

Western Regional Service Board
Public Meeting Minutes

Meeting Information:

Date: Thursday, April 23, 2026
Time: 10:32am – 12:04pm
Location: WRSB Boardroom, 4 Herald Avenue, Corner Brook

Present were:

Bernd Staeben	WRSB Chair
Dean Ball	WRSB Member – Western Hills (Via Zoom)
Eddie Kennedy	WRSB Member – Corner Brook
Rick Blagdon	WRSB Member – Burgeo and Area
Shannon Battiste	WRSB Member – Southwest Coast (Via Zoom)
Sherry Dean	WRSB Member – Corner Brook
Theresa Gillam	WRSB Member – Bay St. George
Jason King	Chief Administrative Officer, WRSB
Denika Pink	Accounting Manager, WRSB
Trent Quinton	Operations Manager, WRSB
Pauline Anderson	Executive Assistant, WRSB

Missing with apologies:

Eric Nippard	WRSB Member – Bay St. George
Kerry Ryland	WRSB Member – Humber Valley
Sonia Lovell	WRSB Member – White Bay South
Gary Ryan	MMSB, Director for Programming
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, May 28, 2026. No quorum concerns were noted to require re-scheduling at this time.

1. Additions & Deletions to the Agenda

Motion 26-0423-111: Moved by Rick Blagdon, seconded by Dean Ball. Be it resolved the WRSB adopt the agenda for the April 23, 2026, WRSB meeting as presented with Ramea update listed under Section 5. All six Board members present are in Favour, none against. Motion carried.

2. Adoption of the March Meeting Minutes

Motion 26-0423-211: Moved by Sherry Dean, seconded by Rick Blagdon. Be it resolved the WRSB adopt the minutes of the March 26, 2026, WRSB meeting as presented. All six 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

Bay of Islands: Before sending the draft letter to the Minister we sent an email to our Department Contact explaining the ongoing vacancy in this ward and requesting Department guidance/advice on the next step. We are waiting to hear back from them on how to proceed. If we do not hear back in the next week or two we will send the letter to the Minister.

Long Range: We are very happy to announce that Gregory (Greg) Payne has accepted the position representing the Long-Range Ward on the Board. The Town of St. Paul nominated Greg to serve the area. In the coming weeks, we will work with Greg to provide him with an orientation and get him up-to-speed so he can join the May WRSB meeting.

b) Allnorth Update

Commissioning of the Building – There is some minor electrical work left to complete, as well as work on the Cistern, and then the final commissioning will occur.

Cistern - We received an email from Allnorth stating the Corner Brook fire department reviewed the situation with the Cistern's water hook-up at the Wild Cove site. After the review, they confirmed approval of the 11m distance from the building that we requested instead of the regulated 30m distance. We are waiting for the cost involved with this change order.

Delay Claim – Had a meeting with our auditor to see how this will affect the organization. They will review and see how this liability will affect the financial statements for the organization for 2025. Our legal is up-to-date but all parties have decided not to involve legal at this point.

c) Professional Municipal Administrators (PMA) Conference

This is the first time we have had representation at this conference. Our Regional Outreach Officer attended and had a table at the event with information/swag. It was very well organized and informative. This was deemed to be a very valuable conference and experience, and we will attempt to have representation each year along with the MNL and MMSB Conferences.

d) Fortis Building / Rental Agreement

We have received notification that the building will be changing owners. This should not have any effect on regular operation of the organization or on our lease. Paperwork on this transfer of the lease has been completed, and we will be informed when it is all official and the name on the rent cheque needs to be changed.

e) Bay St. George Public Drop Off (PDO)

We sent a letter out to all Communities in the Bay St. George Ward on April 20th stating we are seeking a community partner for the West Bay drop-off area for the 2026 season (June to October) for Residential bulky, C&D, and metals. We listed the responsibilities for the position and requested that any interested communities that would like to discuss providing staffing for the West Bay site to contact us as soon as possible to begin discussions.

The other two PDOs operate under Memorandum of Agreements/Understandings with nearby communities.

If this doesn't work an option was brought forward to have a volunteer organization like a fire department who may be able to assist.

f) Fire Services

We had a meeting with Corner Brook, WRSB and Boom Siding representatives to discuss the City's draft proposal for providing fire protection services for the community of Boom Siding. Minor details are being discussed but there currently don't seem to be any major issues. Working towards finalizing the proposal to bring to the WRSB and Corner Brook Council. There isn't an official committee representing Boom Siding which might make things a little difficult.

Recommendation: submit the proposal we have to government for review. This may save some time in the future and present some questions that may not have been part of the discussions that may need to be answered. Fire season is fast approaching so this needs to be finalized as quickly as possible.

This agreement/program could be a catalyst for the sharing of other services in the Western region.

5. Standing Committee Reports

a) Finance Committee – April 15, 2026

Budget vs Actual - (25% Variance) - No new overbudget items since last meeting. General & Administrative Expenses are at 32%, Operating Expenses at 23%, Payroll Expenses are at 22% and Overall expenses are at 24% and our Revenue is at 18%. Net loss of \$430K but we expect revenues to increase over the next few months as we move out of Winter.

Receivables - 90+receivables in March had four accounts being the main contributor with a combined total of \$62K. Two of those are a carryover from last month's report and have moved into the legal stage. This leaves a balance of \$12K in the 90+day receivables at the end of March.

Tonnage - The tonnage amount remained constant for March which is lower than budgeted and also lower than amounts from the same month last year. This should increase as we move into Spring.

Fuel Surcharge - We received an invoice from our transportation contractor for a February/March fuel surcharge of \$20K. We only budgeted \$10K for all of 2026. With the current war in the Middle east, this may be a continuing issue in 2026. We did have similar problems when the price of fuel increased during Covid.

CRSB (Simplified Method) - Once the CRSB 2025 audit is completed, the simplified method will be implemented to determine the actual Western Tipping fee for Central for 2025 and an adjustment will be made based on any difference between this rate and the rate we actually paid in 2025. We hope to have 2025 numbers for the May FC meeting to review the process in more detail before bringing to the Board.

Advertising and Promotion Budget RFD - As part of the WRSB's ongoing public outreach and education strategy, staff have scoped a project to produce an instructional video. The video will provide a comprehensive "behind-the-scenes" look at the waste management process, following materials from curbside collection through to final processing at the transfer stations.

The total cost for the production is \$20,000 and staff have identified a funding strategy to cover the project costs over two fiscal years:

- **2025 Contribution:** \$10,000 is available through surplus funds in the 2025 Advertising and Promotion budget.
- **2026 Contribution:** The existing 2026 Advertising and Promotion budget is \$10,000, of which \$8,000 is already committed to recurring expenses, leaving only \$2,000 available.

Because this project was not included in the initial 2026 budget, a budget amendment is required to proceed. To cover the remaining \$10,000 balance and maintain the integrity of the 2026 promotional schedule, an additional \$10,000 must be allocated to the 2026 Advertising and Promotion budget.

Motion 26-0423-511: Moved by Sherry Dean, seconded by Rick Blagdon. Be it resolved, the WRSB approve the development of an educational outreach video at a total cost of \$20,000 utilizing \$10,000 in surplus funds from the 2025 Advertising and Promotion budget and further move that the 2026 Advertising and Promotion budget be amended to include an additional \$10,000 to cover the remaining project costs to ensure sufficient funding for planned 2026 promotional activities. All six Board members present are in Favour, none against. Motion carried.

The Board suggested that preference be given to local talent for this video if at all possible.

Curbside Collection Contract Amendment RFD - In 2024 the Western Regional Service Board (WRSB) entered a five-year contract with B&S Trucking Limited for curbside collection services in the Western Hills area. This contract, covering nine communities and approximately 1,000 households, is set to run from May 29, 2024, to May 28, 2029, at a rate of \$140.00 per household (plus HST).

In 2025, the Town of Deer Lake requested have the WRSB takeover their curbside collection service or to join the WRSB curbside collection service currently being provided to other Western Hills Communities.

Incorporating Deer Lake adds an additional 1,000 households, effectively doubling the service volume under the current contract.

Consultations between WRSB staff, Deer Lake representatives, and B&S Trucking were conducted to assess operational feasibility. B&S Trucking has confirmed they possess the fleet capacity and scheduling flexibility to absorb the additional volume without compromising service levels. Furthermore, the contractor indicated that the increased scale would allow for the acquisition of new equipment to enhance regional service.

Due to these economies of scale, B&S Trucking has offered a price reduction of \$2.50 per household to a new annual curbside collection fee to \$137.50 per household (plus HST) for all communities participating in the Western Hills contract for the remainder of the term.

Motion 26-0423-513: Moved by Sherry Dean, seconded by Eddie Kennedy. Be it resolved, the WRSB approve an amendment to Contract 24001 for the addition of the Town of Deer Lake to be included in the contract with a per household cost reduction as presented.

Dean Ball stated that he is in a conflict of interest and cannot vote on this as a representative on the Deer Lake Council.

Without Dean's vote, we do not have quorum to vote on this motion. This motion will be sent out as an email vote and will be ratified at the May WRSB meeting. Motion is therefore withdrawn and re-directed to be voted on via email.

Francois Merging with the Sort-It Western Regional Program RFD - When the Sort-It Western Program launched, the town of Francois opted out of the program after they secured a new incinerator for their community through their government representative.

That incinerator has now reached the end of its lifespan, and the provincial government has denied the Town's request for a replacement, directing them instead to the WRSB to facilitate integration into the WRSB Sort-It Western Regional Program.

In collaboration with local representatives, a preliminary plan was developed and following a review by our operations Department, it was confirmed that with specific modifications, equipment, and the provision of totes, the site can meet Western Program standards. The estimated startup cost of \$50,000 is supportable by the government as a regional initiative.

We are currently awaiting final approval from the building's owner; and once secured, a formal proposal will be presented to the Board for a final decision.

Notably, the addition of François would leave La Poile as the only community within the WRSB service area not yet participating in the Sort-It Western program.

Motion 26-0423-512: Moved by Sherry Dean, seconded by Shannon Battiste. Be it Resolved the WRSB approve, in principle, the integration of the community of François into the Sort-It Western program, pending formal approval from the identified building owner and the finalization of the provincial funding agreement. All six Board members present are in Favour, none against. Motion carried.

Ramea – This Community needs a new Roll On/off Truck as their current one is causing them an enormous financial strain to maintain.

Discussions with government continue regarding a new roll on/off truck for the organization that would mainly be used in the Burgeo/Ramea area. The plan is that Government would provide the truck to the WRSB as a regional body. The truck would be kept in Burgeo to protect it against the elements, and we would bill Ramea for the use of the truck which would decrease their own per household costs compared to what they are currently paying.

Best case, government will pay 100% of the truck's Capital cost, worst case is the WRSB may need to cover 30% of the Truck's capital cost.

Motion 26-0423-514: Moved by Sherry Dean, seconded by Rick Blagdon. Be it resolved, the WRSB approve the capital funding request of \$260,000 plus HST, for a new Roll on/off truck for the Burgeo transfer station. All six Board members present are in Favour, none against. Motion carried.

The only thing we are relieving Ramea of is the cost of the truck. They will pretty much pay us an annual rental fee of the truck for what they need the truck for, and they will continue with their own collection and other waste management practices. Suggest that rust checking be included in the annual maintenance of the truck.

6. Correspondence/ Media

We received a response letter from the Minister to the letter we sent to him requesting a meeting on the future of the Wild Cove C&D Landfill. The minister's office will be in touch to arrange a date and time for this meeting in the near future.

7. Other

Meeting adjourned at 12:04pm.