

**Western Regional Service Board
Public Meeting Minutes**

Meeting Information:

Date: Tuesday, June 24, 2025
Time: 10:34am – 12:23pm
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
Eric Nippard	WRSB Member – Bay St. George (Via Zoom)
Melvin Keeping	WRSB Member – Southwest Coast
Pamela Gill	WRSB Member – Corner Brook (Via Zoom)
Rick Blagdon	WRSB Member – Burgeo and Area
Sonia Lovell	WRSB Member – White Bay South
Jason King	Chief Administrative Officer, WRSB
Denika Pink	Accounting Manager, WRSB
Pauline Anderson	Executive Assistant, WRSB

Missing with apologies:

Darren Fitzgerald	WRSB Member – Western Hills
Hal Cormier	WRSB Member – Humber Valley
Melvin Reid	WRSB Member - Long Range
Gary Ryan	MMSB, Director for Programming
Trent Quinton	Operations Manager, WRSB

Call to Order

Meeting was called to order at 10:00am (with quorum reached) by WRSB Chair Bernd Staeben.

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

Next Meeting Confirmation – Tentative Thursday, July 24, 2025, at 10:30am. The Executive Assistant will email the Board next week for confirmation of their availability for this meeting and determine if a quorum will be reached to continue with the meeting as scheduled or if rescheduling is required.

1. Additions & Deletions to the Agenda

Motion 25-0624-1.1.1: Moved by Bill Griffin, seconded by Sonia Lovell. Be it resolved the WRSB adopt the agenda for the June 24, 2025, WRSB meeting as presented. All Eight Board members present are in Favour, none against. Motion carried.

2. Adoption of Previous WRSB meeting minutes

Motion 25-0624-2.1.1: Moved by Eric Nippard, seconded by Bill Griffin. Be it resolved the WRSB adopt the minutes of the May 22, 2025, WRSB meeting as presented. All Eight Board members present are in Favour, none against. Motion carried.

3. Business Arising

New Staff – updated was given on new office staff which has been very positive.

Status of next Shared Services Committee meeting – still waiting on response from City of Corner Brook regarding their submission.

4. CAO Report

a) MMSB Forum – May 29-30

Took place in Corner Brook with Chair, CAO, Outreach Officer and Operations Officer attended.

The first day included regional updates in with Western's being presented by our Outreach Officer.

The second day included EPR presentations were attended by staff and WRSB Chair. Each region gave an update on operations in their area.

There were some government officials present which led to confirmation of upcoming meetings with RSBs which is in the process of being scheduled during the summer.

Asset management was discussed and will be an important item for all organizations in the future.

Three important items government is investigation include: Transportation Solution; Capital Reserve Split structure; and C&D – what does it look like moving forward, what it contains, and how many there will be on the island and in each region. These are all big picture items that have been a topic of discussion in WRSB meetings for months, years in some cases.

b) CBCL Work

- i. Long-haul trucking – the draft RFP is completed and ready for review by WRSB staff.
- ii. Transfer station operations – will be done by Tender due to be released in August.

c) Humber Valley Resort Update

We have met with them several times with talks becoming more focused once fire protection services came up in conversation. Their homeowner's association have sent correspondence to government regarding fire protection services.

Blue Bag – the HVR group plans to work with their collector for the delivery of a blue bin to the transfer station but as of now, we have not seen any difference in their deliveries and are therefore still delivering non-compliant loads and charged the non-compliance fee.

d) Allnorth / Maintenance Building Update

Construction has started up again on this building after the conclusion of the permit problems experienced over the past couple months. Originally the building was to be completed before the end of August, it is now estimated to be completed before the end of November.

There has been a build up of expenses during this delay which the Consultant and Contractor seem to be dealing with themselves due to the expenses being caused by the problems with the permits which was their responsibility.

5. Standing Committee Reports

a) Finance Committee – June 18, 2025

Audit

BDO Representatives attended the meeting via Zoom to give the Final 2024 WRSB audit presentation to the committee. The presentation took approximately 40 minutes with no problems or concerns identified. The audit was very consistent with last year. Once the presentation was completed, both representatives departed the meeting, and the Finance Committee continued with the remaining agenda items.

All Board members received copies of the audit reports, and the main details of the financial audit was briefly discussed.

Request for Decision: The WRSB 2024 Annual Expenditure Report – Canada Community Building Fund Agreement (previously the Gas Tax Agreement) and the Audited Financial Statements were prepared by BDO Canada LLP. At the June 18, 2025, Finance Committee meeting representatives from BDO gave a presentation of the Audited Financial Statements Document to the committee and Management. No concerns or issues arose. The organization is in good shape with a strong performance.

Motion 25-0624-5.1.1: Moved by Sonia Lovell, seconded by Bill Griffin. Be it resolved the WRSB adopt the 2024 Financial Audit as presented. All Eight Board members present are in Favour, none against. Motion carried.

Motion 25-0624-5.1.2: Moved by Sonia Lovell, seconded by Eric Nippard. Be it resolved the WRSB adopt the 2024 Annual Expenditure Report – Canada Community Building Fund Agreement as presented. All Eight Board members present are in Favour, none against. Motion carried.

There are some procedures and practices that can be put into place at Budget time to help ensure the proper allocation of funds ahead of time instead of during an audit.

Budget vs Actual

End of May is 42% variable and there were no new over budget items identified since the last Finance Committee meeting.

Overall expenses are at 35% with revenue at 55% for the Month of May.

Receivables

There was a slight increase in June's accounts 90+receivables with a total of \$61K. Two accounts make up \$53K of this amount which leaves \$8K in the 90+ category.

We are also nearing the legal stage for these as final notices either have been given or are about to be given.

Tonnage

May saw an increase in tonnage which was above our monthly budgeted target. This amount is slightly lower than the same time last year.

MNP Report and Central Contract Negotiations Update

The group had a meeting this week with the only items holding up the process being: the confirmation/clarification from government on procedures for capital reserve; and the decision of when to update the simplified method.

The aim is to have a draft agreement available for an upcoming WRSB meeting.

Capital Update

There are discussions of a 70/30 split on much of the 2025 capital ask items with any equipment relating to fire protection being covered at 100%. There is an item on our 2025 capital ask that will likely be refused coverage due to it being considered a direct replacement of equipment.

Scotia Bank Proposal

Scotia Bank's Commercial Account Section has been in touch with us over the past couple years about a request to meet and discuss advantages to transferring our accounts from the Bank of Montreal to Scotia Bank. After a meeting, discussion, and review of the information provided, the only advantage to switching financial institutions would be customer service; however, there is no way for us to be guaranteed that customer service would indeed be improved over what we currently have.

The amount of shake-up to the organization and accounting procedures would make it very difficult to make that switch justifiable just for improved customer service.

Staff Manual

There are a few items that need updating, and the addition of 'reservist leave' is needed.

Management is looking at different sources and a draft policy will be brought to the next FC meeting.

Corner Brook Spring Collection Update

The City of Corner Brook changed how they conducted their annual spring clean-up this year. Moving forward there will be close correspondence between the WRSB and City representatives to smooth out any problems that were present as this new system was implemented this year. There is additional consideration being given regarding yard waste and how to best deal with that at the transfer station, or curbside level, so we can prevent this material from being transferred to Central for their landfill. Discussions are taking place for possible solutions and any ideas will be brought back to the Committee. This is mainly a situation that only takes place at the Wild Cove transfer station.

New Corner Brook Curbside Program Update

The WRSB, City of Corner Brook and Scotia Recycling are working together to determine if a change to the City's recycling program from a 1-bag system to a 2-bag system can be beneficial and cost saving to all involved. If successful, this could be a model that other communities in the region can implement if it can suit their needs as well.

Other

Contracts – there has been an official extension with Majors regarding the transportation contract which allows us the time needed to put out the transportation RFP in the next couple months.

Letter from Ramea – as we were the conduit for them obtaining a new truck and bin in the past, we were contact by them recently about their need for a new truck. We need to look at what role we play and how we can assist in this acquisition and bring possibilities back to the next FC meeting.

b) Governance Committee – June 19 & 24, 2025

Governance Committee Terms of Reference

The Committee's Terms of Reference (TOR) were distributed to the Committee for review and updating to ensure it is applicable to the current committee needs and requirements.

A review of the document determined:

- a. Structure Section – seems to be fairly clear. There is nothing more major than wordsmithing needed in the section.
- b. Responsibilities Section - Sections 5, 6 and 9 need clarification and a more detailed process.
 - A process needs to be determined and added under this section for Board members attending conferences and forums and what reporting/feedback is required back to the Board about these events.
 - The RFD process needs to be added in this section.

Once the documents have been thoroughly reviewed and updated, they will go to the Board for official approval/adoption at a future WRSB meeting.

WRSB Terms of Reference

This document was distributed to the Committee for review to ensure it is updated to current standards and that all policies required are included within the document. A review of the document determined it to be a fairly straightforward document; however, there are a couple areas that need more attention. These include:

- a. Code of Conduct – There is an administrative training/certification piece with reference to code of conduct that Government has initiated that could be beneficial to the organization. This is currently being done by many municipalities.
- b. Social media needs to be built into the code of conduct along with conflict of interest.

Committee members will send any feedback to the Executive Assistant for incorporation into the document.

Annual Report

This is a standard report that is completed annually under the Regional Service Board Act and submitted to government at the end of June. It describes the various aspects of the WRSB organization's business that took place in the previous calendar year which includes achievements, challenges and goals. Moving forward this committee may take a more leading role in the development of this report.

Public Meetings Live Feed

The Board previously suggested having WRSB meetings available online either in a live feed or a recording of the meetings when the question arose about public inquiries in attending Board meetings. RSB requires 6 meetings to be open to the public in some way.

The agenda would need to be advertised in advance and our current boardroom cannot attend a large group of people beyond the normal participants of the meeting.

If we invite people physically into the boardroom, we need to ensure there is room for them and ensure they are aware their presence is only for listening purposes and not for participation or presentation purposes. There may be a need to have security available in case the public refuse to follow the meeting etiquette. Conversations amongst the Board would not be permitted to go off topic and would need to strictly follow the agenda.

For public to actually attend the meetings we might have to change the time of the WRSB meetings to evening meetings. This may greatly affect WRSB members who travel distances for these meetings, especially in the winter months.

We need to develop a more detailed process or policy for this item. Look at what municipalities currently have and see how it applies to our organization. The Governance Committee will look further into this for their next meeting. Also, what qualifies as a public meeting as we already post minutes to our WRSB meetings once they are adopted by the Board.

Ward Representation

Every WRSB member is elected/appointed to this Board by their ward.

We may require a policy outlining how Board Members can reach out to the communities and residents within their ward to keep everyone in their ward current on WRSB business and to ensure communication is open. This will also keep ward representatives present as a known contact for any concerns they may wish to pass along to the WRSB. Need to ensure contact information is provided for all Ward representatives on the WRSB.

May want to reach out to other Regional Service Boards to see how they keep in touch with communities within their region. There needs to be a standard to ensure all wards are included.

Attendance

Board member's need to remember their attendance at committee and Board meetings is necessary due to their responsibility to the communities they are on the board to represent. Missing meetings is missing opportunities for communities to be represented and to have their voice heard.

There are several contexts around absenteeism that are not identified within the current policy. The Governance Committee will revise this section in the Terms of Reference to include more context or considerations around this policy and once completed will be brought to the WRSB for approval/adoption. There was also a question as to if WRSB members can use an 'alternate' as an option for when a Board member cannot attend a meeting.

Aim is not to persecute people for their attendance but to ensure that communities are represented around the table. It comes back to rules of governance to ensure language is in place for a proper process.

6. New Business

Nothing brought forward under this section.

7. Correspondence/ Media

Nothing brought forward under this section.

8. Other – Nothing further brought forward for review or discussion.

Meeting adjourned at 12:23pm.