

**Western Regional Service Board
Public Meeting Minutes**

Meeting Information:

Date: Thursday, July 23, 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 *
Shannon Battiste	WRSB Member – Southwest Coast
Sherry Dean	WRSB Member – Corner Brook
Sonia Lovell	WRSB Member – White Bay South
Gary Ryan	MMSB, Director for Programming
Jason King	Chief Administrative Officer, WRSB
Denika Pink	Accounting Manager, WRSB

Missing with apologies:

** Kerry Ryland	WRSB Member – Humber Valley (Via Zoom)
Theresa Gillam	WRSB Member – Bay St. George
Vacancy	WRSB Member - Long Range
Vacancy	WRSB Member – North/South Bay of Islands
Trent Quinton	Operations Manager, WRSB
Pauline Anderson	Executive Assistant, WRSB

* Rick arrived after the first two motions due to traffic delays caused by highway construction.

** Kerry was dropped from Zoom after the first motion due to an emergency at his venue.

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, August 27. No quorum concerns were noted to require re-scheduling at this time.

1. Additions & Deletions to the Agenda

Motion 26-0723-111: Moved by Sherry Dean, seconded by Sonia Lovell. Be it resolved the WRSB adopt the agenda for the July 23, 2026, WRSB meeting with agenda items 4 and 5 switched places. All seven Board members present are in Favour, none against. Motion carried.

Kerry Rylan left the meeting at this point (approximately 10:33am) due to an emergency situation at the place he was joining us on zoom.

2. Adoption of the March Meeting Minutes

Motion 26-0723-211: Moved by Eric Nippard, seconded by Dean Ball. Be it resolved the WRSB adopt the minutes of the June 11, 2026, WRSB meeting as presented. All six Board members present are in Favour, none against. Motion carried.

3. New Business

a) Meeting with the Minister

A Virtual meeting took place from 1:00pm to 1:33pm on Tuesday, July 7, 2026. In attendance at this meeting from the Department of Environment, Conservation and Climate Change was the Honourable Chris Tibbs (Minister), David Thomlyn (Executive Assistant), Valerie Snow (Deputy Minister), Gerry Osmond (Assistant Deputy Minister of Municipal and Community Affairs)

The purpose of this meeting is to discuss the Wid Cove Construction and Demolition (C&D) landfill and the urgency in developing a plan for C&D site options before capacity is reached in its current footprint.

The meeting included discussions such topics as landfill Strategy & Sustainability; Certificate of Approval (CoA) & Site Specifications, Operational Considerations and Ministerial Directives & Feedback

For the last few years, we've been told by government that once capacity is reached the C&D landfill would be closed and any new C&D landfill would be strictly C&D without the exemptions we currently hold. This discussion included mentions of scenarios and options that were previously off-limits which displays government's openness to discuss all options available (including exemptions and landfill liners).

The Minister confirmed that all points raised during the session will be reviewed internally for integration into the broader provincial Waste Management Plan. He also highlighted our role as "feet on the ground" for regional feedback that is vital to successful planning and emphasized government's supportive role in the process.

Rick Blagdon arrived at this point (approximately 10:40am) due to road construction delays.

4. Standing Committee Reports

a) Finance Committee – July 21, 2026

Budget vs Actual (50% Variance) - No new overbudget items since last meeting. General & Administrative Expenses are at 46%, Operating Expenses at 47%, Payroll Expenses are at 48% and Overall expenses are at 47% and our Revenue is at 44%. Net loss of \$196K but this number has decreased significantly since the last meeting. Fuel Surcharge – We are at 48K for the end of June. This will be a continuing issue in 2026 due to the middle east conflicts.

Receivables - There was an increase in the 90+receivables in June to \$124,834 with three accounts being the main contributor to this with a combined total of \$106,636.90. Some of this amount is being handled through the legal process. With these three accounts separated, the balance in the 90+day receivables is \$18,197.10 at the end of June. The Finance/Accounts Department will continue to work on these accounts.

Tonnage - The tonnage amount decreased slightly for June but remained higher than budgeted and was also higher than the same month last year. We are currently 460 tonnes below budgeted amount for 2026.

Maintenance Building Fit-up - Once the deficiency list is completed and holdback paid; we need to fit the building with the equipment and hire staff. With maintenance costs of 300K for the first half of 2026, we need to get the building operational as soon as possible to mitigate these costs.

At project start there were funds in the budget for building fit-up, but with the delays and increased cost of the project, the department no longer has funding available for the fit-up. We are working on a list of necessary equipment and the costs. Once that list is completed, it will be submitted to the department as a request for funding. If funding is not approved, the equipment will need to be purchased from our capital reserve account.

Procurement Audit - The review concluded the WRSB procurement activities were generally compliant with the Public Procurement Act, but identified some areas requiring improvement and some instances of incomplete procurement files/documents. Staff will review the report as a framework for implementing practices to ensure the procurement process moving forward is complete and compliant.

PDOs (Public Drop-offs) - We are having a lot of trouble with the West Bay PDO, which is being heavily abused and is very costly. We need to look at the operation of the PDO's to decide in the Spring if we can continue with operating these facilities in 2027. One of our Bay St. George Board members is attempting to contact someone in his area to discuss possible solutions for the Westbay PDO.

Fire Suppression System - We were approved funding from the Department for a fire suppression system for Western. After an exhaustive review of best practices, and experience from a recent fire at Wild Cove, the provision of sand on site for smothering the fire is the best process for our organization. We are working on getting final confirmation on that process to submit to government for them to release the funding.

CRSB (Simplified Method) - After their 2025 audit, the simplified method was implemented and it was determined that there is actually an amount of \$15K owing to the WRSB based on the agreed upon calculation/formula. The tipping fee for the rest of 2026 will now be \$34.37/tonne instead of \$34.75/tonne. Quarterly reports and CAO meetings will help keep creditability of this process current.

Wild Cove Fire Costs - Incurred costs of approximately \$200,000 were submitted to our insurance. They are if this cost is covered by our insurance policy. A breakdown of this amount will be provided at a later date once we get final determination regarding final costs, insurance coverage and what cost falls strictly on the WRSB organization.

Transfer Stations Fire Protection Contracts

At the request of the Board, staff investigated emergency fire protection coverage for all WRSB transfer stations. The Operations Manager consulted with municipalities and local service districts adjacent to each transfer station regarding service agreements. All of the communities corresponded with were agreeable with providing fire protection for the transfer station nearest them. All of them preferred a base annual fee for the provision of this service in the with similar rate quotes and rejected a pay-as-you-go system.

After some discussion, the Finance Committee agreed to recommend adopting a standardized contract with a uniform fee for all servicing communities ensuring consistent emergency coverage while simplifying regional contract management. The Board should note that implementing a standard fee will result in an annual cost adjustment for the Bay St. George agreement relative to its current rate.

Further discussions will take place regarding the contract for the Hampden Transfer Station.

Motion 26-0723-511: Moved by Sonia Lovell, seconded by Dean Ball. Be it resolved the WRSB approves entering into a contract with a community near each WRSB transfer station, at an annual cost of \$2,000 per community, for local fire departments to provide fire protection services to their respective transfer stations. All seven Board members present are in Favour, none against. Motion carried.

This agreement ensures that the WRSB has guaranteed emergency response coverage from nearby fire departments to rapidly contain any fires at WRSB transfer stations.

Education Leave

Management have looked into the possibility of upgrading the licensing of our Heavy Equipment Operator/Labourer at the Wild Cove site to include Class 1 and would allow him to drive a tractor trailer. This would open up further opportunities for the organization to utilize his skills for additional duties on site.

Management has looked into training opportunities and found there is a 14-week Class 1 licensing course available at the College of the North Atlantic in Stephenville that we can enrol him in for a cost of \$3,500. While he is involved in this training, the contractor of the site will be able to cover the work at a cost of approximately \$22,000.

Our education leave policy (for Employer Sought Education) was reviewed and will be applied to this situation.

If the course is not successfully completed, the CAO will be required to proceed with an evaluation to determine the suitability of the employee for that position.

A staff member receiving paid education leave must make a prior commitment to return to service with the Employer for at least one year. Where education leave is longer than six (6) months, the return to service will be two years.

If the employee decides to leave prior to that time period, s/he will repay the full cost.

Motion 26-0723-513: Moved by Sonia Lovell, seconded by Eric Nippard. Be it resolved the WRSB approves education leave for our Heavy Equipment Operator to obtain Class 1 Licence training. Costs will be in accordance with the Education Leave Policy of the Western Regional Service Board Organization. All seven Board members present are in Favour, none against. Motion carried.

The WRSB will have an employee with skills that can advance his skill set and allow for the organization to utilize and assist with future planning and organization growth.

b) Shared Services Committee – June 30, 2026

Fire Protection Service Provision Contract

In late 2023, the WRSB was contacted by an unincorporated community who has a group of homeowners interested in paying for fire protection services in an agreement or contract.

Serious investigation into the provision of this service couldn't begin until we submitted an official request to government to have Fire Protection Services added to our official WRSB Regulations. This request was accepted by government in 2024.

The first step was to determine which nearby community could provide the proper level of fire protection services that would be required and how the WRSB would be the administrators of this agreement between two parties. An expression of interest was released, to which the City of Corner Brook prepared and submitted a draft contract.

Several meetings took place throughout 2025 and into 2026 between representatives from the WRSB, City of Corner Brook, and the community seeking fire protection, all with assistance and guidance from legal representatives. A final draft of the document has finally been submitted for final review by all three parties. Upon review, except for a few minor adjustments that does not affect the basis of the contract, the contract is agreeable to all involved.

If the WRSB approves for this contract to be signed between the parties noted in the contract, we will then submit the contract to government for final approval before having the community requesting the service signs on as the final step of the process.

There is concern that due to the lack of a Homeowner's Association, it may be difficult to get the per household payment from every household. The first year of this contract will determine how to proceed with this concern and if the program will continue in its full term due to this problem.

The WRSB needs to be prepared that there may be a cost to us for the first year of this contract due to this issue, but the risk is not as great as the potential this contract has to be a catalyst for the sharing of other services in the Western region.

If this program proves to be successful and has possible expansion, it would need to become a self-sustaining program and may even need dedicated staff, or staff time, attending to it and may require administration fees/costs.

The lack of fire hydrants in the community may be of concern with the contract, but discussions continue on this subject.

Motion 26-0723-512: Moved by Sherry Dean, seconded by Dean Ball. Be it resolved the WRSB approves to move forward with the signing of the proposed contract between Western Regional Service Board and the City of Corner Brook for the City to provide fire protection services to the residents of the Community of Boom Siding. All seven Board members present are in Favour, none against. Motion carried.

5. CAO Report

a) 2025 Annual Report

This is a report that is sent to the Department each year. We sent this out to all Board members to ensure they are all kept current about this most recently submitted report.

b) Expense/Travel Claim Policy

The Governance Committee did some preliminary work on this policy during a July 22nd meeting.

The committee reviewed the policies of the federal government, provincial government and other unions (may need to compare with similar Boards) within the province for comparison purposes. With the current costs of living, no one should be out any money as it relates to attending WRSB meetings or be forced to attend virtually because travel expenses do not cover the costs involved.

The committee felt there is definitely a need to review and update this policy and are in the process of drafting a document for future submission to the Finance Committee, then a final draft to the Board.

We need to ensure flexibility is incorporated, but need to be cognizant that we are operating from public funds and need to be accountable to the Auditor General.

The Committee will continue its review and develop a draft.

The Governance Committee will also review the Terms of Reference dealing with Meeting attendance to see if that also needs updating.

c) Allnorth Update

i. Building Update

There are two remaining deficiencies on the list that need to be addressed: water leaking into the building, and an OHS hazard in the floor regarding an oily water separator cover. The second was a change order that cost about 10K and its not up to the level expected. Once these deficiencies are attended to, we will sign off on the release of the holdback.

ii. Delay Claim

Legal documents were drafted between all three parties over this issue.

The WRSB remains standing 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. There are separate contracts between the three entities involved so it makes legal responsibility challenging.

The Board requested staff obtain an update from our Lawyer as to where we currently stand with our legal proceedings.

d) Date of Christmas Social (Dec 4 or 11)

The Executive Assistant will poll the board to determine which of the two dates works best for the majority of the board so we can confirm the 2026 WRSB Christmas Social.

6. Correspondence/ Media - Nothing brought forward.

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

Meeting adjourned at 11:50am