

**BOARD OF DIRECTORS MEETING
MINUTES**

Meeting #84

Wednesday, October 28, 2020, 7:00 p.m.

BROADCAST LIVE – VIDEOCONFERENCE

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

Regrets: Councillor Maggie Burton
Councillor Dave Lane
Mayor Gerald Snook
Deputy Mayor Sam Whalen

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

1. Call to Order

Mr. Muldowney, Chairperson, called the meeting to order at 7:02 p.m.

2. **Adoption of Agenda**

The agenda was tabled for approval.

MOTION 2020-067

Moved By Mr. McDonald

Seconded By Ms. O'Leary

BE IT RESOLVED that the agenda be adopted as tabled.

Carried Unanimously

3. **Review of Minutes**

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

MOTION 2020-068

Moved By Ms. Stoyles

Seconded By Mr. Hickman

BE IT RESOLVED that the minutes of the meeting of Wednesday, September 30, 2020 be adopted as tabled.

Carried Unanimously

4. **Committee Reports**

a) **Finance & Audit Committee**

Mr. Hickman delivered the Finance & Audit Committee report.

1. **Board Expenditures**

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

MOTION 2020-069

Moved By Mr. Hickman

Seconded By Mr. Willis

BE IT RESOLVED that the ERSB adopt the Board's expenditures for September as tabled.

Carried Unanimously

2. **Incorporated Towns Payment Activity Report**

An update on the incorporated town's payment activity was provided for September. There were no questions or concerns.

3. **2021 Fee Schedule**

Mr. Hickman reminded members that the Board is required by legislation to adopt its fee schedule and budget by October 31st each year. He provided key points regarding the Board's 2021 fee schedule including the rationale for the increase in the tip fee for regular garbage.

MOTION 2020-070

Moved By Mr. Hickman

Seconded By Mr. Tilley

BE IT RESOLVED that the Board adopt the 2021 Fee Schedule as tabled.

Carried Unanimously

4. **Q3 Financial Update**

The financial update for the third quarter was tabled and discussed. There were no questions or concerns.

5. **Change in Board Signatories**

Eastern Regional Service Board requires two (2) signatures for its cheques. The Chairperson and Vice Chairperson sign all cheques unless one of them is unavailable. The Board has two others designated as signatories – one Board member and the CAO. It is recommended that the Board update its signatories so that the former CAO is removed and the current CAO is added.

MOTION 2020-071

Moved By Mr. Hickman

Seconded By Ms. O'Leary

BE IT RESOLVED that the Board changes its signatories from Chairperson Harold Muldowney; Vice Chairperson Danny Breen; Director Peggy Roche; and former CAO, Ken Kelly to Chairperson Harold Muldowney; Vice Chairperson Danny Breen; Director Peggy Roche; and current CAO, Lynn Tucker.

Carried Unanimously

6. Snow Clearing Tender Results

The Board issued tenders for snow clearing and ice control services at six of its ten waste recovery facilities. The tender results are included in tonight's meeting package.

MOTION 2020-072

Moved By Mr. Hickman

Seconded By Mr. Breen

BE IT RESOLVED that the Board accept the lowest bid for each tender related to the 2020-2021 snow clearing at the Board's waste recovery facilities.

Carried Unanimously

Mr. Froude joined the meeting at 7:10pm.

b) Strategy & Policy Committee

Mr. Korab delivered the Strategy & Policy Committee report.

1. Guidelines for Video Conference Meetings

Mr. Korab reported that Ms. Tucker contacted the Province regarding standardized guidelines for the conduct of meetings held by video conference to ensure compliance under the Board's legislation and for Board members' remuneration.

The Province recommended that the Board adopt its own guidelines for meetings keeping in mind legislative requirements. Recommended guidelines are included in tonight's meeting package for members' approval.

MOTION 2020-073

Moved By Mr. Korab

Seconded By Mr. Tilley

BE IT RESOLVED that the Board adopt the Guidelines for Video Conference Meetings as tabled.

Carried Unanimously

2. Recommendation for Change in Hours of Operation at the Clarenville Waste Recovery Facility and Clarenville Transfer Station Disposal Permits for Permissible Areas Only

Mr. Korab noted that a brief note was included in tonight's meeting package. He noted that the rationale for the change in hours included issues with staffing and capacity at the facility as well as ensuring consistency of hours of operation at the Board's other waste recovery facilities.

MOTION 2020-074

Moved By Mr. Korab

Seconded By Ms. O'Leary

BE IT RESOLVED that the Board change the hours of operation at the Clarenville Waste Recovery Facility to Tuesdays and Thursdays from 12:00 noon to 4:00 p.m. and Saturdays from 8:00 a.m. to 4:00 p.m. effective January 1, 2021. **Carried Unanimously**

Mr. Korab noted the Board's Certificate of Approval to Operate the facility does not allow the Board to accept curbside waste from areas outside of the permissible region, but does allow for commercial waste to be accepted. As mentioned in tonight's brief note, the Clarenville Transfer Station is currently operating at or above capacity; therefore, it is recommended that the Board no longer issue and/or renew permits for work being performed outside of the permissible region.

MOTION 2020-075

Moved By Mr. Korab

Seconded By Mr. McDonald

BE IT RESOLVED that the Board no longer issue and/or renew permits for waste disposal at the Clarenville Transfer Station to those vendors who are performing work outside the permissible region. **Carried Unanimously**

3. Policy Review: Request for Exemption – Waste Management Services

When the Board adopted its Service Delivery Policy in 2012 for collection of curbside waste, it included a clause to exempt properties. This exemption policy was meant for situations that had buildings that were derelict beyond repair, falling in on themselves or other such scenarios.

Mr. Korab noted that it was decided at the Committee meeting to review the current exemption process, criteria, and application form. Once the review has been completed, recommendations will be brought back to the Board for consideration.

4. Update on Harbour Grace Waste Recovery Facility and Unrestricted Access at Selby Lane

The Board was reminded that a letter was sent to the Town of Harbour Grace regarding the unrestricted access at the Harbour Grace Waste Recovery Facility by way of Selby Lane. To date, no response has been received from the Town.

However, Mr. Korab informed members that he had reached out to a personal contact who is on the Harbour Grace Council to discuss this issue and that he would update the Board once he has more information.

c) Governance Committee

There was no Governance Committee Meeting held in the month of October.

5. Correspondence

There was no correspondence to review.

6. New Business

a) Update on Fire & Emergency Services (FES) and the Regional Water & Wastewater Operator Pilot Program (RWW)

Mr. Collins asked for an update on the Fire & Emergency Services Program, as well as the Regional Water & Wastewater Operator Pilot Program.

Ms. Tucker provided the update and noted that the Board is currently in agreements with two towns for the collection of Fire and Emergency Service fees on their behalf. In addition, talks are taking place with four other towns who are interested in participating in this service.

She continued that the Regional Water and Wastewater Operator Pilot Program continues to March 31, 2021 and that the Board' water technician continues to work and advise 19 participating communities in the Eastern region who are currently participating in this program. She noted that recently another community contacted the Board for information on this program and the water technician has been assisting them as well.

Mr. Mallowney noted the funding for this program ends at the end of March 2021 and he hopes that the Province will continue to fund the program as it has been very successful. Many of the communities being assisted report that they do not have the financial resources to pay for this service if the Provincial program is not continued.

7. Upcoming Meetings

- a) The next meeting of the Board of Directors will take place by videoconference on Wednesday, November 25, 2020 at 7:00 p.m.
- b) The next meeting of the Finance & Audit Committee will take place by videoconference on Thursday, November 12, 2020 at 12:30 p.m.
- c) The next meeting of the Strategy & Policy Committee will take place by videoconference on Tuesday, November 17, 2020 at 12:30 a.m.
- d) The next meeting of the Governance Committee will take place by videoconference on Tuesday, November 17, 2020 at 10:30 a.m.

8. Adjournment

MOTION 2020-076

Moved By Mr. Mallowney

Seconded By Mr. Tilley

Seeing no further business to be discussed, **BE IT RESOLVED** that the meeting adjourned at 7:25 p.m.

Carried Unanimously

Ms. Holly Coles

Board Clerk and Outreach Coordinator

Mayor Harold Mullooney

Chairperson

Eastern Regional Service Board

BNK2 - Bank of Montreal - EW

Cheques from 000001 to 009156 dated between 09-01-2020 and 09-30-2020

CHEQUE REGISTER

Printed: 9:02:52AM 10/08/2020

Page 1 of 2

Number	Issued		Amount	SC	Status	Status Date
009078	09/02/2020	Around The Bay Disposals Inc.	77,411.71	A/P	CLEARED	09/14/2020
009079	09/02/2020	Bell Conferencing Inc.	40.94	A/P	CLEARED	09/30/2020
009080	09/02/2020	Christie Dean	244.11	A/P	CLEARED	09/14/2020
009081	09/02/2020	CTT Tirecraft	649.43	A/P	CLEARED	09/24/2020
009082	09/02/2020	D&L Russell Limited	25.55	A/P	CLEARED	09/24/2020
009083	09/02/2020	Dicks and Company Limited	213.18	A/P	CLEARED	09/14/2020
009084	09/02/2020	Dodd's Diesel Repair Ltd.	59,609.90	A/P	CLEARED	09/14/2020
009085	09/02/2020	Jacqueline Crocker	91.60	A/P	CLEARED	09/14/2020
009086	09/02/2020	Kevin Butt	3,478.01	A/P	CLEARED	09/14/2020
009087	09/02/2020	Lynn Tucker	2,366.57	A/P	CLEARED	09/14/2020
009088	09/02/2020	Miller IT Limited	207.00	A/P	CLEARED	09/14/2020
009089	09/02/2020	Newfoundland Power Inc.	930.59	A/P	CLEARED	09/14/2020
009090	09/02/2020	Nexgen Municipal Inc.	4,430.54	A/P	CLEARED	09/30/2020
009091	09/02/2020	PBA Industrial Supplies Ltd.	114.95	A/P	CLEARED	09/30/2020
009092	09/02/2020	Pik-Fast Express Inc.	30.00	A/P	CLEARED	09/24/2020
009093	09/02/2020	Pitney Bowes	125.57	A/P	CLEARED	09/24/2020
009094	09/02/2020	Scope	105.66	A/P	CLEARED	09/14/2020
009095	09/02/2020	T2 Ventures Inc.	239,474.75	A/P	CLEARED	09/14/2020
009096	09/02/2020	Town of Holyrood	11,575.16	A/P	CLEARED	09/14/2020
009097	09/02/2020	Tulk Tire & Service Ltd.	1,299.33	A/P	CLEARED	09/14/2020
009098	09/02/2020	WAJAX (Power Systems)	514.74	A/P	CLEARED	09/24/2020
009099	09/02/2020	Woodman's Welding Ltd.	1,029.25	A/P	CLEARED	09/14/2020
009103	09/09/2020	Nexgen Municipal Inc.	536,746.40	A/P	CLEARED	09/14/2020
009104	09/09/2020	Harbour Construction Limited	526.24	G/L	OUT-STD	09/09/2020
009105	09/09/2020	G Groves & Sons Limited	1,518.00	G/L	OUT-STD	09/09/2020
009106	09/09/2020	Pat Singleton	600.00	G/L	OUT-STD	09/09/2020
009107	09/09/2020	Clowe Construction Ltd.	412.85	G/L	OUT-STD	09/09/2020
009108	09/09/2020	K.J.H. Dirtwork's Ltd.	552.00	G/L	CLEARED	09/24/2020
009110	09/16/2020	62167 Newfoundland and Labrador Inc	7,380.30	A/P	OUT-STD	09/16/2020
009111	09/16/2020	Bell Aliant	1,974.68	A/P	CLEARED	09/30/2020
009112	09/16/2020	Bell Mobility Inc.	1,565.51	A/P	CLEARED	09/30/2020
009113	09/16/2020	City of St. John's	29,630.05	A/P	CLEARED	09/30/2020
009114	09/16/2020	Coish's Trucking & Excavating Ltd.	14,432.50	A/P	CLEARED	09/24/2020
009115	09/16/2020	Colin Rideout	74.44	A/P	CLEARED	09/30/2020
009116	09/16/2020	Craig Drover	1,936.70	A/P	CLEARED	09/24/2020
009117	09/16/2020	Jenkins Anthony Inc.	3,660.65	A/P	CLEARED	09/24/2020
009118	09/16/2020	Kevin Butt	770.48	A/P	CLEARED	09/30/2020
009119	09/16/2020	Leslie Squires	550.00	A/P	CLEARED	09/30/2020
009120	09/16/2020	Lynn Tucker	968.45	A/P	OUT-STD	09/16/2020
009121	09/16/2020	Madsen Construction Equipment	108.68	A/P	CLEARED	09/24/2020
009122	09/16/2020	Modern Business Equipment Limited	97.92	A/P	CLEARED	09/24/2020
009123	09/16/2020	Newfoundland Power Inc.	259.12	A/P	OUT-STD	09/16/2020
009124	09/16/2020	NL News Now	171.49	A/P	CLEARED	09/30/2020
009125	09/16/2020	North Atlantic	13,175.10	A/P	CLEARED	09/24/2020
009126	09/16/2020	Northern Business Intelligence	1,906.40	A/P	CLEARED	09/30/2020
009127	09/16/2020	ORKIN Canada Corporation	194.35	A/P	CLEARED	09/30/2020

** - Name on Check was modified

Eastern Regional Service Board

BNK2 - Bank of Montreal - EW

Cheques from 000001 to 009156 dated between 09-01-2020 and 09-30-2020

CHEQUE REGISTER

Printed: 9:02:53AM 10/08/2020

Page 2 of 2

Number	Issued		Amount	SC	Status	Status Date
009128	09/16/2020	Pitney Bowes	17.69	A/P	CLEARED	09/30/2020
009129	09/16/2020	SaltWire Network Inc.	1,394.14	A/P	CLEARED	09/24/2020
009130	09/16/2020	Scotia Recycling Inc	1,520.30	A/P	CLEARED	09/24/2020
009131	09/16/2020	Shred-it c/o Stericycle ULC	69.53	A/P	CLEARED	09/30/2020
009132	09/16/2020	Town of Clarendville	1,608.00	A/P	CLEARED	09/30/2020
009133	09/30/2020	Bell Aliant	1,977.94	A/P	OUT-STD	09/30/2020
009134	09/30/2020	Craig's Locksmithing & Auto Glass	25,288.62	A/P	OUT-STD	09/30/2020
009135	09/30/2020	D&L Russell Limited	28.28	A/P	OUT-STD	09/30/2020
009136	09/30/2020	Dodd's Diesel Repair Ltd.	53,507.10	A/P	OUT-STD	09/30/2020
009137	09/30/2020	Dodd's Diesel Repair Ltd.	3,682.76	A/P	OUT-STD	09/30/2020
009138	09/30/2020	Envirosystems Incorporated	1,491.56	A/P	OUT-STD	09/30/2020
009139	09/30/2020	GCR Tires & Service	518.42	A/P	OUT-STD	09/30/2020
009140	09/30/2020	Harbour ELECTRIC Ltd.	1,621.34	A/P	OUT-STD	09/30/2020
009141	09/30/2020	Kevin Butt	25.60	A/P	OUT-STD	09/30/2020
009142	09/30/2020	Lynn Tucker	88.64	A/P	OUT-STD	09/30/2020
009143	09/30/2020	NATIONAL Public Relations	6,033.58	A/P	OUT-STD	09/30/2020
009144	09/30/2020	Newfoundland Power Inc.	988.66	A/P	OUT-STD	09/30/2020
009145	09/30/2020	OMB Parts & Industrial Ltd.	51.75	A/P	OUT-STD	09/30/2020
009146	09/30/2020	Quikprint Services Ltd.	481.25	A/P	OUT-STD	09/30/2020
009147	09/30/2020	Redline Automotive 0765	928.97	A/P	OUT-STD	09/30/2020
009148	09/30/2020	Royal Garage Ltd.	716.12	A/P	OUT-STD	09/30/2020
009149	09/30/2020	SaltWire Network Inc.	1,322.50	A/P	OUT-STD	09/30/2020
009150	09/30/2020	Sam Pike Masonry Ltd.	43.68	A/P	OUT-STD	09/30/2020
009151	09/30/2020	Sheldon Clouter	116.83	A/P	OUT-STD	09/30/2020
009152	09/30/2020	Tulk Tire & Service Ltd.	6,593.00	A/P	OUT-STD	09/30/2020
Cheque Totals Issued:			1,133,297.11			
Void:			0.00			
Total Cheques Generated:			1,133,297.11			
Total # of Cheques Listed:			71			

EASTERN REGIONAL SERVICE BOARD

PAYROLL EXPENSE

SEP 2020

Payroll – Staff (2 pay periods – 28 employees).....	\$112,108.64
Payroll – Board (18 members)	<u>\$00,000.00</u>
Total Payroll (28 employees)	\$112,108.64
Payroll CRA Remittance	<u>\$31,702.82</u>
TOTAL GROSS PAYROLL	<u>\$143,811.46</u>

PREVIOUS MONTH

AUG 2020

Payroll – Staff (2 pay periods – 27 employees).....	\$108,896.54
Payroll – Board (18 members)	<u>\$00,000.00</u>
Total Payroll (27 employees)	\$108,896.54
Payroll CRA Remittance	<u>\$ 32,265.36</u>
TOTAL GROSS PAYROLL	<u>\$141,161.90</u>

TOWNS PAYMENT ACTIVITY 2020 - As of October 13, 2020
(Towns include all incorporated towns and those LSDs who pay collectively)

CustCode	Town/Local Service District	Number of Units	Number of Units x \$180.00	Prior Year (Credit) Arrears	Total Invoiced	Payments Received	Balance	Amount Due by 30-Sep	Surplus (Arrears)
TOWN503	Town of Arnold's Cove	535	\$96,300.00		\$96,300.00	\$ 86,670.00	\$9,630.00	\$ 86,670.00	0.00
TOWN403	Town of Cape Broyle	277	\$49,860.00		\$49,500.00	\$ 44,550.00	\$4,626.00	\$ 44,550.00	0.00
TOWN502	Town of Chance Cove	148	\$26,640.00		\$26,640.00	\$ 23,976.00	\$2,664.00	\$ 23,976.00	0.00
TOWN514	Town of Colinet	75	\$13,500.00		\$13,500.00	\$ 12,150.00	\$1,350.00	\$ 12,150.00	0.00
TOWN504	Town of Long Harbour-Mount Arlington Heights	196	\$35,280.00		\$35,280.00	\$ 31,752.00	\$3,528.00	\$ 31,752.00	0.00
TOWN504	Town of New Perlican	162	\$29,160.00		\$29,160.00	\$ 26,244.00	\$2,916.00	\$ 26,244.00	0.00
TOWN517	Town of St. Vincent's-St. Stephen's-Peter's River	213	\$38,340.00		\$38,340.00	\$ 34,506.00	\$3,834.00	\$ 34,506.00	0.00
TOWN305	Town of Sunnyside	205	\$36,900.00		\$36,900.00	\$ 33,210.00	\$3,690.00	\$ 33,210.00	0.00
TOWN509	Town of Wabana	1222	\$219,960.00		\$219,960.00	\$ 197,964.00	\$21,996.00	\$ 197,964.00	0.00
TOWN508	Town of Point Lance	47	\$8,460.00		\$8,460.00	\$ 6,345.00	\$2,115.00	\$ 6,345.00	0.00
TOWN511	Town of St. Joseph's	107	\$19,260.00		\$19,260.00	\$ 14,445.00	\$4,815.00	\$ 14,445.00	0.00
LSD0002	LSD of Mobile (E Dalley, Treasurer)	101	\$18,180.00		\$18,180.00	\$ 18,180.00	\$0.00	\$ 16,362.00	1,818.00
TOWN003	Town of Clarke's Beach	592	\$106,560.00		\$106,560.00	\$ 106,560.00	\$0.00	\$ 95,904.00	10,656.00
TOWN301	Town of Come by Chance	118	\$21,240.00		\$21,240.00	\$ 21,240.00	\$0.00	\$ 19,116.00	2,124.00
TOWN302	Town of Norman's Cove-Long Cove	333	\$59,940.00		\$59,940.00	\$ 53,946.00	\$5,994.00	\$ 53,946.00	0.00
TOWN303	Town of Chapel Arm	256	\$45,900.00		\$45,900.00	\$ 41,634.00	\$4,266.00	\$ 41,310.00	324.00
TOWN304	Town of Southern Harbour	184	\$33,120.00		\$33,120.00	\$ 33,120.00	\$0.00	\$ 29,808.00	3,312.00
TOWN401	Town of Aquaforte	70	\$12,600.00	\$ 875.73	\$13,475.73	\$ 12,588.36	\$887.37	\$ 12,128.16	460.20
TOWN402	Town of Bay Bulls	545	\$98,100.00		\$98,100.00	\$ 88,290.00	\$9,810.00	\$ 88,290.00	0.00
TOWN404	Town of Fermeuse-Kingman's Cove	179	\$32,220.00	\$ (0.02)	\$32,219.98	\$ 24,165.00	\$8,054.98	\$ 28,997.98	-4,832.98
TOWN405	Town of Ferryland	272	\$48,960.00		\$48,960.00	\$ 48,960.00	\$0.00	\$ 44,064.00	4,896.00
TOWN407	Town of Renew's Cappahayden	234	\$42,120.00		\$42,120.00	\$ 37,908.00	\$4,212.00	\$ 37,908.00	0.00
TOWN408	Town of St. Shott's	50	\$9,000.00		\$9,000.00	\$ 6,750.00	\$2,250.00	\$ 8,100.00	-1,350.00
TOWN410	Town of Witless Bay	685	\$123,300.00		\$123,300.00	\$ 92,475.00	\$30,825.00	\$ 110,970.00	-18,495.00
TOWN411	Town of Portugal Cove South	92	\$16,560.00		\$16,560.00	\$ 12,420.00	\$4,140.00	\$ 14,904.00	-2,484.00
TOWN505	Town of Fox Harbour	134	\$24,120.00		\$24,120.00	\$ 19,296.00	\$4,824.00	\$ 21,708.00	-2,412.00
TOWN507	Town of St. Bride's	140	\$25,200.00		\$25,200.00	\$ 25,236.11	-\$36.11	\$ 22,680.00	2,556.11
TOWN509	Town of Branch	161	\$28,980.00		\$28,980.00	\$ 28,980.00	\$0.00	\$ 26,082.00	2,898.00
TOWN510	Town of Mount Carmel-Mitchell's Brook-St. Catherine's	299	\$53,820.00		\$53,820.00	\$ 40,365.00	\$13,455.00	\$ 48,438.00	-8,073.00
TOWN512	Town of Admiral's Beach	82	\$14,760.00		\$14,760.00	\$ 13,284.00	\$1,476.00	\$ 13,284.00	0.00
TOWN513	Town of Gaskiers-Point LaHaye	144	\$25,920.00		\$25,920.00	\$ 23,328.00	\$2,592.00	\$ 23,328.00	0.00
TOWN515	Town of Riverhead	116	\$20,880.00		\$20,880.00	\$ 20,955.45	-\$75.45	\$ 18,792.00	2,163.45
TOWN516	Town of St. Mary's	222	\$39,960.00		\$39,960.00	\$ 31,968.00	\$7,992.00	\$ 35,964.00	-3,996.00
TOWN601	Town of Whiteway	163	\$29,340.00		\$29,340.00	\$ 29,340.00	\$0.00	\$ 26,406.00	2,934.00
TOWN602	Town of Heart's Delight-Islington	409	\$73,620.00		\$73,620.00	\$ 66,258.00	\$7,362.00	\$ 66,258.00	0.00
TOWN603	Town of Heart's Desire	125	\$22,500.00		\$22,500.00	\$ 20,250.00	\$2,250.00	\$ 20,250.00	0.00
TOWN801	Town of Old Perlican	330	\$14,645.40		\$14,645.40	\$ 11,628.00	\$3,017.40	\$ 13,180.86	-1,552.86
TOWN802	Town of Bay de Verde	221	\$39,780.00	\$ 7,956.00	\$47,736.00	\$ 39,780.00	\$7,956.00	\$ 42,962.40	-3,182.40
TOWN805	Town of Hant's Harbour	193	\$34,740.00		\$34,740.00	\$ 28,770.00	\$5,970.00	\$ 26,055.00	2,715.00
TOWN806	Town of Heart's Content	239	\$43,020.00		\$43,020.00	\$ 32,265.00	\$10,755.00	\$ 32,265.00	0.00
TOWN807	Town of Winterton	295	\$53,100.00		\$53,100.00	\$ 39,825.00	\$13,275.00	\$ 47,790.00	-7,965.00
		10171	1,785,845.40	8,831.71	1,794,317.11	1,581,576.92	212,416.19	1,599,063.40	-17,486.48

TOWNS ACTIVITY - INVOICED MONTHLY (Jan - Dec 2020)

CustCode	Town/LSD	No. Properties	Prior Year Balance	Total Invoices 2020	Payments Received	Outstanding Balance	Surplus (Arrears)
LSDOF201	LSD of Georgetown	135	-	16,898.20	13,485.37	1,571.50	(1,571.50)
LSDOF202	LSD of Marysville	225	-	27,209.21	24,300.09	-	-
TOWN0001	Town of Carbonear	2150	-	369,545.68	286,965.09	9,942.49	(9,942.49)
TOWN0203	Town of Colliers	285	-	35,902.22	24,982.24	7,106.23	(7,106.23)
TOWN0205	Town of Holyrood	1035	-	132,397.37	89,408.15	31,201.67	(31,201.67)
		3830	-	581,952.68	439,140.94	49,821.89	(49,821.89)

2020 TOTAL ARREARS - INCORPORATED TOWNS

\$ (67,308.37)

PAD* *Set up for pre-authorized debit payments*
SPAR** *Special Payment Arrangement in Place*

EASTERN REGIONAL SERVICE BOARD
BRIEFING NOTE / REPORT

TITLE:	ERSB Fee Schedule 2021
MEETING DATE:	2020-10-28
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Lynn Tucker, Chief Administrative Officer
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

Eastern Regional Service Board is required by legislation to adopt its fee schedule and budget by October 31st each year. Staff recommends that the Board adopt the 2021 Fee Schedule as tabled.

MOTION:

BE IT RESOLVED that the Board adopt the 2021 Fee Schedule as tabled.

BACKGROUND/DISCUSSION:

- ERSB is required by the *Regional Service Boards Act, 2012* to set its annual fees and to adopt a budget by October 31st each year.
- The annual household fee for waste services will remain at \$180 for 2021.
- All financial services fees will remain the same for 2021.
- Attached is an Information Note from the Director of Environmental Services, City of St. John's regarding the background for the proposed tip fee increase for January 1, 2021.
- As members may recall, in 2019 the Board approved a tip fee increase at Robin Hood Bay that was to come into effect on April 1, 2020.
- The proposed increase for 2020 would have brought the tip fee for regular waste from \$67.60 to \$75.00 per metric tonne. For recyclables the tip fee was to increase to \$22 from \$20 per metric tonne.
- Due to the COVID-19 pandemic, the Board decided to postpone the approved tip fee increase from April 1, 2020 to January 1, 2021.
- This postponed tip fee increase has resulted in lower than expected revenues for Robin Hood Bay for 2020.

- The City of St. John's has reviewed its budgetary projections for the remainder of 2020 and 2021 and is recommending that the Board increase the tip fee for regular waste to \$82 per metric tonne beginning at January 1, 2021. In addition, the City is recommending that the tip fee for recyclables be increased to \$22 per metric tonne at that time.
- The City of St. John's projects that revenues will be able to recover all operational expenditures for 2021.
- Instead of users at Robin Hood Bay having to adjust to two (2) tip fee increases in 2021, it is recommended that the Board adopt the new tip fee of \$82 per metric tonne effective January 1, 2021.
- Once the Fee Schedule has been adopted for 2021, the Board will publish this information and will distribute the new fee schedule to all communities in the Eastern region.

Process for Establishing Fees:

- The process for establishing fees is outlined in the MOU between the Board and the City of St. John's as follows:
 - The City shall, on or before September 15 of each year, provide the Board with a tonnage report for the RHB facility for the preceding fiscal year; a tonnage forecast for the upcoming fiscal year; and its estimated operating costs for the RHB facility as determined pursuant to the principles set forth in S.5(A)(i) for the upcoming fiscal year.
 - The Board shall, on or before October 15 of each year, provide the City with its Eligible Costs for the preceding fiscal year as determined pursuant to S.5(A)(ii); and its estimated Eligible Costs for the upcoming fiscal year;
 - The Board shall, on or before October 31 of each year and in accordance with the principles set forth in section 5A, establish the user fees that will be assessed at the RHB facility for all classes of waste accepted at the RHB facility starting April 1 of the subsequent year.
 - Should the Board fail to approve the user fees on or before the date set forth in S.5(B)(iii), then the user fees at the RHB facility shall be as established by the City in accordance with the principles set forth in S.5(A) that states "User fees for disposing of waste materials at RHB facility shall be established by the Board under the authority granted in Sections 24 and 26 of the *Regional Service Boards Act*."

ATTACHMENTS:

- DRAFT 2021 Fee Schedule for Eastern Regional Service Board & Regional Waste Management Facility at Robin Hood Bay – Effective January 1 to December 31, 2021

2021 FEE SCHEDULE FOR EASTERN REGIONAL SERVICE BOARD & REGIONAL WASTE MANAGEMENT FACILITY AT ROBIN HOOD BAY

Effective January 1 to December 31, 2021

ITEM/MATERIAL	FEE
Fire and Emergency Services Fees	
Per property fee for fire services in areas protected by ERSB	Up to \$120.00
Per commercial fire inspection	\$200.00
Per commercial fire inspection – subsequent visits within 12 months of initial visit - per event	\$50.00
Financial Services Fees	
Interest charged on overdue accounts, simple interest of 1.75% as of Jan 1 2019. Prior to Jan 1 2019 - interest of 2%, compounding monthly is applicable	1.75%
Non-sufficient funds charge per event	\$20.00
Small Claims Provincial Court Filing Fees	As charged by the Court
Process Server – per event	\$40.00
Waste Services Fees	
Per property fee for waste services	\$180.00
Return to collect waste not properly set out – per event	\$150.00
Regular Waste Disposal Fees	
Regular waste disposal fee at Clarendville Transfer Station and Robin Hood Bay per metric tonne	\$82.00
Recyclables disposal fee at Clarendville Transfer Station and Robin Hood Bay per metric tonne	\$22.00
Waste disposal permit for Clarendville Transfer Station or Robin Hood Bay	\$30.00
Clarendville Transfer Station Commercial Users/Discovery Regional Service Board <u>transportation fee</u> per metric tonne in addition to the regular waste disposal fee of \$82.00 per metric tonne	\$20.00
Asbestos (per metric tonne at Robin Hood Bay)*	
Asbestos (call to make arrangements prior to delivery to site)	\$142.00
Asbestos – Mixed Load (call to make arrangements prior to delivery to site)	\$284.00
Off the Road Tires (tires that are NOT included in the tire recycling program of the Province - per metric tonne)	
OTR – Off the Road Tires (call to make arrangements prior to delivery to site)	\$208.00
Rock (per metric tonne)*	
6 inches minus	Free
18 inches minus	\$25.00
18 inches plus	\$82.00
Concrete & brick (per metric tonne)*	
6 inches minus (reinforced or unreinforced)	Free
6 inches plus (reinforced)	\$82.00
18 inches minus (unreinforced)	\$25.00
18 inches plus (unreinforced)	\$82.00
Asphalt (per metric tonne)*	
6 inches minus	Free
18 inches minus	\$25.00
18 inches plus	\$82.00
Yard Waste (per metric tonne)**	
Contained in paper yard waste bags or loose	Free
Contained in plastic waste bags	\$82.00
Special Wastes (per metric tonne)	
Wastes requiring special handling (requires pre-approval and arrangements must be made prior to delivery to site)	\$142.00
International wastes	\$142.00

* The hauler will have to source separate the various sizes or pay a tipping fee on the entire load. Materials of this type are subject to visual inspection to determine applicable fee.

** Yard Waste includes grass, leaves, sods, weeds, plant trimmings, and branches less than 1-inch diameter.

USEABLE FILL: Useable fill is material that can be used at the Clarendville Transfer Station or Robin Hood Bay sites. Size in the fill must not exceed 6-inches minus. Useable fill is accepted free of charge but depending on the volume the hauler will be required to float a loader/dozer to our site to stockpile the material. Bio-solids are not considered useable fill and the tipping fee applies. Haulers are advised to contact Clarendville Transfer Station or Robin Hood Bay prior to attempting to deliver these special waste streams and prior to bidding on tenders.

EASTERN REGIONAL SERVICE BOARD
BRIEFING NOTE / REPORT

TITLE:	Q3 Financial Report
MEETING DATE:	2020-10-28
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Craig Drover, Manager Corporate Services
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

- No recommended action as report for information only.

MOTION:

No motion required as report for information only

BACKGROUND/DISCUSSION:

- Salaries are on budget to Sept. 30 at 49.5%; Benefits are also on budget at 72.3%.
- Transportation and Communications are well under budget at only 19% due to the lack of travel from the COVID-19 pandemic.
- Purchased Services as a whole is under budget but the Professional Services account is at 104% because of increased spending related to legal advice and temporary hiring.
- Under Property, Furnishings and Equipment the cost of computer software and computer software licensing is well over budget for the first half of 2020 mostly due to the additional licensing and training fees for eScribe, TownSuite financial software.
- Under Regional Operations and Waste Recovery Facilities, expenses for Utilities for the Whitbourne Depot were over budget due to invoices from Newfoundland Power. The actual electricity amounts is being reviewed against the budget to determine the appropriateness of the original allocation.
- Vehicle Maintenance and Operations expenses for the Clarendville Regional Transfer Station were on budget. Due to final fleet maintenance plus invoices that were received related to work completed in 2019, were some costs allocated to curbside maintenance.
- Overall expenditures at September 30, 2020 are at 57.5% of budget.
- Overall revenues at September 30, 2020 are at 86.1% of budget. Miscellaneous Revenue currently at 548.6% due to the sale of waste collection equipment and HST Rebate at 176.6% due to the receipt of 2019 Q2, Q3 and Q4 payments after CRA review.

ATTACHMENTS:

- Q3 2020 Budget vs Actual Report

EASTERN REGIONAL SERVICE BOARD

2020 Q3 ACTUAL VS BUDGET

	2020 Budget	2020 Q3 Actual	% Budget Used
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EXPENDITURES

Salaries			
Chair/Board Member Remuneration	\$ 100,000	\$ 44,744	44.7%
Salaries (Corporate Administration)	\$ 559,134	\$ 380,217	68.0%
Salaries (Regional Waste Operations)	\$ 895,881	\$ 693,974	77.5%
Salaries (Water)	\$ 55,075	\$ 44,819	81.4%
Sub-total	\$ 1,610,090	\$ 1,163,755	72.3%

Benefits			
Employment Insurance	\$ 26,309	\$ 21,381	81.3%
CPP	\$ 61,938	\$ 48,774	78.7%
WHSCC	\$ 80,000	\$ 40,297	50.4%
Health & Life Benefits	\$ 22,925	\$ 14,052	61.3%
RRSP	\$ 93,095	\$ 60,226	64.7%
Sub-total	\$ 284,267	\$ 184,729	65.0%

Transportation & Communications			
Board/Committee Local Travel & Meetings (mileage & expenses)	\$ 45,000	\$ 5,278	11.7%
Telephone	\$ 30,000	\$ 17,141	57.1%
Staff Local Travel (mileage & expenses)	\$ 10,000	\$ 1,361	13.6%
Professional Development (Board)	\$ 35,000	\$ -	0.0%
Sub-total	\$ 120,000	\$ 23,780	19.8%

Supplies			
Insurance	\$ 135,000	\$ 41,452	30.7%
Office Expenses	\$ 80,000	\$ 51,009	63.8%
Bank Charges	\$ 40,000	\$ 8,527	21.3%
Sub-total	\$ 255,000	\$ 100,989	39.6%

Purchased Services Administrative			
Audit	\$ 31,200	\$ 30,087	96.4%
Professional Development Staff	\$ 33,000	\$ 8,121	24.6%
Professional Services-Legal,HR,IT,Engineering,etc.	\$ 120,000	\$ 128,218	106.8%
Sub-total	\$ 184,200	\$ 166,425	90.4%

Property, Furnishings & Equipment			
Office Space (gross lease, Majors Path)	\$ 86,000	\$ 60,234	70.0%
Computer Software/Software Licensing	\$ 12,000	\$ 25,323	211.0%
Photocopier Fees	\$ 4,000	\$ 1,183	29.6%
Furniture & Equipment	\$ 25,000	\$ 11,244	45.0%
Sub-total	\$ 127,000	\$ 97,984	77.2%

	2020 Budget	2020 Q3 Actual	% Budget Used
Purchased Services Consultants			
Communications	\$ 120,000	\$ 57,400	47.8%
Sub-total	\$ 120,000	\$ 57,400	47.8%
Regional Operations & Waste Recovery Facilities			
Snow Clearing - All WRF	\$ 65,000	\$ 38,627	59.4%
Site Maintenance - All WRF	\$ 50,000	\$ 26,263	52.5%
Old Perican WRF (TCNWM)	\$ 175,000	\$ 104,703	59.8%
WRF Compaction Trailer Lease Payments	\$ 170,000	\$ -	0.0%
Vehicle Maintenance and Operations	\$ 380,000	\$ 359,530	94.6%
Whitbourne Depot Utilities and Phones	\$ 25,000	\$ 31,449	125.8%
Sub-total	\$ 865,000	\$ 560,573	64.8%
CLARENVILLE REGIONAL TRANSFER STATION			
Utilities/phone	\$ 25,000	14,646	58.6%
Site Maintenance	\$ 35,000	\$ 46,374	132.5%
Vehicle Maintenance and Operations	\$ 219,143	\$ 175,315	80.0%
Tipping Fees At Regional Landfill for CTS	\$ 400,000	\$ 258,476	64.6%
Sub-total	\$ 679,143	\$ 494,810	72.9%
HOUSEHOLD HAZDORDOUS WASTE PROGRAM			
HHW Collection Contract and Fire Dept	\$ 80,000	\$ 35,040	43.8%
Sub-total	\$ 80,000	\$ 35,040	43.8%
CURBSIDE WASTE COLLECTION PROGRAM			
Maintenance Depot Costs Allocated to Curbside	\$ 30,000	\$ 7,115	23.7%
Contracted Services	\$ 4,000,000	\$ 2,620,188	65.5%
Sub-Total	\$ 4,030,000	\$ 2,627,303	65.2%
WATER/WASTEWATER TREATMENT PROGRAM			
Sub-Total	\$ 25,000	\$ 3,651	14.6%
FIRE PROTECTION			
Sub-Total	\$ 18,500	\$ 12,253	66.2%
TRANSFERS TO RESERVE			
Regional Capital Reserve	\$ 200,000	\$ -	0.0%
Curbside Capital Reserve	\$ -	\$ -	0.0%
Operational Reserve	\$ -	\$ -	0.0%
Sub-Total	\$ 200,000	\$ -	0.0%

	2020 Budget	2020 Q3 Actual	% Budget Used
TOTAL EXPENSES	\$ 8,598,200	\$ 5,528,690	64.3%
ERSB CAPITAL EXPENDITURES			
Landfill Closures	\$ 300,000	\$ 2,447	0.8%
Regional Equipment	\$ 71,000	\$ -	0.0%
Waste Collection Equipment	\$ 1,500,000	\$ 486,740	32.4%
Sub-Total	\$ 1,871,000	\$ 489,187	26%

TOTAL OPERATING AND CAPITAL	\$ 10,469,200	\$ 6,017,877	57.5%
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REVENUE			
Waste Collection Fees	\$ 4,590,000	\$ 3,208,102	69.9%
Provision for Bad Debt	\$ (90,000)	\$ -	0.0%
Clareville Transfer Station Tipping Fees/Permit Fees/Etc.	\$ 190,000	\$ 268,289	141.2%
Transportation Charges - Clareville Transfer Station	\$ 60,000	\$ 2,130	3.6%
Fire Protection Services Fees	\$ 19,200	\$ 17,103	89.1%
Recyclable Metals and Electronics	\$ 75,000	\$ 96,214	128.3%
Interest	\$ 60,000	\$ 15,637	26.1%
Miscellaneous Revenue	\$ 35,000	\$ 192,015	548.6%
Regional Landfill Tipping Fee Derived	\$ 3,300,000	\$ 3,300,331	100.0%
HST Rebate	\$ 350,000	\$ 618,113	176.6%
Provincial Capital	\$ 300,000	\$ 4,411	1.5%
Reserve Funding	\$ -	\$ -	0.0%
Water / Wastewater Program	\$ 80,000	\$ -	0.0%
TOTAL REVENUE	\$ 8,969,200	\$ 7,722,344	86.1%

EASTERN REGIONAL SERVICE BOARD
BRIEFING NOTE / REPORT

TITLE:	Update of Board Signatories
MEETING DATE:	2020-10-28
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Lynn Tucker, Chief Administrative Officer
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

Eastern Regional Service Board requires two (2) signatures for its cheques. The Chairperson and Vice Chairperson sign all cheques unless one of them is unavailable. The Board has two others designated as signatories – one Board member and the CAO. It is recommended that the Board update its signatories so that the former CAO is removed and the current CAO is added.

MOTION:

BE IT RESOLVED that the Board change its signatories from Chairperson Harold Mullaney; Vice Chairperson Danny Breen; Director Peggy Roche; and former CAO, Ken Kelly to Chairperson Harold Mullaney; Vice Chairperson Danny Breen; Director Peggy Roche; and, current CAO, Lynn Tucker.

BACKGROUND/DISCUSSION:

- ERSB requires two (2) signatures for its cheques.
- The Chairperson and Vice Chairperson sign ALL cheques unless one of them is unavailable.
- The Board has two (2) other signatories at this time – one Board member (Ms. Roche) and the former CAO (Mr. Kelly).
- Due to the many challenges since the former CAO resigned in May 2019, i.e. Ministerial Directives, Provincial Waste Management Strategy Review, Blizzard of January 2020 and COVID-19 pandemic, this item has not been addressed.
- The current CAO and the Board's bank has discussed this issue and they are recommending the signing officers be updated to be current and accurate.

- Therefore, it is recommended that the Board update its signing officers to include Chairperson Harold Muldowney; Vice Chairperson Danny Breen; Director Peggy Roche; and, CAO Lynn Tucker.
- The Chairperson and Vice Chairperson will continue to sign all cheques unless one of them is unavailable.

ATTACHMENTS:

- N/A

EASTERN REGIONAL SERVICE BOARD
BRIEFING NOTE / REPORT

TITLE:	Snow Clearing Tenders 2020-2021
MEETING DATE:	2020-10-28
TO:	BOARD
PREPARED BY:	Christie Dean, Manager Operations
REVIEWED BY:	Craig Drover, Manager Corporate Services
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

It is recommended that Eastern Regional Service Board accept the lowest bid for each tender related to the 2020-2021 snow clearing at the Board's waste recovery facilities.

MOTION:

BE IT RESOLVED that the Board accept the lowest bid for each tender related to the 2020-2021 snow clearing at the Board's waste recovery facilities.

BACKGROUND/DISCUSSION:

- The Board issued tenders for snow clearing and sanding at six of the ten waste recovery facilities that it operates.
- The Whitbourne and Clarendville facilities will be cleared by our internal staff; the onsite contractor is responsible for the Old Perlican WRF; and the Sunnyside WRF will not be open during winter months.
- Unless otherwise noted, there was only one bid received for each location.
- The change between the winter of 2019-2020 to the coming winter 2020-2021 is approximately 0.5 percent increase overall.
- The lowest bid for each of the sites is detailed below. Table 1 on page 2 compares the 2019-2020 tender prices to the tendered amounts from the previous four years.
 - Cavendish (1 bidder) – Lowest bidder: G. Groves & Sons Ltd., \$13,260 plus \$1,989 HST for a total of \$15,249;
 - Renews-Cappahayden (2 bidders) – Lowest bidder: Clowe's Construction Ltd., \$3,900 plus \$585.50 HST for a total of \$4,485.00;

- Bay Bulls (2 bidders) – Lowest bidder: O’Brien’s Trucking Ltd., \$4,272.00 plus \$640.80 HST for a total of \$4,912.80;
- St. Joseph’s – (1 bidder) –Pat Singleton, \$6,000.00 plus \$900.00 HST for a total of \$6900.00;
- Placentia (2 bidders) – Meade’s Services & Storage Ltd., \$4,599.92 plus \$689.99 HST for a total of \$5,289.91; and,
- Harbour Grace (1 bidder) – Concord Paving Ltd., \$14,900.00 plus \$2,235.00 HST for a total of \$17,135.00.

Table 1:

Location	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Cavendish	\$7,349.00	\$13,200.00	\$15,705.00	\$13,200.00	\$13,260.00
Renews – Cappahayden	\$3,375.00	\$3,590.00	\$3,590.00	\$3,590.00	\$3,900.00
Bay Bulls	\$8,394.00	\$7,101.12	\$5,880.00	\$4,576.00	\$4,272.00
St. Joseph's	\$5,000.00	\$5,500.00	\$5,500.00	\$6,000.00	\$6,000.00
Placentia	\$5,720.00	\$5,600.00	\$5,218.00	\$4,799.96	\$4,599.92
Harbour Grace	\$8,160.00	\$14,000.00	\$14,900.00	\$14,900.00	\$14,900.00
Sunnyside	no bid received	not tendered	\$24,750.00	not tendered	not tendered
Whitbourne	internal resources	internal resources	internal resources	Internal resources	Internal resources
Clareville	internal resources	internal resources	internal resources	Internal resources	Internal resources
Old Perlican	contractor responsibility	contractor responsibility	contractor responsibility	contractor responsibility	contractor responsibility

ATTACHMENTS:

- 6 tender result sheets

Eastern Regional Service Board

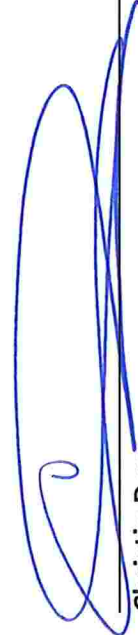
SUPPLY OF Snow Clearing for Bay Bulls (SC00001)

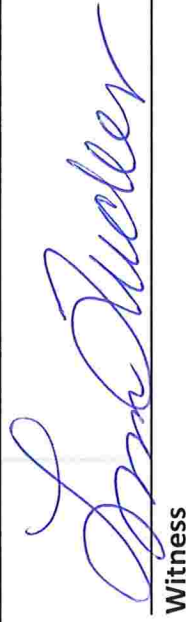
Closing Date and Time: Thursday, October 1, 2020 @ 1300 hrs

Tender Description: Supply of Snow clearing services at the WRF located in Bay Bulls

Project Number: _____

Name	Base Bid	HST	Tender Total
O'Brien's Trucking Ltd.	4272.00	640.80	4912.80
Harbour Construction Ltd.	6440.00	966.00	7406.00


Christie Dean
Manager of Operations


Witness

LYNN TUCKER
A Commissioner for Oaths in and for
the Province of Newfoundland and Labrador.
My commission expires on December 31, 2023.

Eastern Regional Service Board

SUPPLY OF Snow Clearing for St. Joseph's (SC00004)

Closing Date and Time: Thursday, October 1, 2020 @ 1300 hrs

Tender Description: Supply of Snow clearing services at the WRF located in St. Joseph's

Project Number:

Name	Base Bid	HST	Tender Total
Pat Singleton	6000. ⁰⁰	900. ⁰⁰	6900. ⁰⁰

Christie Dean
Manager of Operations

Lynn Tucker
Witness

LYNN TUCKER
A Commissioner for Oaths in and for
the Province of Newfoundland and Labrador.
My commission expires on December 31, 2023.

Eastern Regional Service Board


SUPPLY OF Snow Clearing for Renewals-Cappahayden (SC0003)

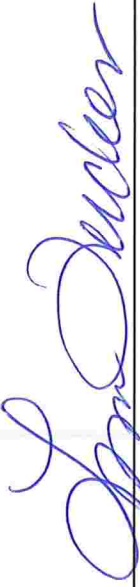
Closing Date and Time: Thursday, October 1, 2020 @ 1300 hrs

Tender Description: Supply of Snow clearing services at the WRF located in Renewals-Cappahayden

Project Number: _____

Name	Base Bid	HST	Tender Total
Blair Lawlor Excavating	5480. ⁰⁰	822. ⁰⁰	6302. ⁰⁰
Clowe's Construction Ltd.	3900. ⁰⁰	585. ⁰⁰	4485. ⁰⁰


Christie Dean
Manager of Operations


Witness

LYNN TUCKER
A Commissioner for Oaths in and for
the Province of Newfoundland and Labrador.
My commission expires on December 31, 2023.

Eastern Regional Service Board

SUPPLY OF Snow Clearing for Cavendish (SC0006)

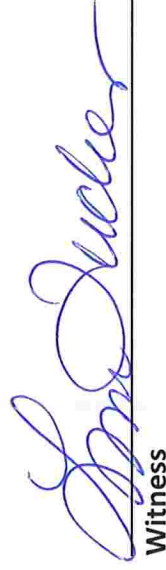
Closing Date and Time: Thursday, October 1, 2020 @ 1300 hrs

Tender Description: Supply of Snow clearing services at the WRF located in Cavendish

Project Number: _____

Name	Base Bid	HST	Tender Total
<i>Gr. Grimes & Sons Ltd.</i>	<i>13260.00</i>	<i>1989.00</i>	<i>15249.00</i>


Christie Dean
Manager of Operations


Witness

LYNN TUCKER
A Commissioner for Oaths in and for
the Province of Newfoundland and Labrador.
My commission expires on December 31, 2023.

Eastern Regional Service Board

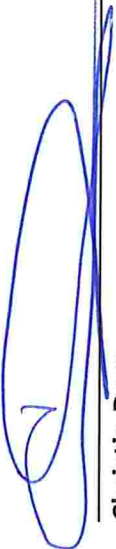
SUPPLY OF Snow Clearing for Harbour Grace (SC0007)

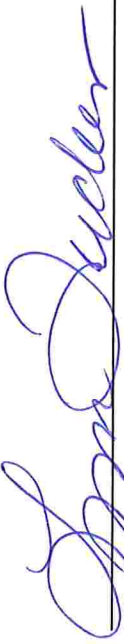
Closing Date and Time: Thursday, October 1, 2020 @ 1300 hrs

Tender Description: Supply of Snow clearing services at the WRF located in Harbour Grace

Project Number: _____

Name	Base Bid	HST	Tender Total
Concord Paving Ltd.	14 900. ⁰⁰	2235. ⁰⁰	17135. ⁰⁰


Christie Dean
Manager of Operations


Witness

LYNN TUCKER
A Commissioner for Oaths in and for
the Province of Newfoundland and Labrador.
My commission expires on December 31, 2023

Eastern Regional Service Board

SUPPLY OF Snow Clearing for Placentia (SC0002)

Closing Date and Time: Thursday, October 1, 2020 @ 1300 hrs

Tender Description: Supply of Snow clearing services at the WRF located in Placentia

Project Number:

Name	Base Bid	HST	Tender Total
Meade's Services + Storage Ltd.	4599.92	689.99	5289.91
M. J. Hickey Ltd.	7806.06	1170.91	8976.97

Christie Dean
Manager of Operations

Witness
Lynn Tucker

LYNN TUCKER
A Commissioner for Oaths in and for
the Province of Newfoundland and Labrador.
My commission expires on December 31, 2023.

EASTERN REGIONAL SERVICE BOARD
BRIEFING NOTE / REPORT

TITLE:	Guidelines for Video Conference (Zoom) Meetings
MEETING DATE:	2020-10-28
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Lynn Tucker, Chief Administrative Officer
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

Staff contacted the Province regarding standardized guidelines for the conduct of meetings held by video conference to ensure compliance under the Board's legislation and for Board member's remuneration. The Province recommended that the Board adopt its own guidelines for its meetings keeping in mind the legislative requirements.

MOTION:

BE IT RESOLVED that the Board adopt the Guidelines for Video Conference Meetings as tabled.

BACKGROUND:

- The COVID-19 pandemic has made video conferencing an essential component in keeping most organizations and businesses running.
- Video conferencing is a strong way to communicate and by broadcasting the monthly meetings on YouTube provides our Board the opportunity to meet its legislative requirement of holding six public meetings annually.
- Video conferencing and broadcasting of Board meetings provides opportunity for anyone in the Eastern region, or anywhere in the world, to watch our Board meetings. Therefore, meetings are now much more accessible for the public.
- Staff contacted the Province for standardized guidelines for the conduct of meetings held by video conference to ensure compliance under the Board's legislation and for Board member's remuneration and the Province recommended that the Board adopt its own guidelines keeping in mind the legislative requirements.

- The attached guidelines ensure legislative compliance and provides direction for professional video conference meetings.
- At the Committee meeting, discussion took place regarding the requirement for video to be turned on. However, it was determined that public confidence would be better assured if members can be seen participating.
- Members are reminded that the monthly Board meetings are broadcast on YouTube and, therefore, may be viewed by anyone worldwide.

ATTACHMENTS:

- Eastern Regional Service Board: Guidelines for Video Conference Meetings

GUIDELINES FOR VIDEO CONFERENCE MEETINGS

1. Do Not Wait Until Meeting Time to Join the Video Conference

To ensure seamless connection, please connect early. It is recommended that you join the meeting five to ten minutes early so that if you do have an issue connecting, someone will have time to assist you before the meeting starts.

The Board Clerk will not be available to assist you once the meeting begins.

2. Video MUST be Turned On

The use of video is crucial in building trust and engagement in virtual communications. When the Board held its monthly meetings in person, Board members physically attended and, therefore, met the requirements for remuneration.

To ensure that other Board members and the public can see you actively participating at meetings, members must be seen on video to be considered in attendance and for remuneration. This ensures that members may be seen voting on the motions put forth and engaged in the Board's business.

Everyone understands that there are occasions when your video may be turned off (i.e. unanticipated interruptions, washroom break; etc.); however, this would be for a short time only.

3. Attendance at Meetings

Video meetings make it obvious when members show up late. This is disruptive and wastes the time of those who were on time. If you must be late, please let the Board Clerk know in advance.

For remuneration purposes, members should be in attendance for the majority of the meeting.

4. Set Up Your Space at Home

If you can, find a private place to participate in video conference meetings. This will ensure as few disruptions as possible. Set up your device/camera so that it has a clear, unobstructed view of you.

In addition, be mindful that you have a professional work-appropriate background. We want the focus to be on the meeting content, not your background.

You should attend the meeting from a quiet area that has minimal background noise, interruptions and movement.

5. Use the Mute Feature Unless You Are Speaking

Please use the mute feature unless you are speaking. Your microphone can pick up a lot of background noise, so muting allows others on the call to easily hear who's speaking.

6. Signal by Raising Your Hand When You Want to Speak

During video conferences it may be difficult to know when to speak. To avoid more than one person speaking at a time, anyone wanting to ask a question or make a comment should signal by raising your hand and keeping it raised until the Chairperson acknowledges you by name. Once your name is called, please un-mute and proceed. Members may choose to use the "Raise Hand" feature in Zoom instead.

7. Stay Seated and Focused

Be attentive and engaged during the meeting. As tempting as it may be, please try not to do other work, read articles, check your phone for messages, etc.

Please keep in mind that you are more visible on video calls than in offline meetings as a close-up of everyone's face is displayed. Always be mindful that you are on camera and being broadcast live on the internet.

EASTERN REGIONAL SERVICE BOARD
BRIEFING NOTE / REPORT

TITLE:	Clareville Waste Recovery Facility Hours and Commercial Disposal Permits for Permissible Area Only
MEETING DATE:	2020-10-28
TO:	BOARD
PREPARED BY:	Christie Dean, Manager Waste Operations
REVIEWED BY:	Craig Drover, Manager Corporate Services
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

It is recommended that Eastern Regional Service Board either:

- a. Effective January 1, 2021, the hours of operation at the Clareville Waste Recovery Facility be changed to Tuesdays and Thursdays from 12 noon to 4:00 p.m., and Saturdays from 8:00 a.m. to 4:00 p.m. **OR**
- b. Effective January 2, 2021 a full-time site attendant is hired for duties associated with the Waste Recovery Facility at Clareville.

It is also recommended that the ERSB no longer issue and/or renew permits for waste disposal at Clareville Transfer Station (CTS) to those vendors who are performing work outside the region as outlined below.

MOTION:

BE IT RESOLVED that the Board change the hours of operation at the Clareville Waste Recovery Facility to Tuesdays and Thursdays from 12 noon to 4:00 p.m. and Saturdays from 8:00 a.m. to 4:00 p.m. effective January 1, 2021.

BE IT RESOLVED that the ERSB no longer issue and/or renew permits for waste disposal at the Clareville Transfer Station to those vendors who are performing work outside the permissible region.

BACKGROUND/DISCUSSION:

- In 2015 the Clareville Transfer Station (CTS) was established. At this location two operations occur; (1) a commercial portion, the CTS, and (2) a free public

portion, the waste recovery facility (WRF). In order to ease the transition from a dump that was open 24/7 to commercial and public alike, it was decided that the site would maintain the same hours of operation. Minimal impact was anticipated to staff as it was anticipated that the site would not be operating at full capacity.

- The commercial portion of CTS was built to accept 7,000 MT of curbside, commercial and recycling waste from the communities of Clarendville Random Sound West, Deep Bight, Hickman's Harbour, Robinson's Bight, Lower lance Cove, Petley, Random island West, Britannia, George's Brook-Milton, Smith Sound and Burgoyne's Cove and 4,000 MT of waste from the Discovery Region. Total commercial waste volumes were therefore anticipated to be 11,000 MT. Initial staffing requirements for the Smith Sound area (7,000 MT) was projected to be four (4).
- Once the Discovery region is added it was anticipated two (2) additional staff would be required.
- Since 2018 when it was determined for OH&S reasons that the site would no longer be open to commercial haulers on Saturdays. The transfer station accepts commercial waste 40 hours a week while the Waste Recovery facility portion of the site remained open to the public Monday to Saturday 8-4, a total of 48 hours a week. Note that all other Waste Recovery Facilities in the Region are open Tuesday and Thursday 12-4 and Saturday 8-4 a total of 16 hours.
- In 2018 approximately 12,000 MT of commercial waste was accepted at the commercial portion of the facility. In 2019 over 12,000 MT of commercial waste was accepted. These waste volumes exceed the building design volumes and staffing levels for the Smith Sound area operations.
- In 2019, 6,876 clients used the Clarendville WRF and 869 MT of waste was removed making it the second most visited WRF in the Eastern Region. The Harbour Grace WRF is the most visited and Bay Bulls is the third most visited WRF. Both the Harbour Grace and Bay Bulls sites are staffed by two (2) site attendants from May to October annually.
- Currently Highway Transport Equipment Operators or a Labourer is responsible to fill the Site Attendant position each day, thus removing them from other duties one day a week and resulting in Saturday operations be very costly.
- At the current waste volumes and staffing levels it is unreasonable to expect staff to:
 - 1. Maintain the building and grounds used for commercial operations.
 - 2. Maintain the Waste Recovery Facility laydown area.
 - 3. Provide customer service for commercial users; and,
 - 4. perform site attendant duties at the required standard.
- Since the total facility is operating above capacity, staff have identified two options:
 - 1. That effective January 1, 2021 the Clarendville Waste Recovery Facility be open Tuesdays and Thursdays from 12 noon to 4:00 p.m. and Saturdays from 8:00 a.m. to 4:00 p.m. for a total of 16 hours per week.

This option allows ERSB to provide the same level of service at all waste recovery facilities. OR

- 2. That effective January 2, 2021 a full-time site attendant be hired to fulfill the duties associated with the Waste Recovery Facility portion of the site.
- Currently the Clarendville Transfer Station issues waste permits to communities between Southport and North West Brook even though it does not accept curbside material from this area. ERSB is not required to provide commercial service to this area and removal of commercial waste from this area would slightly reduce commercial waste volumes by approximately 1,000 MT. Since the facility is operating above capacity, it is recommended that permits for work occurring outside of the above identified region not be renewed.

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Policy Review: Request for Exemption – Waste Management Services
MEETING DATE:	2020-10-28
TO:	BOARD
PREPARED BY:	Christie Dean, Manager Waste Operations
REVIEWED BY:	Craig Drover, Manager Corporate Services
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

It is recommended that the Strategy & Policy Committee continue to review the current exemption process, criteria and exemption request form. Once the review is complete, this item will be brought back to the Board for consideration.

MOTION:

No motion required.

BACKGROUND/DISCUSSION:

When the ERSB adopted the *Service Delivery Policy* in 2012 for collection of curbside waste it included a clause to exempt properties.

The rationale for providing exemption was to remove those properties that had no foreseeable ability to produce waste as the property:

- a) had no structure on it (land only); or
- b) a structure exists on the property; however, the structure is in such deplorable condition that it is not livable.

The exemption policy was meant for situations that had buildings that were derelict beyond repair, falling in on themselves or other such scenarios.

Property owners who have not been used to paying for their properties in isolated, remote, rural and other parts of the region have tried to use this clause as a means to avoid paying the fee. They look to criteria such as being vacant, no electrical

connection or the water has been turned off as evidence that the property should be exempt and no fees apply.

The clause has been used by the Office of the Citizen Representative in some investigations to recommend exemption and it has been the subject of at least one court defense. At the core of the issue is that the definition of 'not habitable' is not clearly defined in legislation and people are left interpreting it in favour of their particular circumstances. The wording is below:

Exemption

3. (1) Property Owners may request an exemption from the provision of Waste Management Services.
- (2) In order to qualify for an exemption Property Owners must demonstrate to the Board that the property is vacant and is not habitable.
- (3) Factors the Board may consider in determining whether a property is habitable include:
 - a) it has no electrical connection,
 - b) it has no water connection,
 - c) it is boarded up,
 - d) it is vacant, and
 - e) it is not structurally sound.

In addition, the process and definition that has been created by the Board leads to a decision that has no independent process for appeal.

We need to address these matters or remove the exemption process entirely.

ATTACHMENTS:

- Exemption Request Form

REQUEST FOR EXEMPTION – WASTE MANAGEMENT SERVICES

For Local Service Districts and Unincorporated Areas Only



ERSB Account No. _____

Surname: _____ First Name: _____

Permanent Address: _____

City/Town _____ Prov. _____ Postal Code _____

Tel: _____ Cell: _____

Email: _____

☐ I am the legal property owner (*mandatory*) and I am hereby requesting an exemption from the provision of waste management services for the following property:

Address: _____

City/Town _____ Prov. _____ Postal Code _____

Directions to property if no civic address available: _____

Property owners may request exemption from the provision of waste management services. Any request for exemption must demonstrate that the property is vacant (devoid of contents) and/or derelict beyond repair and, therefore, not habitable. All requests will be individually assessed and the property visited for verification to confirm it meets the requirements.

Factors that will be considered in determining whether a property qualifies for exemption include:

REASON FOR REQUEST (<i>tick those that apply</i>)	PROPERTY MEETS ANY ONE OF THE FOLLOWING
	Structure is boarded up (<i>defined as all windows and doors are fully covered with plywood/matchboard/etc.; chimney covered, etc., and is not usable. These must be permanent attachments not easily removed and replaced in sole opinion of ERSB.</i>)
	Structure has been destroyed by fire
	Property is undeveloped (<i>property is not altered from its natural state by the construction</i>)
	PROPERTY MEETS THREE OR MORE OF THE FOLLOWING
	Structure is not structurally sound (<i>floor not intact, stairs missing, roof missing portions, windows/doors missing or broken out, etc.</i>)
	Property or structure has no electrical connection, or other source of power such as propane; generator; wood stove, certified oil tank etc. (<i>Consider submitting a letter from NL power indicating disconnect date, if applicable</i>)
	Structure is vacant (<i>defined as devoid of contents</i>)
	Property has no water connection
	Structure is under construction. (<i>defined as walls not roughed in, floor incomplete, ceiling incomplete, windows to be installed</i>)

Definitions:

- Property: A parcel of land.
- Structure: a building, trailer, shed, or other constructed improvement on a property.

I certify that all the information provided in this request for exemption is true and correct to the best of my knowledge and belief. I understand and agree that I have a continuing obligation to advise Eastern Regional Service Board if there is a change in circumstances regarding the above-named property.

Signature of Applicant _____

Date _____

For Office Use Only:

Site Visited by: _____ Site Visit Date: _____

Recommendation: ☐ Approve ☐ Not Approve

EASTERN REGIONAL SERVICE BOARD

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