) Water Technician Update

Jaimie Gazley is assisting the WRWM office in developing this program and reports for DMAE in order to get a replacement for her vacated position. A member of the Finance and Human Resources Committee has agreed to participate in the hiring procedures for filling this position. An update will be given on the hiring process at the next WRSB meeting.

b) Waste Audit Update

The final report has not been received yet; however, MMSB would like to attend one of the WRSB meetings and present the audit results to the Board members. The CAO will contact MMSB and attempt to set up this presentation for the August or September WRSB meeting.

c) PWMS Review & CRSB Negotiations Update

There was a teleconference earlier today between the WRSB Negotiating Committee, CRSB, and the Department of Municipal Affairs and Environment. The WRSB was brought up to date on the negotiation process and the discussions of this teleconference.

d) WRSB Branding Update

Everything is going smoothly with this process and we should be receiving mock-up logos soon for us to review.

e) Regional Outreach Officer update

A member of the Finance and Human Resources Committee has agreed to participate in the hiring procedures for filling this position. This will be a new position to the organization with the start date expected in September 2019. This will allow the incumbent to assist in the implementation of the ICI Policy in October-December.

5. New Business

a) Finance Committee Report

1) SWANA WasteCon

Three board members have expressed interest in attending the SWANA WasteCon in Phoenix, Arizona from October 21-24. The Finance Committee felt the need to be fiscally responsible and could not recommend sending all three board members to this event. The Finance Committee recommends sending one board member to this event.

Barbara Barter suggested while negotiations ongoing and the uncertainty involved with the PWMS Review, that we should consider having a separate board member participate in this conference for 2019.

Motion 19-0627-5.A.1: Moved by Cynthia Downey, Seconded by Joe Reid. Be it resolved the WRSB approved Derrick Anthony to attend the 2019 SWANA WasteCon taking place October 21-24 in Pheonix, Arizona.

Derrick: It was deemed Derrick Anthony voting on this motion would be a conflict of interest; therefore, Derrick did not vote.

Five Board members voted in favour of the motion with Five Board members voting against. No definitive decision (must be re-tabled at next WRSB meeting).

2) CRSB May Invoice

In February, both boards passed motions agreeing to the \$27.87/tonne tipping fee (Central decided not to include the \$2.77/tonne Capital Reserves as they wanted to discuss Capital Reserves with the DMAE).

At the March 21st WRSB meeting, the board agreed to pay \$35/tonne for waste landfilled at the Central Regional Service Board's Lined Landfill for the months of January, February and March 2019 (on good faith).

It was anticipated that as of April 1, 2019, the invoices would come from CNWM using the rate of \$27.87/tonne. The April Invoice was received from Central billed at \$35/tonne rate. The WRSB requested an adjustment to reflect the agreed upon rate of \$27.87/tonne.

During the May 30, 2019 WRSB meeting, the board approved the following motion *"The WRSB will pay the April CNWM disposal invoice at the rate of \$27.87/tonne as agreed."* The invoice for April was paid at the \$27.87/tonne rate.

The CRSB continue to invoice at \$35/tonne. It is the position of the FC and supported by Board motion in May, that the intended tipping fee for waste disposal in Central is \$27.87.

Chair will write DMAE to request a meeting with DMAE, and the WRSB and CRSB Negotiation Committees.

Motion 19-0627-5.A.2: Moved by Bernd Staeben, Seconded by Cynthia Downey. Be it resolved, effective April 1, 2019 onward, the WRSB approve to pay Central Regional Service Board landfill invoices at the rate of \$27.87/tonne as agreed to by both Boards in their February meetings, as well as pay \$2.77/tonne for Equipment Capital Reserves. This rate is to continue until the end of the Review of the Provincial Waste Management Strategy. All in Favour, none against. Motion carried.

3) Remuneration Policy

The Finance Committee reviewed the remuneration policy at the request of staff. Jason and Pauline need clear direction contained within a policy on Board remuneration from a payment perspective. The Finance Committee reviewed request for partial payments in an accumulative manner to provide for a total half day claim or full day claim.

Staff are only authorized to pay remuneration for half day and full day only. The Finance Committee bring forth the following for consideration of the board:

- i Define clearly what qualifies for remuneration so it is clear for all involved (staff and committee members) what is to be considered:
 - The meeting must be called by the Committee Chair or Board Chair
 - All remuneration will be paid in accordance with the terms of reference of the board
 - All meetings must have an agenda and recorded notes/minutes

If Board members are not notified of cancelled meetings and they travel to the meeting, they are to be compensated as if they attended the meetings. Office staff will notify board within a reasonable if the meeting is to be cancelled or postponed.

Motion 19-0627-5.A.3a: Moved by Joe Reid, Seconded by Bernd Staeben. Be it resolved the WRSB approve to amend the Remuneration Policy as outlined within the recommended changes. Nine Board members were for the motion with two (R Barrett and E Bishop) against. Motion Carried.

It was suggested the budget be reviewed and any remuneration that resulted from Negotiations and the Provincial Waste Management Strategy Review be identified within our accounting system and possibly come from the Contingency fund.

Motion 19-0627-5.A.3b: Moved by Joe Reid, Seconded by Melvin Keeping. Be it resolved any money charged to Remuneration that was spent on the Provincial Waste Management Strategy Review or Negotiations, be taken out of the contingency fund. All in Favour, none against. Motion carried.

4) WRSB Transfer Station Fee Structure (residential)

A revised Fee Structure document was presented to the Finance Committee at their June 19th meeting and was approved in general. There is no specified amount given for Contaminated Loads or Non-Compliance Loads; however, this amount will be confirmed as we get closer to the implementation of the ICI Policy and will be included with that document. The fee structure proposed a decrease in the tipping fee of Concrete/Masonry/Bricks/Cinder Blocks to \$60/tonne and a reduction for House Tear Down with Permit to \$90/tonne.

Motion 19-0627-5.A.4: Moved by Bernd Staeben, Seconded by Joe Reid. Be it resolved the WRSB accept the proposed fee schedule as presented. All in Favour, none against. Motion carried.

5) Audited Financial Reports

After the May 30th WRSB meeting, BDO Representatives reviewed the requests posed by the board regarding clarification on variances identified within the financial statements presented. BDO recommended instead of placing variance explanations in the financial statements that a Manager's Statement be prepared annually by the WRSB CAO. This would be a high-level one page discussion on any changes that occurred throughout the year and the financial impact or variance explanations from budget to actual.

BDO also spoke with WRSB Legal Counsel to clarify some points and questions within the Financial Statements (liability associated with close out of waste sites, and outstanding fees associated with the CRSB) and made revisions based on those discussions.

Motion 19-0627-5.A.5a: Moved by Bernd Staeben, Seconded by Joe Reid. Be it resolved the WRSB adopt the 2018 Financial Audit as presented. All in Favour, none against. Motion carried.

Motion 19-0627-5.A.5b: Moved by Bernd Staeben, Seconded by Joe Reid. Be it resolved the WRSB adopt the 2018 Gas Tax Audit as presented. All in Favour, none against. Motion carried.

b) Technical Committee Report – ICI Draft Policy Update

Final draft of the ICI Policy has been received. This draft includes aspects of the Consultation process that took place back in March 2019. This report has only been viewed by staff and the Technical Committee Chair. This report will be sent out to all TC members and the TC Chair will call a meeting after all committee members have had a chance to review the document. Still aiming to implement this policy in October 2019.

c) Evaluation Committee Report – CAO Evaluation

This section was discussed in-camera without staff present.

6. Correspondence / Media

a) Letter to CRSB Chair

A letter was sent to the Central Regional Service Board Chair, Robert Elliot, in reference to the recent charges and penalties invoiced to Western Regional Service Board by the Central Regional Service Board. This letter has been sent.

b) Cell 3 Acknowledgement Letter

A letter has been drafted to acknowledge receipt of the Capital Investment Plan Letter from the Department of Municipal Affairs and Environment and to respond to the questions posed to the WRSB within that letter.

This letter will not be sent until the New Minister of Municipal Affairs and Environment is appointed.

c) Ann Marie Hann Letter (Cabin Areas)

A letter was sent to Ms. Hann in response to her June 6, 2019 email requesting the Western Regional Service Board's view on the policy for cabins located in unincorporated areas on un-serviced roads.

The following three points were emphasized in the letter:

1. The Western Regional Service Board does not believe in mandatory cabin owner participation in the Provincial Waste Management Strategy.
2. The Western Regional Service Board strongly believes that we cannot charge a fee to anyone we are not providing a service to
3. The Western Regional Service Board believe any participation in a collection program must be agreed upon through a mutual agreement between the Cabin Owners Association and the Regional Service Board in their area.

This letter has been sent.

d) Letter to the Minister

A letter has been drafted to the Minister of Municipal Affairs and Environment regarding our position on the CRSB tipping fee and Western's plan in moving forward.

This letter will not be sent until the New Minister of Municipal Affairs and Environment is appointed.

7. Building Lease

With only a year and a half remaining on the WRWM office's current lease, the WRSB and the Finance Committee discussed options to look into for future office space. Options such as extending the current lease, going to Tender for a new space, buying our own building, building our own building or even sharing another building with an organization similar to ours. The WRSB Chair did check with the Chair of the Municipal Assessment Agency (MAA) regarding sharing space, since they are an organization somewhat similar to ours. With the review of the PWMS and the ongoing issues with CRSB, it was determined to put this matter on hold until the end of this year or early next year. There is a possibility of extending the lease on the current office space for another year or two. WRSB Chair will contact the MAA.

8. Closeout of Landfills

Waste sites that have been operational closed will have to wait for 2025 for environmental closure to occur. Government has delayed this project until 2025, along with any organics programs.

9. Other

a) Email from Ann Marie Hann

An email was received from Ann Marie Hann (Executive Advisor of the Provincial Waste Management Strategy Review) inviting the WRSB to make a written submission to the Provincial Solid Waste Management Review. It also contained a link to a news release and details of an online public and stakeholder consultation process that was announced by the Minister of DMAE on June 26. They will be accepting feedback through this forum until September 13, 2019.

The Negotiating Committee, and the Board, feel the various discussions and the PowerPoint presentation given to Ann Marie Hann contains all the information she would need to garner Western's Point of view for the PWMS Review's report.

Recommendation: This email will be forwarded to Board Members for them to decide if they wished to partake in the online consultation process. The information will also be forwarded to all Western Communities on Tuesday, July 2, 2019 in case they wish to participate as well.

b) Curbside Collection Request

Ann Marie Hann has requested we provide information on the cost per household for curbside collection throughout the Western Wards. Board members were asked to forward their community's cost (broken down to show Curbside Collection, Tipping Fee, and any other cost involved in Waste Collection) to the WRWM office. **This information will be collected and forwarded by the office to Ann Marie Hann when all information has been received.**

c) Annual Report

This report was completed earlier today. The DMAE confirmed that rather than wait, we can send in the report and forward the financial statements to them once they are complete and signed. **This report will be forwarded to the WRSB members as well.**

10. Next WRSB Meeting

Call of the Chair

Meeting Adjourned at 4:28pm

Continued with a 15 minute in camera session closed to staff.