

October 2025

Board Election Process and Candidate Guide

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Overview of The Board

The **Central Regional Service Board (CRSB)** was established by the Government of Newfoundland and Labrador in 2008 to oversee the delivery of modern waste management services in Central Newfoundland. This establishment was in accordance with the Regional Service Board Act, 2012. The CRSB operates as the Central Newfoundland Regional Waste Management Authority, with a mandate that includes the construction and operation of the regional solid waste disposal site and seven transfer stations. The Board is also responsible for setting and charging user fees to various sectors benefiting from these facilities. Additionally, the CRSB provides operational oversight of water and wastewater systems owned by municipal authorities within the Central Region.



CRSB Ward Structure



WARD 1	Cottlesville	Little Harbour
Badger	Twillingate	Too Good Arm
Millertown	Bridgeport	Pike's Arm
Buchans Junction	Chanceport	Birchy Bay
Buchans	Cobbs Arm	Crow Head
Badger	Fairbanks-Hillgrade	Summerford
Millertown	Herring Neck	Boyd's Cove
WARD 2	Horwood	Green Cove
Peterview	Indian Cove	Hatchet Harbour
Point Leamington	Merritt's Harbour	Kettle Cove
Point of Bay	Hillgrade	Shoal Cove
Cottrell's Cove	Moreton's Harbour	Sunny Side
Glovers Harbour	Tilt Cove	Ragged Point
Moore's Cove	Newville	Salt Harbour
Leading Ticks	Port Albert	WARD 4
Pleasantview	Purcell's Harbour	Stag Harbour
Northern Arm	Stoneville	Little Seldom
Phillips Head	Durrell	Seldom
Fortune Harbour	Tizzard's Harbour	Island Harbour
WARD 3	Valley Pond	Deep Bay
Baytona	Purcell's Harbour	Tilting
Change Island	Virgin Arm-Carter's Cove	Town of Fogo



Centre of Island	Greenspond	Bishops Falls
Joe Batt's Arm	Lumsden	Botwood
Barr'd Islands	Cape Freels North	Lewisporte
Shoal Bay	Ward 7	Ward 11
Ward 5	Gambo	Norris Arm South
Gander Bay South	Glovertown	Norris Arm North
Main Point Davidsville	Eastport	Ward 12
Frederickton	Happy Adventure	Appleton
Musgrave Harbour	Salvage	Campbellton
Gander Bay North	Sandy Cove	Comfort Cove-Newstead
Aspen Cove	St. Brendan's	Glenwood
Noggin Cove	Terra Nova	Benton
Ladle Cove	Traytown	Michael's Harbour
Rodger's Cove	Sandringham	Embree
Carmanville	Burnside-St. Chad's	Little Burnt Bay
Ward 6	Charlottetown	Brown's Arm
Centreville-Wareham-Trinity	Cull's Harbour	Laurenceton
Dover	Ward 8	Loon Bay
Hare Bay	Gander	Stanhope
Indian Bay	Ward 9	Porterville
New Wes Valley	Grand Falls-Windsor	Sandy Point
Deadman's Bay	Ward 10	Woodale



Governance Structure

The Chairperson of the Board shall be appointed by the Lieutenant-Governor in Council. The Chairperson holds the position for a four-year term and is eligible to be reappointed. When the term of office of a Chairperson has expired, a Chairperson shall continue to be the Chairperson until they are reappointed, replaced or dismissed.

With the exception of the Chairperson, the Board members shall be appointed or elected as follows:

- Where the number of municipal authorities in a ward is equal to the number of Board members determined for that ward, each municipal authority shall appoint a person to the Board.
- Where the number of municipal authorities in a ward is greater than the number of Board members determined for that ward, each municipal authority may nominate a person to be a candidate in an election to be conducted in accordance with the regulations and those persons elected shall become members of the Board; and
- Where the number of persons appointed or elected to the Board is less than the number of Board members determined for that ward, the Minister may select a person from among those persons who reside within the boundaries of that ward to be a Board member.

With the exception of the Chairperson, only the following persons from the region may be appointed or elected to the Board:

- A Mayor, a councillor;
- A person serving on a local service district committee;
- A member of a band council

The Central Region Service Board currently consists of 12 elected municipal officials representing wards in the Central Region. This includes the towns, local service districts and unincorporated areas within the boundaries of Buchans in the west, Salvage in the east, north to and including Fogo Island, and Glovers Harbour in the northwest.

Term

The *Regional Service Board Act, 2012*, municipal councillors elected to the Board shall remain in office until the date of the next general election of councils under the *Municipal Elections Act*.



Board/Committee Attendance

CRSB Board Meeting Protocol

The Central Region Service Board (CRSB) shall convene no fewer than six times annually to address general business matters — *as per the Regional Service Board Act 2012*.

Special Meetings

Additional meetings may be scheduled at the discretion of the Chairperson or upon written request from board members.

Regular Meetings

Board meetings are held on the third Thursday of each month at 1:00 PM, typically lasting 1.5 hours. Members may attend in person or virtually via Microsoft Teams.

Meeting Materials

Information packages are distributed via email in PDF format at least 48 hours in advance. These packages include:

- Meeting agenda
- Minutes from previous meetings
- Relevant correspondence
- Proposed policies and supporting documents

Member Expectations

Board members are expected to review all materials prior to the meeting and come prepared to actively participate in discussions.



CRSB Chairperson & Board Member Compensation

In 2019, legislation was amended to designate that the Chairperson of the Central Region Service Board (CRSB) is appointed by the Province of Newfoundland and Labrador for a four-year term.

The Chairperson receives compensation in accordance with “Level I” of the Government of Newfoundland and Labrador’s Guidelines for Rates of Remuneration for Boards, Commissions and Agencies.

Board Members

Members are compensated for activities carried out on behalf of the Board. They are eligible for expense reimbursement — as outlined in Board policy — for costs incurred while performing their duties.

Board member responsibilities include:

- Attending monthly board and committee meetings
- Participating in outreach initiatives
- Representing CRSB at conferences
- Engaging with stakeholders throughout the year

The following chart outlines the remuneration rate of CRSB Board members by role/responsibility.

LEVEL 1	CHAIR	MEMBER
Normal working day or greater	\$190	\$150
Half normal working day or less	\$95	\$75 per meeting



CRSB Board Composition

The Board of Directors of the Central Regional Service Board (CRSB) is comprised of 12 representatives from the following wards:

WARD	REPRESENTATION*
One (1) member from each of the Regional Waste Management areas	7
One (1) member from the Town of Gander	1
One (1) member from the Town of Grand Falls-Windsor	1
One (1) member from the Norris Arm North LSD/ Town of Norris Arm South	1
One (1) member from the Direct Haul ward, except for the Towns that have representation on the board.	1
One (1) member representing the Town of Bishop Falls, Botwood, Lewisporte	1
TOTAL	12

** Members in the Norris Arm North LSD, Town of Norris Arm South, Town of Bishop Falls, Botwood, and Lewisporte are selected on a rotational basis.*

The Chairperson is appointed by the Province of Newfoundland and Labrador for a four-year term.

Unincorporated areas within the regional boundaries shall be represented by the board member appointed or elected for the applicable ward.



Important Dates: CRSB Election Timeline

Nomination Deadline

Nominations for the CRSB Board of Directors will be accepted for approximately three weeks, beginning **8:30 a.m. on Monday, October 6th, 2025** and ending at **close of business (4:30 p.m.) on Thursday, October 30th, 2025**. Conditions for individuals to be nominated are included later in this document.

Notification of Candidates Standing for Election

A Notice of Candidates will be distributed via email to all Municipalities and Local Service Districts in the Central region on **Friday, October 31st, 2025**. The list of candidates will also be posted on the CRSB website at www.cnwmc.com.

Election Date

The CRSB election process will take place in the month of **November**. The deadline to register a vote for one candidate or another will be on **close of business (4:30 p.m.) on Thursday, November 27th, 2025**. Additional information regarding the election process is included later in this document.

Announcement of Election Results

Election results will be communicated publicly on **Friday, November 28th, 2025**, via the CRSB website at www.cnwmc.com. A letter will be sent to all municipalities and local service districts outlining the results of the election in the days following as well.



Nomination Process

Nominations for the CRSB Board of Directors will be accepted in hard copy or digital format beginning at 8:30 a.m. on Monday, October 6th, 2025, and ending at the close of business (4:30 p.m.) on Thursday, October 30th, 2025.

Each Municipality and Local Service District (LSD) may nominate one Municipal representative or LSD committee member to run in the election.

Eligibility Criteria

Individuals meeting any of the following criteria may stand for election:

- Mayor or Councillor in an incorporated municipality
- A person serving on a Local Service District committee
- A member of a band council constituted under the Indian Act (Canada)

A nomination form is included in this package and is also available on the CRSB website at www.cnwmc.com.

Submission Options

- **Email:** pam@cnwmc.com
- **Fax:** 709-653-2920

Note: Nomination forms submitted by mail must be received by CRSB no later than the stated deadline. Please note that delivery timelines may vary. For current information regarding service disruptions, delivery delays, or postal strikes, visit www.canadapost.ca.

Election and Voting Process

All Wards requiring an election will participate, with the exception of Wards 4, 8, and 9, each of which consists of a single municipality. In accordance with CRSB's rotational policy, Wards 10 and 11 will appoint a representative directly from their respective municipal councils, as these municipalities alternate representation on a rotational basis.

Voting for CRSB Board of Director positions will take place during the month of November.

A list of candidates will be distributed at the end of October, along with a voting form. Votes may also be submitted via:

- Town letterhead
- Email from the Town Manager, Clerk, or Mayor

Each Municipality and Local Service District may cast **one vote** on behalf of their community for a candidate standing for election.

A voting form will be provided to your community when the Notice of Candidates is sent out. It will also be available on the CRSB website at www.cnwmc.com.

Submission Options

- **Email:** pam@cnwmc.com
- **Fax:** 709-653-2920

Note: Voting forms sent by Canada Post must be received by CRSB by the prescribed deadline. Please note that delivery timelines may vary. For current information regarding service disruptions, delivery delays, or postal strikes, visit www.canadapost.ca.

Election results will be communicated publicly on Friday, November 28th, 2025, via the CRSB website. A follow-up letter will be sent to all Municipalities and Local Service Districts outlining the results in the days following.



Key Contacts

CRSB Election Inquiries

Pam Preston

Chief Administrative Officer
Central Regional Service Board

Phone: 709-653-2901

Email: pam@cnwmc.com

General Inquiries

Phone: 709-653-2900

Email: info@cnwmc.com

A staff member will connect you to the appropriate person within the organization.

CRSB Website

www.cnwmc.com

CRSB Head Office Address

P.O. Box 254, Norris Arm, NL A0G 3M0



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Our environment, Our duty, Our solution.

Central Newfoundland Waste Management

Route 3-1-09, Norris Arm, NL
(709) 653-2900

info@cnwmc.com
cnwmc.com