

Western Regional Service Board
Public Meeting Minutes

Meeting Information:

Date: Thursday, March 26, 2026
Time: 10:30am – 11:50am
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
Rick Blagdon	WRSB Member – Burgeo and Area
Sherry Dean	WRSB Member – Corner Brook
Sonia Lovell	WRSB Member – White Bay South
Kerry Ryland	WRSB Member – Humber Valley (Via Zoom)
Shannon Battiste	WRSB Member – Southwest Coast (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
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 introductions were made.

Next meeting is scheduled for Thursday, April 23, 2026. No scheduling conflicts were noted to need rescheduling; however, a couple WRSB members will be out of town and will have to join via zoom.

1. Additions & Deletions to the Agenda

Motion 26-0326-111: Moved by Dean Ball, seconded by Rick Blagdon. Be it resolved the WRSB adopt the agenda for the March 26, 2026, WRSB meeting as presented. All nine Board members present are in Favour, none against. Motion carried.

2. Adoption of the February Meeting Minutes

Motion 26-0326-211: Moved by Sherry Dean, seconded by Eric Nippard. Be it resolved the WRSB adopt the minutes of the February 26, 2026, WRSB meeting as presented. All nine Board members present are in Favour, none against. Motion carried.

3. New Business – Nothing to bring forward.

4. CAO Report

a) Bay of Islands & Long Range Representative Status

We have two wards without representation on the WRSB.

Bay of Islands: letter was sent to them on March 10th confirming their seat on the board remains vacant and they were given a deadline date of March 31st for their community to submit a nomination if they wish to bring one forward. The letter stated that after that date, if no nominations have been received we will proceed with Section 6(2) of the *Regional Service Board Act, 2012*, which outlines that if no nominations are brought forward, the Minister of Municipal and Provincial Affairs may select a person from one of the councils in the ward to serve as a board member. A one-week email reminder was sent out on Tuesday.

Long Range: With the recent resignation of Robert Bugden, we have initiated the nomination process in this area. An email was sent out to all the communities informing them of the newly vacant seat and that we are seeking nominations from their councils for representation of their ward. We also mentioned Section 6(2) of the *Regional Service Board Act, 2012*, to them in this email and gave them the deadline date of April 30 before proceeding with contacting the Minister about this vacancy.

b) Newsletter

Transparency is very important to this Board. The newsletter was sent out to be reviewed by the Board for approval to move forward. The document has been finalized and sent out to all communities and Board members through our SendGrid system. This will be done with each set of minutes as they are adopted.

Is there a way to request all councillor's emails to send the newsletters to instead of a general email. SendGrid statistics will tell us who is getting them, opening them, etc.

c) Allnorth Update

Delay Claim – Allnorth is working on determining what is a fair delay claim with Brook Construction. Cooperation is now occurring between all three parties moving forward.

Commissioning of the Building – delay due to scheduling restrictions. There are some minor components that need to be installed and a question about the distance of the water hookup/hydrant from the building that we need to discuss with the fire department. Everything is 98% done and once the commissioning is complete, we obtain an occupancy permit from the city and the building is good to go.

d) CRSB Meeting Update

Was rescheduled from last week to next week. We have a draft agenda of items we want to discuss with Central, and a briefing of this meeting will be brought forward to the next WRSB meeting. Main focus will be their audit and how it affects our tipping fee, as well as the development of cell 4.

e) Department Email Request

We have received multiple requests recently from various government officials for the same organizational information. We hope it is because the organization is being brought forward in more discussions within government.

f) Fire Services

We received a proposal from the City of Corner Brook in response to our expression of interest we sent out a while ago to all communities near the Boom Siding area with fire departments. We are in the process of arranging a meeting between all parties to discuss this proposal to see if we can finalize a plan to bring forward to Corner Brook Council for discussion and decision. It is hopeful we will be able to have this meeting before the end of April and be on our way to an agreement.

g) MMSB Forum (May 21 – 22 in Gander)

We had multiple requests from Board members to attend. MMSB stated they may be able to accommodate everyone who wants to attend from the WRSB organization but will confirm with us ASAP.

5. Standing Committee Reports

a) Finance Committee – March 19, 2026

Budget vs Actual - (17% Variance) - General & Administrative Expenses are at 27%, Operating Expenses at 16%, Payroll Expenses are at 15% and Overall expenses are at 16% and our Revenue is at 13%. Net loss of \$290K but expect revenues to increase over the next few months.

Receivables - There was a large decrease in the 90+receivables due to one of the three outstanding accounts from 2025 being paid in full and the deduction of the 2025 write-offs approved by the Board. Two large accounts make up a large part of the \$42K total. There will be a lot of focus on these two accounts moving forward. Legal for both parties are involved in the process now.

Tonnage - We saw a decrease in tonnage. It was below our monthly tonnage estimate, but higher than the same time last year. Winter months are historically lower tonnage amounts.

Retained Earnings - There was a detailed discussion regarding Retained Earnings so the FC could better monitor this topic moving forward.

2025 Audit – Auditors will meet with the Finance Committee on Monday, May 25 starting at 2pm. This meeting will give the Finance Committee a good understanding of the audits to bring forward to the WRSB meeting the following week and also allow committee members to ask the auditors questions or for clarification.

Capital Process – Management will be meeting with Government Department officials in the coming months to get a better understanding of the process moving forward for Capital. One of the topics that will be discussed during the first of these meetings is the pursuit of a new roll on/off truck for the organization that would mainly be used in the Burgeo/Ramea area.

Water Technician Vehicles - We have acquired the SUV, but the truck won't be available until early April. We will retain the current SUV for the second Water Technician to use until the Truck arrives, then the current SUV will be traded in as per the agreement with the dealership.

Hampden TS Contract - A Request for Proposals (RFP) was completed by our Consultants CBCL Limited and released December 15, 2025, for bids. The RFP closed at 2pm on January 19, 2026, with the opening of the bids taking place immediately following.

There were three bids submitted with a scoring system in place for the Technical and Financial. Once that scoring was completed for each of the bids with the highest points overall awarded to B&S Trucking Ltd.

Motion 26-0326-511: Moved by Sonia Lovell, seconded by Rick Blagdon. 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 nine Board members present are in Favour, none against. Motion carried.

We had a discussion with the company regarding the optics of operating the transfer station and also being the main collector in the area. It was made very clear that the situation will be monitored very closely, as will all transfer stations once IT has developed the tonnage monitory reports, to ensure all proper protocols and procedures are followed. This particular station had very bad connection service, but this has recently been remedied with a change in service provider. The report being developed by our IT will be brought forward to the Finance Committee.

Fuel Costs – Current issues in the world may cause an increase in fuel costs in the coming months. We are aware of this potential increase and will watch the numbers closely for changes.

b) Technical Committee – March 6, 2026

Wild Cove C&D Landfill - CBCL Study from May 2024 shows there is estimated 5 years life remaining to the Wild Cove C&D Landfill. Time is extremely vital on this topic as we are quickly entering a position in which we will fall behind in this venture as any decision will likely involve years of work before it can be utilized or implemented.

Our challenges mainly involve possibly going from our current C&D landfill material allowances to a strictly C&D landfill with no exceptions. This would require additional equipment and infrastructure at all of our transfer stations and a significant increase of material being transported to Central which would require additional trailers.

Transfer Station Fire Protection Services & Suppression - Question of who would provide fire services to each of the transfer stations was a topic that was brought forward by the Board in late 2025. The Wild Cove Transfer Station is within Corner Brook limits, so they respond to any fire at that location, and we have a contract in place with the Town of St. Georges (they came to us) for responding to fires at the Bay St. George Transfer Station. This is a question that needs to be answered for each of the other four transfer stations.

Government has approved funding for fire suppression at the transfer stations; however, we have not been able to determine what that would look like at each station. Office staff to have a conversation with the Fire Chief about possible options and get them to sign off on it to be brought to the board for decision.

Organics - Maybe we can cooperate with partners on a composting program. MMSB is very willing to work with us on any organics program we can develop that proves to be a viable program for the Western region.

Curbside Collection Standing Offers/Program - Several communities came to us over the past few years to assist in obtaining a contract for them for curbside collection, which we developed through an RFP process. CBCL and WRSB staff can do a desktop review to further examine curbside collection options for the Western Region (amend contract to include additional community(ies)). Need to determine the legal model that would work for us. Results would come back to the TC for review once the study is completed. In discussions with our consultant to speed up this process as **there is a sense of urgency** on this topic for one community.

Ramea Truck – May be more of a Finance Committee issue. If we can come up with a business case for a regional need for this truck, government is likely to approve to fund it. One plan is to keep the truck in Burgeo and is sent over to Ramea each week to collect the bin(s) to bring back to the Burgeo transfer station. This would minimize and regulate the cost for Ramea (through a lease for services provided) if the WRSB owned and maintained the truck. We are in discussions with the Department on this item.

Hampden – B&S trucking was determined to be the preferred proponent in the procurement process for operating the Hampden site. There is some concern because they are also the main curbside collector in the area as well. We need to ensure they are aware this will be monitored by the organization closely over a probationary timeframe and if the numbers aren't consistent and reliable, we will place our own scale house attendant in place there. This will be discussed with the contractor before being implemented.

6. Correspondence/ Media

Letter was sent to the Minister requesting a meeting about the Wild Cove C&D Landfill.

7. Other

Consider planning a trip of the new board to Central as none of the new board members have seen the Central Site. There may be an opportunity for those attending the MMSB forum to tour the site and bring back a recommendation on a Western contingent to the site.

Meeting adjourned at 11:50pm