

Western Regional Service Board
Public Meeting Minutes

Meeting Information:

Date: Thursday, August 27, 2026
Time: 10:37am – 12:54pm
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)
Rick Blagdon	WRSB Member – Burgeo and Area
Shannon Battiste	WRSB Member – Southwest Coast (left at 12:48pm just before the Audit RFD)
Sherry Dean	WRSB Member – Corner Brook
Sonia Lovell	WRSB Member – White Bay South
Theresa Gillam	WRSB Member – Bay St. George
Jason King	Chief Administrative Officer, WRSB
Trent Quinton	Operations Manager, WRSB
Pauline Anderson	Executive Assistant, WRSB

Missing with apologies:

Kerry Ryland	WRSB Member – Humber Valley
Gary Ryan	MMSB, Director for Programming
Vacancy	WRSB Member - Long Range
Vacancy	WRSB Member – North/South Bay of Islands
Denika Pink	Accounting Manager, WRSB

Call to Order

Meeting was called to order at 10:37am (with quorum reached) by WRSB Chair Bernd Staeben.

Land acknowledgement was read and introductions were made.

Next meeting is scheduled for Thursday, September 24, 2026. No quorum concerns were noted to require re-scheduling at this time. Chair Bernd Staeben will be out of the country so Vice Chair Eric Nippard will chair this meeting.

1. Additions & Deletions to the Agenda

Motion 26-0827-111: Moved by Dean Ball, seconded by Rick Blagdon. Be it resolved the WRSB adopt the agenda for the August 27, 2026, WRSB meeting as presented. All **eight** Board members present are in Favour, none against. Motion carried. Will talk a little about the cabinet shuffle and Committee structures at the end under 'Other'.

2. Adoption of the previous Meeting Minutes

Motion 26-0827-211: Moved by Sherry Dean, seconded by Eddie Kennedy. Be it resolved the WRSB adopt the minutes of the July 23, 2026, WRSB meeting as presented. All **eight** Board members present are in Favour, none against. Motion carried.

3. New Business

Nothing to report.

4. CAO Report

a) RSB Discussions

Eastern, Central and Western discussions – working to get a meeting with the minister. Decided to change direction and change the letter to an agenda stating everything we want to discuss with the Department when a meeting is confirmed. We are expecting confirmation of a meeting with the DM, ADM and their staff soon. Each region has its own region-specific items to discuss but there are items that affect all three regions. One item is what the department sees as the waste management program in the future, and how does it include ALL areas of the island, especially areas currently outside of the three main regions currently active. Diversion, incentives, enforcement, all of these are affected by different areas following different waste management programs/practices.

b) Fire Protection Services

Current situation is that we have Boom Siding whose main population is interested in having fire protection services provided to them by an established nearby fire department. We have the City of Corner Brook willing to have their fire department provide the services to Boom Siding and have drafted a contract to do so.

With the length of time that has been involved in getting this model formulated, there was a second community also interested in fire protection services. It was believed that we could include this second community in the same contract with Boom Siding; however, when the second community reviewed the contract, we received their feedback and they are not prepared at this time to enter into a contract.

Also, there is a question of the expansion of boundaries of nearby communities in that general area but the province has suggested that we continue moving forward as there are no timelines in place regarding boundary extensions.

If this contract moves forward with Boom Siding, the WRSB would pay the city the contract amount, then the WRSB would collect the fees from the homeowners in Boom Siding.

The current draft contract with Boom Siding has stipulations that can include additional communities if approved by the city and that additional Community.

The recommendation of the Board is to move forward with the original contract with Boom Siding and continue investigation of these services with the second community afterwards. It is unfair to delay the provision of this service to Boom Siding any longer than has already occurred with the development of this draft contract. If the second community is not ready yet to proceed with the current contract, we can proceed with discussions with them on the provision of fire protection services in the near future.

The drafted letter will be sent to the province today requesting final approval for this program to move forward. Once we receive provincial approval, we will move forward with the finalization and signatures for the contract between the WRSB, City of Corner Brook and the community of Boom Siding. The document received from the second community will be sent out to the Board for review and discussion/comment for the September meeting.

c) Organics / MMSB

This will be a topic of discussion at the next Technical Committee meeting, as well as Wild Cove C&D Landfill, Pasadena Curbside collection, and Share Sheds.

We had a meeting with MMSB on the subject of Organics based on questions brought forward at the last Technical Committee meeting. During that MMSB meeting, discussions occurred about what the model can look like. Focus shifted to the area of yard waste organics instead of the household organics. In the Spring and Fall, there is an annual influx of yard waste. How much material can be diverted from landfills if we start with that material first before delving into household organic waste. If this program is successful, it can be expanded to include additional organics into the program. The MMSB will develop a report based on this discussion and send for the Technical Committee to review for their next meeting.

We may want to look into ways to provide communities/individuals who are interested in sorting organics out of their clear bags, with information that can assist them with this endeavour. Smaller communities can likely benefit more from an organics program than the larger communities.

d) NorPen Fire

NorPen contacted us during this situation for advice and recommendations on managing the fire. They did use much of our advice, what advice they couldn't incorporate was mainly dependant on costs. They included our organization in their posting of appreciation for assistance with the fire. One big difference between their fire and our fire was the extreme distance they had to travel to obtain cover for the fire area.

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

An email poll of the WRSB has helped us to confirm as the date of Friday, December 11th for the 2026 WRSB Christmas Social. It has been confirmed for the Grenfell Room at the Glynmill Inn.

5. Standing Committee Reports

a) Finance Committee – August 18, 2026

Financial Review

Budget vs Actual - (58% Variance) - General & Administrative Expenses are at 74%, Operating Expenses at 55%, Payroll Expenses are at 55% and Overall expenses are at 56% and our Revenue is at 54%. Net loss of \$187K which has decreased slightly since last month.

Overbudget items include: Advertising (advertising/promotion video); Insurance (new equipment and the addition of the maintenance building on the policy); Fuel Surcharge (overbudget by 65K to the end of July).

Receivables - Increase in July to \$161,818 with four accounts contributing \$159,415.30 to this total. Some of this amount is being handled by our legal representative. One account is a community which a board member looked into and a large payment of that will be paid shortly. With these four accounts separated, the balance in the 90+day receivables is \$2,402.70 at the end of July.

Tonnage - Increased slightly for July. It was higher than the monthly budget and higher than the same month last year. We are currently 150 tonnes above the tonnage at the same time last year.

Travel Claim Document - Document was reviewed with comments forwarded to the Governance Committee for consideration in the second draft. Both committees are meeting today to discuss the second draft of this document.

Maintenance Building

Equipment - We have a list of necessary equipment required for the building and the cost involved in obtaining everything is approximately \$130K. **This list will be submitted to the Department** to request funding. If funding is not approved, it will come out of our capital reserve account.

Renovation – No designated storage area in the building. We will need to add a mezzanine over a central section and add a door to access it from the wash bay. Cost is estimated to be approximately \$60K for this renovation. **This will need to go to government for funding approval.** If not approved by government, it may be included as a budget item to obtain it at a future date.

Staff – Will need to hire a full time red-seal mechanic to handle all maintenance requirements and they will be involved in the set-up of the building. Eventually, a second mechanic or assistant will be added to fully handle our entire fleet and all the mechanical needs for the organization (work, parts, etc.).

Blue Bag Savings for Corner Brook

Motion 26-0827-511: Moved by Dean Ball, Seconded by Shannon Battiste. Be it resolved the two WRSB members from the City of Corner Brook are not in conflict regarding the vote on the decision regarding Blue Bag savings to the city. **All 6 are in favour.** None against. Motion passed. (Sherry Dean and Eddie Kennedy were not included in this vote.)

For over a year, the City of Corner Brook has incurred significant financial penalties due to high blue bag contamination rates. To eliminate these fees and modernize local waste processing, City staff proposed an alternative framework to the Western Regional Service Board (WRSB).

Under this initiative, the City proposed to haul their curbside recycling materials directly to the Scotia Recycling facility utilizing the WRSB contract, shifting from a single-stream format to a distinct two-stream recycling program. The overarching intent was to modernize municipal curbside pickup, drastically reduce contaminated residuals, and lower overall recycling costs.

Following comprehensive multi-party consultations, stakeholders agreed to launch a trial program to evaluate its operational and economic viability. Because the City initiated and managed the program, all operational, sorting, and transportation savings incurred by WRSB and any savings provided to the WRSB by its contract with Scotia Recycling would be calculated and recommended to be passed on to the City, keeping the pilot cost-neutral to the Board.

The pilot program officially launched in January 2026. Data collected over the opening months demonstrates immediate operational success, producing net cost-efficiencies across all three primary stakeholder layers:

- **City of Corner Brook:** Achieved immediate fiscal relief by eliminating blue bag contamination fees through cleaner material sorting at the curb.
- **Western Regional Service Board (WRSB):** Based on a projection of approximately 500 tonnes of highly compliant recycling material, WRSB estimates \$15,000 in operational savings driven by optimized hauling, reduced fuel consumption, and decreased fleet maintenance expenses.
- **Scotia Recycling:** Benefiting from a clean, source-separated fiber stream directly from the City, Scotia Recycling has extended a \$15/tonne processing discount on these deliveries due to reduced facility sorting labor and minimal residual waste.

Success of this pilot project provides strong justification for exploring a permanent regional transition to a two-stream (two-bag) recycling process when the current recycling contract expires in 2029.

Demonstrating a willingness to pass verified operational savings back to municipal partners achieves two critical board goals:

1. It serves as a foundational template for incentivizing high-quality recycling in the upcoming 5-Year Strategic Plan, providing a mechanism to directly offset future regional tipping fee pressures.
2. It sends a clear signal to all regional stakeholders that the Board is actively willing to partner with any community to discover, prove, and pass along legitimate cost savings.

Motion 26-0827-512: Moved by Sonia Lovell, seconded by Rick Blagdon. Be it resolved the Western Regional Service Board (WRSB) formally approves the pass-through of verified operational savings generated by the City of Corner Brook's two-stream recycling pilot program. This pass-through reflects the direct reductions in WRSB operational expenses and Scotia Recycling processing costs for compliant, source-separated material for the duration of the pilot framework. All eight Board members present are in Favour, none against. Motion carried. There was a friendly amendment to change 'transportation expenses' to 'operational expenses' in the last sentence of the motion.

Audit RFP

A Request for Proposal (RFP) for WRSB Annual Auditing Services was released on July 3, 2026. The process closed on July 30, 2026 with only one bid:

- \$32,500 plus HST and includes increment increase each year for the 5-year contract.

WRWM Staff reviewed the bid and as the only bidder in the process, met with their representatives to discuss the costing and any possible savings. They reviewed the proposal and based mainly on the value of the relationship built over the past number of years, they have agreed to reduce the total by \$1000 which will bring the total of the contract to \$31,500 plus HST for the first year with increment increases over the next 4 years of the contract.

Motion 26-0827-513: Moved by Sonia Lovell, seconded by Eric Nippard. Be it resolved the WRSB approves the awarding of the Auditing Services Contract to BDO for the amount of \$31,500 (plus HST) per year for annual auditing services. Contract will include increment increases over the last 4 years of the contract. All **seven** Board members present are in Favour, none against. Motion carried. (S. Battiste was not present for this vote).

6. Correspondence/ Media

Promotional video has been filmed and is on schedule with first draft due in the first week of September. The video will be brought to the board for viewing at the September meeting.

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

- Cabinet Shuffle – we have a new Minister of Municipal and Community Affairs (Hon. Barry Petten) and a new Minister for Environment and Climate Change (Hon. Andrea Barbour)
- Committee Structure – encompassing distances/travel. The Chair may shuffle some committee members in the coming weeks with the Chairs of these committees mainly staying intact.

Meeting adjourned at 12:54pm