

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

**Meeting Information:**

Date: Thursday, January 23, 2025  
Time: 10:30am – 12:07pm  
Location: WRSB Boardroom, 4 Herald Avenue, Corner Brook

**Present were:**

Bernd Staeben	WRSB Chair
Alfred Park	WRSB Member – North/South Bay of Islands
Cynthia Downey	WRSB Member – Bay St. George
Hal Cormier	WRSB Member – Humber Valley
Melvin Keeping	WRSB Member – Southwest Coast
Bill Griffin	WRSB Member – Corner Brook
Sonia Lovell	WRSB Member – White Bay South
Eric Nippard	WRSB Member – Bay St. George (Via Zoom)
Gary Ryan	MMSB, Director for Programming
Jason King	Chief Administrative Officer, WRSB
Trent Quinton	Operations Manager, WRSB
Denika Pink	Accounting Clerk, WRSB
Lynn Howse	Regional Outreach Officer, WRSB
Pauline Anderson	Executive Assistant, WRSB

**Missing with apologies:**

Darren Fitzgerald	WRSB Member – Western Hills
Pamela Gill	WRSB Member – Corner Brook
Melvin Reid	WRSB Member - Long Range
Vacancy	WRSB Member – Burgeo and Area
Diana Gosse	Finance Manager, WRSB

## Call to Order

Meeting was called to order at 10:30am (with quorum reached) by WRSB Chair Bernd Staeben.

Land acknowledgement was read, and Roll Call for WRSB Members was done.

### 1. Additions & Deletions to the Agenda

**Motion 25-0123-1.1.1:** Moved by Hal Cormier, seconded by Sonia Lovell. Be it resolved the WRSB adopt the agenda for the January 23, 2025, WRSB meeting as presented. All Board members present are in Favour, none against. Motion carried.

### 2. Adoption of Previous WRSB meeting minutes

**Motion 25-0123-2.1.1:** Moved by Cynthia Downey, seconded by Hal Cormier. Be it resolved the WRSB adopt the minutes of the November 28, 2024, WRSB meeting as presented. All Board members present are in Favour, none against. Motion carried.

### 3. Business Arising

#### a) Transportation Solution & MHA Meeting Update

Many of the MHAs will be in Corner Brook around Winter Carnival week so we are hoping to have a meeting set up at that time, or before if possible. It looks like we will get a meeting and government will let us know which MHAs will be attending and what date is available to everyone. This meeting may be scheduled at short notice, but any WRSB members available at the specified date and time are welcome to attend.

The inequity in transportation in the regions will be the main focus of this meeting; however, other topics may be able to be discussed at the meeting, time willing.

#### b) Scotia Recycling Pilot

City of Corner Brook brought forward a possible pilot project of a two-stream recycling system. WRSB staff met with Scotia to discuss this opportunity which resulted in Scotia investigating how to incorporate this program into their processing and to see how feasible it would be to implement, especially as we are unable to make such significant changes to the Sort-It Western recycling program this late into the contract. Scotia is still reviewing the information and the effect all the moving pieces of such a program will have on the processing of the recyclables and the expense that may be incurred or saved. This is being left in Scotia Recycling's hands to get back to us about their findings.

#### c) Humber Valley Resort Recycling Program

After investigation into the resort ownership, our Regional Outreach Officer has been in touch with and received a response to open discussions; however, we haven't been able to pinpoint a representative from that organization to have a meeting. We will continue to follow-up with the correspondence to see how we can incorporate them into the Sort-It Western system. It will be entirely up to them if they participate in the program as they would be similar to a cabin area.

If the resort owners do not get back to us to arrange discussions, one effort might be to send out documentation to the individual residences in the resort regarding joining in the SIW program and have the information trickle up to the owners that way. There are about 250 homes in the resort and many of those are likely owned by residents who may be favourable to contributing to

a recycling program. They are currently paying non-compliant fees on their bins due to the unsorting of material coming in from them so that might be a good starting point on discussions. The extreme solution is to state we are no longer accepting waste from communities in bins which would be a policy statement. Steps moving forward will depend on when discussions begin between the organization and the resort owners.

There could be an opportunity to put a service package together for the resort containing waste management and fire protection, and maybe even other services they may require.

d) MMSB Annual Regional Waste Management Forum

This event is taking place in Corner Brook on May 29-30. As it is here in our region, we are hoping Board members will be interested in attending. We are usually sponsored for two people but encourage more to attend.

e) Burgeo Transfer Station Blowing Debris

There were reports of debris blowing around the Burgeo transfer station. We contacted the transfer station and had pictures taken of the area; however, there wasn't a great amount of debris around, at least no more than usual. This is a bi-product of our business and in the spring we usually do major clean-up at the sites to take care of this. After windstorms, we usually get debris blown around and it is part of the transfer station contracts to ensure it is cleaned up and we've been informed there was a cleanup that took place. We may need to ensure contractor is keeping up with the regular clean-ups. We have a Compliance Officer in our 2025 budget and this will be one of the items they will be checking on when they do their site visits.

f) MNP Draft Report Update

Last report was that a review is to be done by government and Central of the numbers from 2019 and 2020. There was some back and forth between Central and Government and MNP over the past month and correspondence from government this week states there are a few more questions regarding the Central numbers which they are hoping to resolve soon.

4. CAO Report

a) RSB Meetings

At MNL last fall, the three RSB's coordinate a joint effort at the event.

It was agreed between the three organizations to keep communications up at least quarterly to ensure we can assist each other on various aspects of our similar businesses and share our experiences and expertise.

The next meeting of this group will be taking place in February, and we are working to finalize a date that works for the Chairs and CAO's of all three organizations.

b) Vacant Burgeo & Areas Seat on the WRSB

There is an agreement amongst the four communities in that Ward (Burgeo, Ramea, Grey River, Francois) that their representative on the Board will be a member from the Burgeo Council and therefore appointed by that council.

With the resignation of 4 councillors in late 2024 (which included WRSB member Gary Warren), Burgeo held an election on January 8, 2025, for four new councillors.

Their first council meeting was Wednesday, January 15th at which the topic of WRSB representation was discussed and a decision was to be made on the selected representative.

We have been informed by the Burgeo Office that Rick Blagdon has been selected by Council to be the new WRSB representative for the ward. I have spoken to Rick, and he is unable to attend today's meeting but is prepared to schedule an orientation with us in the upcoming weeks so he is prepared to attend the February WRSB meeting. He is going to review his schedule and get back to us on date options for his orientation.

c) BDO Audit Update

We have had meetings with BDO and have been going back and forth with questions, information and documentation. We are reviewing with them any new stipulations that may apply to our audit for 2024. Note to Councillors: PS3400 is something communities should be talking about with their auditors. The audit isn't expected to be completed until June which is of concern to the Board due to it being later than comfortable with. This is the last year in the contract for Auditing.

d) Rotary Presentation Summary

CAO was invited to do a presentation at Rotary just to provide information on the WRSB programs with a focus on the Wild Cove site. It was well received.

e) New Board Member Orientation

Bill completed his WRSB orientation and there will be an orientation for the new Burgeo & Area member as well.

f) Maintenance Garage

They supplied a change order for more material (rock) due to the status of the ground/foundation the building is to be built on. Government has asked for more information on these changes and why this wasn't caught earlier. There have been a few incidents regarding the underground wiring. There was some back and forth regarding wash bay inefficiencies. It seems like we must keep a close eye on the consultants to ensure everything is done as required and needed. Estimated finish date is now August 2025.

5. Standing Committee Reports

a) Finance Committee, January 20, 2025

Meeting notes were provided for all WRSB members to review in case they have any questions. No questions were brought forward.

**Capital Ask RFD:** The Capital Reserve request contains the equipment required for the WRSB Organization to proceed with operations. This Capital Reserve request list contains two categories of requirements: items we are requesting financial support for from the Provincial government; and items that are more of an operational need and will need to be approved and purchased with the WRSB Capital Reserve Account.

The first items we need to begin procurement for would be: 2 Side by Sides (\$70K); 5 Sets of Replacement Loader Tires (\$130K); and maintenance on the Scall Houses (\$40K). This is a total of \$240K that the Organization requires to use from the Capital Reserve Account at the current time.

**Motion 25-0123-5.1.1:** Moved by Sonia Lovell, seconded by Mel Keeping. Be it resolved the WRSB approve \$240,000 from Capital Reserve required by the organization in 2025 for the purchase of Side by Sides, Loader tires, and maintenance on the Scale houses. Everyone around the table was in favour, none against. Motion carried.

The equipment we got in 2024 was paid at 70/30 (Government/WRSB) split. This was all new equipment and not replacement.

We submitted our 2025 Capital request and questions came back regarding what the requested equipment is being used for to determine if it 'qualified' for the Capital Reserve support. Western was requested to provide government with a breakdown on the 2025 Capital Requests and staff are currently working on this.

This put the 70/30 contribution support into question. We need clarification on the 70/30 contribution versus 100% contribution by WRSB or Government for Capital moving forward. This will be an item on the agenda for discussion with the Minsters when the meeting is arranged.

#### **2024 WRSB Write-Off RFD**

There are 25 accounts which the Accounts Department have provided as write-offs for 2024. All attempts to reclaim this money has been unsuccessful due to the status of the businesses who own these accounts. Due to this, these accounts are now deemed defunct and will not be able to be reconciled. The WRSB organization is requesting they be written off to clear them out of our Accounts Receivable records.

**Motion 25-0123-5.1.2:** Moved by Sonia Lovell, seconded by Mel Keeping. Be it resolved the WRSB approve to write-off the accounts provided in the amount of \$13,447.73 as unobtainable funds for the 2024 Fiscal year. Everyone around the table was in favour, none against. Motion carried.

Question was presented on how to avoid the same customers from building up more funds on a new account. If a company is on this list, they will be denied a new card or the reactivation of their old cards.

Goal is to have nothing in the 90+ days category of our accounts receivable.

#### **b) Shared Services Committee, January 16, 2025**

**Fire Protection Services** - This has been an item on the agenda for quite some time. Discussions on this topic continue. This is currently at a standstill, and we need to determine what the next step is to get a proposal in the works.

**Procurement** - 2025 is a big year for procurement with many of our contracts ending.

There has been a request from Pasadena and Corner Brook to provide curbside collection. Staff discussed this with CBCL Ltd who is putting together a proposal for us, but it will likely be the summer before we have numbers available to investigate it more seriously.

**Recycling** – questions came in regarding how the organization deals with Paint and asphalt.

Paint Program accepts empty and full cans of paint at all transfer stations free of charge.

HHW (asphalt sealer) Free Program can only be utilized by a resident or have a residential card. This program does not support the ICI, only residential.

Organics - Open Discussion took place on Organics.

Deer Lake and Cape St. George have all attempted a composting program in the past but were unsuccessful in keeping the program going. For any organics program to succeed you need to determine the proper 'recipe' to ensure the product is useful.

6. New Business

Nothing new to report.

7. Correspondence/ Media

Regional Outreach officer is working on programs with the media (BayFM) to promote waste management and diversion.

8. Next Meeting Confirmation

Next WRSB meeting will be February 27, 2025. Using the meeting template, of fourth Thursday of the month.

9. Other

Procurement for a standing offer on curbside collection contract may be in our future as Corner Brook requested assistance in their next curbside contract and how to best accommodate the WRSB sort-it western system.

Meeting adjourned at 12:07pm.