

Western Regional Service Board
Public Meeting Minutes

Meeting Information:

Date: Thursday, June 11, 2026
Time: 10:35am – 12:37pm
Location: WRSB Boardroom, 4 Herald Avenue, Corner Brook

Present were:

Bernd Staeben	WRSB Chair
Dean Ball	WRSB Member – Western Hills
Eric Nippard	WRSB Member – Bay St. George (Via Zoom)
Kerry Ryland	WRSB Member – Humber Valley (Via Zoom)
Rick Blagdon	WRSB Member – Burgeo and Area
Shannon Battiste	WRSB Member – Southwest Coast (arrived 10:40am)
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:

Eddie Kennedy	WRSB Member – Corner Brook
Greg Payne	WRSB Member - Long Range
Vacancy	WRSB Member – North/South Bay of Islands

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, July 23, 2026. No quorum concerns were noted to require re-scheduling at this time.

1. Additions & Deletions to the Agenda

Motion 26-0611-111: Moved by Sherry Dean, seconded by Rick Blagdon. Be it resolved the WRSB adopt the agenda for the June 11, 2026, WRSB meeting as presented. All seven Board members present are in Favour, none against. Motion carried. Shannon was not present for this motion.

2. Adoption of the March Meeting Minutes

Motion 26-0611-211: Moved by Eric Nippard, seconded by Sonia Lovell. Be it resolved the WRSB adopt the minutes of the April 23, 2026, WRSB meeting as presented. All seven Board members present are in Favour, none against. Motion carried. Shannon was not present for this motion.

3. New Business

- a) Wild Cove Fire – Pictures and videos of the Wild Cove Landfill fire and a synopsis of the timeline from Thursday, June 4th through to Monday, June 7th.

Lifespan of the site – the amount of material burned basically equals the amount of material used to cover/smother the fire.

Cause of fire – unknown at this time and likely not to be determined due to too many possibilities. Could be anything from lightning noted in the area to something that was unknowingly buried like batteries, cell phone, etc.

City would like to extend their programs on lithium batteries and provide more bins at various sites around the city.

Gary informed of a battery recovery program that is pulling out of Newfoundland because it is a voluntary program. Advise we write MMSB about batteries and HHW to see if there can be any consultation or program that the province is involved in. There was interest around the table in drafting a letter(s) from both the Board and communities represented around the table.

Measures being taken to ensure it doesn't flare up – We are keeping an eye for smoke and hot spots. MMSB has thermal imaging cameras (affixed on poles throughout) keeping an eye on the site of their program tires facility. This may be a method of surveyance and protection that can be looked into (solar thermal cameras, etc.) with an opportunity to be proactive for any similar fires in the future. We need to look into how we can ensure we are made aware of any fires in the future as early as possible and not after the Fire Department have already been notified. This will allow for a quicker response.

We have a meeting next week with representatives from the City of Corner Brook and the Fire Department.

We have been looking at fire suppression systems at the transfer stations and determined having sand on site is the most effective. The plan for Wild Cove may be affected due to the lifespan of that landfill being depleted in the next few years.

We have a meeting with the Minister on July 7, 2026 to discuss the C&D landfill to discuss the urgency in the quickly dwindling lifespan of the Wild Cove landfill and the need for the determination of a new C&D site as soon as possible.

b) MMSB Forum Attendees Report

Forum was attended by WRSB Members Sonia Lovell, Eddie Kennedy, Sherry Dean, Shannon Battiste, Dean Ball.

Everyone provided a brief report on their experience at the forum which is beneficial for the organization as well as for Gary Ryan who is attending the meeting for MMSB.

All of the representatives from Western that attended had not seen the Central Facility before, so it was very educational to see how it all functioned. There was also a lot of information regarding how different communities design their spring cleanup programs. Sherry suggested that this form sparked interest in the City inviting members of the WRSB organization be included in the Corner Brook disaster planning committee. It was informative on how the different regions are all at different levels of implementing the PSWMS.

4. CAO Report

a) Long-Range Representative Status

Gregory (Greg) Payne has accepted the position representing the Long-Range Ward on the Board. He has been unavailable for orientation due to work responsibilities but ensures his time will free up in July and we can proceed with orientation and attending meetings at that point.

We have had recent correspondence from another town in that same ward who has a councillor interested in being on the Board. We will contact Greg to discuss the topic and if he is able to commit to the responsibilities of being a Board member, we may need to go to an election in the area with the two nominees.

b) Allnorth Update

i. Building Update

There is still some minor work left to complete (leaks, electrical, other smaller things), as well as work on the Cistern. There was a request from them to sign off on the holdback but that will not take place until the checklist is complete on the building.

ii. Delay Claim

No change with this. There has been a lot of discussion over many months and Brook Construction has put a lien on the site.

WRSB understands the two organizations, Brook Construction and Allnorth, are talking to each other in an attempt to come up with an amiable solution that would work for everyone involved.

The WRSB stands by the fact that the WRSB is not responsible for these circumstances and the solution needs to be between the other two companies involved in the work, design and work prep.

c) PDOs Update

All three PDOs opened on Saturday, June 6th and will be open every Saturday until the end of October for Residential bulky, C&D, and metals only.

There are some problems at the Westbay site and vandalism regarding the gates on site and the household garbage left everywhere, even outside the site. We are in discussions regarding the validity of the program. We designed the Public Drop-off sites to assist the people in the area but if it is being constantly abused and vandalised, we may need to reconsider maintaining them as it is beginning to become a costly venture. There was a similar case in Bell Island that may be of use as a reference point or for guidance in our own circumstance.

This will go to the Technical Committee for further discussion, review and recommendation to the Board. Eric will speak with some community leaders he knows in the area to see if anything can come from those discussions.

d) Fire Services Update

We have two documents that are currently being reviewed by our CAO - The City of Corner Brook Contract and the ERSB contract for similar services. Once these documents are reviewed and agreed upon by all parties involved, we can move forward in having these services available as soon as possible. May want to ensure timelines (recommend 30 days) are put on the final draft for both the community and the City to ensure approval is achieved as quickly as possible.

e) Certificate of Appreciation

The WRSB Chief Administrative Officer, Jason King, received an award of recognition from the 2nd Battalion for his flexibility and unwavering support of 2nd Lt. Howse. They stated that his commitment to accommodating her military responsibilities has helped her successfully balance her civilian career with her valuable service in the Reserve Forces. A plaque was presented to him on June 1st for appreciation in supporting Canada's Reservists.

5. Standing Committee Reports

a) Finance Committee – May 25, 2026

Budget vs Actual - (33% Variance) - No new overbudget items since last meeting. General & Administrative Expenses are at 37%, Operating Expenses at 31%, Payroll Expenses are at 30% and Overall expenses are at 31% and our Revenue is at 25%. Net loss of \$463K. C&D is low for the first few months of the year.

Receivables - There was an increase in the 90+receivables in April to a total of \$81K. Three accounts are the main contributor to this with a combined total of \$57K. With these three accounts separated, the balance in the 90+day receivables is \$23K at the end of April. The Finance/Accounts Department will continue to work on these accounts.

Tonnage - The tonnage amount increased in April but remained below budgeted tonnage and lower than amounts from the same month last year. This should increase as we move further into Spring.

Fuel Surcharge - We received an invoice from our transportation contractor for an April fuel surcharge of \$16K over the base rate charges. This brings the total 2026 Fuel Surcharge to \$34K to-date. We only budgeted \$10K for 2026 so we are currently \$24K overbudget for 2026.

RFD #1 - 2025 Financial Audit Reports

The WRSB 2025 Annual Expenditure Report – Canada Community-Building Fund Agreement (previously the Gas Tax Agreement) and the Audited Financial Statements were prepared by BDO Canada LLP. At the May 25, 2026, Finance Committee meeting representatives from BDO gave a presentation of the Audited Financial Statements Document to the committee and Management. No concerns or issues arose. The organization is in good shape with a strong performance. The AER document is a finalized document, the WRSB Financial Statements Document will remain a Draft document until adopted by the Board.

Motion 26-0611-511: Moved by Sonia Lovell, seconded by Sherry Dean. Be it resolved the WRSB adopt the 2025 Financial Audit as presented. All eight Board members present are in Favour, none against. Motion carried.

Motion 26-0611-512: Moved by Sonia Lovell, seconded by Eric Nippard. Be it resolved the WRSB adopt the 2025 Annual Expenditure Report – Canada Community Building Fund Agreement as presented. All eight Board members present are in Favour, none against. Motion carried.

RFD #2 - Accounts Receivable Dispute

One of our outstanding Accounts Receivable accounts remains uncollected despite repeated internal payment demands. As per WRSB recommendation, this account was referred to legal counsel to initiate a formal demand letter.

The debtor claims the Western Regional Service Board (WRSB) rejected an original solution that would have saved the WRSB money and contests the account balance and proposed a resolution to settle the matter for 50% of the outstanding balance in exchange for a full release.

Our legal representative has outlined three available pathways for the Board's consideration:

1. **Accept:** Agree to the 50% settlement and issue a full release to resolve the matter immediately.
2. **Reject:** Decline the offer and instruct legal counsel to proceed with formal legal action.
3. **Counter-offer:** Propose an alternative settlement percentage or terms to negotiate a higher recovery amount.

Motion 26-0611-513: Moved by Sonia Lovell, seconded by Rick Blagdon. Be it resolved the WRSB approve our legal representative to respond to the defendant with the WRSB's decision to decline the offer and instruct legal counsel to proceed with formal legal action. All eight Board members present are in Favour, none against. Motion carried.

RFD #3 - Cistern Change Order Ratification

Funding approval for the change order regarding the relocation of the cistern hydrant at the Maintenance Building on the Wild Cove Site.

Brook Construction's initial cost proposal for this scope of work was \$57,898.50 plus HST. Upon review, Allnorth identified several elevated cost areas and discussed them with the contractor to seek reductions. Consequently, Brook Construction adjusted its pricing downward by \$10,000, resulting in a revised change order cost of \$47,800.50 plus HST.

Although Allnorth believes some cost items remain high, subsequent discussions indicate that no further reductions can be realized. As the hydrant installation is a mandatory requirement for the occupancy permit, this scope is non-optional. Allnorth recommends approval of the revised change order.

Please be advised that this quotation is subject to a validity period. Brook Construction is not obligated to honor this pricing past next Wednesday, June 3, 2026.

Due to time constraints, this information was forwarded to Board members for an email vote. A successful email vote was determined on May 29, 2026, and the following motion is being brought forward from ratification.

Motion 26-0611-514: Moved by Sonia Lovell, seconded by Dean Ball. Be it resolved the WRSB approves to request an increase to the Canada Community Building Fund (CCBF) Maintenance Garage project funding for a change order for the cistern work in the amount of \$47,800.50 plus HST. With the rebate, this brings the total CCBF Funding requested to \$52,569.74. All eight Board members present are in Favour, none against. Motion carried.

RFD #4 - Auditor Request for Proposal

We have reached the end of the current contract for Auditing Services for the WRSB. We will need to proceed with drafting a Request for Proposals for the next contract for Audit Services. Now that the 2025 Audits have been approved/adopted by the WRSB, the motion will be submitted to the Auditors for finalization of the 2025 audit. Once that process is completed, we will release a Request for Proposals for the new WRSB Audit Term. The last contract was approved at a cost of \$26,000 (excluding HST) per year.

Motion 26-0611-515: Moved by Sonia Lovell, seconded by Eric Nippard. Be it resolved the WRSB approve Management to proceed with the development of a Request for Proposals for the next WRSB Audit term. The results of the RFP Process will be brought back to the WRSB before final approval of the successful proponent. All eight Board members present are in Favour, none against. Motion carried.

b) Technical Committee – May 29, 2026

Wild Cove C&D landfill - A joint Eastern/Central/Western Regional Service Board letter is being drafted to be sent to the Minister marked with 'High Urgency', to set up a meeting between the Minister and representatives of all three boards. This letter is to outline all the topics the three Boards need to discuss with the Department.

Western Hills Curbside Contract – The Town of Deer Lake has been added to the Western Hills Curbside Contract.

Ramea – A letter went to Ramea stating Western's Proposal on what is involved in getting use of a new truck which would be provided to Western. This proposal has gone to the Burgeo Council for decision and we are awaiting correspondence on what council has decided. If council's decision is acceptance of the proposal, Western will go back to government for the truck.

Francois – We proposed the Grey River tubs system but was denied access to a building located on the wharf (owned by the Department of Transportation) that could be used in the system. Department of Environment is now in conversation with the Department of Transportation on this issue and they will let us know the result of those talks.

Organics - There is an interest in organics but there are no visions about what it could look like. We did a Brainstorming session with discussions around the Environment, Finances, Reputation/Public Opinion and Mandatory programs versus Voluntary programs. After discussions on various levels of technology and small programs versus a regional program, it was decided that research needs to be done to see where public opinion stands on the subject of Organics. Staff will have discussions with MMSB about further research, especially in surveying the public. The feedback from that will direct where we go next in organics.

RFD - Fire Suppression System at Transfer Stations

The Department of Environment provided \$500K to install a fire protection system in western. After further review, it was determined providing sand at the transfer stations for 'smothering' potential fires would work better for our needs. This would involve putting a sand shed at each site to provide cover for the sand from the elements so it would be available and accessible at a moment's notice. They requested for us to provide proof of concept before we move any further. This was completed and since the experience with the Wild Cove C&D landfill fire (June 4, 2026), it has been tested as well.

Motion 26-0611-521: Moved by Sherry Dean, seconded by Dean Ball. Be it resolved the WRSB approve to request to the Department to modify the approved Capital Funding from chemical suppression to a sand & storage solution. All eight Board members present are in Favour, none against. Motion carried.

6. Correspondence/ Media - Nothing brought forward.

- a) We have a meeting confirmed with Minister Tibbs on July 7 to talk about the Wild Cove C&D Landfill. This is a long-awaited meeting with a specific item of discussion.
- b) We received an email from a community in the Humber Valley regarding the recent Wild Cove Landfill fire that was quite odd. This email was responded to in a professional manner which addressed every item of concern expressed in the community's email.

7. Other – Nothing further was brought forward for discussion.

Meeting adjourned at 12:37pm.