



Central Newfoundland Waste Management

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BOARD MEETING

November 27, 2025 – Regional Site

Attendance

Robert Elliott	Chair
Marcus Hiscock	Buchan's Junction – Ward 1
Andrew Shea	Fogo Island – Ward 4
Brittany Whelan	Gander Bay – Ward 5
Glenn Arnold	Terra Nova – Ward 7
Percy Farwell	Town of Gander - Ward 8
Robert Hiscock	Town of Grand Falls-Windsor – Ward 9
William Tremblett	Bishops Falls/Botwood/Lewisporte – Ward 10
Pam Preston	Chief Administrative Officer – CNWM
Mark Attwood	Manager of Operations – CNWM
Karen White Attwood	Manager of Finance/Administration – CNWM
Gary Ryan	MMSB

Apologies/Vacancies

Ward 2	Point Leamington – Vacant
Ward 3	NWI/Twillingate – Vacant
Ward 6	Indian Bay – Vacant
Ward 11	Norris Arm/Norris Arm North – Vacant
Ward 12	Direct Haul - Vacant
Wayne Lynch	Digital Government and Service NL
Christa Curnew	Dept of Municipal Affairs and Environment

Call the meeting to order at 1:35 p.m.

1. Welcome and Introductions

Introduction of Central Regional Service Board Members/Introduce Gary Ryan to new Board Members (Director of Programs MMSB)

2. Land Acknowledgement – From the Chair

We acknowledge that Norris Arm North is situated on the traditional lands of the Mi'Kmaq and Beothuk peoples. We honor their enduring connection to this land and commit to respectful relations with all communities in Newfoundland and Labrador.

3. Conflict of Interest Declaration

The Chair confirms any items on the agenda where the board members may be in conflict

4. Review of Board minutes of September 25, 2025

MOTION: Moved by R. Hiscock to adopt the minutes of September 25, 2025. Second by M. Hiscock. M.C.

5. Business Arising

6. Financial Report

MOTION: Moved by G. Arnold to approve payment of invoices September 1, 2025 - October 30, 2025, totaling \$741,548.38. Second by R. Hiscock. M.C.

7. Review of Commercial Haulers/Towns accounts

- Manager of Finance and Administration advised the Board that staff are working with several Towns/LSDs to bring their account up to date

a. Other Business

Call for Nominations – Vice Chair

The Chair opened the floor for nominations to elect a Vice Chair. Glenn Arnold was nominated as Vice Chair and accepted. As there was only one nominee and, the Chair congratulated Glenn Arnold as the Vice Chair of the CRSB.

b. Committee Structure

The Board was presented with 2 options for consideration for Committee Structure.

Option 1: Continue with Ad Hoc Committees – Committees formed as needed for specific tasks or decisions.

Option 2: Establish Standing Committees - Examples include: Executive, Finance & Administration Committee, Governance Committee or Technical Committee.

The Board agreed to continue with Option 1 – Ad Hoc Committees.

c. Appointment of CRSB Signing Officers

With a new term beginning as part of the organizational operations, new signing officers need to be appointed for the term. These individuals will be authorized to sign financial documents, contracts and other official records on behalf of the Board. The floor was open for volunteers to serve as signing officers. Percy Farwell and Glenn Arnold both volunteered to serve as signing officers.

MOTION: Moved by M. Hiscock to approve Glenn Arnold and Percy Farwell as the new signing officers for the Central Regional Service Board for the current term. These officers will be authorized to sign financial documents, contracts and other official records on behalf of the Board. Second by W. Tremblett. M.C.

- d. Orientation for CRSB Directors
Board orientation will take place in the new year, here at the regionals site. This session will provide an overview of our governance structure, key responsibilities and operational priorities. CAO will forward an email to all board members with the details, including date and time.
- e. Update on Water Operator Program
This position is posted, and the CAO is in the process of conducting interviews. This position is funded by the province, historically it was contracted out but a decision of the last Board meeting was to bring the role in under CRSB. This aligns with how other regionals service boards staff similar positions.
- f. Policy Review for Next Meeting
We currently have several policies in draft form that will require input and review from the Board. Draft policies of the No Idle Policy, Video Surveillance Policy, Staff/Board Appreciation Policy and Board/CAO Expenditure Policy will be circulated with the meeting packages for the next board meeting to give the Board members the opportunity to review the documents and provide feedback ahead of time.
- g. Maintenance Garage & Wash Bay Project # 17-WSTM-22-00010
Construction of a two-bay maintenance garage and wash bay to support operations at the regionals site. This infrastructure will improve waste management and collection operations as it will reduce equipment time out of service and cost with outsourcing repairs and maintenance. This project is cost-shared with the province 70/30 in the amount of \$5.7 mil. The Manager of Operations provided some information on some of the deficiencies currently being addressed prior to the opening of the garage. The Chair asked the Manager of Operations to give the board a brief overview of the status of our current fleet of equipment. As some pieces of equipment have been replaced in the past number of years, most of the fleet has reached its end of life.
- h. Cell 4 Project # 17-WSTM-25—0001
Construction of Cell #4 at the regional site Landfill will ensure that waste continues to be managed through a proper disposal in a lined landfill, while utilizing various waste diversion initiatives. This project is 100% funded by the province of NL. The prime consultant is Dillon Consulting Ltd. The approved amount for development is \$8.0 mil We are currently on schedule and monthly progress reports are available for the board to review. Dillon Consulting Ltd will be invited to the next board meeting to provide an overview of the project.
- i. Adjournment - Next meeting is scheduled for Thursday January 15, 2026

MOTION: Moved by P Farwell for adjournment. Second by R. Hiscock. M.C.