

# EASTERN REGIONAL SERVICE BOARD

## Minutes of Meeting #32

April 29, 2015

7:00 p.m.

### Fairfield Inn & Suites by Marriott

199 Kenmount Road, St. John's

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#### In Attendance:

Ed Grant, Chairperson  
Harold Mallowney, Vice Chair/Southern Shore  
Dave Aker, Mount Pearl  
Bill Bailey, Clarenville & Isthmus  
Danny Breen, St. John's  
Bernard Davis, St. John's  
Joy Dobbie, Trinity Bay South & Isthmus East  
Tom Hann, St. John's  
Dave Lane, St. John's  
Ken McDonald, Conception Bay South  
Dennis O'Keefe, St. John's  
Peggy Roche, Small Metro  
Gordon Stone, Trinity Conception North  
Sam Whalen, Bay Roberts  
William Woodman, Southwest Avalon

#### Regrets:

Wally Collins, St. John's  
Jonathan Galgay, St. John's  
Sandy Hickman, St. John's  
Art Puddister, 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  
Christie Dean, Manager Waste Operations, Eastern Waste Management  
Frank Huxter, Director of Municipal Infrastructure & Waste Management, Municipal and Intergovernmental Affairs

#### **1. Call to Order**

Mr. Grant, Chairperson, called the meeting to order at 7:05 p.m.

#### **2. Adoption of Agenda**

**It was moved and seconded (D O'Keefe/H Mallowney) to adopt the agenda as tabled.  
MOTION 2015-015: Carried (unanimously)**

### 3. Review of Minutes – April 1, 2015

**It was moved and seconded (H MULLOWNEY/S WHALEN) that the minutes of the April 1, 2015 meeting be adopted as tabled.**

**MOTION 2015-016: Carried (unanimously)**

### 4. Committee Reports

#### a) Finance & Audit Committee – D Breen, Chairperson

- i. **Cheque Registers and Payroll Summary for March 2015** – Mr. Breen stated that the cheque register and payroll summary for March 2015 are included in tonight's meeting package (Appendix A). No issues have been identified.

**It was moved and seconded (D Breen/J Dobbie) to adopt the cheque register and payroll summary for March 2015 as tabled.**

**MOTION 2015-017: Carried (unanimously)**

- ii. **Award Tender for Collection and Transportation of Material for Household Hazardous Waste (HHW) Events** – Mr. Breen stated that this tender is part of the annual household hazardous waste events that we hold in communities throughout the Eastern region. As members will recall these events are held in partnership with local volunteer fire departments who receives the HHW materials from the public and stores it until the contractor can collect it. The volunteer fire departments receive an honorarium of \$1,000.00 for participating. The recommendation is to award tender to Terrapure Environmental, formerly the industrial division of Newalta Corporation, who has provided this service to the Board in the past.

**It was moved and seconded (D Breen/B Davis) that ERSB award a contract to Terrapure Environmental in the amount of \$73,224.00 (HST included) for household hazardous waste (HHW) pick up and transportation for 33 sites for 2015.**

**MOTION 2015-018: Carried (unanimously)**

Mr. Grant said that he understood that the Discovery Regional Service Board (DRSB) who services the Bonavista Peninsula has asked to partner with ERSB on HHW events.

Mr. Kelly confirmed that they had and that ERSB requested a 'per unit' rate to collect and transport HHW materials in addition to the price to service its 33 sites and that was provided in the tender results. However, DRSB has decided not to partner with ERSB for HHW events this year.

Mr. Grant stated that the cost to offer these events and to dispose of the materials is quite substantial. He asked if the Town of Avondale would be hosting an event this year.

Mr. Kelly responded that the Town of Avondale did not ask to host an event this year. However, he continued that ERSB has had issues with Avondale's volunteer fire

department's participation in past years. Two years ago, they accepted unacceptable materials and that meant the Board incurred additional disposal costs as a result. Last year, they did not show up for the event. This year the neighbouring Town of Holyrood will be hosting an event.

General discussion ensued with the following points:

- If the participating volunteer fire departments don't follow the correct procedures and rules, they should not expect to continue hosting events. ERSB is responsible to take care of the environment in the Eastern region and we need to ensure that our partners are following the rules.
- Was Avondale not included because they do not contract waste management services from us.
- Any additional expenses incurred by the Board because of non-compliance of our partners should be billed back to the participating town and the province should support us in that.
- HHW programs are expensive but they keep dangerous materials out of the landfill.
- Communities should not disregard the rules.
- Should we continue to provide this service or do we allow communities to provide their own collection events.
- The larger mandate of this Board is care of the environment. Government needs to assist us in fulfilling that mandate by ensuring rules are in place for the proper disposal of HHW materials and by ensuring that all communities have to follow the same rules as ERSB.

Mr. Huxter stated that the system is in growth and expansion stage and that all communities, local service districts, etc. should be included. If a community decides to host its own HHW event, ERSB should assist.

Mr. Grant noted that the Town of Avondale was not excluded this year because they do not contract waste management services with ERSB but rather because they did not follow the rules in previous years. He concluded that the Board is offering 33 events this year and that should provide residents of the Eastern region the opportunity to dispose of HHW safely.

Ms. Dean stated that these events will take place over several weekends in late May, June and September. Events will be advertised.

- iii. **Award Tender for the Purchase of Pickup Truck** – Mr. Breen reminded members that this tender was before the Board at the previous meeting. There were no bidders on the previous tender. There were three (3) bidders this time and the lowest bidder is being recommended.

**It was moved and seconded (D Breen/B Davis) that ERSB purchase one (1) pickup truck from Royal Garage Ltd. in the amount of \$28,909 plus HST = \$32,673.02.**

**MOTION 2015-019: Carried (unanimously)**

**b. Strategy & Policy Committee – H Mallowney**

- i. **Annual Report for the Department of Municipal and Intergovernmental Affairs** – Mr. Mallowney noted that Mr. Hickman, Chairperson of the Strategy & Policy Committee, could not attend this evening's meeting and that he has been asked to report on behalf of the Committee. Mr. Mallowney continued that at the last Board meeting the Committee presented the draft of the Board's annual business plan mainly focused on the results for 2014 and the opportunities/challenges for the future. This was approved and submitted to the Province without any major changes. Included in tonight's meeting package are the objectives for 2015 that are being proposed (Appendix C).

Mr. Mallowney continued that there are two main categories of objectives: (1) Waste Management; and, (2) Building Capacity. Each of these high level categories is supported by smaller projects or goals of the Board as you can see.

The Committee is putting forth the following objectives for the Board's approval:

- 1) Waste Management – Objective 2: By December 31, 2015, the Eastern Regional Service Board will have developed additional waste diversion options for the region.
  - a) Complete construction of the eastern transfer station, to be built in Clarendville.
  - b) Commission the eastern transfer station Fall of 2015.
  - c) Complete construction of the waste recovery facility in Whitbourne.
  - d) Waste recovery facility located in Whitbourne to begin operations in 2015.
  - e) Develop additional waste diversion options.
  - f) Increase the number of communities providing curbside recycling programs.
- 2) Building Capacity – Objective 2: By December 31, 2015, the Eastern Regional Service Board will have continued to develop key policies to ensure a financially self-sustaining organization.
  - a) Continue development of policy on user fees and the portion recovered for administration.

**It was moved and seconded (H Mallowney/D Lane) that ERSB adopt the 2015 objectives for the Annual Business Plan as tabled.**

**MOTION 2015-020: Carried (unanimously)**

Mr. Grant stated that the tender for the construction of the Clarendville Transfer Station closed today. He asked Mr. Huxter if he has any idea of the prices yet.

Mr. Huxter replied that he has no idea of the prices received yet.

Mr. Grant noted that the equipment needed for the transfer station has been approved and ordered and the timeline for construction is good. He asked Mr. Huxter for an update on the land expropriation process for the Whitbourne Waste Recovery Facility (WRF) and Equipment Depot.

Mr. Huxter stated that he has no additional information to what he reported at the Board's meeting of April 1, 2015. The expropriation is in process.

Mr. Grant noted that communities in the area have been requesting a WRF and they have been waiting for quite some time for this facility. He continued that he will prepare a letter to the Minister of Municipal and Intergovernmental Affairs requesting the Minister's support in expediting this item.

Mr. Grant continued that government should be assisting this Board in promoting recycling and diversion programs for all communities in the Eastern region. At this time, we have communities who have opted out of the regional system because they can save a few dollars by not offering recycling. All communities should have to follow the *Provincial Waste Management Strategy* (PWMS) just as this Board does. All stakeholders should have to follow the same rules.

Mr. Huxter noted that all communities should be adhering to the principles of the PWMS.

Mr. Grant stated that he will write another letter to the Minister regarding those communities who have chosen not to offer recycling programs and to request the government's support in demanding that all communities must follow the principles of the PWMS. To have a different standard for communities than what the Board must adhere too is incorrect and regressive. The PWMS must be enforced.

**c. Governance Committee – H Mullaney, Chair**

- i. **Access to Information and Protection of Privacy** - Mr. Mullaney stated that at the last Board meeting the Governance Committee brought forward information that the Board did not have any Access to Information requests in 2014. At this time the Committee also identified that there was no formal process in place on how the Board should handle these requests. Staff were directed to investigate this issue and to report back to the Committee. The Committee is tabling a process that is based on the Province's recommendations and guidance to municipalities. In your meeting package is the outline of a process (Appendix C) that the Governance Committee is recommending be adopted by the Board to handle any Access to Information and Protection of Privacy (ATIPP) requests for information. In addition the Committee is recommending that the Board follow the guidance from the Province for the protection of information in general and how to handle breaches of privacy for information that is in care of the Board.

**It was moved and seconded (H Mullaney/T Hann) that ERSB adopt and adhere to the Provincial document "*Access to Information and Protection of Privacy: Guide for Municipalities.*" The process flow should be adopted by ERSB and the guidance offered in the document be used to respond to any requests that the Board may receive.**

**MOTION 2015-021: Carried (unanimously)**

## 5. New Business

- a) **Clarenville Transfer Station Update** – Mr. Grant noted that this item has been discussed.
- b) **Whitbourne Waste Recovery Facility and Equipment Depot** – Mr. Grant noted that this item has been discussed.
- c) **Local Service District of Deer Park/Vineland Road** – Mr. Grant informed members that the Local Service District of Deer Park/Vineland Road recently elected a new committee and they have requested a meeting with the Board to discuss the waste management service being provided by Eastern Waste Management (EWM). A meeting has been scheduled in late May. They have indicated that they do not want our service and that they believe they do not need our service. The LSD of Deer Park/Vineland Road maintains a blog and that has been very active with comments regarding Eastern Waste Management. The comments are not nice and several commentators have even gone as far as attacking this Board's Chairperson personally. One commentator has done a financial analysis on waste management for the blog; however, it is not factual. In addition, others have indicated that the fees charged to property owners in Deer Park/Vineland Road should be based on the quantity of waste being collected there. As members know the contractor has to drive by all properties and check all properties for waste each week. Therefore, the contractor's costs for collection doesn't change a whole lot based on the quantity of waste collected. In addition, the Board continues to incur expenses in trying to identify property owners at Deer Park/Vineland Road. Commentators on the blog encourage and recommend that property owners refuse to provide any information or accept any mail from Eastern Waste Management. In conclusion, we will meet with their committee to discuss the provision of waste management services to the LSD of Deer Park/Vineland Road.

General discussion ensued with the following comments:

- The amount of waste being collected is not relevant and should not be an issue. If property owners use their property seasonally or travel for three to four months each year, that should have no impact on the fees being charged. All property owners pay the same regardless of property usage.
- EWM offered to assist the former committee at Deer Park/Vineland Road to implement their own waste collection service; however, they made the decision to contract services through EWM as they are a volunteer board.
- At this time the LSD of Deer Park/Vineland Road has entered into a three (3) year contract for waste management services. Any discussion at this time should pertain to the provision of service after the contract is finished.
- This Board would be willing to work with them and assist in putting together a tender document, etc., once the contract is done.
- How does other waste management regional service boards address these situations?
- Mr. Kelly responded that other regional service boards are not as far along in implementing services as Eastern so they look to us for direction in these types of situations. However, in Central Newfoundland property owners pay a fee to dispose of waste at their transfer stations. There is no free drop-off for waste which is different here in the Eastern region where we provide free drop-off for bulk materials at our waste recovery facilities and at the Residential Drop-Off Facility located at RHB.

- CBC did a story last year regarding the indiscriminate dumping issue at Deer Park/Vineland Road; therefore, there is an obvious need for waste services.

Mr. Grant informed members that 45 metric tonnes of bulk waste was collected at Deer Park/Vineland Road for the first bulk cleanup provided by EWM. They obviously need waste services.

- d) **Community Sustainability Partnership Announcement** – Mr. Grant reported that he and Mr. Kelly recently attended the Province’s press conference announcing the new Community Sustainability Partnership program. The Province is investing over \$46 million in additional funding over the next three years in communities, annualized at approximately \$25 million thereafter. These investments include a pilot project for regional water and wastewater operators and that is the part that impacts the Board.

Mr. Grant continued that he understands that funding will be provided through the regional service boards in Eastern, Central and Western to hire water testing operators. This position will be funded for approximately three years. The Province will lay out the framework for this position. This position will be revenue neutral for this Board.

Mr. Huxter reiterated that this program is a pilot project. The rationale is that many smaller communities cannot afford to deliver quality water services to their residents as they cannot afford to hire a water testing operator. This program will allow many communities to share the services of one water testing operator which assists in keeping costs down for each community. This should help to reduce the number of communities under boil-water advisories by providing specialized technical support to them. The Province is working on identifying the communities to be involved in this pilot project.

## 6. Next ERSB Meeting – CHANGE OF MEETING DATE TO MAY 20, 2015

Mr. Grant noted that the next Board meeting is scheduled to take place on Wednesday, May 27<sup>th</sup>; however, several members including himself and the CAO, Mr. Kelly, will be in Gander for the MMSB Regional Forum. Members agreed to meet again on **Wednesday, May 20, 2015 at 7:00 p.m. at the Fairfield Inn & Suites by Marriott.**

In addition, the following committee meetings are scheduled for May:

- Finance & Audit Committee – Wednesday, May 13<sup>th</sup> at 12:00 noon, EWM Boardroom
- Strategy & Policy Committee – Thursday, May 14<sup>th</sup> at 10:00 a.m., EWM Boardroom
- Governance Committee – Tuesday, May 12<sup>th</sup> at 10:00 a.m., EWM Boardroom

## 7. Adjournment

It was moved by D Aker to adjourn the meeting at 8:00 p.m.

*Prepared by:  
Lynn Tucker  
May 7, 2015*

# APPENDIX

## A

**Eastern Waste Management**  
 BNK2 - Bank of Montreal - EW  
 Cheques from 000001 to 003734 dated between 03-01-2015 and 03-31-2015

**CHEQUE REGISTER**

Printed: 10:48:11AM 04/01/2015

Page 1 of 2

Number	Issued	Amount	SC	Status	Status Date
003671	03/12/2015 61366 Newfoundland and Labrador Inc.	4,407.00	A/P	CLEARED	03/25/2015
003672	03/12/2015 Saunders Equipment Ltd.	3,619.36	A/P	CLEARED	03/25/2015
003673	03/12/2015 T2 Ventures Inc.	156,015.64	A/P	CLEARED	03/25/2015
003674	03/12/2015 Around The Bay Disposals Inc.	39,802.83	A/P	CLEARED	03/25/2015
003675	03/12/2015 Bell Aliant	1,177.59	A/P	CLEARED	03/25/2015
003676	03/12/2015 Big Erics Inc.	156.62	A/P	CLEARED	03/25/2015
003677	03/12/2015 Channel 6 Ads - Clarenville	240.00	A/P	OUT-STD	03/12/2015
003678	03/12/2015 Christie Dean	980.01	A/P	CLEARED	03/25/2015
003679	03/12/2015 Concord Enterprises Inc.	5,085.00	A/P	CLEARED	03/25/2015
003680	03/12/2015 De Lage Landen Financial Services Canada Ltd.	286.42	A/P	CLEARED	03/25/2015
003681	03/12/2015 Dicks and Company Limited	336.47	A/P	CLEARED	03/25/2015
003682	03/12/2015 Dodd's Diesel Repair Ltd.	4,134.56	A/P	CLEARED	03/25/2015
003683	03/12/2015 Eastcom Inc.	56.44	A/P	OUT-STD	03/12/2015
003684	03/12/2015 Ed Grant	126.17	A/P	CLEARED	03/25/2015
003685	03/12/2015 Fairfield Inn & Suites by Marriott	1,128.15	A/P	CLEARED	03/25/2015
003686	03/12/2015 Federal Express Canada Ltd	48.67	A/P	CLEARED	03/25/2015
003687	03/12/2015 Goobie Rentals & Contracting Ltd.	225,333.30	A/P	CLEARED	03/25/2015
003688	03/12/2015 Gordon Stone	190.44	A/P	OUT-STD	03/12/2015
003689	03/12/2015 Harold Mallowney	300.53	A/P	CLEARED	03/18/2015
003690	03/12/2015 Henry Hennessey	45.43	A/P	CLEARED	03/25/2015
003691	03/12/2015 Imperial Oil	24,558.00	A/P	CLEARED	03/25/2015
003692	03/12/2015 Iron Mountain Canada	29.44	A/P	CLEARED	03/25/2015
003693	03/12/2015 Jonathan Miller	480.25	A/P	CLEARED	03/25/2015
003694	03/12/2015 Kerr Global Communications	1,145.31	A/P	CLEARED	03/25/2015
003695	03/12/2015 Kevin Power	1,182.11	A/P	OUT-STD	03/12/2015
003696	03/12/2015 Kevin Butt	225.95	A/P	CLEARED	03/25/2015
003697	03/12/2015 Leslie Squires	440.00	A/P	CLEARED	03/18/2015
003698	03/12/2015 Ridge G&P Services Ltd.	31,522.41	A/P	OUT-STD	03/12/2015
003699	03/12/2015 Royal Garage Ltd.	58.71	A/P	CLEARED	03/25/2015
003700	03/12/2015 Sam Pike Masonry Ltd.	35.10	A/P	OUT-STD	03/12/2015
003701	03/12/2015 Sam Whalen	285.66	A/P	CLEARED	03/25/2015
003702	03/12/2015 Transcontinental Atlantic Media Group G.P.	846.24	A/P	CLEARED	03/25/2015
003703	03/12/2015 Tulk Tire & Service Ltd.	1,497.54	A/P	CLEARED	03/25/2015
003704	03/12/2015 William Woodman	421.40	A/P	CLEARED	03/25/2015
003705	03/12/2015 Barrett, Mary	90.00	A/R	CLEARED	03/25/2015
003706	03/12/2015 AMEC Foster Wheeler Environment & Infrastructure	23,746.84	A/P	CLEARED	03/25/2015
003707	03/12/2015 Lynn Tucker	979.73	A/P	CLEARED	03/25/2015
003708	03/24/2015 Appraisal Associates Limited	2,260.00	A/P	OUT-STD	03/24/2015
003709	03/24/2015 Bell Mobility Inc.	1,215.17	A/P	OUT-STD	03/24/2015
003710	03/24/2015 Bernice Hickey	97.26	A/P	OUT-STD	03/24/2015
003711	03/24/2015 City of St. John's	16,899.33	A/P	OUT-STD	03/24/2015
003712	03/24/2015 Coish's Trucking & Excavating Ltd.	9,004.01	A/P	OUT-STD	03/24/2015
003713	03/24/2015 D&L Russell Limited	111.36	A/P	OUT-STD	03/24/2015
003714	03/24/2015 Dave's Towing Ltd.	452.00	A/P	OUT-STD	03/24/2015
003715	03/24/2015 Dicks and Company Limited	94.48	A/P	OUT-STD	03/24/2015
003716	03/24/2015 Dodd's Diesel Repair Ltd.	7,035.12	A/P	OUT-STD	03/24/2015

\* - Name on Check was modified

**Eastern Waste Management**  
 BNK2 - Bank of Montreal - EW  
 Cheques from 000001 to 003734 dated between 03-01-2015 and 03-31-2015

**CHEQUE REGISTER**

Printed: 10:48:11AM 04/01/2015

Page 2 of 2

Number	Issued	Amount	SC	Status	Status Date
003717	03/24/2015 Ken Kelly	2,055.31	A/P	OUT-STD	03/24/2015
003718	03/24/2015 Kerr Global Communications	474.60	A/P	OUT-STD	03/24/2015
003719	03/24/2015 Kevin Butt	74.56	A/P	OUT-STD	03/24/2015
003720	03/24/2015 Mark Day	333.74	A/P	OUT-STD	03/24/2015
003721	03/24/2015 Michelle Squires	13.68	A/P	OUT-STD	03/24/2015
003722	03/24/2015 Pinnacle Office Solutions Ltd.	466.60	A/P	OUT-STD	03/24/2015
003723	03/24/2015 Pro-Tech Construction Ltd.	7,700.49	A/P	OUT-STD	03/24/2015
003724	03/24/2015 Royal Garage Ltd.	88.07	A/P	OUT-STD	03/24/2015
003725	03/24/2015 Simms Garage Ltd.	271.42	A/P	OUT-STD	03/24/2015
003726	03/24/2015 Town of Clarke's Beach	4,000.00	A/P	OUT-STD	03/24/2015
003727	03/24/2015 Transcontinental Atlantic Media Group G.P.	447.07	A/P	OUT-STD	03/24/2015
003728	03/24/2015 Wayde Higdon	297.61	A/P	OUT-STD	03/24/2015
003729	03/24/2015 Wedgwood Insurance Limited	3,650.00	A/P	OUT-STD	03/24/2015
003730	03/24/2015 WHSCC	18,361.92	A/P	OUT-STD	03/24/2015
003731	03/24/2015 Encon Group Inc.	3,736.56	G/L	OUT-STD	03/24/2015
003732	03/24/2015 Receiver General of Canada	35,572.08	G/L	OUT-STD	03/24/2015
003733	03/25/2015 AMEC Foster Wheeler Environment & Infrastructure	24,040.73	A/P	OUT-STD	03/25/2015
<b>Cheque Totals Issued:</b>		<b>669,768.49</b>			
<b>Void:</b>		<b>0.00</b>			
<b>Total Cheques Generated:</b>		<b>669,768.49</b>			
<b>Total # of Cheques Listed:</b>		<b>63</b>			

\* - Name on Check was modified

**EASTERN REGIONAL SERVICE BOARD  
EASTERN WASTE MANAGEMENT**

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**PAYROLL EXPENSE  
MARCH 2015**

Payroll – Staff ( <i>2 pay periods</i> ) .....	\$100,294.17
Payroll – Board .....	<u>\$00,000.00</u>
Total Payroll ( <i>25 employees</i> ) .....	\$100,294.17
Payroll CRA Remittance ( <i>Chq#3732</i> ) .....	<u>\$35,572.08</u>
<b>TOTAL GROSS PAYROLL .....</b>	<b><u>\$135,866.25</u></b>

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PREVIOUS MONTH

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**FEBRUARY 2015**

Payroll – Staff ( <i>2 pay periods</i> ) .....	\$92,256.86
Payroll – Board.....	<u>\$00,000.00</u>
Total Payroll ( <i>25 employees</i> ) .....	\$92,256.86
Payroll CRA Remittance ( <i>Chq#3669</i> ) .....	<u>\$31,322.25</u>
<b>TOTAL GROSS PAYROLL .....</b>	<b><u>\$123,579.11</u></b>

# APPENDIX

## B

## Briefing Note – Annual Report to Province on Business Plan 2014-Dec 31 2016

This section reports on the Boards Performance in 2014 and outlines the objectives for 2015.

### Report on Performance

The Business Plan for the Board identified two strategic issues that guided the board's work over the past year. This section reports on the goals for each issue, as well as the objectives for the 2014 year in support of those goals.

#### **Issue 1: Waste Management**

The Government of Newfoundland and Labrador's Provincial Solid Waste Management Strategy is designed to ensure effective and efficient management of solid waste across the Province. The strategy is founded on five primary actions:

- Increase waste diversion.
- Establishment of regional waste management and regional structures.
- Development of modern standards and technology.
- Maximization of economic and employment opportunities associated with waste management.
- Public education.

The Province is currently achieving a diversion rate of 29% (2013). The board will build upon the success to date through continued diversion expansion, modernization and better management of the waste stream.

In carrying out the goal and objectives of this issue, the board will contribute to the "municipal infrastructure" component of the strategic direction "Strengthened Support for Municipal Governments" as well as the "regional cooperation" component of the strategic direction "Strengthened Municipal Capacity."

**Goal 1:** By December 31, 2016 the Eastern Regional Service Board will have modernized waste management services in the region.

**Measure:** Modernized waste management services.

**Indicators:**

- Completed construction of waste management infrastructure in priority areas.
- Increased participation in residential diversion programs.
- Increased waste diversion services.

**Objective 1:** By December 31, 2014, the Eastern Regional Service Board will have completed the construction of the regional waste management transportation infrastructure in priority areas.

**Measure:** Completed construction.

**Indicators:**

1. **Completed construction of the eastern transfer station, to be built in Clarenville.**

The design and procurement process for the Clarenville transfer station is progressing with site work completed in the Fall of 2014 and the final stage of building construction expected to be tendered in the first quarter of 2015. Completion of the infrastructure and commissioning is expected in the Fall of 2015. This is the second procurement process for this infrastructure after the first process did not result in a contract for construction with the successful proponent. This project is fully funded by the Province.

## **2. Completed construction of the waste recovery facility in Whitbourne.**

This piece of infrastructure has been hampered by the ability to find a suitable parcel of land upon which to construct the facility. The preferred parcel of land was undergoing the Provincial Environmental Assessment Review process when the Board decided to withdraw the registration of that project. A second parcel of land has been identified and the process of purchase and permitting of that site has begun. If the purchase and permitting are successful then it is expected that a site will be operational in 2015. This project is fully funded by the Province.

**Objective 2:** By December 31, 2015, the Eastern Regional Service Board will have developed additional waste diversion options for the region.

**1. Complete construction of the eastern transfer station, to be built in Clarendville.**

**2. Commission the eastern transfer station Fall of 2015.**

**3. Complete construction of the waste recovery facility in Whitbourne.**

**4. Waste recovery facility located in Whitbourne begin operations in 2015.**

**5. Develop additional waste diversion options.**

**6. Increase the number of communities providing curbside recycling programs.**

## **Issue 2: Building Capacity**

The board is in the process of building a foundation upon which it can expand the value added services it can offer communities. As the entity established by the Province for regional service delivery, the board has the potential to deliver additional services. Integral to the delivery of value added services in a cost effective and efficient manner are the development of relationships with stakeholders and building core capacity within the organization.

In carrying out the goal and objectives of this issue, the board will contribute to the “municipal infrastructure” component of the strategic direction “Strengthened Support for Municipal Governments” as well as the “regional cooperation” component of the strategic direction “Strengthened Municipal Capacity.”

**Goal 2:** By December 31, 2016, the Eastern Regional Service Board will have created a financially self-sustaining organization.

**Measure:** Created a financially self-sustaining organization.

### **Indicators:**

- Established key partnerships and agreements with communities and stakeholders.
- Developed geographic information system mapping linked to financial system.
- Developed key policies for user fees and financial health.

**Objective 1:** By December 31, 2014, the Eastern Regional Service Board will have developed key policies to ensure a financially self-sustaining organization.

**Measure:** Developed key policies.

### **Indicators:**

## **7. Signed Memorandum of Understanding with City of St. John’s for use of Regional Waste Management Facility located at Robin Hood Bay.**

A memorandum of understanding was signed by both parties in June of 2014 that successfully defined the use, management and funding of the facility.

## **8. Developed policy on capital and operating reserves.**

The Board has established a policy to fund a capital reserve equivalent to the annual depreciation of its equipment and property. The Board has established a policy for its operating reserve to maintain the tipping fees charged at the landfill at the 2012 rate plus the annual rate of inflation for the province.

**9. Developed policy on transportation subsidy.**

The purpose of the transportation subsidy was to ensure that the costs of operating a waste collection system across the region were not disproportionately more costly in areas that were further from the Robin Hood Bay landfill. After careful review of the issue the Board resolved to discontinue the transportation policy. The costs to administer did not warrant the collection of revenue and redistribution given the fact that the tipping fee at the landfill has been made the same for all municipalities and the costs of curbside collection under the regional collection service have been set such that one common fee is charged to all regardless of physical location.

**10. Developed cost comparison of internal versus contracted service delivery.**

Throughout 2014 the Board developed a comparison of the cost to provide curbside waste collection services internally utilizing its own staff and equipment versus contracting for that service. The comparison resulted in the decision in the Fall of 2014 to develop the internal capacity for the provision of services in the Southwest Avalon and the Towns of Carbonear and Spaniard's Bay. The internal service began operations in these areas in January 2015.

**11. Developed policy on user fees (tipping fee –disposal and recycling, administrative fees).**

The board has not completed the development of this policy with respect to the portion of administrative costs to be allocated to the curbside waste collection services. The work of the Finance and Audit Committee on this issue will continue into 2015.

**12. Developed Governance Management Framework.**

The Governance Committee of the Board has developed a Governance Management Framework for the work of the Board based on best practices in other leading government entities. This framework will ensure that the Board reviews its work and performance on a regular basis against a comprehensive framework for governance oversight. This framework has been completed and adopted.

**Objective 2:** By December 31, 2015, the Eastern Regional Service Board will have continued to develop key policies to ensure a financially self-sustaining organization.

**1. Continue development of policy on user fees and the portion recovered for administration.**

**Recommendation:** That the Board adopt the objectives presented and submit the Annual Report 2015 to the Province.

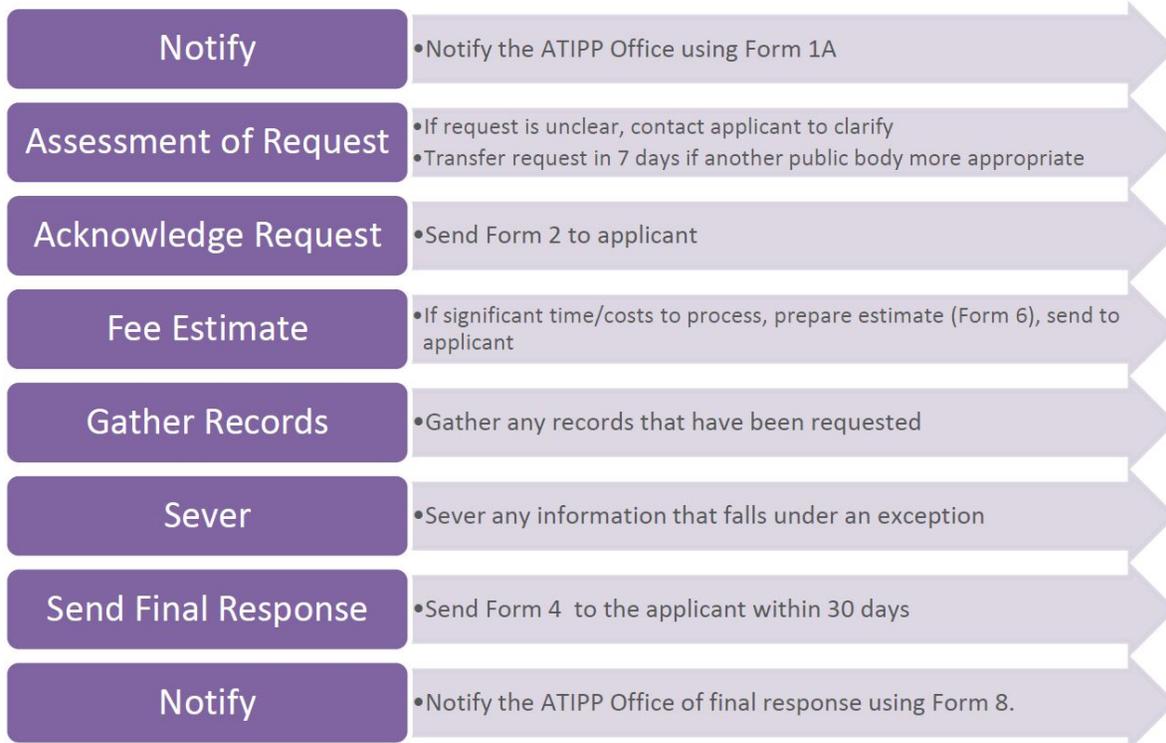
# APPENDIX

## C

## Briefing Note – Access to Information and Protection of Privacy

The Province has developed a “*Guide for Municipalities*” to the *Access to Information and Protection of Privacy Act*. As a public body this guide provides general information that is relevant to all public bodies. Upon review of this document it was determined that the Eastern Regional Service Board could rely on it as a process for the receipt of a Request for Information and the proper method in which to respond to that request.

Below is an excerpt from the Guidance document:



Recommendation: That the Provincial document “*Access to Information and Protection of Privacy: Guide for Municipalities*” be adopted and adhered to by the Board. The process flow should be adopted by the ERSB and the guidance offered in the document be used to respond to any requests that the Board may receive.