

BOARD OF DIRECTORS MEETING MINUTES

Meeting #94 Wednesday, January 26, 2022, 7:00 p.m. BROADCASTED LIVE – VIDEOCONFERENCE

In Attendance:	Chairperson Harold Mullowney Mayor Danny Breen Councillor Glenn Clarke Councillor Maggie Burton Councillor Gerard Tilley Councillor Gerard Tilley Councillor Sandy Hickman Deputy Mayor Kevin McDonald Deputy Mayor Rod Delaney Councillor Ian Froude Councillor Ian Froude Councillor Bill Antle Councillor Bill Antle Councillor Jamie Korab LSD Chairperson Wesley Drodge Mayor Mark Vardy Mayor Hilda Whelan Councillor Ophelia Ravencroft Councillor Carl Ridgeley Councillor Larry Vaters Councillor Jill Bruce Councillor Ron Ellsworth Councillor Nathan Ryan
Regrets:	Deputy Mayor Sheilagh O'Leary
Other Attendees:	Ms. Lynn Tucker Mr. Craig Drover Ms. Christie Dean Ms. Holly Coles

1. Call to Order

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

2. Adoption of Agenda

The agenda was tabled for approval.

MOTION 2022-001 Moved By Mr. Mullowney Seconded By Mr. Antle

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 2022-002 Moved By Mr. McDonald Seconded By Mr. Tilley

BE IT RESOLVED that the minutes from October 27, 2021 meeting be adopted as tabled.

Carried Unanimously

4. **Committee Reports**

a) Finance & Audit Committee

Mr. Hickman, Committee Chair, delivered the Finance & Audit Committee report.

1. **Board Expenditures**

Board expenditures for the months of October, November, and December were tabled for review and approval. There were no questions or concerns.

MOTION 2022-003 Moved By Mr. Hickman Seconded By Mr. McDonald **BE IT RESOLVED** that the Board adopt the expenditures for the months of October, November, and December as tabled.

Carried Unanimously

2. Incorporated Towns Payment Activity Report

An update on the incorporated towns' payment activity dated January 10, 2022 was provided.

There were no questions or concerns.

3. Collection of Fire & Emergency Service Fees for the Town of Winterton

Mr. Hickman referred to the documents in tonight's meeting package and informed members that in 2020 the Town of Winterton requested that the Board assist them with the collection of fees for the provision of fire and emergency services to the neighbouring unincorporated area of Turk's Cove consisting of 24 properties.

The Board's Chairperson sent a request to the Minister of Municipal Affairs and Environment for ministerial approval as required in September 2020. In June 2021, the Board received approval from the Minister as well as the Provincial Fire Commissioner.

Both the Town of Winterton and Turk's Cove are in receipt of regional waste services; therefore, the agreement for the collection of fire and emergency service fees is finalized and the Town has signed the agreement.

MOTION 2022-004 Moved By Mr. Hickman Seconded By Mr. Clarke

BE IT RESOLVED that the Board enter into a service agreement to collect fees for the Town of Winterton for the provision of fire and emergency services to the unincorporated area of Turk's Cove for the period of January 1, 2022 to March 31, 2023.

Carried Unanimously

4. ERSB Financial Audit 2021

Mr. Hickman informed members that the Board's independent financial audit for 2021 has commenced. The auditors began working in late November and are on schedule to be complete in late March or early April as required.

Councillor Maggie Burton joined the meeting at 7:10 p.m.

5. Expiring Waste Contracts

Mr. Hickman reported that the Board has five waste contracts due to expire this year. The Committee and Board will see those items tabled in the coming months.

It was noted that several of the waste contracts are eligible for one-year extensions. If the extensions are secured, that would be most beneficial to the Board as it ensures the current price for another year.

6. Future Strategy

Mr. Hickman noted that the Board is interested in expanding its services. He reported that the committee discussed the future growth of the Board, and that the Province's report on regionalization may impact future decisions.

The province currently has a working group studying regionalization and the report will be released soon. It was agreed that the Board should be proactive in ensuring that the Province understands the benefit of using the regional service boards to attain their regionalization goals.

The Board should be working with the Provincial Government and MNL to ensure it has a positive role to play.

7. Cavendish Waste Recovery Facility Vandalized and Closed for One Week

Mr. Hickman provided a report on the vandalization of the Board's waste recovery facility in Cavendish. Extensive damage was done to the attendant's hut including the door and lock damaged beyond repair. Most items were stolen from inside the hut. Occupational Health and Safety (OH&S) regulations prohibit staff from working without a safe work environment, washroom access, or heat; therefore, the facility had to be closed on January 13th. The facility reopened on January 20th once the door, lock and stolen items were replaced.

A notice of closure to the public was provided on the Board's website. It is unfortunate that vandalism continues at our sites.

8. Incident Involving Waste Contractor in Arnold's Cove

Mr. Hickman informed the Board that an incident involving the Board's waste contractor happened in the Town of Arnold's Cove last week.

A resident became irate and verbally abusive with the waste collector as they would not take any bags over the permissible bag limit. The resident proceeded to block the waste collector's vehicle and would not allow them to continue their work.

The RCMP were called to assist; however, Town staff arrived on scene and advised the resident to leave which they did. The RCMP arrived later and took a report.

Members agreed that it is unfortunate to see this kind of negativity and aggression toward waste collectors who are simply doing their jobs. This behaviour is unacceptable.

b) Strategy & Policy Committee

Mr. Tilley, Committee Chair, delivered the Strategy & Policy Committee report.

1. Regional Water/Wastewater Operator Quarterly Report – Q3 2021 and Presentation to the Committee by Deneen Spracklin (Environmental Engineer), Program Lead, Community Water and Wastewater Program, Government of Newfoundland and Labrador

Mr. Tilley referred to the 2021 Q3 Regional Water/Wastewater Operator Quarterly report as well as Ms. Spracklin's presentation that is included in tonight's meeting package for member's information. The Board's Regional Water/Wastewater Operator continues to provide support to 19 communities in the region. Twelve of those communities have boil-water advisories in place.

Mr. Tilley noted that the Province's Program Lead for the Community Water and Wastewater Program, Ms. Deneen Spracklin, made a presentation to the Committee providing information on the program as well as the roles and responsibilities of the operator and the program's successes and challenges.

It was also noted that this program is provincially funded until March 31, 2022. While we hope that the province continues to fund this valuable program, no confirmation has been received to date.

2. Access to the Regional Waste Facility at Robin Hood Bay (RHB) during the Holiday Season 2021

Mr. Tilley referred to the brief note in the meeting package. On December 16, 2021, the Director of Operations was made aware through a media release that the City of St. John's would be collecting waste on December 27 and December 28. This was contrary to the schedule that had already been published in October of 2020.

This change resulted in the City's vehicles having access to the landfill on those dates while the Board's contractors, municipalities, and other commercial operators did not have access on those dates to dispose of their waste.

The Board and its contractors struggled to schedule the collection of five days of waste from more than 23,000 properties in a three-day period. As a result, there were many operational issues reported.

At Committee, it was agreed that the Board would write a letter to the Director of Environmental Services at the Regional Waste Facility at Robin Hood Bay (RHB) as a reminder that municipal and commercial users within the Eastern region shall have no less a privilege to dispose of waste material at the RHB facility than users operating in the City in accordance with the Memorandum of Understanding (MOU) between the City and the Board.

MOTION 2022-005

Moved By Mr. Tilley Seconded By Mr. Mullowney **BE IT RESOLVED** that the Board write the Director of Environmental Services at the Regional Waste Management Facility at Robin Hood Bay reminding them that municipal and commercial users within the Eastern region shall have no less a privilege to dispose of waste material at the RHB facility than users operating in the City as outlined in Section 3 of the MOU between the City and the Board.

Carried Unanimously

3. Strategic Plan Development for 2023-2027

Mr. Tilley referred to the brief note in the meeting package. A copy of the Board's current Strategic Plan is included for member's information.

The Committee will begin the process of developing the Board's 2023-2027 strategic plan over the coming months; however, it was noted that the province's plan for regionalization may impact the Board's future strategic plan. Board Members can expect to see requests for their input and regular updates will be provided at future Board meetings.

c) Governance Committee

Mr. McDonald, Committee Chair, delivered the Governance Committee report.

1. Canada Revenue Agency Payroll Remittance Statement

Mr. McDonald referred to the documents in the meeting package and noted that the Board continues to pay all remittances as required. The Board remains in good standing and the year-end statement will be tabled once it has been received.

There were no questions or concerns regarding payroll remittances.

2. Workplace NL Reports – Incidents/Issues 2021

Mr. McDonald referred to the reports that were included in the meeting package. He was pleased to report that there were no workplace incidents or issues in 2021, and that 2019 was the last time an incident was reported.

The Board has an active Occupational Health & Safety (OH&S) Committee and Ms. Dean, Director Operations is the Chair of that committee. The OH&S Committee consists of representation from staff at the main office, Clarenville Transfer Station, Whitbourne Depot, and two staff that represent the site attendants who work at the waste recovery facilities.

Meetings take place quarterly as required and reports are submitted to Workplace NL.

There were no questions or concerns from the Board.

3. ERSB Communications Campaign

Mr. McDonald reported that the Committee recommends the Chair, Vice Chair, and senior staff begin working on a communications campaign to provide information to all communities in the eastern region regarding the Board's services;, ways to increase diversion rates; and stress the benefits of working together to reach common goals. This can be done by developing promotional materials and holding meetings..

The goals of this communications campaign is to prevent misunderstandings about the Board and to clarify the benefits of regional services for our communities.

4. Recycling Campaign

Mr. McDonald informed members that the MMSB recently released a report on recycling participation in the province. It noted that the eastern region has a low participation rate of approximately 18%. This is substantiated by the Board's own information. The Committee feels the Board must do more to communicate the benefits of recycling and overall waste diversion to our customers..

Following discussion at committee, it was decided that staff will begin working on educational and promotional materials for recycling. In addition, the Board will contact the MMSB to partner on a promotional campaign for recycling in the eastern region.

Members agreed that the Board must do more to promote waste diversion.

5. Meeting with MNL regarding Regionalization

Mr. McDonald reported that discussion regarding regionalization took place and the Committee feels that the Board should request a meeting with Municipalities Newfoundland and Labrador (MNL) to discuss this timely topic.

Working with MNL and Local Service Districts on regionalization will be of benefit to everyone moving forward.

5. Correspondence

a) Request for Meeting with the Town of Bay Bulls

Mr. Mullowney noted that the Town of Bay Bulls requested a meeting with the Board, and the meeting took place Tuesday, January 25th at 3:00 p.m. The Chair, Vice Chair, CAO, Board Clerk, and senior management were in attendance.

Mr. Mullowney confirmed that the issues raised by the Town will be tabled at the Board's standing committee in February and that the Board would respond following those discussions.

6. New Business

a) Update on Meeting with Town of Pouch Cove

Mr. Mullowney noted that the Town of Pouch requested a meeting with the Board, and that meeting took place on Thursday, January 20th at 6:30 p.m. The Chair, Vice Chair, CAO, Board Clerk, and senior management were in attendance.

Mr. Mullowney reported that since the meeting, most issues raised by the town have been addressed. Staff will continue to work with the town to address any issues that arise.

7. Upcoming Meetings

Board members were reminded of the following Board and Committees Meetings:

a) The next meeting of the Board of Directors will take place by videoconference on Wednesday, February 23, 2022 at 7:00 p.m.

- b) The next meeting of the Finance & Audit Committee will take place by videoconference on Thursday, February 10, 2022 at 12:30 p.m.
- c) The next meeting of the Strategy & Policy Committee will take place by videoconference on Tuesday, February 8, 2022 at 10:30 a.m.
- d) The next meeting of the Governance Committee will take place by videoconference on Tuesday, February 15, 2022 at 10:30 a.m.

8. Adjournment

MOTION 2022-006 Moved By Mr. McDonald Seconded By Ms. Whelan

Seeing no further business to be discussed, **BE IT RESOLVED** that the meeting adjourned at 7:49 p.m.

Carried Unanimously

Ms. Holly Coles Board Clerk and Outreach Coordinator

Mr. Harold Mullowney Chairperson

Eastern Regional Service Board

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

Cheques from 000000001 to 0000010392 dated between 10-01-2021 and 10-31-2021

CHEQUE REGISTER

Page 1 of 1

Printed:	3:30:19PM	01/10/2022				Page 1 of
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0000010217	10/13/2021	Bell Mobility Inc.	1,077.34	A/P	CLEARED	10/29/2021
0000010218	10/13/2021	City of St. John's	42,053.64	A/P	CLEARED	10/22/2021
0000010219	10/13/2021	Coish's Trucking & Excavating Ltd.	14,432.50	A/P	CLEARED	10/22/2021
0000010220	10/13/2021	D&L Russell Limited	5.18	A/P	CLEARED	10/29/2021
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0000010222	10/13/2021	Dodd's Diesel Repair Ltd.	9,836.16	A/P	CLEARED	10/22/2021
0000010223	10/13/2021	Eric Drover	26.75	A/P	CLEARED	11/19/2021
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0000010225	10/13/2021	Jenkins Anthony Inc.	3,675.88	A/P	CLEARED	11/05/2021
0000010226	10/13/2021	Leslie Squires	550.00	A/P	CLEARED	10/22/2021
0000010227	10/13/2021	Lynn Tucker	337.65	A/P	CLEARED	11/19/2021
0000010228	10/13/2021	Miller IT Limited	138.00	A/P	CLEARED	10/29/2021
0000010229	10/13/2021	Modern Business Equipment Limited	79.05	A/P	CLEARED	10/29/2021
0000010230	10/13/2021	North Atlantic	24,354.06	A/P	CLEARED	10/22/2021
0000010231	10/13/2021	Northern Business Intelligence	2,373.02	A/P	CLEARED	10/29/2021
0000010232	10/13/2021	ORKIN Canada Corporation	194.35	A/P	CLEARED	10/29/2021
0000010233	10/13/2021	Parts For Trucks Inc.	36.48	A/P	CLEARED	10/29/2021
0000010234	10/13/2021	Shred-it c/o Stericycle ULC	155.45	A/P	CLEARED	10/29/2021
0000010235	10/27/2021	Murphy, Francis & Marion Murphy	10.00	A/R	CLEARED	11/12/2021
0000010236	10/27/2021	Christie Dean	714.91	A/P	CLEARED	10/29/2021
0000010237	10/27/2021	Curtis Dawe	21,907.52	A/P	CLEARED	11/05/2021
0000010238	10/27/2021	Dodd's Diesel Repair Ltd.	785.93	A/P	CLEARED	11/05/2021
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0000010240	10/27/2021	Madsen Construction Equipment	3,890.64	A/P	CLEARED	11/05/2021
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0000010243	10/27/2021	Newfoundland Power Inc.	2,645.27	A/P	CLEARED	11/05/2021
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0000010245	10/27/2021	ORKIN Canada Corporation	194.35	A/P	CLEARED	11/12/2021
0000010246	10/27/2021	Pike's Pro Hardware & Building Supplies	67.55	A/P	CLEARED	11/19/2021
0000010247	10/27/2021	Town of St. Joseph's	1,362.50	A/P	CLEARED	11/26/2021
0000010248	10/27/2021	Tulk Tire & Service Ltd.	2,462.36	A/P	CLEARED	11/05/2021
0000010249	10/27/2021	William Blunden	21.75	A/P	CLEARED	12/17/2021
0000010250	10/28/2021	CTT Tirecraft	1,641.40	A/P	CLEARED	11/19/2021
0000010251	10/28/2021	Kevin Butt	264.44	A/P	CLEARED	11/05/2021
		Total Issued (37):	\$253,668.94			
		Total Voided (0):	\$0.00			
		Grand Total:	\$253,668.94			
		Number of Cheques Listed:	37			

PAYROLL EXPENSE

OCTOBER 2021

Payroll – Staff (2 pay periods – 28 employees)	\$117,318.34
Payroll – Board (18 members)	<u>\$00,000.00</u>
Total Payroll (46 employees)	\$117,318.34
Payroll CRA Remittance	<u>\$33,410.60</u>
TOTAL GROSS PAYROLL	<u>\$150,728.94</u>

PREVIOUS MONTH

SEPTEMBER 2021

Payroll – Staff (2 pay periods – 30 employees)	\$123,898.98
Payroll – Board (18 members)	<u>\$00,000.00</u>
Total Payroll (48 employees)	\$123,898.98
Payroll CRA Remittance	<u>\$ 36,752.64</u>
TOTAL GROSS PAYROLL	<u>\$160,651.62</u>

Eastern Regional Service Board

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

Cheques from 000000001 to 0000010392 dated between 11-01-2021 and 11-30-2021

CHEQUE REGISTER

Page 1 of 2 3:31:06PM 01/10/2022 Printed: Amount SC Status Status Date Number Issued 0000010252 11/02/2021 Maddigan, James 90.00 A/R *VOID* 11/02/2021 11/10/2021 0000010253 11/10/2021 Acklands Grainger Inc. 638.31 A/P *VOID* Void Reason Cheque out of sequence Around The Bay Disposals Inc. 99,696.65 A/P *VOID* 0000010254 11/10/2021 11/10/2021 Void Reason: Cheque out of sequence 0000010255 11/10/2021 Acklands Grainger Inc. 638.31 A/P *VOID* 11/10/2021 Void Reason: Cheque out of sequence 0000010256 11/10/2021 Acklands Grainger Inc. 638.31 A/P CLEARED 11/19/2021 0000010257 11/10/2021 Around The Bay Disposals Inc. 99,696.65 A/P CLEARED 11/19/2021 0000010258 11/10/2021 **Bell Aliant** 1,964.25 A/P CLEARED 11/26/2021 11/10/2021 A/P CLEARED 11/19/2021 0000010259 Bia Erics Inc. 87.16 0000010260 11/10/2021 Christie Dean 1.481.18 A/P CLEARED 11/19/2021 0000010261 11/10/2021 City of St. John's 43,957.22 A/P CLEARED 11/19/2021 11/10/2021 **D&L Russell Limited** 0000010262 24.18 A/P OUT-STD 11/10/2021 A/P 0000010263 11/10/2021 Dicks and Company Limited CLEARED 11/19/2021 416.14 0000010264 11/10/2021 Dodd's Diesel Repair Ltd. 17,979.55 A/P CLEARED 11/19/2021 0000010265 11/10/2021 Gardiner Centre-Memorial University A/P CLEARED 12/17/2021 2,472.50 Jenkins Anthony Inc. 0000010266 11/10/2021 A/P CLEARED 11/26/2021 3,675.88 0000010267 11/10/2021 Kevin Butt 393.88 A/P CLEARED 11/19/2021 Michael Lundrigan 0000010268 11/10/2021 20.10 A/P OUT-STD 11/10/2021 0000010269 11/10/2021 Miller IT Limited 138.00 A/P CLEARED 11/19/2021 11/10/2021 Modern Business Equipment Limited 69.55 A/P CLEARED 11/19/2021 0000010270 0000010271 11/10/2021 Newfoundland Exchequer Account - Environment and Climate A/P CLEARED 11/26/2021 86.25 0000010272 11/10/2021 North Atlantic 22,454.86 A/P CLEARED 11/19/2021 0000010273 11/10/2021 Northern Business Intelligence 2,359.68 A/P CLEARED 11/19/2021 11/10/2021 OMB Parts & Industrial Ltd. A/P CLEARED 11/19/2021 0000010274 502.99 0000010275 11/10/2021 Parts For Trucks Inc. 54.51 A/P CLEARED 11/19/2021 0000010276 11/10/2021 Pennecon Hydraulic Systems Ltd. 911.04 A/P CLEARED 11/19/2021 0000010277 11/10/2021 **Pitney Bowes** 183.26 A/P CLEARED 11/26/2021 0000010278 11/10/2021 SaltWire Network Inc. A/P CLEARED 11/19/2021 1,100.55 0000010279 11/10/2021 T2 Ventures Inc. 231,020.90 A/P CLEARED 11/12/2021 0000010280 11/10/2021 Town of Clarenville A/P CLEARED 11/19/2021 1,608.00 0000010281 11/10/2021 Tulk Tire & Service Ltd. A/P CLEARED 1,240.98 11/19/2021 0000010282 11/10/2021 WAJAX (Power Systems) 1,000.50 A/P CLEARED 11/19/2021 0000010283 11/10/2021 Wedgwood Insurance Limited 108,350.05 A/P CLEARED 11/19/2021 0000010284 11/10/2021 SCCD Income Support 90.00 A/P CLEARED 11/30/2021 Butt, Judy 259.38 A/R OUT-STD 11/24/2021 0000010285 11/24/2021 0000010287 11/24/2021 A/R CLEARED 12/10/2021 Newfoundland Exchequer 386.58 62167 Newfoundland and Labrador Inc 12/10/2021 0000010288 11/24/2021 7,380.30 A/P CLEARED 0000010289 11/24/2021 Christie Dean 725.30 A/P CLEARED 11/30/2021 OUT-STD 0000010290 11/24/2021 Coish's Trucking & Excavating Ltd. A/P 11/24/2021 14,432.50 0000010291 11/24/2021 Colin Rideout 218.32 A/P CLEARED 12/17/2021 0000010292 11/24/2021 Dodd's Diesel Repair Ltd. 2,309.73 A/P CLEARED 11/30/2021 0000010293 11/24/2021 Eastlink Communications Channel 6 Ads Clarenville 232.88 A/P CLEARED 12/17/2021 CLEARED 0000010294 Harold Mullowney A/P 12/17/2021 11/24/2021 732.23 0000010295 11/24/2021 Hi Tech Scales I td 7,450.54 A/P CLEARED 12/10/2021

** - Name on Check was modified

Eastern Regional Service Board

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

Cheques from 000000001 to 0000010392 dated between 11-01-2021 and 11-30-2021

CHEQUE REGISTER

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Printed:	3:31:06PM	01/10/2022				Page 2 of 2
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0000010298	11/24/2021	Leslie Squires	550.00	A/P	CLEARED	11/30/2021
0000010299	11/24/2021	Lynn Tucker	711.55	A/P	CLEARED	12/10/2021
0000010300	11/24/2021	Newfoundland Power Inc.	4,936.69	A/P	CLEARED	12/10/2021
0000010301	11/24/2021	Nexgen Municipal Inc.	465.70	A/P	CLEARED	12/10/2021
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0000010303	11/24/2021	ORKIN Canada Corporation	194.35	A/P	CLEARED	12/10/2021
0000010304	11/24/2021	Parts For Trucks Inc.	1,650.48	A/P	CLEARED	12/10/2021
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0000010308	11/24/2021	Tulk Tire & Service Ltd.	2,357.44	A/P	CLEARED	11/30/2021
0000010309	11/24/2021	Woodman's Welding Ltd.	603.75	A/P	CLEARED	12/10/2021
0000010310	11/24/2021	WAJAX (Power Systems)	1,490.40	A/P	CLEARED	12/10/2021
0000010311	11/24/2021	William Blunden	25.60	A/P	CLEARED	12/17/2021
0000010312	11/24/2021	Woodman's Welding Ltd.	1,029.25	A/P	CLEARED	12/10/2021
0000010313	11/24/2021	Wood Environment & Infrastructure Solutions	4,818.50	A/P	CLEARED	12/10/2021
0000010314	11/24/2021	T2 Ventures Inc.	20,000.00	A/R	CLEARED	11/26/2021
0000010315	11/25/2021	Quikprint Services Ltd.	9,362.35	A/P	CLEARED	11/30/2021
		Total Issued (59):	\$633,298.37			
		Total Voided (4):	\$101,063.27			
		Grand Total:	\$734,361.64			
		Number of Cheques Listed:	63			

PAYROLL EXPENSE

NOVEMBER 2021

Payroll – Staff (2 pay periods – 28 employees)	\$116,808.92
Payroll – Board (18 members)	<u>\$00,000.00</u>
Total Payroll (46 employees)	\$116,808.92
Payroll CRA Remittance	<u>\$31,773.56</u>
TOTAL GROSS PAYROLL	<u>\$148,582.48</u>

PREVIOUS MONTH

OCTOBER 2021

Payroll – Staff (2 pay periods – 28 employees)	\$117,318.34
Payroll – Board (18 members)	<u>\$00,000.00</u>
Total Payroll (46 employees)	\$117,318.34
Payroll CRA Remittance	<u>\$ 33,410.60</u>
TOTAL GROSS PAYROLL	<u>\$150,728.94</u>

Eastern Regional Service Board

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

Cheques from 000000001 to 0000010392 dated between 12-01-2021 and 12-31-2021

CHEQUE REGISTER

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Printed:	3:32:03PM	01/10/2022				Page 1 of 2
Number	Issued		Amount	SC	Status	Status Date
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0000010317	12/07/2021	Acklands Grainger Inc.	124.69	A/P	OUT-STD	12/07/2021
0000010318	12/07/2021	Around The Bay Disposals Inc.	99,469.78	A/P	CLEARED	12/17/2021
0000010319	12/07/2021	Avalon Industrial & Marine Supply Ltd.	66.52	A/P	OUT-STD	12/07/2021
0000010320	12/07/2021	Bell Aliant	2,032.23	A/P	OUT-STD	12/07/2021
0000010321	12/07/2021	Big Erics Inc.	188.15	A/P	OUT-STD	12/07/2021
0000010322	12/07/2021	Canadian Maritime Engineering	8,740.00	A/P	OUT-STD	12/07/2021
0000010323	12/07/2021	Channel 6 Ads - Avalon Region	393.00	A/P	CLEARED	12/17/2021
0000010324	12/07/2021	Christie Dean	11,147.92	A/P	OUT-STD	12/07/2021
0000010325	12/07/2021	Craig's Locksmithing & Auto Glass	431.25	A/P	OUT-STD	12/07/2021
0000010326	12/07/2021	Craig Drover	1,423.88	A/P	CLEARED	12/17/2021
0000010327	12/07/2021	CTT Tirecraft	756.98	A/P	OUT-STD	12/07/2021
0000010328	12/07/2021	D&L Russell Limited	30.05	A/P	OUT-STD	12/07/2021
0000010329	12/08/2021	Dodd's Diesel Repair Ltd.	9,761.09	A/P	CLEARED	12/17/2021
0000010330	12/08/2021	Fortis Concrete Inc.	2,035.50	A/P	OUT-STD	12/08/2021
0000010331	12/08/2021	H & H Auto Ltd.	455.40	A/P	OUT-STD	12/08/2021
0000010332	12/08/2021	John King	30.16	A/P	OUT-STD	12/08/2021
0000010333	12/08/2021	Dodd's Diesel Repair Ltd.	1,314.38	A/P	CLEARED	12/17/2021
0000010334	12/08/2021	Kevin Butt	560.37	A/P	CLEARED	12/17/2021
0000010335	12/08/2021	Leona Squires	17.73	A/P	CLEARED	12/17/2021
0000010336	12/08/2021	Lynn Tucker	5,816.48	A/P	CLEARED	12/17/2021
0000010337	12/08/2021	Madsen Construction Equipment	77.88	A/P	CLEARED	12/17/2021
0000010338	12/08/2021	Miller IT Limited	207.00	A/P	CLEARED	12/17/2021
0000010339	12/08/2021	Modern Business Equipment Limited	295.04	A/P	CLEARED	12/17/2021
0000010340	12/08/2021	Newfoundland Exchequer - Tax Admin Div	2,143.17	A/P	OUT-STD	12/08/2021
0000010341	12/08/2021	Nexgen Municipal Inc.	129.26	A/P	OUT-STD	12/08/2021
0000010342	12/08/2021	North Atlantic	33,935.19	A/P	CLEARED	12/17/2021
0000010343	12/08/2021	Northern Business Intelligence	2,408.49	A/P	OUT-STD	12/08/2021
0000010344	12/08/2021	Parts For Trucks Inc.	68.89	A/P	OUT-STD	12/08/2021
0000010345	12/08/2021	PBA Industrial Supplies Ltd.	177.97	A/P	OUT-STD	12/08/2021
0000010346	12/08/2021	Pike's Pro Hardware & Building Supplies	68.22	A/P	OUT-STD	12/08/2021
0000010347	12/08/2021	Shred-it c/o Stericycle ULC	77.34	A/P	OUT-STD	12/08/2021
0000010348	12/08/2021	T2 Ventures Inc.	217,875.44	A/P	CLEARED	12/10/2021
0000010349	12/08/2021	The Business Post	1,748.05	A/P	OUT-STD	12/08/2021
0000010350	12/21/2021	62167 Newfoundland and Labrador Inc	7,380.30	A/P	OUT-STD	12/21/2021
0000010351	12/21/2021	Bell Conferencing Inc.	27.14	A/P	OUT-STD	12/21/2021
0000010352	12/21/2021	Bell Mobility Inc.	2,218.23	A/P	OUT-STD	12/21/2021
0000010353	12/21/2021	Christie Dean	3,210.25	A/P	OUT-STD	12/21/2021
0000010354	12/21/2021	City of St. John's	38,004.00	A/P	OUT-STD	12/21/2021
0000010355	12/21/2021	Coish's Trucking & Excavating Ltd.	14,432.50	A/P	OUT-STD	12/21/2021
0000010356	12/21/2021	D&L Russell Limited	41.32	A/P	OUT-STD	12/21/2021
0000010357	12/21/2021	Dicks and Company Limited	73.51	A/P	OUT-STD	12/21/2021
0000010358	12/21/2021	Dodd's Diesel Repair Ltd.	8,215.99	A/P	OUT-STD	12/21/2021
0000010359	12/21/2021	Dodd's Diesel Repair Ltd.	6,763.92	A/P	OUT-STD	12/21/2021
0000010360	12/21/2021	Harold Mullowney	372.70	A/P	OUT-STD	12/21/2021
0000010361	12/21/2021	Jenkins Anthony Inc.	3,677.81	A/P	OUT-STD	12/21/2021

Eastern Regional Service Board

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

Cheques from 000000001 to 0000010392 dated between 12-01-2021 and 12-31-2021

CHEQUE REGISTER

Page	2	of 2	
raye	~	012	

Printed:	3:32:03PM	01/10/2022					Page 2 of 2
Number	Issued			Amount	sc	Status	Status Date
0000010362	12/21/2021	Kevin Butt		461.18	A/P	OUT-STD	12/21/2021
0000010363	12/21/2021	Leslie Squires		660.00	A/P	OUT-STD	12/21/2021
0000010364	12/21/2021	Lynn Tucker		519.58	A/P	OUT-STD	12/21/2021
0000010365	12/21/2021	Newfoundland Power Inc.		1,435.37	A/P	OUT-STD	12/21/2021
0000010366	12/21/2021	Northern Business Intelligence		1,161.50	A/P	OUT-STD	12/21/2021
0000010367	12/21/2021	OMB Parts & Industrial Ltd.		128.71	A/P	OUT-STD	12/21/2021
0000010368	12/21/2021	Pitney Bowes		950.00	A/P	OUT-STD	12/21/2021
0000010369	12/21/2021	St. Kevin's Food Bank		50.00	A/P	OUT-STD	12/21/2021
0000010370	12/21/2021	The Northeast Avalon Times		258.75	A/P	OUT-STD	12/21/2021
0000010371	12/21/2021	Tulk Tire & Service Ltd.		1,102.85	A/P	OUT-STD	12/21/2021
0000010372	12/21/2021	Wedgwood Insurance Limited		74.50	A/P	OUT-STD	12/21/2021
0000010373	12/22/2021	Newfoundland Power Inc.		4,594.52	A/P	OUT-STD	12/22/2021
0000010374	12/22/2021	ORKIN Canada Corporation		194.35	A/P	OUT-STD	12/22/2021
			Total Issued (59):	\$500,209.51			
			Total Voided (0):	\$0.00			
			Grand Total:	\$500,209.51			
			Number of Cheques Listed:	59			

PAYROLL EXPENSE

DECEMBER 2021

Payroll – Staff (3 pay periods – 29 employees)	\$179,735.92
Payroll – Board (19 members)	<u>\$9,390.08</u>
Total Payroll (46 employees)	\$189,126.00
Payroll CRA Remittance	<u>\$46,374.94</u>
TOTAL GROSS PAYROLL	<u>\$235,500.94</u>

PREVIOUS MONTH

NOVEMBER 2021

Payroll – Staff (2 pay periods – 28 employees)	\$116,808.92
Payroll – Board (18 members)	<u>\$00,000.00</u>
Total Payroll (46 employees)	\$116,808.92
Payroll CRA Remittance	<u>\$ 31,773.56</u>
TOTAL GROSS PAYROLL	<u>\$148,582.48</u>

TOWNS PAYMENT ACTIVITY 2022 - As of January 10, 2022

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

		Number	Number	Prior Year		
		of	of Units	(Credit)	Total	Current
CustCode	Town/Local Service District	Units	x \$200.00	Arrears *	Invoiced	Balance
LSDOF201	LSD of Georgetown	131	\$26,200.00	\$0.00	\$26,200.00	\$26,200.0
LSDOF202	LSD of Marysvale	240	\$48,000.00	\$0.00	\$48,000.00	\$47,800.0
TOWN0003	Town of Clarke's Beach	586	\$117,200.00	\$0.00	\$117,200.00	\$117,200.0
TOWN301	Town of Come by Chance	118	\$23,600.00	\$0.00	\$23,600.00	\$23,600.0
TOWN302	Town of Norman's Cove-Long Cove	333	\$66,600.00	\$0.00	\$66,600.00	\$66,600.0
TOWN303	Town of Chapel Arm	254	\$50,800.00	\$0.00	\$50,800.00	\$50,800.0
TOWN304	Town of Southern Harbour	184	\$36,800.00	\$0.00	\$36,800.00	\$35,640.8
TOWN305	Town of Sunnyside	205	\$41,000.00	\$0.00	\$41,000.00	\$41,000.0
TOWN502	Town of Chance Cove	148	\$29,600.00	\$0.00	\$29,600.00	\$29,600.0
TOWN503	Town of Arnold's Cove	535	\$107,000.00	\$0.00	\$107,000.00	\$107,000.0
TOWNO203	Town of Colliers	320	\$64,000.00	\$22,059.61	\$86,059.61	\$86,059.6
TOWNO205	Town of Holyrood	1095	\$219,000.00	\$52,860.54	\$271,860.54	\$271,860.5
TOWNO401	Town of Aquaforte	69	\$13,800.00	\$0.00	\$13,800.00	\$13,800.0
TOWNO402	Town of Bay Bulls	617	\$123,400.00	\$0.00	\$123,400.00	\$123,400.0
TOWNO403	Town of Cape Broyle	276	\$55,200.00	\$0.00	\$55,200.00	\$55,200.0
TOWNO404	Town of Fermeuse-Kingman's Cove	179	\$35,800.00	\$8,055.04	\$43,855.04	\$43,855.0
TOWNO405	Town of Ferryland	272	\$54,400.00	\$0.00	\$54,400.00	\$54,400.0
TOWNO407	Town of Renews-Cappahayden	234	\$46,800.00	\$0.00	\$46,800.00	\$46,800.0
TOWNO408	Town of St. Shott's	50	\$10,000.00	\$0.00	\$10,000.00	\$10,000.0
TOWNO410	Town of Witless Bay	744	\$148,800.00	\$0.00	\$148,800.00	\$148,800.0
TOWNO411	Town of Portugal Cove South	92	\$18,400.00	\$0.00	\$18,400.00	\$18,400.0
TOWNO504	Town of Long Harbour-Mount Arlington He	196	\$39,200.00	\$0.00	\$39,200.00	\$39,200.0
TOWNO505	Town of Fox Harbour	134	\$26,800.00	\$0.00	\$26,800.00	\$26,800.0
TOWNO507	Town of St. Bride's	139	\$27,800.00	\$0.00	\$27,800.00	\$27,800.0
TOWNO508	Town of Point Lance	47	\$9,400.00	\$0.00	\$9,400.00	\$9,400.0
TOWNO509	Town of Branch	161	\$32,200.00	\$0.00	\$32,200.00	\$32,200.0
TOWNO510	Town of Mount Carmel-Mitchell's Brook-St.	299	\$59,800.00	\$13,455.00	\$73,255.00	\$73,255.0
TOWNO511	Town of St. Joseph's	107	\$21,400.00	\$0.00	\$21,400.00	\$21,400.0
TOWNO512	Town of Admiral's Beach	82	\$16,400.00	\$0.00	\$16,400.00	\$16,400.0
TOWNO514	Town of Colinet	75	\$15,000.00	\$0.00	\$15,000.00	\$15,000.0
TOWNO601	Town of Whiteway	163	\$32,600.00	\$0.00	\$32,600.00	\$32,600.0
TOWNO602	Town of Heart's Delight-Islington	409	\$81,800.00	\$0.00	\$81,800.00	\$81,800.0
TOWNO603	Town of Heart's Desire	125	\$25,000.00	\$0.00	\$25,000.00	\$25,000.0
TOWNO802	Town of Bay de Verde	221	\$44,200.00	\$3,978.00	\$48,178.00	\$48,178.0
TOWNO804	Town of New Perlican	162	\$32,400.00	\$0.00	\$32,400.00	\$32,400.0
TOWNO805	Town of Hant's Harbour	193	\$38,600.00	\$0.00	\$38,600.00	\$38,600.0
TOWNO806	Town of Heart's Content	239	\$47,800.00	\$0.00	\$47,800.00	\$47,800.0
TOWNO807	Town of Winterton	295	\$59,000.00	\$0.00	\$59,000.00	\$59,000.0
		9729		\$ 100,408		

* Each of the Towns with outstanding balances have been contacted.

TOWNS ACTIVITY - INVOICED MONTHLY (Jan - Dec 2022)					
		No.	Prior Year	Total	Outstanding
CustCode	Town/LSD	Properties	Balance	Invoices 2022	Balance
TOWN0001	Town of Carbonear	2175	-	34,042.52	34,042.52
		2175	-	34,042.52	34,042.52

2022 TOTAL OUTSTANDING INCORPORATED TOWNS \$ 2,078,891.51

EASTERN REGIONAL SERVICE BOARD BRIEFING NOTE / REPORT

TITLE:	Fire and Emergency Service Agreement with Town of Winterton
MEETING DATE:	2022-01-26
то:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	
	Christie Dean, Director Operations
REVIEWED BY:	
	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	
	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

It is recommended that Eastern Regional Service Board enter into a service agreement to collect service fees for the Town of Winterton for the provision of fire and emergency services to the unincorporated area of Turk's Cove for the period of January 1, 2022 to March 31, 2023.

MOTION:

BE IT RESOLVED that the Board enter into a service agreement to collect fees for the Town of Winterton for the provision of fire and emergency services to the unincorporated area of Turk's Cove for the period of January 1, 2022 to March 31, 2023.

BACKGROUND/DISCUSSION

- In 2020, the Town of Winterton contacted ERSB to request the Board assist them with the collection of service fees for the provision of fire and emergency services to the unincorporated area of Turk's Cove (24 properties).
- As per the legislation, the Board's Chair sent a letter to the Minister of Municipal and Provincial Affairs in September 2020 requesting ministerial approval to provide this service.
- Ministerial approval was received in June 2021 (copy attached).
- Following receipt of ministerial approval, staff has worked with the Town to ensure they meet all requirements as outlined in the Fire Protection Services Agreement.
- The agreement is finalized, and the Town has signed it.
- Both the Town of Winterton and Turk's Cove are in receipt of regional waste services.
- The Town of Winterton's fee for Turk's Cove for this service is \$80 and the Board's administrative fee is \$5 for a total annual fee of \$85.

ATTACHMENTS:

• Approval Letter – Minister Municipal and Provincial Affairs, June 2021



Government of Newfoundland and Labrador Municipal and Provincial Affairs Office of the Minister

JUN 2 4 2021

COR/2021/01615-01

Mr. Harold Mullowney, Chairperson Eastern Regional Service Board 255 Majors Path, Suite 3 St. John's, NL A1A0L5

Dear Mr. Mullowney:

Thank you for your correspondence of September 1, 2020 requesting consent for the Eastern Regional Service Board to proceed with the collection of fire and emergency services fees from the unincorporated area of Turk's Cove on behalf of the Town of Winterton.

The Department of Municipal and Provincial Affairs approves this request. Please provide a final copy of the contract to the Department and include the new mapping boundaries which identify the areas covered under the new agreement.

Additionally, please confirm with NL911 the coverage area and the type and level of service provided by the Winterton Fire Department to ensure the most current information is available.

Sincerely,

HON. KRISTA LYNN HOWELL, MHA District of St. Barbe - L'Anse aux Meadows Minister

cc: Mr. Mark Sheppard, Mayor, Town of Winterton Mr. Derek Simmons, Fire Commissioner

EASTERN REGIONAL SERVICE BOARD BRIEFING NOTE / REPORT

TITLE:	Regional Water/Wastewater Operator Quarterly Report – Q3 2021
MEETING DATE:	2022-01-26
TO:	Board / Strategy & Policy / Finance & Audit / Governance
PREPARED BY:	
	Lynn Tucker, Chief Administrative Officer
REVIEWED BY:	
	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	
	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

Quarterly report provided for information purposes only.

MOTION:

No motion or recommendation required.

BACKGROUND/DISCUSSION:

- The Board's Regional Water/Wastewater Operator continues to provide consultative support to 19 communities in the Eastern region.
- Of those communities, 12 have boil water advisories in place.
- Table 1 below lists the participating communities and boil water advisory status.
- The Regional Water/Wastewater Operator Program is provincially funded to March 31, 2022. There has been no notice from the province regarding the continuation of this program.

Participating Community	Boil Water Advisory			
Admiral's Beach	Yes			
Aquaforte	No			
Fermeuse	No			
Ferryland	No			
Garden Cove	No			
Gaskiers-Point la Haye	Yes			
Georgetown	No			
Goobies	Yes			
Marysvale	Yes			
North Harbour (PB)	Yes			
O'Donnell's	Yes			
Portugal Cove South	Yes			

Table 1:

Renews-Cappahayden	No
Riverhead	No
St. Joseph's	Yes
St. Mary's	Yes
St. Shott's	Yes
Swift Current	Yes
Trepassey	Yes

Attachment(s):
Regional Water/Wastewater Operator Quarterly Report – Q3 2021



Community Name:		Admiral's Beach	1		Water Supply: 2 Well Fields		
1.	Is the disinfection	system operational?	⊠Yes		□No		
2.	Are chlorine resid	uals tested on a daily	basis?				
	□Yes	⊠No	□Free Chlorine	Only		□Total Chlo	orine Only
3.	Provide the follow	ving information for th	he last quarter:				
		Nea	ar 1 st User			Near En	nd of Line
		Free Chlorine (mg/L)) Total Chlorine	(mg/L)	Free Ch	nlorine (mg/L)	Total Chlorine (mg/L)
A١	verage						
Μ	linimum			!			
Μ	laximum						
4.	Is this system curr If yes, select reaso If yes, describe plan	on code: A	⊠Yes		□No		
5.	Is the BWA reason	ו code accurate?	□Yes		⊠No		
	If no, select the ac	ccurate reason code:	C1				
6.	Are there other w	vater quality issues?	□Yes		⊠No		
	If yes, describe the	e issues and the plan t	to address them:	Click o	r tap her	re to enter te	ext.
7.	Provide the follow	ving information for th	he last quarter:				
		ily Water Use	Maximum Da	iy Demai	nd		Measurement (i.e. Л, L/day, m ³ /day)
						<u>г</u>	ISG per day

8. Select which of the following O&M Programs have been developed:

Operational Monitoring PlanStandard Operating ProceduresMaintenance Assurance ManualEmergency PlanPreventative Maintenance ProgramsIf not all are selected when will the remaining be completed? Click or tap here to enter text.

9. Select which of the following maintenance activities have been conducted during the last quarter?
□ Distribution System Flushing
□ Leak Detection
□ Hydrant Inspection and Exercising
□ Valve Inspection and Exercising



- 10. Number of days you visited the community during the last quarter? 1
- 11. Provide a summary of meetings or training held in the community during the last quarter. Site visit to do leak detection lead by Darrin Patey. Two leaks were detected. Met with operator. Water supply is low in reservoir. A Special Assistance Grant was requested to do additional leak detection. Approval is pending.
- 12. Other comments?

Regional Operator Name: Ken Rollings Date: 9/30/2021



	Community Name: Aquaforte			Water Supply: Da	vies Pond
			_		
1.	Is the disinfection	system operational?	⊠Yes	□No	
2.	Are chlorine residu	als tested on a daily b	asis?		
	□Yes	□No	⊠Free Chlorine Only	□Total Ch	lorine Only
3.	Provide the follow	ing information for the	e last quarter: Cl reading	s every second day, la	ate Aug and Sep
		Near	1 st User	Near	End of Line
		Free Chlorine (mg/L)	Total Chlorine (mg/L)	Free Chlorine (mg/L)	Total Chlorine (mg/L)
Av	erage			0.62	
Mi	nimum			0.20	
Ma	aximum			1.20	
٨	Is this system curre	anthu an a DNAAD	□Yes	⊠No	
4.	-	•			
	If yes, select reaso				
	If yes, describe plan	to address BWA: (Click or tap here to en	ter text.	
5.	Is the BWA reason	code accurate?	□Yes	□No	
	If no, select the ac	curate reason code: (Choose an item.		
6.	Are there other wa	ater quality issues?	□Yes	⊠No	
0.			address them: Click o		tovt
	ii yes, describe the		address them. Click o		
7.	Provide the follow	ing information for the	e last quarter:		
	Average Dail	y Water Use	Maximum Day Dema		^f Measurement (i.e. M, L/day, m³/day)
	1,0	96	1,550		USG per day

8. Select which of the following O&M Programs have been developed:
 ☑ Operational Monitoring Plan
 ☑ Emergency Plan
 ☑ Freventative Maintenance Programs
 If not all are selected when will the remaining be completed? Click or tap here to enter text.

Select which of the following maintenance activities have been conducted during the last quarter?
 ☑ Distribution System Flushing
 □ Leak Detection

□Hydrant Inspection and Exercising

□Valve Inspection and Exercising



- 10. Number of days you visited the community during the last quarter? Choose an item.
- 11. Provide a summary of meetings or training held in the community during the last quarter. Click or tap here to enter text.
- 12. Other comments? This water supply is operating well.

Regional Operator Name: Ken Rollings Date: 9/30/2021



Со	mmunity Name: Fermeu	ise				
1		authalla 2.4				
1.	Number of public wastewater	outians? 1				
2.	Are any of the outfalls dischar services	ging >100 m³/day?	□Yes	⊠No	don't monitor	flow, 41
	If yes, are they registered und	er the Wastewater System	ms Effluent Regulat	ions?	□Yes	□No
3.	. Provide the following information for the last quarter (if available):					
		verage Flow	Peak Flow		Unit of Meas (i.e. m ³ /day,	
4.	Number of lift stations? 0					
5.	Number of wastewater treatm	nent plants? (include sep	tic tanks) Choose a	n item.		
6.	Select any adverse events that	t may have occurred in th	ie wastewater syste	em during	g the past qua	rter
	□ Lift Station Overflow	Leaks		□ Bloc		
	\Box Equipment Malfunction	🗌 Odour Com	plaints			
	□ Other (provide details) Clic	k or tap here to enter	text.			
7.	Does the wastewater collectio	n system have inflow/inf	iltration issues?			
	□ Yes					
8.	Select any maintenance activit	ties that been undertake	n on the wastewate	er system	in the last qua	arter.
	\Box Inspection of lift station	🗌 Hand roddir	ng to clear a blockag	ge		
	Flushing	Septic tank	clean-out			
	Other (provide details) Clic	k or tap here to enter	text.			
9.	Note any required upgrades for	or the wastewater systen	n: no problems			

Regional Operator Name: Ken Rollings Date: 9/30/2021



Со	mmunity Name:	Fermeuse		Water Supply: Bear	Cove Pond	
1.	Is the disinfection	system operational?	⊠Yes	□No		
2.	Are chlorine residu	ual tested on a daily b	asis?			
	□Yes	□No	⊠Free Chlorine Only	□Total Chlo	orine Only	
3.	Provide the follow	ving information for th	ne last quarter: Aug and S	Sep.		
		Nea	r 1 st User	Near En	d of Line	
		Free Chlorine (mg/L)	Total Chlorine (mg/L)	Free Chlorine (mg/L)	Total Chlorine (mg/L)	
A١	verage	0.94		0.45		
Μ	inimum	0.76		0.31		
Μ	aximum	1.17		0.59		
4.	 4. Is this system currently on a BWA? □Yes ⊠No If yes, select reason code: Choose an item. If yes, describe plan to address BWA: Click or tap here to enter text. 5. Is the BWA reason code accurate? □Yes □No If no, select the accurate reason code: Choose an item. 					
6.	Are there other wa	ater quality issues?	□Yes	□No		
7.		e issues and the plan t ring information for th	to address them: Click one last quarter:	or tap here to enter te	ext.	
	Average Daily Water Use		Maximum Day Dema		Vleasurement (i.e. 1, L/day, m³/day)	
					SG per day	
8.	⊠Operational Mo ⊠Emergency Plan	nitoring Plan ⊠S	grams have been develop tandard Operating Proced reventative Maintenance aining be completed? Cli	dures 🛛 Maintenar Programs	nce Assurance Manual	

Select which of the following maintenance activities have been conducted during the last quarter?
 ☑ Distribution System Flushing
 □ Leak Detection

Hydrant Inspection and Exercising

 $\Box \mbox{Valve Inspection}$ and Exercising



- 10. Number of days you visited the community during the last quarter? Choose an item.
- 11. Provide a summary of meetings or training held in the community during the last quarter. All is well.
- 12. Other comments? Click or tap here to enter text.

Regional Operator Name: Ken Rollings Date: 9/30/2021



Со	mmunity Name: Fer	ryland					
1.	Number of public wastew	ater outfalls2.1					
1.	Number of public wastew						
2.	Are any of the outfalls dis	charging >100 m ³ /dav?	□Yes	⊠No	don't monitor	flow. about	
	22 services						
	If yes, are they registered	under the Wastewater Syst	ems Effluent Regi	ulations?	□Yes	□No	
3.		rmation for the last quarter					
	Outfall ID	Average Flow	Peak Flow		Unit of Meas		
					(i.e. m ³ /day,	USGPINI)	
5. 6.		eatment plants? (include se that may have occurred in			the nast qua	rter	
0.	\Box Lift Station Overflow						
	Equipment Malfunction		nnlaints		Nuges		
		Click or tap here to enter	•				
7.		ection system have inflow/in	filtration issues?				
	□ Yes ⊠ I	NO					
8.	Select any maintenance a	ctivities that been undertak	en on the wastew	ater system	in the last qua	arter.	
	Inspection of lift statio	n 🗌 Hand rodo	ing to clear a blo	ckage			
	Flushing	Septic tan	k clean-out				
	\Box Other (provide details)	Click or tap here to enter	r text.				
9.	Note any required upgrad	es for the wastewater syste	m: no problems				

Regional Operator Name: Ken Rollings Date: 9/30/2021



Со	mmunity Name:	Ferryland		Water Supply: Dee	p Cove Pond	
1.	Is the disinfection	system operational?	⊠ Yes	□No		
2.	Are chlorine residu	uals tested on a daily	v basis?			
	□Yes	□No	⊠Free Chlorine Only	□Total Chlo	orine Only	
3.	Provide the follow	ing information for t	he last quarter: Jul only.			
	1		ar 1 st User	Near En	d of Line	
		Free Chlorine (mg/L	.) Total Chlorine (mg/L)	Free Chlorine (mg/L)	Total Chlorine (mg/L)	
A١	verage	0.86		0.51		
Μ	inimum	0.60		0.10		
Μ	aximum	1.19		0.99		
4. 5.	 Is this system currently on a BWA? □Yes ⊠No If yes, select reason code: Choose an item. If yes, describe plan to address BWA: Click or tap here to enter text. 					
5.	Is the BWA reason			□No		
6.	If no, select the accurate reason code: Choose an item. Are there other water quality issues? Yes No If yes, describe the issues and the plan to address them: Click or tap here to enter text.					
7.	Provide the follow	ing information for t	he last quarter: Flow data	a is erratic with new flo	w meter.	
	Average Dai	ly Water Use	Maximum Day Dema		Measurement (i.e. 1, L/day, m³/day)	
	10	04	119	U	SG per min	
8.	Select which of the Operational Mo Emergency Plan	nitoring Plan	ograms have been develop Standard Operating Proced Preventative Maintenance	dures 🛛 🖾 Maintenar	nce Assurance Manual	

If not all are selected when will the remaining be completed? Click or tap here to enter text.

Select which of the following maintenance activities have been conducted during the last quarter?
 Distribution System Flushing
 Leak Detection

□Hydrant Inspection and Exercising

□Valve Inspection and Exercising



- 10. Number of days you visited the community during the last quarter? Choose an item.
- 11. Provide a summary of meetings or training held in the community during the last quarter. No problems.

12. Other comments?

Regional Operator Name: Ken Rollings Date: 9/30/2021



Community Name:		Gaskiers – Point La Haye		Water Supp	Water Supply: Big Hare Hill Pond		
1.	Is the disinfection	system operational?	⊠Yes	□No			
2.	Are chlorine residuals tested on a daily basis?						
	⊠Yes	□No	□Free Chlorine On	ly	□Total Chlorine Only		
3.	Provide the follow	ing information for th	ne last quarter: A m	onth and a ha	lf of data		
		Near 1 st User			Near End of Line		
		Free Chlorine (mg/L)	Total Chlorine (m	g/L) Free Ch	lorine (mg/L)	Total Chlorine (mg/L)	
Av	erage	0.15	0.25		0.03	0.07	
Μ	inimum	0.03	0.07		0.01	0.02	
Maximum		0.45	0.65		0.08	0.15	
4.	Is this system curro If yes, select reaso If yes, describe plan	n code: C1	⊠Yes a new operator has ta	□No ken over			
5.	Is the BWA reason	code accurate?	⊠Yes	⊠No			
	If no, select the ac	curate reason code:	Choose an item.				
6.	Are there other wa	ater quality issues?	□Yes	⊠No			
	If yes, describe the	issues and the plan t	to address them: C	lick or tap he	re to enter te	ext.	
7.	Provide the follow	ing information for th	e last quarter:				
	Average Daily Water Use		Maximum Day Demand		Unit of Measurement (i.e. USGPM, L/day, m ³ /day)		
						SG per day	

8. Select which of the following O&M Programs have been developed:

Operational Monitoring PlanStandard Operating ProceduresMaintenance Assurance ManualEmergency PlanPreventative Maintenance ProgramsIf not all are selected when will the remaining be completed? Click or tap here to enter text.

9. Select which of the following maintenance activities have been conducted during the last quarter?
Distribution System Flushing
Leak Detection
Hydrant Inspection and Exercising

□Valve Inspection and Exercising



- 10. Number of days you visited the community during the last quarter? Choose an item.
- 11. Provide a summary of meetings or training held in the community during the last quarter. Operator has resigned. No reply from new operator.
- 12. Other comments?

Regional Operator Name: Ken Rollings Date: 9/30/2021



Community Name: Georgetown groundwater supply		Georgetown		Water Supply: Third Pond and smaller				
1.	Is the disinfection	system operational?	⊠Yes	□No				
2.	Are chlorine residuals tested on a daily basis?							
	⊠Yes		Free Chlorine Only	□Total Chlo	orine Only			
3.	Provide the follow	ing information for the	last quarter: 1 st User is	s the water plant, surfa	ce water supply.			
	N		L st User	Near End of Line				
		Free Chlorine (mg/L)	Total Chlorine (mg/L)	Free Chlorine (mg/L)	Total Chlorine (mg/L)			
A٧	verage	1.36	1.43					
Μ	inimum	1.10	1.16					
Μ	aximum	2.11	2.20					
4.	Is this system curre If yes, select reaso If yes, describe plan	n code: Choose a	□Yes n item.	⊠No				
5.	Is the BWA reason	code accurate?	□Yes	⊠No				
	If no, select the ac	curate reason code: C	hoose an item.					
6.	Are there other wa	ater quality issues?	□Yes	⊠No				
	If yes, describe the issues and the plan to address them: Click or tap here to enter text.							
7.	Provide the following information for the last quarter: Surface water supply.							
	Average Daily Water Use		Maximum Day Dema		Unit of Measurement (i.e. USGPM, L/day, m ³ /day)			
	13,185		25,900	L	USG per day			
8.	Select which of the	e following O&M Progra	ame have been develop					

Select which of the following Octive Fograms have been developed.
 Operational Monitoring Plan
 Standard Operating Procedures
 Maintenance Assurance Manual
 Emergency Plan
 Preventative Maintenance Programs
 If not all are selected when will the remaining be completed? Click or tap here to enter text.

Select which of the following maintenance activities have been conducted during the last quarter?
 ☑ Distribution System Flushing
 □ Leak Detection
 □ Hydrant Inspection and Exercising

 $\Box Valve Inspection and Exercising$



- 10. Number of days you visited the community during the last quarter? Choose an item.
- 11. Provide a summary of meetings or training held in the community during the last quarter. These systems continue to operate well.
- 12. Other comments? Click or tap here to enter text.



Cor	mmunity Name:	Goobies		Supply: Wat	er Pond	
1.	Is the disinfection	system operational?	⊠Yes	□No		
2.	Are chlorine residı	ual tested on a daily b	asis?			
	□Yes	⊠No	□Free Chlorine Only		□Total Chlo	orine Only
3.	Provide the follow	ving information for th	ne last quarter: 7 data po	oints only		
		Nea	ır 1 st User		Near En	d of Line
		Free Chlorine (mg/L)	Total Chlorine (mg/L)	Free Ch	nlorine (mg/L)	Total Chlorine (mg/L)
A١	verage			1		
Μ	inimum					
Μ	aximum					
4.	Is this system curre If yes, select reaso	•	⊠Yes	□No		
	If yes, describe plan		Operator resigned. Chair o	of LSD is no	t engaged . Wil	l contact new chair.
5.	Is the BWA reason	i code accurate?	□Yes	⊠No		
	If no, select the ac	ccurate reason code:	E1			
6.	Are there other wa	ater quality issues?	□Yes	□No		
	If yes, describe the	e issues and the plan t	to address them: Click o	or tap he	re to enter te	ext.
7.	Provide the follow	ving information for th	ne last quarter:			
	Average Dail	ly Water Use	Maximum Day Dema	ind		Measurement (i.e. 1, L/day, m³/day)
		 				, L/ dd ; , / dd ; ,

8. Select which of the following O&M Programs have been developed:
 ☑ Operational Monitoring Plan
 ☑ Emergency Plan
 ☑ Preventative Maintenance Programs
 If not all are selected when will the remaining be completed? Click or tap here to enter text.

9. Select which of the following maintenance activities have been conducted during the last quarter?
Distribution System Flushing
Leak Detection
Hydrant Inspection and Exercising
Valve Inspection and Exercising



- 10. Number of days you visited the community during the last quarter? Choose an item.
- 11. Provide a summary of meetings or training held in the community during the last quarter: Unable to contact chair of LSD, his number is no longer in service.
- 12. Other comments? Click or tap here to enter text.



Со	mmunity Name:	Marysvale		Water	Supply: Drill	ed
1.	Is the disinfection	system operational?	⊠Yes	□No		
2.	Are chlorine residu	ual tested on a daily b	pasis?			
	□Yes	□No	⊠ Free Chlorine Only		Total Chlo	orine Only
3.	Provide the follow	ring information for th	he last quarter:			
		Nea	ar 1 st User		Near En	d of Line
		Free Chlorine (mg/L) Total Chlorine (mg/	L) Free Ch	nlorine (mg/L)	Total Chlorine (mg/L)
A١	/erage	0.46			0.20	
Μ	inimum	0.34			0.14	
Μ	aximum	0.54			0.39	
4.	Is this system curr If yes, select reaso If yes, describe plan	n code: E1 to address BWA:	⊠Yes The BWA could be lifted		ere is a Mangan	ese exceedance.
5.	Is the BWA reason		⊠Yes	□No		
	If no, select the ac	curate reason code:	Choose an item.			
6.	Are there other wa	ater quality issues?	⊠Yes	□No		
	If yes, describe the	e issues and the plan	to address them: The	re was a ma	nganese excee	edance. The town
cor	ntacted the enginee	rs who designed the	Water Treatment Plan	t.		
7.	Provide the follow	ing information for t	he last quarter:			
	Average Dai	ly Water Use	Maximum Day De	mand	Unit of N	Measurement (i.e.
						1, L/day, m³/day)
	18,	838	26,400		U	ISG per day
8.	Select which of the ⊠Operational Mo ⊠Emergency Plan	nitoring Plan 🛛 S	grams have been deve standard Operating Pro Preventative Maintena	ocedures		nce Assurance Manual

If not all are selected when will the remaining be completed?

Select which of the following maintenance activities have been conducted during the last quarter?
 Distribution System Flushing
 Leak Detection

□Hydrant Inspection and Exercising

 \Box Valve Inspection and Exercising



- 10. Number of days you visited the community during the last quarter? Choose an item.
- 11. Provide a summary of meetings or training held in the community during the last quarter. Consulted with new Chair of LSD regarding a letter to the Minister of Municipal Affairs regarding Manganese exceedance and new Water Treatment Plant (2 years old). Letter was sent. The responsible engineering consultant contacted the Town and did an inspection. The consensus is that the system was installed incorrectly.
- 12. Other comments? The Boil Water Advisory could be lifted, however there remains a manganese exceedance.



	mmunity Name: 5 people) 2. Comm	North Harbour Iunal Well (5 people)		Water Supply: 1. G	randfather's Pond	
1.	Is the disinfection	system operational?	⊠Yes	□No Grandfather	's Pond	
2.	Are chlorine residu	ual tested on a daily bas	sis?			
	□Yes	□No	SFree Chlorine Only	□Total Chlo	orine Only	
3.	Provide the follow	ing information for the	last quarter: no data			
		Near 2	L st User	Near En	d of Line	
		Free Chlorine (mg/L)	Total Chlorine (mg/L)	Free Chlorine (mg/L)	Total Chlorine (mg/L)	
A١	verage					
Μ	linimum					
Μ	aximum					
4.	Is this system curro If yes, select reaso		⊠Yes	□No		
	If yes, describe plan		lick or tap here to en	ter text.		
5.	Is the BWA reason	code accurate?	⊠Yes	□No		
	If no, select the ac	curate reason code: C	hoose an item.			
6.	Are there other wa If yes, describe the	• •	□Yes address them: Click o	⊠No or tap here to enter te	ext.	
7.	Provide the following information for the last quarter:					

Average Daily Water Use	Maximum Day Demand	Unit of Measurement (i.e.
		USGPM, L/day, m³/day)

- 8. Select which of the following O&M Programs have been developed:
 ☑ Operational Monitoring Plan
 ☑ Emergency Plan
 ☑ Preventative Maintenance Programs
 If not all are selected when will the remaining be completed? Click or tap here to enter text.
- 9. Select which of the following maintenance activities have been conducted during the last quarter?
 ☑ Distribution System Flushing
 □ Leak Detection
 - \Box Hydrant Inspection and Exercising
 - $\Box \mbox{Valve Inspection}$ and Exercising



- 10. Number of days you visited the community during the last quarter? Choose an item.
- 11. Provide a summary of meetings or training held in the community during the last quarter. No data submitted.
- 12. Other comments? A discussion is needed with the new chair of the LSD.



Со	mmunity Name:	O'Donnell's		Water	Supply: Well	Field
1.	Is the disinfection	system operational?	□Yes	□No		
2.	Are chlorine residu	uals tested on a daily b	asis?			
	□Yes	-	Free Chlorine Only		□Total Chlc	prine Only
3.	Provide the follow	ring information for the	e last quarter:			
		Near	1 st User		Near En	d of Line
		Free Chlorine (mg/L)	Total Chlorine (mg/L)	Free Ch	lorine (mg/L)	Total Chlorine (mg/L)
A١	verage					
Μ	inimum					
Μ	aximum					
4.	Is this system curr	onthy on a PM/A2	⊠Yes	□No		
ч.	-	-				
	If yes, select reaso					
_	If yes, describe plan		ncrease Chlorine dose	— ••		
5.	Is the BWA reason		⊠Yes	□No		
	If no, select the ac	curate reason code: (Choose an item.			
6.	Are there other w	ater quality issues?	□Yes	□No		
	If yes, describe the	e issues and the plan to	address them: Click o	or tap he	re to enter te	ext.
7.	Provide the follow	ving information for the				
/.		ly Water Use	Maximum Day Dema	nd	Linit of N	Aeasurement (i.e.
	Average Dai	iy water ose	Waximum Day Dema	nu		l, L/day, m ³ /day)
						SG per day
					_	
8.	Select which of the	e following O&M Progr	ams have been develop	ed:		
	Operational Mo		andard Operating Procee		🗆 Maintenar	ice Assurance Manual
	Emergency Plan	-	eventative Maintenance			
	• •		ining be completed? Cli	-		er text.
9.	Select which of the	tem Flushing	ce activities have been c	onducted	l during the la	st quarter?

- Leak Detection
- Hydrant Inspection and Exercising
- \Box Valve Inspection and Exercising
- 10. Number of days you visited the community during the last quarter? Choose an item.



- 11. Provide a summary of meetings or training held in the community during the last quarter. Received a new contact name (email) for the water system. Emailed new contact no reply. I am still trying to get a first meeting with this community.
- 12. Other comments? Click or tap here to enter text.



Community Name:		Portugal Cove Sc	outh		Water Sup	ply: Wrights Brook
1.	Is the disinfection	system operational?	⊠Yes	□No		
2.		ual tested on a daily ba			_	
	⊠Yes	□No	☐Free Chlorine Only		□Total Chlo	orine Only
3.	Provide the follow	ing information for the	e last quarter: No data t	his quarte	er.	
		Near	1 st User		Near En	id of Line
		Free Chlorine (mg/L)	Total Chlorine (mg/L)	Free Ch	lorine (mg/L)	Total Chlorine (mg/L)
	verage					
Μ	inimum					
Μ	aximum					
4.	ls this system curr If yes, select reaso If yes, describe plan	n code: E1	⊠Yes ncrease chlorine dose	□No		
5.	Is the BWA reason	code accurate?	⊠Yes	□No		
	If no, select the ac	curate reason code: (Choose an item.			
6.	Are there other wa	ater quality issues?	⊠Yes	□No		
	If yes, describe the	e issues and the plan to	o address them: turbidi	ty during	heavy rainfall	 infiltration gallery
7.	Provide the follow	ing information for the	e last quarter:			
	Average Dai	ly Water Use	Maximum Day Dema	nd	Unit of I	Measurement (i.e.
					USGPN	1, L/day, m³/day)
					U	ISG per day

8. Select which of the following O&M Programs have been developed:
Operational Monitoring Plan
Emergency Plan
If not all are selected when will the remaining be completed? When BWA lifted

9. Select which of the following maintenance activities have been conducted during the last quarter?
Distribution System Flushing
Leak Detection
Hydrant Inspection and Exercising
Make Inspection and Exercising

□Valve Inspection and Exercising



- 10. Number of days you visited the community during the last quarter? Choose an item.
- 11. Provide a summary of meetings or training held in the community during the last quarter. An infiltration gallery was approved for tender call.
- 12. Other comments? Click or tap here to enter text.



Community Name:		Renews-Cappah	ayden	Water Supply: #1 Dinn's Well			
1.	Is the disinfection	system operational?	⊠Yes	□No			
2.	Are chlorine resid	ual tested on a daily b	asis?				
	□Yes	□No	⊠ Free Chlorine Only	□Total Chl	orine Only		
3.	Provide the follow	ving information for th	e last quarter: operator	does not provide data			
		Near	r 1 st User	Near Er	nd of Line		
		Free Chlorine (mg/L)	Total Chlorine (mg/L)	Free Chlorine (mg/L)	Total Chlorine (mg/L)		
A	/erage						
Μ	inimum						
Μ	aximum						
4. 5.	Is the BWA reasor	on code: Choose to address BWA:	Click or tap here to en □Yes	⊠No ter text. □No			
6.	If no, select the accurate reason code: Choose an item. Are there other water quality issues? □Yes ⊠No If yes, describe the issues and the plan to address them: Click or tap here to enter text.						
7.	Provide the follow	ing information for th	e last quarter:				
	Average Dai	ly Water Use	Maximum Day Dema		Measurement (i.e. /, L/day, m³/day)		
				l	JSG per day		
8.	Select which of th ⊠Operational Mc ⊠Emergency Plar	onitoring Plan St	rams have been develop andard Operating Proceer reventative Maintenance	dures 🛛 🖾 Maintena	nce Assurance Manual		

If not all are selected when will the remaining be completed? Click or tap here to enter text.

Select which of the following maintenance activities have been conducted during the last quarter?
 Distribution System Flushing
 Leak Detection

□Hydrant Inspection and Exercising

 $\Box Valve Inspection and Exercising$



10. Number of days you visited the community during the last quarter? Choose an item.

11. Provide a summary of meetings or training held in the community during the last quarter.

12. Other comments? Click or tap here to enter text.



Со	mmunity Name:	Riverhead			Wate	Supply: Well	Field
1.	Is the disinfection	system operational?	?	⊠Yes	□No		
2.	Are chlorine residu	uals tested on a daily	y basi:	s?			
	□Yes	□No	⊠F	ree Chlorine Only		□Total Chlo	prine Only
3.	Provide the follow	ing information for t	the la	st quarter:			
		Ne	ar 1 st	User		Near En	d of Line
		Free Chlorine (mg/L	L)	Total Chlorine (mg/L)	Free Cl	hlorine (mg/L)	Total Chlorine (mg/L)
Av	verage	1.06				0.71	
Μ	inimum	0.79				0.58	
Μ	aximum	1.45				0.85	
5.	If yes, describe plan Is the BWA reason If no, select the ac		Cho	□ Yes bose an item.	□No		
6.	Are there other wa	ater quality issues?		□Yes	⊠No		
	If yes, describe the	e issues and the plan	n to ac	ddress them: Click o	or tap he	ere to enter te	ext.
7.	Provide the follow	ing information for t	the la	st quarter:			
		ly Water Use		Maximum Day Dema	nd		/leasurement (i.e. I, L/day, m³/day)
						U	SG per day
8.	Select which of the Operational Mo Emergency Plan	nitoring Plan	Stand	ns have been develop lard Operating Proced entative Maintenance	dures		nce Assurance Manual
_				ng be completed? Cli			

9. Select which of the following maintenance activities have been conducted during the last quarter?
 □ Distribution System Flushing
 □ Leak Detection

□Hydrant Inspection and Exercising

□Valve Inspection and Exercising



- 10. Number of days you visited the community during the last quarter? Choose an item.
- 11. Provide a summary of meetings or training held in the community during the last quarter. No problems in this community.
- 12. Other comments? Click or tap here to enter text.



Со	mmunity Name:	St. Joseph's			Water	Supply: Drille	ed
1.	Is the disinfection	system operational?)	□Yes	□No	no disinfectio	on system
2.	Are chlorine residu	als tested on a daily	/ ba	isis?			
	□Yes	□No		Free Chlorine Only		Total Chlo	rine Only
3.	Provide the follow	ing information for t		•			
		_	-	st User	F O	Near End	
	uorago	Free Chlorine (mg/L	_)	Total Chlorine (mg/L)	Free Cr	llorine (mg/L)	Total Chlorine (mg/L)
	verage inimum						
	aximum						
4.	Is this system curre	ently on a BWA?		⊠Yes	□No		
	, If yes, select reaso	-					
	If yes, describe plan		ta	Ilk to council regarding the	e benefits	of Chlorination	
5.	Is the BWA reason			⊠Yes	□No		
	If no. select the ac	curate reason code:	С	hoose an item.			
	-,						
6.	Are there other wa	ater quality issues?		□Yes	⊠No		
			to	address them: Click o	r tap he	re to enter te	ext.
		·					
7.	Provide the follow	ing information for t	:he	last quarter:			
	Average Dail			Maximum Day Demai	nd	Unit of N	leasurement (i.e.
						USGPM	, L/day, m³/day)
						U	SG per day
		·					
8.	Select which of the	e following O&M Pro	ogra	ams have been develop	ed:		
	Operational Mo	nitoring Plan 🛛 🖸	Sta	ndard Operating Proced	lures	Maintenan	ce Assurance Manual
	□Emergency Plan		Pre	ventative Maintenance	Program	S	
	If not all are select	ed when will the ren	nai	ning be completed? Cli	ck or tap	here to ente	er text.
							_
9.			anc	e activities have been c	onducted	during the las	st quarter?
	Distribution Syst	tem Flushing					
	Leak Detection						
	Hydrant Inspect	•					
	□Valve Inspection	and Exercising					

10. Number of days you visited the community during the last quarter? Choose an item.



11. Provide a summary of meetings or training held in the community during the last quarter. The quote for a Chlorination pump was too high and is being requested again.

12. Other comments?



Community Name: St. Mary's

- 1. Number of public wastewater outfalls? 1
- Are any of the outfalls discharging >100 m³/day? ⊠Yes □No don't monitor flow, about 100 services
 If yes, are they registered under the Wastewater Systems Effluent Regulations? □Yes ⊠No

3. Provide the following information for the last quarter (if available):

Outfall ID	Average Flow	Peak Flow	Unit of Measurement
			(i.e. m ³ /day, USGPM)

- 4. Number of lift stations? 1
- 5. Number of wastewater treatment plants? (include septic tanks) Choose an item.
- 6. Select any adverse events that may have occurred in the wastewater system during the past quarter

Lift Station Overflow	🗆 Leaks	Blockages

□ Equipment Malfunction □ Odour Complaints

- □ Other (provide details) Click or tap here to enter text.
- 7. Does the wastewater collection system have inflow/infiltration issues?
 - 🗆 Yes 🛛 🖾 No
- 8. Select any maintenance activities that been undertaken on the wastewater system in the last quarter.
 - \Box Inspection of lift station \Box Hand rodding to clear a blockage
 - □ Flushing □ Septic tank clean-out
 - □ Other (provide details) Click or tap here to enter text.
- 9. Note any required upgrades for the wastewater system: A flow gauge is needed.



Community Name:		St. Mary's		Water Supply: Wellfield		
1.	Is the disinfection	system operational?	⊠Yes	□No		
2.	Are chlorine resid	uals tested on a daily b	asis?			
	⊠Yes	□No	□Free Chlorine Only	□Total Chlo	orine Only	
3.	Provide the follow	ving information for the	e last quarter: only test	ed at pumphouse		
		Near	1 st User	Near En	d of Line	
		Free Chlorine (mg/L)	Total Chlorine (mg/L)	Free Chlorine (mg/L)	Total Chlorine (mg/L)	
A١	verage	2.20				
Μ	linimum	2.20				
Μ	laximum	2.20				
4.	Is this system curr If yes, select reasc If yes, describe plan	on code: E1	⊠Yes nore testing	□No		
5.	Is the BWA reasor If no, select the ac	a code accurate? ccurate reason code: (⊠Yes Choose an item.	□No		
6.	Are there other w	ater quality issues?	⊠Yes	□No		
	If yes, describe the	e issues and the plan to	address them: well yie	eld is low		
7.	Provide the follow	ring information for the	e last quarter:			
	Average Dai	ly Water Use	Maximum Day Dema		Measurement (i.e. 1, L/day, m³/day)	
8.	Select which of the Operational Mc		ams have been develop Indard Operating Procee		nce Assurance Manual	

Emergency Plan
 Preventative Maintenance Programs

If not all are selected when will the remaining be completed? Click or tap here to enter text.

9. Select which of the following maintenance activities have been conducted during the last quarter?
Distribution System Flushing
Leak Detection
Hydrant Inspection and Exercising
Valve Inspection and Exercising



- 10. Number of days you visited the community during the last quarter? Choose an item.
- 11. Provide a summary of meetings or training held in the community during the last quarter. Contacted operator. The community is still waiting on the hook up of a new reservoir.
- 12. Other comments? Click or tap here to enter text.



USG per day

Community Name: St. Shotts		St. Shotts	Water Supply: Unnamed Pond			named Pond
1.	Is the disinfection	system operational?	⊠Yes	□No		
2.	Are chlorine residu	uals tested on a daily	basis?			
	⊠Yes	□No	□Free Chlorine Only		Total Chlo	orine Only
3.	Provide the follow	ving information for th	ne last quarter: (no data v	vas sent)		
		Nea	r 1 st User		Near En	d of Line
		Free Chlorine (mg/L)	Total Chlorine (mg/L)	Free Chlori	ne (mg/L)	Total Chlorine (mg/L)
Α	verage					
	linimum					
N	laximum					
4.	Is this system curr If yes, select reaso		⊠Yes	□No		
	If yes, describe plan		increase CI dose			
5.	Is the BWA reason	code accurate?	⊠Yes	□No		
	If no, select the ac	curate reason code:	Choose an item.			
6.	Are there other w	ater quality issues?	□Yes	⊠No		
	If yes, describe the	e issues and the plan	to address them: Click c	or tap here t	o enter te	ext.
7.	Provide the follow	ving information for th	ne last quarter:			
	Average Daily Water Use		Maximum Day Dema	nd	Unit of Measurement (i.e.	

8. Select which of the following O&M Programs have been developed:

 Operational Monitoring Plan
 Standard Operating Procedures
 Maintenance Assurance Manual

 Emergency Plan
 Preventative Maintenance Programs

 If not all are selected when will the remaining be completed? As soon as possible

9. Select which of the following maintenance activities have been conducted during the last quarter?
Distribution System Flushing
Leak Detection
Hydrant Inspection and Exercising
Valve Inspection and Exercising



- 10. Number of days you visited the community during the last quarter? Choose an item.
- 11. Provide a summary of meetings or training held in the community during the last quarter.No contact this quarter.
- 12. Other comments? Click or tap here to enter text.



Со	mmunity Name:	Swift Current		Water	Supply: Drill	ed Well
1.	Is the disinfection	system operational?	⊠Yes	□No		
2.	Are chlorine residu	uals tested on a daily b	asis?			
	□Yes	-	Free Chlorine Only		□Total Chlo	prine Only
3.	Provide the follow	ing information for the	last quarter:			
		Near	1 st User		Near En	d of Line
		Free Chlorine (mg/L)	Total Chlorine (mg/L)	Free Cl	nlorine (mg/L)	Total Chlorine (mg/L)
A١	verage					
Μ	inimum					
Μ	aximum					
4. 5.	If yes, select reason code: E1 If yes, describe plan to address BWA: TI		⊠Yes his community needs an ir □Yes	□No ron/mang □No	anese filter	
	If no, select the ac	curate reason code: (Choose an item.			
6.	Are there other wa	ater quality issues?	⊠Yes	□No		
	If yes, describe the	e issues and the plan to	address them: iron an	id manga	nese, filter	
7.	Provide the follow	ing information for the	last quarter:			
	Average Dai	ly Water Use	Maximum Day Dema	nd		Measurement (i.e. 1, L/day, m ³ /day)
8.	□Operational Mo □Emergency Plan	nitoring Plan Sta	ams have been develop ndard Operating Proced eventative Maintenance ining be completed? As	dures Program	าร	nce Assurance Manual
9.	Select which of the	-	e activities have been c	onducted	d during the la	st quarter?

□Leak Detection

□Hydrant Inspection and Exercising

□Valve Inspection and Exercising



- 10. Number of days you visited the community during the last quarter? Choose an item.
- 11. Provide a summary of meetings or training held in the community during the last quarter. There was no new information on water quality data at potential new water supplies.
- 12. Other comments?



	mmunity Name: Tr	epassey					
1.	Number of public wastev	water outfalls? 1					
2.	Are any of the outfalls di 250 services	scharging >100 m³/day?	⊠Yes	□No	don't monito	r flow, about	
		d under the <i>Wastewater Sys</i>	tems Effluent Regu	lations?	□Yes	⊠No	
3.	Provide the following inf	ormation for the last quarte	r (if available):				
	Outfall ID	Average Flow	Peak Flow		Unit of Mea (i.e. m³/day		
4.	Number of lift stations?	3					
5.	Number of wastewater treatment plants? (include septic tanks) 2 2 septic tanks serve 5 homes						
6.	-	Select any adverse events that may have occurred in the wastewater system during the past quarter					
	\Box Lift Station Overflow	🗆 Leaks		🗆 Bloc	kages		
	Equipment Malfunction	on 🗌 Odour Co	omplaints				
	\Box Other (provide details) Click or tap here to ente	er text.				
7.	Does the wastewater col	llection system have inflow/	infiltration issues?				
	□ Yes 🛛	No					
8.	Select any maintenance activities that been undertaken on the wastewater system in the last quarter.						
	\Box Inspection of lift station	on 🗌 Hand rod	ding to clear a bloc	kage			
	□ Flushing	Septic tar	ic tank clean-out				
	\Box Other (provide details	s) Click or tap here to ente	er text.				
	9. Note any required upgrades for the wastewater system: This system needs a flow gauge.						



Community Name: Trepassey		Water	Supply: Miller's Pond	d, Broom Cove Pond	
1.	Is the disinfection	system operational?	⊠Yes	□No	
2.	Are chlorine residu	uals tested on a daily ba	asis?		
	⊠Yes	□No	□ Free Chlorine Only □ Total Chlorine		orine Only
3.	Provide the follow	ing information for the	last quarter:		
		Near 1	L st User	Near En	d of Line
		Free Chlorine (mg/L)	Total Chlorine (mg/L)	Free Chlorine (mg/L)	Total Chlorine (mg/L)
Average		3.29	3.76	0.06	0.10
N	1inimum	2.40	2.40 0.00		0.00
Maximum		4.70	5.30	0.33	1.42
4.	Is this system curro If yes, select reaso If yes, describe plan	n code: E1	⊠Yes	□No	
5.	Is the BWA reason	code accurate?	□Yes	⊠No	
	If no, select the ac	curate reason code: E	2		
6.		ater quality issues? e issues and the plan to	⊠Yes address them: Turbid	□No y	
7. Provide the following information for the last quarter:					

Average Daily Water Use	Maximum Day Demand	Unit of Measurement (i.e. USGPM, L/day, m³/day)
257,100	347,500	USG per day

- 8. Select which of the following O&M Programs have been developed:
 Operational Monitoring Plan
 Emergency Plan
 If not all are selected when will the remaining be completed? After some other items get ironed out
- Select which of the following maintenance activities have been conducted during the last quarter?
 Distribution System Flushing
 Leak Detection
 - □Hydrant Inspection and Exercising
 - \Box Valve Inspection and Exercising
- 10. Number of days you visited the community during the last quarter? Choose an item.



11. Provide a summary of meetings or training held in the community during the last quarter. Chlorine residuals were down a little over the last quarter. No word yet from the town or consultant a comprehensive program to deal with the Chlorine Residual problem as well as the high turbidity.

12. Other comments?

EASTERN REGIONAL SERVICE BOARD BRIEFING NOTE / REPORT

TITLE:	Access to Regional Waste Facility at Robin Hood Bay During Holiday Season 2021
MEETING DATE:	2022-01-26
TO:	
	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	
	Christie Dean, Director Operations
REVIEWED BY:	
	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	
	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

It is recommended the Board write the Director, Environmental Services at the Regional Waste Facility at Robin Hood Bay reminding them that municipal and commercial users within the Eastern region shall have no less a privilege to dispose of waste material at the RHB Facility than users operating in the City.

MOTION:

BE IT RESOLVED that the Board write the Director of Environmental Services at the Regional Waste Management Facility at Robin Hood Bay reminding them that municipal and commercial users within the Eastern region shall have no less a privilege to dispose of waste material at the RHB Facility than users operating in the City as outlined in Section 3 of the MOU between the City and the Board.

BACKGROUND/DISCUSSION

- On October 1, 2020 the 2021 hours of operation for RHB was provided to ERSB (see below).
- On December 16, 2021 the Director of Operations was made aware through a media release that the City of St. John's would be collecting waste on December 27th and December 28th.
- These are dates that had been communicated and published that the landfill would be closed for the disposal of waste.
- ERSB and its contractors struggled to schedule the collection of 5 days of waste from more than 23,000 properties in a 3-day period.

- The collection and disposal of 5 days of waste in a 3-day period during the Christmas season was difficult due to heavy waste volumes experienced over the holiday period. This is the busiest waste collection season.
- One example is that on December 28th in the community of Pouch Cove, waste volumes exceeded a compactor load (which it usually does not) and since the RHB was closed to our contractors, approximately 35% of the residents in the community had to wait until the next day for collection. If the regional landfill had been open for the region, the contractor could have dumped the material and returned to Pouch Cove to collect the remaining materials on the same day.
- This delay and the fact that the contractor had to return the following day resulted in the contractor having to delay waste collection for other communities in our service areas.
- Following these delays, staff received numerous complaints from impacted communities.
- Staff also received complaints from residents and municipalities regarding required changes to their holiday collection. For instance, the communities of Arnold's Cove, Goobies, Old Mill Road, North Harbour, Garden Cove and Black River had 11 days between collections (December 23, 2021 and January 3, 2022). This was the best the contractors could do because of the hours of operation at the regional landfill. The regional landfill was closed from noon on December 24 until December 29. Most communities in the Eastern region had 9 days between collection.
- Following the Committee meeting, a letter was sent to the Director Environmental Services at RHB. A copy is enclosed in tonight's meeting package.

ADDITIONAL INFORMATION:

Below is an excerpt from the Memorandum of Understanding (MOU) between ERSB and the City of St. John's:

3. The City acknowledges and agrees that municipal and commercial users within the Eastern Region shall have no less a privilege to dispose of waste material at the RHB Facility than users operating in the City. Notwithstanding the foregoing, all users of the RHB Facility shall be subject to such controls, practices, procedures, and directions as the City may, from time to time, put into effect.

Below is the notice of 2021 hours of operation received from RHB staff on October 1, 2020.

Below is the St. John's Media notice.

Thu, 2021/12/16 - 11:00am

Waste Collection Calendar 2022

The 2022 waste and recycling collection calendars are being delivered to residential mailboxes in St. John's this week. You can also find your schedule and sign up for reminders at <u>CurbitStJohns.ca</u>.

2021 Holiday	Date	Next date Landfill open	Next date RDO open
New Year's Day	Friday, January 1	Saturday, January 2	Saturday, January 2
Good Friday	Friday, April 2	Saturday, April 3	Saturday, April 3
Victoria Day	Monday, May 24	Tuesday, May 25	Tuesday, May 25
Canada Day	Thursday, July 1	Friday, July 2	Friday, July 2
Labour Day	Monday, September 6	Tuesday, September 7	Tuesday, September 7
Thanksgiving Day	Monday, October 11	Tuesday, October 12	Tuesday, October 12
Remembrance Day	Thursday, November 11	Friday, November 12	Friday, November 12
Christmas Eve	Closing Noon on Friday, December 24	Wednesday, December 29	Wednesday,December 29
Christmas Day	Saturday, December 25	Wednesday, December 29	Wednesday, December 29
Boxing Day	Sunday, December 26	Wednesday, December 29	Wednesday, December 29
New Year's Eve	Closing Noon on Friday, December 31	Tuesday, January 4	Tuesday, January 4

The calendars reflect changes in the schedule for the week of December 27. The original schedule printed in the 2021 Fall City Guide had no collection on Dec. 27 and 28 and double pick-up days for Dec. 29 and 30.

The update schedule has collection every day from Dec. 27 to 31. Follow the schedule on the handout being mailed now or <u>check online</u>.

Revised collection schedule for the week beginning December 27:

	Monday, Dec. 27	7 Tuesday, Dec. 28	Wednesday, Dec 29	.Thursday, Dec. 30	Friday, Dec. 31
Garbage	1B	2B	3B	4B	5B
Garbage & Recycling	1A	2A	3A	4A	5A

A reminder that beginning in January 2022 clear bags are required for garbage put at the curb in St. John's. Learn more at CurbitStJohns.ca and pick up a free sample pack of clear bags for garbage at City of St. John's Community Centres.

The waste calendars are being mailed out separately from the <u>Winter City Guide</u> where they normally appear.



January 18, 2022

Andrew Niblock Director Environmental Services City of St. John's E: <u>aniblock@stjohns.ca</u>

Dear Andrew,

The Eastern Regional Service Board (the Board) and the City of St. John's (the City) share a close and professional working relationship. It has come to our attention that over the holiday season there were occurrences where only trucks operated by the City were able to access the Robin Hood Bay Regional Landfill Facility. This practice led to the Board's contractors' being unable to complete their daily collections as scheduled because they could not offload and then return to the route. There were several municipalities impacted and both residents and councils have expressed their displeasure with the Board for the collections not being completed.

According to the Memorandum of Understanding (MOU) between the Eastern Regional Service Board and the City of St. John's, signed on September 18, 2014:

3. The City acknowledges and agrees that municipal and commercial users within the Eastern Region shall have no less a privilege to dispose of waste material at the RHB Facility than users operating in the City.

Logistical planning for a large geographic area that stretches from St. John's to Clarenville is challenging and requires schedule agreements made with contractors in the previous year. In the case where the holiday schedule for the RHB facility is changed or if the facility is closed to commercial contractors, the schedules are then off and any delays in collection for one region trickle down to others.

While we very much understand that the facility could close for any number of reasons including those related to human resources, weather or the COVID-19 pandemic, the practice of allowing only trucks from the City to access the site is unacceptable and not in accordance with our MOU. In future, all municipal and commercial users should have the same access as the City.

I would like to thank you and the City for continuing to work with the Board and staff to make the regional system as efficient as possible.

Sincerely yours, EASTERN REGIONAL SERVICE BOARD

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

c Lynnann Winsor, M.A.Sc., P.Eng., Deputy City Manager – Public Works, City of St. John's (lwinsor@stjohns.ca)

EASTERN REGIONAL SERVICE BOARD BRIEFING NOTE / REPORT

TITLE:	Strategic Plan Development for 2023-2027
MEETING DATE:	2022-01-26
ТО:	Board / Strategy & Policy / Finance & Audit / Governance
PREPARED BY:	Lynn Tucker, Chief Administrative Officer
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

The Board's Strategic Plan for 2018-2022 is included in today's meeting package for member's information. The Board must develop its Strategic Plan for 2023-2027 this year.

MOTION:

No motion or recommendation required.

BACKGROUND/DISCUSSION:

- The Board's Strategic Plan for 2018-2022 is included in today's meeting package for member's information.
- This committee will work to develop a draft strategic plan for 2023-2027.

Attachment(s):

• Eastern Regional Service Board Strategic Plan 2018-2022



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Background

The Eastern Regional Service Board (the "Board") was charged with implementing the regional plan developed by its predecessor committee—Eastern Waste Management—for the 169 communities and 270,000 people in the Eastern Region. The plan was developed to accomplish three broad goals:

» Advance implementation of modern waste management practices,

- » Divert materials from disposal in the landfill, and
- » Close the 42 community landfills that operated in the region.

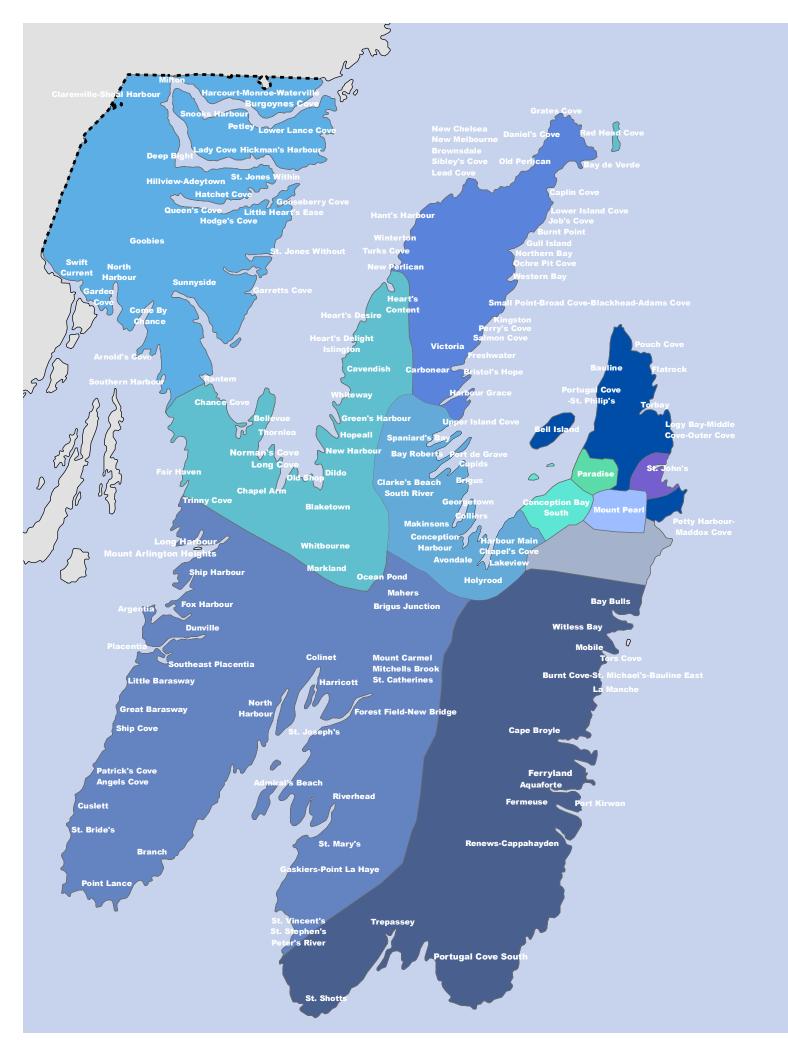
As of December 31, 2018, all community landfills have been operationally closed in accordance with the Eastern Regional Plan. The Province has chosen the Robin Hood Bay facility to be the focus for landfill and diversion services/facilities, which is operated by the City of St. John's for the benefit of the region.

While many larger urban communities have dedicated fleets to provide waste collection services, smaller municipalities, local service districts, and unincorporated areas typically have regional service delivery provided by the Board. Regional service allows for efficient and effective collection, transport, and diversion of waste materials. The Board provides direct service to approximately 31,000 households and businesses which includes weekly waste collection, biweekly recyclables collection (paper fiber, and containers), and regular bulk garbage collection events. In addition to the roadside/curbside collection, the Board also operates a series of waste recovery facilities throughout the region and a transfer station in Clarenville to ensure residents have access to services and facilities to dispose of household bulk items. Throughout the year, household hazardous waste collection events are held to allow residents to properly dispose of hazardous materials.

Operations are overseen by a board of 20 municipal government representatives led by a chairperson selected by the Board. Members are either nominated by their respective Council or elected by the Council in a sub region to represent that sub region on the Board. The map on the following page illustrates the representation for each area in the Eastern Region.

Through a three year pilot project, the Board has partnered with the Province to provide water and waste water system operating consulting advice to 18 communities. Many of these communities have been experiencing long-standing boil water advisories and require the assistance of an expert resource to help them address and resolve these issues in an effort to remove boil water advisories. Under the authority granted to the Board in 2016, the Town of Holyrood was contracted to provide fire and emergency services to an unincorporated area along Salmonier Line.

The Board supports four joint councils that have been established to promote the cooperation between municipalities in sharing services and information to improve municipal service delivery in the region. Four additional joint councils are in development for areas currently not working together through a formal group of municipal leaders.



OVERSIGHT

Delivering effective regional services requires a collaborative network and coordinated effort. The Board works with the following departments, organizations, and customers to deliver services and programs in Eastern NL.

MUNICIPAL OVERSIGHT:

8 Joint Councils Municipalities Newfoundland and Labrador (MNL) 630 Municipal Representatives

TRANSPARENCY AND ACCOUNTABILITY:

Access to Information and Protection of Privacy Act Auditors Office of Citizen's Representative Services NL Workplace NL

EASTERN REGIONAL

OTHER SERVICE PROVIDERS/INDUSTRY:

Waste Haulers Industry Stewardship Associations Fire Departments and Volunteer Fire Departments City of St. John's

Robin Hood Bay

MEDIA

PROVINCIAL OVERSIGHT:

Department of Municipal Affairs and Environment

Members of the House of Assembly Department of Justice and Public Safety

MMSB

CUSTOMERS:

280,000 Residents, Businesses, and Institutions

- 169 Communities
- Business Community
 - Board of Trade
- Canadian Federation of Independent Businesses Special Interest Groups

Strategic Considerations

PROVINCE'S FISCAL ENVIRONMENT

Within the planning horizon for this strategy there will be increased pressure on government to reduce costs. The 2018 Report of the Provincial Auditor General and the Independent Tax Review Committee both highlight the milestone of highest provincial debt in history of \$14.7 billion at March 31, 2018. It is also noted that returning to surplus as targeted is at risk and is based on many assumptions. The return to surplus is further challenged by population decreases, lower capital investment, and planned deficits projected into 2022–2023. The policy choices available to government are limited if government is to uphold its commitment to protecting jobs. Tax increases are also unlikely based on the Tax Review Report.

WASTE GENERATION TRENDS

As a Board representing municipalities, we need to plan for the stabilization of the volume of waste as commercial activity and residential home construction contracts decrease (i.e. metro down 17% in 2018). Retail growth has also fluctuated, but seems to be sustaining itself, which should correlate with a stabilization of waste volumes. A dramatic decline is not envisioned and any reductions should be further offset when the Burin Peninsula and Bonavista Peninsula begin transferring waste to the Regional Integrated Waste Management Facility at Robin Hood Bay, as well as the continued urbanization of the population to larger centers—mainly benefiting the east coast.

REGIONAL GOVERNANCE

The Province has signaled that it will be moving forward with implementation of pilot projects for regional governance. While this subject has been studied comprehensively over the past 30 years, there has been very little movement towards new governance structures. The Independent Tax Review Committee recommended a minimum level of property taxation be implemented in unincorporated areas of the province to ensure fairness. This is unlikely to be met with acceptance in unincorporated areas.

REVIEW OF PROVINCIAL WASTE MANAGEMENT STRATEGY

The Province has announced its intention to review the Board's fee structure and service levels as well as the overarching Provincial Waste Management Strategy. This review of fee policy, service level, regional governance, and waste management strategy means that the current service delivery mandate of regional service boards may change in the near future.

REGIONALIZATION OF SERVICES

A survey of municipal leaders in the Eastern Region to encourage dialogue on regionalization of services and revealed several key insights. A total of 36 respondents completed the survey. Respondents were asked to identify the top services that most benefit from a regional delivery system. The top three included services that ERSB already provides or has recently started to provide. The next three services identified included regional planning, transportation, and municipal enforcement.

REGIONAL SERVICE	% CHOOSING*
Joint Council Support and Coordination	30
Fire and Emergency Services	26
Water and Waste Water Treatment	24
Regional Planning	22
Transportation	21
Municipal Enforcement	20
Snow Clearing and Road Maintenance	17
Economic Development	17
Recreation and Facility Management	16
Engineering Services	16
24/7 Dispatch and Information Services	15
Building Inspection	14
Animal Control	13
Public Libraries	9

*Based on 36 respondents

Vision

Helping residents of Eastern Newfoundland access high quality, least-cost services that improve quality of life and help build healthy, safe communities.

Strategic Directions

OUR 2018-2022 STRATEGIC PLAN IS FOUNDED ON FOUR STRATEGIC PILLARS:

 \mathcal{S} Service delivery

🖻 Regional leadership

Fiscal responsibility and customer service

Good governance

Focusing on these aspects of the organization will guide us in successfully delivering our mandate to the residents in our region. Each pillar is supported by goals, objectives, and actions that will contribute to success.

FOCUS ON SERVICE DELIVERY

As the Board continues to modernize waste management, explore options to protect the environment, and develop waste as a resource, we will also:

Waste Management

- » Study options to divert more materials from landfill disposal
- » Conduct outreach to commercial and industrial sectors to improve percentage of waste diverted from landfill
- Conduct outreach to communities that do not have curbside recycling to encourage adoption of a program
- » Study illegal dumping in the Eastern Region and develop a communications plan in partnership with others
- » Explore new technologies to manage waste and derive benefits from the waste stream

Fire and Emergency Protection

- » Continue to engage communities on fire and emergency protection
- » Make communities aware of the option of fire and emergency protection through the Board
- » Support communities to improve fire and emergency protection services
- » Develop knowledge base of organization in fire and emergency protection through consultation, education, and promotion of service.

Water Systems

 Continue to work with the Province to improve quality of drinking water and treatment of wastewater

REGIONAL LEADER AND FACILITATOR

In the Board's ongoing effort to deliver leading services, we will continue to:

- » Develop and support joint councils across the region
- Work with municipalities and local service districts to develop joint councils in areas that are not currently working, due to the absence of a cooperative and consultative group
- » Develop proposals for shared services, regional service delivery and cooperation amongst members on initiatives as required for joint councils
- » Explore regional funding mechanisms to support municipality owned regional assets
- » Develop a transportation committee for the region
- » Explore creation of regional plans (economic, transportation, land use/zoning, and tourism)

FISCALLY RESPONSIBLE AND RESPONSIVE TO CUSTOMERS

The Board has a duty to be fiscally responsible to our customers. To that end, we will:

- » Increase organizational capacity with a focus on fiscal responsibility and customer service
- » Improve financial system, policies, and procedures
- » Develop a customer relationship management and service technology, processes, and practices supported by additional training
- » Develop a performance measurement framework for key components of service and organization for reporting purposes
- » Explore options for staff performance frameworks, flexible work schedules, staff development, and succession planning
- » Explore initiatives to enhance the brand and awareness under the Eastern Regional Service Board brand/concept

EFFECTIVE ORGANIZATION WITH GOOD GOVERNANCE

The foundation to our success will be the continued focus on the governance of the Board through accountability and transparency. To achieve this goal, we will:

- » Review governance structure of the Board
- » Review process for Chairperson and Vice Chairperson selection
- » Explore support technologies to increase communication and engagement with residents of the Eastern Region

MONITORING OF STRATEGIC PLAN

The Annual Report of the Board will address the specific steps that have been taken over the period of the Annual Report to the strategic pillars. The plan will be reported on, as well as any activities that have been completed to contribute to the strategic plan.

An Annual Report and submission of audited financial statements for the Board are required to be published each year and received by the Province before the end of June.

The Strategic Plan will provide context and direction for the activities that are undertaken throughout the year.

For more information and updates throughout the year, contact ERSB:

709-579-7960 info@ersbnl.ca easternregionalserviceboard.com





Regional Water/Wastewater Operator Pilot Program

January, 2022

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- In April 2015, a Regional Water/Wastewater Operator Pilot Program was announced as part of the Community Sustainability Partnership
- Initial phase of pilot project ran from October 1, 2015 to March 31, 2019
- Funding grant of \$292,750 each was provided to three Regional Service Boards to administer the program
- 37 communities were initially invited to join the program
- Eastern 13 communities
 - Central 12 communities
- Western 12 communities
- Expanded in 2017 to include an additional 15 communities
 - Some communities declined to participate



EXTENSION OF PILOT PROGRAM
 Cabinet decision was made to extend the pilot program for an additional two years (until March 31, 2021) Regional Service Boards were provided with an upfront special assistance grant of \$160,000 each for the additional two years
 Cabinet decision was made to extend the pilot program for an additional one year (until March 31, 2022) Another special assistance grant of \$80,000 was provided to each of the three boards to extend the program until March 31, 2022.



PROGRAM GOALS AND OBJECTIVES

The main goals of the pilot program include:

- Build capacity and knowledge within rural communities with respect to the operation and maintenance (O&M) of their water and wastewater systems
 - Reduce boil water advisories (BWAs)
- Improve drinking water quality
- Improve O&M practices including record keeping and implementation of corrective measures
- Protect GNL investment in infrastructure and ensure infrastructure sustainability
- Improve compliance with guidelines, standards, and regulations



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The next few slides summarize the key roles and responsibilities of each group involved in the pilot program:

Regional Service Boards

- Lead agency for the pilot program
- Recruitment and employment of regional operator
- Administration of the pilot program
 - Manage allocated budget
- Supply a vehicle for dedicated use by the regional operator



Newfoundland Labrador
Z

Provide regular reports/updates to Department

Ensure systems are operated in accordance with applicable permits, standards, recommendations for required maintenance or infrastructure upgrading

- guidelines, and regulations

Oversee regular operations and maintenance of water/wastewater systems

ROLES AND RESPONSIBILITIES

Develop and implement the following:

Regional Operator

- Operational monitoring programs
 - - Standard operating procedures
 - Emergency response plans
- Maintenance assurance manuals
- Preventative maintenance programs

Perform assessments of water/wastewater systems and provide

ROLES AND RESPONSIBILITIES
Pilot Communities
 Willing participant in pilot program Daily operation of water/wastewater systems
 Provision of all documentation on water/wastewater systems to regional
operator (i.e. drawings, reports, records)
 Purchase of necessary equipment and consumables for
water/wastewater systems
 Provision and support of on-going training opportunities for community
employed operators



ROLES AND RESPONSIBILITIES
invironment and Climate Change
Provision of allocated budget
Provide technical guidance to regional operators
Development of position description
Assist Regional Service Boards with recruitment process
Assist with selection of communities to participate in pilot program
Provide summary progress reports to Safe Drinking Water Technical Working
Group
ECC Minister's mandate letter (April 15, 2021): "continue working in partnership
with the Western Central and Eastern Degional Service Boards and continue to

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deliver and monitor the Regional Water and Wastewater Operators Pilot Program" with the Western, Central, and Eastern Regional Service Boards and continue to



	ACCOMPLISHMENTS
<u> </u>	In 2018, an evaluation of the pilot program was conducted and a report
Ō.	 prepared; key findings included: 29% of BWAs had been lifted
•	Increase in communities with operational disinfection systems
•	Increase in communities conducting daily chlorine monitoring
•	66% of community operational plans and manuals had been developed
•	67% of communities participated in operator training opportunities
•	84% of communities considered the services of the regional operator a
	valuable asset
•	94% of communities would continue with program if extended



CHALLENGES
 Evaluation Report identified challenges for the pilot program: Refusal by some communities to participate; 12 communities refused to join Lack of mechanism to enforce participation Some communities choose to not come off BWA for a variety of reasons Some communities have complex issues requiring large infrastructure funding Lack of qualified local operators Other key challenges include:
 How to make program sustainable for long-term Service approach differs between Regional Operators



TITLE:	CRA's Payroll Remittance Statement Q3 2021
MEETING DATE:	2022-01-26
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:

No action required – for information only.

MOTION:

N/A

BACKGROUND/DISCUSSION

- Attached is the Board's Payroll Remittance Statement from Canada Revenue Agency for the third quarter, 2021.
- The Board continues in good standing as all remittances are paid as required.
- The final statement for 2021 will be tabled upon receipt.

ATTACHMENTS:

• Canada Revenue Agency Payroll Remittance Statement to September 30, 2021.

Statement details

Account number		
Date issued	Oct 19, 2021	

Eastern Regional Service Board 3-255 MAJORS PATH ST JOHN'S NL A1A 0L5

Account summary

This statement shows transactions posted to your account since your last statement. To view all transactions related to your account, go to **canada.ca/my-cra-business-account**.

The **Remittance account balances** section below includes paid and unpaid amounts for 2021. For more information on withholding requirements and calculating your deduction and remittance amounts, go to **canada.ca/payroll**.

Remittance account balances

Date posted	Description	Date received	\$ Amount	CR/DR
	Previous balance	· · · · · · · · · · · · · · · · · · ·	238,084.81	CR
Jul 29, 2021	Payment Jul 2021	Jul 26, 2021	18,863.97	CR
Jul 29, 2021	Payment Jul 2021	Jul 26, 2021	20,373.51	CR
Aug 13, 2021	Payment Jul 2021	Aug 10, 2021	22,727.48	CR
Aug 30, 2021	Payment Aug 2021	Aug 25, 2021	18,521.56	CR
Sep 15, 2021	Payment Aug 2021	Sep 10, 2021	18,130.26	CR
Oct 01, 2021	Payment Sep 2021	Sep 27, 2021	19,186.04	CR
Oct 15, 2021	Payment Sep 2021	Oct 12, 2021	17,566.60	CR
	Current balance		373,454.23	CR

Explanation of changes and other important information

Are you eligible to take advantage of the temporary wage subsidy? To help Canadians with the economic impact of the COVID-19 pandemic, the Canada Revenue Agency allows employers to reduce their remittances in 2020. For more information about the timeframes, reduction calculation and eligibility criteria, go to **canada.ca/temporary-wage-subsidy**.

Did you know you can submit payroll documents online? The "Submit documents" service lets you or your representative securely send documents electronically to the CRA. You can access this service directly through My Business Account or Represent a Client. If you have not already registered for My Business Account or Represent a Client, go to **canada.ca/taxes-business-online**.

TITLE:	Workplace NL Reports – Incidents/Issues 2021
MEETING DATE:	2022-01-26
то:	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:

No action required – for information only.

MOTION:

N/A

BACKGROUND/DISCUSSION

- Attached is the Board's Workplace NL report of incidents and issues for 2021 and we are pleased to report that the Board did <u>not</u> report any incidents or issues in 2021.
- The last report of any incidents/issues was reported in 2019.
- A copy of the Workplace NL rate letter for 2022 is also attached. There is no change in the Board's rate from 2021.
- Christie Dean, Director Operations, is the Chair of the Board's OH&S Committee.
- The OH&S Committee consists of staff from main office, Clarenville Transfer Station, Whitbourne Depot as well as two site attendants who work at the waste recovery facilities.
- OH&S Committee meetings take place quarterly as required and reports are submitted to Workplace NL.

ATTACHMENTS:

- Workplace NL Three Year Report to 2021
- Workplace NL Rate Letter for ERSB for 2022

P.O. Box 90	000
St. John's, I	NL
A1A 3B8	

t 709 778 1000 t 1 800 563 9000 w workplacenl.ca

Injury Report

Injury Report for last 3 years plus current year

For Employer: EASTERN REGIONAL SERVICE BOARD (2018349)

Data as of January 15, 2022

Types Of Claims:	2019	Total
Health Care Only	1	1
Lost Time	1	1
Types Of Claims Total	2	2

Nature Of Injuries:	2019	Total
Open wounds	1	1
Traumatic injuries to muscles, tendons, ligaments, joints, etc.	1	1
Nature Of Injuries Total	2	2

Sources Of Injury:	2019	Total
Animals and animal products	1	1
Highway vehicle, motorized	1	1
Sources Of Injury Total	2	2

Parts Of Body:	2019	Total
Arm(s)	1	1
Foot(feet), except toe(s)	1	1
Parts Of Body Total	2	2

Types Of Accident:	2019	Total
Assaults by animals	1	1
Overexertion	1	1
Types Of Accident Total	2	2

Notes:

1. This report identifies only those claims accepted by WorkplaceNL in which benefits have been paid. The statistics contained in this report are based on definitions the Association of Workers Compensation Boards of Canada, (AWCBC) uses under the National Work Injury Statistics Program (NWISP). Please note that the statistics used by other Workers' Compensation Boards and Commissions may be similar but not identical.

P.O. Box 9000 St. John's, NL A1A 3B8 t 709 778 1000 t 1 800 563 9000 w workplacenl.ca

Injury Report

Injury Report for last 3 years plus current year

For Employer: EASTERN REGIONAL SERVICE BOARD (2018349)

Data as of January 15, 2022

2. Lost Time claims: The number of new claims reported, accepted and paid. These claims involve lost-time from work where a worker is compensated for a loss of wages following a work-related injury (or exposure to a noxious substance).

3. Health Care Only claims: The number of new claims reported, accepted and paid. Health care only claims do not involve lost-time from work.

4. Fatality claims: The number of fatality claims that were accepted. A fatality is recorded in the year the claim is accepted.

WorkplaceNL

Health | Safety | Compensation

Assessment Services Department

Notice of Assessment Rate

B01

November 01, 2021

EASTERN REGIONAL SERVICE BOARD SUITE 3 255 MAJORS PATH ST. JOHN'S NL A1A 0L5

Dear Employer:

Re: 2022 Assessment Information for Firm Number 2018349 (this is not an invoice)

Here are your company's 2022 industry classification and assessment rates. Your business description is **Local Government** and your Newfoundland Industrial Classification (NIC) code is **8300 Local government services - Municipalities**. Please notify us if the nature of your business has changed.

	<u>2021</u>	<u>2022</u>
Assessment rate per \$100 payroll	\$2.03	\$2.03

All employers' assessment rates contain a temporary discount to reduce the surplus in WorkplaceNL's Injury Fund. This discount will remain in place until our 110 per cent funding target is reached. Your assessment rate will likely increase at that time.

Effective January 1, 2022, the new maximum assessable earnings used to calculate assessments paid by employers will be \$69,005 per worker.

PRIME refunds achieved by meeting occupational health and safety practices and management of claims costs through effective early and safe return-to-work programs, can help lower assessments. Here are your latest PRIME results:

2020 Total PRIME refund

\$8,873.89 applied

If you have questions concerning your assessment rate, call us at 709.778.1000 or toll free at 1.800.563.9000. For questions about PRIME call us at 709.778.1552.

Sincerely,

Assessment Services Department

TITLE:	ERSB Communication Campaign
MEETING DATE:	2022-01-26
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:

It was suggested that the Board and senior staff work on developing information for all communities about the Board's services and goals, increasing diversion rates, and the benefit of working together to reach common goals.

MOTION:

N/A

BACKGROUND/DISCUSSION

- At Committee, discussion ensued regarding how to reach our communities and provide good information so that they understand the services of the Board, its mandate and how we can assist them.
- It was suggested that the Board's Chair, Vice Chair, and senior staff work on developing printed communications for all communities in the region.
- Following distribution of these materials, meetings could be arranged with communities and/or joint councils if requested.
- It was felt that this outreach may prevent misunderstandings and would clarify the benefits of regional services as well as providing positive marketing for the Board.
- Staff will begin work on this request.

ATTACHMENTS:

• None

TITLE:	Recycling Campaign
MEETING DATE:	2022-01-26
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:

It is recommended that the Board partner with MMSB to develop a recycling information campaign for the Eastern region to raise diversion rates and participation.

MOTION:

N/A

BACKGROUND/DISCUSSION

- Staff has reported that recycling participation rates are not improving in the Eastern region. Approximately 1 in 5 households participates in recycling.
- Recently, the MMSB released a report on recycling participation in the province.
- It noted that participation is low in the Eastern Region at about 18%.
- More residents would participate in recycling if they understood the benefits of recycling and waste diversion overall.
- Members felt that education is the key to promote more recycling.
- Members noted that the MMSB is responsible for recycling and waste diversion education and that it would be beneficial for the Board to contact them to partner on a recycling promotional campaign.
- Staff will reach out to the MMSB as well as begin work on educational and other promotional materials.

ATTACHMENTS:

• None

TITLE:	Meeting with MNL Regarding Regionalization
MEETING DATE:	2022-01-26
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:

It is recommended that the Board set up a meeting with Municipalities Newfoundland and Labrador (MNL) to discuss regionalization in the province.

MOTION:

N/A

BACKGROUND/DISCUSSION

- Members noted that the issue of regionalization is timely and continues to be discussed by the province.
- Members felt working together with MNL on regionalization would be beneficial to both the Board and MNL.
- Local service districts also play a role in the regionalization plan and should be included in the discussion.
- The Board will reach out to MNL to request a meeting.
- •

ATTACHMENTS:

• None