



**BOARD OF DIRECTORS MEETING
MINUTES**

Meeting #77

Wednesday, February 26, 2020, 7:00 p.m.

Holiday Inn Express

5 Navigator Ave., St. John's, NL

In Attendance: Mayor Harold Mallowney
Mayor Danny Breen
Councillor Glenn Clarke
Councillor Wally Collins
Councillor Ian Froude
Councillor Jamie Korab
Councillor Dave Lane
Councillor Kevin McDonald
Deputy Mayor Sheilagh O'Leary
Councillor Peggy Roche
Councillor Deanne Stapleton
Councillor Lucy Stoyles
Councillor Gerard Tilley
Deputy Mayor Sam Whalen
Councillor Sterling Willis
Councillor Maggie Burton
Councillor Sandy Hickman

Regrets: Councillor Bill Bailey
Councillor Hope Jamieson
Mayor Gerald Snook

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

1. **Call to Order**

Mr. MULLOWNEY called the meeting to order at 7:01 p.m.

2. **Adoption of Agenda**

The Agenda was tabled for approval.

MOTION 2020-010

Moved By Mr. Whalen

Seconded By Mr. Willis

BE IT RESOLVED that the Agenda be adopted as tabled.

Carried Unanimously

3. **Review of Minutes**

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

MOTION 2020-011

Moved By Ms. Stoyles

Seconded By Mr. Froude

BE IT RESOLVED that the Minutes of the meeting of Wednesday, January 29, 2020 be adopted as tabled.

Carried Unanimously

4. **Committee Reports**

a. **Finance & Audit Committee**

Mr. HICKMAN delivered the ERSB Finance and Audit Committee report, and noted that quorum was not attained for this month's meeting.

1. Board Expenditures

Board expenditures for the month of January 2019 were tabled for review and approval.

MOTION 2020-012

Moved By Mr. Mullowney

Seconded By Ms. Roche

BE IT RESOLVED that the ERSB adopt the Board's Expenditures for January as tabled.
Carried Unanimously

2. a) Incorporated Towns Payment Activity Report

An update on the incorporated towns payment activity was provided for January 2020.

b) Town of Aquaforte Delinquency

The Town of Aquaforte has submitted payment for 2019 and 2020; therefore, waste services for the town was not impacted.

3. 2019 Q4 Financial Update

Documents tabled for information purposes only. Members were notified that overall expenditures and revenue were both at 88 percent of budget for 2019.

The Board's independent auditor has already begun the 2019 audit and it on target to have it completed by the date required.

4. Award Trinity Conception North Contract

The Board's Chairperson requested that this item be moved to the end of the meeting as it is an in-camera session.

The item "Award Trinity Conception North Contract" has been added under New Business.

5. Waste Collection Equipment Disposal Tender

Following the agreement with Municipal Affairs and Environment on implementation of the Minister's Directives of 2019, the Board no longer operates a waste collection division.

Therefore, the Board has waste collection equipment that it no longer requires. Staff issued tenders for timely disposal of each piece of equipment, "as is where is". There were two periods of time set up for bidders to preview the equipment.

MOTION 2020-013

Moved By Mr. Hickman

Seconded By Ms. Stoyles

BE IT RESOLVED that the ERSB award to the highest bidder for:

- 2014 Dodge Ram Pick-Up
- 2014 Dodge Ram Pick-Up
- 2015 Dodge Ram Pick-Up
- 2003 Compactor
- 2007 Compactor
- 2015 Compactor
- 2016 Rear Load Compactor
- Axles and Tires
- Float Trailer

Carried Unanimously

6. Provincial Waste Management Strategy (PWMS) Review Report

The Minister of Municipal Affairs and Environment has requested a response from the Board on the recently released PWMS Review report. The Chairperson invited members to submit any comments and/or concerns to the CAO to be included in the Board's response.

The Chairperson noted that the Board has worked hard to maintain its fees and does not want to see significant increases. According to media reports, if the recommendations in this plan are implemented it will cost the taxpayers of this Province an additional \$150-\$200 million.

The ERSB is not in favour of implementing any recommendations that increase costs unnecessarily for its customers.

7. Sponsorship Request from Municipalities Newfoundland and Labrador (MNL) for Regional Meeting

As in previous years, MNL has requested the Board's participation as a sponsor at the upcoming Avalon/Eastern Regional Meeting. The Board will be a sponsor again this year.

a. **Strategy & Policy Committee**

Mr. Whalen delivered the ERSB Strategy and Policy Committee report.

1. Website Re-Design by NATIONAL Public Relations

Mr. Whalen notified the Board that Staff has been corresponding with NATIONAL Public Relations in the re-design of the ERSB Websites. A quote has been requested for specific work that needs to be done, and this will be brought to the Committee and the Board next month.

2. Letter from Town of Arnold's Cove

A letter from the Town of Arnold's Cove was tabled along with the response from the Board.

b. **Governance Committee**

Mr. Clarke delivered the ERSB Governance Committee report.

1. Payroll Remittance Statements

The Canada Revenue Agency payroll remittance statement to the end of 2019 was included in the meeting package. The Board remits on a bi-weekly and all remittances are up to date with no outstanding balance.

2. CAO's Report Against Annual Governance Calendar

a) Workplace NL 2019 Experience

Reports were tabled for information purposes only and there were no concerns regarding the Board's 2019 Workplace NL Experience.

b) Board Members' Professional Development

Each year the Board identifies possible professional development opportunities for members. Some of these events were listed and it was noted that a survey would be sent to members for them to express their interest in attending these events.

3. Update on Collective Bargaining Process

To date, there is no update from the union on the collective bargaining process. Staff has requested a preliminary meeting and date for collective bargaining and will continue to wait until more information is provided.

8. **Correspondence**

There was no new correspondence for this meeting.

9. **New Business**

- a. **Award Contract for Multi-Stream Waste Collection Services for Trinity Conception North Area**

MOTION 2020-014

Moved By Mr. Mallowney

Seconded By Mr. McDonald

BE IT RESOLVED that the meeting move into a closed session.

Carried Unanimously

MOTION 2020-015

Moved By Mr. Hickman

Seconded By Mr. Lane

BE IT RESOLVED that the meeting move into an open session.

Carried Unanimously

MOTION 2020-016

Moved By Mr. Hickman

Seconded By Ms. Roche

BE IT RESOLVED that the ERSB award contract for multi-stream waste collection including recycling and bulk waste pick up for the Trinity Conception North area for 36 months beginning April 1, 2020 to T2 Ventures Inc. for the amount of \$840,060.00 plus HST.

Carried Unanimously

10. **Upcoming Meetings**

- a. The next meeting of the Board of Directors will take place on Wednesday, March 25, 2020 at 7:00 p.m. at the Holiday Inn & Express, 5 Navigator Avenue, St. John's.
- b. The next meeting of the Finance & Audit Committee will take place on Thursday, March 12, 2020 at 12:30 p.m. in the ERSB Boardroom.
- c. The next meeting of the Strategy & Policy Committee will take place on Tuesday, March 10, 2020 at 10:30 a.m. in the ERSB Boardroom.
- d. The next meeting of the Governance Committee will take place on Wednesday, March 18, 2020 at 10:30 a.m. in the ERSB Boardroom.

11. **Adjournment**

MOTION 2020-017

Moved By Ms. Stoyles

Seconded By Mr. Tilley

Seeing no further business to be discussed, BE IT RESOLVED that the meeting adjourned at 7:32 p.m.

Carried Unanimously

Ms. Holly Coles

Board Clerk and Outreach Coordinator

Mayor Harold Mullooney

Chairperson

Eastern Regional Service Board

BNK2 - Bank of Montreal - EW

Cheques from 000001 to 008683 dated between 01-01-2020 and 01-31-2020

CHEQUE REGISTER

Printed: 2:26:00PM 02/10/2020

Page 1 of 2

| Number | Issued | Amount | SC | Status | Status Date |
|---------------|--------------------------------------------------------|---------------|-----------|---------------|--------------------|
| 008576 | 01/09/2020 Advantage Personnel Ltd. | 5,007.48 | A/P | OUT-STD | 01/09/2020 |
| 008577 | 01/09/2020 Around The Bay Disposals Inc. | 42,609.19 | A/P | OUT-STD | 01/09/2020 |
| 008578 | 01/09/2020 Bell Aliant | 2,116.63 | A/P | OUT-STD | 01/09/2020 |
| 008579 | 01/09/2020 CAN-AM Platforms & Construction Ltd. | 2,990.00 | A/P | OUT-STD | 01/09/2020 |
| 008580 | 01/09/2020 Christie Dean | 791.09 | A/P | OUT-STD | 01/09/2020 |
| 008581 | 01/09/2020 City of St. John's | 37,355.94 | A/P | OUT-STD | 01/09/2020 |
| 008582 | 01/09/2020 Coish's Trucking & Excavating Ltd. | 14,432.50 | A/P | OUT-STD | 01/09/2020 |
| 008583 | 01/09/2020 Colin Rideout | 71.22 | A/P | OUT-STD | 01/09/2020 |
| 008584 | 01/09/2020 D&L Russell Limited | 26.34 | A/P | OUT-STD | 01/09/2020 |
| 008585 | 01/09/2020 Dodd's Diesel Repair Ltd. | 6,060.20 | A/P | OUT-STD | 01/09/2020 |
| 008586 | 01/09/2020 Gerald Snook | 154.97 | A/P | OUT-STD | 01/09/2020 |
| 008587 | 01/09/2020 Imperial Oil | 114.01 | A/P | OUT-STD | 01/09/2020 |
| 008588 | 01/09/2020 Integrated Staffing Limited | 4,813.36 | A/P | OUT-STD | 01/09/2020 |
| 008589 | 01/09/2020 K.J.H. Dirtwork's Ltd. | 1,379.99 | A/P | OUT-STD | 01/09/2020 |
| 008590 | 01/09/2020 Kevin Butt | 68.98 | A/P | OUT-STD | 01/09/2020 |
| 008591 | 01/09/2020 Leslie Squires | 440.00 | A/P | OUT-STD | 01/09/2020 |
| 008592 | 01/09/2020 Lynn Tucker | 895.78 | A/P | OUT-STD | 01/09/2020 |
| 008593 | 01/09/2020 Miller IT Limited | 1,532.88 | A/P | OUT-STD | 01/09/2020 |
| 008594 | 01/09/2020 NATIONAL Public Relations | 5,705.71 | A/P | OUT-STD | 01/09/2020 |
| 008595 | 01/09/2020 Nexgen Municipal Inc. | 2,175.14 | A/P | OUT-STD | 01/09/2020 |
| 008596 | 01/09/2020 NL News Now | 314.49 | A/P | OUT-STD | 01/09/2020 |
| 008597 | 01/09/2020 North Atlantic | 30,483.95 | A/P | OUT-STD | 01/09/2020 |
| 008598 | 01/09/2020 Northern Business Intelligence | 3,830.95 | A/P | OUT-STD | 01/09/2020 |
| 008599 | 01/09/2020 OMB Parts & Industrial Ltd. | 113.87 | A/P | OUT-STD | 01/09/2020 |
| 008600 | 01/09/2020 ORKIN Canada Corporation | 194.35 | A/P | OUT-STD | 01/09/2020 |
| 008601 | 01/09/2020 Parts For Trucks Inc. | 34.21 | A/P | OUT-STD | 01/09/2020 |
| 008602 | 01/09/2020 PROCOM Data Services Inc. | 10,105.58 | A/P | OUT-STD | 01/09/2020 |
| 008603 | 01/09/2020 Quikprint Services Ltd. | 3,918.06 | A/P | OUT-STD | 01/09/2020 |
| 008604 | 01/09/2020 SaltWire Network Inc. | 4,959.32 | A/P | OUT-STD | 01/09/2020 |
| 008605 | 01/09/2020 Shred-it International ULC | 70.00 | A/P | OUT-STD | 01/09/2020 |
| 008606 | 01/09/2020 T2 Ventures Inc. | 199,161.48 | A/P | OUT-STD | 01/09/2020 |
| 008607 | 01/09/2020 The Business Post | 1,028.10 | A/P | OUT-STD | 01/09/2020 |
| 008608 | 01/09/2020 The Northeast Avalon Times | 258.75 | A/P | OUT-STD | 01/09/2020 |
| 008609 | 01/09/2020 Tulk Tire & Service Ltd. | 1,818.23 | A/P | OUT-STD | 01/09/2020 |
| 008610 | 01/09/2020 Vardy Villa Limited | 35,091.67 | A/P | OUT-STD | 01/09/2020 |
| 008611 | 01/09/2020 Wood Environment & Infrastructure Solutions | 6,901.73 | A/P | OUT-STD | 01/09/2020 |
| 008612 | 01/09/2020 Receiver General of Canada | 125.00 | G/L | OUT-STD | 01/09/2020 |
| 008613 | 01/09/2020 Baker, Joseph & Madonna M. Baker | 20.00 | A/R | OUT-STD | 01/09/2020 |
| 008614 | 01/09/2020 Barrett, Michael | 171.24 | A/R | OUT-STD | 01/09/2020 |
| 008615 | 01/09/2020 Corbett, Gary | 31.50 | A/R | OUT-STD | 01/09/2020 |
| 008616 | 01/09/2020 Hennessey, Paul | 23.26 | A/R | OUT-STD | 01/09/2020 |
| 008617 | 01/09/2020 Murphy, Michael & Carmela | 35.31 | A/R | OUT-STD | 01/09/2020 |
| 008618 | 01/09/2020 O'Neill, Richard | 31.50 | A/R | OUT-STD | 01/09/2020 |
| 008619 | 01/09/2020 Parsons, Cynthia | 18.00 | A/R | OUT-STD | 01/09/2020 |
| 008624 | 01/29/2020 Advantage Personnel Ltd. | 4,992.49 | A/P | OUT-STD | 01/29/2020 |
| 008625 | 01/29/2020 Bell Mobility Inc. | 1,602.21 | A/P | OUT-STD | 01/29/2020 |

** - Name on Check was modified

Eastern Regional Service Board

BNK2 - Bank of Montreal - EW

Cheques from 000001 to 008683 dated between 01-01-2020 and 01-31-2020

CHEQUE REGISTER

Printed: 2:26:00PM 02/10/2020

Page 2 of 2

| Number | Issued | | Amount | SC | Status | Status Date |
|-----------------------------------|---------------|----------------------------------------------------|-------------------|-----------|---------------|--------------------|
| 008626 | 01/29/2020 | Christie Dean | 1,946.86 | A/P | OUT-STD | 01/29/2020 |
| 008627 | 01/29/2020 | Curtis Dawe | 6,110.70 | A/P | OUT-STD | 01/29/2020 |
| 008628 | 01/29/2020 | D&L Russell Limited | 2,212.45 | A/P | OUT-STD | 01/29/2020 |
| 008629 | 01/29/2020 | Dicks and Company Limited | 953.35 | A/P | OUT-STD | 01/29/2020 |
| 008630 | 01/29/2020 | Dodd's Diesel Repair Ltd. | 87.17 | A/P | OUT-STD | 01/29/2020 |
| 008631 | 01/29/2020 | Eastlink Communications Channel 6 Ads Clarendville | 207.00 | A/P | OUT-STD | 01/29/2020 |
| 008632 | 01/29/2020 | eSCRIBE Software Ltd. | 11,442.50 | A/P | OUT-STD | 01/29/2020 |
| 008633 | 01/29/2020 | Lorraine Kaczmarczyk | 15.01 | A/P | OUT-STD | 01/29/2020 |
| 008634 | 01/29/2020 | Madsen Construction Equipment | 165.43 | A/P | OUT-STD | 01/29/2020 |
| 008635 | 01/29/2020 | Newfoundland Power Inc. | 7,857.25 | A/P | OUT-STD | 01/29/2020 |
| 008636 | 01/29/2020 | OMB Parts & Industrial Ltd. | 51.96 | A/P | OUT-STD | 01/29/2020 |
| 008637 | 01/29/2020 | PBA Industrial Supplies Ltd. | 352.61 | A/P | OUT-STD | 01/29/2020 |
| 008638 | 01/29/2020 | Pitney Bowes | 3,406.89 | A/P | OUT-STD | 01/29/2020 |
| 008639 | 01/29/2020 | Radio Bell Island | 100.00 | A/P | OUT-STD | 01/29/2020 |
| 008640 | 01/29/2020 | SaltWire Network Inc. | 595.12 | A/P | OUT-STD | 01/29/2020 |
| 008641 | 01/29/2020 | Ash, Justin | 240.00 | A/R | OUT-STD | 01/29/2020 |
| 008642 | 01/30/2020 | Vardy Villa Limited | 40,000.00 | A/P | OUT-STD | 01/30/2020 |
| Cheque Totals Issued: | | | 509,820.96 | | | |
| Void: | | | 0.00 | | | |
| Total Cheques Generated: | | | 509,820.96 | | | |
| Total # of Cheques Listed: | | | 63 | | | |

EASTERN REGIONAL SERVICE BOARD

PAYROLL EXPENSE

JANUARY 2020

| | |
|--------------------------------------------------------------|----------------------------|
| Payroll – Staff (<i>2 pay periods – 25 employees</i>)..... | \$118,900.82 |
| Payroll – Board (<i>19 members</i>) | <u>\$ 00,000.00</u> |
| Total Payroll (<i>25 employees</i>) | \$118,900.82 |
| Payroll CRA Remittance | <u>\$48,959.68</u> |
| TOTAL GROSS PAYROLL | <u>\$167,860.50</u> |

PREVIOUS MONTH

DECEMBER 2019

| | |
|--------------------------------------------------------------|----------------------------|
| Payroll – Staff (<i>2 pay periods – 29 employees</i>)..... | \$118,903.11 |
| Payroll – Board (<i>19 members</i>) | <u>\$ 17,859.48</u> |
| Total Payroll (<i>48 employees</i>) | \$136,762.59 |
| Payroll CRA Remittance | <u>\$ 33,330.27</u> |
| TOTAL GROSS PAYROLL | <u>\$170,092.86</u> |

TOWNS PAYMENT ACTIVITY 2020 - As of February 10, 2020

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

| CustCode | Town/Local Service District | Number of Units | Number of Units x \$180.00 | Prior Year (Credit) Arrears | Total Invoiced | Payments Received | Balance | Amount | |
|-----------------|-------------------------------------------------------|-----------------|----------------------------|-----------------------------|--------------------|-------------------|--------------------|--------------------|-------------------|
| | | | | | | | | Due by 31-Jan | Surplus (Arrears) |
| TOWN503 | Town of Arnold's Cove | 535 | \$96,300.00 | | \$96,300.00 | \$ 9,630.00 | \$86,670.00 | \$ 9,630.00 | 0.00 |
| DALLE401 | LSD of Mobile (E Dalley, Treasurer) | 101 | \$18,180.00 | | \$18,180.00 | \$ - | \$0.00 | \$1,818.00 | -1,818.00 |
| TOWN301 | Town of Come by Chance | 118 | \$21,240.00 | | \$21,240.00 | \$ - | \$21,240.00 | \$ 2,124.00 | -2,124.00 |
| TOWN302 | Town of Norman's Cove-Long Cove | 333 | \$59,940.00 | | \$59,940.00 | \$ - | \$59,940.00 | \$ 5,994.00 | -5,994.00 |
| TOWN303 | Town of Chapel Arm | 256 | \$46,080.00 | | \$46,080.00 | \$ - | \$46,080.00 | \$ 4,608.00 | -4,608.00 |
| TOWN304 | Town of Southern Harbour | 184 | \$33,120.00 | | \$33,120.00 | \$ - | \$33,120.00 | \$ 3,312.00 | -3,312.00 |
| TOWN305 | Town of Sunnyside | 205 | \$36,900.00 | | \$36,900.00 | \$ 3,690.00 | \$33,210.00 | \$ 3,690.00 | 0.00 |
| TOWN502 | Town of Chance Cove | 148 | \$26,640.00 | | \$26,640.00 | \$ 2,664.00 | \$23,976.00 | \$ 2,664.00 | 0.00 |
| TOWN0401 | Town of Aquaforte | 70 | \$12,600.00 | \$ 875.73 | \$13,475.73 | \$ - | \$13,475.73 | \$ 1,347.57 | -1,347.57 |
| TOWN0402 | Town of Bay Bulls | 545 | \$98,100.00 | | \$98,100.00 | \$ 9,810.00 | \$88,290.00 | \$ 9,810.00 | 0.00 |
| TOWN0403 | Town of Cape Broyle | 277 | \$49,860.00 | | \$49,860.00 | \$ 4,986.00 | \$44,874.00 | \$ 4,986.00 | 0.00 |
| TOWN0404 | Town of Fermeuse-Kingman's Cove | 179 | \$32,220.00 | \$ (0.02) | \$32,219.98 | \$ 8,055.00 | \$24,164.98 | \$ 8,055.00 | 0.01 |
| TOWN0405 | Town of Ferryland | 272 | \$48,960.00 | | \$48,960.00 | \$ 12,240.00 | \$36,720.00 | \$ 12,240.00 | 0.00 |
| TOWN0407 | Town of Renewes-Cappahayden | 234 | \$42,120.00 | | \$42,120.00 | \$ - | \$42,120.00 | \$ 4,212.00 | -4,212.00 |
| TOWN0408 | Town of St. Shott's | 50 | \$9,000.00 | | \$9,000.00 | \$ - | \$9,000.00 | \$ 2,250.00 | -2,250.00 |
| TOWN0410 | Town of Witless Bay | 685 | \$123,300.00 | | \$123,300.00 | \$ 30,825.00 | \$92,475.00 | \$ 30,825.00 | 0.00 |
| TOWN0411 | Town of Portugal Cove South | 92 | \$16,560.00 | | \$16,560.00 | \$ - | \$16,560.00 | \$ 4,140.00 | -4,140.00 |
| TOWN0504 | Town of Long Harbour-Mount Arlington Heights | 196 | \$35,280.00 | | \$35,280.00 | \$ 3,528.00 | \$31,752.00 | \$ 3,528.00 | 0.00 |
| TOWN0505 | Town of Fox Harbour | 134 | \$24,120.00 | | \$24,120.00 | \$ 2,412.00 | \$21,708.00 | \$ 2,412.00 | 0.00 |
| TOWN0507 | Town of St. Bride's | 140 | \$25,200.00 | | \$25,200.00 | \$ 6,300.00 | \$18,900.00 | \$ 6,300.00 | 0.00 |
| TOWN0508 | Town of Point Lance | 47 | \$8,460.00 | | \$8,460.00 | \$ 2,115.00 | \$6,345.00 | \$ 2,115.00 | 0.00 |
| TOWN0509 | Town of Branch | 161 | \$28,980.00 | | \$28,980.00 | \$ - | \$28,980.00 | \$ 2,898.00 | -2,898.00 |
| TOWN0510 | Town of Mount Carmel-Mitchell's Brook-St. Catherine's | 299 | \$53,820.00 | | \$53,820.00 | \$ 13,455.00 | \$40,365.00 | \$ 13,455.00 | 0.00 |
| TOWN0511 | Town of St. Joseph's | 107 | \$19,260.00 | | \$19,260.00 | \$ 4,815.00 | \$14,445.00 | \$ 4,815.00 | 0.00 |
| TOWN0512 | Town of Admiral's Beach | 82 | \$14,760.00 | | \$14,760.00 | \$ 1,476.00 | \$13,284.00 | \$ 1,476.00 | 0.00 |
| TOWN0513 | Town of Gaskiers-Point LaHaye | 144 | \$25,920.00 | | \$25,920.00 | \$ 2,592.00 | \$23,328.00 | \$ 2,592.00 | 0.00 |
| TOWN0514 | Town of Collinet | 75 | \$13,500.00 | | \$13,500.00 | \$ 1,350.00 | \$12,150.00 | \$ 1,350.00 | 0.00 |
| TOWN0515 | Town of Riverhead | 116 | \$20,880.00 | | \$20,880.00 | \$ 2,088.00 | \$18,792.00 | \$ 2,088.00 | 0.00 |
| TOWN0516 | Town of St. Mary's | 222 | \$39,960.00 | | \$39,960.00 | \$ - | \$39,960.00 | \$ 3,996.00 | -3,996.00 |
| TOWN0517 | Town of St. Vincent's-St. Stephen's-Peter's River | 213 | \$38,340.00 | | \$38,340.00 | \$ 3,834.00 | \$34,506.00 | \$ 3,834.00 | 0.00 |
| TOWN0601 | Town of Whiteway | 163 | \$29,340.00 | | \$29,340.00 | \$ - | \$29,340.00 | \$ 2,934.00 | -2,934.00 |
| TOWN0602 | Town of Heart's Delight-Islington | 409 | \$73,620.00 | | \$73,620.00 | \$ 7,362.00 | \$66,258.00 | \$ 7,362.00 | 0.00 |
| TOWN0603 | Town of Heart's Desire | 125 | \$22,500.00 | | \$22,500.00 | \$ 2,250.00 | \$20,250.00 | \$ 2,250.00 | 0.00 |
| TOWN0801 | Town of Old Perlican | 330 | \$59,400.00 | | \$59,400.00 | \$ - | \$59,400.00 | \$ 5,940.00 | -5,940.00 |
| TOWN0802 | Town of Bay de Verde | 221 | \$39,780.00 | \$ 7,956.00 | \$47,736.00 | \$ 11,934.00 | \$35,802.00 | \$ 4,773.60 | 7,160.40 |
| TOWN0804 | Town of New Perlican | 162 | \$29,160.00 | | \$29,160.00 | \$ 2,916.00 | \$26,244.00 | \$ 2,916.00 | 0.00 |
| TOWN0805 | Town of Hant's Harbour | 193 | \$34,740.00 | | \$34,740.00 | \$ - | \$34,740.00 | \$ 2,895.00 | -2,895.00 |
| TOWN0806 | Town of Heart's Content | 239 | \$43,020.00 | | \$43,020.00 | \$ - | \$43,020.00 | \$ 10,755.00 | -10,755.00 |
| TOWN0807 | Town of Winterton | 295 | \$53,100.00 | | \$53,100.00 | \$ - | \$53,100.00 | \$ 13,275.00 | -13,275.00 |
| TOWN0808 | Town of Clarenville | 2870 | \$516,600.00 | | \$516,600.00 | \$ - | \$516,600.00 | \$ 129,150.00 | -129,150.00 |

| | | | | | | | | | | |
|----------|------------------------|--------------|---------------------|-----------------|---------------------|-------------------|---------------------|-------------------|-------------------|------------|
| TOWN0003 | Town of Clarke's Beach | 592 | \$106,560.00 | \$106,560.00 | \$ | 53,280.00 | \$53,280.00 | \$ | 106,560.00 | -53,280.00 |
| TOWN0809 | Town of Wabana | 1222 | \$219,960.00 | \$219,960.00 | \$ | 21,996.00 | \$197,964.00 | \$ | 21,996.00 | 0.00 |
| | | 13041 | 2,347,380.00 | 8,831.71 | 2,356,211.71 | 225,603.00 | 2,112,428.71 | 473,371.17 | 247,768.17 | |

TOWNS ACTIVITY - INVOICED MONTHLY (Jan - Dec 2020)

| CustCode | Town/LSD | No. Properties | Prior Year Balance | Total Invoices 2020 | Payments Received | Outstanding Balance | Surplus (Arrears) |
|----------|-------------------|----------------|--------------------|---------------------|-------------------|---------------------|-------------------|
| TOWN0205 | Town of Holyrood | 1035 | 23,622.33 | 12,281.74 | | 35,904.07 | |
| TOWN0203 | Town of Colliers | 285 | 3,432.20 | 3,512.05 | | 6,944.25 | |
| LSD0F202 | LSD of Marysvale | 225 | - | 2,651.85 | 2,651.85 | - | |
| LSD0F201 | LSD of Georgetown | 135 | 1,571.50 | 1,631.88 | 1,631.88 | 1,571.50 | |
| TOWN0001 | Town of Carbonear | 2150 | - | 28,423.40 | 28,423.40 | - | |
| | | 3830 | 28,626.03 | 48,500.92 | 32,707.13 | 44,419.82 | - |

2020 TOTAL ARREARS - INCORPORATED TOWNS \$ (247,768.17)

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

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

| | |
|----------------------|---------------------------------------------------------------------|
| TITLE: | Q4 Financial Report |
| MEETING DATE: | 2020-02-10 |
| TO: | Board / Finance & Audit / Strategy & Policy / Governance |
| PREPARED BY: | Craig Drover, Manager Corporate Services |
| REVIEWED BY: | Lynn Tucker, Chief Administrative Officer |
| APPROVED BY: | Lynn Tucker, Chief Administrative Officer |

RECOMMENDED ACTION:

- No recommended action as report for information only.

MOTION:

No motion required as report for information only

BACKGROUND/DISCUSSION:

- Salaries and benefits for 2019 were slightly under budget at \$1,822,883.
- Professional Services for 2019 were over budget due to the additional legal expenses incurred for the union certification process for the outside staff. The additional legal fees will continue as we move to collective bargaining. Legal fees are also expected to increase for assistance with Human Resources matters which arose at the end of Q3 and early Q4. Auditing fees were also over budget due to fees incurred on the 2018 audit.
- Computer Software/Software Licensing expenses for 2019 were over twice the budgeted amount mostly due to the additional licensing fees for eScribe, mapping software, financial software, etc.
- Snow Clearing expenses at the waste recovery facilities were over budget in 2019 due to the pricing obtained from public tenders issued.
- Regional Equipment is over budget due to the capital equipment required and construction completion at the Whitbourne Depot in 2019.
- Overall Expenditures and Revenue at December 31, 2019 are \$8.8M or 88% of budget.

ATTACHMENTS:

- Q4 2019 Budget vs Actual Report

EASTERN REGIONAL SERVICE BOARD

Q4 2019 BUDGET VS ACTUAL

EXPENDITURES

| SALARIES | 2019 BUDGET | Q4 ACTUAL | % USED |
|----------------------------------------------------------|---------------------|---------------------|---------------|
| Chair/Board Member Remuneration | \$ 100,000 | \$ 89,140 | 89% |
| Salaries (Corporate Administration) | \$ 578,966 | \$ 499,129 | 86% |
| Salaries (Regional Waste Operations) | \$ 751,785 | \$ 782,099 | 104% |
| Salaries (Internal Curbside Collections) | \$ 400,372 | \$ 399,534 | 100% |
| Salaries (Water) | \$ 17,500 | \$ 52,981 | 303% |
| Sub-total | \$ 1,848,623 | \$ 1,822,883 | 99% |
| | | | |
| BENEFITS | 2019 BUDGET | Q4 ACTUAL | % USED |
| Employment Insurance | \$ 35,167 | \$ 31,339 | 89% |
| CPP | \$ 76,359 | \$ 69,459 | 91% |
| WHSCC | \$ 95,000 | \$ 60,883 | 64% |
| Health & Life Benefits | \$ 23,954 | \$ 28,694 | 120% |
| RRSP | \$ 137,545 | \$ 96,801 | 70% |
| Sub-total | \$ 368,025 | \$ 287,177 | 78% |
| | | | |
| TRANSPORTATION AND COMMUNICATIONS | 2019 BUDGET | Q4 ACTUAL | % USED |
| Board/Committee Local Travel (mileage & expenses) | \$ 45,000 | \$ 39,106 | 87% |
| Telephone | \$ 40,000 | \$ 38,416 | 96% |
| Staff Local Travel (mileage & expenses) | \$ 10,000 | \$ 6,810 | 68% |
| Professional Development (Board) | \$ 35,000 | \$ 11,830 | 34% |
| Sub-total | \$ 130,000 | \$ 96,162 | 74% |
| | | | |
| SUPPLIES | 2019 BUDGET | Q4 ACTUAL | % USED |
| Insurance | \$ 135,000 | \$ 144,417 | 107% |
| Office Expenses* | \$ 80,000 | \$ 38,961 | 49% |
| Bank Charges | \$ 40,000 | \$ 9,387 | 23% |
| Sub-total | \$ 255,000 | \$ 192,764 | 76% |
| | | | |
| PURCHASED SERVICES ADMINISTRATIVE | 2019 BUDGET | Q4 ACTUAL | % USED |
| Audit | \$ 23,000 | \$ 31,021 | 135% |
| Professional Development Staff | \$ 33,000 | \$ 13,439 | 41% |
| Professional Services-Legal,HR,IT,Engineering,etc. | \$ 60,000 | \$ 104,672 | 174% |
| Sub-total | \$ 116,000 | \$ 149,133 | 129% |
| | | | |
| PROPERTY, FURNISHINGS AND EQUIPMENT | 2019 BUDGET | Q4 ACTUAL | % USED |
| Office Space (gross lease, Majors Path) | \$ 86,000 | \$ 80,313 | 93% |
| Computer Software/Software Licensing | \$ 6,000 | \$ 13,587 | 226% |
| Photocopier Fees | \$ 5,000 | \$ 2,230 | 45% |
| Furniture & Equipment | \$ 25,000 | \$ 8,700 | 35% |
| Sub-total | \$ 122,000 | \$ 104,830 | 86% |
| | | | |
| PURCHASED SERVICES CONSULTANTS | 2019 BUDGET | Q4 ACTUAL | % USED |
| Communications | \$ 120,000 | \$ 84,844 | 71% |
| Sub-total | \$ 120,000 | \$ 84,844 | 71% |
| | | | |
| REGIONAL OPERATIONS AND WASTE RECOVERY FACILITIES | 2019 BUDGET | Q4 ACTUAL | % USED |
| Office Space lease (Blaketown yard) | \$ - | \$ 21,691 | 0% |
| Snow clearing all WRF | \$ 40,000 | \$ 71,597 | 179% |
| Site Maintenance all WRF | \$ 30,000 | \$ 7,658 | 26% |
| Old Perican WRF (TCNWM) | \$ 175,000 | \$ 157,055 | 90% |
| WRF Compaction Trailer Lease Payments | \$ 170,000 | \$ 139,598 | 82% |
| Vehicle Maintenance and Operations | \$ 390,000 | \$ 337,436 | 87% |
| Whitbourne Depot | \$ 25,000 | \$ 24,587 | 98% |
| Sub-total | \$ 830,000 | \$ 759,624 | 92% |

EASTERN REGIONAL SERVICE BOARD

Q4 2019 BUDGET VS ACTUAL

| REGIONAL TRANSFER STATION CLARENVILLE | 2019 BUDGET | Q4 ACTUAL | % USED |
|------------------------------------------------------------|----------------------|---------------------|---------------|
| Utilities/phone | \$ 25,000 | \$ 27,460 | 110% |
| Site Maintenance | \$ 35,000 | \$ 45,788 | 131% |
| Vehicle Maintenance and Operations | \$ 200,000 | \$ 273,838 | 137% |
| Tipping Fees At Regional Landfill for TS | \$ 400,000 | \$ 380,700 | 95% |
| Sub-total | \$ 660,000 | \$ 727,787 | 110% |
| HOUSEHOLD HAZARDOUS WASTE PROGRAM | | | |
| | 2019 BUDGET | Q4 ACTUAL | % USED |
| HHW collection contract and Fire Dept | \$ 90,000 | \$ 73,898 | 82% |
| Sub-total | \$ 90,000 | \$ 73,898 | 82% |
| CURBSIDE WASTE COLLECTION PROGRAM | | | |
| | 2019 BUDGET | Q4 ACTUAL | % USED |
| Maintenance Depot Costs Allocated to Curbside | \$ 30,000 | \$ 5,736 | 19% |
| Internal Curbside Program | \$ 650,000 | \$ 516,371 | 79% |
| Contracted Services | \$ 3,900,000 | \$ 3,096,777 | 79% |
| Sub-Total | \$ 4,580,000 | \$ 3,618,884 | 79% |
| WATER/WASTEWATER PROGRAM | | | |
| | 2019 BUDGET | Q4 ACTUAL | % USED |
| Water/Wastewater Program | \$ - | \$ 8,515 | 0% |
| Sub-Total | \$ - | \$ 8,515 | 0% |
| FIRE PROTECTION | | | |
| | 2019 BUDGET | Q4 ACTUAL | % USED |
| Fire Protection | \$ 18,500 | \$ 20,973 | 113% |
| Sub-Total | \$ 18,500 | \$ 20,973 | 113% |
| RESERVES | | | |
| | 2019 BUDGET | Q4 ACTUAL | % USED |
| Regional Capital Reserve | \$ - | \$ - | 0% |
| Curbside Capital Reserve | \$ - | \$ - | 0% |
| Operational Reserve | \$ - | \$ - | 0% |
| Sub-Total | \$ - | \$ - | 0% |
| TOTAL EXPENSES | \$ 9,138,147 | \$ 7,947,472 | 87% |
| Capital ERSB | | | |
| | 2019 BUDGET | Q4 ACTUAL | % USED |
| Landfill Closures | \$ 300,000 | \$ 2,083 | 1% |
| Regional Equipment | \$ 220,000 | \$ 869,857 | 395% |
| Waste Collection Equipment | \$ 415,000 | \$ 36,442 | 9% |
| Sub-Total | \$ 935,000 | \$ 908,381 | 97% |
| TOTAL OPERATING AND CAPITAL | \$ 10,073,147 | \$ 8,855,853 | 88% |
| REVENUE | | | |
| | 2019 BUDGET | Q4 ACTUAL | % USED |
| Waste Collection Fees | \$ 5,100,000 | \$ 4,719,485 | 93% |
| Provision for Bad Debt | -\$ 90,000 | -\$ 19,857 | 22% |
| Transfer Station Clarenville Tipping Fees/Permit Fees/Etc. | \$ 175,000 | \$ 218,722 | 125% |
| Transportation charges revenue - Transfer Stn Clarenville | \$ 50,000 | \$ 2,160 | 4% |
| Fire Protection Services Fees | \$ 19,200 | \$ 15,675 | 82% |
| Recyclable metals/electronics | \$ 75,000 | \$ 3,824 | 5% |
| Interest | \$ 75,000 | \$ 41,951 | 56% |
| Misc Rev | \$ 25,000 | \$ 6,017 | 24% |
| Regional Landfill Tipping Fee Derived | \$ 3,339,572 | \$ 3,339,572 | 100% |
| HST Rebate | \$ 350,000 | \$ 357,605 | 102% |
| Provincial Capital - Carried from 2014 | \$ 300,000 | \$ 10,699 | 4% |
| Reserve Funding | \$ 635,000 | \$ - | 0% |
| Water / Wastewater Program | \$ 19,375 | \$ 160,000 | 826% |
| TOTAL REVENUE | \$ 10,073,147 | \$ 8,855,853 | 88% |

EASTERN REGIONAL SERVICE BOARD (ERSB)

BRIEFING NOTE / REPORT

| | |
|----------------------|---------------------------------------------------------------------|
| TITLE: | Tender Award for Trinity Conception North Area |
| MEETING DATE: | 2020-02-13 |
| 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 contract for multi-stream waste collection, including recycling and bulk pick up for Trinity Conception North area be awarded to T2 Ventures Inc. at a cost of \$840,060.00 plus HST for the period of April 1, 2020 to March 31, 2023.

MOTION:

BE IT RESOLVED that the Finance & Audit Committee recommend that ERSB award contract for multi-stream waste collection including recycling and bulk waste pick up for the Trinity Conception North area for 36 months beginning April 1, 2020 to T2 Ventures Inc. for the amount of \$840,060.00 plus HST.

BACKGROUND/DISCUSSION:

The tender for multi-stream waste collection, including recycling and bulk pick up in the Trinity Conception North area will commence on April 1, 2020.

The tender for the Trinity Conception North service area covers 2,618 properties for the next 36 months and closed on Wednesday, February 12, 2020 at 9:00 a.m.

Three (3) potential bidders purchased the tender package; however, there was only one bid (1) received from T2 Ventures Inc. at \$996,069.00 (including HST).

The bid received represents a cost of \$106.96 per household, per year, plus HST. The previous per unit cost for the area was \$99.84 plus HST. Staff feels that costs were able to be maintained at this level by reducing the number of bulk waste collections for the area from four events annually to two events annually which is consistent with the remainder of the Eastern region.

The bid closing for this tender was delayed while staff waited for the Town of Old Perlican to decide if they would continue to participate in the regional service. One issue identified by the Town was that ERSB would not guarantee the annual household rate of \$180 for waste services the duration of the new contract.

The Town of Old Perlican notified staff on February 4, 2020 that they would not be continuing with the regional service as they felt that they could get a better price and that they could secure a guaranteed price for the next few years by going to market themselves.

ERSB cannot guarantee any community of future years' pricing as the budget is not set until the fall of 2020. In addition, ERSB realizes that tipping fees will most likely increase over this period and the Board is unaware of the potential financial impacts that may result from the recent Provincial Waste Management Strategy Review report.

DRAFT

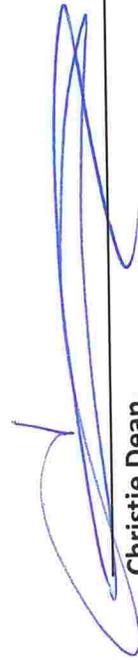
**Eastern Waste Management
REQUEST FOR QUOTES**

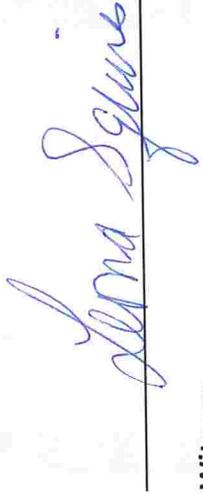
SUPPLY OF TCN Multi-Stream Waste Collection

Closing Date and Time: Wednesday February 12, 2020 at 9am

Tender Description: Supply of TCN Multi-Stream Waste Collection for 36 months

| | Base Bid | HST | Tender Total |
|-------------|------------|------------|--------------|
| T2 Ventures | 840,000.00 | 126,009.00 | 966,069.00 |
| | | | |
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| | | | |


Christie Dean
Manager Waste Operations
Eastern Waste Management


Witness

EASTERN REGIONAL SERVICE BOARD (ERSB)

BRIEFING NOTE / REPORT

| | |
|----------------------|---------------------------------------------------------------------|
| TITLE: | Waste Collection Equipment Disposal |
| MEETING DATE: | 2020-02-13 |
| TO: | Board / Finance & Audit / Strategy & Policy / Governance |
| PREPARED BY: | Christie Dean, Manager Waste Operations |
| REVIEWED BY: | Lynn Tucker, Chief Administrative Officer |
| APPROVED BY: | Lynn Tucker, Chief Administrative Officer |

RECOMMENDED ACTION:

It is recommended that the highest bid be awarded for each of the nine (9) pieces of equipment.

MOTION:

BE IT RESOLVED that the Finance & Audit Committee recommend that ERSB award to the highest bidder for:

- 2014 Dodge Ram Pick-Up
- 2014 Dodge Ram Pick-Up
- 2015 Dodge Ram Pick-Up
- 2003 Compactor
- 2007 Compactor
- 2015 Compactor
- 2016 Rear Load Compactor
- Axles and Tires
- Float Trailer

BACKGROUND/DISCUSSION:

Nine (9) disposal tenders for equipment associated with former waste collection activities closed on Friday February 7, 2020. The highest bid (not including HST) will be accepted for each:

- 2014 Dodge Ram Pick-Up
 - Vardy Villa - \$2,600.00
- 2014 Dodge Ram Pick-Up
 - Vardy Villa - \$2,500.00
- 2015 Dodge Ram Pick-Up

- Vardy Villa - \$2,800.00
 - T2 Ventures – \$1,000.00
- 2003 Compactor
 - Vardy Villa - \$1,500.00
 - T2 Ventures – \$1,750.00
- 2007 Compactor
 - Vardy Villa - \$9,999.00
 - T2 Ventures – \$3,000.00
- 2015 Compactor
 - Vardy Villa - \$29,000.00
 - T2 Ventures – \$2,500.00
- 2016 Rear Load Compactor
 - Vardy Villa - \$91,000.00
 - T2 Ventures – \$42,000.00
- Axles and Tires
 - Vardy Villa - \$1,001.00
 - Dodd's Diesel Repair – \$300.00
- Float Trailer
 - Vardy Villa - \$1,800.00
 - Dodd's Diesel Repair – \$300.00

All tenders were '**as is where is**' and two periods of time was set aside for bidders to preview the equipment.

Bids were received for each piece of equipment.

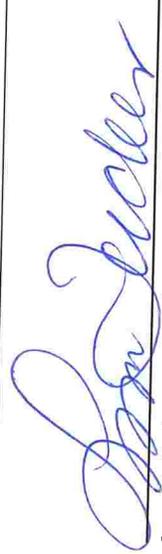
Eastern Waste Management
REQUEST FOR QUOTES

Disposal of Assets: 2003 Side Load Garbage Compactor

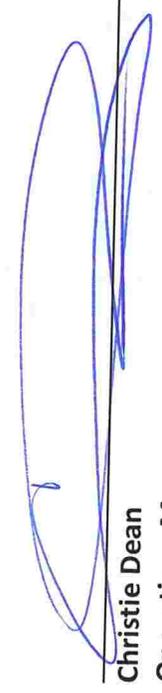
Closing Date and Time: _____

Tender Description: _____

| Name | Base Bid | HST | Tender Total |
|-------------------|----------|--------|--------------|
| Kardy Villa Ltd. | 1,500.00 | 225.00 | 1,725.00 |
| T2D Ventures Inc. | 1,750.00 | 262.50 | 2,012.50 |
| | | | |
| | | | |
| | | | |
| | | | |


Lynn Tucker
CAO

Eastern Waste Management


Christie Dean
Operations Management

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

Eastern Waste Management
REQUEST FOR QUOTES

Disposal of Assets: 2007 Side Load Garbage Compactor

Closing Date and Time: _____

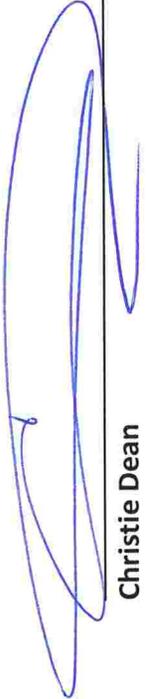
Tender Description: _____

| Name | Base Bid | HST | Tender Total |
|-------------------|----------|----------|--------------|
| Vardy Villa Ltd. | 9,999.00 | 1,499.85 | 11,498.85 |
| T&D Ventures Inc. | 3,000.00 | 450.00 | 3,450.00 |
| | | | |
| | | | |
| | | | |


Lynn Tucker
CAO

Eastern Waste Management

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Christie Dean
Operations Management

Eastern Waste Management
REQUEST FOR QUOTES

Disposal of Assets: 2014 Dodge RAM 4WD 2 Tonne Pickup - Plate
EXA839

Closing Date and Time: _____

Tender Description: _____

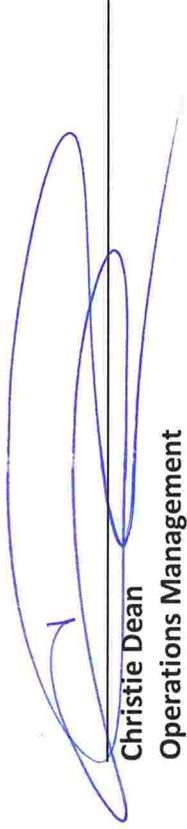
| Name | Base Bid | HST | Tender Total |
|---------------------|----------|--------|--------------|
| Kardy Villa Limited | 2,500.00 | 375.00 | 2,875.00 |
| | | | |
| | | | |
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| | | | |



Lynn Tucker
CAO

Eastern Waste Management
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Christie Dean
Operations Management

Eastern Waste Management
REQUEST FOR QUOTES

Disposal of Assets: 2014 Dodge Ram 4WD 2-tone Pickup - Plate CXA383

Closing Date and Time: _____

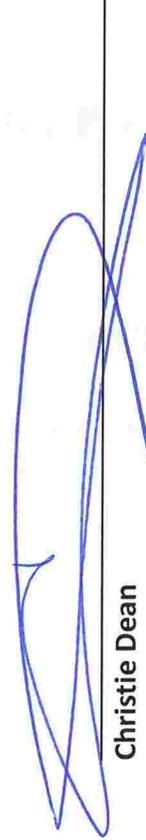
Tender Description: _____

| Name | Base Bid | HST | Tender Total |
|---------------------|----------|--------|--------------|
| Kardy Villa Limited | 2,600.00 | 390.00 | 2,990.00 |
| | | | |
| | | | |
| | | | |


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Christie Dean
Operations Management

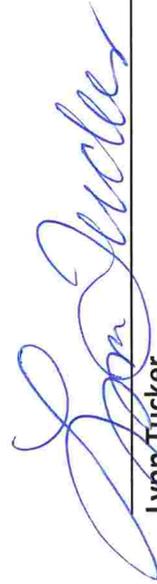
Eastern Waste Management
REQUEST FOR QUOTES

Disposal of Assets: 2015 Side Load Garbage Compactor

Closing Date and Time: _____

Tender Description: _____

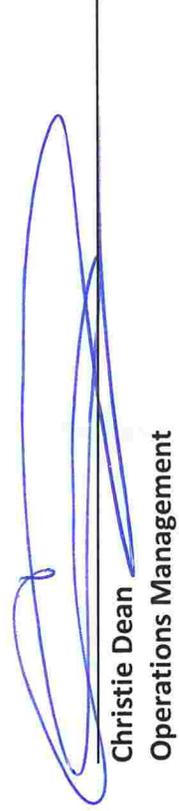
| Name | Base Bid | HST | Tender Total |
|-------------------|-----------|----------|--------------|
| Vardy Villa Ltd. | 29,000.00 | 4,350.00 | 33,350.00 |
| T20 Ventures Inc. | 2,500.00 | 375.00 | 2,875.00 |
| | | | |
| | | | |
| | | | |


Lynn Tucker
CAO

Eastern Waste Management

LYNN TUCKER

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


Christie Dean
Operations Management

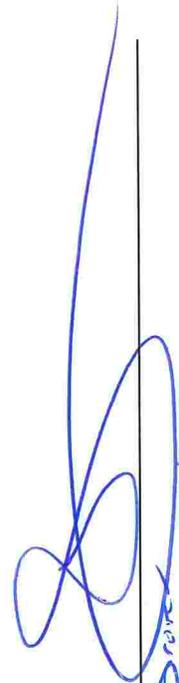
Eastern Waste Management
REQUEST FOR QUOTES

Disposal of Assets: 2015 Dodge RAM 4WD 2Tonne Pickup

Closing Date and Time: _____

Tender Description: _____

| Name | Base Bid | HST | Tender Total |
|-----------------|----------|--------|--------------|
| T2 Ventures Inc | 1,000.00 | 150.00 | 1,150.00 |
| Vardy Villa Ltd | 2,800.00 | 420.00 | 3,220.00 |
| | | | |
| | | | |
| | | | |


 Craig Dreier
 Manager Corporate Services
 Eastern Waste Management


 Christie Dean
 Operations Management

Eastern Waste Management
REQUEST FOR QUOTES

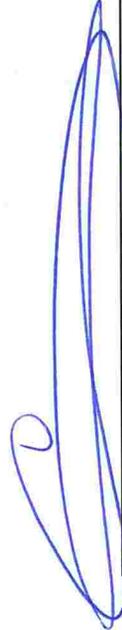
Disposal of Assets: 6-1750kg Axels and 14-ST 205/75R 15 Tires

Closing Date and Time: _____

Tender Description: _____

| Name | Base Bid | HST | Tender Total |
|----------------------|----------|--------|--------------|
| Vardy Villa Ltd. | 4,001.00 | 150.15 | 4,151.15 |
| Dodd's Diesel Repair | 300.00 | 45.00 | 345.00 |
| | | | |
| | | | |
| | | | |


Chris Jones
Manager - Corporate Services
Eastern Waste Management


Christie Dean
Operations Management

**Eastern Waste Management
REQUEST FOR QUOTES**

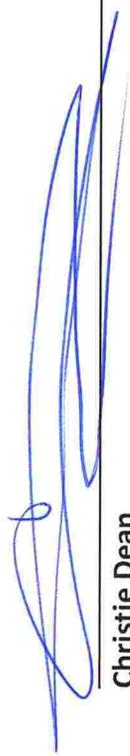
Disposal of Assets: 2002-20 Tonne Float Trailer

Closing Date and Time: _____

Tender Description: _____

| Name | Base Bid | HST | Tender Total |
|----------------------|----------|--------|--------------|
| Vardy Villa Ltd | 1,800.00 | 270.00 | 2,070.00 |
| Dodd's Diesel Repair | 300.00 | 45.00 | 345.00 |
| | | | |
| | | | |
| | | | |


 Chris Senneker
 Manager - Corporate Services
 Eastern Waste Management


 Christie Dean
 Operations Management

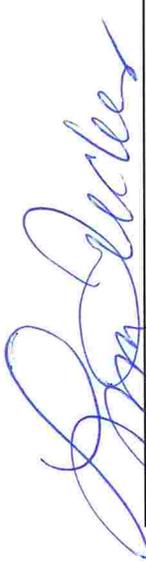
**Eastern Waste Management
REQUEST FOR QUOTES**

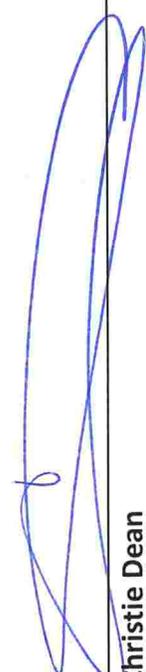
Disposal of Assets: 2016 Bear Loader

Closing Date and Time: _____

Tender Description: _____

| Name | Base Bid | HST | Tender Total |
|------------------|-----------|-----------|--------------|
| Vardy Villa Ltd | 91,000.00 | 13,650.00 | 104,650.00 |
| T2 Ventures Inc. | 42,000.00 | 6,300.00 | 48,300.00 |
| | | | |
| | | | |
| | | | |


 Lynn Tucker
 CAO
 Eastern Waste Management


 Christie Dean
 Operations Management

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

| | |
|----------------------|-----------------------------------------------------------------|
| TITLE: | Website Re-Design by NATIONAL Public Relations |
| MEETING DATE: | 2020-02-26 |
| TO: | Board / Finance & Audit / Strategy & Policy / Governance |
| PREPARED BY: | Christie Dean, Manager Waste Operations |
| REVIEWED BY: | Lynn Tucker, Chief Administrative Officer |
| APPROVED BY: | Lynn Tucker, Chief Administrative Officer |

RECOMMENDED ACTION:

- Staff recommends that the Board provide approval and direction to begin work again on the re-design of the Board's website as approved by motion No. 2019-012: *It was moved and seconded (Mr. Froude/Mr. Clarke) that ERSB engage NATIONAL to undertake a website re-development strategy at a cost of \$25,500 plus HST. Any additional costs related to the project will be at the discretion of the CAO.*
- Staff has requested a new quote for this work and will bring this new information to the Strategy and Policy Committee.

MOTION:

No motion required

BACKGROUND/DISCUSSION:

- As members may recall in April of last year the Strategy and Policy Committee worked with staff and the Board's Agency of Record, NATIONAL Public Relations, to get a full understanding of the Board's needs and priorities for re-design of the Board's website.
- A workshop was conducted to present possible solutions, define audiences, and establish the purpose of the website.
- The workshop included discussion of methodology, strategic alignment, inspiration and group exercises (audiences, tasks, and website purpose identification).
- In addition, NATIONAL wanted to understand the Board's requirements and expectations for the website experience.
- Discussion has centered around moving from a mainly passive, content repository approach to an audience-focused, action-oriented experience.

- NATIONAL also identified that the website content management system (CMS) platform currently being used by the Board is nearing end-of-life and they have recommended that we update our platform. The recommended platform is Craft.
- The proposed approach is to merge both the Board's websites into one user-friendly website. At this time the Board maintains two websites: easternwaste.ca and easternregionalserviceboard.com.
- The re-design will make the Board's website useable on mobile devices, etc.
- Last year following receipt of the Minister's Directives and the requirement to develop a plan to withdraw services from un-serviced roads in unincorporated areas, the Board asked NATIONAL to put this project on hold.
- Following the Strategy and Policy Committee meeting, staff met with NATIONAL Public Relations to request an updated quote and outline for this work.
- The timeline provided in 2019 for this work was 12-14 weeks. We anticipate that would remain the same.

ATTACHMENTS:

- None

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

| | |
|----------------------|---------------------------------------------------------------------|
| TITLE: | Letter from Town of Arnold's Cove |
| MEETING DATE: | 2020-02-11 |
| 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.
- The letter and draft response are being tabled for the Board's information.
- The Board has received numerous calls and emails from customers, towns, MHAs, etc. in January 2020 reporting lack of waste collection; however, upon investigation staff notes many reports have been exaggerated.
- Staff acknowledges that there has been issues; however, no community has gone three weeks or more without waste collection.

MOTION:

No motion required

BACKGROUND / DISCUSSION:

- On January 28, 2020 the attached letter from the Town of Arnold's Cove was forwarded to the CAO by the Board member representing the Trinity Bay South and Isthmus East ward.
- The letter was never sent to the CAO or to the ERSB office from the Town.
- The enclosed draft response has been prepared for the Town to address the issues outlined.

ATTACHMENTS:

- Letter from Town of Arnold's Cove;
- Draft response to Town of Arnold's Cove; and,
- Calendars providing information of when garbage collection took place.

February 11, 2020

Town of Arnold's Cove
Attn: Town Council
P.O. Box 70
Arnold's Cove, NL A0B 1A0

Dear Town Council:

In response to your letter dated January 21, 2020 regarding concerns pertaining to garbage collection for the Town of Arnold's Cove, Eastern Regional Service Board (ERSB) would be happy to address the issues outlined in your letter and to ensure continued improvement of service delivery.

For your information, please note that the vehicles used to collect waste under ERSB contracts must have AVL (Automatic Vehicle Location) system in place so that ERSB may ensure that the contracted service is being delivered.

ERSB would like to provide the following information and/or clarification in response to your concerns:

- *TOWN ISSUE: The majority of residents in our community had their garbage picked up during the week of January 13, 2020; however, during that collection it had been three to four weeks since their solid waste had been last collected. There was a scheduled collection on December 20, 2019, no scheduled pick up during Christmas week, and the December 30, 2019 scheduled pick up was cancelled.*
 - ERSB Response:
 - Garbage collection did occur during this period and is supported by AVL;
 - Garbage collection took place on Monday, December 16, 2019;
 - Garbage collection took place again on Friday, December 20, 2019 in order to accommodate the closure of the regional landfill for Christmas (December 24, 25, and 26);
 - Garbage collection did not take place during Christmas week;
 - Garbage collection did occur on December 30th. Approximately nine (9) tonnes of waste was collected in addition to recyclables on that date for the Town.

.../2

- *TOWN ISSUE: The Town was notified that Eastern Waste Management that garbage wouldn't be picked up on the scheduled January 6, 2020 and the collection date was moved to January 10, 2020. On January 10, 2020 after the Town Office closed, the Town was notified that collection would not happen as there was a medical situation that had to be attended to with the contractor's staff.*
 - ERSB Response:
 - Garbage collection did not occur on January 6th due to inclement weather and, subsequent, closure of the regional landfill. Garbage collection was postponed to January 10th and the Town was notified by email.
 - Garbage collection did not occur on January 10th due to a medical issue with the contractor's staff and the Town was notified by email.
 - Garbage collection would occur on the regularly scheduled day of January 13th with the contractor removing double the bag limit as collection did not occur the previous week.

- *TOWN ISSUE: On January 14, 2020, Town staff contacted Eastern Waste regarding the following missed areas: Monkstown Road; Kingwell Cres; Main Road; Harbour View Avenue.*
 - ERSB Response:
 - Garbage collection occurred on January 13th;
 - ERSB found that not all properties on the roads listed was missed but that a number of properties on each of the roads was missed as follows:
 - Monkstown Road – 3 properties missed;
 - Kingwell Cres – 1 property missed;
 - Main Road – 1 property missed; and,
 - Harbour View Avenue – 1 property missed.
 - Total missed collections for January 13th was 6 properties out of 475 properties or 1.3% of overall properties.

- ERSB would like to provide the additional information
 - January 17–23: All ERSB waste collections were cancelled due to the state of emergency and closure of the regional landfill.
 - January 27: 1 missed collection reported.

I have outlined the garbage collection events/issues from December 16, 2019 through January 27, 2020 on the enclosed calendars. We hope that this assures the Town that garbage collection was not missed for three weeks as outlined in your letter.

Town of Arnold's Cove
Page 3
February 11, 2020

ERSB continuously strives to improve its service delivery; however, we acknowledge that January 2020 has been difficult due to several weather events including the blizzard and subsequent state of emergency for the metro area. In addition, the contractor had a medical issue on January 10th that affected collections.

As noted in your letter, at times garbage collection will be impacted by unforeseen circumstances. However, the exceptional events this year has impacted waste collections throughout the Eastern region and not only for your Town.

I note that the Town of Arnold's Cove has been in receipt of waste services through the ERSB since 2012; therefore, you are aware that the issues experienced this year are unusual.

We would like to thank the Town for bringing your concerns forward so that we may continuously assess our waste services for quality control and improvements.

Sincerely yours,
EASTERN REGIONAL SERVICE BOARD



Lynn Tucker
Chief Administrative Officer

Enclosures

- c Mayor Basil Daley – basildaley.ac@eastlink.ca
- Town of Arnold's Cove – townofarnoldscove@nf.aibn.com
- Camille Rose, Town Clerk (Acting) – acadmin@bellaliant.com
- Gerald Snook, ERSB Representative for Trinity Bay South & Isthmus East –
GESN@equinor.com and Gerald.snook@outlook.com
- Harold Mullaney – Chairperson, ERSB

December 2019

| December 2019 | | | | | | | Jan 2020 ▶ |
|---------------|--------------------------------------------------------------|--------------------------------------|--------------------------------|--------------------------------|----------------------------------|-----|------------|
| ◀ Nov 2019 | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | |
| 15 | 16 ARNOLD'S COVE COLLECTED (Regular collection day) | 17 | 18 | 19 | 20 ARNOLD'S COVE COLLECTED | 21 | |
| 22 | 23 (Waste collected Dec 20) | 24 Regional Landfill closed ½ day | 25 Regional Landfill closed | 26 Regional Landfill closed | 27 | 28 | |
| 29 | 30 ARNOLD'S COVE COLLECTED (Regular collection day) | 31 Regional Landfill closed ½ day | | | | | |

January 2020

| January 2020 | | | | | | | Feb 2020 ▶ |
|--------------|-----------------------------------------------------------------------------------------|-----|-----|-------------------------------|---------------------------------------------------------------------------|-----|------------|
| ◀ Dec 2019 | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| | | | | 1 Regional Landfill closed | 2 | 3 | 4 |
| 5 | 6 No waste collected due to inclement weather. Postponed to January 10 th | 7 | 8 | 9 | 10 No waste collected due to medical emergency with contractor's staff | 11 | |
| 12 | 13 ARNOLD'S COVE COLLECTED (2x bag limit collected and 6 properties missed) | 14 | 15 | 16 | 17 | 18 | |
| 19 | 20 No waste collected as Regional Landfill closed and State of Emergency in place. | 21 | 22 | 23 | 24 | 25 | |
| 26 | 27 ARNOLD'S COVE COLLECTED (1 property missed) | 28 | 29 | 30 | 31 | | |



Town of Arnold's Cove

P.O. Box 70
Arnold's Cove, NL
Canada – A0B 1A0

Tel: (709) 463-2323 Fax: (709) 463-2326
Email: townofarnoldscove@nf.aibn.com

January 21, 2020

Eastern Waste Management
255 Majors Path, Suite 3
St. John's, NL
A1A 0L5

Dear Ms. Tucker,

The Town Council of Arnold's Cove is expressing its concerns pertaining to the numerous delays in the collection of garbage in the Town of Arnold's Cove. The majority of residents in our community had their garbage picked up during the week of January 13th, 2020, however, during that collection it had been three to four weeks since their solid waste had been last collected. There was a scheduled pick up on Friday December 20th, 2019, no scheduled pick up during Christmas week, and the December 30th, 2019 scheduled pick up was cancelled.

The Town was notified by Eastern Waste Management that garbage wouldn't be picked up on the scheduled January 6th, 2020 and the collection date was moved to January 10th, 2020. On January 10th, 2020 after the Town Office was closed, the Town was notified that collection would not happen as there was a medical situation that had to be attended to with the contractor's staff. Collection would happen on January 13th, 2020 with a double bag limit. On January 14th, 2020, Town staff contacted Eastern Waste regarding the following missed areas:

- Monkstown Road;
- Kingwell Cres;
- Main Road;
- Harbour View Avenue

Although we realize delays such as medical situations are unavoidable, we are hoping for a response as to why garbage had been missed for three weeks as well as the measures that are in place to ensure this doesn't happen in the future as we've received numerous complaints from residents of the collection service. Any clarification provided in regard to this situation is appreciated. If you have any further questions, feel free to contact the Town Office.

Sincerely yours,

TOWN OF ARNOLD'S COVE



(for)

The Town Council

December 2019

| December 2019 | | | | | | | Jan 2020 ▶ |
|---------------|--------------------------------------------------------------|--------------------------------------|--------------------------------|--------------------------------|----------------------------------|-----|------------|
| ◀ Nov 2019 | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | |
| 15 | 16 ARNOLD'S COVE COLLECTED (Regular collection day) | 17 | 18 | 19 | 20 ARNOLD'S COVE COLLECTED | 21 | |
| 22 | 23 (Waste collected Dec 20) | 24 Regional Landfill closed ½ day | 25 Regional Landfill closed | 26 Regional Landfill closed | 27 | 28 | |
| 29 | 30 ARNOLD'S COVE COLLECTED (Regular collection day) | 31 Regional Landfill closed ½ day | | | | | |

January 2020

| January 2020 | | | | | | | Feb 2020 ▶ |
|--------------|---------------------------------------------------------------------------------------------------------------------|-----|-----|-------------------------------|---------------------------------------------------------------------------|-----|------------|
| ◀ Dec 2019 | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| | | | | 1 Regional Landfill closed | 2 | 3 | 4 |
| 5 | 6 No waste collected due to inclement weather. Postponed to January 10 th Regional Landfill closed | 7 | 8 | 9 | 10 No waste collected due to medical emergency with contractor's staff | 11 | |
| 12 | 13 ARNOLD'S COVE COLLECTED (2x bag limit collected and 6 properties missed) | 14 | 15 | 16 | 17 | 18 | |
| 19 | 20 No waste collected as Regional Landfill closed and State of Emergency in place. | 21 | 22 | 23 | 24 | 25 | |
| 26 | 27 ARNOLD'S COVE COLLECTED (1 property missed) | 28 | 29 | 30 | 31 | | |

Statement details

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

Account number [REDACTED]

Date issued

Jan 21, 2020

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 2020. 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 | | 0.00 | |
| Oct 30, 2019 | Payment Oct 2019 | Oct 25, 2019 | 18,089.99 | CR |
| Nov 15, 2019 | Payment Oct 2019 | Nov 12, 2019 | 20,952.90 | CR |
| Nov 28, 2019 | Payment Nov 2019 | Nov 25, 2019 | 16,927.21 | CR |
| Dec 13, 2019 | Payment Nov 2019 | Dec 10, 2019 | 18,726.57 | CR |
| Jan 02, 2020 | Payment Dec 2019 | Dec 27, 2019 | 14,964.19 | CR |
| Jan 15, 2020 | Payment Dec 2019 | Jan 10, 2020 | 14,686.24 | CR |
| | Current balance | | 0.00 | |

Explanation of changes and other important information

This filing season, we are introducing a new Payment on Filing option. This new option will use a new remittance voucher - Form PD7R, Payment on Filing Source Deductions Remittance Voucher. For more information about the eligibility criteria and how to make a payment, please go to canada.ca/payment-on-filing.

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.

Your 2019 remittance account balance is \$573,573.18.

EASTERN REGIONAL SERVICE BOARD (ERSB)

BRIEFING NOTE / REPORT

| | |
|----------------------|-----------------------------------------------------------------|
| TITLE: | Workplace NL – 2019 Prime Status and Injury Reports |
| MEETING DATE: | 2020-02-26 |
| 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. Reports tabled for information only.

MOTION:

None

BACKGROUND/DISCUSSION:

Year-end Workplace NL reports are included for members' information only.

As members can see for 2019 there was one claim with health care costs but no loss time costs. The claim resulted from a dog bite to one our outside staff.

Otherwise there are no concerns with the Board's 2019 Workplace NL experience.

The ongoing claim costs noted on the PRIME Status Report results mainly from claims of former staff for 2015 to 2017.

With the recent removal of the Board's waste collection division, staff anticipates less Workplace NL claims going forward.

In addition, the Board should see a reduction in its Workplace NL premiums if our claims experience improves.

Run Date : February, 12, 2020

PRIME STATUS REPORT DECEMBER 2019

Actual Claim Costs Versus Experience Incentive Range

Firm Number : ██████████ - EASTERN REGIONAL SERVICE BOARD

**ATTENTION : KEN KELLY
EASTERN REGIONAL SERVICE BOARD
255 MAJORS PATH
ST. JOHN'S, NL
A1A 0L5**

| | | |
|----------------------------------------------------|----------------------------------|----------------------------------------------------------------------------------------------------------------|
| Balance Forward Claim Costs to November 30, 2019 | \$60,990.46 | Employers Must Qualify for Practice Refund to Qualify for Experience Refund |
| Claim Costs for the Month of December, 2019 | <u>\$6,040.11</u> | |
| Claim Costs Year-To-Date | \$67,030.57 | |
| PRIME Experience Incentive Range for 2019 | \$8,103.42 To <u>\$13,776.78</u> | |
| Claim costs are higher than top of range by | <u>\$53,253.79</u> | |

NOTES:

- (1) The Explanation of Terms is available on the Publications section of the main home page of www.workplacenl.ca.
- (2) If you believe a worker's claim has been incorrectly charged to your account, please report this to WorkplaceNL immediately.
- (3) The injury cost of any claims displayed with "Claim #000000 Claim Correction" has been transferred to another employer's account.
- (4) The Experience Incentive Range for an employer is calculated when the employer provides payroll information to WorkplaceNL.
The comparison of actual claim costs to the experience incentive range may result in misleading results throughout the year for the seasonal or cyclical operations.

SUMMARY OF COSTS FOR DECEMBER 2019

Firm Number : ██████████ - EASTERN REGIONAL SERVICE BOARD

Total by Category:

| | <u>TOTAL COST INCURRED</u> | <u>YOUR PRIME COST</u> |
|----------------------------------------------------|------------------------------------|--------------------------------|
| Balance Forward Claim Costs to November 30, 2019 | \$61,861.23 | \$60,990.46 |
| Temporary Earnings Loss | 0.00 | 0.00 |
| Health Care Costs | 978.19 | 829.19 |
| Early and Safe Return to Work | 0.00 | 0.00 |
| Labour Market Re-Entry | 4,082.40 | 4,082.40 |
| Extended Earnings Loss | 1,128.52 | 1,128.52 |
| Permanent Functional Impairment | 0.00 | 0.00 |
| Permanent Partial Disability | 0.00 | 0.00 |
| Pension Replacement Benefit | 0.00 | 0.00 |
| Fatality Costs | 0.00 | 0.00 |
| Total Payments for December, 2019 | \$6,189.11 | \$6,040.11 |
| Total Cost Adjustments for December, 2019 | 0.00 | 0.00 |
| Change from PRIME to Non-PRIME | 0.00 | 0.00 |
| Change from Non-PRIME to PRIME | 0.00 | 0.00 |
| Adjusted Total for Claim Costs Year-To-Date | 0.00 | 0.00 |
| Total Cost for December | \$6,189.11 | \$6,040.11 |
| Claim Costs Year-To-Date | \$68,050.34 | \$67,030.57 |

DETAILED CLAIM FREQUENCY TO DECEMBER 2019

Firm Number : ██████████ - EASTERN REGIONAL SERVICE BOARD

NUMBER OF CLAIMS WITH COSTS FOR THE MONTH OF DECEMBER 2019 AND YEAR TO DATE (Y-T-D) AS OF DECEMBER 31, 2019

| Year in which injury occurred | Total Claims – PRIME and Non-PRIME with wage loss costs (see (a) below) during the month | Total Claims – PRIME and Non-PRIME with health care costs (see (b) below) during the month | Total Claims – PRIME and Non-PRIME with fatality costs (see (c) below) during the month | Total Claims – PRIME and Non-PRIME with other costs (see (d) below) during the month | Total Claims – PRIME and Non-PRIME with Costs | |
|-------------------------------|------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|-----------------------------------------------|-------|
| | | | | | Month | Y-T-D |
| Prior to 2017 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2017 | 2 | 0 | 0 | 0 | 2 | 2 |
| 2018 | 0 | 0 | 0 | 0 | 0 | 2 |
| 2019 | 0 | 1 | 0 | 0 | 1 | 3 |
| Totals | 2 | 1 | 0 | 0 | 3 | 7 |

DEFINITIONS FOR ABOVE TABLE:

- (a) Claims with wage loss costs, included in PRIME (PRIME claims) and not included in PRIME (non-PRIME claims), are those claims for which wage loss benefits (Temporary Earnings Loss, Early and Safe Return to Work, Labour Market Re-Entry, or Extended Earnings Loss) or Labour Market Re-Entry non-wage loss costs were paid during the month, provided no fatality costs were paid.
- (b) Claims with health care costs, included in PRIME (PRIME claims) and not included in PRIME (non-PRIME claims) and formerly called medical aid only costs, are those claims for which health care costs were the only costs paid during the month, regardless of any cost adjustments.
- (c) Claims with fatality costs, included in PRIME (PRIME claims) and not included in PRIME (non-PRIME claims), are those claims for which fatality costs were paid during the month, regardless of any other cost paid.
- (d) Claims with other costs, included in PRIME (PRIME claims) and not included in PRIME (non-PRIME claims), are those claims not included in (a) to (c) above and for which permanent functional impairment, permanent partial disability, or pension replacement benefits were paid during the month, or for which cost adjustments without payments occurred during the month.

| | | |
|----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|------------------------|
| Total claims participating in an early and safe return-to-work plan during the month, regardless of when these wages are paid | | Total number of claims |
| Full payment of injured worker by employer | Partial payment of injured worker by employer | 0 |
| 0 | 0 | 0 |
| These claims here are also included in the first table above if they incurred any cost in categories (a) – (d) during the month. | | |

NOTES:
 These are the total number of claims with costs on Page 2 of this report. They include claims included in PRIME (PRIME claims) with PRIME cost and usually incurred cost and claims not included in PRIME (Non-PRIME claims) with only incurred cost.

Assessment Services Department

Notice of Assessment Rate

November 05, 2019

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

Dear Employer:

Re: 2020 Assessment Information for Firm Number [REDACTED] (this is not an invoice)

Here are your company's 2020 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.

Effective January 1, 2020, the new maximum assessable earnings used to calculate assessments paid by employers will be \$66,980 per worker.

| | <u>2019</u> | <u>2020</u> |
|-----------------------------------|---------------|---------------|
| Assessment rate per \$100 payroll | \$1.84 | \$2.02 |

If your company qualifies and meets the PRIME requirements your assessment will be adjusted.

| | |
|------------------------------|-----------------------------|
| 2018 PRIME practice refund | \$1,666.70 forfeited |
| 2018 PRIME experience charge | \$8,433.50 applied |

To meet the PRIME requirements and save money:

- ✓ Submit your Annual Employer Statements by the end of February deadline.
- ✓ Answer ALL applicable questions in the PRIME refund section of your payroll statement.
- ✓ Submit your Occupational Health and Safety minutes on time, if applicable.
- ✓ Monitor claim costs using monthly PRIME Status Reports.
- ✓ Complete an Occupational Health and Safety Statement for each worksite.
- ✓ Participate in early and safe return-to-work programs.

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

B01

For Employer: EASTERN WASTE MANAGEMENT [REDACTED]
EASTERN REGIONAL SERVICE BOARD

Data as of February 08, 2020

| Types Of Claims: | 2017 | 2018 | 2019 | Total |
|------------------------------|-------------|-------------|-------------|--------------|
| Health Care Only | 1 | 0 | 1 | 2 |
| Lost Time | 5 | 3 | 1 | 9 |
| Types Of Claims Total | 6 | 3 | 2 | 11 |

| Nature Of Injuries: | 2017 | 2018 | 2019 | Total |
|-----------------------------------------------------------------|-------------|-------------|-------------|--------------|
| Open wounds | 2 | 0 | 1 | 3 |
| Surface wounds and bruises | 0 | 1 | 0 | 1 |
| Traumatic injuries to bones, nerves, spinal cord | 0 | 1 | 0 | 1 |
| Traumatic injuries to muscles, tendons, ligaments, joints, etc. | 4 | 1 | 1 | 6 |
| Nature Of Injuries Total | 6 | 3 | 2 | 11 |

| Sources Of Injury: | 2017 | 2018 | 2019 | Total |
|---------------------------------------------|-------------|-------------|-------------|--------------|
| Animals and animal products | 0 | 0 | 1 | 1 |
| Construction, logging, and mining machinery | 1 | 0 | 0 | 1 |
| Floors, walkways, ground surfaces | 1 | 1 | 0 | 2 |
| Highway vehicle, motorized | 0 | 1 | 1 | 2 |
| Ladders | 1 | 0 | 0 | 1 |
| Medical and surgical instruments | 1 | 0 | 0 | 1 |
| Person-injured or ill worker | 1 | 0 | 0 | 1 |
| Scrap, waste, debris | 0 | 1 | 0 | 1 |
| Vehicle and mobile equipment parts | 1 | 0 | 0 | 1 |
| Sources Of Injury Total | 6 | 3 | 2 | 11 |

| Parts Of Body: | 2017 | 2018 | 2019 | Total |
|------------------------------------|-------------|-------------|-------------|--------------|
| Ankle(s) | 1 | 0 | 0 | 1 |
| Arm(s) | 0 | 0 | 1 | 1 |
| Back, including spine, spinal cord | 1 | 0 | 0 | 1 |

For Employer: EASTERN WASTE MANAGEMENT [REDACTED]
EASTERN REGIONAL SERVICE BOARD

Data as of February 08, 2020

| | | | | |
|---------------------------------------|----------|----------|----------|-----------|
| Face | 0 | 1 | 0 | 1 |
| Foot(feet), except toe(s) | 0 | 0 | 1 | 1 |
| Hand(s), except finger(s) | 2 | 0 | 0 | 2 |
| Multiple body parts | 1 | 2 | 0 | 3 |
| Shoulder, including clavicle, scapula | 1 | 0 | 0 | 1 |
| Parts Of Body Total | 6 | 3 | 2 | 11 |

| Types Of Accident: | 2017 | 2018 | 2019 | Total |
|-------------------------------------------------|-------------|-------------|-------------|--------------|
| Assaults by animals | 0 | 0 | 1 | 1 |
| Bodily reaction | 1 | 0 | 0 | 1 |
| Caught in or compressed by equipment or objects | 1 | 0 | 0 | 1 |
| Fall on same level | 1 | 0 | 0 | 1 |
| Fall to lower level | 0 | 2 | 0 | 2 |
| Overexertion | 1 | 0 | 1 | 2 |
| Rubbed or abraded by friction or pressure | 0 | 1 | 0 | 1 |
| Struck by object | 2 | 0 | 0 | 2 |
| Types Of Accident Total | 6 | 3 | 2 | 11 |

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.

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.

EASTERN REGIONAL SERVICE BOARD (ERSB)

BRIEFING NOTE / REPORT

| | |
|----------------------|-----------------------------------------------------------------|
| TITLE: | Board Members Professional Development |
| MEETING DATE: | 2020-02-18 |
| 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:

ERSB provides professional development opportunities to Board members. Several professional development opportunities for 2020 are outlined below for members' consideration.

MOTION:

None

BACKGROUND/DISCUSSION:

Each year the Board identifies possible professional development opportunities for members.

Board professional development annual budget for 2020 is \$35,000.

The Board adopted a motion (Motion 2013-040) that provides two (2) Board members the opportunity to attend SWANA (Solid Waste Association of North America) Annual Waste Conference.

Consideration to attend SWANA WasteCon is provided to those Board members who have not attended this conference in the past.

- December 7 – 10, 2020 – Dallas, Texas: SWANA WasteCon 2020. Details to come.

0 In addition, the following professional development opportunities are available for 2020:

- June 10 – 12, 2020 – Whistler, BC: Recycling Council of B.C. Zero Waste Conference/46th Annual Conference & Trade Show
 - This three-day conference is BCs premiere event on waste and recycling issues. Join over 250 industry professionals from the government, non-profit, and business sectors. With the overarching goals of reducing waste and building a circular economy, this conference offers a progressive programming featuring best practices, theory and innovations from BC, Canada, and beyond.

- October 29 – 30, 2020 – Halifax area (exact location to be determined): SWANA Atlantic Canada Chapter is holding a Disaster Planning workshop in the Halifax (exact location still being determined) area on October 29 & 30.
 - The workshop will cover matters related to solid waste management. The plan is to have topics and presenters that could provide a well-rounded event that would be beneficial to many departments in municipalities – Public Works, Solid Waste, Emergency Measures, Policy Makers, Communications, etc.