



**BOARD OF DIRECTORS MEETING  
MINUTES**

**Meeting #81**

**Wednesday, June 24, 2020, 7:00 p.m.**

**LIVE - VIDEOCONFERENCE**

In Attendance: Mayor Harold Mullooney  
Mayor Danny Breen  
Councillor Glenn Clarke  
Councillor Wally Collins  
Councillor Ian Froude  
Councillor Sandy Hickman  
Councillor Jamie Korab  
Councillor Kevin McDonald  
Deputy Mayor Sheilagh O’Leary  
Councillor Peggy Roche  
Councillor Deanne Stapleton  
Councillor Lucy Stoyles  
Councillor Gerard Tilley  
Deputy Mayor Sam Whalen  
Councillor Sterling Willis

Regrets: Councillor Maggie Burton  
Councillor Hope Jamieson  
Councillor Dave Lane  
Mayor Gerald Snook

Other Attendees: Ms. Lynn Tucker  
Mr. Craig Drover  
Ms. Christie Dean  
Ms. Holly Coles

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1. **Call to Order**

Mr. Mullenney called the meeting to order at 7:01 p.m.

2. **Adoption of Agenda**

The Agenda was tabled for approval. Mr. Mullenney added Board Member Resignation and Bell Island Site Closure & Construction of Waste Recovery Facility under New Business.

**MOTION 2020-038**

**Moved By** Mr. McDonald

**Seconded By** Mr. Froude

BE IT RESOLVED that the Agenda be adopted as tabled with the addition of Board Member Resignation and Bell Island Site Closure & Construction of Waste Recovery Facility under New Business.

**Carried Unanimously**

3. **Review of Minutes**

The Minutes from the previous meeting were tabled for review and approval.

**MOTION 2020-039**

**Moved By** Mr. Willis

**Seconded By** Mr. Hickman

BE IT RESOLVED that the Minutes of the meeting of Wednesday, May 27, 2020 be adopted as tabled.

**Carried Unanimously**

4. **Committee Reports**

a. **Finance & Audit Committee**

Mr. Hickman delivered the Finance and Audit Committee report.

1. Board Expenditures

Board expenditures for the month of May were tabled for review and approval.

**MOTION 2020-040**

**Moved By** Mr. Hickman

**Seconded By** Ms. Stoyles

BE IT RESOLVED that the ERSB adopt the Board's Expenditures for May as tabled.

**Carried Unanimously**

2. Incorporated Towns Payment Activity Report

An update on the Incorporated Towns Payment Activity was provided for May 2020. There were no questions or concerns regarding this report.

3. Allocation of Reserve Funds

The Board maintains two (2) reserves which are the Regional Capital Reserve and the Operational Reserve. A description of these reserves has been provided in the meeting package and is available to the public on the Board's website.

A short discussion took place on heavy equipment that needs replacement in 2020 as well as increased operational costs due to the COVID-19 pandemic.

**MOTION 2020-041**

**Moved By** Mr. Hickman

**Seconded By** Mr. Whalen

BE IT RESOLVED that ERSB assign the unappropriated monies set aside for reserves as follows: \$1.2 million to the Regional Capital Reserve and \$1 million to Operational Reserve.

**Carried Unanimously**

b. **Strategy & Policy Committee**

Mr. Whalen delivered the Strategy and Policy Committee report.

1. **Community Clean-up Program**

Mr. Whalen reminded members that the Board provides a Community Clean-up Program that provides an annual opportunity for community-based volunteer groups to access and dispose of waste collected during a community clean-up event.

In April each year the Board sends a letter and program checklist to all communities in the Eastern region regarding this program. However, because the waste recovery facilities were closed up to June 2<sup>nd</sup> because of the pandemic, the letter was not sent this year until June 4<sup>th</sup>.

Mr. Whalen noted that a copy of the letter and checklist was included in the meeting package with further details of the program.

There were no questions or concerns regarding this program.

2. **Household Hazardous Waste (HHW) Tender**

Mr. Whalen reminded members that a tender for the Board's annual household hazardous waste (HHW) collection events was issued in February of this year. These events are usually held over two weekends in June and in September of each year. However, the Board decided not to proceed with the award of the 2020 HHW tender in March due to the pandemic and subsequent public health orders.

As we learn to adapt to living with COVID-19, businesses and organizations are encouraged to re-open within public health guidelines; therefore, the Board may now proceed with its HHW events for September.

There were no questions or concerns regarding this update.

3. Website Re-Design by NATIONAL Public Relations

Mr. Whalen noted that NATIONAL Public Relations provided a presentation to Board members in advance of the May 27, 2020 Board meeting and they continue to develop the Board's website and work with staff regarding the content, etc.

NATIONAL will provide another presentation to the Board regarding the website on Tuesday, July 7, 2020 at 10:30 a.m. by ZOOM. Mr. Whalen encouraged as many Board members as possible to make themselves available for this presentation so that they may provide feedback regarding the website re-design.

4. Resumption of Bulk Waste Collections

Mr. Whalen informed the Board that under Alert Level 3, Public Health Orders provides for more than one passenger in workplace vehicles; therefore, curbside bulk waste collections could resume.

As members may recall, bulk waste collections could not take place as employees could not practice the required physical distancing. It was prohibited to have two employees travel in one vehicle under Alert Levels 5 and 4.

Since the Committee meeting, staff worked with our contractors and they stepped up to assist the Board by re-scheduling those events cancelled due to the pandemic. Communities have been notified of the dates for the re-scheduled events and the information has been posted to the Board's websites.

5. COVID-19 Impacts – Update

Mr. Whalen provided an update to the Board regarding measures taken to address the COVID-19 pandemic including the following:

- Re-opening of the waste recovery facilities;
- Resumption of bulk waste collections;
- Hours of operation for Board facilities;
- Staff scheduling for Alert Level 2 onward;
- Personal protective equipment (PPE) acquisition and provision for staff;
- Increased operational costs due to the pandemic.

Mr. Whalen assured the Board that we continue to be compliant with all public health regulations and will make changes as required to ensure that employees and the public are kept safe during this difficult time.

c. **Governance Committee**

Mr. Clarke delivered the Governance Committee report.

1. Payroll Remittance Statements

Mr. Clarke noted that the Board's statement of account from the Canada Revenue Agency for its payroll remittances for the first quarter of 2020 is included in tonight's meeting package. There is no outstanding balance and staff continues to make bi-weekly payroll remittances as required.

2. ERSB Corporate Health and Safety Policy

Mr. Clarke reminded members that as an employer, the Board is required to have policies in the workplace governing occupational health and safety and early and safe return-to-work. These policies as well as the Board's corporate health and safety policy statement are adopted annually.

The Board has an occupational health and safety policy since 2013 and it has been updated when and as required. In addition, training and re-certification occurs when required and when new staff are hired.

New Occupational Health and Safety Regulations became effective January 1, 2020 with provisions to address workplace harassment and worker-on-worker violence.

As the Board's existing OH&S Policy already included policies to address these items as well as a respectful workplace, the Board's OH&S Committee is not recommending any changes to the policy for this year.

Mr. Clarke noted that staff are recommending adoption of the *Corporate Health & Safety Policy* statement as enclosed in the meeting package.

**MOTION 2020-042**

**Moved By** Mr. Clarke

**Seconded By** Mr. McDonald

BE IT RESOLVED that the Board adopt the Corporate Health & Safety Policy; the Occupational Health and Safety Policy; and, the Early and Safe Return-to-Work Policy that is included in the Board's Employee Safety Handbook.

**Carried Unanimously**

3. Summer Meetings

Summer meetings was discussed at all committee meetings in June and it was decided that in light of the current situation with the COVID-19 pandemic it would be best to meet this summer.

All summer meetings would be at the call of the Board's Chairperson; however, Mr. Clarke noted that all committee members can expect to receive meeting requests throughout summer.

5. **Correspondence**

Mr. Mallowney noted that staff continue to receive emails and phone calls daily regarding the impacts on the Board's services due to the pandemic. The office has been quite busy in the past number of months to address the Public Health Emergency and subsequent regulations. They continue to be busy working to reinstate services as the provincial alert levels continue to change.

6. **New Business**

a) Board Member Resignation

Mr. Mallowney regretted to inform the Board that Councillor Bill Bailey submitted his resignation on June 17, 2020, effective immediately. He thanked Mr. Bailey for his service to the Board and wished him all the best in his future endeavours.

The Board's Clerk was directed to begin the election process to find a new representative for the Smith Sound Area.

b) Bell Island Site Closure & Construction of Waste Recovery Facility

Mr. Mallowney confirmed that the tender for the Bell Island Site Closure and Construction of Waste Recovery Facility will be available by early next week.

c) Fire & Emergency Services

Mr. Mallowney noted that he has received several inquiries regarding fire and emergency services from areas that are not currently serviced by the Board.

This seems to be a service of high interest in the Eastern Region.

d) Waste Collection on Unserviced Roads in Unincorporated Areas

Mr. Mallowney noted that he continues to receive inquiries regarding waste collection services from property owners on unserviced roads in unincorporated areas. He continues to supply information regarding the agreement with the Department of Municipal Affairs and Environment in response to the Ministerial Directives of 2019. It seems there is still a demand for waste collection in several of these areas.

e) Harassment of Staff

Mr. Mallowney noted that harassment of staff at all Board locations continues to be an ongoing issue. Verbal harassment and threats of bodily harm are not uncommon and must be taken seriously by the Board and its management team. Not only are the Board's staff harassed in their workplaces, we are now receiving reports of the public harassing the contractors' employees while they collect garbage.

It is the Board's responsibility to protect staff from harassment in the workplace; therefore, we must ensure that all harassment issues are dealt with in the proper manner to ensure safety of employees at all times.

f) Illegal Dumping

Ms. O'Leary asked for information regarding the process for dealing with illegal dumping within the Eastern Region.

Although the Board is aware that Service NL handles such inquiries, it was also noted that the specific municipality may be able to provide assistance, as well as MMSB.

g) Update on Water & Wastewater Program

Mr. Collins asked for an update on the Board's water and wastewater program.

Ms. Tucker provided an update and noted that the program is ongoing. Although the pandemic has prevented the technician from completing the usual in-person visits in the past few months, those visits will resume now that we're moving to Alert Level 2.

The program continues to service approximately 15 communities. The technician would be happy to provide information and/or assistance to any community who may be interested in the program.

7. **Upcoming Meetings**

Board members were reminded that upcoming meetings will be scheduled at the call of the Board's Chair.

An all committee meeting will take place in July and a poll has been sent to all committee members regarding a date and time for the All Committee Meeting to take place in July. Members were encouraged to respond so that the majority can be accommodated.

8. **Adjournment**

**MOTION 2020-043**

**Moved By** Mr. McDonald

**Seconded By** Ms. O'Leary

Seeing no further business to be discussed, BE IT RESOLVED that the meeting adjourned at 7:31 p.m.

**Carried Unanimously**

**Ms. Holly Coles**  
Board Clerk and Outreach Coordinator

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**Mayor Harold Muldowney**  
Chairperson