

## Western Regional Service Board

### Public Meeting Minutes

#### Meeting Information:

Date: Thursday, January 22, 2026

Time: 2:03pm – 3:46pm

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)
Shannon Battiste	WRSB Member – Southwest Coast
Sherry Dean	WRSB Member – Corner Brook
Sonia Lovell	WRSB Member – White Bay South (Via Zoom)
Theresa Gillam	WRSB Member – Bay St. George (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:

Vacancy WRSB Member – North/South Bay of Islands

## Call to Order

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

Land acknowledgement was read and introductions were made. This is the first meeting of the new 4-year term Board.

Gary Ryan, MMSB, introduced himself to the Group and gave a presentation on his role in the MMSB and contributions and relationship of the MMSB to the WRSB.

### 1. Additions & Deletions to the Agenda

**Motion 26-0122-111: Moved by Rick Blagdon, seconded by Shannon Battiste. Be it resolved the WRSB adopt the agenda for the January 22, 2026, WRSB meeting as presented. All ten Board members present are in Favour, none against. Motion carried.**

### 2. New Business

#### a) Election of the Vice-Chair

With the majority of the Board being new members, there is a need to appoint/elect a new Vice Chair for this 4-year term.

Sonia Lovell nominated Eric Nippard for the Vice-Chair position and Eric accepted the nomination. No further nominations took place with Eric accepting the appointment to Vice-Chair.

#### b) 2026 Committees – The Chair announced the following committee structures. There were no declinations in the positions.

Finance Committee – Sonia Lovell (Committee Chair), Shannon Battiste, Kerry Ryland

Technical Committee – Sherry Dean (Committee Chair), Rick Blagdon, BOI representative (when appointed)

Shared Services Committee – Dean Ball (Committee Chair), Theresa Gillam, Robert Bugden

Governance Committee – Eric Nippard (Committee Chair), Eddie Kennedy

#### c) Tentative WRSB Meeting Schedule

The previous WRSB held their meetings on the fourth Thursday of each month at 10:30am. All current Board members agreed that this schedule fits their own schedules so this format will continue for this WRSB term.

### 3. CAO Report

#### a) WRSB Procurement

##### i Trailer Replacement

There is a motion on the books **“Be it resolved the WRSB approve the use of sole sourcing when procuring a new trailer for our fleet due to the unique trailer specifications required for these trailers to work with the current WRSB system”**. We need to replace 2 trailers this year. The Board wanted a full breakdown of the replacement trailers to go through the Finance Committee who will then bring it forward to the Board as a Request for Decision (RFD) at the next meeting.

ii RFD – Burgeo Transfer Station Operations Contract

A Request for Proposals (RFP) was completed by our Consultants CBCL Limited for the operation of the Burgeo transfer station and was released December 8, 2025, for bids. The RFP closed at 2pm on January 9, 2026, with the opening of the bids immediately following.

There were two bids submitted and a scoring system was confirmed for the Technical and Financial review. Once that scoring was completed for both bids, the highest points overall was awarded to Tier 1 Capital Corporation.

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

**Motion 26-3A2:** Moved by Rick Blagdon, seconded by Dean Ball. Be it resolved the WRSB accept the recommendation from CBCL Ltd to award the Operations Contract for the Burgeo Transfer Stations to Tier 1 Capital Corporation for the amount of \$214,800 + \$32,220 HST = \$247,020.00 for the first year on a 5-year contract with a 2% increase for Contract years 2 through 5. All ten Board members present are in Favour, none against. Motion carried.

iii RFD – Long Range Transfer Station Operations Contract

A Request for Proposals (RFP) was completed by our Consultants CBCL Limited for the operation of the Long Range transfer station and was released December 15, 2025, for bids. The RFP closed at 2pm on January 19, 2026, with the opening of the bids immediately following.

There were two bids submitted and a scoring system was confirmed for the Technical and Financial review. Once that scoring was completed for both bids, the highest points overall was awarded to Tier 1 Capital Corporation.

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

**Motion 26-0122-3A3:** Moved by Eric Nippard, seconded by Eddie Kennedy. Be it resolved the WRSB accept the recommendation from CBCL Ltd to award the Operations Contract for the Long Range Transfer Stations to Tier 1 Capital Corporation for the amount of \$190,800 + \$28,620 HST = \$219,420 for the first year on a 5-year contract with a 2% increase for Contract years 2 through 5. All ten Board members present are in Favour, none against. Motion carried.

iv RFD – White Bay South Transfer Station Operations Contract

A Request for Proposals (RFP) was completed by our Consultants CBCL Limited for the operation of the White Bay South transfer station and was released December 15, 2025, for bids. The RFP closed at 2pm on January 19, 2026, with the opening of the bids immediately following.

There were three bids submitted and a scoring system was confirmed for the Technical and Financial review. Once that scoring was completed for each bid, the highest points overall was awarded to B&S Trucking Ltd.

The only concerning issue with this contract is the operator is also the curbside collector in the area so there would need to be a mechanism in place to ensure there is no conflict of interest. This site will likely have a WRSB employee on the scale house instead of the Contractor's employee.

**Motion 26-0122-3A4:** Moved by Sherry Dean, seconded by Dean Ball. Be it resolved the WRSB accept the recommendation from CBCL Ltd to award the Operations Contract for the White Bay South Transfer Stations to B&S Trucking Ltd. for the amount of \$291,893.80 + \$43,784.07 HST = \$335,677.87 for the first year on a 5-year contract with a 2% increase for Contract years 2 through 5. All ten Board members present are in Favour, none against. Motion carried.

#### b) Water Technician Update

Government provided the WRSB with funding for a second Water/Wastewater Technician in 2025 and we went through the hiring process in late 2025. This position was offered to Mr. Anthony (Tony) Reddy in December who accepted and began in the position on January 5, 2026. Tony will be job shadowing Charlotte until he is familiar with the area and the regular routine of the position and responsibilities of the job.

#### c) 2025 Audit Update

Two audits will be completed for 2025:

- Capital/Operational Audit – scheduled to be begin in early April with a draft received and presented to the Finance Committee and the Board in their May Meetings.
- Annual Expenditure Report (AER) Canada Community Building Fund Agreement Audit - scheduled to begin in April as well and is usually completed before the Capital/Operational Audit.

#### d) Curbside Collection Update

This organization has discussed over the year the prospect of taking on curbside collection after receiving requests from communities to consider the service. One remaining item for investigation from CBCL Limited is a Tabletop review of the feasibility of this organization getting into Curbside Collection. Staff will be working with the consultants on this and hopefully have something to bring forward to the Board in the Spring.

#### 4. Standing Committee Reports

Committees were formed earlier in this meeting, and meetings will be arranged when required. Reports will be brought to the Board as the committees come online in 2026.

#### 5. Correspondence/ Media

- Board members need to ensure the communities they represent are kept informed on decisions made in WRSB meetings. Open communication is key and the WRSB office can assist in any method that Board members believe will work in their ward. There is a need for a more accurate directory for all municipalities and local service districts in the Western Region.

- There was a meeting January 7, 2026, between the three provincial Regional Service Board (RSB) Chairs and CAOs with government representatives. The meeting was difficult due to the breakdown in the online connection with the government building. The following day WRSB Chair sent the Minister a letter expressing the concerns that were unable to be discussed or reviewed at that meeting and we received a reply from the Minister today confirming receipt of letter and noting the concerns expressed in our letter. They also confirmed there will be opportunities in the near future to meet for further discussions.

6. Other

Overdue Invoices - There has been no response from one of the communities in Western who are in arrears on contaminated loads. This is concerning since there was a meeting back in November and an agreement made on reducing the amount due to unique circumstances. The next correspondence with them may need to be via phone.

Firefighting at SWC Transfer Station – Operations Manager will bring forward a report on fire protection at each of the transfer station.

Community cleanups – looking for a solution and a mechanism that can work with each community. This is something each community that is interested can discuss with our managers.

Next Meeting tentatively confirmed for Thursday, February 26, 2026, at 10:30am.

Meeting adjourned at 3:46pm.