

EASTERN REGIONAL SERVICE BOARD

Minutes of Meeting #40

February 24, 2016

7:00 p.m.

Fairfield Inn & Suites by Marriott

199 Kenmount Road, St. John's

In Attendance:

Ed Grant, Chairperson
Dave Aker, Mount Pearl
Bill Bailey, Clarenville & Isthmus
Danny Breen, St. John's
Wally Collins, St. John's
Jonathan Galgay, St. John's
Sandy Hickman, St. John's
Dave Lane, St. John's
Harold Mallowney, Vice Chair/Southern Shore
Dennis O'Keefe, St. John's
Peggy Roche, Small Metro
Gordon Stone, Trinity Conception North
Gerard Tilley, Conception Bay South
Sam Whalen, Bay Roberts
Sterling Willis, Paradise

Regrets:

Joy Dobbie, Trinity Bay South & Isthmus East
Ron Ellsworth, St. John's
Tom Hann, St. John's
Art Puddister, St. John's
Bruce Tilley, St. John's
Vacant, Southwest Avalon

Other Attendees:

Ken Kelly, Chief Administrative Officer
Lynn Tucker, Manager Corporate Services
Christie Dean, Manager Waste Operations

1. Call to Order

Mr. Grant, Chairperson, called the meeting to order at 7:00 p.m.

2. Clarenville Transfer Station – Video of Grand Opening

Mr. Kelly showed a short video of the grand opening of the Clarenville Transfer Station held January 28, 2016.

Mr. Grant informed members that this very informative video was prepared by NATIONAL Public Relations, our Agency of Record. The Department of Municipal Affairs has requested a copy of the video for their website. This is a very positive item.

Mr. Kelly noted that the system being used at Clarenville is a very clean and efficient system that maximizes compaction of the materials. There is no dumping on a floor.

3. Adoption of Agenda

It was moved and seconded (D Lane/S Willis) to adopt the agenda as tabled.

MOTION 2016-007: Carried (unanimously)

4. Review of Minutes – January 26, 2016

It was moved and seconded (D Lane/H Mullaney) that the minutes of the January 26, 2016 meeting of the Eastern Regional Service Board be adopted as tabled.

MOTION 2016-008: Carried (unanimously)

5. Committee Reports

a) Finance & Audit Committee – D Breen, Chairperson – Meeting held February 10, 2016

- i. Purchase of Half-Ton 4x4 Pickup Truck** – Mr. Breen noted that a briefing note has been included in tonight's meeting package regarding this item (Appendix A). As members will recall, under the Regional Water and Wastewater Pilot Program the one thing that the Board was responsible to provide is a vehicle for the program. The Province said we were to use the interest generated on the advanced capital funding that they had provided the Board.

We had a used pickup truck that we were using initially; however, the truck was moved to the Clarenville Transfer Station as it was a larger/heavier pickup and suited the snow clearing requirements for the site.

Staff have recently assessed a standing offer setup by the Province under the Atlantic Canada Premiers Procurement Initiative and the pricing in this standing offer is better than the tendered prices that the Board has received in the past. Mr. Breen stated that the City of St. John's uses this standing offer to procure equipment.

The committee is recommending that staff proceed to purchase a vehicle from this standing offer.

It was moved and seconded (D Aker/G Stone) that Eastern Regional Service Board proceed with the purchase of a half-ton 4x4 V6 3.7L pickup truck from this tender as outlined in the Atlantic Premiers Joint Procurement Initiative. This truck will be used in the Regional Water and Wastewater Pilot Program and by the St. John's staff.

MOTION 2016-009: Carried (unanimously)

- ii. **Sick Leave Policy Change of the Board** – Mr. Breen directed members to the briefing note included in tonight's meeting package (Appendix B). He continued that the Board had put in place a very generous benefits program which includes 12 paid sick days annually. These do not accumulate or carryover from year to year. The Board has provided a short-term disability program which provides two-thirds of salary immediately upon hospitalization or accident or after seven (7) days off work. The provincial requirement under the *Labour Standards Act* is five (5) unpaid sick days annually.

Unfortunately, we have had some employees abuse this benefit which in turn causes operational issues especially in regards to getting waste collection services on the road at 6:00 a.m.

In an effort to investigate methods to address this issue we engaged AEM Human Resources Consulting to recommend adjustments that would encourage staff to use sick days appropriately. During the committee discussion, several Board members had suggested programs that they were aware of the might be appropriate to ERSB. Committee members understood that any reduction in the number of sick days may not be viewed as positive by those employees that do not abuse the sick leave policy; therefore, the creation of an incentive that will pay people for not using sick leave is being recommended.

Mr. Breen concluded that the committee is recommending Option B from the Sick Leave Review report provided by AEM Human Resources Consulting.

Mr. Lane asked if the proposed policy is used by others locally.

Mr. Breen responded that AEM Human Resources Consulting developed the proposed policy and according to the report, local companies are using a similar policy. The consultant researched 15 local organizations for the report.

It was moved and seconded (H Mullaney/J Galgay) that Eastern Regional Service Board adopt Option B from the Sick Leave Review report provided by AEM Human Resources Consulting. Effective immediately, annual paid sick leave for all staff will be reduced to six (6) days with no carryover. If an employee does not take any sick leave in the first six months of the year in which it is earned (January to June), s/he will receive two (2) day's pay at 50% of current pay at the end of June; and if an employee does not take any sick leave during the last six months of the year in which it is earned (July to December), s/he will receive two (2) day's pay at 66% of current pay at the end of the calendar year. If an employee does not take any

paid sick leave during the year in which it is earned, s/he will receive to a maximum of four (4) day's pay at 100% of current pay at the end of the calendar year.

MOTION 2016-010: Carried (unanimously)

General discussion ensued with the following points:

- What is the maximum number of days that an employee may be paid for under this policy?
ANS: Four (4) days if the employee does not use any paid sick leave during the year.
- The intent of the policy is to create a situation where employees are motivated to come to work rather than call in sick.
- Add "to a maximum of four day's pay" to the motion to clarify.
- The reason for breaking up the year in two blocks is so that those employees who use sick leave early in the year still has incentive not to abuse sick leave later in the year.
- Management will need to meet with staff to explain this policy change and how it will work.
- The policy needs to be explained better – it can be confusing as it is written. Board members should be provided clarification on how it will work.

It was the consensus of members that information would be provided by email to all Board members clarifying the new sick leave policy and how it will work.

- iii. **Tender for Office Space** – Mr. Breen directed members to the briefing note provided in tonight's meeting package (Appendix C). The Board went to tender three (3) times for 1700 square feet of office space in 2012. The lowest tendered cost was \$59,500 plus HST which is \$33.00 per square foot. Since then we have added an additional 675 square feet of space to accommodate additional office and storage space. All of this space has been utilized. The current five (5) year lease will expire on April 1, 2017. The lease does not contain any renewal period but if we can remain with the permission of the landlord it will become a month-to-month lease.

Given the recent changes in the demand for commercial office space the Committee felt that the Board should go to tender for space in an effort to manage this cost.

The Committee also discussed the cost of renting meeting space versus including enough square footage in the office lease for a large boardroom. Given the cost of meeting space at about \$150.00 for an evening meeting, the recommendation is to continue to rent space for a monthly meeting and focus on the core office space that is needed.

Board members agreed that \$33.00 per square foot seems very high for the Board's current office space at Major's Path.

It was moved and seconded (D Breen/S Hickman) that a draft tender document be prepared for the March 2016 meeting of the Finance & Audit Committee outlining the Board's requirements for office space. Eastern Regional Service Board will go to tender for new office space lease on May 1, 2016.

MOTION 2016-011: Carried (unanimously)

- iv. Changes to Invoicing for Advanced Education and Skills (AES) Clients in Receipt of Income Support** - Mr. Breen directed members to the briefing note in tonight's meeting package (Appendix D). He continued that ERSB has not received payment from AES since March 31, 2015 for their income support clients who are customers of Eastern Waste Management. We have followed up with AES on several occasions and the latest being Friday, February 5, 2016. We have been informed that AES will no longer accept direct billing from the Board for their clients. It will be up to each AES client to bring their invoice to their case worker to process for payment. In addition, AES will stop providing organizations such as local service districts with information on who is in receipt of income support. Therefore, we have no way to know whose account to credit for any funds that we receive from the local service districts.

In summary, this seems like a process that will result in the Board having much more difficulty in collecting fees. The Board is currently owed about \$21,000 for fees in 2015 from the Province. And this is only the amount that we know about because we cannot even be sure that all AES clients have been identified.

Mr. Grant stated that this item is on his agenda for his next meeting with the Minister of Municipal Affairs. This has been identified as an ongoing item for several years now.

It was moved and seconded (P Roche/G Stone) that Eastern Regional Service Board prepare a detailed report to be submitted to the Province that outlines the Board's ongoing issues regarding the collection of waste management fees from those in receipt of income support through the Department of Advanced Education and Skills.

MOTION 2016-012: Carried (unanimously)

- v. Board Expenditures and Payroll** – Mr. Breen noted that the Board's cheque register as well as the Board's payroll expense report for the month of January 2016 is included in tonight's meeting package (Appendix E). No issues have been noted.

It was moved and seconded (G Stone/S Whalen) to accept the Board expenditures (cheque register and payroll summary) for January 2016 as tabled.

MOTION 2016-013: Carried (unanimously)

- vi. Acceptance of Report from Finance & Audit Committee Meeting of February 10, 2016**

It was moved and seconded (D O'Keefe/J Galgay) to accept the report of the Finance & Audit Committee meeting of February 10, 2016 as delivered by Mr. Breen, Committee Chairperson.

MOTION 2016-014: Carried (unanimously)

b) Strategy & Policy Committee – S Hickman, Chairperson – Meeting held February 15, 2016

- i. Improve Communications on Return of Retailer Products** – Mr. Hickman stated that staff presented an annual report to the Strategy & Policy Committee on the activities of 2015 and

one item that was discussed was the ability to return products to a retailer for proper disposal for such things as tires, paint and used oil.

Many committee members were not aware that this was possible. Obviously the message is not being communicated well or it is not being heard. This seems to be an issue that should involve MMSB as the programs originate with them. The discussion was to improve the communication of this service provided by retailers and to partner with MMSB to promote this message.

It was the consensus of the Strategy & Policy Committee to direct staff to engage MMSB on this issue.

- ii. **Status of Water Quality Program** – Mr. Hickman stated that staff updated the Committee on the Regional Water and Wastewater pilot program and identified that there was not a lot of direction being provided by the Province and that some communities that the Province has chosen to participate in this program are reluctant and/or refusing to participate.

It was the consensus of the Strategy & Policy Committee that this issue be brought to the attention of the Province either through discussions between staff or for the Board's Chairperson to raise it with the Minister.

Mr. Hickman asked Mr. Kelly to provide an update since the Committee meeting.

Mr. Kelly stated that since the Committee meeting, there has been some movement on this matter. The Province states it is committed to moving forward with this program and will meet with the selected communities regarding their participation. There was some pushback from several communities that were identified by the Province.

Mr. Grant concluded that the Province will work to bring all identified communities onside and there should be an update on this issue for the next Board meeting.

- iii. **Acceptance of Report from Strategy & Policy Committee Meeting of February 15, 2016**

It was moved and seconded (S Hickman/J Galgay) to accept the report of the Strategy & Policy Committee meeting of February 15, 2016 as delivered by Mr. Hickman, Committee Chairperson.

MOTION 2016-015: Carried (unanimously)

- c) **Governance Committee – H Mallowney, Chairperson – Meeting held February 16, 2016**

- i. **Board Development Plan** – Mr. Mallowney stated that a call for interest in attending upcoming conferences went out in January and members will find a list of those who have expressed interest in attending these events in tonight's meeting package (Appendix F).

The Governance Committee considered those that have attended events in the past and is making the following recommendations for attendance:

It was moved and seconded (P Roche/S Whalen) that Eastern Regional Service Board send the following Board members and staff to:

(1) Canadian Waste Resource Symposium, Halifax, Nova Scotia – April 27-29, 2016: Mr. Harold MULLOWNEY, Vice Chairperson; Mr. Bill Bailey, Director; Ms. Joy Dobbie, Director; Mr. Ken Kelly, CAO, and Ms. Christie Dean, Manager Waste Operations;

(2) North American Waste to Energy (NAWTEC) Conference, West Palm Beach, Florida – May 23-25, 2016: Mr. Ed Grant, Chairperson; Mr. Sandy Hickman, Director; Ms. Peggy Roche, Director; Mr. Ken Kelly, CAO; and,

(3) SWANA WasteCon, Indianapolis, Indiana – August 22-25, 2016: Mr. Ed Grant, Chairperson; Mr. David Aker, Director; Mr. Gordon Stone, Director; Mr. Ken Kelly, CAO; and, Ms. Christie Dean, Manager Waste Operations.

MOTION 2016-016: Carried (unanimously)

- ii. **Regional Clerk and Outreach Support Position** – Mr. MULLOWNEY noted that at the last Board meeting it was decided to create a new position for the Board – Regional Clerk and Outreach Support. The two components for this position are (1) to support the Board in the form of a board clerk; and, (2) to perform outreach and communications to the regional groups such as joint councils. In tonight's meeting package (Appendix G), members will find the full job description and pay scale for this position. The Governance Committee is recommending acceptance.

It was moved and seconded (P Roche/S Hickman) that Eastern Regional Service Board adopt the seven-step annual salary range (\$53,020 to \$61,490) and position description for the position of Board Clerk and Outreach Coordinator as provided by AEM Human Resources Consulting.

MOTION 2016-017: Carried (unanimously)

Mr. MULLOWNEY noted that there was some discussion at Committee regarding the recommended pay scale for this position. Members felt that based on the successful candidate's skills and experience, there may be a need to begin the position at a higher step than Step 1. That will be determined based on the candidate.

Mr. GALGAY stated that it may be difficult to fill this position as it will be necessary to work many evenings and some weekends. There is a need to identify how much time must be worked so that the candidate is not expected to work all day and then evenings and weekends as well.

Mr. AKER asked if the work on weekends would be overtime.

Mr. KELLY confirmed that the schedule for this position will not be a regular office schedule and the candidate's hours of work will be adjusted accordingly. Overtime is paid on hours worked in excess of 40 hours a week; however, this position will need a flexible schedule.

- iii. **Recommended Change for Committee Minutes and Statements of Disclosure for Board Members** – Mr. Grant suggested that there should not be any motions coming from committee meetings. Committees will recommend consensus items only.

Another item for the Governance Committee and for the new Board Clerk and Outreach Support position would be identifying interests of Board members to avoid conflict of interest issues. Any potential conflict should be identified.

Mr. Galgay noted that when discussion was held on the delivery of service to Deer Park-Vineland Road, he excused himself from the discussion and abstained from voting as he is a property owner in the area. This was to avoid any conflict of interest. Members have an obligation to report these things to the Board.

Mr. O’Keefe stated that the Board should have a Statement of Disclosure of all its members so that conflicts may be avoided.

Mr. Kelly stated that unfortunately the *Regional Service Boards Act* does not address this matter. It would be beneficial if it were part of the legislation similar to the *Municipalities Act*.

iv. **Acceptance of Report from Governance Committee Meeting of February 16, 2016**

It was moved and seconded (D O’Keefe/J Galgay) to accept the report of the Governance Committee meeting of February 16, 2016 as delivered by Mr. Mallowney, Committee Chairperson.

MOTION 2016-018: Carried (unanimously)

6. **New Business**

- a. Mr. Grant informed members that Mr. William Woodman, representative for the Southwest Avalon area has resigned from the Eastern Regional Service Board effective February 18, 2016. Mr. Woodman stated that he is resigning due to health issues. The representative for the Southwest Avalon is elected by the communities in the region; therefore, an election will need to be held.

Ms. Roche asked if consideration has been given to having members participate by conference call if they cannot physically attend a meeting.

Mr. Grant replied that voting by conference call is an issue. He concluded that staff will begin the process for an election in the Southwest Avalon area.

- b. **ERSB and Town of Holyrood Joint Letter to Minister Municipal Affairs on Provision of Fire Services** – Mr. Grant stated that he and Mr. Kelly recently attended an interesting meeting regarding this matter. The Town of Holyrood has been very clear in that they will suspend service

without compensation. The Province will need to make a decision soon as Holyrood and many other communities are awaiting the decision.

- c. Status of Service Implementation in Other Cabin Areas** - Mr. Aker asked the status of service implementation in other cabin areas such as Ocean Pond, Goulds Pond, Horsechops, etc.

Mr. Kelly replied that the timeframe for service implementation slowed down last year. There has been a lot of pushback from cabin areas. He suggested that the Board meet with the Minister regarding the timeline for completing service implementation. He noted that Minister Joyce has provided a letter confirming waste management service for cabin areas.

- d. Correspondence from Town of Hant's Harbour** – Mr. Kelly directed members to the letter from the Town of Hant's Harbour provided in tonight's meeting package (Appendix G). This is another letter from an incorporated town requesting that the Board collect their fees. He confirmed that he has spoken with the town clerk regarding this letter and informed her that the town is responsible to collect their own fees. The Act is clear in that the Board has authority to invoice towns and towns are expected to collect its fees. We are strictly the service provider.

6. Next ERSB Meeting – March 30, 2016

The next meeting of the Eastern Regional Service Board will take place on **Wednesday, March 30, 2016 at 7:00 p.m. at The Fairfield Inn & Suites by Marriott**, Kenmount Road, St. John's.

The following committee meetings are scheduled for February 2016:

- Finance & Audit Committee – Wednesday, March 9, 2016 at 12:00 noon, EWM Boardroom
- Strategy & Policy Committee – Thursday, March 10, 2016 at 10:00 a.m., EWM Boardroom
- Governance Committee – Tuesday, March 15, 2016 at 10:00 a.m., EWM Boardroom

7. Adjournment

It was moved by D Aker to adjourn the meeting at 8:10 p.m.

*Prepared by:
Lynn Tucker
March 1, 2016*

APPENDIX

'A'

Briefing Note – Purchase of Half Ton 4X4 Pickup

Under the agreement for the Regional Water and Wastewater System operator pilot program one obligation of the Board was provision of a vehicle to support the program.

Since the inception of the program the Board has been using a spare vehicle for this program as a temporary solution. That vehicle has been moved to the Clarendville Transfer Station for snow clearing operations.

It has recently come to our attention that the Province of NL and the other Atlantic Provinces through the Council of Atlantic Premiers Joint Procurement initiative have a light vehicle procurement program.

In June 2011 the Public Procurement Act 2011, c.12, s.1, came into effect. This legislation encourages greater collaboration and the identification of strategic procurement opportunities between all public sector entities in the Province. For clarity, these entities include, but are not limited to Provincial Government Departments, Municipalities, Academic Institutions, School Boards, Health Authorities, Housing Authorities, and Crown Corporations (MASH).

There is a standing offer for light vehicles through this initiative. We have looked at the pricing under this standing offer and it is significantly better than the pricing that we have been able to achieve by going to tender as a single entity.

Type of Vehicle	OEM	Base Price	OEM	Base Price	OEM	Base Price
Pick-up Truck 1/2 ton Regular Cab 4x4 V8 5.0 L	Ford F150 Regular 4x4 XL (X1E/100A)	\$ 25,691	Chevrolet Silverado - CCK10903	\$ 23,517	Ram 1500 ST Regular Cab 4x4 DS6L62 25A	\$ 28,256
Pick-up Truck 1/2 ton Regular Cab 4x4 V6 3.7L	Ford F150 regular cab XL 4X4 (F1E/100A)	\$ 23,220	Chevrolet Silverado - CK15903	\$ 22,527	Dodge Ram 1500 ST Regular Cab 4x4; DS6L62 / 22A	\$ 25,576

Lowest price achieved in each of our last two tenders to purchase a half ton 4X4 pickup:
 October 2014 – Dodge Jeep \$29,119.96 plus HST (Dodge Ram 1500 Regular Cab 4X4)
 April 2015 – Royal Garage \$28,909.00 plus HST (Dodge Ram 1500 Regular Cab 4X4)

Recommendation: Proceed with procurement under the standing offer for the Province for Light Vehicles – Chevrolet Silverado Half Ton 4X4 V6 3.7l

APPENDIX

'B'

Briefing Note – Sick Leave Management

The Board currently has a sick leave policy of 12 days annually that do not carry over from year to year. In this way the Board does not have a sick leave liability greater than 12 days each year for any given employee. The requirement under the *Labour Standards Act* is 5 unpaid sick days annually.

In 2015 there were several employees that used all of their allotted sick leave and some used the sick leave in a discernible pattern. For the most part the sick days were used to extend a weekend. So, the benefit was taken as a holiday entitlement and not for its defined purpose – income protection in the event an employee is sick. These employees have received a letter indicating that we believe they are abusing the sick leave allotment and that there is a pattern to their use.

This issue has created operational problems for the curbside collection program predominantly.

In an effort to investigate methods to address this issue we engaged AEM HR Consulting to recommend adjustments that would encourage staff to use sick days appropriately. During the Committee discussion several Board members had suggested programs that they were aware of that might be applicable to the ERSB.

The recommendation of the study is to reduce the number of sick days thereby limiting the impact on operations if an employee decides to use all sick days and to create a financial incentive to not use the sick days.

These are the three options outlined by the consultant

- (a) Retain the current number of annual paid sick days, with no carryover and introduce a reward system whereby if an employee do not take any sick leave in the year in which it is earned (January to December) he/she would receive a one week paid vacation somewhere in North or South America.
- (b) Reduce the annual paid sick leave policy to 6 with no carry over and if an employee do not take any sick leave in the 1st six months of the year in which it is earned, he/she would receive 2 days' pay at 50% of current pay at the end of June, and if an employee do not take any sick leave during the last six months of the year in which it was earned, he/she would receive 2 days' pay at 66% of current pay at the end of the calendar year. If an employee do not take any paid sick leave during the year in which it is earned, he/she would receive 4 days at 100% of current pay at the end of the calendar year.
- (c) Reduce the annual paid sick leave to 6 days with no carry over. Introduce an incentive where an employee who do not take any paid sick leave during the year in which it is earned, would receive 3 days' pay at 100% of current pay at the end of each year.

Option (b) is recommended.

APPENDIX 'C'

Briefing Note – Office Space Lease and Boardroom space rental

When the Board tendered for space in 2013 it was for 1,700 square feet of space including offices, bathrooms, kitchenette, small boardroom with utilities and taxes included. The cost of the space was \$59,500 plus HST which is \$33.00 per square foot.

In 2013 we added an additional 675 square feet of space to accommodate additional office and storage space. All of this space has been fully utilized.

The current five year lease will expire on April 1, 2017. The lease not contain any renewal period but if we remain with the permission of the landlord it will become a month to month lease.

If the Board was to go to tender for space equivalent to the size and function of the existing space of 2375 square feet we would need to tender about 12 months before the end of the lease.

If the Board decides to tender for office space in order to get current market rates we could decide to increase the size of the space to include a boardroom large enough to accommodate the monthly Board meetings.

At present we have a small boardroom large enough to accommodate 8 people which is 200 square feet. The cost of this space at \$33/sq. ft. plus HST is \$7458. To accommodate the full board and guests the space would need to be between 800 and 1000 sq. ft. At the current market rate this would be \$29,832 - \$37,290 annually. We would also have to furnish this space with 25 chairs and a table at an estimated cost of \$40,000 or annually of \$5700 (amortize over 7 years).

Our current method of providing space for the monthly meeting is to book an evening meeting at a local hotel which generally costs about \$150 per meeting. There is food provided at these meetings which is not included in this cost and is also not reflected in the costs for internal boardroom space. For 8 to 10 board meetings annually the cost of the meeting space is \$1356 - \$1695 including HST per year.

So, an increase of 600 square feet to accommodate the creation of a larger boardroom would be an increase of approximately $(\$29,832 + 5700 = 35532 - 7458)$ \$28,074 annually for rent and furnishings.

Recommendation: To proceed with a tender for office space for approximately 2500 square feet to ensure we are at current market rates and continue to rent space at a local hotel for the monthly board meeting.

APPENDIX 'D'

Briefing Note – Payments from Advance Education and Skills for Income Support Recipients

Payments from Advanced Education and Skills (AES) for Income Support Recipients in Receipt of Waste Collection Services

ERSB has not received payment from AES since March 31, 2015 for their income support clients who are customers of Eastern Waste Management.

We have followed up with AES on several occasions and the latest being Friday, February 5, 2016.

Mr. Bill Woodman of the AES Carbonear office spoke to Lynn on February 5th and noted the following:

- The invoices submitted for Q2 and Q3 2015 are still under review. Q4 invoices submitted recently.
- Things are being done differently in 2016 and we should have received something in writing to that effect. Lynn confirmed that we have not.
- Beginning January 2016, AES will not be accepting any further invoices from ERSB. Invoices must be sent to the customer directly and the customer is responsible to get their invoice to AES for payment.
- Bill confirmed that AES no longer provides any organization including local service district committees a list of income support clients living in their community.

For Eastern Waste Management:

- Having the customer responsible to pass their invoice for waste management fees along to AES for payment will most likely not work.
- The invoicing of AES clients continues to be an issue as those in receipt of income support must self-identify for ERSB to invoice AES for their fees.
- The receipting of AES clients continues to be an issue as payments received from local service districts do not outline what customer the payment is for or even what time period.
- Customers can be in receipt of income support for just a percentage of time. We have no way to know that.
- We have no way to identify customers in receipt of income support. Therefore we have no way to ensure that we are receiving payments for all customers in receipt of service.
- For those AES clients who rent, AES pays the waste fee rather than the landlord.

2015 AES	Total
Q1 – Jan-Mar	12,788.32
Q2 – Apr-Jun	4,262.73
Q3 – Jul-Sep	5,284.61
Q4 – Oct-Dec	6,252.11
Total Invoiced 2015	28,587.77
Total Payment Received – Q1	7,075.87
Total Outstanding 2015	21,511.90

WHAT CAN ERSB DO TO ENSURE BETTER PAYMENT/COLLECTION OF THESE FEES?

APPENDIX

'E'

Eastern Regional Service Board
 BNK2 - Bank of Montreal - EW
 Cheques from 000001 to 004592 dated between 01-01-2016 and 01-31-2016

CHEQUE REGISTER

Printed: 4:37:20PM 02/04/2016

Page 1 of 3

Number	Issued	Amount	SC	Status	Status Date
004501	01/06/2016 Dodd's Diesel Repair Ltd.	8,549.12	A/P	CLEARED	01/20/2016
004502	01/06/2016 Don Walsh	289.20	A/P	CLEARED	01/13/2016
004503	01/06/2016 NATIONAL Public Relations	17,941.66	A/P	CLEARED	01/21/2016
004504	01/06/2016 Quikprint Services Ltd.	4,793.79	A/P	CLEARED	01/13/2016
004505	01/06/2016 Redline Automotive 0765	232.17	A/P	CLEARED	01/13/2016
004506	01/06/2016 T2 Ventures Inc.	150,198.43	A/P	CLEARED	01/13/2016
004507	01/06/2016 61366 Newfoundland and Labrador Inc.	5,198.00	A/P	CLEARED	01/20/2016
004508	01/06/2016 Around The Bay Disposals Inc.	41,795.77	A/P	CLEARED	01/13/2016
004509	01/06/2016 Arthur Fong Holdings Ltd.	1,274.70	A/P	CLEARED	01/20/2016
004510	01/06/2016 Bell Aliant	1,505.36	A/P	CLEARED	01/13/2016
004511	01/06/2016 Big Erics Inc.	616.44	A/P	CLEARED	01/13/2016
004512	01/06/2016 Cansel	847.50	A/P	CLEARED	01/13/2016
004513	01/06/2016 Channel 6 Ads - Clarendville	339.00	A/P	CLEARED	01/20/2016
004514	01/06/2016 De Lage Landen Financial Services Canada Ltd.	286.42	A/P	CLEARED	01/20/2016
004515	01/06/2016 Dicks and Company Limited	303.33	A/P	CLEARED	01/13/2016
004516	01/06/2016 Dynamex Canada Limited	51.36	A/P	CLEARED	01/20/2016
004517	01/06/2016 Leslie Squires	440.00	A/P	CLEARED	01/13/2016
004518	01/06/2016 Lorraine Kaczmarczyk	67.44	A/P	CLEARED	01/21/2016
004519	01/06/2016 Lynn Tucker	2,748.15	A/P	CLEARED	01/13/2016
004520	01/06/2016 Madsen Construction Equipment	476.00	A/P	CLEARED	01/13/2016
004521	01/06/2016 Newfoundland Exchequer - MVR	1,301.00	A/P	CLEARED	01/21/2016
004522	01/06/2016 Pitney Bowes	68.70	A/P	CLEARED	01/20/2016
004523	01/06/2016 Printer Tech Solutions Inc.	122.94	A/P	CLEARED	01/13/2016
004524	01/06/2016 Royal Garage Ltd.	293.57	A/P	CLEARED	01/13/2016
004525	01/06/2016 The Business Post	223.74	A/P	CLEARED	01/13/2016
004526	01/06/2016 The Shoreline News	336.74	A/P	CLEARED	01/20/2016
004527	01/06/2016 Transcontinental Atlantic Media Group G.P.	1,175.20	A/P	CLEARED	01/20/2016
004528	01/06/2016 Tulk Tire & Service Ltd.	2,462.54	A/P	CLEARED	01/13/2016
004529	01/06/2016 Receiver General of Canada	32,761.38	G/L	CLEARED	01/13/2016
004530	01/06/2016 Director of Support Enforcement	222.00	G/L	CLEARED	01/20/2016
004531	01/13/2016 Acklands Grainger Inc.	1,849.34	A/P	CLEARED	01/20/2016
004532	01/13/2016 Dodd's Diesel Repair Ltd.	7,485.58	A/P	CLEARED	01/20/2016
004533	01/13/2016 Christie Dean	21,314.47	A/P	CLEARED	01/20/2016
004534	01/13/2016 Coish's Trucking & Excavating Ltd.	9,004.01	A/P	OUT-STD	01/13/2016
004535	01/13/2016 Concord Enterprises Inc.	5,085.00	A/P	CLEARED	01/20/2016
004536	01/13/2016 North Atlantic	25,934.55	A/P	CLEARED	01/20/2016
004537	01/13/2016 E K Lomond Auto Solutions Inc	643.14	A/P	CLEARED	01/21/2016
004538	01/13/2016 Fortis Concrete Inc.	8,136.00	A/P	CLEARED	01/20/2016
004539	01/13/2016 Harvey & Company Ltd.	2,210.94	A/P	CLEARED	01/20/2016
004540	01/13/2016 Imperial Oil	503.87	A/P	CLEARED	01/20/2016
004541	01/13/2016 Jonathan Miller	3,574.35	A/P	CLEARED	01/21/2016
004542	01/13/2016 Lynn Tucker	302.21	A/P	OUT-STD	01/13/2016
004543	01/13/2016 Madsen Construction Equipment	1,536.93	A/P	CLEARED	01/20/2016
004544	01/13/2016 Pinnacle Office Solutions Ltd.	153.01	A/P	CLEARED	01/21/2016
004545	01/13/2016 Pro-Tech Construction Ltd.	7,700.49	A/P	OUT-STD	01/13/2016
004546	01/13/2016 Provincial Fence Products Ltd.	1,356.00	A/P	CLEARED	01/20/2016

** - Name on Check was modified

Eastern Regional Service Board
 BNK2 - Bank of Montreal - EW
 Cheques from 000001 to 004592 dated between 01-01-2016 and 01-31-2016

CHEQUE REGISTER

Printed: 4:37:20PM 02/04/2016

Page 2 of 3

Number	Issued	Amount	SC	Status	Status Date
004547	01/13/2016 Richard Warford	857.98	A/P	OUT-STD	01/13/2016
004548	01/13/2016 Royal Garage Ltd.	350.00	A/P	CLEARED	01/20/2016
004549	01/13/2016 Sam Pike Masonry Ltd.	347.46	A/P	OUT-STD	01/13/2016
004550	01/13/2016 The Shoreline News	336.74	A/P	CLEARED	01/20/2016
004551	01/13/2016 Town of Clarendville	3,000.00	A/P	CLEARED	01/20/2016
004552	01/13/2016 Wedgwood Insurance Limited	9,730.00	A/P	CLEARED	01/20/2016
004554	01/13/2016 Encon Group Inc.	4,519.64	G/L	CLEARED	01/20/2016
004555	01/26/2016 61366 Newfoundland and Labrador Inc.	5,198.00	A/P	OUT-STD	01/26/2016
004556	01/26/2016 Bell Mobility Inc.	1,547.40	A/P	OUT-STD	01/26/2016
004557	01/26/2016 Big Erics Inc.	133.71	A/P	OUT-STD	01/26/2016
004558	01/26/2016 Blaketown Service Station	847.82	A/P	OUT-STD	01/26/2016
004559	01/26/2016 Christie Dean	316.75	A/P	OUT-STD	01/26/2016
004560	01/26/2016 City of St. John's	26,954.91	A/P	OUT-STD	01/26/2016
004561	01/26/2016 D&L Russell Limited	2.24	A/P	OUT-STD	01/26/2016
004562	01/26/2016 De Lage Landen Financial Services Canada Ltd.	286.42	A/P	OUT-STD	01/26/2016
004563	01/26/2016 Dicks and Company Limited	20.97	A/P	OUT-STD	01/26/2016
004564	01/26/2016 Dodd's Diesel Repair Ltd.	0.00	A/P	*VOID*	01/26/2016
004565	01/26/2016 Dodd's Diesel Repair Ltd.	19,385.17	A/P	OUT-STD	01/26/2016
004566	01/26/2016 Eastern Health	432.28	A/P	OUT-STD	01/26/2016
004567	01/26/2016 Express Signs	1,084.80	A/P	OUT-STD	01/26/2016
004568	01/26/2016 Guy Badcock	210.00	A/P	OUT-STD	01/26/2016
004569	01/26/2016 Iron Mountain Canada	35.12	A/P	OUT-STD	01/26/2016
004570	01/26/2016 Jacqueline Crocker	40.67	A/P	OUT-STD	01/26/2016
004571	01/26/2016 Ken Kelly	9,910.03	A/P	OUT-STD	01/26/2016
004572	01/26/2016 Kevin Butt	63.25	A/P	OUT-STD	01/26/2016
004573	01/26/2016 Lynn Tucker	935.91	A/P	OUT-STD	01/26/2016
004574	01/26/2016 Madsen Construction Equipment	746.60	A/P	OUT-STD	01/26/2016
004575	01/26/2016 Newfoundland Power Inc.	1,101.59	A/P	OUT-STD	01/26/2016
004576	01/26/2016 North Atlantic	434.41	A/P	OUT-STD	01/26/2016
004577	01/26/2016 Northern Business Intelligence	3,645.46	A/P	OUT-STD	01/26/2016
004578	01/26/2016 Pitney Bowes	6,216.49	A/P	OUT-STD	01/26/2016
004579	01/26/2016 Randy Reid	780.42	A/P	OUT-STD	01/26/2016
004580	01/26/2016 Rowe's Collision	1,589.29	A/P	OUT-STD	01/26/2016
004581	01/26/2016 Royal Garage Ltd.	1,602.74	A/P	OUT-STD	01/26/2016
004582	01/26/2016 Saunders Equipment Ltd.	96,050.00	A/P	OUT-STD	01/26/2016
004583	01/26/2016 Short's Backhoe & Trucking Ltd	4,350.50	A/P	OUT-STD	01/26/2016
004584	01/26/2016 Terry Dobbie	118.62	A/P	OUT-STD	01/26/2016
004585	01/26/2016 Tulk Tire & Service Ltd.	1,214.65	A/P	OUT-STD	01/26/2016
004586	01/26/2016 Woodman's Welding Ltd.	1,320.40	A/P	OUT-STD	01/26/2016
004587	01/26/2016 Receiver General of Canada	39,160.54	G/L	OUT-STD	01/26/2016
004588	01/26/2016 Wayne/Trevor Lewis	53.75	A/R	*VOID*	01/26/2016
004589	01/26/2016 Lewis, Trevor	363.60	A/R	OUT-STD	01/26/2016
004590	01/26/2016 Rodway, Frank	183.49	A/R	OUT-STD	01/26/2016
004591	01/26/2016 Trevor Lewis	53.75	A/R	OUT-STD	01/26/2016

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CHEQUE REGISTER

Printed: 4:37:20PM 02/04/2016

Page 3 of 3

Number	Issued	Amount	SC	Status	Status Date
	Cheque Totals Issued:	619,191.36			
	Void:	53.75			
	Total Cheques Generated:	619,245.11			
	Total # of Cheques Listed:	90			

** - Name on Check was modified

**EASTERN REGIONAL SERVICE BOARD
EASTERN WASTE MANAGEMENT**

**PAYROLL EXPENSE
JANUARY 2016**

Payroll – Staff (2 pay periods – 32 employees).....	\$115,057.41
Payroll – Board (20 members)	\$ 0.00
Total Payroll (32 employees)	\$115,057.41
Payroll CRA Remittance (Chq#4587)	\$ 39,160.54
TOTAL GROSS PAYROLL	<u>\$154,217.95</u>

PREVIOUS MONTH

DECEMBER 2015

Payroll – Staff (2 pay periods – 29 employees)	\$100,378.15
Payroll – Board (20 members)	\$22,050.62
Total Payroll (49 employees)	\$122,428.77
Payroll CRA Remittance (Chq#4529)	\$32,761.38
TOTAL GROSS PAYROLL	<u>\$155,190.15</u>

APPENDIX

'F'

BOARD DEVELOPMENT 2016

Expression of interest for the following:

1. Canadian Waste Resource Symposium, Halifax, Nova Scotia – April 26-29:

- Bill Bailey
- Joy Dobbie
- Harold Mallowney

2. NAWTEC – North American Waste to Energy Conference, West Palm Beach, Florida – May 23-25:

- Bill Bailey
- Danny Breen
- Jonathan Galgay
- Sandy Hickman
- Peggy Roche
- Sterling Willis

3. SWANA WasteCon, Indianapolis, Indiana, August 22-25:

- Dave Aker
- Bill Bailey (*first choice*)
- Jonathan Galgay
- Gordon Stone
- Gerard Tilley

ERSB members who have previously attended SWANA WasteCon:

2013 Joy Dobbie

2014 Bill Bailey & Sterling Willis

2015 Danny Breen & Jonathan Galgay

APPENDIX

'G'

RECEIVED FEB 10 2016



Town of Hunt's Harbour
NEWFOUNDLAND
A0B 1Y0

PHONE 586-2741

February 3rd, 2016

Eastern Waste Management
255 Majors Path
St. John's, NL
1A 0L5

Dear Sir/Madam:

At a regular meeting of council held on January 14th, 2016 a discussion was held regarding the renewal of the waste collection contract that included our town. After much debate and discussion, council felt compelled to write your company to express our disappointment that the council was not a part of the decision making process to renew the contract considering our town handles the invoicing for the garbage fee, collects the garbage fee, addresses correspondence regarding the garbage collection and more importantly we must ensure the garbage fee gets paid or we are left with arrears to deal with. It is very disappointing to know that as a council we are being invoiced by Eastern Waste Management to collect this garbage fee and just next door in the next community, because it is a local service district, they do not have to deal with this invoicing, it is done directly by Eastern Waste Management to the residents. Why is it that the invoicing for this entire service is not directly sent to all residents instead of using the town council as a middleman to ensure you get paid for the garbage fee. Each and every year Eastern Waste Management invoices the town and you get your money but if an individual or individuals do not pay their garbage fee they still get the service but the town council is left with the task of collecting the arrears, this is not justifiable. And to not be a part of the decision making process is very upsetting. Council feels that if the town has to do this service on behalf of Eastern Waste Management then you will be invoiced for administration services from the town commencing immediately. There are various companies that provide services within the town but they do not invoice the town council and expect the town to collect from residents, ie NL Power.

We trust that this correspondence will be addressed accordingly and invoicing from your company will be directly sent to the residents receiving the service and not to the town council for payment.

Regards,


for Judy King
Mayor