

# EASTERN REGIONAL SERVICES BOARD

## Minutes of Meeting #16

June 19, 2013

7:00 p.m.

The Capital Hotel

Kenmount Road, St. John's, NL

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### In Attendance:

Ed Grant, Chairperson  
Dave Aker, Mount Pearl  
Ches Ash, Trinity Conception North  
Bill Bailey, Clarenville & Isthmus  
Danny Breen, St. John's  
Wally Collins, St. John's  
Colin Corcoran, Southwest Avalon  
Joy Dobbie, Trinity Bay South & Isthmus East  
Shannie Duff, St. John's  
Frank Galgay, St. John's  
Derrick Green, Bay Roberts  
Sandy Hickman, St. John's  
Harold Mullowney, Vice Chairperson/Southern Shore

### Regrets:

Gerry Colbert, St. John's  
Woodrow French, Conception Bay South  
Debbie Hanlon, St. John's  
Tom Hann, St. John's  
Sheilagh O'Leary, St. John's  
Bruce Tilley, St. John's  
Sterling Willis, Paradise

### Other Attendees:

Ken Kelly, Chief Administrative Officer, Eastern Waste Management  
Lynn Tucker, Manager Corporate Services, Eastern Waste Management  
Sarah Morgan, Regional Coordinator, Bonavista Regional Waste Management Committee

## 1. Call to Order

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

Mr. Grant stated that it is with deep sadness that he notes the passing of Mr. Walter Butt, ERSB representative for Small Metro and Councillor, Town of Pouch Cove, on June 13, 2013. Mr. Grant continued that Mr. Butt will be sadly missed by many as he was a dedicated volunteer and has contributed many years to public service.

Ms. Duff stated that a letter should be sent from the Board to Mr. Butt's family as he was a valuable member of this Board who participated fully.

## 2. Adoption of Agenda

It was moved and seconded (S Hickman/D Breen) to adopt the agenda as tabled.  
**MOTION 2013-034: Carried (unanimously)**

## 3. Review of Minutes – April 24, 2013

It was moved and seconded (D Green/C Corcoran) that the minutes of the April 24, 2013 meeting is adopted as tabled.  
**MOTION 2013-035: Carried (unanimously)**

## 4. Committee Reports

### i. Finance & Audit Committee (D Breen, Chairperson)

- i. **Addition of Office Space at 255 Majors Path-** Mr. Breen reminded members that the budget process for 2013 included the addition of new staff to the organization and with the addition of new staff is the need for office space and equipment for these employees. An additional 675 square feet of space has been negotiated with the current landlord adjacent to the existing office space at 255 Majors Path. The landlord has agreed that this lease would be to the same standard, term and rate as the existing lease with a lease rate of \$35.00 gross. It is expected that the space will be available for September.

Mr. Breen continued that research was carried out and it was recommended by the province that we did not have to proceed using the *Public Tender Act* as per Section 4b for leases under \$30,000.

As members will recall, this motion was sent by email on May 27, 2013 and was adopted. We are now ratifying that email vote with the following motion:

**It was moved and seconded (S Duff/S Hickman) that ERSB ratify the results of the email vote to enter into a new lease to secure 675 square feet of office space adjacent to its existing office space at 255 Majors Path, Suite 3, at \$35.00 or less gross lease.**

**MOTION 2013-036: Carried (unanimously)**

- ii. **Acceptance of Funding for Clarendville Transfer Station** – Mr. Breen noted that ERSB has received notice of a capital funding agreement in the amount of \$2,825,000 for the construction of a transfer station for Clarendville. This will provide a service to transport waste to the Regional Integrated Waste Management Facility located at Robin Hood Bay (RHB). A copy of the letter received from the Minister of Municipal Affairs has been provided in tonight’s meeting package (Appendix A) – please note that the Minister has asked that ERSB “*not disclose this funding publicly until the province has had an opportunity*”

*to make an official announcement in conjunction with the Eastern Regional Service Board.”* Mr. Breen concluded by stating that AMEC is currently working on a site selection study and a Request for Proposals (RFP) for the design and construction of the transfer station.

Mr. Grant stated that he was speaking to government officials today and they reiterated their request that ERSB not disclose this funding publicly. The Minister’s office is currently working on setting up a news conference that will include ERSB for some time in July to make this announcement – the tentative dates being discussed are July 15 or July 16. Municipal Affairs hopes that the facility is fully operational by spring 2014.

Mr. Ash asked if Board members will be expected to attend.

Mr. Grant stated that a notice will be sent to all Board members in advance of the event and if they can make it, they would be welcome to attend.

Mr. Grant continued that during his discussion with officials at Municipal Affairs, it was noted that the Sunnyside Landfill would be approved to accept organics temporarily until the completion of the organics study. All special waste outside of organics has to go to RHB after the end of this month. That information has been clearly communicated to the Town of Sunnyside. He has been assured that there would be no further extensions given to Sunnyside. The Clarenville Landfill continues to operate as there is no solution for them yet until the transfer station is completed.

Mr. Green asked what process is in place to ensure that the waste generally accepted at Sunnyside Landfill is going to RHB and not another unlined landfill such as Clarenville.

Mr. Grant replied that Clarenville would not be accepting that waste as their certification would not include this type of waste.

Mr. Green asked what assurance ERSB has that it won’t be held responsible to clean up the Sunnyside Landfill later on.

Mr. Grant noted that ERSB does not own or operate the Sunnyside Landfill; therefore, there should be no responsibility on the Board’s part. In addition, the province has taken on the responsibility of landfill closures.

**It was moved and seconded (D Breen/B Bailey) that ERSB accept the funding agreement in the amount of \$2,825,000 as outlined in the letter of May 29, 2013 received from the Minister of Municipal Affairs for the Clarenville Transfer Station, Project No. WM12E010A and authorize the Chairperson to enter into said agreement.  
MOTION 2013-037: Carried (unanimously)**

- iii. **Pay Scale and Job Description for Reception & Administrative Clerk Position**– Mr. Breen stated that AEM Human Resources Consulting was hired to complete the pay scale and job

description for the Reception & Administrative Clerk position and that information is in tonight's meeting package (Appendix B). The process used to develop the job description and pay scale is the same as the other positions that have been brought forward and adopted by the Board. In this case the current salary of the employee will position the employee at Step 4 of the seven-step pay scale.

**It was moved and seconded (D Breen/D Aker) that ERSB adopt the position description and salary scale for the Reception & Administrative Clerk position as per the May 27, 2013 recommendation from AEM Human Resources Consulting. The current employee will begin at Step 4.**

**MOTION 2013-038: Carried (unanimously)**

- iv. **Update on Human Resources Policy Manual** – Mr. Breen informed members that AEM Human Resources Consulting presented a draft human resources manual to the Finance & Audit Committee. There was lively discussion amongst members with a clear direction that a defined leave plan was preferred over a paid leave program; therefore, defined number of holidays, sick days, etc. versus a bulk number of days to be used by the employee. There is additional work to be completed and hopefully the committee will be reviewing the next draft at its next meeting and bringing forward a final human resources policy manual for the next Board meeting.

ii. **Strategy & Policy Committee - (C Ash, Chairperson)**

- i. **Update on the Strategic Planning Process 2014-2017** – Mr. Ash stated that the Strategy & Policy Committee has been working towards a strategic plan. This plan is in addition to the business plan that was submitted to the province earlier this year. The committee has drafted a vision statement and developed high level objectives and goals for the organization. The committee will continue to refine the strategic plan at its next meeting and hopes to bring to the next Board meeting a draft strategic plan for the board's consideration.
- ii. **Construction of Waste Recovery Facilities at Cavendish and Harbour Grace**– Mr. Ash informed members that the tender for the Cavendish Waste Recovery Facility (WRF) was advertised in the newspaper this past weekend. That tender will close shortly and we hope that construction will be starting on that site by the end of July or early August.

The tender documents for the Harbour Grace WRF are in development with the province and are close to final approval. Once the province has approved the estimates and documents, then the tender will be advertised.

- iii. **Decision of Small Claims Court** – Mr. Ash asked Mr. Kelly to address this issue as he was involved in the court case.

Mr. Kelly noted that as members are aware, Eastern Waste Management (EWM) often has to take property owners to Small Claims Court in order to collect for waste collection fees that are owed. In May we had a seasonal property owner in Small Claims Court debating the authority of the Board to charge a user fee to someone who does not use the service. During the period in which the Board was charging the property owner, the *Regional Services Board Act* was revised. The decision of the judge was that the fees were not valid for the first six (6) months but were valid for the remaining six (6) months once the *Act* was revised. In the end the \$180.00 waste management fee was reduced to \$90.00 plus \$62.00 in court costs for a total of \$152.00 – a difference of \$28.00.

Mr. Kelly continued that this decision impacts one sub-region only – the Isthmus area that has approximately 300 seasonal properties. If we do not appeal this decision, do we remit fees for those that paid, credit their 2014 invoices or simply wait for people to come forward individually. Ultimately the Board needs to make a decision as to if it will appeal the Court's decision or not.

Discussion ensued and it was noted:

- EWM cannot buy one-half capacity in its contractors vehicles; therefore, all property owners have been included;
- Do we refund all others who own seasonal property in the Isthmus area?
- Do we decide if the property owner is a user or do we wait for the property owner to approach us regarding a credit?
- What will an appeal cost the Board?

Mr. Kelly responded that an appeal could cost between \$10,000-20,000.

Several Board members asked if this decision has been discussed with officials at Municipal Affairs and Mr. Kelly confirmed that it has and that the province's recommendation is not to pursue an appeal.

**Following discussion, it was the consensus of the Board that there would be NO appeal of this Small Claims Court decision.**

iii. **Governance Committee - (H. Mullaney, Chairperson)**

- i. **Board Election Process 2013** – Mr. Mullaney noted that a document is enclosed in tonight's meeting package (Appendix C) that addresses the Board's election process as the general municipal election this fall is going to cause some turnover in Board members.

The Governance Committee identified two processes for Board members to be nominated to the Minister for appointment:

- Those that are nominated by their Councils such as St. John's, Mount Pearl, Paradise and Conception Bay South which totals thirteen (13) members;

- Those that are nominated either by a sub-regional group or through an election process which totals seven (7) members.

According to the *Act*, members remain Board members until reappointed or replaced. So, the business of the Board can continue after the general election. However, it is our current understanding from Municipal Affairs that members need to be reappointed by the Minister after the election. It is not sufficient for a member to be re-elected in the municipal election and for that member to continue on another four (4) year term without having the mandate renewed. It is either renewed by being nominated by the respective council or through an election.

So we have developed a process which is included in tonight's meeting package. The joint councils for the Southern Shore and Northeast Avalon would be asked to nominate on the Southern Shore and the Small Metro members. The other five (5) members would be selected through an election process.

Ms. Duff asked the status for those Board members who are not seeking re-election.

Mr. Kelly replied that Board members, whether seeking re-election or not, are expected to remain Board members until reappointed or replaced.

Mr. Grant noted that during a recent meeting, the other regional Chairpersons stated that they didn't agree with the legislation and saying that if members are re-elected they would automatically remain members of the Board and would not require ministerial appointment. However, the *Act* clearly states that members must be re-elected and appointed and/or reappointed by the Minister.

Mr. Aker stated that if Board members are not elected, then they have no mandate to be here.

Mr. Kelly noted that the legislation is intended to assist the Board in maintaining quorum for meetings until members have been replaced or reappointed. The legislative intent is that the Board's business may continue.

Mr. Grant stated that the election process being recommended by the Governance Committee seems to be appropriate for us. In addition, Mr. Andy Morgans, Director, Local Governance, Municipal Affairs has confirmed that what we are doing is correct. Mr. Grant continued that having the Minister make timely Board appointments will be important as it could impact the business of the Board.

**It was moved and seconded (H Mullaney/S Hickman) that ERSB adopt the process for the Election of Board Members and implement this process for the Fall of 2013 and all future elections.**

Sub-Region	Board Members	Proposed Process
St. John's	10	Council Nomination
Mount Pearl	1	Council Nomination
Conception Bay South	1	Council Nomination
Paradise	1	Council Nomination
Small Metro	1	NEAJC Choose
Bay Roberts	1	Election
North	1	Election
Isthmus East	1	Election
Clarenville and Isthmus	1	Election
Southern Shore	1	SSJC Choose
Southwest Avalon	1	Election
Independent Chair	1	Minister
	21	

**MOTION: 2013-039: Carried (unanimously)**

- ii. **Communications Messages** – Mr. Mullaney noted Ms. Nancy O’Connor of NATIONAL Public Relations is preparing communications messages for Board members and that they should be ready soon.
- iii. **Annual Solid Waste Association of North America (SWANA) Conference** – Mr. Mullaney noted that SWANA will be hosting its annual waste conference in Long Beach, California from September 17-19, 2013. There was discussion at committee regarding how many Board members would be approved to attend and it was noted that this fall may be a problem for many Board members because of the municipal election.

Mr. Mullaney noted that he may be interested in attending.

Mr. Grant noted that Mr. Kelly attends each year and finds this convention to be very informative. At the committee meeting it was proposed that two (2) Board members be approved to attend each year in addition to Mr. Kelly.

Mr. Grant stated that he would like to attend this year.

**It was moved and seconded (E Grant/S Hickman) that ERSB approve two (2) Board members in addition to Mr. Kelly, CAO, EWM to attend the annual conference of the Solid Waste Association of North America (SWANA) each year.**

**MOTION 2013-040: Carried (unanimously)**

## 5. Other Business

- i. **Landfill Gas Project** – Mr. Kelly stated that Mr. Sinyard had been invited to speak to this project; however, he was not available.

Mr. Grant noted that he does not see much of a future for the landfill gas project as Nalcor is the only organization that is allowed to develop energy in the Province of Newfoundland & Labrador. The estimated cost of the landfill gas facility is \$2.5 million and the lifespan of RHB is approximately 40 years; therefore, it is a limited source of fuel and the cost would have to be weighed against any benefit. Another issue is once organics has been removed from the landfill, the production of landfill gas decreases significantly.

Ms. Duff stated that the City of St. John's had hoped that the power generated could fuel the facility.

Mr. Grant stated that early research indicates it may be cost prohibitive.

Several Board members stated that they would like to see the study and, subsequent, report.

Mr. Grant confirmed that would be provided to Board members.

- ii. **Pilot Recycling Project with Eastern School District (ESD) and MMSB** – Mr. Grant asked Mr. Kelly to report on this project.

Mr. Kelly reported that staff has been working with MMSB on a pilot project to delivery recycling services to schools. Schools in the ESD do not have the same recycling programs that are available curbside to residents. Schools have focused on the beverage container programs for the most part. We have recognized that together we could develop a service to assist the schools in expanding the program especially in schools outside the metro area. We believe that we can have a program operational for September.

We have selected potential schools to participate and an initial meeting was held with the schools.

We have two issues to address this evening:

- The Board has surplus site attendant huts that were used at our waste recovery facility sites. We can re-use these in the pilot but we would essentially be giving these to the ESD. We will require a motion to do so.
- The schools want some form of incentive to participate as they will be required to staff the program either through teacher time, student time or volunteers. We are looking at an incentive and are suggesting an honorarium of up to \$1,000.00 per school.

Discussion ensued with the following points:

- How large are the sheds? Ans: 6 ft x 8 ft
- Is the honorarium for the pilot project only? Ans: Yes, the intent is for the honoraria to be a one-time thing as an incentive to participate in this pilot project.
- Will the honoraria be expected if we offer recycling programs in all ESD schools on a regular basis? Ans: No, as a formal agreement is being drawn up and all terms are clearly outlined.
- Are we targeting recyclables other than the beverage containers? Ans: Yes, this is mostly for paper/fiber recyclables.
- Will things change when all school boards are rolled into one? Ans: Our agreement should be in place before that happens and we are strictly looking at a recyclables pilot for five (5) schools in the Eastern region at this point.
- As a point, ERSB must be front and center on any press releases or publicity if we want to raise awareness.

**It was moved and seconded (D Breen/J Dobbie) that ERSB re-use the surplus site attendant huts as part of the school recyclables pilot project and transfer these to the pilot schools for the recycling program.**

**MOTION 2013-041: Carried (unanimously)**

**It was moved and seconded (C Ash/D Aker) that ERSB offer an honorarium of up to \$1,000.00 per school for participation in the recyclables pilot project. Criteria and final amount is to be determined by CAO and MMSB staff.**

**MOTION 2013-042: Carried (unanimously)**

- iii. **Province-Wide Organics Study**– Mr. Grant stated that this project has been awarded to Dillon Consulting and a kick-off meeting is planned for next week. Once we have received a project plan, etc., we will bring it back to the Board for information.
- iv. **Closure of Sunnyside Landfill as per Letter in Meeting Package**– Mr. Grant noted that as discussed earlier, the Sunnyside Landfill is closing as of June 30, 2013. They have been informed that their commercial and industrial waste clients are required to transport their waste to RHB.
- v. **Delay in Decision Regarding Provision of Waste Services to the Local Service District of Deer Park/Vineland Road** – Mr. Grant noted that this issue has been discussed at length at previous meetings. The LSD of Deer Park/Vineland Road has struck a committee to review the provision of waste management services and they've basically taken the position that they do not want garbage collection. However, ERSB has been mandated to collect waste in the Eastern region. At this time, ERSB is taking time to investigate the best options for the provision of service to the LSD of Deer Park/Vineland Road. Mr. Kelly is investigating possible options that would work in areas with mostly seasonal properties. Mr. Grant

concluded by stating that ERSB is looking at January 2014 as a possible start date for service in this area; therefore, we have time to do research and determine the best possible solution.

Ms. Dobbie noted that Deer Park/Vineland Road is a local service district and questioned why they would be treated any differently than all other local service districts in the Eastern region.

General discussion ensued with members raising the following points:

- The LSD of Deer Park/Vineland Road was formed for one reason only and that is for road maintenance.
- We are mandated to provide waste services and we have to find the best model that will work in areas such as Deer Park.
- The question will be what fee will be charged and what system will be put in place.
- Several members noted that they do NOT support a two-tier system. If a property owner is receiving service, then they pay the fee adopted in the area.
- ERSB cannot make changes to please one small group – all property owners should be treated the same.
- Where does ERSB's mandate to collect garbage come from? ERSB is mandated in legislation to provide waste management services.
- ERSB is an option for communities as they may choose to provide waste services on their own.

Mr. Grant reminded members that a decision has been made to defer this discussion and decision until further research has been completed.

- vi. **Issues Raised by Sterling Willis by Email** – Mr. Grant noted that Mr. Willis could not join us this evening due to a prior commitment; however, he sent an email outlining several issues that he wanted raised. One issue was the provision of service to the LSD of Deer Park/Vineland Road and that has been addressed.

The second item that Mr. Willis wanted raised is the issue of how to get information out to the general public about the Regional Facility at Robin Hood Bay. Many communities feel that the City of St. John's is reaping a big profit from the landfill. Mr. Willis stated that he would like to see more information/PR go out to the communities involved so that they have a better understanding of how it works.

Mr. Grant continued that he agrees with this point as he has met with several communities since being appointed Chair of ERSB and there is a misunderstanding amongst communities as to how ERSB and RHB works. The perception is that the City of St. John's is profiting from RHB rather than an understanding that RHB is managed on a breakeven basis. In addition, the financial statements of RHB are received and reviewed by this Board. Once time is taken to explain to communities how the regional system is set up and working, they're perception changes for the positive.

Mr. Grant continued that he is recommending that ERSB spend time to inform all communities how the regional system works so that misunderstandings can be dispelled. At this time the Board has a surplus of approximately \$3 million and that is being used to maintain/stabilize the tipping fee. As stated earlier, once time is taken to explain things to communities, they feel much better and some become more supportive.

- vii. **Electronic Recycling** – Mr. Green asked if the newly announced electronics recycling program will affect ERSB.

Mr. Kelly replied that it would not impact the Board directly. The electronics recycling program announced for Newfoundland and Labrador begins in August of this year and is an Extended Producer Responsibility (EPR) program which means that the end-of-life management of these products is the responsibility of the producers. They have identified 19 locations to date that will collect used electronics for recycling. The Board may be asked to participate as we do collect materials and, potentially, we may be expected to get those materials to the approved drop-off sites.

- viii. **Confirmation of Usage of Board's Surplus** – Mr. Collins' stated that he understands that the Board's surplus is currently being used to stabilize the tipping fee at RHB. Is that correct?

Ms. Duff replied that is correct and that the decision was made to use the surplus as a tipping fee stabilization to avoid 'peaks and valleys' while we get a better understanding of the waste being received at RHB and of our operations.

Mr. Corcoran requested that a copy of the most recent financial statements for RHB be provided to him. Mr. Kelly confirmed that those documents would be forwarded to Mr. Corcoran.

## 6. Next Meeting

The next regular meeting of the Eastern Regional Service Board will take place on Wednesday, August 28, 2013 at 7:00 p.m. at the Ramada St. John's.

## 7. Adjournment

**It was moved (J Dobbie) to adjourn the meeting at 8:30 p.m.**

**MOTION 2013-043: Carried**

*Prepared by: Lynn Tucker  
June 26, 2013*

# APPENDIX 'A'

MAY 29 2013

COR/2013/04072

Mr. Ed Grant, Chair  
Eastern Regional Service Board  
255 Majors Path, Suite 5  
St. John's, NL A1A 0L5

Dear Mr. Grant:

**RE: Provincial Waste Management Strategy  
Clarenville Transfer Station, Project #WM12E010A**

Further to my letter to Mr. Harold Mallowney dated September 19, 2012, I am pleased to inform you that the Provincial Government has approved additional funding in the amount of \$2,825,000 for the Clarenville Transfer Station. The cumulative total approved for this project is \$3 million.

With the reduction of the GST rebate of \$132,743 which the Eastern Regional Service Board is hereby given approval to utilize as part of the project, the actual funding provided by the Province will be \$2,867,257. The Board will be required to finance on an interim basis the GST rebate in order to pay final project costs on a timely basis. All interest related to this interim financing of the GST rebate will be the responsibility of the Board.

Funds shall be requested from the Department upon receipt, and in the amount of the invoices/claims from the applicable vendors for this work. Requests for payment shall be accompanied by a project status report prepared by your consultant. Please note the project number on all claims submitted.

In anticipation of the Board's acceptance of this funding, enclosed please find in duplicate an Agreement between the Department of Municipal Affairs and the Eastern Regional Service Board with respect to this project. Upon reviewing the Agreement, please arrange to have the two copies signed by the Chair and the Manager, witnessed, and affixed with the seal of the Board. The Board is also requested to provide the date whereby the Chair was authorized by a resolution in the Minute of the Board to enter into this Agreement on behalf of the Board. A copy of the Minute is to be attached to each Agreement, and marked as Appendix "A".

These documents are to be returned to my office, whereby they will be signed, witnessed, and affixed with the seal of the Department. At which time, a signed copy will be returned for your records.

I am requesting that you do not disclose this funding publicly until the province has had an opportunity to make an official announcement in conjunction with the Eastern Regional Service Board.

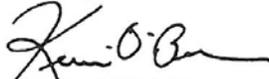
This funding is approved subject to a number of requirements. These requirements, as per the attached guidelines, apply to both the Board and its engineering consultant. Note that these requirements are similar to those used by the Department for all municipal projects. Please ensure that these guidelines are followed.

Department approval is required prior to calling tenders or entering into contracts.

We require that a project sign be prominently displayed near the works within your region. Signs must conform to the approved design for Municipal Capital Projects and must be installed before construction commences and removed when the project is complete. Your consultant must verify that the signs have been installed prior to any progress claim being paid.

Thank you for your continued cooperation and interest in advancing the Provincial Waste Management Strategy. Should you have any other questions regarding the above, please contact Mr. Frank Huxter, Director (A) of Waste Management at (709) 729-7482.

Sincerely,



**KEVIN O'BRIEN**  
Minister

cc: Hon. Tom Hedderson, Minister of Environment and Conservation  
Hon. Nick McGrath, Minister, Service NL  
Hon. Ross Wiseman, M.H.A. for Trinity North  
Mr. Ken Kelly, C.A.O., Eastern Waste Management  
Mr. Frank Huxter, Director (A) of Waste Management

Attach. (3)

# APPENDIX 'B'

**AEM HUMAN RESOURCES CONSULTING**  
**10 Rhodora Street**  
**St. John's, Newfoundland**  
**A1A 5K1**  
**Telephone: 753-5886 or 743-1028**  
**E-Mail: bertm@nf.sympatico.ca**

May 27, 2013

Mr. Ken Kelly  
Chief Administrative Officer  
Eastern Waste Management  
255 Majors Path, Suite 3  
St. John's, NL  
A1A 0L5

Dear Mr. Kelly;

With reference to your request, I have completed the position description and a salary review of the Reception and Administrative Clerk position, as follows:

Step:	1	2	3	4	5	6	7
Salary:	\$31,534	\$32,323	\$33,131	\$33,959	\$34,809	\$35,680	\$36,572

Seven organizations were surveyed and the average 2013 annual salary was \$33,959.

Enclosed are the position description and an invoice.

Should further information or clarification be required, please contact the undersigned accordingly.

Sincerely yours,

A.E. (Bert) Meadus

Encl:

## **EASTERN WASTE MANAGEMENT**

### **POSTION DESCRIPTION**

**POSITION:** RECEPTION AND ADMINISTRATIVE CLERK

**INCUMBENT:**

**EMPLOYER:** EASTERN WASTE MANAGEMENT

**DIVISION:** ADMINISTRATION

**LOCATION:** ST. JOHN'S, NL

**DATE:** MAY, 2013

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#### **POSITION OVERVIEW:**

This position will perform routine work processing and receptionist duties in support of the administrative and communications functions of Eastern Waste Management CNWM.

#### **STRUCTURE:**

This position is one of four positions reporting directly to the Manager of Corporate Services with the others being the Accounting Clerk, Collections Officer and the Collections Clerk. There are no subordinates reporting to this position.

#### **SPECIFIC ACCOUNTABILITIES:**

1. Acts as first point of contact for clientele, greeting visitors and determining nature of requests and, where possible, provides information to the client. In circumstances where information is not readily available, identifies most appropriate action to be taken and expedites requests accordingly. Responds to enquiries concerning programs and services and directs enquiries as required.
2. Provides information on policies and procedures to the general public by telephone or in person and prepares replies to routine requests for information.
3. Receives all in-coming calls and routes requests for further information to appropriate personnel.

4. Ensures efficiency in handling of reception duties and maintains tidiness of the common area.
5. Provides cashier services by accepting payments at the counter, electronically or via mail, in accordance with the various payment methods used by EWM and issuing accurate receipts for these payments. Contributes toward safekeeping of EWM funds by maintaining continuity of receipts, making correct change, counting cash, balancing and accounting for all monies received. Prepares deposits for financial institution as required.
6. Receives, opens, records, time/date stamps and distributes mail.
7. Endeavors to calm volatile visitors, diffuses problems and handles emergencies.
8. Prepares correspondence, memos, reports and presentations for all workers.
9. Orders supplies, maintains inventory of office supplies and co-ordinates repairs to office equipment.
10. Maintains manual and computerized filing system and ensures that filing is completed on a daily basis. Operates office equipment.
11. Organizes travel and accommodations requirements when required.
12. Provides backup support for the Administrative Division.
13. Ensures the Manager of Corporate Services is apprised of all any problems.
14. Performs other related duties as assigned by the Manager.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- A team player
- Excellent computer skills
- Excellent interpersonal and customer services skills
- Exceptional organizational skills and communication skills
- Ability to deal with others in an effective, respectful and informative manner.
- Ability to multi-task, adapt to changing needs and establish priorities.
- Ability to exercise good judgment, courtesy and tact in dealing with the public and in proper disposition of problems
- Ability to carry out verbal and written instructions accurately and efficiently while working under minimum supervision.



# APPENDIX 'C'

## Board Election Process

The general municipal election to be held Sept 24, 2013 will trigger a requirement for the Minister to reappoint or replace all Board members. For municipalities such as St. John's, Mt Pearl, Paradise and CBS that have a member(s) directly nominated by their Council they simply need to have their member(s) reappointed.

However, there are seven (7) members that will have to go through an election process after the general municipal election in order to be nominated by the Board to the Minister for appointment.

Sub-Region	Board Members	Proposed Process
St. John's	10	Council Nomination
Mount Pearl	1	Council Nomination
Conception Bay South	1	Council Nomination
Paradise	1	Council Nomination
Small Metro	1	NEAJC Choose
Bay Roberts	1	Election
North	1	Election
Isthmus East	1	Election
Clarenville and Isthmus	1	Election
Southern Shore	1	SSJC Choose
Southwest Avalon	1	Election
Independent Chair	1	Minister
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The process to elect a Board member is at the discretion of the Board but this is a suggested process.

- Notification of all municipalities and local service districts that they are able to nominate representatives to run for the Board seat for their area or that the election will take place at the joint council meeting and provide the date of that meeting.
- Notification that each municipality / LSD has one vote as a Council for a nominated member.
- A nomination period and a posting of nominees, (qualification of nominees also needs to be verified).
- A posting of the date, place and mechanism for the election.

Potential Timeline:

Descriptions	TimeFrame
Letter notifying Municipalities and LSDs	August
Notification period	September - October 15
Municipal Election	24-Sep
Posting of Nominees	16-Oct
Period for Councils to consider nominees and decide on support	October 16 - Nov 7
Vote to take place	November 7-9