Western Regional Service Board

Public Meeting Minutes

Meeting Information:

Date:	Thursday, July 24, 2025
Time:	10:30am – 11:45am
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 (Via Zoom)
Darren Fitzgerald	WRSB Member – Western Hills (Via Zoom, departed 11:35am)
Eric Nippard	WRSB Member – Bay St. George (Via Zoom)
Melvin Keeping	WRSB Member – Southwest Coast
Pamela Gill	WRSB Member – Corner Brook (departed 11:35am)
Rick Blagdon	WRSB Member – Burgeo and Area
Sonia Lovell	WRSB Member – White Bay South
Trent Quinton	Operations Manager, WRSB
Denika Pink	Accounting Manager, WRSB
Pauline Anderson	Executive Assistant, WRSB
Gary Ryan	MMSB, Director for Programming

Missing with apologies:

Bill Griffin	WRSB Member – Corner Brook
Hal Cormier	WRSB Member – Humber Valley
Melvin Reid	WRSB Member - Long Range – RESIGNED JULY 18, 2025
Jason King	Chief Administrative Officer, WRSB

Call to Order

Meeting was called to order at 10:32am (with quorum reached) by WRSB Chair Bernd Staeben.

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

Board Member resignation was noted in the Long Range Ward.

Next Meeting Confirmation – Tentative Thursday, September 25, 2025, at 10:30am.

1. Additions & Deletions to the Agenda

   Motion 25-0724-1.1.1: Moved by Pamela Gill, seconded by Sonia Lovell. Be it resolved the WRSB adopt the agenda for the July 24, 2025, WRSB meeting with one additional item under the section of 'other'. All eight Board members present are in Favour, none against. Motion carried.

2. Adoption of Previous WRSB meeting minutes

   Motion 25-0724-2.1.1: Moved by Pamela Gill, seconded by Melvin Keeping. Be it resolved the WRSB adopt the minutes of the June 24, 2025, WRSB meeting as presented. All eight Board members present are in Favour, none against. Motion carried.

3. Business Arising

   Minister's Meeting July 31, 2025 – The Chair and CAO are scheduled to have an in-person meeting with the Minister and the Deputy Minister of Municipal Affairs Community Engagement at the Provincial offices in St. John's. Main discussions will be surrounding fire protection services and a transportation solution for non-host regions.

4. CAO Report

   a) Procurement Update

   The Request for Proposal (RFP) is now active and there is interest being shown. It was advertised on the government website and the WRWM website. The RFP closes at 2pm on August 7, 2025, with bid opening happening immediately in our boardroom. The Technical Committee will review the bids for final determination.

   An Update was requested to be provided in the coming week regarding the Town of Deer Lake being included in the current Western Hills Collection contract. It has gone to legal for review and information will be brought forward in the next few weeks.

   b) Humber Valley Resort Update

   The Resort administration have now placed bins for recycling at the resort. We will keep in touch with the Resort administration for any improvements or assistance that can be provided as they incorporate recycling into the resort waste stream.

   The WRSB Regional Outreach officer will reach out to them in the next week or two to review the new process and what may need adjustment.

c) Water Technician Update

On July 18th we received a letter from the department confirming the approval of funds for the second Water and Wastewater Technician. Pamela Gill will review her calendar and confirm if she is available for interviews that are scheduled for July 31st with WRSB Staff and Department representation on the hiring committee.

d) Policy Manual

The WRSB Organization has multiple policies for it's operation and over the next few months, staff will be working to compile all of these policies into a policy manual to ensure they are easily accessible.

e) Insurance

There was meeting of the CAO and Finance Department with our insurance broker to review the current policy for continuation. We are in a 'municipalities' contract which includes many municipalities in Newfoundland and Labrador, so our rate isn't affected by the number of claims made due to the number of participants included in this contract.

f) Fire Protection Update

Board members asked to be updated on what fire response is in place for each of the transfer station sites.

g) Ramea

Ramea requires a new truck for their waste management process. We are looking into options available to assist them in obtaining a truck and have been in correspondence with the department on how to best obtain this equipment. The process may include the participation of the Town of Burgeo and the Burgeo representative on the Board will be updated on this situation as it develops.

5. Standing Committee Reports

a) Finance Committee – July 17, 2025

<u>Budget vs Actual</u>

End of June is 50% variable.

Total Operating Expenses at 41% variance with Total Revenue at 58%.

<u>Receivables</u>

There was a slight decrease in June's 90+receivables with a total of $58K. Two accounts make up $55K of this amount which leaves $3K in the 90+ category.

Regarding the two large outstanding accounts, legal has prepared a demand letter for the first and it is being sent out by our legal representative. This offender has been blocked from using the site due to this issue.

The second overdue account will be receiving the final letter from the WRSB organization requesting payment of their balance owing. If payment is not made by this account holder within a 30-day timeframe provided in this letter, the organization can block their access to the site. Previous correspondence between the WRSB and this account holder may also be provided with previous correspondence the organization has had with them that has gone unanswered. If payment is still not received, the last step is to proceed to the demand letter from legal.

Tonnage

June saw a decrease in tonnage but the total remains above our monthly budgeted target. This amount is on par with the same time last year.

The Contract in Southwest Coast for removal of final 60 buildings damaged from Hurricane Fiona has been awarded. Material from this demolition process will be delivered to the WRSB facilities in upcoming months from that project.

MNP Report and Central Contract Negotiations Update

Instead of a typical contract, it was decided to go with a Memorandum of Understanding (MOU).

Two Invoices were received from Central based on the legal expenses occurred in developing the MOU and the Tipping Fee rate specified from the MOU document.

a) Legal – Invoice for charging half the cost for legal to each organization. We need to ensure Central's amount isn't charged back to us in the 2025 audit as a duplicate legal expense to be paid in 2026. Western's half of this bill is $724.50.
b) Simplified method – This is the method used to determine the tipping fee amount for 2024 and 2025. This method determined the tipping fee rate to be $34.75/tonne for those two years. This comes to a total owing to Central of $174,156.26 for 2024 and $68,887.99 up to May 2025 for an overall total of $243,044.25. This rate will be used on the remaining invoices for 2025 (June through December) and into 2026. This would bring us up-to-date until the 2025 audit determines the new simplified tipping fee rate.

Motion 25-0724-5.1.1: Moved by Sonia Lovell, seconded by Melvin Keeping. Be it resolved the WRSB accept the Central/Western Memorandum of Understanding document as presented. All eight Board members present are in Favour, none against. Motion carried.

Motion 25-0724-5.1.2: Moved by Sonia Lovell, seconded by Eric Nippard. Be it resolved the WRSB approve the payment of Western's half of the presented legal expenses in the development of the Memorandum of Understanding document for a total of $724.50. All eight Board members present are in Favour, none against. Motion carried.

Motion 25-0724-5.1.3: Moved by Sonia Lovell, seconded by Cynthia Downey. Be it resolved the WRSB approve payment of the Central invoice for the balance owing ($243,044.25) for the 2024 calendar year and for 2025 up to the end of May based on the agreed upon Simplified method for determining the Western tipping fee. All eight Board members present are in Favour, none against. Motion carried.

Staff Manual

There are policies in the manual that will to be revised and items that need to be added to the manual. Staff will be working on these revisions and additions and will bring the next draft of this document forward to the FC committee for review at a later meeting. Items for consideration include:

- Reservist Policy
- Lone Worker software
- Time off in lieu
- Sick days carry-over limited to 24
- Grandfathered Vacation for three employees

2025 Audit

The Audit contract is expected to go to RFP for next year; however, we want to extend the current contract by one year due to the policies and procedures that need to be implemented to ensure that the new Finance Manager can efficiently post the necessary journal entries, as well as other changes brought forward in discussions with our auditor that need to be implemented in the coming year to make future audits run more smoothly and be maintained by WRSB staff. The Finance Manager has requested a quote from the Auditors for this extension costs which will be brought to the next Finance Committee Meeting.

Bank Accounts

There was a review of the five accounts under the WRSB organization. Three of these accounts are restricted and require provincial approval to access, the other two are accounts (Operational and Reserve) we access for WRSB business.

Capital – Finance to bring to the Finance Committee the annual amounts put into the Reserve account each year and any amounts that have come out those accounts spent on Capital items over the same years. End result should equal the amount listed in the Capital Reserve Account.

Other

Pay as you Go Update – system was affected by a recent IT update. Our IT is working on fixing this as quickly as possible.

AllNorth - Everything is going well and is on-track with the revised timeline. Legal is up to date on all aspects of the delay and prepared if anything develops on that end.

CAO is getting a new credit card after losing the current one. No charges have been made since the card was lost.

b) Governance Committee – Work on Documents

The Governance Committee was re-activated in April with their first focus being to review and update the Governance Committee's Terms of Reference, The WRSB's Terms of Reference and the WRSB's Code of Conduct. The committee reviewed these documents and updated them to include current policies and practices. The draft documents reviewed by the Chair and CAO and drafts with revisions were then sent out to WRSB members for review and adoption at the next WRSB meeting. Structure Section – seems to be fairly clear. There is nothing more major than wordsmithing needed in the section.

Motion 25-0724-5.2.1: Moved by Eric Nippard, seconded by Sonia Lovell. Be it resolved the WRSB adopt the draft 'Code of Conduct for Board Members' document as presented. All six Board members present are in Favour, none against. Motion carried. (Darren Fitzgerald and Pamela Gill left the meeting prior to this motion)

Motion 25-0724-5.2.2: Moved by Eric Nippard, seconded by Cynthia Downey. Be it resolved the WRSB adopt the revised 'Governance Committee Terms of Reference' document as presented. All six Board members present are in Favour, none against. Motion carried. (Darren Fitzgerald and Pamela Gill left the meeting prior to this motion)

Motion 25-0724-5.2.3: Moved by Eric Nippard, seconded by Alfred Park. Be it resolved the WRSB adopt the revised 'WRSB Terms of Reference and Governance Document' as presented. All six Board members present are in Favour, none against. Motion carried. (Darren Fitzgerald and Pamela Gill left the meeting prior to this motion)

6. New Business

   Nothing presented for discussion.

7. Correspondence/ Media

   Nothing presented for discussion.

8. Other

   Pamela Gill – As Councillor with the City of Corner Brook, Pamela received an email from the coordinator with NL Housing regarding the topic of fire protection. After discussion amongst the Board, it was decided that Pamela would respond to the email with a request to bring their information and request forward to the WRSB for review instead of the City of Corner Brook.

Chair thanked all Board members for their service over the past term. Their participation is appreciated, and it is hopeful that some will continue in the next term after the Municipal Elections in the fall.

There will not be a WRSB meeting in August unless an issue develops from the meeting with the Minister in St. John's on July 31st.

Meeting adjourned at 11:45am.