

**Western Regional Service Board
Public Meeting Minutes**

Meeting Information:

Date: Thursday, February 26, 2026
Time: 10:45am – 12:44pm
Location: WRSB Boardroom, 4 Herald Avenue, Corner Brook

Present were:

Bernd Staeben	WRSB Chair
Dean Ball	WRSB Member – Western Hills
Eddie Kennedy	WRSB Member – Corner Brook
Eric Nippard	WRSB Member – Bay St. George (Via Zoom)
Kerry Ryland	WRSB Member – Humber Valley (Via Zoom)
Rick Blagdon	WRSB Member – Burgeo and Area
Robert Bugden	WRSB Member - Long Range (Via Zoom)
Sherry Dean	WRSB Member – Corner Brook
Sonia Lovell	WRSB Member – White Bay South (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:

Shannon Battiste	WRSB Member – Southwest Coast
Theresa Gillam	WRSB Member – Bay St. George
Vacancy	WRSB Member – North/South Bay of Islands
Gary Ryan	MMSB, Director for Programming

Call to Order

Meeting was called to order at 10:45am (with quorum reached) by WRSB Chair Bernd Staeben.

Land acknowledgement was read and introductions were made.

Next meeting is scheduled for Thursday, March 26, 2026. No scheduling conflicts noted for this date.

1. Additions & Deletions to the Agenda

Motion 26-0226-111: Moved by Dean Ball, seconded by Eddie Kennedy. Be it resolved the WRSB adopt the agenda for the February 26, 2026, WRSB meeting as presented. All eight Board members present are in Favour, none against. Motion carried.

Motion 26-0226-211: Moved by Rick Blagdon, seconded by Eric Nippard. Be it resolved the WRSB adopt the minutes of the January 22, 2026, WRSB meeting as presented. All eight Board members present are in Favour, none against. Motion carried.

Staff will draft a monthly 'newsletter' for Board approval that will accompany the adopted minutes each month as a communications piece with Western Communities.

2. New Business

Bay of Islands Vacancy – There have been repeated attempts to get a nomination from the Bay of Islands communities to represent the ward on the Board, but all attempts have proven unsuccessful. The next option might be to write to government to request them to appoint a representative from the area to the Board.

3. CAO Report

a) MMSB Forum (May 21 – 22 in Gander)

This is an annual forum over a two-day timeframe in which all waste management boards and regions participate with updates/presentations. They fund costs for each area to send two representatives to this forum. Details will be sent out to the Board via email to see if anyone on the board is interested in attending this year.

b) Town of Pasadena Update

We have received the cheque from the Town for the agreed upon amount for the non-compliant fee total. We don't expect there to be any further complications.

c) Allnorth Update

They are our Project Manager for the Maintenance Building on the Wild Cove site. The building is being commissioned on Friday, and they will be working on the list to correct any deficiencies that come from the commissioning. Everything should be good for the building to be put in use effective in the next week or two.

Discussions will be taking place soon between representatives from Allnorth, Brook Construction and the WRSB to discuss the issue of the delay charges that accumulated during the maintenance building construction. These discussions won't have any repercussions on the turnover of the building to the WRSB. Our legal representative will be closely involved in this situation as we move forward. An update will be provided on these discussions at the March meeting. Board is all in agreement that the meeting needs to happen and discussions need to occur and brought back to the Board.

d) Optimizing Boardroom Layout for Zoom Inclusion

Board consensus is to move forward with a boardroom layout to benefit all Board participants.

e) Upcoming Technical Committee Agenda

Major items include Wild Cove C&D Landfill, Fire Protection Services for all transfer stations, Organics program, curbside collection standing orders, MMSB Audit information, etc.

f) Ramea

In 2019 we ordered a roll-off truck and bins for Ramea that government paid for. The system has been operating really well for the past several years. About a year ago, Ramea came to the WRSB stating they can't keep up with the maintenance of the truck and asked for help in solving this problem.

Board Direction – Board should be involved with Management look into options to see what that assistance would involve. Need to ensure there is a fairness of costs per household for all residents in all communities. Maybe an option would be to get a new truck from government that would be based at the Burgeo Transfer Station, and a rental fee would be charged to Ramea that would alleviate their inspection/insurance/maintenance costs of the current truck. Might need to come up with a sub-regional/ward solution. Suggestion was made to get the truck inspected and repaired but keep it on the Burgeo side to avoid further degradation of the truck due to weather conditions. The board would like to assist in this matter but needs to have some kind of financial commitment from Ramea (rental, etc.). Discussions will occur at the Technical Committee level in March for options and guidance.

g) Product Care Recycling

We received an email from the program coordinator for the paint program. They are looking for communities to hold events to bring awareness to the recycling of paint and proper disposal.

Email will go out to the Board about this for the Board to respond and submit community names.

4. Standing Committee Reports

a) Finance Committee – Feb 12, 2026

2025 Year End:

- Budget vs Actual - Overall expenses were 90% and revenue at 134% with net income is \$863K.
- Accounts Receivables - Year-end 90+receivables had a total of \$88K. Three accounts make up \$83K of this amount which carried into January. There has been a big decrease in the 90+ category over the past 2 years which can clearly be seen in the stats.
- Tonnage – Total tonnage for 2025 was 47,349.10 which was 439.9 tonnes below our estimate of 47,789 tonnes. This was a decrease from our 2024 tonnage amount which was 48,970.07. The estimate for 2026 is 47,847 tonnes.

End of January 2025

- Budget vs Actual (8% Variance) - Overall expenses are at 7% and Revenue is at 6%. The committee reviewed the list of items over/under budget and noted items to keep an eye on.
- Receivables - The 90+receivables are \$96K. Three accounts make up \$84K which leaves \$12K in the 90+ category. Legal is involved in the process for one of those accounts.
- Tonnage - January tonnage was 2,877 which is below our 2026 monthly estimate of 3,987. This amount is not totally unexpected as the tonnage is always low in the winter months.

Two Trailer Replacements for 2026

The WRSB sent a Capital request to government for equipment needed by the organization. Government approved the funding of 2 Trailer replacements at a 70/30 split. These trailers have now been ordered.

2025 Audit

The 2025 Audit will be completed and ready to be presented by the Auditors to the Finance Committee at a meeting scheduled for Thursday, May 21st. This will give the Finance Committee a good understanding of the audits to bring forward to the WRSB meeting for motion at the May meeting. It was noted that we will need to change this date due to a schedule clash with the MMSB Forum.

Capital Update

The maintenance building is almost complete. There is a delay claim of approximately \$300K for a pause in the construction of this building and we are going through a process with our lawyer, consultant and contractor in an attempt to remedy this delay claim as soon as possible. Wild Cove C&D facility – a recent study determined the remaining lifecycle of the Wild Cove C&D landfill to have less than 5 years of remaining use. Government hasn't yet confirmed what route to follow with regards to this site, or locations for a possible new site or sites. Time is getting very short for a plan to be put into place and implement within the remaining lifespan of the site.

i. RFD – 2025 Write-off

There are 4 accounts which the Accounts Department have provided as write-offs for 2025. All attempts to reclaim this money has been unsuccessful due to the status of the businesses who own these accounts. Due to this, these accounts are now deemed defunct and will not be able to be reconciled. The WRSB organization is requesting they be written off to clear them out of our Accounts Receivable records.

Commercial Accounts Determined to be Uncollectible 2025	
Customer Name	Amount Owning
Customer #456	\$ 1,116.17
Customer #5349592	\$ 68.88
Customer #5350172	\$ 19.68
Customer #5354809	\$ 113.16
Total	\$ 1,317.89

Motion 26-0226-411: Moved by Sonia Lovell, seconded by Rick Blagdon. Be it resolved the WRSB approve to write-off the accounts provided in the amount of \$1,317.89 as unobtainable funds for the 2025 Fiscal year. All eight Board members present are in Favour, none against. Motion carried.

ii. **RFD – Water Technician Vehicle Purchases**

The senior Water Operator has been using a Toyota RAV4 for the past five years, which has accumulated over 200,000 km. The Water Operator Program expanded this year to include a second Operator and with both spending the majority of their time travelling to communities throughout the Western region, reliable transportation is essential for both.

To meet program needs, due to equipment required for the work involved, it was determined a mid-sized truck (to expand operational capabilities) and an SUV would best serve the Program. The current Toyota RAV4 will be traded in toward the purchase of the two new vehicles.

Funding for this purchase will come from the \$80,000 allocated by ECC for the 2024 and 2025 fiscal years.

In accordance with the Public Procurement Guide, three quotes were obtained from dealerships for comparable vehicles:

1. Dennis GM, 2026 Chevrolet Trailblazer AWD LT and Colorado 4WD LT (\$60,937.80 + \$41,124.30 - \$10,000 Trade-in, total \$92,062.10 HST Included)
2. Humber Ford, 2025 Ranger 4WD XLT and 2025 Escape AWD (\$62,766.15 + 41,415.25 - \$13,000 Trade-in, total \$91,181.40 HST Included)
3. Western Toyota, 2026 Tacoma 4x4 and 2025 Rav4 AWD LE (\$58,809.85 + \$41,318.35 - \$8,000 Trade-in, total \$92,129.20 HST Included)

The final selection of the Toyota vehicles is based on the exceptional overall value delivered by proven experience, strong reliability, and the brand's well-established reputation.

Motion 26-0226-412: Moved by Sonia Lovell, seconded by Dean Ball. Be it resolved, the WRSB approve the purchase of a 2025 Toyota Rav4 LE AWD and a 2026 Toyota Tacoma 4x4. Total value of the transaction is \$92,129.20 HST Included. All eight Board members present are in Favour, none against. Motion carried.

Water Technician Report will take place in the Spring.

5. Correspondence/ Media - Nothing to bring forward.
6. Other - Nothing to bring forward.

Meeting adjourned at 12:44pm