

Western Regional Service Board

Public Meeting Minutes

Meeting Information:

Date: Thursday, April 24, 2025

Time: 10:30am – 12:05pm

Location: WRSB Boardroom, 4 Herald Avenue, Corner Brook

Present were:

Bernd Staeben	WRSB Chair
Alfred Park	WRSB Member – North/South Bay of Islands
Bill Griffin	WRSB Member – Corner Brook
Cynthia Downey	WRSB Member – Bay St. George (Via Zoom)
Eric Nippard	WRSB Member – Bay St. George (Via Zoom, Joined 10:40am)
Melvin Keeping	WRSB Member – Southwest Coast (Via Zoom)
Melvin Reid	WRSB Member - Long Range (Via Zoom, Joined 10:46am)
Pamela Gill	WRSB Member – Corner Brook (Via Zoom, left briefly 11am -11:40am)
Sonia Lovell	WRSB Member – White Bay South (Via Zoom)
Gary Ryan	MMSB, Director for Programming (Via Zoom)
Jason King	Chief Administrative Officer, WRSB
Trent Quinton	Operations Manager, WRSB
Denika Pink	Accounting Clerk, WRSB
Pauline Anderson	Executive Assistant, WRSB

Missing with apologies:

Hal Cormier	WRSB Member – Humber Valley
Rick Blagdon	WRSB Member – Burgeo and Area
Darren Fitzgerald	WRSB Member – Western Hills (Via Zoom)
Diana Gosse	Finance Manager, WRSB

Call to Order

Meeting was called to order at 10:34am (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 25-0424-1.1.1: Moved by Bill Griffin, seconded by Sonia Lovell. Be it resolved the WRSB adopt the agenda for the April 24, 2025, WRSB meeting as presented. Six Board members present are in Favour, none against. Motion carried. Eric Nippard and Mel Reid were not present for this motion.

2. Adoption of Previous WRSB meeting minutes

Motion 25-0424-2.1.1: Moved by Pam Gill, seconded by Bill Griffin. Be it resolved the WRSB adopt the minutes of the March 27, 2025, WRSB meeting as presented. Six Board members present are in Favour, none against. Motion carried. Eric Nippard and Mel Reid were not present for this motion.

3. Business Arising

a) Central/Western Contract Negotiations

Western and Central CAOs are working on draft agreement. Going to break it down into two separate parts.

1 – Paying the amount Western owes Central off the books (up to 2023). Went through numbers in Finance.

2 – Work on an agreement to be signed by both organizations for 2024 onwards.

Motion. Sonia.

Moved by Sonia Lovell, seconded by Cynthia Downey. Be it resolved the WRSB agree to pay the invoice from Central Newfoundland Waste Management in the amount of \$347,403.44 as per the MNP report to pay for amounts owing to Central up to December 31, 2023. All Eight Board members present are in Favour, none against. Motion carried.

Focus now will be on achieving an agreement for Western and Central from 2024 onwards. Draft has been developed which will require legal advice as we move forward.

4. CAO Report

a) New Hire Updates – Reception and Water Technician

Reception – with retirement of current Finance Manager at the end of April, there will be a movement of staff with the Accounting Clerk transferring into the Manager Position, the Receptionist is moving into the Accounting Clerk position and we held interviews last week for the Receptionist position. Pam Gill participated with staff in the interviews and the process determined the best candidate for the position. The position has been offered to this candidate and accepted. They will start May 5, 2025.

Water Tech. A second Technician position was offered to, and accepted by, the Western region. With the additional Water Technician, this will double

Northern Peninsula – can we offer water technician services to this region? Officially, they are outside of the Western Region; however, the program states we work with cooperating communities so there may be room for this service to be offered in that area. This will require more investigation and the setting of parameters for the program.

- b) RSB Meetings Update
Have a meeting scheduled for May 2nd in Gander. Was hoping for a meeting with the Ministers at the same time; however, this may be delayed due to the upcoming election and leadership election. May switch this to a zoom meeting with the Ministers meeting not happening. Need to ensure a Transportation solution is kept in the forefront
- c) Fire Protection Update
Determined that we need a plan that shows savings to the city and increased services to the community involved, and possibly other nearby communities.
The City of Corner Brook Staff confirmed they have a proposal nearly finalized to be able to discuss with us and then bring it to the City Council for approval, then to the province for approval.
- d) Scotia Recycling
Contract vs Central MRF.
We aren't looking at breaking contracts but we would like to work with Scotia on any discussions that can lower the cost of recycling for both Scotia Recycling and the WRSB. We are aware that there are discussions taking place behind the scenes that may affect this in the future.
- e) CBCL Limited Work
Procurement work – Met with the engineers completing this draft. RFSQ (request for specialized...) and a Specialized tender. Once these documents are prepared, it will come back to the Board from approval.
- First contract is Trucking/transportation
 - Transfer Station Operations
 - Proof of Concept
- f) Humber Valley Resort Update
Had a meeting arranged with HVR representatives but it had to be postponed from their end for medical reasons. We will reschedule this meeting when the representative is available and proceed with discussing with them on how to incorporate the resort into the Western recycling program.

5. Standing Committee Reports

- a) Finance Committee Report – April 16, 2025

Budget vs Actual

End of March is 25% variable. No new over budget items since last meeting.

Water Tech – We have received the funding from government for the second water technician for the 2024/25 year. Working with Burin to post for both the burin technician and the second western technician and are finalizing the posting for these employees. After April 2025 we will receive the funding for the 2025/26 year for both technicians.

General and Administrative Expenses are at 14% variance.

Operating Expenses is at 17% variance.

C&D operations are at 3% – we did check after last meeting and the fuel for new position was misallocated to fuel so that will be adjusted in the next week or two.

Received funds from MMSB for beverage and milk containers.

Revenue is at 14%. C&D is low the first quarter. This category will be watched closely as we progress into 2025.

Overall expenses are at 19%.

Receivables

We saw another decrease in March accounts 90+receivables (\$97K total).

We are now down to three accounts that make up \$56K of this amount which leaves \$41K in the 90+ category.

Tonnage

March saw an increase which is on par to the same time last year and only slightly below the monthly budgeted target. We also saw some material from CBPPL in March which is the first material delivered in 2025. We should see tonnage increase in the coming months as we continue into Spring and Summer.

MNP Report and Central Contract Negotiations

Western and Central are currently working on a draft agreement based on the simplified methodology in the MNP report. Figures have been prepared by both Central and Western and an invoice was generated based on those agreed upon figures. Central has prepared an invoice based on these figures which will be paid once the agreement has been signed between both parties.

Status of HST Rebate

We filed for this back in January; however, we received a notice in mid-March stating it was rejected and had to be re-submitted in two segments for the year instead of the full year. This adjustment was made and re-submitted in March. We are waiting to hear back regarding the status on this. Had a discussion on how HST is recorded in each category.

Blue bags at \$80/tonne

Incentives are being reviewed for the recycling program. There is no program to officially bring to the board yet, but we are working on some scenarios and cost estimates and projections including the benefits and optics of such changes. Aim to have a pilot project in place for 2026. This is an important idea to investigate in more detail.

Pay as you go and 2024 audit – brief discussions took place on these issues but nothing to bring forward to the Board.

Also discussed fire retardant battery collection boxes and possibilities in that area to expand those services.

6. New Business

a) Public Meetings – Live Stream

All our meetings are public meetings unless determined to be in-camera.

Eastern has been recording their meetings and streaming them on youtube with the link to it on our website for each meeting. There is no back and forth participation but people are able to see and hear the meeting.

We want to be transparent but would require meetings to be very structured and with no 'free form' discussions occurring.

This item will be brought forward to the Governance Committee meeting for discussion. The process may be simplified with the usage of zoom. This would also require our meeting agenda to be publicized in advance.

7. Correspondence/ Media

Nothing to report on this topic.

8. Next Meeting Confirmation

Next WRSB meeting will be Thursday, May 22, 2025, at 10:30am.

9. Other

Maintenance Building – As of March 21, there was a work order stoppage on the Maintenance Building due to lack of building permit. All attempts to get this moving again have stalled.

Owner: WRSB, Consultant: Allnorth, Builder: Brook Construction are the three parties involved in this project.

There seems to be a lot of miscommunication in the system between the parties so Brook Construction met with WRSB staff this morning to discuss the status of the project. Almost \$200K in expenses have accumulated since March 21 (7K per day) and work stopped and will continue to increase every day there is no work happening on site.

We are going through steps to try to get work started again and if not, we have to mitigate accruing expenses. Legal counsel is needed to navigate this situation. There will need to be consultations between City representatives and government representatives to ensure proper permits are issued. Need to set up a meeting with inspectors and others involved in this project, to work this out and see what needs to be done to get this project moving.

Meeting adjourned at 12:05pm.