

**BOARD OF DIRECTORS MEETING
MINUTES**

Meeting #89

Wednesday, April 28, 2021, 7:00 p.m.

BROADCASTED LIVE – VIDEOCONFERENCE

In Attendance: Mayor Harold Mullooney
Mayor Danny Breen
Councillor Peggy Roche
Councillor Gerard Tilley
Councillor Glenn Clarke
Councillor Sandy Hickman
Councillor Jamie Korab
Councillor Kevin McDonald
Councillor Shawn Skinner
Councillor Deanne Stapleton
Deputy Mayor Sam Whalen
Councillor Sterling Willis
Councillor Ian Froude
LSD Chair, Wesley Drodge
Deputy Mayor Sheilagh O’Leary
Councillor Bill Antle

Regrets: Councillor Maggie Burton
Mayor Gerald Snook
Councillor Wally Collins

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

1. Call to Order

Mr. Mullooney, Chairperson, called the meeting to order at 7:03pm.

Mr. Mullooney introduced Mr. Bill Antle, the Board's newly appointed member representing the City of Mount Pearl.

2. **Adoption of Agenda**

The agenda was tabled for approval.

MOTION 2021-017

Moved By Mr. Skinner

Seconded By Mr. McDonald

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 2021-018

Moved By Mr. Breen

Seconded By Mr. Tilley

BE IT RESOLVED that the minutes of the meeting of Wednesday, March 31, 2021 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 March 2021 were tabled for review and approval. There were no questions or concerns.

MOTION 2021-019

Moved By Mr. Hickman

Seconded By Mr. Willis

BE IT RESOLVED that the Board adopt the expenditures for March 2021 as tabled. **Carried Unanimously**

2. **Incorporated Towns Payment Activity Report**

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

3. **Motion by Email to be Ratified**

Mr. Hickman noted that the following motion for the purchase of two vehicles was adopted by email in April and must be ratified at this public Board meeting.

He provided information regarding the rationale for the purchase of these vehicles that replace existing vehicles in the Board's fleet. The truck will be used at the Whitbourne site and the SUV will be used primarily by the Regional Water/Wastewater Operator.

Mr. Hickman also noted that a brief note and corresponding documents were attached to the meeting package for members' review.

MOTION 2021-020

Moved By Mr. Hickman

Seconded By Mr. Clarke

BE IT RESOLVED that the Eastern Regional Service Board approves the purchase of two vehicles from Hickman Auto Group totaling \$82,673.50 (HST and registration fees included). **Carried Unanimously**

4. **Tender for Multi-Stream Waste Collection for the LSD of Chance Cove and Freshwater on Bell Island**

Mr. Hickman informed the Board that a brief note was included in the meeting package.

The current waste collection contract for Bell Island expires on June 30, 2021.

The Board received notice from the Town of Wabana this past December that they would no longer participate in the regional service after the current contract. The Local Service District of Lance Cove and the unincorporated area of Freshwater would like to continue receiving the regional service.

It is anticipated that with an increase in costs for operating and a decrease in the number of units for service, that the per unit price will be higher at tender.

Therefore, the recommendation is to tender for two years with the understanding that if the bid prices received exceeds a value deemed acceptable by the Board, a contract may not be awarded.

5. Household Hazardous Waste (HHW) Tender

Mr. Hickman referred to the brief note in the meeting package and noted that the tendering process for 18 Household Hazardous Waste (HHW) collection events to be held in the Eastern Region during the spring and fall of 2021 closed on April 7, 2021.

One bid was received from Revolution Environmental Solutions LP in the amount of \$45,395.10 (including HST). The per event rate is \$2,521.95 (including HST).

MOTION 2021-021

Moved By Mr. Hickman

Seconded By Ms. O'Leary

BE IT RESOLVED that the Eastern Regional Service Board award the tender for 2021 Household Hazardous Waste (HHW) events to Revolution Environmental Solutions LP for \$45,395.10 (including HST).

Carried Unanimously

b) Strategy & Policy Committee

No meeting held in April 2021.

c) Governance Committee

Mr. Clarke delivered the Governance Committee Report.

1. Canada revenue Agency Payroll Remittance Statement

Mr. Clarke referred to the documents included in tonight's meeting package.

The Board pays all remittances as required and remains in good standing.

2. Corporate Occupational Health & Safety (OH&S) Policy

Mr. Clarke reminded members that as an employer, the Board is required to have policies in the workplace governing occupational health and safety. These policies as well as the Board's corporate health and safety policy statement are adopted annually.

The Board has an occupational health and safety policy since 2013 and it has been updated when and as required. In addition, training and re-certification occurs when required and when new staff are hired.

Mr. Clarke noted that more information is included in tonight's meeting package.

MOTION 2021-022

Moved By Mr. Clarke

Seconded By Mr. Whalen

BE IT RESOLVED that the Eastern Regional Service Board adopt the Corporate Health & Safety Policy; the Occupational Health & Safety Policy; and the Early and Safe Return-to-Work Policy that is included in the Board's Employee Safety Handbook.

Carried Unanimously

3. Workplace NL Update – Incidents/Issues

Mr. Clarke was pleased to report that there have been zero incidents of workplace injuries or issues reported for the first quarter of 2021.

4. Harbour Grace Waste Recovery Facility – Update

Mr. Clarke informed the Board that to-date, there has been no response received to the Board's letter from the Town of Harbour Grace.

He noted that this issue would be added to the list of items for discussion at a meeting with the Minister of Municipal and Provincial Affairs.

5. Joint Council/Quarries

Mr. Clarke informed the Board that an update was provided on the work of the Joint Councils in the Eastern Region by the Board Clerk and Outreach Coordinator.

The report noted that Joint Councils are quite active and continue to meet regularly. They have hosted presentations from many outside organizations and continue to build relationships with these organizations.

It was noted that the Northeast Avalon Joint Council asks to be aware of any quarry applications that may be near their communities so that they may provide input and take part in the public consultation process.

Communities in the Smith Sound & Isthmus area have been surveyed by the Board's Clerk several times and there has not been enough interest to establish a Joint Council in that area.

6. Return to In-Person Meetings Inquiry

Mr. Clarke reported that Public Health guidelines state that physical distancing must be maintained for formal gatherings of 100. The Board is unable to ensure physical distancing for Committee meetings in its Boardroom space. In addition, the Board could not invite the public to a monthly meeting where physical distancing cannot be assured.

At this time, the continuation of videoconference meetings seems to be safest; adheres to public health guidelines; and ensures any member of the public may safely observe the monthly Board meeting virtually from home.

5. Correspondence

a) Letter of Congratulations to Minister of Municipal and Provincial Affairs

A copy of the Letter sent to the Minister of Municipal and Provincial Affairs by the Board's Chair was attached to the meeting package for information purposes.

6. New Business

a) Pandemic Impacts on the Board’s Operations – Update

Mr. Mullooney noted that there has been no change in the Board’s operations since last month’s meeting.

He also informed the Board that the Chief Medical Officer of Health – Ms. Janice Fitzgerald reported today that there are now three variants of COVID-19 in our Province.

b) Community Clean-Ups

Mr. Mullooney stated he has received several inquiries recently regarding the Board’s Community Clean-Up Program. Staff has confirmed that the information for this program has been sent to all communities in the Eastern region, as well as posted to the Board’s website. This information is communicated annually usually in April.

A short discussion took place on promoting the Community Clean-Up Program and information was provided regarding the success of the program run by Clean St. John’s. It was suggested that the Board’s staff should contact Clean St. John’s for information on promoting community clean-ups and getting more residents involved.

c) National Day of Mourning

Mr. Skinner reminded members that today is the National Day of Mourning. He asked that everyone take a moment today to think of the people/employees that have been lost and/or affected by workplace incidents/accidents.

7. Upcoming Meetings

- a) The next meeting of the Board of Directors will take place by videoconference on Wednesday, May 26, 2021 at 7:00 p.m.
- b) The next meeting of the Finance & Audit Committee will take place by videoconference on Thursday, May 13, 2021 at 12:30 p.m.
- c) The next meeting of the Strategy & Policy Committee will take place by videoconference on Tuesday, May 11, 2021 at 10:30 a.m.

- d) The next meeting of the Governance Committee will take place by videoconference on Tuesday, May 18, 2021 at 10:30 a.m.

8. **Adjournment**

MOTION 2021-023

Moved By Mr. Hickman

Seconded By Ms. Stapleton

Seeing no further business to be discussed, **BE IT RESOLVED** that the meeting adjourned at 7:43 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 [1060-0002]

Cheques from 000001 to 009590 dated between 03-01-2021 and 03-31-2021

CHEQUE REGISTER

Printed: 10:50:42AM 03/31/2021

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Number	Issued	Amount	SC	Status	Status Date
009521	03/03/2021 Around The Bay Disposals Inc.	93,479.03	A/P	CLEARED	03/25/2021
009522	03/03/2021 Bell Aliant	1,978.85	A/P	CLEARED	03/25/2021
009523	03/03/2021 Dicks and Company Limited	36.79	A/P	CLEARED	03/25/2021
009524	03/03/2021 D&L Russell Limited	42.73	A/P	OUT-STD	03/03/2021
009525	03/03/2021 G Groves & Sons Limited	3,812.25	A/P	CLEARED	03/25/2021
009526	03/03/2021 Jenkins Anthony Inc.	3,923.66	A/P	CLEARED	03/25/2021
009527	03/03/2021 Kevin Butt	145.65	A/P	CLEARED	03/25/2021
009528	03/03/2021 NATIONAL Public Relations	6,250.89	A/P	CLEARED	03/25/2021
009529	03/03/2021 Newfoundland Power Inc.	1,598.05	A/P	CLEARED	03/25/2021
009530	03/03/2021 O'Brien's Trucking Ltd	1,228.20	A/P	OUT-STD	03/03/2021
009531	03/03/2021 Pitney Bowes	134.57	A/P	CLEARED	03/25/2021
009532	03/03/2021 T2 Ventures Inc.	237,680.91	A/P	CLEARED	03/25/2021
009533	03/03/2021 The Business Post	297.85	A/P	CLEARED	03/25/2021
009534	03/03/2021 Tulk Tire & Service Ltd.	485.23	A/P	CLEARED	03/25/2021
009535	03/03/2021 WAJAX (Power Systems)	251.85	A/P	CLEARED	03/25/2021
009536	03/03/2021 Wedgwood Insurance Limited	4,197.50	A/P	CLEARED	03/25/2021
009539	03/03/2021 Lynn Tucker	356.50	A/P	CLEARED	03/25/2021
009540	03/17/2021 62167 Newfoundland and Labrador Inc	7,380.30	A/P	OUT-STD	03/17/2021
009541	03/17/2021 Bell Mobility Inc.	1,133.12	A/P	CLEARED	03/25/2021
009542	03/17/2021 City of St. John's	28,471.14	A/P	CLEARED	03/25/2021
009543	03/17/2021 Coish's Trucking & Excavating Ltd.	14,432.50	A/P	OUT-STD	03/17/2021
009544	03/17/2021 Concord Enterprises Inc.	4,283.75	A/P	CLEARED	03/25/2021
009545	03/17/2021 D&L Russell Limited	25.15	A/P	OUT-STD	03/17/2021
009546	03/17/2021 Dodd's Diesel Repair Ltd.	27.24	A/P	CLEARED	03/25/2021
009547	03/17/2021 Eastlink Communications Channel 6 Ads Clarenville	149.50	A/P	OUT-STD	03/17/2021
009548	03/17/2021 Leslie Squires	440.00	A/P	CLEARED	03/25/2021
009549	03/17/2021 Meade's Services & Storage Ltd.	1,581.23	A/P	OUT-STD	03/17/2021
009550	03/17/2021 Miller IT Limited	935.95	A/P	CLEARED	03/25/2021
009551	03/17/2021 Modern Business Equipment Limited	116.07	A/P	CLEARED	03/25/2021
009552	03/17/2021 Newfoundland Power Inc.	5,845.63	A/P	CLEARED	03/25/2021
009553	03/17/2021 NL News Now	171.49	A/P	CLEARED	03/25/2021
009554	03/17/2021 North Atlantic	18,875.97	A/P	CLEARED	03/25/2021
009555	03/17/2021 Northern Business Intelligence	1,912.04	A/P	CLEARED	03/25/2021
009556	03/17/2021 O'Brien's Trucking Ltd	1,228.20	A/P	OUT-STD	03/17/2021
009557	03/17/2021 Sam Pike Masonry Ltd.	457.94	A/P	OUT-STD	03/17/2021
009558	03/17/2021 Scotia Recycling Inc	846.98	A/P	CLEARED	03/25/2021
009559	03/17/2021 Town of St. Joseph's	1,802.86	A/P	OUT-STD	03/17/2021
009563	03/31/2021 Bell Aliant	1,967.90	A/P	OUT-STD	03/31/2021
009564	03/31/2021 Bell Conferencing Inc.	26.68	A/P	OUT-STD	03/31/2021
009565	03/31/2021 Blaketown Service Station	618.45	A/P	OUT-STD	03/31/2021
009566	03/31/2021 Brandt Tractor Ltd.	360.16	A/P	OUT-STD	03/31/2021
009567	03/31/2021 CTT Tirecraft	759.00	A/P	OUT-STD	03/31/2021
009568	03/31/2021 D&L Russell Limited	47.21	A/P	OUT-STD	03/31/2021
009569	03/31/2021 Dodd's Diesel Repair Ltd.	60,566.49	A/P	OUT-STD	03/31/2021
009570	03/31/2021 Dodd's Diesel Repair Ltd.	22,906.52	A/P	OUT-STD	03/31/2021
009571	03/31/2021 Dodd's Diesel Repair Ltd.	4,468.33	A/P	OUT-STD	03/31/2021

Eastern Regional Service Board

BNK2 - Bank of Montreal - EW [1060-0002]

Cheques from 000001 to 009590 dated between 03-01-2021 and 03-31-2021

CHEQUE REGISTER

Printed: 10:50:43AM 03/31/2021

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Number	Issued	Amount	SC	Status	Status Date
009572	03/31/2021 Harold Mullooney	125.35	A/P	OUT-STD	03/31/2021
009573	03/31/2021 Jenkins Anthony Inc.	3,925.55	A/P	OUT-STD	03/31/2021
009574	03/31/2021 Kevin Butt	1,486.06	A/P	OUT-STD	03/31/2021
009575	03/31/2021 NATIONAL Public Relations	6,045.26	A/P	OUT-STD	03/31/2021
009576	03/31/2021 Newfoundland Power Inc.	1,436.83	A/P	OUT-STD	03/31/2021
009577	03/31/2021 Nexgen Municipal Inc.	8,940.61	A/P	OUT-STD	03/31/2021
009578	03/31/2021 OMB Parts & Industrial Ltd.	391.10	A/P	OUT-STD	03/31/2021
009579	03/31/2021 ORKIN Canada Corporation	194.35	A/P	OUT-STD	03/31/2021
009580	03/31/2021 Parts For Trucks Inc.	51.75	A/P	OUT-STD	03/31/2021
009581	03/31/2021 PBA Industrial Supplies Ltd.	984.68	A/P	OUT-STD	03/31/2021
009582	03/31/2021 T & S Electric Ltd.	74.00	A/P	OUT-STD	03/31/2021
009583	03/31/2021 T2 Ventures Inc.	241,055.04	A/P	OUT-STD	03/31/2021
009584	03/31/2021 Tulk Tire & Service Ltd.	1,796.16	A/P	OUT-STD	03/31/2021
009585	03/31/2021 WAJAX (Power Systems)	377.78	A/P	OUT-STD	03/31/2021
Cheque Totals Issued:		804,622.83			
Void:		0.00			
Total Cheques Generated:		804,622.83			
Total # of Cheques Listed:		60			

EASTERN REGIONAL SERVICE BOARD

PAYROLL EXPENSE

MAR 2021

Payroll – Staff (<i>2 pay periods – 23 employees</i>).....	\$106,217.64
Payroll – Board (<i>18 members</i>)	<u>\$00,000.00</u>
Total Payroll (<i>23 employees</i>)	\$106,217.64
Payroll CRA Remittance	<u>\$37,124.00</u>
TOTAL GROSS PAYROLL	<u>\$143,341.64</u>

PREVIOUS MONTH

FEB 2021

Payroll – Staff (<i>2 pay periods – 28 employees</i>).....	\$114,652.90
Payroll – Board (<i>18 members</i>)	<u>\$00,000.00</u>
Total Payroll (<i>28 employees</i>)	\$114,652.90
Payroll CRA Remittance	<u>\$ 38,310.00</u>
TOTAL GROSS PAYROLL	<u>\$152,962.90</u>

TOWNS PAYMENT ACTIVITY 2021 - As of April 12, 2021

(Towns include all incorporated towns and those LSDs who pay collectively)

CustCode	Town/Local Service District	Number		Number of Units x \$180.00	Prior Year (Credit) Arrears	Total Invoiced	Payments Received	Current Balance	Surplus (Arrears)
		Units	of Units						
TOWN305	Town of Sunnyside	205		\$36,900.00		\$36,900.00	\$ 11,070.00	\$25,830.00	0.00
TOWN502	Town of Chance Cove	148		\$26,640.00		\$26,640.00	\$ 7,992.00	\$18,648.00	0.00
TOWN503	Town of Arnold's Cove	535		\$96,300.00		\$96,300.00	\$ 28,890.00	\$67,410.00	0.00
TOWN403	Town of Cape Broyle	275		\$49,140.00		\$49,140.00	\$ 14,742.00	\$34,398.00	0.00
TOWN504	Town of Long Harbour-Mount Arlington Heights	196		\$35,280.00		\$35,280.00	\$ 10,584.00	\$24,696.00	0.00
TOWN514	Town of Colinet	75		\$13,500.00		\$13,500.00	\$ 4,000.00	\$9,500.00	-50.00
TOWN517	Town of St. Vincent's-St. Stephen's-Peter's River	213		\$38,340.00		\$38,340.00	\$ 30,672.00	\$7,668.00	19,170.00
TOWN804	Town of New Perlican	162		\$29,160.00		\$29,160.00	\$ 8,748.00	\$20,412.00	0.00
TOWN809	Town of Wabana	1222		\$109,980.00		\$109,980.00	\$ 65,988.00	\$43,992.00	32,994.00
TOWN508	Town of Point Lance	47		\$8,460.00		\$8,460.00	\$ 2,115.00	\$6,345.00	0.00
TOWN511	Town of St. Joseph's	107		\$19,260.00		\$19,260.00	\$ 4,815.00	\$14,445.00	0.00
LSD0002	LSD of Mobile (E Dailey, Treasurer)	101		\$18,180.00		\$18,180.00	\$ 18,180.00	\$0.00	12,726.00
TOWN0003	Town of Clarke's Beach	592		\$106,560.00		\$106,560.00	\$ 106,560.00	\$0.00	74,592.00
TOWN301	Town of Come by Chance	118		\$21,240.00		\$21,240.00	\$ 21,240.00	\$0.00	14,868.00
TOWN302	Town of Norman's Cove-Long Cove	333		\$59,940.00		\$59,940.00	\$ 17,982.00	\$41,958.00	0.00
TOWN303	Town of Chapel Arm	255		\$45,900.00	(180.00)	\$45,720.00	\$ 18,288.00	\$27,432.00	4,572.00
TOWN304	Town of Southern Harbour	184		\$33,120.00		\$33,120.00	\$ 11,427.00	\$21,693.00	1,491.00
TOWN401	Town of Aquaforte	69		\$12,420.00	833.03	\$13,253.03	\$ 3,313.26	\$9,939.77	-662.65
TOWN402	Town of Bay Bulls	545		\$98,100.00		\$98,100.00	\$ 29,430.00	\$68,670.00	0.00
TOWN404	Town of Fermeuse-Kingman's Cove	179		\$32,220.00	(0.02)	\$32,219.98	\$ 8,054.98	\$24,165.00	-0.02
TOWN405	Town of Ferryland	272		\$48,960.00		\$48,960.00	\$ 12,240.00	\$36,720.00	0.00
TOWN407	Town of Renew's-Cappahayden	234		\$42,120.00		\$42,120.00	\$ 13,636.00	\$28,484.00	3,106.00
TOWN408	Town of St. Shott's	50		\$9,000.00		\$9,000.00	\$ 2,250.00	\$6,750.00	-450.00
TOWN410	Town of Witless Bay	685		\$123,300.00		\$123,300.00	\$ 30,825.00	\$92,475.00	0.00
TOWN411	Town of Portugal Cove South	92		\$16,560.00		\$16,560.00	\$ 4,140.00	\$12,420.00	0.00
TOWN505	Town of Fox Harbour	134		\$24,120.00		\$24,120.00	\$ 7,236.00	\$16,884.00	0.00
TOWN507	Town of St. Bride's	139		\$25,020.00		\$25,020.00	\$ 12,492.00	\$12,491.89	6,237.00
TOWN509	Town of Branch	161		\$28,980.00		\$28,980.00	\$ -	\$28,980.00	-8,694.00
TOWN510	Town of Mount Carmel-Mitchell's Brook-St. Catherine's	299		\$26,910.00		\$26,910.00	(13,455.00)	\$40,365.00	-21,528.00
TOWN512	Town of Admiral's Beach	82		\$14,760.00		\$14,760.00	\$ 4,428.00	\$10,332.00	0.00
TOWN513	Town of Gaskiers-Point LaHaye	144		\$12,960.00		\$12,960.00	\$ 7,776.00	\$5,184.00	3,888.00
TOWN515	Town of Riverhead	112		\$20,160.00		\$20,160.00	\$ 15,362.34	\$4,797.66	9,314.34
TOWN516	Town of St. Mary's	222		\$19,980.00		\$19,980.00	\$ 3,330.00	\$16,650.00	-2,664.00
TOWN601	Town of Whiteway	163		\$29,340.00		\$29,340.00	\$ 11,736.00	\$17,604.00	2,934.00
TOWN602	Town of Heart's Delight-Islington	409		\$73,620.00		\$73,620.00	\$ 14,724.00	\$58,896.00	-7,362.00
TOWN603	Town of Heart's Desire	125		\$22,500.00		\$22,500.00	\$ 6,750.00	\$15,750.00	0.00
TOWN801	Town of Old Perlican	330		\$59,400.00		\$59,400.00	\$ 56,382.60	\$3,017.40	38,562.60
TOWN802	Town of Bay de Verde	221		\$39,780.00	7,956.00	\$47,736.00	\$ 11,934.00	\$35,802.00	-2,386.80
TOWN805	Town of Hant's Harbour	193		\$34,740.00		\$34,740.00	\$ 8,685.00	\$26,055.00	-789.55
TOWN806	Town of Heart's Content	239		\$43,020.00		\$43,020.00	\$ 10,755.00	\$32,265.00	0.00
LSD0F201	LSD of Georgetown	131		\$23,580.00	1,606.79	\$25,186.79	\$ 3,930.00	\$21,256.79	-3,626.04
LSD0F202	LSD of Maryvale	240		\$43,200.00	3,600.00	\$46,800.00	\$ 4,700.00	\$42,100.00	-9,340.00
TOWNQ203	Town of Colliers	320		\$57,600.00	8,412.05	\$66,012.05	\$ 6,238.92	\$59,773.13	-13,564.70
TOWNQ205	Town of Holyrood	1071		\$192,780.00	40,141.65	\$232,921.65	\$ 32,281.11	\$200,640.54	-37,595.39
TOWNQ807	Town of Winterton	295		\$53,100.00		\$53,100.00	\$ 13,275.00	\$39,825.00	0.00
11924			1,976,490.00	2,038,499.50	62,369.50	705,743.21	1,332,720.18	115,741.81	

TOWNS ACTIVITY - INVOICED MONTHLY (Jan - Dec 2021)

CustCode	Town/LSD	No. Properties	Prior Year Balance	Total Invoices 2021	Payments Received	Outstanding Balance
TOWN0001	Town of Carbonear	2175	-	97,013.54	64,343.46	32,670.08
		2175	-	97,013.54	64,343.46	32,670.08

2021 TOTAL SURPLUS (ARREARS) - INCORPORATED TOWNS \$ 83,071.73

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

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Purchase of Heavy Duty Pickup Truck and SUV
MEETING DATE:	2021-03-31
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:

The Board approve the purchase of a 2021 Chevrolet Silverado 3500 Heavy Duty Truck and a 2021 Chevrolet Equinox AWD SUV for the total price of \$82,673.50 (HST and Registration Fees included).

MOTION:

BE IT RESOLVED that the Eastern Regional Service Board approves the purchase two vehicles from Hickman Auto Group totaling \$82,673.50 (HST and Registration Fees included)

BACKGROUND/DISCUSSION:

- The Board’s 2013 GMC Sierra 3500 Heavy Duty pickup truck recently required repairs and the automotive technician estimated that the repair is much more expensive than what the vehicle is worth. A second vehicle, the 2014 Dodge Ram 1500 is also having some issues. Both units have over 250K km’s on them and are fully amortized on the financial statements. The GMC has been used to tow trailers and bring heavy loads of items such as tires from the WRF’s into Robin Hood Bay. The purchase of a new 3500 HD will not only replace the unrepairable 2013, but it will also provide Whitbourne staff with increased towing and load capacity. As it will come ready for a plow, it will also provide the option for staff during winter months as opposed to using the backhoe to plow the WRF.
- The purchase of a new Equinox AWD will provide a vehicle to be used primarily by the Board’s Regional Water/Wastewater Operator but also to be used by the Board Clerk and management team for meetings and local pickups/deliveries. The current 2014 Dodge Ram 1500 that is in St. John’s will go to Whitbourne as a backup for the other 2014 Dodge Ram 1500 until that one comes out of service. This will provide staff in St. John’s with a more economical option than driving the full-size truck on quick errands or to meetings.

- The Board may avail of the Province's Standing Offer Agreement for vehicle acquisition through the public procurement process. The attached quotes were provided in line with the program.

ATTACHMENTS:

- Quote from Hickman Auto Group for the 2021 Chevrolet Silverado and 2021 Chevrolet Equinox AWD.

DRAFT

2021 Equinox LS AWD



Vehicle Locator

Detail Report for Customer

HICKMAN MOTORS LIMITED

85 KENMOUNT ROAD, ST JOHN'S, NF, A1B3N7

709-726-6990

Customer/Company:

Sales Consultant:

peter moore

Address:

Vehicle #1: 2021 GMCL-Chevrolet Equinox	VIN/Order #	MSRP	Stock #
	2GNAXSEV4M6132019	\$31,598.00	NONE
Additional Vehicle Information			
GM Marketing Information			

Body Style: 1XX26-LS AWD

PEG: 1LS-LS Model - 1.5L

Primary Color: GAZ-Summit White

Trim: H72-Medium Ash Gray Cloth

Engine: LYX-1.5L Turbo Gas Engine

Transmission: N/A

Options: 1LS-LS Model - 1.5L

5CY-225/65R17 All Season Tires,BW

AIR-CONDITIONING CHARGE

AKP-Widshield Glass, Solar Absorbing

B34-CARPETED FLOOR MATS

✓BTV-Remote Start

C4P-Base HVAC system

FE9-Emissions, Federal

GAZ-Summit White

H72-Medium Ash Gray Cloth

IOR-Chevrolet Infotainment 3

✓KA1-Heated Front Seats

LYX-1.5L Turbo Gas Engine

MNH-6-SPEED AUTOMATIC TRANSMISSION

RSB-17" x 7" Aluminum Wheels

TB4-Liftgate, Manual

UE1-OnStar

Z49-CANADIAN BASE EQUIPMENT

Disclaimer:

GM Canada will not make any sales or policy adjustments in the case of inaccurate pricing information in this summary. Please refer to actual vehicle invoice for complete pricing information. Unless otherwise specified, all prices are Manufacturer's Suggested Retail Prices (MSRP), and include air conditioning tax. Freight charges, sales taxes, other applicable taxes, duties, license, insurance, registration, PPSA, and administration/dealer fees are not included. Total Invoice Price includes tax (GST/HST/QST).

Includes:

Mud Flaps

Floor Mats

Wheel Locks

Price	\$ 26,500.00
Tire Levy	15.00
HST.	3,975.00
License	180.00
	<hr/>
	\$ 30,655.00

* These accessories are already on this vehicle

Vehicle

2021 Silverado 3500 Reg Cab Dual rear wheels (GAS)



Vehicle Locator

Detail Report for Customer

HICKMAN MOTORS LIMITED
 85 KENMOUNT ROAD, ST JOHN'S, NF, A1B3N7
 709-726-6990

Customer/Company:

Sales Consultant:

peter moore

Address:

Vehicle #1: 2021 GMCL-Chevrolet 3500HD Silverado	VIN/Order #	MSRP	Stock #
	1GC3YSE76MF169627	\$57,593.00	N/A

Additional Vehicle Information

GM Marketing Information

Body Style: CK30903-LWB, 4WD, Reg Cab

PEG: 1WT-Work Truck Preferred Equipment Group

Primary Color: GAZ-Summit White

Trim: H1T-1WT/1CX/2CX/1FL-Cloth, Jet Black, Interior Trim

Engine: L8T-Engine: 6.6L, V-8, SIDI

Transmission: MYD-6-Speed Automatic

Options: 1WT-Work Truck Preferred Equipment Group

- 4AA-Interior Trim, Jet Black
- ✓ 9L7-Upfitter / Accessory Electrical Switches
- AE7-Seats: Front 40/20/40 Split-Bench, Uplevel
- AIR-CONDITIONING CHARGE
- AU3-Power Door Locks
- BG9-Floor Covering, Vinyl
- ✓ C49-Defogger, Rear Window Electric
- ✓ CGN-Chevytec Spray-on Liner
- ✓ DBG-Mirrors, O/S: Man. Ext & Folding, Heat, Turn Indicator
- E63-Durabed
- FE9-Federal Emissions
- ✓ G80-Auto Locking Differential, Rear
- G9Y-6350 kgs (14,000 lbs) Dual Rear Wheels
- GAZ-Summit White
- GT4-3.73 Ratio
- H1T-1WT/1CX/2CX/1FL-Cloth, Jet Black, Interior Trim
- IOR-Chevrolet Infotainment, 7" Color Screen
- ✓ JL1-Integrated Trailer Brake Controller
- K05-Engine Block Heater
- K34-Cruise Control
- K47-Heavy Duty Air Filter
- ✓ K14-120 Volt Electrical Receptacle, In Cab
- KW5-Alternator, 220 AMP

L8T-Engine: 6.6L, V-8, SIDI

MYD-6-Speed Automatic

- ✓ NQF-Transfer Case: w/ Rotary Dial Control, Electronic Shift
- ✓ NZZ-Skid Plate
- P03-Painted Wheel Trim Skins, Painted Center Caps
- PYW-Wheels: 17" Steel, Painted--Dual Rear Wheels
- QK1-Standard Tailgate
- QT5-Tailgate Function--EZ Lift, Power Lock & Release
- ✓ QZT-Tires: LT235/80 R17 All Terrain, Blackwall
- R7M-Vehicle Inv. Credit
- R9E-GMCL BUSINESS ELITE
- SAF-Spare Tire Lock
- ✓ U01-Roof Marker Lamps
- ✓ UF2-Lighting, Cargo Box, LED
- ✓ UVC-Rear Vision Camera
- ✓ UY2-Wiring Provisions: Camper
- V76-Recovery Hooks
- VK3-Front License Plate Mounting Provisions
- ✓ VYU-Snow Plow Prep / Camper Package
- Z49-CANADIAN BASE EQUIPMENT
- ✓ Z82-Trailer Special Equipment
- ✓ ZLQ-Fleet Convenience Package
- ZZT-Tire, Spare: LT235/80 R17 All Terrain, Blackwall

Disclaimer:

GM Canada will not make any sales or policy adjustments in the case of inaccurate pricing information in this summary. Please refer to actual vehicle invoice for complete pricing information. Unless otherwise specified, all prices are Manufacturer's Suggested Retail Prices (MSRP), and include air conditioning tax. Freight charges, sales taxes, other applicable taxes, duties, license, insurance, registration, PPSA, and administration/dealer fees are not included. Total Invoice Price includes tax (GST/HST/QST).

Includes:

- Spray in liner
- Power Locks with Keyless Entry
- Trailer Pkg with brake
- Plow Prep Package
- Heated Mirrors
- LT All Terrain tires.
- LED Cargo Lights

Price
 Tirebay
 HST.
 License

\$44,910.00
 21.00
 6,736.50
 372.00

\$52,018.50

From: [Lynn Tucker](#)
To: [Danny Breen \(St. John's\)](#); [Deanne Stapleton \(St. John's\)](#); ["Gerald Snook \(TBS & Isthmus East\)"](#); [Gerard Tilley \(Conception Bay South\)](#); [Glenn Clarke \(Trinity Conception North\)](#); [Harold MULLOWNEY \(hmullowney@irishloop.nf.ca\)](#); [Ian Froude \(St. John's\)](#); [Jamie Korab \(St. John's\)](#); [Kevin McDonald \(Southwest Avalon\)](#); [Maggie Burton](#); [Peggy Roche \(Small Metro\)](#); [Sam Whalen \(Bay Roberts\)](#); [Sandy Hickman \(St. John's\)](#); ["Shawn Skinner"](#); [Sheilagh O"Leary \(St. John's\)](#); [Sterling Willis \(Paradise\)](#); [Wally Collins \(St. John's\)](#); [Wesley Drodge](#)
Cc: [Holly Coles](#); [Christie Dean](#); [Craig Drover](#)
Subject: RESPONSE REQUIRED FOR Motion by Email: Purchase two vehicles
Date: April 1, 2021 4:37:00 PM
Attachments: [Briefing Note Draft 2022 Vehicle Purchase MARCH 31 2021 \(002\).pdf](#)
[Vehicle Quote from Hickmans \(002\).pdf](#)
Importance: High

Good Afternoon,

Attached is a brief note outlining the rationale for the purchase of two new vehicles for the Board at this time. These vehicles are available immediately for delivery and the prices are good. As you may recall, when we went to market for our last pickup truck, it took almost 18 months to have it delivered. There is no need to go to tender for these vehicles as we are acquiring them under the Province's Standing Offers Agreement.

We would typically table this information at the Finance & Audit Committee and then bring a motion forward to the Board meeting at the end of the month. However, if we follow that process, these vehicles will no longer be available. Therefore, the Chair and Vice Chair has approved this motion by email. The information will be tabled at the Finance & Audit Committee and the motion by email will be ratified at the public Board meeting scheduled for Wednesday, April 28, 2021.

Would you please review the attached briefing note and quote, then send along your response to the motion at your earliest convenience to Holly at hcoles@ersbni.ca.

MOTION: BE IT RESOLVED that the Eastern Regional Service Board approves the purchase of two vehicles from Hickman Auto Group totalling \$82,673.50 (HST and registration fees included).

Thank you in advance for your timely consideration,
Lynn

Lynn Tucker
Chief Administrative Officer
Eastern Regional Service Board
255 Majors Path, Suite 3
St. John's, NL A1A 0L5
Tel: 709-579-7960
www.easternregionalserviceboard.com

**THOSE WHO RESPONDED ELECTRONICALLY TO THE MOTION BY EMAIL
TO APPROVE THE PURCHASE OF TWO VEHICLES FROM
HICKMAN AUTO GROUP**

THE TWO VEHICLES ARE: (1) 2021 CHEVROLET SILVERADO 3500 HD TRUCK; and, (2)
2021 CHEVROLET EQUINOX AWD SUV

***MOTION: BE IT RESOLVED that the Board approve the purchase of two vehicles
from Hickman Auto Group totaling \$82,673.50 (HST and Registration Fees
Included).***

(Motion sent by email on Thursday, April 1, 2021)

IN FAVOUR

(Alphabetical order)

Danny Breen
Glenn Clarke
Wally Collins
Wesley Drodge
Ian Froude
Sandy Hickman
Jamie Korab
Kevin McDonald
Harold Mallowney
Sheilagh O'Leary
Shawn Skinner
Gerald Snook
Deanne Stapleton
Gerard Tilley
Sam Whalen
Sterling Willis

AGAINST

(Alphabetical order)

None

NO RESPONSE

(Alphabetical order)

Maggie Burton
Peggy Roche

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Bell Island's Multi-Stream Waste Collection Contract
MEETING DATE:	2021-04-15
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Christie Dean, Manager Operations
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

Staff recommends going to Tender for two years with the understanding that if the received per unit rate exceeds a value deemed acceptable by the Finance & Audit Committee and Board, a contract is not awarded.

MOTION:

No motion required

BACKGROUND/DISCUSSION:

The current Bell Island Multi-Stream Waste Collection Including Recycling and Bulk Pick-up Agreement for Services expires on June 30, 2021.

On December 14th, staff received Notice of Cancellation of waste contract - Town of Wabana, *"Council passed a motion on December 10, 2020 to send in notice of cancellation of the waste contract."*

Staff have reached out to the LSD of Lance Cove and they have confirmed that they would like to continue with receiving the regional service.

The remaining areas on Bell Island is the unincorporated area of Freshwater.

During a 2023 unit count these areas had a total of 219 residential properties and 6 commercial properties. Staff believe these numbers to still be accurate.

Currently ERSB has 153 billing units for the LSD of Lance Cove and the unincorporated area.

The 2018 tender for price 1,419 properties was \$147.99 per household annually not including HST or tipping fees.

Staff anticipate that with the increases in cost for operating and the decreased units that the \$147.99 unit price will be exceeded with a tender.

Due to procurement laws, it is not possible to add the 219 units to an existing tender; for instance, it is anticipated that bid values would exceed the 10% contract rate for the Pouch Cove contract.

The 219 units is approximately 1% of the Eastern Regional Service Boards total clients.

ATTACHMENTS:

- N/A

DRAFT

BRIEFING NOTE

Household Hazardous Waste Tender Award for Eastern Region

BACKGROUND:

The tendering process for 18 Household Hazardous Waste (HHW) collection events to be held in the Eastern Region during the spring and fall of 2021 closed on April 7, 2021.

One bid was received from Revolution Environmental Solutions LP in the amount of \$45,395.10 (Including HST). The per event rate is \$2,521.95 (including HST).

The 2020 per event rate was \$2,167.75 (including HST) through Revolution Environmental Solutions.

The 2019 per event rate was \$2,645.00 (including HST) through Revolution Environmental Solutions.

RECOMMENDATION:

The Finance & Audit Committee recommends that the Board proceed to award the tender for 2021 Household Hazardous Waste (HHW) events to Revolution Environmental Solutions LP for \$45,395.10 (HST Included).

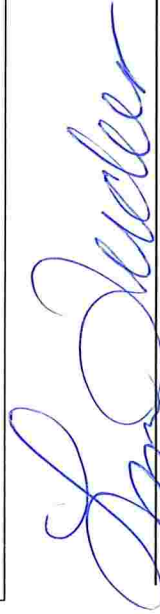
Eastern Regional Service Board

Household Hazardous Waste Invitation to Tender

Closing Date and Time: Wednesday, April 7, 2021 at 11:00am

Tender Description: Household Hazardous Waste: Collection, Transportation & Disposal Services

Company	Base Bid	HST	Tender Total
Revolution Environmental Solutions (OEA Terrapure Environmental)	39,474. ⁰⁰	5,921. ¹⁰	\$ 45,395. ¹⁰



Lynn Tucker
Chief Administrative Officer



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

BRIEFING NOTE / REPORT

TITLE:	Q1 CRA Payroll Remittance Report
MEETING DATE:	2021-04-20
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:

- In absence of the actual Q1 Payroll Remittance Account Balances statement from CRA we can confirm that the following payments were made to CRA since January 1, 2021.
 - January: \$53,310.51
 - February: \$38,295.69
 - March: \$37,357.42

ATTACHMENTS:

- None

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Occupational Health & Safety Policy Review and Adoption
MEETING DATE:	2020-04-20
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Christie Dean, Manager Operations
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

Staff recommends adoption of the *Corporate Health & Safety Policy* statement as well as the Occupational Health & Safety Policy and the Early and Safe Return-to-Work that is included in the Board's *Employee Safety Handbook*.

MOTION:

BE IT RESOLVED that the Governance Committee recommend that ERSB adopt the Corporate Health & Safety Policy; the Occupational Health & Safety Policy; and, the Early and Safe Return-to-Work Policy that is included in the Board's Employee Safety Handbook.

BACKGROUND/DISCUSSION:

- As an employer, Eastern Regional Service Board (ERSB) is required to have policies in the workplace governing occupational health and safety and early and safe return-to-work.
- Employers are responsible for their employees and have a legal and moral obligation to provide for their safety and well-being.
- An occupational health and safety policy helps the employer meet this responsibility and is required under Provincial OH&S legislation (Section 36.2 of the *OH&S Act*, Section 4.1 of the OH&S Regulations and under federal OH&S legislation (Section 125.1(ii) of the *Canada Labour Code*, Part II).
- In April 2013, Atlantic Safety Centre was contracted to develop the Board's occupational health and safety policy as well as an early and safe return to work policy. In addition, they provided first aid training, committee training, etc., at that time to staff.

- The OH&S policy has been updated when and as required.
- OH&S training and/or re-certification occurs when required and when new staff are hired.
- The Board's OH&S Policy MUST:
 - Be written in consultation with the health and safety representative/designate or committee;
 - State your health and safety related goals;
 - State the activities required to support these goals and the roles and responsibilities necessary to ensure the activities are implemented;
 - Be posted in a prominent area (physically and/or electronically);
 - Be signed by the highest level of management; and,
 - Be dated, reviewed every year and updated as required.
- The Board has an active Occupational Health & Safety Committee that meets quarterly;
- The Committee reviews the OH&S policies regularly and they not recommended any changes.

ATTACHMENTS:

- ERSB Corporate Health & Safety Policy

1.1 CORPORATE HEALTH & SAFETY POLICY

Eastern Regional Service Board is committed to a strong health, safety and environment program which will protect its employees, its property, and the public from fire and accidents, which can cause injuries, damage to property or the environment and prevent industrial disease.

To ensure the workplace maintains the highest safety standards a formal and informal workplace safety inspection(s) will be held on a regular basis by management and the OH&S Committee to detect substandard acts and conditions. These inspections will be documented.

The organization will have an OH&S Committee as per the OH&S Act. The organization is committed to cooperation with the OH&S Committee in carrying out his/her collective responsibility for occupational health and safety.

Supervisors will be held accountable for the health and safety of workers under their supervision. Responsibility includes ensuring that machinery and equipment are safe and that workplace practices are in compliance with established legislation, work practices and procedures. To protect their health and safety, workers must receive adequate specific work task training.

Every worker must protect his/her health and safety and the health and safety of other workers by working in compliance with legislation and established workplace practices and procedures.

Contractors will be expected to operate according to legislative requirements using best practices and following the organization's policies and procedures regarding health and safety.

All employees are oriented to the organization's general safety rules upon hire and will abide by these rules. Disciplinary action will be implemented for failure to obey these rules.

As part of ensuring a safe and healthy workplace for all its employees the organization has a policy of zero tolerance toward any employee harassment.

All employees will work in accordance with established safe work practices, procedures, applicable government legislation and will take all responsible care to protect their own health and safety, the safety and health of their co-workers and other persons at or near the workplace.

Safety must be a way of life!

Signature of Chief Administrative Officer

Date

April 14, 2021

Hon. Krista Lynn Howell, M.H.A.
Minister of Municipal and Provincial Affairs
Government of Newfoundland and Labrador
P.O. Box 8700
St. John's, NL A1B 4J6

Dear Minister Howell,

On behalf of the members of the Eastern Regional Service Board, I would like to congratulate you on being elected as the M.H.A. for St. Barbe-L'Ance aux Meadows and your appointment as the Minister of Municipal and Provincial Affairs.

The Eastern Regional Service Board is comprised of twenty elected municipal representatives from communities in the Eastern Region. By authority granted from the *Regional Service Board Act*, the Eastern Regional Service Board is responsible for providing solid waste management, fire and emergency services and waste/wastewater services to approximately twenty-five thousand properties in communities across the Eastern Region. The Board enjoyed a very positive working relationship with the former Ministers Bragg and Bennett and we very much look forward to working with you to continue to further the goals of the *Provincial Waste Management Strategy* and to help ensure that fair and equitable services are provided to all residents and municipalities across the province.

The Board would like to request a meeting with you and your staff to discuss the successful initiatives undertaken to date and provide some insight into the future plans of the Board.

Sincerely yours,



Harold Mallowney, B.Sc., B.Ed., M.P.H.
Chairperson