

**Western Regional Service Board  
Meeting Minutes**

**Meeting Information:**

Date: Thursday, May 30, 2019

Time: 2:05pm – 6:30pm

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 (Via Telephone until 5:05pm)
Derrick Anthony	WRSB Member – Humber Valley
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
Kelsie Montgomery	BDO (Via Telephone from 2:15pm to 3:05pm)
Ryan Meaney	BDO (Via Telephone from 2:15pm to 3:05pm)

## Call to Order

Meeting was called to order at 2:05pm by WRSB Chair Josh Carey with quorum reached.

### 1. Additions and Deletions to the Agenda

**Motion 19-0530-1.1.1:** Moved by Roger Barrett, Seconded by Derrick Anthony. The WRSB accept the agenda for the May 30, 2019 WRSB meeting with the one addition (6c). All in Favour, none against. Motion carried.

### 2. Approval & Adoption of March 21, 2019 WRSB Meeting Minutes

**Motion 19-0530-2.1.1:** Moved by Eli Bishop, Seconded by Rita Legge. The WRWM to adopt the minutes of the March 21, 2019 Meeting as presented. All in Favour, none against. Motion carried.

### 3. BDO Auditor's Presentation (2:15pm – 3:05pm)

Reviewed the 2018 Financial Statements with the Board. BDO will contact Jason King (CAO) to discuss additional notes of explanation that need to go into the reports (ex. Management analysis component) to ensure readers have a full understanding of the figures within the report.

There is an Auditing Liability on our report regarding the overcharge on invoices from CNWM (unpaid) on the processing of recyclables towards the end of 2018 (additional \$111/tonne over agreed price); however, our legal council will assist BDO in that issue.

WRSB still has a qualified opinion due to the unfunded liability with regards to the remediation of the Wild Cove landfill site; however, the government has previously committed to providing the funding for that process. Still remains on our record until government provides the remediation.

BDO stated we could get a little tighter on the Accounts Receivables end which WRWM and the Finance Committee are dealing with.

**Recommendation:** Once the financial Statements are signed, a copy will be forwarded to Ann Marie Hann, Commissioner of the Provincial Solid Waste Management Strategy Review.

### 4. Business Arising

#### a) CNWM Invoices for April

At the March 21<sup>st</sup> WRSB meeting, the board agreed to pay \$35/tonne for waste disposed of in Central for the months of January, February and March (on good faith). In February, both boards agreed 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 Government). It was expected that as of April 1, 2019, the invoices would come from CNWM using the rate of \$27.87/tonne.

WRWM received the April Invoice from CNWM charging at a rate of \$35/tonne.

**Motion 19-0530-4.1.1:** Moved by Melvin Keeping, Seconded by Anthony Blanchard. The WRSB will pay the April CNWM disposal invoice at the rate of \$27.87/tonne as agreed. Derrick Anthony was against the motion, the remainder of the board were for the motion. Motion carried.

WRSB need to be aware of the possible consequences from CNWM on this action.

b) SWANA WasteCon Interest – Inform Office

Takes place October 21 – 24, 2019 in Phoenix, Arizona.

Board Members interested in going include: Josh Carey (Chair), Roger Barrett and Anthony Blanchard.

Will use the policy of the board to determine how many the organization can send (financially) and the process to be used to determine who goes if more are interested in going than the organization can financially send.

**5. Chief Administration Officer's (CAO) Report**

a) Free Residential drop-off - Four Saturdays in June (8, 15, 22 and 29).

The Rocky Harbour Transfer Station is normally only open for a few hours on Saturdays, so the town asked if we could have the hours extended on the Free Residential Drop-off Saturdays to accommodate their residents. WRWM agreed and that transfer station will now be opened longer on those specific Saturdays for a minimal cost to our operations.

Many Communities have contacted the office asking if they can use their vehicles to collect residential waste and deliver it to the sites on those dates for free. All were told No. This is a service being provided to Residents to allow them to deliver their bulky waste to the site free of charge.

Dates will be posted in upcoming Western Star Newspaper.

b) Water Technician Program

Jason King reached out to Jaimie Gazley (former WRSB Water Tech) to draft a proposal on how the WRSB plans to absorb the position of Water Technician into their organization after the government project term ends in two years' time. Jaimie agreed to draft the proposal which has to be submitted to government by July 31st. It will go to the Finance Committee to determine the Cost Sharing formula (between WRSB and Communities) before being presented to the Board.

It was suggested that Joint Councils should be informed of the opportunities this presents for the communities within their jurisdiction on assistance with water quality improvement and monitoring.

c) Waste Audit Report

The CAO has a teleconference scheduled tomorrow with MMSB to discuss the progress of the audit report. Once the report is received, it will be forwarded to the Board for review.

d) Scotia Recycling Timelines & Port aux Basques Warehouse Extension

The cost of the warehouse in Port aux Basques is \$15,000/month and we have permission from the owner to pay week by week. This cost of storing recyclables in this warehouse until it can be brought to Scotia Recycling for processing is still cheaper than sending those recyclables to CNWM for processing. The aim is to be out of the building by the end of June and attempting to come up with solutions to make the processing of recyclables at Scotia Recycling go faster and more efficiently (residuals).

## 6. New Business

### a) Negotiations Update

No further negotiations will occur. Once new Minister has been appointed, the WRSB Chair will contact their office to request a meeting as soon as possible. The Finance Committee Chair will join the WRSB Chair for this meeting.

### b) Provincial Waste Management Strategy Review Meetings

The PWMSR Committee met with Ann Marie Hann and Sean Kelly on Tuesday and Wednesday (May 28 and 29). They were given a presentation by the group which include Western's Challenges, Questions from the PWMSR Terms of Reference, and Recommendations from the WRSB.

Capital reserves, equalization offset, and second generation lined landfill were main discussion points.

### c) Southwest Coast Request: Free Residential Drop-off Saturdays – M Keeping

Melvin presented a request to the Board from the Southwest Coast Communities to be allowed to use their vehicles to collect residential bulky waste and deliver it to the Transfer Station during the four Free Residential Drop-off dates free of charge. As mentioned earlier, many Communities have made the same request and were all told No. You cannot do for one community what you have refused for other communities.

**Motion 19-0530-6.1.1:** Moved by Melvin Keeping, Seconded by Roger Barrett. The WRSB allow Municipalities and Local Service Districts to drop off their residents' bulky waste to the Transfer Stations and Public Drop-off facilities for free on the four offered free residential drop-off dates in June 2019. M Keeping, R Barrett, A Blanchard and E Bishop voted in favour of the motion, B Barter, B Staeben, J Reid, D Anthony, R Legge and J Carey voted against the motion. C Downey had left the meeting prior to this point and therefore did not vote. Motion was defeated.

Issue: If this was approved for this Ward, then you would have to approve it for all other Wards in Western which would force the WRSB into a deficit situation.

Idea: In the future can we look at hiring summer students to help with clean-ups; or, provide assistance to community clean-ups by reducing the rate from \$164 to a lower rate? Bring to Finance Committee for discussion.

## 7. Standing Committee Reports

### a) Technical Committee – ICI Policy Update

Received the Consultations Report from CBCL Ltd which was reviewed and discussed at the May 21st Technical Committee meeting.

CBCL will reach out to some industries for further clarification and dialogue on their own policies and how it can work with our own ICI policy. The consultation report will be implemented into the draft ICI policy to provide a second draft policy for the June Technical Committee and Western Regional Service Board meetings.

Fee Structure: There was a fee structure reviewed that was forwarded to the Finance Committee for financial analysis and review.

b) Finance Committee

The Finance Committee met on May 22nd and are bringing the following requests for decision forward to the board:

- i WRSB Branding/Logo Design - When the organization developed its brand/logo several years ago, it was for Western Regional Waste Management (WRWM). Now that we are a Regional Service Board, it is time to publicly identify the organization as such and show that we are not a Waste Management authority but a Regional Service Board with Waste Management as only one of the services we provide. Any Waste Management business would still be under the WRWM logo.

**Motion 19-0530-7.2.1:** Moved by Joe Reid, Seconded by Bernd Staeben. Be it resolved the WRSB accept the quote from Yield Communications in the amount of \$4,550 + HST, and proceed with the development of the Western Regional Service Board Brand/Logo. All Board Members presented voted in favour, none contra minded. Motion Carried. Cynthia Downey had left the meeting prior to this point and therefore did not vote.

- ii Public Drop-Off Operations/Memorandum of Understanding - The WRWM office contacted communities near the three designated Public Drop-off areas in Bonne Bay, West Bay and Portland Creek to determine the viability of them providing the manpower to operate the site each Saturday from June until the end of September (specific dates to be determined each year). Discussions were had with three communities and instead of using a contract, the WRWM office drafted a Memorandum of Understanding between the organization and their community office. Travel mileage is to be included in the document as discussed.

**Motion 19-0530-7.2.2:** Moved by Bernd Staeben, Seconded by Joe Reid. Be it resolved the WRSB accept the Memorandum of Understanding and proceed with signatures and the opening of operations at each of the three public drop-off sites. All Board Members presented voted in favour, none contra minded. Motion Carried. Cynthia Downey had left the meeting prior to this point and therefore did not vote.

- iii With no scales provided at the three public drop-off sites (West Bay, Bonne Bay, Portland Creek) there will need to be a fee/price system put into place based on the volume of waste being delivered. WRWM staff drafted a volumetric price listing which once approved, will be provided to each of the three public drop-off areas for recording of waste being delivered to the sites by nearby residents.

**Motion 19-0530-7.2.3:** Moved by Joe Reid, Seconded by Bernd Staeben. Be it resolved the WRSB accept the Volumetric Price List presented and proceed with implementing this system at each of the three public drop-off sites. All Board Members presented voted in favour, none contra minded. Motion Carried. Cynthia Downey had left the meeting prior to this point and therefore did not vote.

The Volumetric Listing will be posted at all three sites, on the WRWM Website, accessible by site attendants, and sent to all Western Communities, to ensure it is available for all residents to reference.

c) Evaluation Committee – CAO Evaluation

At this point in the meeting, all staff left the room for approximately 15 minutes for an in-camera discussion amongst just the WRSB members.

d) Education Committee – Regional Outreach Officer

This committee had their first meeting this morning (May 30th) with Eli Bishop appointed Chair of the Committee. The timeline for Job Posting, interviews and start date were discussed with the start date of the incumbent decided to be September 9, 2019.

Qualifications, duties and salary were also discussed with a member of the Finance and Administration Committee (to be determined) involved in the hiring process.

The program was approved by MMSB, who will be involved in the process and program (they were unavailable for this first meeting but will be involved in future meetings of this group) with the full intention of the WRSB absorbing the role into their structure after the 3 years is completed. MMSB will be funding 100% in year one, 75% in year two and 50% in year three with WRSB taking over 100% funding beyond that.

Next meeting is scheduled for July 4th, time to be determined.

**8. Correspondence / Media**

a) CNWM Penalty

WRWM received a penalty charge from CNWM for too much recyclable material in our waste delivered to their landfill. This material was residual from Scotia's MRF and is mostly fibre. With the \$70 penalty charge per tonne that brings the charge of that load to \$105/tonne.

WRWM will be looking to government for alternatives to dealing with the Western Scotia MRF residuals – Does CNWM charge for landfilling their own MRF residuals? Is Wild Cove or St. Georges an option?

It is unfair for Central to charge Western a penalty on an entirely new processing system. Western is only one month into the processing of recycling, so early stage kinks in the system are unavoidable.

Need to balance sending residuals over the processing belt again versus longer storage of the recyclables currently being warehoused in Port aux Basques.

**Motion 19-0530-8.1.1:** Moved by Anthony Blanchard, Seconded by Eli Bishop. The WRSB will NOT pay ANY penalty to CNWM associated with recycling residual coming from Western. All in Favour, none against. Motion carried.

**9. Confirm next WRSB meeting date**

The next WRSB meeting will take place on Thursday, June 27<sup>th</sup> starting at 2pm in the office Boardroom. Staff will attempt to arrange a photographer to be present prior to the meeting to take a group photo of the Board for placement on our Boardroom wall. Board may be asked to arrive early based on the photographer booking. Staff will confirm with Board members once photography arrangements have been made.

**10. Other**

Nothing further was brought forward for discussion.

**Meeting Adjourned at 6:30pm**