



# ERSB Board of Directors Meeting Minutes

Eastern Regional Service Board

8/27/2025 6:00 PMNDT

@ Capital Hotel, Kenmount Road, St. John's, NL

## Attendance

### Present:

Members: Bill Antle, Daniel (Danny) Breen, Jill  
Bruce, Glenn Clarke, Tom Davis, Christie Dean, Rodney Delaney, Craig  
Drover, Ronald Ellsworth, T. Alexander Hickman, Kevin  
McDonald (remote), Greg Noseworthy (remote), Jason O'Brien, Holly Power,  
Ophelia Ravencroft (remote), Carl  
Ridgeley, Steve Tessier, Lynn Tucker, Mark Vardy, Lawrence  
Vaters, Hilda Whelan  
Guests: Andrew Niblock

### Absent:

Members: Maggie Burton, Sheilagh OLeary, Gerard Tilley

#### I. Call to Order

The meeting was called to order at 7:00 p.m.

#### II. Adoption of Agenda

The agenda was tabled for approval.

 [Draft Agenda BOD Aug 27 2025 FINAL.pdf](#)

### Motion:

**BE IT RESOLVED that the agenda be adopted as tabled.**

Motion moved by Steve Tessier and motion seconded by Lawrence Vaters . Carried Unanimously.

#### III. Review of Minutes

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

 [ERSB Board of Directors Meeting Minutes - June 25.pdf](#)

### Motion:

**BE IT RESOLVED that the minutes from June 26, 2025, be adopted as tabled.**

Motion moved by Steve Tessier and motion seconded by T. Alexander Hickman . Carried Unanimously.

IV. Board Expenditures

Board expenditures for the months of June and July were tabled for review and approval.

 [JUNE 2025 CHEQUE REGISTER.pdf](#)

 [Payroll Expense JUN 2025.pdf](#)

 [Cheque Register July 2025.pdf](#)

 [Payroll Expense JUL 2025.pdf](#)

 [BMO Statement July.pdf](#)

**Motion:**

**BE IT RESOLVED that the Board adopt the expenditures for the months of June and July 2025 as tabled.**

Motion moved by Steve Tessier and motion seconded by Glenn Clarke. Carried Unanimously.

V. Incorporated Towns Payment Activity Report

An update on the incorporated towns' payment activity was provided.

 [2025 Incorporated Towns Payment Activity Report at August 6.pdf](#)

VI. Fee Schedule

Mr. Niblock provided his report and addressed questions and concerns from the Board. After a brief discussion, the Board adopted its Fee Schedule for 2026.

 [Briefing Note - Fee Schedule 2026.docx](#)

 [2026 ERSB RHB Fee Schedule FINAL.pdf](#)

**Motion:**

**BE IT RESOLVED that the Board adopt the Fee Schedule for 2026 as tabled.**

Motion moved by Steve Tessier and motion seconded by Hilda Whelan . Carried Unanimously.

VII. Draft Budget

Mr. Drover provided a presentation on the Budget for 2026. He addressed questions and concerns from Board Members and agreed to include discussions about a Write-Off Policy with the Finance and Audit Committee in the new year.

 [Briefing Note - 2026 Budget.docx](#)

 [2026 Budget.pdf](#)

 [2026 Rev and Exp Projections.pdf](#)

**Motion:**

**BE IT RESOLVED that the Board adopt the 2026 budget and amend the 2025 budget as tabled.**

Motion moved by Steve Tessier and motion seconded by Bill Antle  
. Carried Unanimously.

VIII. Insurance Policy Renewals for Cyber Liability, Commercial Property & Auto, and Commercial General Liability

Mr. Drover referred to the documents that were provided in the meeting package. There were no questions or concerns.

 [Briefing Note - Policy Renewal 2025.docx](#)

 [Copy of 2025 Renewal Terms- Eastern Regional Service Board.pdf](#)

**Motion:**

**BE IT RESOLVED that the Board accept the Cyber Liability Policy, Commercial Property and Auto, and Commercial General Liability renewal quotes from Wedgwood Insurance in the combined total amount of \$173,674 plus HST for the period of September 1, 2025, to August 31, 2026.**

Motion moved by Steve Tessier and motion seconded by T. Alexander Hickman  
. Carried Unanimously.

IX. Q2 Finance Report

Mr. Drover highlighted some key points of the Q2 Financial Report. Board Members were pleased with this report and there were no questions or concerns.

 [Briefing Note - Q2 2025 Financial Update and Analysis.docx](#)

 [2025 Budget Vs Actual Q2.pdf](#)

X. Occupational Health and Safety Manual

Mr. Drover referred to the documents provided in the meeting package, noting that the Board's Occupational Health & Safety Manual required updates to meeting the new requirements from Workplace NL. There were no questions or concerns.

 [Briefing Note - OHS Plan Update.docx](#)

 [ERSB Occupational Health & Safety Program Manual \(2025 Update\).docx](#)

**Motion:**

**BE IT RESOLVED that the Board adopt the revised ERSB Occupational Health & Safety Manual (2025 Update) as tabled to meet new requirements from Workplace NL.**

Motion moved by Steve Tessier and motion seconded by Tom Davis. Carried Unanimously.

XI. Waste Recovery Facilities Winter Closures

Ms. Dean referred to the briefing note that was provided in the meeting package. Historically, due to low usage and high operating costs, the Board's Waste Recovery Facilities located in Cavendish and on Bell Island has closed for winter months; This year will be no different.

 [Briefing Note - Bell Island & Cavendish WRF Winter Closure 2025.docx](#)

**Motion:**

**BE IT RESOLVED that the Board close the Bell Island and Cavendish Waste Recovery Facilities over the winter months from Thursday, December 18, 2025, to re-open on Saturday, April 11, 2026.**

Motion moved by Steve Tessier and motion seconded by Lawrence Vaters . Carried Unanimously.

XII. Old Perlican Waste Recovery Facility Contract Extension

Mr. Tessier and Ms. Tucker updated the Board on issues that transpired earlier this year at the Board's Waste Recovery Facility located in Old Perlican. They were pleased to report that these issues have been resolved but noted that they will continue to follow-up.

Board Members were pleased to hear that Ms. Tucker and Ms. Dean are working on developing a plan for waste disposal that is a result of the Kingston wildfire.

 [Brief Note - Old Perlican Waste Recovery Facility Contract Extension 20Aug27.pdf](#)

**Motion:**

**BE IT RESOLVED that the Board issue a one-year extension for operation of the Old Perlican Waste Recovery Facility contract beginning October 1, 2025, in the amount of \$214,746.00 including HST.**

Motion moved by Steve Tessier and motion seconded by Glenn Clarke. Carried Unanimously.

XIII. Q2 Operations Report

Ms. Dean highlighted some key points from the Q2 Operations report, including the increased vandalism as some of the Board's Waste Recovery Facilities and a note that upgrades to the Harbour Grace Waste Recovery Facility will be postponed due to the impacts from the Kingston wildfire. There were no questions or concerns on this report.

 [Q2 Waste Operations Report 2025.docx](#)

XIV. Double-Axle Trailer Policy Review for Waste Recovery Facilities

Mr. Tessier led a brief discussion on several of the Board's policies. It was suggested that the Board create a committee solely for policy review, which will be added to committee agendas in the new year.

 [Brief Note - double axel trailer program review 2025.pdf](#)

XV. Asset Management Plan Update

Mr. Drover provided an update on the Board's Asset Management Plan and there were no questions or concerns.

XVI. 2025 Q2 Water/Wastewater Operator's Report

Mr. Tessier referred to the Q2 Water/Wastewater Operator's Report that was included in the meeting package for Members' review.

 [Eastern Region - Quarterly Report - Jun 30, 2025 merged.pdf](#)

XVII. Funding Received for Water/Wastewater Program

Mr. Tessier was pleased to report that the provincial government provides \$80,000 annually to fund the Regional Water/Wastewater Operator's Program and the Board has received its funding for the next year.

XVIII. Motions to be Ratified:

Mr. Breen noted that the following Motions were listed for ratification purposes only. They were moved by Mr. Breen and seconded by Ms. Whelan.

A. Oversized Items Collection – Bay Roberts, Clarke's Beach, Bay de Grave Area

 [Brief Note - Bay Roberts CB BdeG Oversize Items RFP 2025.pdf](#)

 [EMAIL-MBE Award Oversize Items BR CB-BDG.pdf](#)

 [BIDS Bay Roberts CB BdeG 2025.pdf](#)


 [Response Report - MBE - Oversize Items Collection BR-CB-BDG Area.docx](#)

**Motion:**

**BE IT RESOLVED that the Board recommends awarding the contract for Bay Roberts, Clarke's Beach, and Bay de Grave Area Oversize Items Collection to Dynamic Waste Management Ltd. in the amount of \$43,995.00 (plus HST).**

Carried Unanimously.

B. Oversized Items Collection – Carbonear, Trinity Conception North, Victoria and Areas

 [Brief Note - Carbonear TCN Victoria & Area Oversize Items RFP Award 2025.pdf](#)

 [EMAIL Award Oversize Items Collection in Carb, TCN, Victoria Areas.pdf](#)

 [BIDS Carbonear TCN Victoria & Areas 2025.pdf](#)

 [Response Report-MBE-Oversize Items Carbonear TCN Victoria Area.docx](#)

**Motion:**

**BE IT RESOLVED that the Board recommends awarding the contract for Carbonear, Trinity Conception North, Victoria and Areas Oversize Items Collection to Dynamic Waste Management Ltd. for the value of \$66,549.00 (plus HST).**

Motion moved. Carried Unanimously.

- C. Providing Fire and Emergency Services to Small Point-Broad Cove-Blackhead-Adam's Cove

 [Briefing Note - FES Agreement Small Point.pdf](#)

 [Email MBE-Providing FES to Small Point.pdf](#)

 [motion 036.pdf](#)

 [Ltr to Minister Pike re FES Contract for Small Point ETC JUNE 20 2025.pdf](#)

 [Response Report - MBE - FES Agreement Small Point.docx](#)

**Motion:**

**BE IT RESOLVED that the Board enter into a service agreement to collect fees for the Town of Small Point–Broad Cove–Blackhead–Adam's Cove for the provision of fire and emergency services to the areas of Kingston, Western Bay, Ochre Pit Cove, Northern Bay, Burnt Point and Gull Island for the period of January 1, 2026 to December 31, 2029 with three possible one-year extensions.**

Motion moved and motion seconded. Carried Unanimously.

- D. Upgrades to Harbour Grace Waste Recovery Facility

 [BN - Hr Grace WRF Upgrade 2025.pdf](#)

 [EMAIL MBE Upgrades to Harbour Grace WRF.pdf](#)

 [20250710\\_081655.pdf](#)

 [Response Report - MBE - Harbour Grace WRF Upgrades.docx](#)

**Motion:**

**BE IT RESOLVED that the Board award the contract for the Harbour Grace Waste Recovery Facility site upgrades, including the construction of a litter fence, to Harbour Construction Ltd. in the value of \$110,000.00 plus HST.**

Motion moved and motion seconded. Carried Unanimously.

E. Upgrades to Whitbourne Waste Recovery Facility

 [BN - Hr Grace WRF Upgrade 2025.pdf](#)

 [EMAIL\\_MBE\\_Upgrades to Harbour Grace WRF.pdf](#)

 [20250710\\_081655.pdf](#)

 [Response Report - MBE - Harbour Grace WRF Upgrades.docx](#)

**Motion:**

**BE IT RESOLVED that the Board award the contract for the Whitbourne Waste Recovery Facility site upgrades to Harbour Construction Ltd. in the amount of \$37,800.00 plus HST.**

Motion moved and motion seconded. Carried Unanimously.

F. Upgrades to Clarenville Transfer Station

 [BN - CTS work July\\_25.pdf](#)

 [EMAIL\\_Conveyor Repair and Maintenance at Clarenville Transfer Station.pdf](#)

 [ZROWS-1303 rev 2 CLARENVILLE SUPERVISION AND CHAIN.pdf](#)

 [Responses Report - MBE - CTS Upgrades.docx](#)

**Motion:**

**BE IT RESOLVED that the Board accept the proposal from ZRow Recycling Systems Inc. for the Z-Pan conveyor chain rebuild at the Clarenville Transfer Station for \$51,289.88 plus HST.**

Motion moved and motion seconded. Carried Unanimously.

G. Review of Minutes

 [ERSB's Board of Directors Meeting - May 21, 2025 Minutes.pdf](#)

**Motion:**

**BE IT RESOLVED that the minutes from May 21, 2025, be adopted as tabled.**

Motion moved and motion seconded. Carried Unanimously.

H. Board Expenditures

 [May Cheque Register.pdf](#)

 [Meeting Package Payroll Expense MAY 2025.pdf](#)

 [BMO Statement May 2025.pdf](#)

**Motion:**

**BE IT RESOLVED that the Board adopt the expenditures for the month of May 2025 as tabled.**

Motion moved and motion seconded. Carried Unanimously.

- I. Deadline Extension for Waste Recovery Facility Access Cards due to Public Feedback

 [Motion by Email for your review - Time Sensitive Jun 2 2025.pdf](#)

 [ERSB 2025 Jun 2 - Deadline Extension for Access Cards.pdf](#)

 [Response Report - MBE - Deadline Extension WRF Access Cards Jun 2025.docx](#)


**Motion:**

**BE IT RESOLVED that the Board extend the deadline for the requirement for access cards at waste recovery facilities to January 2, 2026.**

Motion moved and motion seconded. Carried Unanimously.

- J. Waiving of Waste Disposal Fees at Robin Hood Bay for the 2025 Outer Ring Road Clean-up

 [BN - Waiving Tipp Fees for ORR CleanUp 2025 LT Edits.docx](#)

 [NLIS 4 - Latest Outer Ring Road Clean-Up Results in Significant Garbage Removal.pdf](#)

**Motion:**

**BE IT RESOLVED that the Board waive the per metric tonne regular waste disposal fees associated with the May 2025 Outer Ring Road Clean-Up.**

Motion moved and motion seconded. Carried Unanimously.

- K. Annual Report 2024

 [ERSB Annual Report 2024 FINAL DRAFT June 18 2025.pdf](#)

**Motion:**

**BE IT RESOLVED that the Board adopt the 2024 Annual Report as tabled.**

Motion moved and motion seconded. Carried Unanimously.

- L. Purchase of 255 Majors Path – Suites 1, 2A and 2B

 [Briefing Note - Update of 255 Major's Path Purchase.docx](#)

**Motion:**

**Motion to be Amended: BE IT RESOLVED that the Board purchase Suites 1, 2A and 2B at 255 Major's Path, St. John's, from 62167 Newfoundland and Labrador Inc. in the amount of \$1,250,000.00 by borrowing money from BMO Financial Group in the amount of \$850,000.00 for up to 25 years (maximum) at the 5-year fixed rate of 5.00%.**

**New Motion: BE IT RESOLVED that the Board purchase Suites 1, 2A and 2B at 255 Major's Path, St. John's, from 62167 Newfoundland and Labrador Inc. in the amount of \$1,250,000.00 by borrowing money from BMO Financial Group in the amount of \$850,000.00 for up to 15 years at the 5-year fixed rate of 5.64% with a payment of \$7,008.52 per month.**

Motion moved and motion seconded. Carried Unanimously.

XIX. Correspondence

There was no correspondence to review.

XX. New Business

Ms. Dean provided an update on the Board's involvement around waste disposal during the Kingston wildfires. She has been working closely with the Provincial Government to find solutions and is pleased to report a position outcome.

Mr. Tessier thanked Ms. Dean for her hard work and dedication to this imminent situation, on behalf of the Board.

XXI. Roundtable

Mr. Clarke thanked Ms. Dean and the Board's Staff for the assistance they provided during the wildfires. Living in the Town of Victoria, this was an incredible effort that was more than appreciated.

Ms. Ravencroft informed the Board that this will be her last meeting. She thanked the Board and Staff for their hard work and support over the last four years.

Mr. Vardy thanked the Staff for their hard and important work on wildfire relief.

Mr. Vaters expressed his sincere thanks to Staff, the Board, all municipal volunteers and first responders for the incredible and important work they do.

Mr. Davis provided an update and positive report on the Canada Games, especially as they were amidst the wildfires; It was great to see the Towns work together and find solutions.

Mr. Delaney echoed all of the comments with a sincere thanks to Staff.

Mr. Breen feels that Municipalities Newfoundland and Labrador should do a project on wildfire relief and how communities in Newfoundland collaborated to ensure safety and find solutions.

Mr. Drover thanked Members for their time and commitment to the Board over the last four years.

Ms. Power reiterated Mr. Drover's comments and thanked the Board for their support.

Ms. Dean spoke again of the wildfires and her experience in navigating through such a difficult situation. She was moved by the positivity and professionalism shared amongst everyone who helped.

Ms. Tucker expressed her thanks to the Board for their four year term.

Mr. Tessier took moment to thank Board Members for their guidance, opinions, and feedback during his term as Chair. He expressed the same thanks to the Board's amazing Staff. He will value the relationships and friendships that he's made during this time and looks forward to building the same with a new Board in 2026.

XXII. Upcoming Meetings

Board Members were reminded that the next Board and Committee meetings will be held at the call of the Chair.

XXIII. Adjournment

Seeing no further business to discuss, the meeting adjourned.

**Motion:**

**BE IT RESOLVED that the meeting be adjourned at 8:25 p.m.**

Motion moved by Steve Tessier and motion seconded by Rodney Delaney . Carried Unanimously.