



# MINUTES

## BOARD OF DIRECTORS MEETING #54

Wednesday, September 6, 2017 @ 5:00 p.m.

Quidi Vidi Boathouse, 10 Clancey Drive, St. John's, NL

### IN ATTENDANCE:

- Ed Grant, Chairperson
- Bill Bailey, Clarenville and Isthmus
- Danny Breen, City of St. John's
- Wally Collins, City of St. John's
- Joy Dobbie, Trinity Bay South and Isthmus East
- Ron Ellsworth, City of St. John's
- Sandy Hickman, City of St. John's
- Jonathan Galgay, City of St. John's
- Dave Lane, City of St. John's
- Harold Mallowney, Southern Shore
- Peggy Roche, Small Metro
- Tom Hann, City of St. John's
- Dennis O'Keefe, City of St. John's
- Sam Whalen, Bay Roberts

### OTHER ATTENDEES:

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

### REGRETS:

- Dave Aker, Mount Pearl
- Bruce Tilley, City of St. John's
- Art Puddister, City of St. John's
- Gordon Stone, Trinity Conception North
- Gerard Tilley, CBS
- Sterling Willis, Town of Paradise

- Stephen Colford, Manager Waste and Recycling Division, City of St. John's

## **PROCEEDINGS:**

### **1) CALL TO ORDER**

Mr. Grant called the meeting to order at 5:09 p.m. He also welcomed Ms. LynnAnn Winsor who is the Director of Public Works with the City of St. John's.

### **2) ADOPTION OF AGENDA**

*It was moved and seconded (Mr. Mullooney/Ms. Dobbie) to adopt the Agenda as tabled.  
MOTION 2017-048: Carried (unanimously)*

### **3) REVIEW OF MINUTES**

*It was moved and seconded (Mr. Mullooney/Ms. Dobbie) that the Minutes of the June 27, 2017 meeting of the Eastern Regional Service Board be adopted as tabled.  
MOTION 2017-049: Carried (unanimously)*

### **4) COMMITTEE REPORTS**

#### **a) Finance & Audit Committee (Wednesday, August 30, 2017)**

##### **1) Board Expenditures Report:**

Mr. Breen noted the cheque register and payroll summary for the months of June and July were included in the meeting package.

He explained the June payroll is slightly higher because of a contract payout to one employee, and July includes the quarterly per diem paid to Board members.

The Cheque register includes the regular payments to waste collection contractors and City of St. John's for tipping fees.

*It was moved and seconded (Mr. Breen/Mr. Galgay) that Eastern Regional Service Board accept the board expenditures (Cheque Register and Payroll Summary) for June and July 2017, as tabled.  
MOTION 2017-050: Carried (unanimously)*

##### **2) 2018 Budget:**

The draft 2018 Budget was tabled having been presented to the Finance and Audit Committee. Mr. Breen ran through the highlights.

The budget includes an overall market wage increase of 1.7% of gross wages, which is the three year average of CPI included in the salary costs. This increase does not apply to Board members.

Through Budget 2018, an additional position will be created for a Highway Transport Equipment Operator to drive the additional grapple truck that was purchased in 2017. This will be discussed further along in the meeting as well. The truck is expected to be delivered mid fall. This is a regional cost.

In 2018 there will be a reduction of one waste collector position in the ERSB internal operation.

In respect to the Clarendville Transfer Station, ERSB is not anticipating that the Discovery Regional Service Board will become operational and start hauling material to Clarendville in 2018. Budget has therefore been reduced for expenditures and projected revenues in this regard.

The ERSB expects to spend less on internal service as it shifts work to contractors and reduces staff. The Board may see some communities opting to contract on their own starting in 2018, and therefore contracted costs have been reduced.

The operating reserve has been removed for 2018, which is a reduction of \$350,000.

Capital expenditures for 2018 mainly consist of the maintenance building at Whitbourne. This facility has been delayed since 2016 and the capital funds have been received.

Revenues in the budget assume waste collection fee stay at \$180 per property, tipping fees at Robin Hood Bay are \$67.60/\$20.00, and the transportation charge from Clarendville remains at \$20.00.

***Ms. Roche arrived at 5:14 p.m.***

Mr. Ellsworth asked if the Committee Chair, Mr. Breen, had any issues with the budget as presented. Mr. Breen responded that he is completely satisfied with the budget as presented.

Mr. Kelly noted the \$3.347 million draw on Robin Hood Bay in relation to the provision of waste collection services throughout the region. He added the number has flat lined. That will only change if the Board brings on new services and allocates some of the administrative costs currently born by the tipping fee to other services.

There were no additional questions from the Board.

*It was moved and seconded (Mr. Breen/Mr. Hann) that Eastern Regional Service Board adopt the 2018 Budget as tabled.  
MOTION 2017-051: Carried (unanimously)*

**3) 2018 Fee Schedule:**

Mr. Breen noted there are no proposed changes in the rates for 2018. The Fee Schedule is unchanged from 2017. This should be a good news story for all stakeholders and clients in terms of no fee increases in major categories for the fifth year in a row.

*It was moved and seconded (Mr. Breen/Mr. Ellsworth) that Eastern Regional Service Board adopt the 2018 Fee Schedule as tabled.  
MOTION 2017-052: Carried (unanimously)*

**4) Extension of Tenders for Bay de Grave and Southern Shore:**

Mr. Breen noted there was a briefing note tabled in the meeting package that compares the cost per household for the two existing contracts in the Bay de Grave and Southern Shore sub-regions.

He explained that the Finance and Audit Committee looked at the cost for the two contracts, and given that the larger area is at a fairly low price per household determined that by extending both for another six months ERSB could maintain its costs and household fee of \$180.

*Mr. Hickman Arrives at 5:20 p.m.*

Mr. Breen went on to say one benefit of extending for six months is that ERSB will then have contracts expiring in summer versus trying to turn them over during the holidays and winter season. During the end of year timeframe, any problems seem to be magnified so staff are looking to mitigate end-of-year and weather-related issues. However, staff still need to ask each of the communities in these respective contracts if they want to continue with the regional service.

*It was moved and seconded (Mr. Breen/Mr. Lane) that Eastern Regional Service Board ask municipalities in the Bay de Grace and Southern Shore sub-regions if they want to continue with the regional curbside waste collection service and extend the corresponding contracts for these areas until June 30, 2018. MOTION 2017-053: Carried (unanimously)*

**5) Tender for Whitbourne Maintenance Depot:**

The committee recommends the Board cancel the tender process and not award the contract, and then seek bids again in the spring (six months from now), with the hope of starting construction in the summer of 2018.

*It was moved and seconded (Mr. Breen/Mr. Whalen) that the Eastern Regional Service Board cancel the tender process and seek tenders for the construction in six months' time for the spring of 2018. MOTION 2017-054: Carried (unanimously)*

**6) Full-time Temporary Positions to Full-time Permanent Positions and Addition of Highway Equipment Operator:**

Mr. Breen noted the briefing note in the meeting package which outlines the cost per unit for the curbside program from 2012 up to 2017. He went on to say the price per unit was the highest in 2014, which is the year the Board decided to develop its own internal capacity by buying its own equipment and hiring staff.

Since 2014, the price for the contracted services has steadily declined. So, the development of internal capacity at the ERSB has had its desired affect by putting pressure on the contractors to lower prices or lose the work entirely.

Mr. Breen said it therefore makes sense to continue with the internal curbside program and in doing so the Board should make the temporary positions full-time permanent positions.

He added that earlier in the meeting during the budget process the Board approved the funding to create an additional Highway Equipment Operator.

*It was moved and seconded (Mr. Breen/Mr. Hickmans) that the Eastern Regional Service Board make the three (3) waste collector and two (2) labourer positions permanent as of January 2, 2018, and an additional Highway Equipment Operator permanent position be created in October 2017. MOTION 2017-055: Carried (unanimously)*

**b) Strategy and Policy Committee**

Mr. Kelly noted whereas the Strategy and Policy Committee did not meet since the last Board meeting, there were no Notices of Motions and/or information to be tabled for consideration.

**c) Governance Committee (Tuesday, August 29, 2017)**

**1) Office of the Citizen's Representative Investigation Update:**

Mr. Mallowney noted the Board was added to list of public organizations that fall under the investigative authority of the Office of the Citizens' Representative in March of this year. The Citizens' Representative acts as an ombudsman for complaints from individuals that they have been subject to an error or decision of an administrative nature that is contrary to law, wrong, unreasonable, unfair, etc.

Mr. Mallowney added that during the spring the Board received one letter of investigation and several informal requests that have received a response and been closed.

Since June, the Board has received three letters from the Citizens' Representative informing that investigations have been initiated. Staff have provided information to the investigator on one of these files and are working on the other two. Mr. Mallowney added that responding to these investigations has a significant impact on resources.

Mr. Mallowney went on to highlight that one of the current three investigations deals with an administrative manner, while the other two raise questions about the Board's decisions in particular the exemption policy for uninhabitable properties.

Mr. Mallowney noted the committee felt the investigations of Board policy decisions can have impacts that affect more than a single individual case.

He concluded by saying staff will continue to work with the investigators of the Citizen's Representative and will keep the Governance Committee informed as these investigations proceed and if new investigations are started.

***Mr. Hann left the meeting at 5:35 p.m.***

Mr. Grant noted Mr. Kelly would keep everyone informed moving forward.

***It was moved and seconded (Mr. Mallowney/Mr. Hickman) that staff be directed to cooperate fully and quickly with all requests of the Office of the Citizens' Representative. MOTION 2017-056: Carried (unanimously)***

**2) Access to Information and Protection of Privacy (ATIPP) Update:**

Mr. Kelly noted a request was received in late July from an applicant seeking information with regards to all financial payments made to a

particular Board member for the last six years. The specific wording of the request was as follows:

*“All financial payments, remuneration, expense claims, and per diem, travel claims for or related to (name of Board member redacted) covering the last six years.”*

Mr. Kelly went on to say this request has been completed as of August 16 and the applicant is in possession of the materials.

He added that for Board member’s information any travel or expense related payments made to staff or a Board member are part of the monthly cheque register. So this piece of the information is already publically available in the minutes of each Board meeting.

Additionally, the amount paid to Board members as a group is disclosed each quarter when it is included in the payroll summary. So again, this information is publically available as well.

Mr. Kelly concluded by saying that the amount paid to a particular Board member or staff person for per diem or salary is information that must be disclosed and is not protected information or an invasion of your privacy.

## **5) CORRESPONDENCE**

There was no correspondence to be discussed.

## **6) NEW BUSINESS**

### **a) ATV Usage Policy for Waste recovery Facilities:**

Mr. Dobbie noted the new ATV policy approved by the Board for Waste Recovery Facilities has created some discussion in her area and she has had to explain the position of the Board on a few occasions.

Mr. Grant reminded Board members of the new policy. He said it was obvious why it was needed, specifically the liability it puts on ERSB.

Mr. Kelly said if ATVs are not permitted on a public road / highway then they can’t come into the facility. Mr. Kelly noted that ATVs are registered for trail use only in Newfoundland and Labrador. He suggested the RCMP might be turning a blind eye in rural parts of the province where ATV use is historically higher than urban centres.

Mr. Grant suggested that the solution to this issue is simple - if it is illegal to drive ATVs on the road, then they shouldn’t be on the waste site. If they are allowed on the

roads, then let's allow them. He suggested staff call RCMP in Whitbourne and speak with Province.

Ms. Dobbie thanked Mr. Grant and Mr. Kelly for the clarification and additional discussion on the issue.

2) Presentation to Mayor Dennis O'Keefe, City of St. John's:

Mr. Grant presented a certificate of appreciation to Mayor O'Keefe for his contribution to the ERSB. Mayor O'Keefe had indicated he wouldn't be seeking re-election; therefore, his term on the Board would soon come to an end.

## **7) UPCOMING MEETINGS**

Mr. Power noted that upcoming meetings will be at the Call of the Chair, and were not likely to be scheduled until after the Municipal Election.

## **8) ADJOURNMENT**

*Seeing no further business to be discussed, it was moved and seconded (Mr. Hickman/Mr. Galgay) that the meeting adjourn.*

*MOTION 2017-57: Carried (unanimously)*

*The meeting adjourned at 5:53 p.m.*



## **(4) COMMITTEE REPORTS**

# **(4)(a) Finance and Audit Committee Report**

**(4)(a)(1) Board Expenditures for  
June and July 2017**

# EASTERN REGIONAL SERVICE BOARD

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## PAYROLL EXPENSE

### JUNE 2017

Payroll – Staff ( <i>2 pay periods – 35 employees</i> ).....	\$171,885.17
Payroll – Board (19 members) .....	<u>\$ 00,000.00</u>
Total Payroll ( <i>35 employees</i> ) .....	\$171,885.17
Payroll CRA Remittance .....	<u>\$ 68,949.30</u>
<b>TOTAL GROSS PAYROLL .....</b>	<b><u>\$240,834.47</u></b>

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### PREVIOUS MONTH

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### MAY 2017

Payroll – Staff ( <i>2 pay periods – 34 employees</i> ).....	\$132,087.58
Payroll – Board (19 members) .....	<u>\$ 00,000.00</u>
Total Payroll ( <i>33 employees</i> ) .....	\$132,087.58
Payroll CRA Remittance .....	<u>\$ 46,308.10</u>
<b>TOTAL GROSS PAYROLL .....</b>	<b><u>\$178,395.68</u></b>

# EASTERN REGIONAL SERVICE BOARD

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## PAYROLL EXPENSE

### JULY 2017

Payroll – Staff ( <i>2 pay periods – 35 employees</i> ).....	\$150,171.46
Payroll – Board (19 members) .....	<u>\$ 26,129.91</u>
Total Payroll ( <i>35 employees</i> ) .....	\$176,301.37
Payroll CRA Remittance .....	<u>\$ 59,306.41</u>
<b>TOTAL GROSS PAYROLL .....</b>	<b><u>\$235,607.78</u></b>

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### PREVIOUS MONTH

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### JUNE 2017

Payroll – Staff ( <i>2 pay periods – 35 employees</i> ).....	\$171,885.17
Payroll – Board (19 members) .....	<u>\$ 00,000.00</u>
Total Payroll ( <i>35 employees</i> ) .....	\$171,885.17
Payroll CRA Remittance .....	<u>\$ 68,949.30</u>
<b>TOTAL GROSS PAYROLL .....</b>	<b><u>\$240,834.47</u></b>

**Eastern Regional Service Board**

BNK2 - Bank of Montreal - EW

Cheques from 000001 to 006093 dated between 06-01-2017 and 06-30-2017

**CHEQUE REGISTER**

Printed: 3:50:29PM 08/03/2017

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<b>Number</b>	<b>Issued</b>	<b>Amount</b>	<b>SC</b>	<b>Status</b>	<b>Status Date</b>
005904	06/02/2017 Dodd's Diesel Repair Ltd.	0.00	A/P	*VOID*	06/02/2017
005905	06/02/2017 Dodd's Diesel Repair Ltd.	7,499.23	A/P	CLEARED	06/07/2017
005906	06/02/2017 Advantage Personnel Ltd.	775.39	A/P	CLEARED	06/14/2017
005907	06/02/2017 Bell Aliant	1,678.31	A/P	CLEARED	06/14/2017
005908	06/02/2017 Bradley Power	259.34	A/P	CLEARED	06/07/2017
005909	06/02/2017 Cansel	431.25	A/P	CLEARED	06/14/2017
005910	06/02/2017 Christie Dean	203.38	A/P	CLEARED	06/14/2017
005911	06/02/2017 Dicks and Company Limited	232.13	A/P	CLEARED	06/14/2017
005912	06/02/2017 Harris Ryan	5,520.00	A/P	CLEARED	06/14/2017
005913	06/02/2017 Harvey & Company Ltd.	29,721.68	A/P	CLEARED	06/14/2017
005914	06/02/2017 Jenkins Anthony Inc.	4,682.33	A/P	CLEARED	06/14/2017
005915	06/02/2017 Lynn Tucker	1,237.40	A/P	CLEARED	06/07/2017
005916	06/02/2017 Modern Business Equipment Limited	10,175.48	A/P	CLEARED	06/07/2017
005917	06/02/2017 North Atlantic	119.34	A/P	CLEARED	06/21/2017
005918	06/02/2017 OMB Parts & Industrial Ltd. 1	2,874.61	A/P	CLEARED	06/14/2017
005919	06/02/2017 Provincial Fence Products Ltd.	6,060.50	A/P	CLEARED	06/07/2017
005920	06/02/2017 RENU Industries Canada	1,725.00	A/P	CLEARED	06/14/2017
005921	06/02/2017 Tulk Tire & Service Ltd.	3,918.17	A/P	CLEARED	06/14/2017
005923	06/14/2017 Dodd's Diesel Repair Ltd.	0.00	A/P	*VOID*	06/14/2017
005924	06/14/2017 Dodd's Diesel Repair Ltd.	0.00	A/P	*VOID*	06/14/2017
005925	06/14/2017 Dodd's Diesel Repair Ltd.	33,531.16	A/P	CLEARED	06/21/2017
005926	06/14/2017 D&L Russell Limited	84.25	A/P	CLEARED	06/30/2017
005927	06/14/2017 62167 Newfoundland and Labrador Inc	7,380.30	A/P	CLEARED	07/12/2017
005928	06/14/2017 Acklands Grainger Inc.	579.09	A/P	CLEARED	06/21/2017
005929	06/14/2017 Advantage Personnel Ltd.	2,001.00	A/P	CLEARED	06/21/2017
005930	06/14/2017 AMEC Foster Wheeler Americas Ltd.	76,023.12	A/P	CLEARED	06/21/2017
005931	06/14/2017 Around The Bay Disposals Inc.	90,912.49	A/P	CLEARED	06/21/2017
005932	06/14/2017 Bell Mobility Inc.	1,688.84	A/P	CLEARED	06/21/2017
005933	06/14/2017 Bill Bailey	2,148.72	A/P	CLEARED	06/30/2017
005934	06/14/2017 Bradley Power	145.19	A/P	CLEARED	06/14/2017
005935	06/14/2017 Christie Dean	5,225.95	A/P	CLEARED	06/21/2017
005936	06/14/2017 City of St. John's	61,500.67	A/P	CLEARED	06/21/2017
005937	06/14/2017 Conception Bay Auto & Tire Centre	1,662.44	A/P	CLEARED	06/30/2017
005938	06/14/2017 Dicks and Company Limited	82.90	A/P	CLEARED	06/21/2017
005939	06/14/2017 Eastcom Inc.	114.94	A/P	CLEARED	06/30/2017
005940	06/14/2017 East Coast Hydraulics	87.72	A/P	CLEARED	06/30/2017
005941	06/14/2017 Ed Grant	136.59	A/P	CLEARED	06/21/2017
005942	06/14/2017 GCR Tires & Service	527.79	A/P	CLEARED	06/21/2017
005943	06/14/2017 Harbour Construction Limited	258.75	A/P	CLEARED	07/27/2017
005944	06/14/2017 Imperial Oil	49.92	A/P	CLEARED	06/30/2017
005945	06/14/2017 Iron Mountain Canada	106.57	A/P	CLEARED	06/21/2017
005946	06/14/2017 Ivan Heath	317.88	A/P	CLEARED	06/30/2017
005947	06/14/2017 Joy Dobbie	710.63	A/P	CLEARED	06/21/2017
005948	06/14/2017 Ken Kelly	3,287.36	A/P	CLEARED	06/21/2017
005949	06/14/2017 Leslie Squires	550.00	A/P	CLEARED	06/30/2017
005950	06/14/2017 Lynn Tucker	3,443.09	A/P	CLEARED	06/21/2017

**Eastern Regional Service Board**

BNK2 - Bank of Montreal - EW

Cheques from 000001 to 006093 dated between 06-01-2017 and 06-30-2017

**CHEQUE REGISTER**

Printed: 3:50:29PM 08/03/2017

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Number	Issued		Amount	SC	Status	Status Date
005951	06/14/2017	Madsen Construction Equipment	385.55	A/P	CLEARED	06/21/2017
005952	06/14/2017	Miller IT Limited	379.50	A/P	CLEARED	06/30/2017
005953	06/14/2017	North Atlantic	35,918.00	A/P	CLEARED	06/21/2017
005954	06/14/2017	North Atlantic	153.39	A/P	CLEARED	06/21/2017
005955	06/14/2017	Northern Business Intelligence	4,536.16	A/P	CLEARED	06/21/2017
005956	06/14/2017	ORKIN Canada Corporation	44.85	A/P	CLEARED	06/21/2017
005957	06/14/2017	Royal Garage Ltd.	41.26	A/P	CLEARED	06/21/2017
005958	06/14/2017	SaltWire Network Inc.	6,652.88	A/P	CLEARED	06/21/2017
005959	06/14/2017	Sam Whalen	369.31	A/P	CLEARED	06/21/2017
005960	06/14/2017	T2 Ventures Inc.	146,891.94	A/P	CLEARED	06/21/2017
005961	06/14/2017	Tulk Tire & Service Ltd.	317.34	A/P	CLEARED	06/21/2017
005962	06/14/2017	Universal Environmental Services Inc.	405.72	A/P	CLEARED	06/30/2017
005963	06/14/2017	Vardy Villa Limited	36,197.81	A/P	CLEARED	06/30/2017
005964	06/14/2017	Wedgwood Insurance Limited	12,771.25	A/P	CLEARED	06/21/2017
005965	06/14/2017	Director of Support Enforcement	222.00	G/L	CLEARED	06/30/2017
005966	06/14/2017	Director of Support Enforcement	1,332.00	G/L	CLEARED	06/30/2017
005967	06/14/2017	Cull, Elijah & Lucinda	400.00	A/R	CLEARED	07/12/2017
005968	06/14/2017	Hookey, Cyril	70.18	A/R	CLEARED	06/30/2017
005969	06/27/2017	61366 Newfoundland and Labrador Inc.	5,290.00	A/P	*VOID*	06/27/2017
	Void Reason: Cheque miss printed					
005970	06/27/2017	61366 Newfoundland and Labrador Inc.	5,290.00	A/P	CLEARED	07/12/2017
005971	06/27/2017	Acklands Grainger Inc.	50.90	A/P	CLEARED	07/05/2017
005972	06/27/2017	Advantage Personnel Ltd.	1,000.50	A/P	CLEARED	07/05/2017
005973	06/27/2017	Bell Aliant	1,148.68	A/P	CLEARED	07/05/2017
005974	06/27/2017	Blaketown Service Station	2,405.40	A/P	OUT-STD	06/27/2017
005975	06/27/2017	Blaketown Service Station	159.83	A/P	OUT-STD	06/27/2017
005976	06/27/2017	Bradley Power	98.76	A/P	CLEARED	06/30/2017
005977	06/27/2017	Newfoundland Power Inc.	873.53	A/P	*VOID*	06/27/2017
	Void Reason: Cheque Miss Printed both sides					
005978	06/27/2017	North Atlantic	114.47	A/P	*VOID*	06/27/2017
	Void Reason: Cheque Miss Printed					
005979	06/27/2017	Christie Dean	347.12	A/P	CLEARED	06/30/2017
005980	06/27/2017	Coish's Trucking & Excavating Ltd.	14,432.50	A/P	CLEARED	07/12/2017
005981	06/27/2017	Craig's Locksmithing & Auto Glass	57.50	A/P	CLEARED	07/12/2017
005982	06/27/2017	D&L Russell Limited	16.68	A/P	CLEARED	07/12/2017
005983	06/27/2017	Dicks and Company Limited	188.68	A/P	CLEARED	07/12/2017
005984	06/27/2017	Dodd's Diesel Repair Ltd.	17.43	A/P	CLEARED	07/12/2017
005985	06/27/2017	Dyna-Pro Environmental	51.75	A/P	CLEARED	07/05/2017
005986	06/27/2017	Eastcom Inc.	688.66	A/P	CLEARED	07/12/2017
005987	06/27/2017	East Coast Hydraulics	166.60	A/P	CLEARED	07/12/2017
005988	06/27/2017	Ken Kelly	11,138.56	A/P	CLEARED	07/05/2017
005989	06/27/2017	Kevin Power	1,301.63	A/P	CLEARED	07/05/2017
005990	06/27/2017	Newfoundland Exchequer - MVR	640.00	A/P	CLEARED	07/12/2017
005991	06/27/2017	Newfoundland Power Inc.	873.53	A/P	CLEARED	07/05/2017
005992	06/27/2017	North Atlantic	114.47	A/P	CLEARED	07/12/2017
005993	06/27/2017	Northern Business Intelligence	374.67	A/P	CLEARED	07/05/2017
005994	06/27/2017	OMB Parts & Industrial Ltd. 1	364.32	A/P	CLEARED	07/12/2017

Eastern Regional Service Board

BNK2 - Bank of Montreal - EW

Cheques from 000001 to 006093 dated between 06-01-2017 and 06-30-2017

CHEQUE REGISTER

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Number	Issued		Amount	SC	Status	Status Date
005995	06/27/2017	Parts For Trucks Inc.	53.20	A/P	CLEARED	07/12/2017
005996	06/27/2017	Pitney Bowes	229.97	A/P	CLEARED	07/12/2017
005997	06/27/2017	Royal Garage Ltd.	597.54	A/P	CLEARED	07/05/2017
005998	06/27/2017	Sam Pike Masonry Ltd.	88.28	A/P	CLEARED	07/19/2017
005999	06/27/2017	Shred-it International ULC	57.02	A/P	CLEARED	07/12/2017
006000	06/27/2017	Town of Clarendville	1,608.00	A/P	CLEARED	07/12/2017
006001	06/27/2017	Tulk Tire & Service Ltd.	9,806.09	A/P	CLEARED	06/30/2017
006002	06/27/2017	Luffman, Bruce	180.00	A/R	CLEARED	07/05/2017
006003	06/27/2017	Bussey, Olive	525.62	A/R	CLEARED	07/19/2017
<b>Cheque Totals Issued:</b>			<b>670,833.93</b>			
<b>Void:</b>			<b>6,278.00</b>			
<b>Total Cheques Generated:</b>			<b>677,111.93</b>			
<b>Total # of Cheques Listed:</b>			<b>99</b>			



**Eastern Regional Service Board**

BNK2 - Bank of Montreal - EW

Cheques from 000001 to 006093 dated between 07-01-2017 and 07-31-2017

**CHEQUE REGISTER**

Printed: 3:49:00PM 08/03/2017

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Number	Issued		Amount	SC	Status	Status Date
006004	07/13/2017	Admiral's Beach Volunteer Fire Department	1,000.00	A/P	OUT-STD	07/13/2017
006005	07/13/2017	Bay de Grave Regional Municipal Services Corporation	1,000.00	A/P	CLEARED	07/27/2017
006006	07/13/2017	Bay de Verde Volunteer Fire Department	1,000.00	A/P	OUT-STD	07/13/2017
006007	07/13/2017	Branch Volunteer Fire Department	1,000.00	A/P	CLEARED	07/27/2017
006008	07/13/2017	Carbonear Volunteer Fire Department	1,000.00	A/P	OUT-STD	07/13/2017
006009	07/13/2017	Colliers Volunteer Fire Department	1,000.00	A/P	OUT-STD	07/13/2017
006010	07/13/2017	Conception Harbour Volunteer Fire Department	1,000.00	A/P	CLEARED	07/31/2017
006011	07/13/2017	Ferryland Fire Department	1,000.00	A/P	CLEARED	07/27/2017
006012	07/13/2017	Green's Harbour Volunteer Fire Department	1,000.00	A/P	OUT-STD	07/13/2017
006013	07/13/2017	Heart's Delight-Islington Volunteer Fire Department	1,000.00	A/P	CLEARED	07/31/2017
006014	07/13/2017	Holyrood Volunteer Fire Department	1,000.00	A/P	OUT-STD	07/13/2017
006015	07/13/2017	Mount Carmel Volunteer Fire Department	1,000.00	A/P	CLEARED	07/31/2017
006016	07/13/2017	Riverhead Volunteer Fire Department	1,000.00	A/P	OUT-STD	07/13/2017
006017	07/13/2017	St. Vincent's-St. Stephen's-Peter's River	1,000.00	A/P	CLEARED	07/31/2017
006018	07/13/2017	Town of St. Shott's	1,000.00	A/P	OUT-STD	07/13/2017
006019	07/13/2017	Trinity South Central Fire Department	1,000.00	A/P	OUT-STD	07/13/2017
006020	07/13/2017	Winterton Fire Department	1,000.00	A/P	OUT-STD	07/13/2017
006021	07/13/2017	Dodd's Diesel Repair Ltd.	0.00	A/P	*VOID*	07/13/2017
006022	07/13/2017	Dodd's Diesel Repair Ltd.	20,385.41	A/P	CLEARED	07/19/2017
006023	07/13/2017	A1 Glass	497.61	A/P	CLEARED	07/31/2017
006024	07/13/2017	Acklands Grainger Inc.	573.00	A/P	CLEARED	07/19/2017
006025	07/13/2017	Advantage Personnel Ltd.	2,001.00	A/P	CLEARED	07/19/2017
006026	07/13/2017	Around The Bay Disposals Inc.	86,296.17	A/P	CLEARED	07/19/2017
006027	07/13/2017	Bell Mobility Inc.	1,885.41	A/P	CLEARED	07/27/2017
006028	07/13/2017	Cansel	431.25	A/P	CLEARED	07/27/2017
006029	07/13/2017	Christie Dean	3,874.69	A/P	CLEARED	07/19/2017
006030	07/13/2017	City of St. John's	53,258.18	A/P	CLEARED	07/27/2017
006031	07/13/2017	Derm Moran	20.00	A/P	OUT-STD	07/13/2017
006032	07/13/2017	Eastcom Inc.	114.94	A/P	CLEARED	07/27/2017
006033	07/13/2017	Eastern Machining & Welding Inc.	1,266.16	A/P	CLEARED	07/31/2017
006034	07/13/2017	Ed Grant	778.01	A/P	CLEARED	07/27/2017
006035	07/13/2017	Envirosystems Inc	24,529.50	A/P	CLEARED	07/27/2017
006036	07/13/2017	Gary Loder	108.03	A/P	CLEARED	07/31/2017
006037	07/13/2017	GCR Tires & Service	910.69	A/P	CLEARED	07/27/2017
006038	07/13/2017	Harvey & Company Ltd.	2,341.35	A/P	CLEARED	07/19/2017
006039	07/13/2017	Jenkins Anthony Inc.	4,635.88	A/P	CLEARED	07/19/2017
006040	07/13/2017	Leslie Squires	550.00	A/P	CLEARED	07/27/2017
006041	07/13/2017	Miller IT Limited	862.50	A/P	CLEARED	07/27/2017
006042	07/13/2017	North Atlantic	30,404.78	A/P	CLEARED	07/27/2017
006043	07/13/2017	Northern Business Intelligence	2,388.66	A/P	CLEARED	07/27/2017
006044	07/13/2017	Nortrax Canada Inc.	111.37	A/P	CLEARED	07/27/2017
006045	07/13/2017	Royal Garage Ltd.	32.02	A/P	CLEARED	07/27/2017
006046	07/13/2017	SaltWire Network Inc.	2,574.84	A/P	CLEARED	07/19/2017
006047	07/13/2017	Sam Pike Masonry Ltd.	18.77	A/P	OUT-STD	07/13/2017
006048	07/13/2017	Sam Whalen	298.48	A/P	CLEARED	07/19/2017
006049	07/13/2017	T2 Ventures Inc.	151,270.22	A/P	CLEARED	07/19/2017

**Eastern Regional Service Board**

BNK2 - Bank of Montreal - EW

Cheques from 000001 to 006093 dated between 07-01-2017 and 07-31-2017

**CHEQUE REGISTER**

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Number	Issued		Amount	SC	Status	Status Date
006050	07/13/2017	Town of Clarendville	1,608.00	A/P	CLEARED	07/27/2017
006051	07/13/2017	Tulk Tire & Service Ltd.	692.08	A/P	CLEARED	07/27/2017
006052	07/13/2017	Vardy Villa Limited	35,047.81	A/P	CLEARED	07/27/2017
006053	07/13/2017	Wayde Higdon	116.80	A/P	CLEARED	07/27/2017
006054	07/13/2017	Receiver General of Canada	1,129.45	G/L	*VOID*	07/13/2017
Void Reason: VOIDED as CRA took payment from Q1 HST Rebate (\$1129.45)						
006055	07/27/2017	61366 Newfoundland and Labrador Inc.	5,290.00	A/P	OUT-STD	07/27/2017
006056	07/27/2017	62167 Newfoundland and Labrador Inc	7,380.30	A/P	OUT-STD	07/27/2017
006057	07/27/2017	Advantage Personnel Ltd.	390.20	A/P	OUT-STD	07/27/2017
006058	07/27/2017	Around The Bay Disposals Inc.	20,000.00	A/P	OUT-STD	07/27/2017
006059	07/27/2017	Bradley Power	184.04	A/P	CLEARED	07/31/2017
006060	07/27/2017	Christie Dean	1,593.87	A/P	CLEARED	07/31/2017
006061	07/27/2017	Coish's Trucking & Excavating Ltd.	14,432.50	A/P	OUT-STD	07/27/2017
006062	07/27/2017	Colin Rideout	28.74	A/P	OUT-STD	07/27/2017
006063	07/27/2017	Conception Bay Auto & Tire Centre	17.25	A/P	OUT-STD	07/27/2017
006064	07/27/2017	D&L Russell Limited	73.72	A/P	OUT-STD	07/27/2017
006065	07/27/2017	Derm Moran	25.00	A/P	OUT-STD	07/27/2017
006066	07/27/2017	Dodd's Diesel Repair Ltd.	0.00	A/P	*VOID*	07/27/2017
006067	07/27/2017	Dodd's Diesel Repair Ltd.	43,539.61	A/P	OUT-STD	07/27/2017
006068	07/27/2017	Eastcom Inc.	114.99	A/P	OUT-STD	07/27/2017
006069	07/27/2017	Ed Grant	873.32	A/P	OUT-STD	07/27/2017
006070	07/27/2017	E K Lomond Auto Solutions Inc	216.86	A/P	OUT-STD	07/27/2017
006071	07/27/2017	Gordon Stone	202.36	A/P	OUT-STD	07/27/2017
006072	07/27/2017	Harbour ELECTRIC Ltd.	1,137.70	A/P	OUT-STD	07/27/2017
006073	07/27/2017	Jenkins Anthony Inc.	4,660.15	A/P	OUT-STD	07/27/2017
006074	07/27/2017	Joy Dobbie	463.25	A/P	OUT-STD	07/27/2017
006075	07/27/2017	Ken Kelly	1,281.53	A/P	CLEARED	07/31/2017
006076	07/27/2017	Kevin Power	599.13	A/P	OUT-STD	07/27/2017
006077	07/27/2017	Kevin Butt	11.49	A/P	OUT-STD	07/27/2017
006078	07/27/2017	M J Hickey Construction Ltd.	101,937.15	A/P	CLEARED	07/31/2017
006079	07/27/2017	NATIONAL Public Relations	604.42	A/P	OUT-STD	07/27/2017
006080	07/27/2017	Newfoundland Power Inc.	820.54	A/P	OUT-STD	07/27/2017
006081	07/27/2017	Nexgen Municipal Inc.	114,705.43	A/P	*VOID*	07/27/2017
Void Reason: As per CAO incorrect HST entered						
006082	07/27/2017	North Atlantic	265.73	A/P	OUT-STD	07/27/2017
006083	07/27/2017	Northern Business Intelligence	1,347.51	A/P	OUT-STD	07/27/2017
006084	07/27/2017	OMB Parts & Industrial Ltd. 1	333.96	A/P	OUT-STD	07/27/2017
006085	07/27/2017	Parts For Trucks Inc.	6.88	A/P	OUT-STD	07/27/2017
006086	07/27/2017	Pitney Bowes	1,740.25	A/P	OUT-STD	07/27/2017
006087	07/27/2017	Redline Automotive 0765	61.27	A/P	OUT-STD	07/27/2017
006088	07/27/2017	SWANA Atlantic Canada Chapter	1,400.00	A/P	OUT-STD	07/27/2017
006089	07/27/2017	TForce Final Mile	8.95	A/P	OUT-STD	07/27/2017
006090	07/27/2017	Town of Clarendville	1,608.00	A/P	OUT-STD	07/27/2017
006091	07/27/2017	Tulk Tire & Service Ltd.	117.99	A/P	OUT-STD	07/27/2017

**Eastern Regional Service Board**  
BNK2 - Bank of Montreal - EW  
Cheques from 000001 to 006093 dated between 07-01-2017 and 07-31-2017

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**CHEQUE REGISTER**

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<b>Number</b>	<b>Issued</b>	<b>Amount</b>	<b>SC</b>	<b>Status</b>	<b>Status Date</b>
	<b>Cheque Totals Issued:</b>	<b>659,652.27</b>			
	<b>Void:</b>	<b>115,834.88</b>			
	<b>Total Cheques Generated:</b>	<b>775,487.15</b>			
	<b>Total # of Cheques Listed:</b>	<b>88</b>			

\*\* - Name on Check was modified

**(4)(a)(2) 2018 Budget**

## Briefing Note – Draft Budget 2018

The Draft Budget 2018 as presented for discussion contains the following significant points:

1. Anticipate more meetings involving individual members and Chairperson as Joint Council work, Regional Governance, Provincial Waste Management Strategy Review etc. Therefore we expect the full remuneration of Board members to be spent at a minimum.
2. Overall market wage increase of 1.7% of gross wages which is the 3 year average of CPI in NL.
3. Create additional position for a Highway Transport Equipment Operator to drive the additional grapple truck that has been purchased with expected delivery mid fall 2017. Regional Cost.
4. Reduction of one waste collector position in the internal operations.
5. Similar to the remuneration for Board we expect increased expenditures for Board and Committee Local Travel and Professional Development.
6. Insurance for vehicles is expected to increase and we will know these amounts once we get renewals in late fall.
7. Office Expenses has been under budgeted for last 2 years. We are including in this line item financial collection costs which are fees incurred to file in small claims, costs of process servers and any other related items. We have reduced some costs by cancelling lease on large format printer.
8. Clarenville Transfer Station we are not anticipating that the Discovery RSB will become operational and start hauling material to Clarenville in 2018. Budget has therefore been reduced for expenditures and projected revenues.
9. We expect to spend less on internal service as we shift work to contractors and reduce staff. We may see some communities opting to contract for themselves starting in 2018 and therefore contracted costs have been reduced.
10. Operating reserve has been removed for 2018 – reduction of \$350,000.
11. Capital expenditures mainly consist of the maintenance building at Whitbourne. This facility has been delayed since 2016.
12. Revenues assume waste collection fee stay at \$180 per property, tipping fees at RHB are \$67.60/\$20.00 and the transportation charge from Clarenville remains at \$20.00

### **Recommendation:**

**Board adopt the 2018 Budget as presented and the 2018 Fee Schedule.**

**EASTERN REGIONAL SERVICE BOARD**

**PROPOSED  
2018 BUDGET**

<b>EXPENDITURES</b>	<b>18 to '17</b>			
	<b>2018 Budget</b>	<b>2017 Budget</b>	<b>2016 Actual</b>	
<b>Salaries</b>				
Chair/Board Member Remuneration	\$ 100,000.00	\$ 100,000.00	\$ 97,354.61	100.0%
Salaries (Corporate Administration)	\$ 536,537.23	\$ 477,796.68	\$ 393,190.61	112.3%
Salaries (Regional Waste Operations)	\$ 854,088.90	\$ 672,423.31	\$ 831,704.08	127.0%
Salaries (Internal Curbside Collections)	\$ 404,112.92	\$ 470,062.19	\$ 391,701.99	86.0%
Salaries (Water)	\$ 55,000.00	\$ 55,000.00	\$ 49,603.56	100.0%
<b>Sub-total</b>	<b>\$ 1,949,739.06</b>	<b>\$ 1,775,282.18</b>	<b>\$ 1,763,554.85</b>	<b>109.8%</b>
<b>Benefits</b>				
Employment Insurance	\$ 30,150.75	\$ 37,873.18	\$ 39,912.07	79.6%
CPP	\$ 96,512.08	\$ 70,960.83	\$ 71,723.97	136.0%
WHSCC	\$ 50,000.00	\$ 36,050.04	\$ 33,774.90	138.7%
Health & Life Benefits	\$ 27,361.08	\$ 60,000.00	\$ 30,717.48	45.6%
RRSP	\$ 125,631.73	\$ 90,818.03	\$ 93,502.66	138.3%
Other		\$ 4,768.15		0.0%
<b>Sub-total</b>	<b>\$ 329,655.64</b>	<b>\$ 300,470.23</b>	<b>\$ 269,631.08</b>	<b>109.7%</b>
<b>Transportation &amp; Communications</b>				
Board/Committee Local Travel (mileage & ex	\$ 45,000.00	\$ 15,000.00	\$ 43,982.70	300.0%
Telephone	\$ 40,000.00	\$ 44,500.00	\$ 34,427.99	89.9%
Staff Local Travel (mileage & expenses)	\$ 10,000.00	\$ 5,000.00	\$ 8,024.43	200.0%
Professional Development (Board)	\$ 35,000.00	\$ 30,000.00	\$ 32,046.28	116.7%
<b>Sub-total</b>	<b>\$ 130,000.00</b>	<b>\$ 94,500.00</b>	<b>\$ 118,481.40</b>	<b>137.6%</b>
<b>Supplies</b>				
Insurance	\$ 115,000.00	\$ 85,000.00	\$ 108,046.18	135.3%
Office Expenses*	\$ 80,000.00	\$ 27,800.00	\$ 72,938.15	287.8%

**PROPOSED  
2018 BUDGET**

Bank Charges	\$ 30,000.00	\$ 15,000.00	\$ 23,314.00	200.0%
<b>Sub-total</b>	<b>\$ 225,000.00</b>	<b>\$ 127,800.00</b>	<b>\$ 204,298.33</b>	<b>176.1%</b>
<b>Purchased Services Administrative</b>				
Audit	\$ 31,000.00	\$ 40,000.00	\$ 29,538.50	77.5%
Professional Development Staff	\$ 33,000.00	\$ 32,903.79	\$ 30,828.48	100.3%
Professional Services-Legal,HR,IT,Engineering	\$ 25,000.00	\$ 25,000.00	\$ 25,227.67	100.0%
<b>Sub-total</b>	<b>\$ 89,000.00</b>	<b>\$ 97,903.79</b>	<b>\$ 85,594.65</b>	<b>90.9%</b>
<b>Property, Furnishings &amp; Equipment</b>				
Office Space (gross lease, Majors Path)	\$ 86,000.00	\$ 100,000.00	\$ 85,523.13	86.0%
Computer Software/Software Licensing	\$ 6,000.00	\$ 12,000.00	\$ 4,183.84	50.0%
Photocopier Fees	\$ 6,500.00	\$ 8,000.00	\$ 7,526.42	81.3%
Furniture & Equipment	\$ 10,000.00	\$ 10,000.00	\$ 10,529.84	100.0%
<b>Sub-total</b>	<b>\$ 108,500.00</b>	<b>\$ 130,000.00</b>	<b>\$ 107,763.23</b>	<b>83.5%</b>
<b>Purchased Services Consultants</b>				
Communications	\$ 120,000.00	\$ 75,000.00	\$ 117,388.01	160.0%
Consulting		\$ 50,000.00	\$ -	0.0%
<b>Sub-total</b>	<b>\$ 120,000.00</b>	<b>\$ 125,000.00</b>	<b>\$ 117,388.01</b>	<b>96.0%</b>
<b>Regional Operations &amp; Waste Recovery Facilities</b>				
Office Space lease (Blaketown yard)	\$ 32,000.00	\$ 37,000.00	\$ 31,953.82	86.5%
Snow clearing all WRF	\$ 60,000.00	\$ 45,000.00	\$ 76,990.46	133.3%
Site Maintenance all WRF	\$ 75,000.00	\$ 75,000.00	\$ 7,834.94	100.0%
Old Perlican WRF (TCNWM)	\$ 175,000.00	\$ 173,190.00	\$ 124,809.04	101.0%
WRF Compaction Trailer Lease Payments	\$ 170,000.00	\$ 169,382.04	\$ 167,909.16	100.4%
Vehicle Maintenance and Operations	\$ 350,000.00	\$ 258,750.00	\$ 306,106.19	135.3%
Whitbourne Depot		\$ 40,000.00	\$ -	0.0%
<b>Sub-total</b>	<b>\$ 862,000.00</b>	<b>\$ 798,322.04</b>	<b>\$ 715,603.61</b>	<b>108.0%</b>
<b>Regional Transfer Station Clarendville</b>				
Utilities/phone	\$ 25,000.00	\$ 20,400.00	\$ 42,756.28	122.5%

**PROPOSED  
2018 BUDGET**

Site Maintenance	\$ 50,000.00	\$ 20,000.00	\$ 36,983.82	250.0%
Vehicle Maintenance and Operations	\$ 200,000.00	\$ 280,000.00	\$ 183,342.16	71.4%
Tipping Fees At Regional Landfill for TS	\$ 350,000.00	\$ 759,288.00	\$ 318,984.79	46.1%
<b>Sub-total</b>	<b>\$ 625,000.00</b>	<b>\$ 1,079,688.00</b>	<b>\$ 582,067.05</b>	<b>57.9%</b>

**Household Hazardous Waste Program**

HHW collection contract and Fire Dept	\$ 90,000.00	\$ 90,000.00	\$ 93,872.00	100.0%
<b>Sub-total</b>	<b>\$ 90,000.00</b>	<b>\$ 90,000.00</b>	<b>\$ 93,872.00</b>	<b>100.0%</b>

**Curbside Waste Collection Program**

Office/Yard Space lease (Blaketown yard)	\$ 35,000.00	\$ 40,000.00	\$ 32,205.88	87.5%
Internal Curbside Program	\$ 810,000.00	\$ 888,532.50	\$ 892,456.53	91.2%
Contracted Services	\$ 3,200,000.00	\$ 3,362,399.10	\$ 3,180,029.08	95.2%
<b>Sub-Total</b>	<b>\$ 4,045,000.00</b>	<b>\$ 4,290,931.60</b>	<b>\$ 4,104,691.49</b>	<b>94.3%</b>

**Water/Wastewater Program**

<b>Sub-Total</b>	<b>\$ 17,500.00</b>	<b>\$ 17,500.00</b>	<b>\$ 13,737.76</b>	<b>100.0%</b>
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**Fire Protection**

<b>Sub-Total</b>	<b>\$ 18,500.00</b>	<b>\$ 115,500.00</b>	<b>\$ -</b>	<b>16.0%</b>
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**Reserves**

Regional Capital Reserve	\$ 320,000.00	\$ 320,000.00		100.0%
Curbside Capital Reserve	\$ 150,000.00	\$ 150,000.00		100.0%
Operational Reserve	\$ -	\$ 350,000.00		0.0%
<b>Sub-Total</b>	<b>\$ 470,000.00</b>	<b>\$ 820,000.00</b>		<b>57.3%</b>

<b>TOTAL EXPENSES</b>	<b>\$ 9,079,894.70</b>	<b>\$ 9,862,897.84</b>	<b>\$ 8,162,945.70</b>	<b>92.1%</b>
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**Capital ERSB**

Whitbourne Depot, Landfill Closures	\$ 1,850,000.00	\$ 2,154,000.00	\$ 362,978.30	85.9%
Regional Equipment	\$ 100,000.00	\$ 850,000.00	\$ 648,913.29	11.8%
<b>Sub-Total</b>	<b>\$ 1,950,000.00</b>	<b>\$ 3,004,000.00</b>	<b>\$ 1,011,891.59</b>	<b>64.9%</b>



**PROPOSED  
2018 BUDGET**

<b>TOTAL OPERATING AND CAPITAL</b>	<b>\$ 11,029,894.70</b>	<b>\$ 12,866,897.84</b>	<b>\$ 9,174,837.29</b>	<b>85.7%</b>
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<b>REVENUE</b>				
Waste Collection Fees	\$ 5,100,000.00	\$ 5,130,000.00	\$ 4,905,843.47	99.4%
Provision for Bad Debt	\$ (90,000.00)	\$ (90,000.00)		100.0%
Transfer Station Clarenville Tipping Fees	\$ 350,000.00	\$ 507,000.00	\$ 375,729.78	69.0%
Transportation charges	\$ 40,000.00	\$ 150,000.00		26.7%
Fire Protection Services Fees	\$ 19,000.00	\$ 127,500.00	\$ -	14.9%
Recyclable metals	\$ 50,000.00	\$ 50,000.00	\$ 54,363.82	100.0%
Interest	\$ 35,000.00	\$ 34,500.00	\$ 11,381.92	101.4%
Misc Rev	\$ 1,000.00	\$ 1,000.00	\$ 23,977.76	100.0%
ERSB Surplus (Deficit) Previous Years		\$ -		
Regional Landfill Tipping Fee Derived	\$ 3,347,394.70	\$ 3,343,751.73	\$ 3,367,536.07	100.1%
HST Rebate	\$ 250,000.00	\$ 280,000.00	\$ 147,851.71	89.3%
Provincial Capital - Carried from 2014	\$ 1,750,000.00	\$ 2,100,000.00	\$ 137,197.17	83.3%
Reserve Funding	\$ 100,000.00	\$ 850,000.00	\$ 343,288.00	11.8%
Water / Wastewater Program	\$ 77,500.00	\$ 77,500.00	\$ 77,500.00	100.0%
<b>TOTAL REVENUE</b>	<b>\$ 11,029,894.70</b>	<b>\$ 12,561,251.73</b>	<b>\$ 9,444,669.70</b>	<b>87.8%</b>

# **(4)(a)(3) 2018 Fee Schedule**



## 2018 FEE SCHEDULE FOR EASTERN REGIONAL SERVICE BOARD & REGIONAL WASTE MANAGEMENT FACILITY AT ROBIN HOOD BAY

ITEM/MATERIAL	FEE
<b>Fire and Emergency Services Fees</b>	
Per property fee for fire services in areas protected by ERSB	Up to \$120.00
Per commercial fire inspection	\$200.00
Per commercial fire inspection – subsequent visits within 12 months of initial visit - per event	\$50.00
<b>Financial Services Fees</b>	
Interest charged on overdue accounts compounding monthly	2%
Non-sufficient funds charge per event	\$20.00
Small Claims Provincial Court Filing Fees	As charged by the Court
Process Server – per event	\$40.00
<b>Waste Services Fees:</b>	
Per property fee for waste services	\$180.00
Return to collect waste not properly set out – per event	\$150.00
<b>Regular Waste Disposal Fees:</b>	
Regular waste disposal fee at Clarenville Transfer Station and Robin Hood Bay per metric tonne	\$67.60
Recyclables disposal fee at Clarenville Transfer Station and Robin Hood Bay per metric tonne	\$20.00
Waste disposal permit for Clarenville Transfer Station or Robin Hood Bay	\$30.00
Clarenville Transfer Station Commercial Users/Discovery Regional Service Board <u>transportation fee</u> per metric tonne in addition to the regular waste disposal fee of \$67.60 per metric tonne	\$20.00
<b>Asbestos (per metric tonne at Robin Hood Bay)*</b>	
Asbestos (call to make arrangements prior to delivery to site)	\$115.00
Asbestos – Mixed Load (call to make arrangements prior to delivery to site)	\$230.00
<b>Off the Road Tires (tires that are NOT included in the tire recycling program of the Province - per metric tonne)</b>	
OTR – Off the Road Tires (call to make arrangements prior to delivery to site)	\$170.00
<b>Rock (per metric tonne)*</b>	
6 inches minus	Free
18 inches minus	\$20.00
18 inches plus	\$67.60
<b>Concrete &amp; brick (per metric tonne)*</b>	
6 inches minus (reinforced or unreinforced)	Free
6 inches plus (reinforced)	\$67.60
18 inches minus (unreinforced)	\$20.00
18 inches plus (unreinforced)	\$67.60
<b>Asphalt (per metric tonne)*</b>	
6 inches minus	Free
18 inches minus	\$20.00
18 inches plus	\$67.60

\*The hauler will have to source separate the various sizes or pay a tipping fee on the entire load. Materials of this type are subject to visual inspection to determine applicable fee.

USEABLE FILL: Useable fill is material that can be used at the Clarenville Transfer Station or Robin Hood Bay sites. Size in the fill must not exceed 6 inches minus. Useable fill is accepted free of charge but depending on the volume the hauler will be required to float a loader/dozer to our site to stockpile the material. Bio-solids are not considered useable fill and the tipping fee applies. Haulers are advised to contact Clarenville Transfer Station or Robin Hood Bay prior to attempting to deliver these special waste streams and prior to bidding on tenders.

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**(4)(a)(4) Extension of Tenders for  
Bay de Grave and Southern Shore**

## Briefing Note – Tender Extensions

The contracts for Bay De Grave area and the Southern Shore area both expire on December 31 of 2017. We would like to extend these contracts until June 30 of 2018 at which time decisions would be made on issuing new tenders, doing the work internally or extending the existing tenders further.

We have been trying to move away from contract expiry and start up during the first month of the year for the following reasons:

1. High volume of material during holiday period means that extra effort is required and exiting contractor has no incentive to put in this extra effort.
2. Holiday season and staff not being in place are various entities means that communication is impacted.
3. Winter weather is not an ideal time to start new crews in new areas which can lead to missed collections and additional issues.

However, the completion or start up of contracts mid year means that there is some risk in terms of guaranteeing long term per household fees for 12 months. This will make communication of the annual fee to municipalities and individuals challenging but not impossible.

The current dollar value and rates for these contracts are below:

	Per Unit	Units
Bay de Grave (Clarke's Beach, Port de Grave)	115.12	1092.00
Southern Shore Waste Services Inc.	99.60545	4067.00

Our average blended rate is \$107.68. Given that the larger area, Southern Shore, is at a rate below the average blended rate for the region this would be good value to extend. The average rate for the Bay de Grave and Southern Shore is \$102 per unit net of HST rebate.

### **Recommendation:**

**Board proceed to ask municipalities in these areas if they want to continue with the regional service and then extend contracts if municipalities are staying with regional service.**

**(4)(a)(5) Tender for Whitbourne  
Maintenance Depot**

# Cancellation of Tender #10607 - Whitbourne Waste Recovery Facility Depot

## BACKGROUND

A tender issued by the Government of Newfoundland and Labrador, Department of Municipal Affairs and Environment (DMAE) for the construction of a depot at the Whitbourne Waste Recovery Facility for the Eastern Regional Service Board (ERSB) closed on June 20, 2017. There were five submissions, which are outlined in the Schedule of Tenders in Appendix A of this briefing note.

Upon review of the submissions received, Amec Foster Wheeler (the engineer on behalf of the Owner/ERSB) and DMAE identified some items with submissions that required a legal review. After meeting with DMAE's legal department on July 19, 2017, officials within the department and Amec Foster Wheeler decided that the contract should not be awarded due to the errors in the bids. Namely, only one of five bidders made the bid bond out in favour of the Owner, Eastern Regional Service Board, which is a requirement of the tender process per *Section 3(a) of the Instruction to Bidders*.

It is recommended that the Board cancel the tender process and retender the work in six months.

## RECOMMENDATION:

**Board cancel the existing tender and re-issue the tender in six months for construction in 2018.**

**APPENDIX A**

# Schedule of Tenders

<b>NAME AND ADDRESS</b>	<b>BASE BID</b>	<b>HST</b>	<b>TENDER TOTAL</b>
EASTERN CONTRACTING LTD, 32 Allston Street, Mount Pearl, NL A1N0A4	\$1,363,315.66	\$204,497.35	\$1,567,813.01
JMJ HOLDINGS LTD, 149 Airport Rd. Suite 200, P.O. Box 29061, St. John's, NL, A1A5B5	\$1,456,660.00	\$218,499.00	\$1,675,159.00
BROOK CONSTRUCTION (2007) INC., 8 Gullage Ave., P.O. Box 882, Corner Brook, NL, A2H6H6	\$1,573,100.00	\$235,965.00	\$1,809,065.00
J & T CONSTRUCTION LTD, 58 Glencoe Drive, Mount Pearl, NL, A1N4S9	\$1,650,973.05	\$247,645.96	\$1,898,619.01
CAN-AM PLATFORMS & CONSTRUCTION LTD, P.O. Box 119, Shearstown, NL A0A3V0	\$1,669,434.79	\$250,415.22	\$1,919,850.01



**(4)(a)(6) Full-time Temporary  
Positions to Full-time Permanent  
Positions and Addition of Highway  
Equipment Operator Position**

## **Briefing Note – Addition of Highway Transport Positon and Full Time positions**

The Board has purchased an additional grapple truck to remove materials from the waste recovery facilities. This will require an additional Highway Transport Equipment Operator in order to utilize the piece of equipment. The 2018 Budget included the creation of this position.

The internal waste collection crews were hired as full time temporary employees for a three year period. The timeframe ends as of December 31, 2017. We have planned for the continuation of the internal service based on the results of this trial period. As such, the positions will be required for the foreseeable future and we are recommended that the temporary positions be continued until the terms of the contracts expire and then the positions be made permanent as of January 2nd, 2018.

This will be the creation of three waste collector positions and two labourer positions which have been included in the 2018 budget.

### **Recommendation:**

**Board create three full time positions for waste collectors and two labourer positions as of January 2<sup>nd</sup>, 2018.**