

**Western Regional Service Board
Public Meeting Minutes**

Meeting Information:

Date: Thursday, October 23, 2025
Time: 10:30am – 11:56am
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
Pamela Gill	WRSB Member – Corner Brook (Via Zoom)
Rick Blagdon	WRSB Member – Burgeo and Area
Gary Ryan	MMSB, Director for Programming
Jason King	Chief Administrative Officer, WRSB
Denika Pink	Accounting Manager, WRSB
Trent Quinton	Operations Manager, WRSB
Pauline Anderson	Executive Assistant, WRSB

Missing with apologies:

Bill Griffin	WRSB Member – Corner Brook
Darren Fitzgerald	WRSB Member – Western Hills
Eric Nippard	WRSB Member – Bay St. George
Sonia Lovell	WRSB Member – White Bay South
Vacancy	WRSB Member - Long Range

Call to Order

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

Land acknowledgement was read and Next Meeting tentatively confirmed for Friday, December 5, 2025, at approximately 2:00pm.

1. Additions & Deletions to the Agenda

Motion 25-1023-111: Moved by Cynthia Downey, seconded by Rick Blagdon. Be it resolved the WRSB adopt the agenda for the October 23, 2025, WRSB meeting with the addition of 'Tires' to 6B. All six Board members present are in Favour, none against. Motion carried.

2. Adoption of Previous WRSB meeting minutes

Motion 25-1023-211: Moved by Hal Cormier, seconded by Mel Keeping. Be it resolved the WRSB adopt the minutes of the September 25, WRSB meeting as presented. All six Board members present are in Favour, none against. Motion carried.

3. Business Arising - There was nothing brought forward under this heading.

4. CAO Report

a) Procurement Update

Transportation Contract has been signed and the official start Dec 1.

The RFP for the operations of the Wild Cove and Bay St. George transfer station operations is active. On our website and government website. Closes November 7th. Once that is complete, we will proceed with operations of the other four transfer stations.

b) Water Technician Update

The candidate that was selected for the second Water and Wastewater Technician was not able to accept the position due to a family emergency. The next candidate had already accepted another position. After discussions with the province, it was decided to re-post the position which went active last Friday. We will proceed through the process over the next month to find the person to fill this position.

c) Maintenance Garage Update

There has been a scheduling delay with the new completion date moved to the end of November 2025. We have a new legal representation who is currently reviewing the situation and will provide guidance on the next steps.

There was a stack of change orders which the board approved via motion at the September meeting; however, there is one new change order that is outside the amount available for this project. This will come up as an RFD later in this meeting regarding the cistern. This may end up being a separate project. We will require the City of Corner Brook's final approval on the cistern once completed.

d) Non-Compliance Fees Update

The Board made a motion at the September meeting to provide a legal response to the community who has an increasing amount owed due to non-compliance fees that haven't been paid since they were charged. Our new legal representation is reviewing this situation, and a letter is being finalized to send to this community regarding the unpaid balance. Board and Staff agree to wait for one last response from the Community before sending this letter.

e) Ramea Update

We are going to add the collection piece to the operations contract of the Burgeo transfer station which will hopefully provide a solution to the collection issue.

If this doesn't work, we will begin discussions with the Town of Burgeo to determine other options available for this situation.

Ramea reported excessive contamination fees being charged to them. Our operations manager visited the transfer station to assist the staff of determining which loads should be deemed blatant non-compliance, which have decreased the charges due to these stipulations. All non-compliance charges will go through the operations manager until staff become more familiar with the determining factors of what qualifies as a blatant non-compliant load.

5. Standing Committee Reports

a) Finance Committee – October 9 & 16, 2025

There were meetings specific to the 2026 budget with an overview of the year-to-date financials.

i. RFD – 2025 WRSB Budget

The 2026 Operational Budget was prepared by Staff in consultation with the Finance Committee. The operational budget is based on layers of fixed costs and non-fixed General and Administration Costs, and as per previous years, does not include Capital Reserving or equalization offset funding. This is a tight operational budget based on realistic projections associated with revenues and expenditures.

The Finance Manager did a presentation of the budget details for the group.

The Fee Structure remains unchanged for 2026.

Motion 25-1023-511 - Moved by Cynthia Downey, seconded by Mel Keeping. Be it resolved the WRSB move into an in-camera meeting, without staff being present, to discuss the salary portion of the 2026 budget. All six in favour.

All staff, and guests, left the meeting at this point and was called back into the boardroom once the Board was ready to return to a public meeting.

Motion 25-1023-512 - Moved by Cynthia Downey, seconded by Mel Keeping. Be it resolved the WRSB move into a public meeting. All six in favour.

Ratification Motion 25-1023-513: Moved by Rick Blagdon, seconded by Cynthia Downey. Be it resolved the WRSB accept the one-time salary increases for staff affected, and the 4-year annual staff payroll increases of 2.5% in 2026, 2.5% in 2027, 3.0% in 2028 and 3.0% in 2029. All six in favour.

Motion 25-1023-514: Moved by Cynthia Downey, seconded by Pam Gill. Be it resolved the WRSB, in accordance with the Regional Service Board Act, approve the balanced 2026 budget with operating revenues and expenditures totaling **\$8,075,000.00** which will keep our Western Tipping fee at \$164/tonne for the 2026 calendar year. All six Board members present are in Favour, none against. Motion carried.

ii. RFD – Staff Policy Manual

Several items were brought forward to be reviewed for either inclusion, or to be edited in, the staff policy manual.

- Reservist Policy - to be adopted per the Provincial Treasury Board and included in the manual.
- Lone Worker - Process to be included in the manual.
- Time off in lieu – two situations being identified:
 1. For extra time worked on a regular workday, the CEO would have the discretion to allow an employee to leave early if the needed. The time would not be banked and is seen as a give and take relationship.
 2. For work outside regular scheduled hours, the employee would bank time (hour for hour). The bank would have to be used within the fiscal year and would not be carried over.
- Salary – recommendation is to show these adjustments in the 2026 draft budget.

Motion 25-1023-521: Moved by Cynthia Downey, seconded by Mel Keeping. Be it resolved the WRSB approve the recommended changes and additions to the Staff Policy manual as presented. All six Board members present are in Favour, none against. Motion carried.

iii. RFD – Maintenance Garage Capital Increase

There was a motion made in the September WRSB meeting to us \$260K from the existing Canada Community Building Fund (CCBF) to complete the existing and future change orders on the Maintenance Garage project.

Unfortunately, this funding was not enough to cover the change orders from the architectural changes to the building and the charges due to the cistern for the garage.

The additional amount needed to complete the charges for the cistern in the CCBF is \$97,702.54 plus HST.

Motion 25-1023-531: Moved by Cynthia Downey, seconded by Rick Blagdon. Be it resolved that the WRSB request an increase to the Canada Community Building Fund (CCBF) Maintenance Garage project funding for existing and other possible change orders for this project in the amount of \$97,702.54 plus HST. All six Board members present are in Favour, none against. Motion carried.

6. New Business

a) Day for Truth and Reconciliation

In 2022, the WRSB passed a motion for the recognition and observance of the National Day of Truth and Reconciliation as a statutory annual holiday beginning in 2022 and will be incorporated into the WRSB Staff HR Policy. Since this motion, both the Head Office in Corner Brook, and all six transfer stations have been closed in recognition of this day. We had one complaint this year about the transfer stations being closed on this date.

Consensus is to keep the prior motion with the organization remaining closed to recognize this new statutory holiday.

b) TIRES:

Why can't we take atv tires at the sites for recycling? Only highway tires are accepted into the program. MMSB is constantly looking for additions to their program, but this stipulation is still in place. It is something that may be reviewed in the future which would require regulations to be amended to accept ATV tires into the program. A request for ATV tires to be accepted into the program can be submitted to MMSB for review.

7. Correspondence/ Media

Nothing presented for discussion.

8. Other

Nothing presented for discussion.

Meeting adjourned at 11:56am.