

**Western Regional Service Board  
Public Meeting Minutes**

**Meeting Information:**

Date: Thursday, November 2, 2023  
Time: 12:20pm – 2:25pm  
Location: WRSB Boardroom, 4 Herald Avenue, Corner Brook

**Present were:**

Bernd Staeben	WRSB Chair
Alfred Park	WRSB Member– North/South Bay of Islands
Colin Davis	WRSB Member – White Bay South (via Zoom)
Cynthia Downey	WRSB Member – Bay St. George
Darren Fitzgerald	WRSB Member – Western Hills
Gary Warren	WRSB Member – Burgeo and Area (via Zoom)
Hal Cormier	WRSB Member – Humber Valley
Lenny Tiller	WRSB Member – Bay St. George
Linda Chaisson	WRSB Member – Corner Brook (left meeting at 2:14pm)
Pamela Gill	WRSB Member – Corner Brook
Melvin Keeping	WRSB Member – Southwest Coast
Melvin Reid	WRSB Member - Long Range (via Zoom)
Jason King	Chief Administrative Officer, WRSB
Pauline Anderson	Executive Assistant, WRSB
Diana Gosse	Finance Manager, WRSB

**Missing with apologies:**

Trent Quinton            Operations Manager, WRSB

## Call to Order

Meeting was called to order at 12:20pm by WRSB Chair Bernd Staeben with quorum reached.

Land acknowledgement was read, and introductions were made.

### 1. Additions & Deletions to the Agenda

**Motion 23-1102-1.1.1:** Moved by Cynthia Downey, seconded by Pamela Gill. Be it resolved the WRSB adopt the agenda for the November 2, 2023, with the addition of 'Conflict of Interest Update' under Business Arising. All 11 Board members present are in Favour, none against. Motion carried.

### 2. Adoption of October 5, 2023, WRSB meeting minutes

**Motion 23-1102-2.1.1:** Moved by Gary Warren, seconded by Lenny Tiller. Be it resolved the WRSB adopt the minutes of the October 5, 2023, WRSB meeting as presented. All 11 Board members present are in Favour, none against. Motion carried.

### 3. Business Arising

#### a) Murphy Brothers Response Letter

At the last WRSB meeting it was decided to extend an invitation to Murphy Brothers for them to have a delegation attend today's meeting. It was requested they let us know by Monday, October 30<sup>th</sup> if that was their desire. We didn't hear anything back from them on this offer.

#### b) Conflict of Interest Update

Discussion occurred around the role of board members and the roles of city/town councillors and where conflicts between the roles may occur.

**Recommendation:** This item should be addressed in the upcoming review of the Regional Service Board Act put more definition on this process.

Anyone who perceives themselves in Conflict of Interest on a given topic are asked to state it during meetings and the Board will determine if they are, or aren't, in conflict of interest at that time. We need to ensure Board Members are protected and still be a full participant in discussions and decisions of the Board.

### 4. CAO Report

#### a) MNL Conference and Trade Show Oct 26-27

Received good feedback from participants. For next year it may be possible for collaboration between MMSB and all three Regional Service Boards.

#### b) Maintenance Building Update

Allnorth has completed all site survey work and are working on the site plan. They confirmed the anticipated location for the building will work. First Status Report is due soon.

Allnorth has reviewed the budget and are confident we can include a wash bay by expanding the building from 22m x 16.2m to 22 x 22.2. It will require a new water well to the North-West, as the existing well does not appear to have the required capacity. This building is being 100% funded by the provincial government.

c) CBCL Project

All work needed to be done at the Wild Cove site was completed and they are working on the final report. We should have either a final report, or an update at the next WRSB meeting.

d) Pay As You Go System

Final gate at the Burgeo site is now being installed. According to Strong Data, the system should be ready to go active by the end of the year. Once the system is up and running and the bugs are worked out, we will do a full promotion on the pay-as-you-go system. The system won't be made mandatory until the system is flowing smoothly. Board members can put material on their local bulletin boards or information sharing systems.

e) WRSB Professional Development and Teambuilding Workshop Overview (Nov 4th)

Tom Cooper, Professor of Strategic Management at Memorial University of Newfoundland will be giving a presentation on Board Governance. There are also plans for hands on activities for team building and communications.

f) MMSB Attending WRSB Meetings Beginning January 2024

MMSB has a representative that attends CRSB meetings either in person or via zoom. If we want to have a representative attend WRSB meetings we only need to put forward a request to invite MMSB to have a representative attend our Board meetings. This will help MMSB be informed of what is happening in the Western Region.

**Consensus of the Board: Move forward with the invitation.**

5. Standing Committee Reports

a) Finance – October 23

2024 Budget

The 2024 Operational Budget was prepared by Staff in consultation with the Finance Committee and is based on multiple layers of fixed costs and the non-fixed General and Administration Costs. The 2024 budget does not include Capital Reserving or any equalization offset funding; however, the Board will continue to seek a transportation solution or subsidy for the future.

The budget presented is a tight budget based on realistic projections associated with revenues and expenditures.

The Group went through each budget line item with any questions answered to the Board's satisfaction.

The official Fee Structure document will not contain the new Contamination Fees, as that remains operational.

**Motion 23-1102-5.1.1: Moved by Linda Chaisson, seconded by Mel Keeping. Be it resolved the WRSB, in accordance with the Regional Service Board Act, approve the 2024 budget with operating revenues and expenditures totaling \$7,337,394.00. All 11 Board members present are in Favour, none against. Motion carried.**

b) Technical – No meeting since last WRSB Meeting

Nothing brought forward for discussion.

c) Shared Services – November 2

i Fire Protection Services Update

The Boom Siding resident who brought forward the request for Fire Protection Services attended this meeting to participate on this item.

**Motion 23-1102-5.3.1:** Moved by Hal Cormier, seconded by Pamela Gill. Be it resolved the WRSB put in a request for government to add 'Fire Protection Services' to the WRSB's regulations. All 11 Board members present are in Favour, none against. Motion carried.

ii Curbside Collection

Two areas within the Western region have requested assistance in providing curbside collection for their area.

The WRSB has a motion (2018) on the books not to get involved in curbside collection. That would need to be rescinded to allow the organization to look into this issue closer.

**Motion 23-1102-5.3.2:** Moved by Hal Cormier, Seconded by Cynthia Downey. Be it resolved the WRSB rescind motion 18-0322-12 (*The WRSB place a moratorium on Curbside collection to allow municipalities the opportunity to enter into negotiations with Curbside Collection providers*). All 11 Board members present are in Favour, none against. Motion carried.

iii Government's Regional Service Board Act Review

Government is preparing to do a review of the Regional Service Board Act which will involve consultations with current RSBs. The plan for the review will be provided to the WRSB when it is developed later this fall or winter.

d) Negotiating Committee

i Department of Environment and Climate Change Correspondence

Representatives from the department have met with MNP to begin the process of the review.

ii Central Correspondence

Payment has been made to the CRSB for 2020 and 2021 Tipping fee balances as approved by the WRSB. Correspondence was received from Central regarding their Board's response to that payment and the WRSB's decision relating to that payment. This correspondence was presented to the WRSB.

e) Evaluation Committee – CAO Evaluation Update

Will be a meeting of this committee after the conclusion of today's WRSB meeting. This meeting is to finalize the CAO's Evaluation Process.

6. New Business

Nothing brought forward for discussion,

7. Correspondence/ Media

a) Letter from City of Corner Brook

Linda Chaisson sited 'Conflict of Interest' and left the meeting at this point (2:14pm) before discussions on this topic began. As the item of Conflict of Interest has not been resolved, Pamela Gill did not site 'conflict of interest' and stayed, but did not contribute, to the discussion.

We received a letter from the Mayor of Corner Brook expressing concerns over the inclusion of non-compliance fees on their recent bills. A letter was drafted by the CAO in response to the mayor's expressed concerns and was sent to the WRSB members for review. This letter is dated for tomorrow and if the Board has not objections, will then be sent to the mayor, and the same cc's as stated on the Mayor's letter.

8. Next WRSB Meeting

The next meeting of the Board will take place on Friday, December 1, 2023, starting at approximately 2pm. There will be a group photo taken before the start of this meeting. This meeting will be followed by the Organization's Christmas Social at 6pm.

9. Other

Nothing further brought forward for discussion.

Meeting adjourned at 2:25pm.