

**Western Regional Service Board
Public Meeting Minutes (Zoom)**

Meeting Information:

Date: Thursday, March 25, 2021

Time: 11:05am – 1:38pm

Location: Via Zoom

Present were:

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

Missing with apologies:

Lloyd Harnum	WRSB Member – Bay St. George
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Call to Order

Meeting was called to order at 11:05am by WRSB Chair Josh Carey with quorum reached.

1. Agenda Adoption

Motion 21-0325-1.1.1: Moved by Mel Keeping, Seconded by Roger Barrett. Be it resolved the WRSB adopt the meeting agenda for the March 25, 2021 meeting with the addition of: Hiring Practices/Policy of the Board; Appointing of Active CAO during leave; and, CRA Update/Explanation. All present are in Favour, none against. Motion carried.

An In-Camera Session without staff will directly follow the adjournment of this meeting.

2. Approval & Adoption Minutes from January 28, 2021 Meeting

The words "Plus HST" needs to be added to motion 21-0128-6.1.2 to read "Be it resolved the WRSB approve to procure a replacement trailer through sole sourcing and paying the difference of \$51, 747 plus HST"

Motion 21-0325-2.1.1: Moved by Bernd Staeben, Seconded by Eli Bishop. Be it resolved the WRSB adopt the minutes of the January 28, 2021 WRSB meeting with the revision to motion 21-0128-6.1.2 to add 'plus HST' as presented. All present are in Favour, none against. Motion carried.

Need to ensure in the future, HST is automatically added to any motions

3. Business Arising

3.1 Letter to the Minister

We will know who the government is after the election results are released on Saturday, March 27, 2021. The appointment of the Minister will follow within the next few weeks.

Once we know who the minister is, the board considered two options: either the letter should be sent directly to the Minister; or, request a meeting with the Minister and present the letter to the minister at this meeting with a request for the items of concern to be addressed by the Department. The Board selected the second option with the Chair and Vice-Chair as the Board representatives to meet directly with Minister.

4. CAO Report

4.1 Trailer Purchase Status Update

The order is currently being processed with an expected delivery date for August 2021. The process was fairly straightforward with the trailer just needing to be fabricated to fill the order.

4.2 Water Quality Program Status

This would be our sustainability plan/proposal to the current program, not the proposed expansion by the Regional Services Committee.

This program started in 2015 for a 3-year term. There was a delay in extending the program after the three years which caused the organization to lose the Water Technician. Once the program was extended for another 2 years we had to go through the process of

hiring a new Water Technician. Due to the lateness of this process, the program was extended an additional year to bring the program into 2022.

The Department's response to our inquiries is that they are looking at Sustainability plan and will need to make some changes to legislation to proceed further with the program. They are in support of the plans but need to go through the process.

This program may cross over to the proposed Regional Services Water Program that is currently being developed to be presented to interested Western Communities later this year.

One of the main questions for the Western Regional Service Board to be able to continue with this program is in how we are going to charge for the services provided by the organization (legislation to charge)?

One question is if government capital funding for community's water services can be linked back to the WRSB Water Program in that there is a requirement for regular maintenance the WRSB program can provide for communities to be able to afford it. There is currently no legislation that requires communities to get off boil orders.

5. New Business

5.1 RFD - FCM Application

Unless we can get funding for this project, we do not have the means within our 2021 budget to continue with this project in 2021 and would have to postpone it to 2022.

The Municipal Asset Management Program (MAMP) is an eight-year, \$110 Million program funded by Infrastructure Canada to support Canadian municipalities and communities in making informed infrastructure investment decisions based on stronger asset management practices. The program offers municipal grant funding as well as grants to partner organizations to provide training and capacity-building activities to increase skills within local governments to sustainably maintain their asset management programs now and in the future.

Applicants can include:

- A regional, provincial or territorial organization delivering municipal services
- A not-for-profit organization that focuses on municipal services

Funding available: 80% of total eligible project costs, to a maximum of \$50,000 for individual applications

Motion 21-0325-5.1.1: Moved by Bernd Staeben, Seconded by Cynthia Downey. Be it resolved the Western Regional Service Board directs staff to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for Financial Modelling & Planning for the Western Regional Service Board.

Be it therefore resolved that the Western Regional Service Board commits to conducting the activities outlined in the Financial Modelling & Planning for the Western Regional Service Board proposal by BDO Canada LLP which is included in the application submitted to the Federation

of Canadian Municipalities' Municipal Asset Management Program to advance our asset management program.

Be it further resolved that the Western Regional Service Board can commit up to 20% of the Project cost (\$4,651.80 + HST) from its budget toward the costs of this initiative.

All present are in Favour, none against. Motion carried.

The Green Fund, which provides the funding for these programs, can be accessed by entities who are not members of the FCM. Staff will check this to make sure this is the case.

5.2 WRSB and Committee Meetings (Chair)

Moving to Alert Level 2 this weekend, but this won't allow us to meet in the WRSB Boardroom due to physical distancing measures. In-person meetings is always preferable, but the budget is definitely going over if we go to outside meetings with IT support. Budget is tight but may be able to reshuffle funds from other budget items where there are savings.

The need to have IT Support available is a huge cost to having in-person meetings.

In-person Committee meetings of up to 6 people can be held in our boardroom

Board members want future Board meetings to be held in person at outside facilities until public health measures allow for us to return to having meetings in our boardroom.

6. Standing Committee Reports

6.1 Finance Committee Update – Last Meeting March 9, 2021

6.1.1 *RFD: 2021 Residential Credit Program*

Currently the remaining balance can be backed out of the system but it is not done automatically. Strong confirmed they can write data code into the system for this process to occur automatically at the end of each year. Staff would be able to input the credit amount and be able to enter an expiration date for the annual credit being issued. On the expiration date, whatever credit is remaining would be automatically removed from the residential accounts. There is an additional cost to get this coding created and implemented (\$3,277.50 total) but once done, the organization would be able to manage this program itself.

Revenue is down for Jan/Feb of 2021. Trend is that Jan-Mar is the lowest tonnage months with the tonnage picking up in the Summer.

As staff, we recommend keeping the program as it is for 2021 and work with the BDO Auditors and Strong Data to fine tune the program within the system to ensure this is an annual program of which the balance expires at the end of the year. The cost of Strong Data developing this coding would be \$3,277.50 and once completed, staff monitoring the program can input any credit amount approved by the board (\$25 or \$50) as well as assign a particular date (ex. December 31, 2021) for the automatic removal of any remaining credit.

Motion 21-0325-6.1.1: Moved by Bernd Staeben, Seconded by Joe Reid. Be it resolved the WRSB approve the continuation of the WRSB \$25 Residential Credit Pilot Program for 2021. Be it therefore resolved the WRSB commit \$3,277.50 (HST Included) for Strong Data to continue in the development of coding to fine tune this pilot program for more efficient credit program application. Eight in favour, Roger Barrett and Mel Keeping were against the motion. Motion carried.

Mel wanted it noted that he can't support the motion because of insufficient financial information on the 2020 costs to implement the program. He would support an increase in credit from \$25 to \$50 that was mentioned earlier in the meeting.

The system differentiates the credit given to accounts for the residential credit program and credit given to accounts due to customers making payment on their account.

The Board is confused by the numbers in the Q&A document and question their accuracy. There seems to be either an error in the data provided by the IT group or an error in the system.

6.1.2 *2020 Audit Update*

The draft statements will be ready for the Finance Committee to review in early-mid April with the final statements ready for the Board to approve at their April meeting.

6.2 Education Committee Update

There hasn't been a meeting of the Education Committee since the last WRSB meeting.

An update from the Outreach Officer:

- The Regional Outreach Officer is continuing on with Quarter 1 education outreach for Quarter 2.
- The Regional Outreach Officer conducted a hauler forum recently on the ICI Policy which will be an item on the agenda for the next Technical Committee meeting.
- Distribution has begun of new Sort-It Western guides to Western residents.

Re-education will ramp up this summer. Work is continuing for the Second quarter and regarding the development of an education video.

6.3 Technical Committee Update

6.3.1 *Murphy Brothers Letter*

- Technical Committee will be meeting within the next few weeks with this as an item on the agenda. They will provide more information for the Board at the next WRSB meeting.
- Wild Cove report from CBCL – there are some concerns/issues within the report regarding mapping which need to be addressed. Arrangements are being made for an Information session to occur with a government mapping official to ensure the Committee/Board are informed enough on the topic to

proceed with making decisions on the CBCL Report. The committee feel they need to be properly educated on the topic so they can ask the questions we need answers to from CBCL Ltd.

6.4 Regional Services Committee Update

There hasn't been a meeting of the Education Committee since the last WRSB meeting. Programs are in development stage for the Enforcement Officer and Water Programs the committee, and the Board, agreed to move forward to investigating.

6.5 Negotiating Committee Update

6.5.1 *CNWM Update*

The Board is not moving forward with Central negotiations until after the Provincial election is completed and the Minister is appointed.

All matters regarding negotiations will still be going through our legal representative.

6.6 Evaluation Committee Update – Last Meeting February 10, 2021

6.6.1 CAO Evaluation Template

Documents were sent to the CAO who approved the document. It was recommended all staff members complete the appraisal as well as the WRSB.

CAO appraisal report needs to be reviewed with the CAO.

Amendments were made to the Staff evaluation piece. A committee member is looking further into this.

May – expected to complete the evaluations for the Board and staff.

Information to then be collated and presented to the Board in the June meeting.

7. Correspondence/ Media

NTV wanted an update on ICI Policy – the WRSB Chair will look into this.

8. Next WRSB Meeting

Will be at the call of the Chair. Tentatively set for April 22, 2021.

9. Other

9.1 CRA Update/Explanation

CRA did an internal audit after charging the WRSB organization CPP and UIC for Board Members and employees. We confirmed with CRA that Board members aren't paying CPP and UI. CRA will make corrections and is mailing revised T4s to Board members for 2019. There won't be penalties from CRA because the error was on CRA's side.

9.2 Hiring Practices/Policy of the Board

Concern was expressed about scheduling interviews without Board representation.

There was a Motion made by Leona Gillette in 2014 about an Ad Hoc Hiring Committee being created for the hiring process. Once a motion is made then it becomes a policy and must be followed until another motion is made or the motion is rescinded.

A Hiring Policy is not in the Policy Manual but should be. All hirings within the organization must be conducted by a hiring committee formed with Board representation included.

In the CAO Contract, there is nothing outlining how the hiring is to be done within the organization.

Regional Service Board Act, Section 21, Staff: *A board may appoint those officers, clerks and employees that it considers necessary for the conduct of its business and may fix their remuneration.*

The Regional Service Board Act states that hiring clearly rests with the Board; therefore, the Board needs to be involved in the interview process. The office doesn't need approval of the board to post for existing positions that have been, but it does need approval to post for new positions.

BDO states Hiring is the responsibility of the CAO, the Chair stated that having a Board member included in the hiring process was supposed to be stipulated in the HR Document composed by BDO. This needs to be clarified.

In 2017 there was a document drafted by Policy and Procedure Committee about a Hiring Policy; however, it never progressed as the focus was shifted to the Sort-It Western Program development.

The Chair requested the Hiring Policy drafted by the Policy and Procedure committee be brought to the Finance and Administration Committee.

Direction of the Board: Continue following the motion made in 2014 to have Board representation included on the Hiring Committee for the hiring of each position.

The process of going from 50 resume submissions to finalizing 4 applicants to interview for the Receptionist position was briefly discussed.

9.3 Appointing of an Active CAO during leave/sickness/training/etc.

Concern raised by Board Members when staff is absent from the office for any reason, that an individual needs to be appointed to the position in their absence, especially in the case of Management and CAO positions. If an individual is on extended periods of leave, then someone needs to be appointed in an acting capacity. There is currently no policy in place to govern this when dealing with extended leave. When the CAO is not present or available, who do you look for to make decisions that need to be made. Assumption is the Financial Manager is 'next in line'.

A policy needs to be developed but needs to be kept simple. It will address the following, amongst other issues:

- Circumstances in which an 'Acting' CAO is assigned.
- Who assigns an 'Acting' CAO – the Board or the CAO?
- Remuneration of any employee put into the role of an 'Acting' position.

Board Decision: Policy needs to be made regarding the appointment of an Acting CAO in the absence/leave of CAO for extended periods of time (not for CAO taking a couple days off or a sick day or two).

If absence occurs to other staff members, it would be the CAO's responsibility to assign a replacement to ensure the job duties are done.

Meeting adjourned at 1:38

An In-Camera meeting continued after the adjournment of this meeting without staff in attendance. Lasted approximately 30-40 minutes.