



MINUTES

BOARD OF DIRECTORS MEETING #50

Wednesday, March 29, 2017 @ 7:00 p.m.

Fairfield Inn & Suites by Marriott

199 Kenmount Road, St. John's

IN ATTENDANCE:

- Ed Grant, Chairperson
- Harold MULLOWNEY, Vice-Chair/Southern Shore
- Dave Aker, Mount Pearl
- Bill Bailey, Clarenville and Isthmus
- Danny Breen, St. John's
- Wally Collins, St. John's
- Tom Hann, St. John's
- Sandy Hickman, St. John's
- Dennis O'Keefe, St. John's
- Peggy Roche, Small Metro
- Gordon Stone, Trinity Conception North
- Gerard Tilley, Conception Bay South
- Sam Whelan, Bay Roberts
- Sterling Willis, Paradise

OTHER ATTENDEES:

- Ken T. Kelly, Chief Administrative Officer, ERSB
- Lynn Tucker, Manager Corporate Services, ERSB
- Christie Dean, Manager Waste Operations, ERSB
- Bradley Power, Board Clerk/Outreach Coordinator, ERSB
- Andrew Niblock, City of St. John's

REGRETS:

- Joy Dobbie, Trinity Bay South and Isthmus East
- Ron Ellsworth, St. John's
- Jonathan Galgay, St. John's
- Dave Lane, St. John's
- Art Puddister, St. John's
- Bruce Tilley, St. John's
- Stephen Colford, Manager Waste and Recycling Division, City of St. John's
- *Vacant, Southwest Avalon*

PROCEEDINGS:

1) CALL TO ORDER

Mr. Grant called the meeting to order at 7:00 p.m.

2) ADOPTION OF AGENDA

*It was moved and seconded (Mr. Mullooney/Mr. Hann) to adopt the Agenda as tabled.
MOTION 2017-012: Carried (unanimously)*

3) REVIEW OF MINUTES

- Mr. Stone asked about the recent payment to National PR for \$10,000. Mr. Kelly noted National PR is the ERSB's agency of record for marketing/communications.
 - Further to Mr. Stone's inquiry, Mr. Aker asked how much is spent working with National PR on a yearly basis. Mr. Kelly confirmed annual expenditures for National PR are in the range of \$70,000 to \$80,000, which includes approximately \$25,000 to \$30,000 for printing specifically. Among the work completed by National are the annual guidebooks that get mailed out to residents along with their yearly invoice.
- Ms. Roche suggested that ERSB consider greener meeting practices, such as investing in iPads for Board members.
 - Mr. Breen agreed with the suggestions and noted that many municipal councillors utilize iPads for council-related purposes.
 - Mr. Kelly noted that ERSB explored this idea in the past. One issue that came up was that ERSB does not currently have the resources to provide technical support for iPads. It could take 24-48 hours to rectify an issue through the current contractual IT support employed by the ERSB.
 - ***ACTION ITEM: Mr. Grant asked Mr. Kelly to assess the possibility of utilizing iPads at future ERSB meetings. Ms. Tucker/Mr. Power will do a survey of who currently utilizes an iPad.***

Wally Collins arrived at 7:04 p.m.

- Mr. O'Keefe and Mr. Collins indicated they prefer working from a hard copy meeting package when attending meetings.

*It was moved and seconded (Mr. Aker/Mr. Roche) that the Minutes of the February 22, 2017 meeting of the Eastern Regional Service Board be adopted as tabled.
MOTION 2017-013: Carried (unanimously)*

4) COMMITTEE REPORTS

a) Finance & Audit Committee

(1) Board Expenditures Report:

Mr. Breen noted that the Cheque Register, CRA Remittance and Payroll Summary for the month of February were included in the meeting package for review.

Mr. Breen highlighted the following points related to the documentation provided:

- The payroll expenditure for February is less than the month of January; and,
- There are several large payments in the Cheque Register and these are payments to waste collection contractors, such as Around the Bay Disposal Inc., T2 Ventures Inc., Vardy Villa and Dodd's Diesel Repair Ltd. for maintenance on the heavy equipment fleet.

There were no questions regarding the Board Expenditures Report.

It was moved and seconded (Mr. Breen/Mr. Aker) that Eastern Regional Service Board accept the board expenditures (Cheque Register and Payroll Summary) for February 2017, as tabled.

MOTION 2017-014: Carried (unanimously)

(2) Tender for Waste Collection in Conception Bay Centre:

Mr. Breen noted that ERSB issued a tender for waste collection in the Conception Bay Center area with some very positive results. A briefing note and documentation were presented in relation to the tender.

There was only one bidder on this tender, but the unit price is a dramatic 33 per cent reduction from the previous contract.

The tender does not include the LSD of Deer Park Vinland Road, which the ERSB intends to service using its own resources. It is not anticipated that the removal of this area from the tender had much of an impact on the tendered price.

It was moved and seconded (Mr. Breen/Mr. Whalen) that Eastern Regional Service Board accept the tendered price of T2 Ventures Inc. to provide waste collection service in the Conception Bay Center area in the amount of \$538,200, including HST, for a period of 36 months.

MOTION 2017-015: Carried (unanimously)

(3) Tender for Collection of Recyclables at Waste Recovery Facilities:

Mr. Breen noted that ERSB issued a tender for the collection of scrap recyclable metals from our various waste recovery facilities throughout the region. A briefing note and documentation were presented in relation to the tender.

Mr. Breen highlighted that metals build up at ERSB sites which need to be removed. Given that scrap metal has a value, ERSB goes to tender to get prices for companies to purchase and remove the metals.

The price of scrap metals has been in decline, from a high in 2014 of \$156.00 per metric tonne plus HST. ERSB staff directly notified several companies that a tender had been issued in an effort to increase the competition for this product.

This year ERSB received one bidder on the metals tender, Newco Metals Inc., for \$52.50 plus HST per metric tonne,

It was moved and seconded (Mr. Breen/Mr. O'Keefe) that Eastern Regional Service Board accept the tendered price from Newco Metals Inc. to collect metals from waste recovery facilities in the amount of \$52.50 per metric tonne, plus HST, for the next 36 months.

MOTION 2017-016: Carried (unanimously)

(4) Tender for Mobile Household Hazardous Waste Collection Events:

Mr. Breen noted that ERSB issued a tender to provide summer and fall household hazardous waste mobile collection events in 27 communities. There were two bidders on the tender. A briefing note and documentation were presented in relation to the tender.

The low bidder was Envirosystems Incorporated, formerly Crosbie Industrial Service Limited, at \$31,995.00 plus HST. This works out to be \$1,185 plus HST per event.

Mr. Breen highlighted that in 2016, for 29 events (28 executed), the low bid was \$1,637.93 plus HST per event. This year's tender sees a reduction of 28 per cent per event.

Mr. Breen explained the collection events will be moved around the region by ERSB to ensure they cover as many areas as possible.

These events are provided in partnership with local volunteer fire departments. Each fire department receives an honorarium of \$1,000 for their participation.

It was moved and seconded (Mr. Breen/Mr. Hann) that Eastern Regional Service Board accept the tendered price from Envirosystems Incorporated, of \$36,794.25 including HST, for the 2017 mobile household hazardous waste collection events.

MOTION 2017-017: Carried (unanimously)

(5) Tender for Photocopying Services:

Mr. Breen noted that work has been completed to evaluate the winning bid of a recent tender for photocopying services. A briefing note and documentation were presented in relation to the tender.

The low bid received during the tender process represents a 37 per cent reduction on the monthly lease cost of a multi-function copier for the head office of ERSB. It also represents an approximately 40 per cent reduction on the cost of consumables.

*It was moved and seconded (Mr. Breen/Mr. Aker) that Eastern Regional Service Board accept the tendered price from Modern Business Equipment Ltd. of \$9,559.80 plus HST, for a 60 month lease of a multi-function photocopier.
MOTION 2017-018: Carried (unanimously)*

b) Strategy and Policy Committee

There was no report from the Strategy and Policy Committee as the monthly meeting was cancelled due to a scheduling conflict with a presenter. The next meeting will take place in April.

c) Governance Committee

(1) Video Surveillance Guidelines:

Mr. Mullaney noted that a briefing note on the use of video and audio surveillance equipment by ERSB was included in the meeting package for information purposes.

Mr. Mullaney said the main reason to use this equipment at ERSB facilities is to deter crime; however, in using the equipment the ERSB must take steps to protect individual privacy.

Staff brought forward a policy to the committee for discussion that focused on the security aspect and dealt with how long to keep files, who has access, and when the information will be used. Discussion at the committee level jumped to using the video and audio recording equipment to record ERSB meetings whereas many municipal councils have this capability and use it regularly. Mr. Mullaney indicated that recording meetings may require a separate policy.

The committee is now seeking input or feedback on what Board members opinions are related to the utilization of recording equipment for meetings – whether at monthly meetings, committee meetings and general meetings held in the Board offices.

Mr. Aker asked whether there was a specific reason why meetings need to be recorded via audio or video. Mr. Kelly noted there was no reason, and the draft policy presented to the committee was silent on the issue. There was consensus among the group that there was no need to record meetings at this time.

Mr. Grant agreed with Mr. Aker and fellow Board members and said he doesn't support recording meetings.

It was moved and seconded (Ms. Roche/Mr. Willis) that Eastern Regional Service Board utilize audio and video recording devices for security purposes only.

MOTION 2017-019: Carried (unanimously)

(2) Remote Meeting Attendance Policy

Mr. Mullaney highlighted the briefing note included in the meeting package related to remote meeting attendance.

Mr. Mullaney explained that the ability to attend meetings remotely via conference call or other electronic means is available to municipal councilors under the *Municipalities Act, 1999*, or through the *City of St. John's Act* and the *City of Mount Pearl Act*. Legislation was amended in 2014 to allow people to attend council meetings electronically. This is a convenience that allows councilors to stay informed and participate while they are unable to attend in person or have scheduling conflicts.

Mr. Mullaney noted that staff brought forward a draft policy for consideration by the committee which outlined when remote attendance could be accommodated:

- Monthly Board meetings, privileged meetings and committee meetings.
- Included as part of quorum
- Members have to attend the previous meeting in person to be eligible.
- The Chair must always attend in-person.
- Maximum number of meeting a member could attend remotely in a year was three.

The main component of the committee discussion centered on how to prevent abuse of the policy. For example:

- How many people would be allowed to attend at any one time via electronic means?
- How will the Board avoid abuse of this privilege?
- Should the Board only invite someone to attend a meeting electronically when it needs them for quorum?

Mr. Mallowney than asked the Board if they had any comments on how and if ERSB should permit remote attendance at meetings.

Ms. Roche noted that the Town of Torbay recently brought in a similar policy. The purpose was for if someone was sick or out of town.

Mr. Grant suggested that Boards are different than municipal councils. ERSB Board members are paid a per diem to participate in meetings, therefore there's an expectation that people be physically present. He feels remote attendance at ERSB-related meetings would open the organization up to criticism, but acknowledged there might be some situation where it could be appropriate.

Mr. Roche added that the Town of Torbay's policy only allows an individual to participate remotely to a maximum of three times per year. Advance notice is also required.

Mr. Kelly noted that the relevant section of the *Municipalities Act, 1999* is included in tonight's meeting package for reference.

Mr. Collins noted that in his experience the ERSB has never had an issue with quorum at meetings.

Mr. Aker said he doesn't like the idea of individuals participating in meetings from vacation. He suggests that allowances can be made for sickness. He feels there's potential for abuse of the policy, which would be unacceptable for a public entity.

Mr. Kelly noted the ERSB has had two requests in as many weeks for specific individuals to participate remotely at meetings.

It was moved and seconded (Ms. Mallowney/Mr. O'Keefe) that Board members of the Eastern Regional Service Board must attend all meetings in person, unless expressly approved in advance by the Board of Directors for extenuating circumstances.

MOTION 2017-020: Carried (unanimously)

(3) ATIPP Report and Review

Mr. Kelly noted there are no outstanding ATIPP requests, nor any issues to discuss on this topic.

5) CORRESPONDENCE - None

6) NEW BUSINESS

- a) **Citizens' Representative** - Mr. Grant noted that the Board is in receipt of a letter from the Minister of Municipal Affairs and Environment that explains the ERSB is now subject to the *Citizens' Representative Act*.
- b) **Regional Governance** - Mr. Grant noted that he and Mr. Kelly are working to secure a meeting with Craig Pollett at Municipalities NL to discuss regional governance. He will provide an update at the next Board meeting.
- c) **Multi-Material Stewardship Board Regional Forum** - Mr. Grant provided a brief update on the recent two-day MMSB Regional Forum. The meeting was well attended, and there was a lot of discussion about waste management across the country. The two specific topics on the agenda were (1) waste, and (2) waste to energy. Representatives from the Solid Waste Association of North America were also in attendance.

7) UPCOMING MEETINGS

Mr. Grant noted the following meetings which will take place in April and May:

- Board of Directors: Thursday, May 11, 2017
- Strategy & Policy Committee – Tuesday, April 4, 2017
- Finance & Audit Committee – Wednesday, April 12, 2017
- Governance Committee – Tuesday, April 18, 2017

8) ADJOURNMENT

Seeing no further business to be discussed, it was moved and seconded (Mr. Mullooney/Mr. Hann) that the meeting adjourn.
MOTION 2017-021: Carried (unanimously)

The meeting adjourned at 8:06 p.m.

(4) COMMITTEE REPORTS

(4)(a) Finance & Audit Committee Report

(4)(a)(1) Board Expenditures

EASTERN REGIONAL SERVICE BOARD

PAYROLL EXPENSE FEBRUARY 2017

Payroll – Staff (<i>2 pay periods – 33 employees</i>).....	\$130,929.90
Payroll – Board (18 members)	\$ 0.00
Total Payroll (<i>33 employees</i>)	\$130,929.90
Payroll CRA Remittance	\$ 46,507.95
TOTAL GROSS PAYROLL	<u>\$177,437.85</u>

PREVIOUS MONTH

JANUARY 2017

Payroll – Staff (<i>2 pay periods – 33 employees</i>)	\$143,719.53
Payroll – Board (18 members)	\$ 0.00
Total Payroll (<i>33 employees</i>)	\$143,719.53
Payroll CRA Remittance	\$ 52,995.76
TOTAL GROSS PAYROLL	<u>\$196,715.29</u>

Eastern Regional Service Board

BNK2 - Bank of Montreal - EW

Cheques from 000001 to 005678 dated between 02-01-2017 and 02-28-2017

CHEQUE REGISTER

Printed: 12:45:20PM 02/28/2017

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Number	Issued	Amount	SC	Status	Status Date
005593	02/09/2017 Dodd's Diesel Repair Ltd.	0.00	A/P	*VOID*	02/09/2017
005594	02/09/2017 Dodd's Diesel Repair Ltd.	25,676.48	A/P	CLEARED	02/15/2017
005595	02/09/2017 Around The Bay Disposals Inc.	79,528.90	A/P	CLEARED	02/22/2017
005598	02/09/2017 Bell Mobility Inc.	3,454.94	A/P	CLEARED	02/22/2017
005599	02/09/2017 Cansel	870.00	A/P	CLEARED	02/22/2017
005600	02/09/2017 North Atlantic	45,953.51	A/P	CLEARED	02/22/2017
005601	02/09/2017 Pinnacle Office Solutions Ltd.	1,285.52	A/P	CLEARED	02/22/2017
005602	02/09/2017 T2 Ventures Inc.	140,587.14	A/P	CLEARED	02/22/2017
005603	02/09/2017 Acklands Grainger Inc.	491.14	A/P	CLEARED	02/15/2017
005604	02/09/2017 Bell Aliant	1,653.40	A/P	CLEARED	02/22/2017
005605	02/09/2017 Big Erics Inc.	57.50	A/P	CLEARED	02/22/2017
005606	02/09/2017 Blaketown Service Station	937.20	A/P	OUT-STD	02/09/2017
005607	02/09/2017 Bradley Power	469.38	A/P	CLEARED	02/15/2017
005608	02/09/2017 Canadian Association of Municipal Administrators	310.50	A/P	CLEARED	02/22/2017
005609	02/09/2017 Christie Dean	1,518.89	A/P	CLEARED	02/15/2017
005610	02/09/2017 Craig's Locksmithing & Auto Glass	741.75	A/P	OUT-STD	02/09/2017
005611	02/09/2017 D&L Russell Limited	40.60	A/P	CLEARED	02/22/2017
005612	02/09/2017 De Lage Landen Financial Services Canada Ltd.	291.49	A/P	OUT-STD	02/09/2017
005613	02/09/2017 Dicks and Company Limited	79.95	A/P	CLEARED	02/22/2017
005614	02/09/2017 Eastern Machining & Welding Inc.	759.00	A/P	CLEARED	02/22/2017
005615	02/09/2017 Ed Grant	213.52	A/P	CLEARED	02/22/2017
005616	02/09/2017 E K Lomond Auto Solutions Inc	18.95	A/P	CLEARED	02/22/2017
005617	02/09/2017 Electro Mechanical Services	2,033.82	A/P	CLEARED	02/22/2017
005618	02/09/2017 Gordon Stone	102.90	A/P	CLEARED	02/22/2017
005619	02/09/2017 Hazmasters	79.29	A/P	CLEARED	02/22/2017
005620	02/09/2017 Ivan Heath	154.05	A/P	OUT-STD	02/09/2017
005621	02/09/2017 Jenkins Anthony Inc.	4,712.96	A/P	CLEARED	02/22/2017
005622	02/09/2017 JNT Auto Center	345.00	A/P	OUT-STD	02/09/2017
005623	02/09/2017 Kevin Power	712.38	A/P	CLEARED	02/15/2017
005624	02/09/2017 Kevin Butt	121.94	A/P	CLEARED	02/22/2017
005625	02/09/2017 Leslie Squires	440.00	A/P	CLEARED	02/15/2017
005626	02/09/2017 Miller IT Limited	822.25	A/P	CLEARED	02/15/2017
005627	02/09/2017 Northern Business Intelligence	2,204.90	A/P	CLEARED	02/22/2017
005628	02/09/2017 OMB Parts & Industrial Ltd. 1	47.12	A/P	CLEARED	02/22/2017
005629	02/09/2017 Parts For Trucks Inc.	200.02	A/P	CLEARED	02/22/2017
005630	02/09/2017 Pitney Bowes	183.25	A/P	CLEARED	02/22/2017
005631	02/09/2017 62167 Newfoundland and Labrador Inc	7,836.78	A/P	OUT-STD	02/09/2017
005632	02/09/2017 Redline Automotive 0765	11.37	A/P	CLEARED	02/22/2017
005633	02/09/2017 Royal Garage Ltd.	298.77	A/P	CLEARED	02/22/2017
005634	02/09/2017 Sam Whalen	288.12	A/P	CLEARED	02/22/2017
005635	02/09/2017 Smart Homes Security and Ventilation Ltd.	962.18	A/P	OUT-STD	02/09/2017
005636	02/09/2017 Town of Clarendville	804.00	A/P	CLEARED	02/22/2017
005637	02/09/2017 Tulk Tire & Service Ltd.	79.84	A/P	CLEARED	02/22/2017
005638	02/09/2017 Vardy Villa Limited	35,047.81	A/P	OUT-STD	02/09/2017
005639	02/09/2017 Director of Support Enforcement	222.00	G/L	CLEARED	02/22/2017
005640	02/09/2017 Pitcher, Karen	180.00	A/R	CLEARED	02/22/2017

Eastern Regional Service Board

BNK2 - Bank of Montreal - EW

Cheques from 000001 to 005678 dated between 02-01-2017 and 02-28-2017

CHEQUE REGISTER

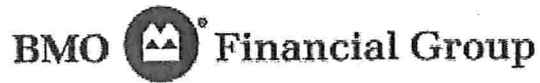
Printed: 12:45:21PM 02/28/2017

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Number	Issued		Amount	SC	Status	Status Date
005641	02/09/2017	Barr, Bert & Daphne	180.00	A/R	OUT-STD	02/09/2017
005642	02/09/2017	Tee, David	180.00	A/R	CLEARED	02/22/2017
005643	02/09/2017	Deebank, Allen & Elona Severs	50.00	A/R	OUT-STD	02/09/2017
005644	02/09/2017	Smythe, Joe	180.00	A/R	CLEARED	02/22/2017
005645	02/09/2017	Hillier, Hector	180.00	A/R	CLEARED	02/22/2017
005646	02/09/2017	Newhook, Violet	368.80	A/R	CLEARED	02/22/2017
005647	02/22/2017	Dodd's Diesel Repair Ltd.	0.00	A/P	*VOID*	02/22/2017
005648	02/22/2017	Dodd's Diesel Repair Ltd.	26,007.05	A/P	OUT-STD	02/22/2017
005649	02/22/2017	61366 Newfoundland and Labrador Inc.	10,580.00	A/P	OUT-STD	02/22/2017
005650	02/22/2017	Around The Bay Disposals Inc.	2,714.00	A/P	OUT-STD	02/22/2017
005651	02/22/2017	Blaketown Service Station	1,258.10	A/P	OUT-STD	02/22/2017
005652	02/22/2017	Bradley Power	22.58	A/P	OUT-STD	02/22/2017
005653	02/22/2017	City of St. John's	55,934.03	A/P	OUT-STD	02/22/2017
005654	02/22/2017	Coish's Trucking & Excavating Ltd.	14,432.50	A/P	OUT-STD	02/22/2017
005655	02/22/2017	Dicks and Company Limited	442.70	A/P	OUT-STD	02/22/2017
005656	02/22/2017	East Coast Hydraulics	409.00	A/P	OUT-STD	02/22/2017
005657	02/22/2017	Harbour ELECTRIC Ltd.	741.63	A/P	OUT-STD	02/22/2017
005658	02/22/2017	Iron Mountain Canada	41.02	A/P	OUT-STD	02/22/2017
005659	02/22/2017	Ken Kelly	3,288.52	A/P	OUT-STD	02/22/2017
005660	02/22/2017	Kevin Power	552.04	A/P	OUT-STD	02/22/2017
005661	02/22/2017	M J Hickey Construction Ltd.	1,653.70	A/P	OUT-STD	02/22/2017
005662	02/22/2017	NATIONAL Public Relations	10,499.55	A/P	OUT-STD	02/22/2017
005663	02/22/2017	Newfoundland Power Inc.	1,179.75	A/P	OUT-STD	02/22/2017
005664	02/22/2017	Newfoundland Towing & Recovery	649.75	A/P	OUT-STD	02/22/2017
005665	02/22/2017	Nexgen Municipal Inc.	8,100.88	A/P	OUT-STD	02/22/2017
005666	02/22/2017	North Atlantic	136.34	A/P	OUT-STD	02/22/2017
005667	02/22/2017	Parts For Trucks Inc.	768.00	A/P	OUT-STD	02/22/2017
005668	02/22/2017	Pitney Bowes	1,739.95	A/P	OUT-STD	02/22/2017
005669	02/22/2017	Printer Tech Solutions Inc.	67.85	A/P	OUT-STD	02/22/2017
005670	02/22/2017	62167 Newfoundland and Labrador Inc	7,836.78	A/P	OUT-STD	02/22/2017
005671	02/22/2017	Quikprint Services Ltd.	115.00	A/P	OUT-STD	02/22/2017
005672	02/22/2017	Royal Garage Ltd.	42.92	A/P	OUT-STD	02/22/2017
005673	02/22/2017	Sam Pike Masonry Ltd.	48.25	A/P	OUT-STD	02/22/2017
005674	02/22/2017	Transcontinental Atlantic Media Group G.P.	1,690.21	A/P	OUT-STD	02/22/2017
005675	02/22/2017	Tulk Tire & Service Ltd.	3,178.33	A/P	OUT-STD	02/22/2017
005676	02/22/2017	Workplace NL	35,798.35	A/P	OUT-STD	02/22/2017
005677	02/23/2017	Receiver General of Canada	298.67	A/P	OUT-STD	02/23/2017
Cheque Totals Issued:			554,196.76			
Void:			0.00			
Total Cheques Generated:			554,196.76			
Total # of Cheques Listed:			83			

** - Name on Check was modified

CRA Remittance Documentation



RETURN

Make a payment - confirmation

EASTERN REGIONAL SERVICE BOARD (11348721)

LYNN (11357440)

Payment to Federal Payroll Deductions - Threshold 1 -- (PD7A)

The transaction is now in Pending Approval status and requires 1 approver(s).

Pay from	10091-1028090 -EASTERN WA
Tax account to pay	861096600RP0001
Date payment made to employees	16-Feb-2017
Due date	10 Mar 2017
Total tax, C.P.P., E.I Remittance	\$23,154.54
Gross period payroll	\$65,378.00
Number of employees	33
Payment date	10-Mar-2017

[Main Menu](#)

* You may wish to save or print this page for future reference.

** Please note: If you need to cancel this transaction, please access the "View / Cancel Future Dated Transactions" link from your main menu

Note:

Tax and Bill Payments are not processed until the Payment Date indicated on your request. The funds must be available in your account at the start of the Payment date; if there are insufficient funds the transaction may be rejected. Please refer to your User Agreement for further details.

LEGAL SECURITY

Eastern Regional Service Board
For Pay Period Ending 2017-02-11

Payroll Register Remittance Summary

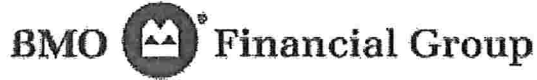
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Business	# of Emp.	Earnings	Deductions	Tax	Employee's EI	Employee's CPP	Employer's EI	Employer's CPP	Remittance
BUS1 861096600RP0001	33	65,378.46	1,162.03	14,051.91	1,131.16	3,193.92	1,583.63	3,193.92	23,154.54
Totals:	33	65,378.46	1,162.03	14,051.91	1,131.16	3,193.92	1,583.63	3,193.92	23,154.54

Business	EI Total	CPP Total
BUS1 Eastern Regional Service Board (861096600RP0001)	2714.79	6387.84

Feb. 16, 2017 pay day.



RETURN

Make a payment - confirmation

EASTERN REGIONAL SERVICE BOARD (11348721)
LYNN (11357440)

Payment to Federal Payroll Deductions - Threshold 1 -- (PD7A)

The transaction is now in Pending Approval status and requires 1 approver(s).

Pay from	10091-1028090 -EASTERN WA
Tax account to pay	861096600RP0001
Date payment made to employees	02-Feb-2017
Due date	25 Feb 2017
Total tax, C.P.P., E.I Remittance	\$23,353.41
Gross period payroll	\$65,551.00
Number of employees	33
Payment date	27-Feb-2017

[Main Menu](#)

* You may wish to save or print this page for future reference.

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LEGAL | SECURITY

Eastern Regional Service Board
For Pay Period Ending 2017-01-28

Feb 2 2017
Payday.

Payroll Register Remittance Summary

Printed: 2:56:39PM 01/30/2017

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Business	# of Emp.	Earnings	Deductions	Tax	Employee's EI	Employee's CPP	Employer's EI	Employer's CPP	Remittance
BUS1 861096600RP0001	33	65,551.44	1,366.15	14,217.53	1,135.08	3,205.84	1,589.12	3,205.84	23,353.41
Totals:	33	65,551.44	1,366.15	14,217.53	1,135.08	3,205.84	1,589.12	3,205.84	23,353.41

Business	EI Total	CPP Total
BUS1 Eastern Regional Service Board (861096600RP0001)	2724.20	6411.68

pd. Feb 27/17
hl.

**(4)(a)(2) Tender for Waste
Collection in CBC**

Briefing Note –Waste Collection Tender for Conception Bay Center

Attached are the results of the Conception Bay Center tender. There was only 1 bidder, T2 Ventures Ltd., for a price of \$538,200 including HST for 2,065 properties for 36 months. This included Holyrood, Collies, Conception Harbour, Georgetown and Marysvale. Please note that 5 companies picked up the Tender Documents.

In April 2014 the tender was for \$1,122,650.84 including HST for 2,935 properties for 36 months. This included Holyrood, Collies, Conception Harbour, Georgetown, Marysvale, Deer Park/Vinland Road and the unincorporated area around these communities.

The lowest tendered price represents a reduction in cost per household of 33%.

Table: Comparison of tender results

36 Month Contract					
Year	Bid incl HST	Minus HST	Annual	Units	Per Unit
2014	\$1,122,650.84	\$993,496.32	\$331,165.44	2935	\$112.83
2017	\$538,200.00	\$468,000.00	\$156,000.00	2065	\$75.54

RECOMMENDATION:

Staff recommend acceptance of tender and confirm participation of communities.

**(4)(a)(3) Tender for Collection of
Recyclable Metals at WRFs**

Briefing Note –Recyclable Metals Removal and Purchase

A tender was issued for the removal of recyclable metals at the waste recovery facilities operated by the Board. The price that the Board has been able to achieve for recyclable metals has declined over the last number of years. The highest price bid for this work in 2014 was \$156.00 per metric tonne plus HST.

This price was under pressure when the commodity prices paid for metals dropped significantly after the tender.

The Board is mainly interested in the timely removal of the material from the sites and the diversion of the material from landfill.

We received one bidder on the metals Tender, Newco for \$52.50 per metric tonne plus HST.

Please note that we contacted the below and have noted their responses

1. NLL... Said they will pick up a tender package today or tomorrow. (they never picked it up)
2. Newco Low Bidder
3. East Coast Metals...Will pick up a tender package soon. (they never picked it up)
4. Dominion recycling Not interested.
5. Maritime Recycling Not interested
6. Provincial Metals...is owned by Newco.

RECOMMENDATION:

Staff recommend acceptance of tender and award of contract to Newco Metals Inc..

(4)(a)(4) Tender for HHW Collection

Briefing Note –Household Hazardous Waste Collection Tender

There were two bidders on the Household Hazardous waste Tender for 27 communities. The low bidder was EnviroSystems Incorporated, formerly Crosbie Industrial Service Limited at \$31,995.00 plus HST (4,799.25) for a total including HST of \$36,794.25. This equals \$1,185 + HST per event. In 2016 for 29 events (28 executed) the low bid was for \$1,637.93 + HST per event. This is a reduction of 28% per event.

We have received a copy of EnviroSystem's certificate of approval to transport hazardous waste which is in effect until June 2018 as well as their clearance of good standing. Please note that they were the successful bidders in 2014.

RECOMMENDATION:

Staff recommend acceptance of tender and award of contract to EnviroSystems Incorporated.

(4)(a)(5) Tender for Photocopying Services

Briefing Note – Multi-function Copier Results of Tender

Recommendation:

That the ERSB award the contract for the supply of one multi-function copier on a five year (60 month) lease to Modern Business Equipment Ltd. In the amount of \$9559.80 plus HST subject to confirmation of the bid meeting all aspects of the tender specifications.

The current multi-function copier lease expires March 15, 2017 and was for a 60 month term. The table below compares the cost of the current lease to the lowest bid received. The copiers that were bid are considered comparable to the current leased machine but are new (current year) models.

	Modern Business 2017	Pinnacle 2012	REDUCTION IN COST
Monthly Lease Cost	159.33	253.47	37%
Consumables (per copy)			
Black& White	0.009	0.017	47%
Colour	0.065	0.11	41%

Note these prices do not include paper or HST

**(4)(c) Governance Committee
Report**

(4)(c)(1) Video Surveillance Guidelines

Briefing Note: Use of Video and Audio Surveillance Policy

A draft of a policy for the use of video and audio surveillance was presented to the Committee. When using video or audio surveillance equipment the main issue is the protection of individual privacy and does it warrant the use of surveillance equipment.

First issue of discussion centered on the purpose of the policy – is security the main goal of the policy?

The suggested purpose by staff was to cover items such as facility and equipment security, employee security and situations that involve interaction with the public that warrant the use of recording equipment such as in main reception area and potentially over the phone. This would cover all of our facilities including the Majors Path administrative office, waste recovery facilities, Operations Yard and Clarenville Transfer Station.

The discussion evolved into the potential for inclusion of video and audio recording of meetings – monthly Board meetings, Committee meetings and other meetings held in general.

Does the recording of meetings and the purpose behind the recording of a meeting fit within the same parameters as security oriented video and audio recording?

While the protection of individual privacy may be the same do the mechanisms change? Recording a meeting for the purposes of generating a written record is different than the use of the material in a criminal investigation. At what point do you destroy the files? Who can view the files?

For instance most video and audio surveillance polices restrict those that can view/listen to a file in order to protection individual privacy. Who would have access to the recording of a committee meeting. If the recording is to be kept only until the written minutes are adopted what if an individual is not at the meeting when the minutes are tabled?

In order to give direction to staff on the issue of developing a policy to guide the use of video and audio surveillance equipment we need to decide if there is one broad policy or two separate policies to be developed.

Recommendation:

Staff recommend the development of two separate policies that may have some components that are similar when the context and purpose are the same.

(4)(c)(2) Remote Attendance Policy

Briefing Note: Remote Meeting Attendance Policy

The ability to attend meetings remotely via conference call or other electronic means is available to municipal councilors under the *Municipalities Act* or through the Cities Act for Mount Pearl and St. John's.

There was considerable debate about two points relating to this policy:

How many people would be allowed to attend at any one time via electronic means and how will the Board avoid abuse of this privilege?

This is an excerpt from the amendment to the *Municipalities Act* made in 2014 to

Meetings

24. (1) The mayor or 2 councillors shall request that the town clerk call and there shall be held, at least once a month, a meeting of the town council to which the public shall be admitted.

(2) A meeting called and held under subsection (1) shall be for the dispatch of general business.

(2.1) A town council may allow a councillor to participate in a meeting by electronic means where the electronic means enables the councillor to listen to the proceedings and to be heard.

(2.2) A councillor participating in a meeting by electronic means is considered to be in attendance at the meeting.

(2.3) Subsections (2.1) and (2.2) also apply to meetings held under sections 23 and 213.

(3) A town council shall adopt rules of procedure for its meetings.

(4) The minister may provide a model set of rules of procedure that town councils may adopt or vary.

Recommendation:

Staff recommend the development of a policy that will allow Board members to attend meetings, count towards quorum and participate as a voting member through electronic means.