

Western Regional Service Board

Public Meeting Minutes

Meeting Information:

Date: Friday, December 5, 2025

Time: 2:03pm – 3:40pm

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
Melvin Keeping	WRSB Member – Southwest Coast
Rick Blagdon	WRSB Member – Burgeo and Area
Sonia Lovell	WRSB Member – White Bay South
Pamela Gill	WRSB Member – Corner Brook (Via Zoom)
Gary Ryan	MMSB, Director for Programming (Via Zoom)
Jason King	Chief Administrative Officer, WRSB
Denika Pink	Accounting Manager, WRSB
Trent Quinton	Operations Manager, WRSB
Pauline Anderson	Executive Assistant, WRSB

Missing with apologies:

Hal Cormier	WRSB Member – Humber Valley
Darren Fitzgerald	WRSB Member – Western Hills
Vacancy	WRSB Member - Long Range

Call to Order

Meeting was called to order at 2:03pm (with quorum reached) by WRSB Chair Bernd Staeben.

Land acknowledgement was read and Next Meeting tentatively confirmed for Thursday, January 22, 2026, at 10:30am.

1. Additions & Deletions to the Agenda

Motion 25-1205-111: Moved by Eric Nippard, seconded by Bill Griffin. Be it resolved the WRSB adopt the agenda for the December 5, 2025, WRSB meeting with two additions: Rocky Harbour Meeting and Southwest Coast Fire Protection. All eight Board members present are in Favour, none against. Motion carried.

2. Adoption of Previous WRSB meeting minutes

Motion 25-1205-211: Moved by Eric Nippard, seconded by Melvin Keeping. Be it resolved the WRSB adopt the minutes of the October 23, WRSB meeting as presented. All eight 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) Maintenance Building Update

There has been another scheduling delay, and the new completion date of this building is now moved to the end of December. The cistern work is currently being prepared next to the building. Cost is now at the maximum of the budget. Once completed, the next step is the fit up of the building, then we will be looking into hiring a mechanic and an assistant. This building should be fully operational by summer 2026.

b) Procurement Update

JCL Investments Inc. started the Transportation contract on December 1, 2025.

There will be motions made later in this meeting on the two Transfer Station Operations RFPs that have already closed. There are three more transfer station operations RFPs to be issued before this process is completed.

Government has spoken previously about expanding the roles of Regional Service Boards. The new government has assigned an official contact for any questions we may have. One of the first things being done is a procurement audit which will formalize the process for all Boards to follow and maintain.

c) Water Technician Update

The alternate candidate in the Water Technician posting wasn't able to accept the position due to other employment. There may be an opportunity to present this position to them again before the end of this year based on a change in the status of their current employment. This could allow them to start as our second Water/Wastewater Technician as early as January 2026.

5. Standing Committee Reports

a) **Staff Policy Manual (RFD)**

The WRSB Chair, Vice-Chair and Finance Committee Chair met to review the WRSB Staff Policy Manual. During that meeting they have noted four recommendations for changes/updates to be implemented in the manual in 2026. These include:

4.10 in Staff Policy Manual:

The offices of WRSB will be closed for the holiday season from December 24 to January 1, inclusive. Administrative staff will check voicemails to ensure quality of service delivery over the holiday season.

Change to:

The offices of WRSB will be closed for the holiday season from December 25 to January 1, inclusive. Administrative staff will check voicemails to ensure quality of service delivery over the holiday season. The office will remain open on St. Patrick's Day, St. Georges Day and Orangeman's Day and exchange them for the three days between Christmas and New Years Day.

4.12 in Staff Policy Manual

c. All vacation must be used on or before December 31 of the vacation year or be paid out.

Change to:

c. All vacation must be used on or before December 31 of the vacation year or be paid out. For employees hired after December 31, 2025, all vacation must be used on or before December 31st of the vacation years.

4.13 In the Staff Policy Manual

h. Sick Leave Without Pay - When employees have used the maximum amount of sick leave and are unable to return to work, they may be granted special leave without pay. A doctor's note shall be submitted as required by the Employer.

Change to:

h. Sick Leave Without Pay - When employees have used the maximum amount of sick leave and are unable to return to work, they may be granted special leave without pay. A doctor certificate shall be submitted as required by the Employer. There will be an annual review of sick leave by the Executive Committee (Chair, Vice Chair and Chair of the Finance Committee. This has been completed for 2025.

Fourth Addition:

It is recommended designated long-term staff be moved to 5 weeks' holiday rather than staying at 4 weeks as indicated in the current policy. This would be reasonable as they were given 3 weeks' holidays when they were hired (prior to the existence of the Staff Policy Manual), as opposed to employees currently starting with 2 weeks, and they were told they would be given an extra week's holiday every 5 years. It is recommended that 5 weeks' holiday be the cap and eventually all employees who stay with the organization for a period of 15 years will have the opportunity to reach this cap.

Motion 25-1205-521: Moved by Sonia Lovell, seconded by Cynthia Downey. Be it resolved the WRSB accept the four noted recommendations from the WRSB Chair, Vice Chair and Finance Committee Chair to be included in the WRSB Staff Policy Manual effective 2026. All eight Board members present are in Favour, none against. Motion carried.

b) Procurement

- The Provincial Government is initializing a Procurement audit which may be extremely beneficial to ensure practices, and training, are maintained.

- RFD: WRSB-RFP-250002 - Transfer Station Operation for Wild Cove and Bay St. George

A Request for Proposals (RFP) was completed by our Consultants CBCL Limited for the operation of these two transfer stations and released October 17, 2025, for bids. The RFP closed at 2pm on November 7, 2025, with the opening of the bids immediately following.

There were three bids submitted with a confirmed scoring system in place for the Technical and Financial review. Once scoring was completed for each bid, the highest points overall was awarded to Tier 1 Capital Corporation who came in on budget with their costing.

Contract discussions have taken place with Tier 1 Capital Corporation with no problems or concerns noted in the contract.

Motion 25-1205-531: Moved by Sonia Lovell, seconded by Melvin Keeping. Be it resolved the WRSB accept the recommendation from CBCL Ltd to award the Operations Contract for the Wild Cove and Bay St. George Transfer Stations to Tier 1 Capital Corporation for the amount of \$895,620 (\$778,800 plus 116,820 HST) per year on a 5-year contract with a 2% increase for Contract years 2 through 5. All eight Board members present are in Favour, none against. Motion carried.

- RFD: WRSB-RFP-250003 - Transfer Station Operation for Southwest Coast

A Request for Proposals (RFP) was completed by our Consultants CBCL Limited for the operation of the Southwest Coast transfer station and released November 5, 2025, for bids. The RFP closed at 2pm on November 26, 2025, with the opening of the bids immediately following.

There were two bids submitted with a confirmed scoring system in place for the Technical and Financial review. Once scoring was completed for each bid, the highest points overall was awarded to Tier 1 Capital Corporation who came in on budget with their costing.

Contract discussions have taken place with Tier 1 Capital Corporation with no problems or concerns noted in the contract.

Motion 25-1205-532: Moved by Sonia Lovell, seconded by Eric Nippard. Be it resolved the WRSB accept the recommendation from CBCL Ltd to award the Operations Contract for the Southwest Coast Transfer Stations to Tier 1 Capital Corporation for the amount of \$278,250 + \$41,737.50 HST = \$319,987.50 for the first year on a 5-year contract with a 2% increase for Contract years 2 through 5. All eight Board members present are in Favour, none against. Motion carried.

6. New Business

Rocky Harbour – The WRSB Chair and CAO had a meeting with Rocky Harbour Councillors, at their request, to answer questions they had on waste management. Waste Management is a large percentage of their town budget. This shows that there is a need to ensure there is representation of all the wards at each meeting of the WRSB.

Pasadena – A meeting took place between the WRSB Chair and CAO and Pasadena Town representatives in November. A letter will be sent to the Town regarding the discussions and the agreement made during this meeting regarding contamination fees and the extenuating circumstances regarding their curbside collection.

Motion 25-1205-611: Moved by Cynthia Downey, Seconded by Sonia Lovell. Be it resolved the WRSB allow the Town of Pasadena to pay \$20,000, before the end of January 2026, of their total Contamination fees amount with the balance being written off due to extenuating circumstances. Seven Board members present are in Favour, one board member (Alfred Park) voted against the motion. Motion carried.

7. Correspondence/ Media

A letter was submitted to government from the Chairs of three Regional Service Boards (Eastern, Central, and Western) asking for a meeting with department representatives to discuss the challenges facing Regional Service Boards in the province. A primary point of concern for these discussions is a transportation solution for waste management.

8. Other

Fire Protection Services for the Southwest Coast Transfer Station Update – WRSB Operations Manager has discussed this issue with a representative of the Channel-Port aux Basques fire department. An initial estimate of \$2000/year was mentioned. More discussion needs to take place to pin down the cost and responsibilities.

Elections Status – Acclimation Seats were confirmed for White Bay South (Sonia Lovell), Burgeo and Area (Rick Blagdon), Southwest Coast (Shannen Batiste), Western Hills (Dean Ball), Long Range (Robert Bugden), Humber Valley (Kerry Ryland). The City of Corner Brook as appointed their two councillors (Sherry Dean and Eddie Kennedy). There will be an election taking place in Bay St. George with three nominees: Cynthia Downey, Eric Lovell and Theresa Gillam. The only ward in which there were no names submitted for representation is the North/South Bay of Islands.

Nothing further presented for discussion.

Meeting adjourned at 3:40pm.