



**EASTERN REGIONAL
SERVICE BOARD**

FIRE | SOLID WASTE | WATER | WASTE WATER

October 2025

BOARD ELECTION PROCESS INFORMATION PACKAGE

www.erbsnl.ca

OVERVIEW OF THE BOARD

MANDATE

The Eastern Regional Service Board (ERSB) was established through the Regional Service Boards Act, 2012, to deliver regional municipal services in the Eastern region of Newfoundland and Labrador.

In 2009, the Board was mandated to ensure the efficient delivery of modern waste management system throughout communities in the region. This was achieved through the implementation of the Provincial Solid Waste Management Strategy from 2002. To that end, the ERSB delivers a comprehensive waste management program which includes residential curbside/roadside collection of garbage, recyclables and oversized items; a network of ten waste recovery facilities throughout the region; a transfer station at Clarenville; and community cleanup events.

In 2015, the Provincial Government announced the creation of a Regional Water and Wastewater Operator Program under the Community Sustainability Partnership. This was initially a three-and-a-half-year pilot program ending March 2019; however, the Province has extended the program to renew annually.

In 2017, the Provincial Government provided ERSB the mandate to deliver fire and emergency services. ERSB currently has service agreements with the Towns of Holyrood, St. Joseph's, Winterton, Carbonear, Colinet, Ferryland, Small Point-Broad Cove-Blackhead-Adam's Cove, and Bay Roberts to provide fire and emergency services to neighbouring communities.



OVERVIEW OF THE BOARD

BOARD COMPOSITION

The ERSB is comprised of twenty (20) representatives from Municipalities and Local Service Districts in the Eastern region.

Until 2019, Board members selected a Chairperson from amongst themselves or could seek a member of the public for this position. In 2019 the legislation was amended so that the Province appoints a Chairperson to the Board for a four-year term. The Province may dismiss a Chairperson from the Board at any time.

The Board has three standing committees that considers and makes recommendations on matters referred to them by the Board. These committees are: (1) Finance & Audit, (2) Strategy and Policy, and (3) Governance.

TERM

Per the *Regional Service Board Act, 2012*, municipal councillors elected to the Board shall remain in office until the date of the next general election of councils under the *Municipal Elections Act*.

Similarly, individuals from Local Service Districts elected to the Board shall remain in office until the expiration of his or her term of office as member of the Local Service District Committee, or the date of the next municipal election.

ERSB is now issuing a call for nominations for individuals to serve a six to eight month term. While Board Members typically serve four-year terms, a review of current representation and ward boundaries is underway. Depending on the outcome, further elections may be required.

TIME COMMITMENT

All Board members are expected to attend Board and Committee meetings per the ERSB Rules and Regulations Governing the Procedures of Meetings. The ERSB Board of Directors meets monthly, on the last Wednesday of every month in the evening (7:00 p.m.). These meetings are typically 1 to 1.5 hours in duration.

Committees meet in the weeks preceding the monthly Board meeting. Committee meetings are typically held in the morning (8:30 a.m. or 10:30 a.m.) or at noon (12:30 p.m.) and last approximately 60 minutes.

Information packages are distributed via OnBoard, the Board's meeting management software at least 48 hours in advance of all meetings. Copies of all documents needed prior to the meeting are distributed to members (agendas, past minutes, correspondence, proposed policies, committee reports, etc.), and Board members are expected to come prepared to discuss the issues at hand.



OVERVIEW OF THE BOARD

COMPENSATION

Individuals elected to the Eastern Regional Service Board are compensated per “Level I” of the Government of Newfoundland and Labrador’s *Guidelines for Rates of Remuneration For Boards, Commissions and Agencies*. Members receive remuneration for activities carried out on behalf of the Board. They are also eligible per policy for reimbursement of expenses incurred while performing their duties.

Board member activities include monthly Board and standing committee meetings, as well as various outreach, conferences and stakeholder engagement activities throughout the year.

The following chart outlines the remuneration rate of ERSB Board members by role/responsibility:

LEVEL I AGENCY	CHAIR	MEMBER
Normal working day or greater	\$190	\$145
Half normal working day or less	\$95	\$70



OVERVIEW OF THE BOARD

REGIONAL REPRESENTATION

The ERSB Board of Directors constitutes 20 individuals who represent the Eastern Region as a whole, at the board table. These individuals are chosen from 11 geographic Sub-Regions (or Wards according to the *Regional Service Board Act, 2012*) that have been approved by the Provincial Government. Those Sub-Regions/Wards, and the communities they include, are outlined below:

- **Sub-Region/Ward 1** shall be comprised of the City of St. John's.
- **Sub-Region/Ward 2** shall be comprised of the City of Mount Pearl.
- **Sub-Region/Ward 3** shall be comprised of the Town of Paradise.
- **Sub-Region/Ward 4** shall be comprised of the Town of Conception Bay South.
- **Sub-Region/Ward 5 – Metro Area:** shall be comprised of the Towns of Portugal Cove-St. Philip's, Torbay, Logy Bay-Middle Cove-Outer Cove, Pouch Cove, Flatrock, Petty Harbour-Maddox Cove, Bauline, Wabana and the Local Service District of Lance Cove.
- **Sub-Region/Ward 6 – Southern Shore:** shall be comprised of the Towns of Aquaforte, Bay Bulls, Cape Broyle, Fermeuse, Ferryland, Port Kirwan, Portugal Cove South, Renews-Cappahayden, St. Shott's, Trepassey, Witless Bay and the Local Service Districts of Biscay Bay, Brigus South, Burnt Cove-St. Michael's-Bauline South, Calvert, Mobile and Tors Cove.
- **Sub-Region/Ward 7 – Southwest Avalon:** shall be comprised of the Towns of Admiral's Beach, Branch, Colinet, Fox Harbour, Gaskiers-Point La Haye, Long Harbour-Mount Arlington Heights, Mount Carmel-Mitchell's Brook-St. Catherine's, Placentia, Point Lance, Riverhead, St. Bride's, St. Joseph's, St. Mary's, St. Vincent's-St. Stephen's-Peter's River and the Local Service Districts of Forest Field-New Bridge, O'Donnell's, Patrick's Cove-Angel's Cove, North Harbour, and Deer Park/Vineland Road.

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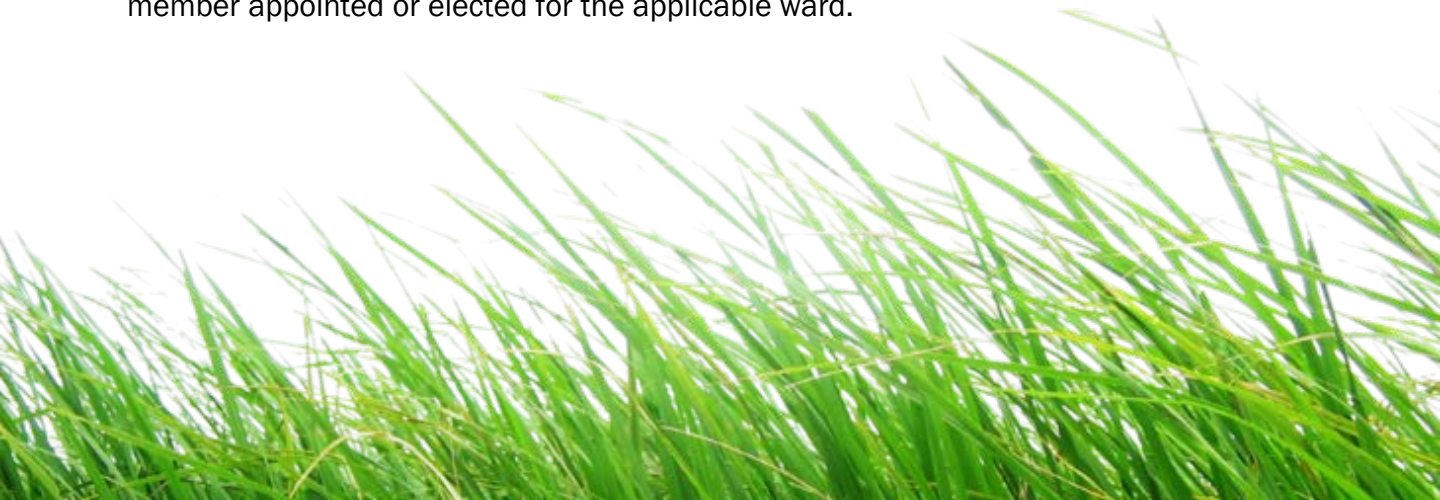


OVERVIEW OF THE BOARD

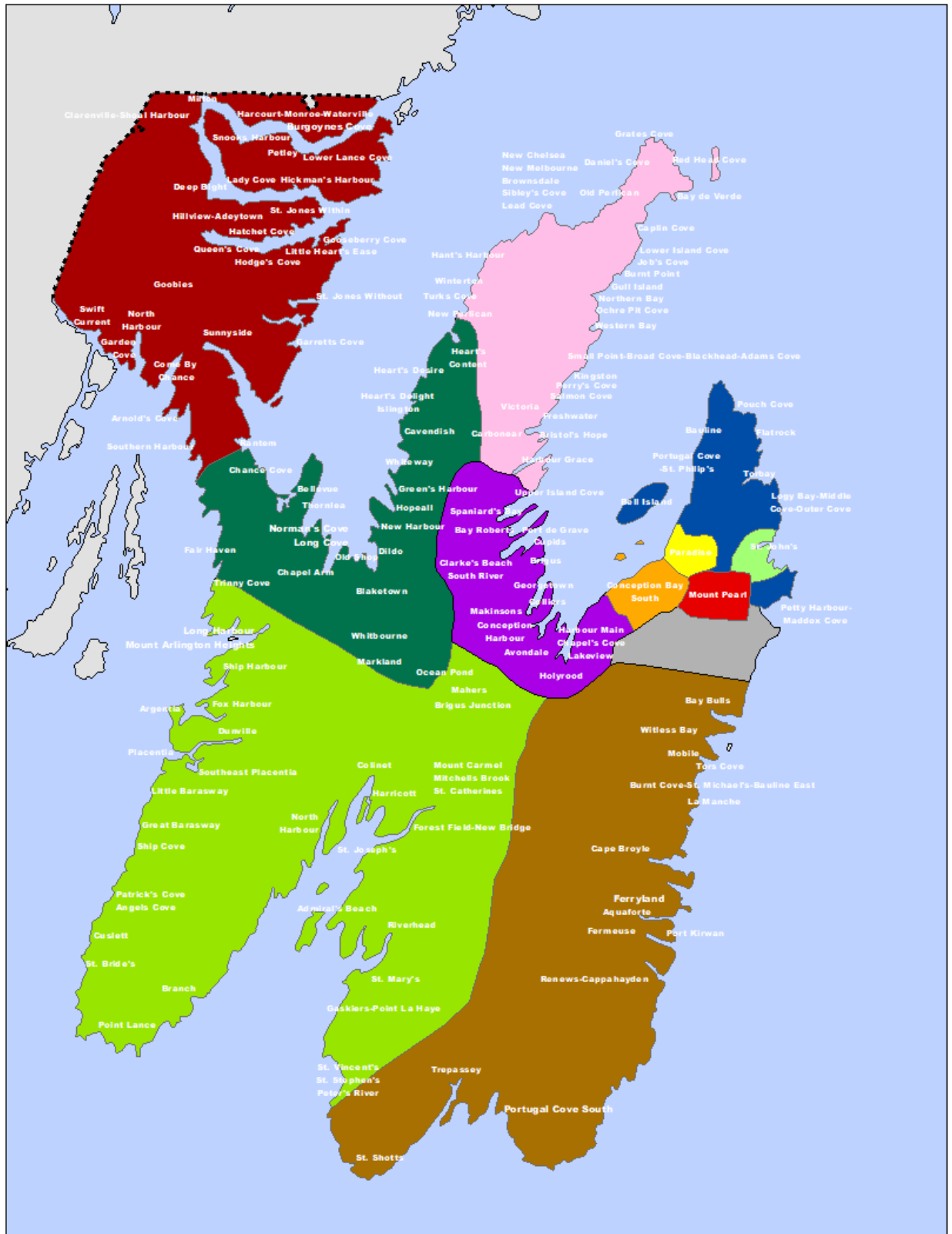
REGIONAL REPRESENTATION *(Continued...)*

- **Sub-Region/Ward 8 – Conception Bay Area:** shall be comprised of the Towns of Harbour Main-Chapel's Cove-Lakeview, Holyrood, Avondale, Conception Harbour, Colliers, Clarke's Beach, Brigus, Cupids, North River, South River, Bryant's Cove, Bishops Cove, Bay Roberts, Spaniard's Bay and the Local Service Districts of Makinsons, Georgetown, Roaches Line and Marysvale.
- **Sub-Region/Ward 9 – Trinity Conception North:** shall be comprised of the Towns of Harbour Grace, Upper Island Cove, Carbonear, Victoria, Salmon Cove, Bay de Verde, Old Perlican, Small Point-Broad Cove-Blackhead-Adam's Cove, Hant's Harbour, Winterton, New Perlican, Hearts Content and the Local Service Districts of Freshwater, Grates Cove, Burnt Point-Gull Island-Northern Bay, and New Chelsea-New Melbourne-Brownsdale-Sibley's Cove-Lead Cove.
- **Sub-Region/Ward 10 – Trinity Bay South and Isthmus East:** shall be comprised of the Towns of Heart's Delight-Islington, Heart's Desire, Whitbourne, Whiteway, Chance Cove, Chapel Arm, Norman's Cove-Long Cove, Southern Harbour, Arnold's Cove, Come By Chance, Sunnyside, and the Local Service Districts of Cavendish, Blaketown, Dildo, Green's Harbour, Hopeall, Markland, New Harbour, Old Shop, South Dildo, Bellevue, Bellevue Beach, Fairhaven, Thornlea, Little Harbour East, Garden Cove, Swift Current and Goobies.
- **Sub-Region/Ward 11 – Smith Sound Area:** shall be comprised of the Towns of Clarenville and George's Brook-Milton, and the Local Service Districts of Burgoyne's Cove, Smith Sound, Deep Bight, Random Sound, Caplin Cove-Southport, Hodge's Cove, Random Island West, Hickman's Harbour-Robinson's Bight, Lower Lance Cove, Petley.

Unincorporated areas within the regional boundaries shall be represented by the board member appointed or elected for the applicable ward.



Sub-Regions/Wards of the ERSB



OVERVIEW OF THE BOARD

REGIONAL REPRESENTATION *(Continued...)*

The number of members appointed or elected to the Board from each Sub-Region/Ward is as follows:

- Ten (10) members from Sub-Region/Ward 1
- One (1) member from Sub-Region/Ward 2
- One (1) member from Sub-Region/Ward 3
- One (1) member from Sub-Region/Ward 4
- One (1) member from Sub-Region/Ward 5
- One (1) member from Sub-Region/Ward 6
- One (1) member from Sub-Region/Ward 7
- One (1) member from Sub-Region/Ward 8
- One (1) member from Sub-Region/Ward 9
- One (1) member from Sub-Region/Ward 10
- One (1) member from Sub-Region/Ward 11



IMPORTANT DATES

NOMINATION DEADLINE

Nominations for the ERSB Board of Directors will be accepted for approximately five weeks, beginning at 8:30 a.m. on Monday, October 6, 2025, and ending at close of business (4:30 p.m.) on Wednesday, November 12, 2025. Conditions for individuals to be nominated are included later in this document.

NOTIFICATION OF CANDIDATES STANDING FOR ELECTION

A Notice of Candidates will be distributed via e-mail to all Municipalities and Local Service Districts in the Eastern region on Friday, November 14, 2025. The list of candidates will also be posted on the ERSB website at

www.easternregionalserviceboard.com.

ELECTION DATE

The ERSB election process will take place in the month of November. The deadline to register a vote for one candidate or another will be close of business (4:30 p.m.), Wednesday, December 17, 2025. Additional information regarding the election process is included later in this document.

ANNOUNCEMENT OF ELECTION RESULTS

Election results will be communicated publicly on Friday, December 19, 2025, via the ERSB website at www.easternregionalserviceboard.com.

A letter will be sent via email to all Municipalities and Local Service Districts outlining the results of the election in the days following as well.



Nomination Process

Nominations for the ERSB Board of Directors will be accepted in hard copy or digital format for approximately five weeks, beginning at 8:30 a.m. on Monday, October 6, 2025 and ending at close of business (4:30 p.m.) on Wednesday, November 12, 2025.

Each Municipality and Local Service District (LSD) will have the opportunity to nominate one municipal representative or LSD committee member to run in the election.

Individuals meeting any of the following criteria may stand for election:

- Mayor or Councillor in an incorporated municipality;
- A person serving on a Local Service District committee; and,
- A member of a band council constituted under the *Indian Act* (Canada).

A nomination form is included in this package. It can also be found on the ERSB website at www.easternregionalserviceboard.com. Completed nomination forms should be sent to the ERSB in the following ways:

E-MAIL	FAX	DELIVERY
hpower@ersbnl.ca	709-579-5392	255 Major's Path, Suite 3, St. John's, NL, A1A 0L5



Election and Voting Process

All Sub-Regions/Wards will require an election process, with the exceptions of Sub-Region/Wards 1, 2, 3 and 4. Those four Sub-Regions/Wards are made up of one municipality each and they, therefore, appoint their representative(s) to the Board from their respective council.

Voting for ERSB Board of Director positions will start in the month of November.

A list of candidates will be distributed once the nomination period closes, along with a voting form. Votes may also be communicated via town letterhead or via e-mail from the Town Manager/Clerk or Mayor.

Each Municipality and Local Service District will have the ability to cast one vote on behalf of their community for one of the candidates standing for election.

The deadline to register a vote will be close of business (4:30 p.m.), Wednesday, December 17, 2025.

A voting form will be provided to your community when the notice of candidates is sent out. It can also be found on the ERSB website at www.easternregionalserviceboard.com.

Completed voting forms should be sent to the ERSB by one of the in the following ways:

E-MAIL	FAX	DELIVERY
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A letter will be sent via email to all Municipalities and Local Service Districts outlining the results of the election in the days following as well.



Key Contacts

Questions or inquiries related to the ERSB election process can be forwarded to:

HOLLY POWER

Board Clerk/Outreach Coordinator

Eastern Regional Service Board

709-579-7960

hpower@ersbnl.ca

Questions or inquiries related to the operation of the ERSB can be forwarded to:

LYNN TUCKER

Chief Administrative Officer

Eastern Regional Service Board

709-579-7960

ltucker@ersbnl.ca

All other inquires can be sent to info@ersbnl.ca or call 709-579-7960 (Toll Free: 1-877-878-2166) and a staff member will connect you to the appropriate person within the organization.

All information on the ERSB and this election process can be found online at:
www.easternregionalserviceboard.com.

The physical address for the ERSB head office is 255 Major's Path, Suite 3, St. John's, NL Canada.

