



MINUTES

BOARD OF DIRECTORS MEETING #56

Wednesday, January 24, 2018 @ 7:30 p.m.

Fairfield Inn and Suites by Marriott, 199 Kenmount Road, St. John's, NL

IN ATTENDANCE:

- Ed Grant, Chairperson
- Bill Bailey, Clarenville and Isthmus
- Danny Breen, St. John's (Arrived at 7:15PM)
- Maggie Burton, St. John's
- Glenn Clarke, Trinity Conception North
- Wally Collins, St. John's
- Ian Froude, St. John's (Departed at 7:35PM)
- Sandy Hickman, St. John's
- Jamie Korab, St. John's
- Dave Lane, St. John's
- Kevin McDonald, Southwest Avalon
- Harold Mallowney, Southern Shore
- Sheilagh O'Leary, St. John's
- Peggy Roche, Small Metro
- Deanne Stapleton, St. John's
- Lucy Stoyles, Mount Pearl
- Gerard Tilley, Conception Bay South
- Sam Whalen, Bay Roberts
- Hilda Whelan, TBS & Isthmus East
- Sterling Willis, Paradise

OTHER ATTENDEES:

- Ken T. Kelly, Chief Administrative Officer, ERSB
- Lynn Tucker, Manager Corporate Services, ERSB
- Christie Dean, Manager Waste Operations, ERSB
- Bradley Power, Board Clerk/Outreach Coordinator, ERSB
- Andrew Niblock, City of St. John's
- LynnAnn Winsor, City of St. John's

REGRETS:

- Hope Jamieson, St. John's

PROCEEDINGS:

1) CALL TO ORDER

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

2) ADOPTION OF AGENDA

*It was moved and seconded (Mr. Mullooney/Mr. Hickman) to adopt the Agenda as tabled.
MOTION 2018-001: Carried (unanimously)*

3) REVIEW OF MINUTES

*It was moved and seconded (Mr. Hickman/Mr. Willis) that the Minutes of the November 29, 2017 meeting of the Eastern Regional Service Board be adopted as tabled.
MOTION 2018-002: Carried (unanimously)*

4) COMMITTEE REPORTS

The Finance and Audit Committee Report was deferred pending the arrival of Mr. Breen.

b) Strategy and Policy Committee (Wednesday, January 17, 2018):

Mr. Hickman delivered the Strategy and Policy Committee Report, and noted the documentation included in the meeting package for consideration.

1. Update on MNL Avalon/Eastern Regional Meeting Sponsorship/Attendance:

Mr. Hickman noted the MNL Avalon and Eastern Regional Meeting will be held in St. John's on Friday and Saturday, January 26-27. The Board has sponsored a nutrition break so that we can attend.

Mr. Power noted that staff and some Board members will be attending. The Board will not be making a formal presentation, but will be present to engage with participants and stakeholders.

2. Update on Fire and Emergency Services Delivery Policy:

Mr. Hickman noted that the Strategy and Policy Committee is still working on the parameters of charging a fee to multi-unit commercial properties as part of the delivery of fire and emergency services. Staff have been asked to bring back information to the Committee on the various approaches used in other areas. An additional update will be provided in the near future in regard to this policy.

3. Update on Corporate Strategic Plan:

Mr. Hickman noted the Strategy and Policy Committee had its first discussion on the development of the new Corporate Strategic Plan this month. The Committee will be seeking the input of community leaders in order to gather information on what they would be interested in exploring in terms of regional service delivery. To that end, staff are designing a survey for Joint Councils and community leaders to ask them what services they think should be investigated for potential delivery at a regional level.

Mr. Hickman added that the Committee will be asking community leaders about their opinions on any/all services, such as recreation, regional transportation, animal control, by-law enforcement, building inspections, etc. This information will then be used by the Committee to inform the Corporate Strategic Plan. Mr. Hickman noted that Board members will be asked to complete the survey too.

c) Governance Committee (Tuesday, January 9, 2018):

Mr. Mullaney delivered the Governance Committee Report, and noted the documentation included in the meeting package for consideration.

1. Process for Election of a Chairperson:

Mr. Mullaney noted that this agenda item would be discussed under New Business at the end of the meeting. It would be an IN CAMERA session.

2. Revisions to the Terms of Reference for Committees:

Mr. Mullaney noted that the Terms of Reference for each of the standing committees of the ERSB have been revised and provided to Board members in draft format for consideration. For the most part the changes are updates to position titles and responsibilities, and have not changed the substance of what the committee is being asked to do.

Mr. Mullaney also noted that once the Board has elected its Chairperson, it will begin the process of appointing Board members to the standing committees for the duration of their term as a Board member.

It was moved and seconded (Mr. Mullaney/Ms. Roche) that the Board adopt the revised Terms of Reference for each of the Eastern Regional Service Board Standing Committees as tabled. MOTION 2018-003: Carried (unanimously)

3. Update on MAE Regional Governance Advisory Committee:

Mr. Grant noted that the Regional Governance Advisory Committee met last week. All regional participants were in attendance. The meeting began with an overview of the What We Heard Document recently released by the Provincial Government, stemming from the province-wide consultations in the fall. Planning is now underway for the various regional governance models to be considered.

Mr. Grant highlighted that ERSB will present its preferred model to the Department of Municipal Affairs and Environment next Thursday. He will report back to the committee and Board next month about the feedback ERSB receives based on its presentation to departmental staff.

Mr. Breen arrived at 7:15 p.m.

a) Finance and Audit Committee Report (Wednesday, January 17, 2018):

Mr. Breen delivered the Finance and Audit Committee Report, and noted the documentation included in the meeting package for consideration.

1. Board Expenditures – October, November and December 2017:

Mr. Breen noted the cheque registers and payroll summaries for the months of October, November and December 2017 were included in the meeting package for review.

Mr. Breen reminded Board members that because of the general municipal election at the end of September, and the process to elect and appoint members to the Board later in the fall, the usual ERSB meeting schedule was disrupted; therefore, there is an additional month or two of payments to review.

The Cheque register was included in the meeting package and includes regular payments to waste collection contractors, fuel providers and the City of St. John's for tipping fees.

Mr. Breen also highlighted some of the larger payments in October, including a \$253,000 payment to Harbour Construction Ltd. for work at the Whitbourne Maintenance Depot. This was to prepare the site for construction of the maintenance building in 2018. In November 2017 there was a \$104,000 payment for insurance, which is general liability for facilities and vehicle insurance. December 2017 payments were standard monthly payments.

It was moved and seconded (Mr. Breen/Mr. Collins) that Eastern Regional Service Board accept the board expenditures (cheque registers and payroll summaries) for October, November and December 2017 as tabled.

MOTION 2018-004: Carried (unanimously)

2. Isthmus and Southwest Arm Waste Collection – Ratification of E-Mail Vote:

Mr. Breen noted the Board was approached by the existing contractor for the Isthmus area, Around the Bay Disposal, and asked if the Board would entertain a transfer of the contract to another company as part of some restructuring that they were doing. The terms and price of the contract would not change and the new company would assume all of the obligations.

Mr. Breen said the Finance and Audit Committee gave direction to staff that an email vote be initiated due to the timeframe required for the transfer. The results of the email vote were included in the meeting package. The committee was told time was of the essence, and the subsequent approval of the Board (per the email vote) was given to the transfer.

In the last few days the Board has been informed that even with the approval of the transfer the two firms could not finalize the sale and assignment of the contract. Therefore, tonight the Board will ratify the email vote (per policy), and then rescind approval of the transfer of the contract.

It was moved and seconded (Mr. Breen/Mr. Lane) that Eastern Regional Service Board approve the assignment of the Isthmus and Southwest Arm waste collection contract that was awarded to Around the Bay Disposal Inc. with the same terms and conditions to be fulfilled by T2 Ventures Inc. until it expires.

MOTION 2018-005: Carried (unanimously)

It was moved and seconded (Mr. Breen/Mr. Hickman) that Eastern Regional Service Board rescind MOTION 2018-005.

MOTION 2018-006: Carried (unanimously)

3. Insurance and CPP Deductions for Board Members:

Mr. Breen highlighted the briefing note included in the meeting package regarding insurance and deductions. This is an FYI for Board members to make sure that everyone is aware of the insurance coverage that is in place and what it does or does not cover.

For starters, Board members traveling to a Board meeting or on board business in their personal vehicles who may be involved in an accident -- personal vehicle insurance policy will be the first source of coverage and only after that is exhausted will the Board insurance come into play.

Second, there is general liability insurance in place for all of the Board's facilities, and directors insurance for Board members and staff. However,

these insurances do not cover the Board making decisions that are contrary to law.

Finally, Mr. Breen noted that staff want to bring to the Board's attention that the deadline for submitting income taxes for the year is close at hand. The per diem paid to Board members does have CPP and income tax deductions taken out. Board members might want to ensure that sufficient income tax is being deducted that is in line with your other sources of income.

4. Budget 2018 Impact Salary:

Mr. Breen noted the briefing note in the meeting package titled 2018 Budget Impact.

Mr. Breen stated in 2017 ERSB brought in temporary assistance because two employees were off on extended leave due to illnesses. The cost of the temporary assistance was offset by the reduction in salary costs. Those two employees have returned to full time status.

Mr. Breen noted the workload for the year is not evenly distributed and is focused on the first and second quarters of the year and then at the very end for invoice preparation. Given the workload and planned vacations in the first and second quarter, staff would like to retain the temporary assistance for the first six months of the year. Staff would also like to do an evaluation of staffing levels against other comparable operations. This will have an impact on budgeted salary costs for corporate administration for 2018.

Ms. O'Leary asked if the position would be a temporary position. Mr. Grant confirmed it was.

Ms. O'Leary asked if there is any obligation to publicly advertise the position. Mr. Kelly said there is no obligation, but if it was to be made a permanent position ERSB should go to competition.

Mr. Kelly noted the financial implications as outlined in the briefing note.

It was moved and seconded (Mr. Breen/Mr. Mallowney) that the Eastern Regional Service Board create a six-month temporary position for administration and accounts receivable within the corporate services division.

MOTION 2018-007: Carried (unanimously)

Mr. Froude left the meeting at 7:35 p.m.

5. eSCRIBE Software Purchase:

Mr. Power noted the briefing note included in the meeting package on the purchase of a new software called eSCRIBE that will help manage the governance of the Board, its committees and the joint councils that we are now supporting.

Mr. Power noted that this software will further assist the Board in organization of its meetings and its desire to go to paperless. Furthermore, the support that ERSB is providing to joint councils will also benefit.

Mr. Breen confirmed the City of St. John's is also looking at this same software.

Mr. Power said he expects other local municipalities will be going this route soon as well to streamline the process of meeting and information management.

It was moved and seconded (Mr. Breen/Mr. Hickman) that the Eastern Regional Service Board purchase a three year subscription to eSCRIBE per the quote received. MOTION 2018-008: Carried (unanimously)

Mr. Grant left the meeting at 8:05 p.m.

5) CORRESPONDENCE

There was no correspondence to discuss.

6) NEW BUSINESS

a) Process for Election of a Chairperson:

Mr. Mullaney moved the meeting to an IN CAMERA session. Non-essential staff and guests were asked to leave. The Board discussed the process for electing a Chairperson.

It was moved and seconded (Mr. Mullaney/Ms. Roche) that the Eastern Regional Service Board extend its current Chairperson for a period of nine (9) to twelve (12) months, pending a review of the election process and an update from the Provincial Government respecting their plans to change the appointment process under the Regional Service Board Act.

MOTION 2018-009: Carried (unanimously)

7) UPCOMING MEETINGS (To Be Confirmed)

- Finance & Audit Committee – Wednesday, February 14, 2018 at 12:30 p.m.
- Strategy & Policy Committee – Thursday, February 15, 2018 at 10:00 a.m.
- Governance Committee – Tuesday, February 20 at 10:00 a.m.

- Board of Directors – Wednesday, February 28, 2018 at 7:00 p.m.

8) ADJOURNMENT

Seeing no further business to be discussed, it was moved and seconded (Mr. Whalen/Mr. Tilley) that the meeting adjourn.

MOTION 2018-010: Carried (unanimously)

The meeting adjourned at approximately 8:13 p.m.

(4) COMMITTEE REPORTS

**(4)(a) COMMITTEE REPORTS:
Finance & Audit Committee**

**(4)(a)(1) Board Expenditures:
October 2017**

Eastern Regional Service Board

BNK2 - Bank of Montreal - EW

Cheques from 000001 to 006499 dated between 10-01-2017 and 10-31-2017

CHEQUE REGISTER

Printed: 3:48:43PM 01/02/2018

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Number	Issued	Amount	SC	Status	Status Date
006235	10/05/2017 Acklands Grainger Inc.	475.17	A/P	CLEARED	10/19/2017
006236	10/05/2017 Advantage Personnel Ltd.	2,101.06	A/P	CLEARED	10/19/2017
006237	10/05/2017 AMEC Foster Wheeler Americas Ltd.	9,009.44	A/P	CLEARED	10/25/2017
006238	10/05/2017 Around The Bay Disposals Inc.	42,354.74	A/P	CLEARED	10/11/2017
006239	10/05/2017 Bell Aliant	1,547.25	A/P	CLEARED	10/19/2017
006240	10/05/2017 Big Erics Inc.	231.61	A/P	CLEARED	10/19/2017
006241	10/05/2017 Bradley Power	301.00	A/P	CLEARED	10/11/2017
006242	10/05/2017 City of St. John's	61,011.08	A/P	CLEARED	10/19/2017
006243	10/05/2017 D&L Russell Limited	54.56	A/P	CLEARED	10/25/2017
006244	10/05/2017 Dodd's Diesel Repair Ltd.	6,122.32	A/P	CLEARED	10/19/2017
006245	10/05/2017 Ed Grant	566.26	A/P	CLEARED	10/19/2017
006246	10/05/2017 E K Lomond Auto Solutions Inc	268.93	A/P	CLEARED	10/19/2017
006247	10/05/2017 Jenkins Anthony Inc.	4,661.04	A/P	CLEARED	10/19/2017
006248	10/05/2017 Joy Dobbie	358.41	A/P	CLEARED	10/11/2017
006249	10/05/2017 Ken Kelly	5,122.46	A/P	CLEARED	10/11/2017
006250	10/05/2017 Kevin Butt	200.00	A/P	CLEARED	10/19/2017
006251	10/05/2017 Mark Day	49.34	A/P	CLEARED	10/11/2017
006252	10/05/2017 Miller IT Limited	241.50	A/P	CLEARED	10/11/2017
006253	10/05/2017 Modern Business Equipment Limited	173.75	A/P	CLEARED	10/11/2017
006254	10/05/2017 Newfoundland Towing & Recovery	345.00	A/P	CLEARED	10/25/2017
006255	10/05/2017 Northern Business Intelligence	2,997.08	A/P	CLEARED	10/19/2017
006256	10/05/2017 SaltWire Network Inc.	2,647.00	A/P	CLEARED	10/11/2017
006257	10/05/2017 T2 Ventures Inc.	170,891.72	A/P	CLEARED	10/11/2017
006258	10/05/2017 Wedgwood Insurance Limited	392.15	A/P	CLEARED	10/19/2017
006259	10/18/2017 Arnold's Cove Fire Department	1,000.00	A/P	CLEARED	10/31/2017
006260	10/18/2017 Clarenville Fire Department	1,000.00	A/P	CLEARED	10/25/2017
006261	10/18/2017 Fair Haven Fire Department	1,000.00	A/P	CLEARED	10/31/2017
006262	10/18/2017 George's Brook Fire Department	1,000.00	A/P	CLEARED	11/09/2017
006263	10/18/2017 Norman's Cove-Long Cove Volunteer Fire Department	1,000.00	A/P	CLEARED	11/09/2017
006264	10/18/2017 Northern Bight Fire Department	1,000.00	A/P	CLEARED	10/31/2017
006265	10/18/2017 Placentia Volunteer Fire Department	1,000.00	A/P	CLEARED	12/06/2017
006266	10/18/2017 Town of Chance Cove	1,000.00	A/P	CLEARED	10/31/2017
006267	10/18/2017 Whitbourne Volunteer Fire Department	1,000.00	A/P	CLEARED	10/25/2017
006268	10/18/2017 62167 Newfoundland and Labrador Inc	7,380.30	A/P	OUT-STD	10/18/2017
006269	10/18/2017 Acklands Grainger Inc.	236.03	A/P	CLEARED	10/25/2017
006270	10/18/2017 Advantage Personnel Ltd.	1,890.95	A/P	CLEARED	10/25/2017
006271	10/18/2017 AMEC Foster Wheeler Americas Ltd.	16,847.89	A/P	CLEARED	10/25/2017
006272	10/18/2017 Harbour Construction Limited	253,795.75	A/P	CLEARED	10/25/2017
006273	10/18/2017 Bell Mobility Inc.	1,890.72	A/P	CLEARED	10/31/2017
006274	10/18/2017 Blaketown Service Station	2,351.72	A/P	CLEARED	10/31/2017
006275	10/18/2017 Bradley Power	241.26	A/P	CLEARED	10/25/2017
006276	10/18/2017 Christie Dean	7,908.83	A/P	CLEARED	10/25/2017
006277	10/18/2017 City of St. John's	53,471.48	A/P	CLEARED	10/25/2017
006278	10/18/2017 Coish's Trucking & Excavating Ltd.	14,432.50	A/P	CLEARED	11/09/2017
006279	10/18/2017 Curtis Dawe	24,598.25	A/P	CLEARED	10/25/2017
006280	10/18/2017 Dicks and Company Limited	223.77	A/P	CLEARED	10/25/2017

Eastern Regional Service Board

BNK2 - Bank of Montreal - EW

Cheques from 000001 to 006499 dated between 10-01-2017 and 10-31-2017

CHEQUE REGISTER

Printed: 3:48:43PM 01/02/2018

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Number	Issued	Amount	SC	Status	Status Date
006281	10/18/2017 Dodd's Diesel Repair Ltd.	0.00	A/P	*VOID*	10/18/2017
006282	10/18/2017 Dodd's Diesel Repair Ltd.	14,570.63	A/P	CLEARED	10/31/2017
006283	10/18/2017 East Coast Hydraulics	46.53	A/P	CLEARED	11/09/2017
006284	10/18/2017 Eastern Machining & Welding Inc.	2,443.75	A/P	CLEARED	10/25/2017
006285	10/18/2017 Envirosystems Incorporated	12,264.75	A/P	CLEARED	10/25/2017
006286	10/18/2017 Imperial Oil	256.49	A/P	CLEARED	10/31/2017
006287	10/18/2017 Ivan Heath	54.83	A/P	CLEARED	11/22/2017
006288	10/18/2017 Ken Kelly	1,555.00	A/P	CLEARED	10/25/2017
006289	10/18/2017 Leslie Squires	440.00	A/P	CLEARED	10/31/2017
006290	10/18/2017 Lynn Tucker	104.92	A/P	CLEARED	10/31/2017
006291	10/18/2017 Nexgen Municipal Inc.	1,198.47	A/P	CLEARED	10/31/2017
006292	10/18/2017 North Atlantic	31,192.37	A/P	CLEARED	10/25/2017
006293	10/18/2017 North Atlantic	370.14	A/P	CLEARED	10/25/2017
006294	10/18/2017 OMB Parts & Industrial Ltd. 1	97.62	A/P	CLEARED	10/31/2017
006295	10/18/2017 ORKIN Canada Corporation	194.35	A/P	CLEARED	10/31/2017
006296	10/18/2017 Parts For Trucks Inc.	1,831.55	A/P	CLEARED	10/25/2017
006297	10/18/2017 Quikprint Services Ltd.	468.66	A/P	CLEARED	10/25/2017
006298	10/18/2017 Royal Garage Ltd.	3,139.63	A/P	CLEARED	10/25/2017
006299	10/18/2017 SaltWire Network Inc.	257.69	A/P	CLEARED	10/25/2017
006300	10/18/2017 Sam Pike Masonry Ltd.	30.41	A/P	CLEARED	11/16/2017
006301	10/18/2017 Shred-it International ULC	56.51	A/P	CLEARED	10/31/2017
006302	10/18/2017 TForce Final Mile	9.26	A/P	CLEARED	10/31/2017
006303	10/18/2017 Town of Clarendville	1,608.00	A/P	CLEARED	10/25/2017
006304	10/18/2017 Tulk Tire & Service Ltd.	4,618.69	A/P	CLEARED	10/25/2017
006305	10/18/2017 Vardy Villa Limited	35,047.81	A/P	CLEARED	10/25/2017
006306	10/18/2017 Wayde Higdon	106.40	A/P	CLEARED	10/31/2017
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Void:		0.00			
Total Cheques Generated:		818,356.78			
Total # of Cheques Listed:		72			

EASTERN REGIONAL SERVICE BOARD

PAYROLL EXPENSE

OCTOBER 2017

Payroll – Staff (<i>2 pay periods – 32 employees</i>).....	\$127,691.98
Payroll – Board (15 members)	<u>\$ 00,000.00</u>
Total Payroll (<i>35 employees</i>)	\$127,691.98
Payroll CRA Remittance	<u>\$ 37,009.24</u>
TOTAL GROSS PAYROLL	<u>\$164,701.22</u>

PREVIOUS MONTH

SEPTEMBER 2017

Payroll – Staff (<i>2 pay periods – 32 employees</i>).....	\$131,685.61
Payroll – Board (19 members)	<u>\$ 00,000.00</u>
Total Payroll (<i>35 employees</i>)	\$131,685.61
Payroll CRA Remittance	<u>\$ 37,001.73</u>
TOTAL GROSS PAYROLL	<u>\$168,687.34</u>

**(4)(a)(1) Board Expenditures:
November 2017**

Eastern Regional Service Board

BNK2 - Bank of Montreal - EW

Cheques from 000001 to 006499 dated between 11-01-2017 and 11-30-2017

CHEQUE REGISTER

Printed: 3:45:37PM 01/02/2018

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Number	Issued	Amount	SC	Status	Status Date
006307	11/01/2017 61366 Newfoundland and Labrador Inc.	5,290.00	A/P	CLEARED	11/30/2017
006308	11/01/2017 Acklands Grainger Inc.	543.50	A/P	CLEARED	11/16/2017
006309	11/01/2017 Advantage Personnel Ltd.	2,101.06	A/P	CLEARED	11/16/2017
006310	11/01/2017 Bell Aliant	1,551.25	A/P	CLEARED	11/16/2017
006311	11/01/2017 Bradley Power	139.21	A/P	CLEARED	11/09/2017
006312	11/01/2017 Christie Dean	1,274.04	A/P	CLEARED	11/09/2017
006313	11/01/2017 Dicks and Company Limited	276.55	A/P	CLEARED	11/09/2017
006314	11/01/2017 Dodd's Diesel Repair Ltd.	11,925.11	A/P	CLEARED	11/16/2017
006315	11/01/2017 Harvey & Company Ltd.	589.63	A/P	CLEARED	11/16/2017
006316	11/01/2017 Hi Tech Scales Ltd.	1,242.00	A/P	CLEARED	11/22/2017
006317	11/01/2017 Ken Kelly	3,490.25	A/P	CLEARED	11/09/2017
006318	11/01/2017 Newfoundland Exchequer - MVR	7,421.00	A/P	CLEARED	11/22/2017
006319	11/01/2017 Newfoundland Power Inc.	857.89	A/P	CLEARED	11/09/2017
006320	11/01/2017 North Atlantic	151.37	A/P	CLEARED	11/16/2017
006321	11/01/2017 Northern Business Intelligence	2,469.04	A/P	CLEARED	11/16/2017
006322	11/01/2017 Nortrax Canada Inc.	3,243.88	A/P	CLEARED	11/16/2017
006323	11/01/2017 Parts For Trucks Inc.	67.14	A/P	CLEARED	11/16/2017
006324	11/01/2017 SaltWire Network Inc.	467.82	A/P	CLEARED	11/09/2017
006325	11/01/2017 T2 Ventures Inc.	6,594.10	A/P	CLEARED	11/09/2017
006326	11/01/2017 The Business Post	103.50	A/P	CLEARED	11/16/2017
006327	11/01/2017 Tulk Tire & Service Ltd.	4,354.26	A/P	CLEARED	11/16/2017
006328	11/01/2017 Wedgwood Insurance Limited	104,420.00	A/P	CLEARED	11/16/2017
006329	11/01/2017 Lehr, Richard & Ivy	4.68	A/R	OUT-STD	11/01/2017
006330	11/16/2017 62167 Newfoundland and Labrador Inc	7,380.30	A/P	CLEARED	12/06/2017
006331	11/16/2017 A1 Glass	299.40	A/P	CLEARED	11/22/2017
006332	11/16/2017 Acklands Grainger Inc.	387.75	A/P	CLEARED	11/22/2017
006333	11/16/2017 Advantage Personnel Ltd.	2,101.06	A/P	CLEARED	11/22/2017
006334	11/16/2017 Around The Bay Disposals Inc.	44,674.66	A/P	CLEARED	11/22/2017
006335	11/16/2017 Bell Mobility Inc.	1,758.76	A/P	CLEARED	11/30/2017
006336	11/16/2017 Blaketown Service Station	2,213.43	A/P	CLEARED	11/30/2017
006337	11/16/2017 Bradley Power	324.49	A/P	CLEARED	11/22/2017
006338	11/16/2017 Christie Dean	1,782.93	A/P	CLEARED	11/22/2017
006339	11/16/2017 City of St. John's	53,916.78	A/P	CLEARED	11/22/2017
006340	11/16/2017 Coish's Trucking & Excavating Ltd.	14,432.50	A/P	CLEARED	11/30/2017
006341	11/16/2017 Dicks and Company Limited	398.05	A/P	CLEARED	11/22/2017
006342	11/16/2017 Dodd's Diesel Repair Ltd.	0.00	A/P	*VOID*	11/16/2017
006343	11/16/2017 Dodd's Diesel Repair Ltd.	21,113.73	A/P	CLEARED	11/22/2017
006344	11/16/2017 Ed Grant	794.63	A/P	CLEARED	11/22/2017
006345	11/16/2017 Fortis Concrete Inc.	4,186.00	A/P	CLEARED	11/30/2017
006346	11/16/2017 Imperial Oil	379.62	A/P	CLEARED	11/30/2017
006347	11/16/2017 Jenkins Anthony Inc.	4,663.70	A/P	CLEARED	11/22/2017
006348	11/16/2017 Ken Kelly	133.80	A/P	CLEARED	11/22/2017
006349	11/16/2017 Leslie Squires	440.00	A/P	CLEARED	11/30/2017
006350	11/16/2017 Lynn Tucker	409.03	A/P	CLEARED	11/30/2017
006351	11/16/2017 Miller IT Limited	276.00	A/P	CLEARED	11/22/2017
006352	11/16/2017 Modern Business Equipment Limited	87.19	A/P	CLEARED	11/22/2017

Eastern Regional Service Board

BNK2 - Bank of Montreal - EW

Cheques from 000001 to 006499 dated between 11-01-2017 and 11-30-2017

CHEQUE REGISTER

Printed: 3:45:37PM 01/02/2018

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Number	Issued	Amount	SC	Status	Status Date
006353	11/16/2017 North Atlantic	41,151.18	A/P	CLEARED	11/30/2017
006354	11/16/2017 Northern Business Intelligence	906.20	A/P	CLEARED	11/30/2017
006355	11/16/2017 OMB Parts & Industrial Ltd. 1	456.92	A/P	CLEARED	11/22/2017
006356	11/16/2017 Parts For Trucks Inc.	327.37	A/P	CLEARED	11/22/2017
006357	11/16/2017 Pitney Bowes	183.25	A/P	CLEARED	11/30/2017
006358	11/16/2017 Quikprint Services Ltd.	677.95	A/P	CLEARED	11/22/2017
006359	11/16/2017 Redline Automotive 0765	37.95	A/P	CLEARED	11/22/2017
006360	11/16/2017 Royal Garage Ltd.	6,387.11	A/P	CLEARED	11/22/2017
006361	11/16/2017 Royal St. John's Regatta Committee	967.62	A/P	OUT-STD	11/16/2017
006362	11/16/2017 SaltWire Network Inc.	2,814.00	A/P	CLEARED	11/22/2017
006363	11/16/2017 Sam Pike Masonry Ltd.	92.03	A/P	CLEARED	12/13/2017
006364	11/16/2017 T2 Ventures Inc.	170,568.16	A/P	CLEARED	11/22/2017
006365	11/16/2017 Tulk Tire & Service Ltd.	1,250.15	A/P	CLEARED	11/22/2017
006366	11/16/2017 Universal Environmental Services Inc.	291.87	A/P	CLEARED	11/22/2017
006367	11/16/2017 Vardy Villa Limited	35,680.31	A/P	CLEARED	11/30/2017
006368	11/16/2017 Wedgwood Insurance Limited	566.95	A/P	CLEARED	11/22/2017
006369	11/16/2017 Samson, Clarence	42.41	A/R	CLEARED	11/22/2017
006370	11/16/2017 Thornhill, Cecil & Carol	144.99	A/R	OUT-STD	11/16/2017
006371	11/16/2017 Hillier, John & Dana	40.19	A/R	OUT-STD	11/16/2017
006372	11/29/2017 61366 Newfoundland and Labrador Inc.	5,290.00	A/P	CLEARED	12/13/2017
006373	11/29/2017 Advantage Personnel Ltd.	2,101.05	A/P	CLEARED	12/06/2017
006374	11/29/2017 Bell Aliant	1,542.94	A/P	CLEARED	12/13/2017
006375	11/29/2017 Blaketown Service Station	2,471.29	A/P	CLEARED	12/13/2017
006376	11/29/2017 Bradley Power	113.86	A/P	CLEARED	11/30/2017
006377	11/29/2017 Christie Dean	1,457.63	A/P	CLEARED	12/06/2017
006378	11/29/2017 Conception Bay Auto & Tire Centre	1,341.16	A/P	CLEARED	12/13/2017
006379	11/29/2017 D&L Russell Limited	2,881.64	A/P	CLEARED	12/13/2017
006380	11/29/2017 Dicks and Company Limited	429.29	A/P	CLEARED	12/06/2017
006381	11/29/2017 Dodd's Diesel Repair Ltd.	4,334.88	A/P	CLEARED	12/13/2017
006382	11/29/2017 E K Lomond Auto Solutions Inc	10.88	A/P	CLEARED	12/13/2017
006383	11/29/2017 Express Signs	1,771.00	A/P	CLEARED	12/06/2017
006384	11/29/2017 Ivan Heath	68.31	A/P	OUT-STD	11/29/2017
006385	11/29/2017 Jenkins Anthony Inc.	4,666.66	A/P	CLEARED	12/06/2017
006386	11/29/2017 Ken Kelly	2,011.53	A/P	CLEARED	12/06/2017
006387	11/29/2017 Lynn Tucker	668.36	A/P	CLEARED	12/06/2017
006388	11/29/2017 Madsen Construction Equipment	1,141.05	A/P	CLEARED	12/06/2017
006389	11/29/2017 Newfoundland Exchequer - MVR	13,786.00	A/P	CLEARED	12/13/2017
006390	11/29/2017 Newfoundland Power Inc.	1,046.73	A/P	CLEARED	12/06/2017
006391	11/29/2017 North Atlantic	237.54	A/P	CLEARED	12/13/2017
006392	11/29/2017 Nortrax Canada Inc.	7,171.18	A/P	CLEARED	12/13/2017
006393	11/29/2017 OMB Parts & Industrial Ltd. 1	71.28	A/P	CLEARED	12/13/2017
006394	11/29/2017 ORKIN Canada Corporation	194.35	A/P	CLEARED	12/13/2017
006395	11/29/2017 Redline Automotive 0765	13.79	A/P	CLEARED	12/06/2017
006396	11/29/2017 Royal Garage Ltd.	2,087.48	A/P	CLEARED	12/06/2017
006397	11/29/2017 Shred-it International ULC	57.02	A/P	CLEARED	12/13/2017
006398	11/29/2017 TForce Final Mile	14.88	A/P	CLEARED	12/13/2017
006399	11/29/2017 Town of Clarendville	1,608.00	A/P	CLEARED	12/13/2017

** - Name on Check was modified

Eastern Regional Service Board

BNK2 - Bank of Montreal - EW

Cheques from 000001 to 006499 dated between 11-01-2017 and 11-30-2017

CHEQUE REGISTER

Printed: 3:45:37PM 01/02/2018

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Number	Issued		Amount	SC	Status	Status Date
006400	11/29/2017	Tulk Tire & Service Ltd.	5,038.54	A/P	CLEARED	12/06/2017
006401	11/29/2017	Vardy Villa Limited	35,047.81	A/P	CLEARED	12/13/2017
006402	11/29/2017	Stead, Terry	88.92	A/R	CLEARED	12/13/2017
006403	11/29/2017	Clarke, Todd	109.89	A/R	OUT-STD	11/29/2017
006404	11/29/2017	Hart, Mabel	180.00	A/R	OUT-STD	11/29/2017
006405	11/29/2017	Roebbotham, Leon	109.89	A/R	CLEARED	12/06/2017
006406	11/29/2017	Keough, John	90.25	A/R	OUT-STD	11/29/2017
006407	11/29/2017	Town of Conception Harbour,	30.00	A/R	CLEARED	12/13/2017
Cheque Totals Issued:			682,602.78			
Void:			0.00			
Total Cheques Generated:			682,602.78			
Total # of Cheques Listed:			101			

EASTERN REGIONAL SERVICE BOARD

PAYROLL EXPENSE

NOVEMBER 2017

Payroll – Staff (<i>2 pay periods – 33 employees</i>).....	\$132,452.48
Payroll – Board (15 members)	<u>\$ 00,000.00</u>
Total Payroll (<i>33 employees</i>)	\$132,452.48
Payroll CRA Remittance	<u>\$ 31,789.62</u>
TOTAL GROSS PAYROLL	<u>\$164,242.10</u>

PREVIOUS MONTH

OCTOBER 2017

Payroll – Staff (<i>2 pay periods – 32 employees</i>).....	\$127,691.98
Payroll – Board (15 members)	<u>\$ 00,000.00</u>
Total Payroll (<i>35 employees</i>)	\$127,691.98
Payroll CRA Remittance	<u>\$ 37,009.24</u>
TOTAL GROSS PAYROLL	<u>\$164,701.22</u>

**(4)(a)(1) Board Expenditures:
December 2017**

Eastern Regional Service Board

BNK2 - Bank of Montreal - EW

Cheques from 000001 to 006499 dated between 12-01-2017 and 12-31-2017

CHEQUE REGISTER

Printed: 3:46:43PM 01/02/2018

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Number	Issued	Amount	SC	Status	Status Date
006408	12/13/2017 Acklands Grainger Inc.	119.92	A/P	OUT-STD	12/13/2017
006409	12/13/2017 Advantage Personnel Ltd.	2,101.06	A/P	CLEARED	12/13/2017
006410	12/13/2017 Around The Bay Disposals Inc.	42,770.26	A/P	CLEARED	12/13/2017
006411	12/13/2017 Bell Mobility Inc.	1,792.35	A/P	OUT-STD	12/13/2017
006412	12/13/2017 Bill Bailey	953.04	A/P	OUT-STD	12/13/2017
006413	12/13/2017 Bradley Power	133.98	A/P	CLEARED	12/13/2017
006414	12/13/2017 Bryan Lundrigan	102.18	A/P	OUT-STD	12/13/2017
006415	12/13/2017 Channel 6 Ads	498.00	A/P	OUT-STD	12/13/2017
006416	12/13/2017 Christie Dean	544.95	A/P	CLEARED	12/13/2017
006417	12/13/2017 City of St. John's	61,263.00	A/P	CLEARED	12/13/2017
006418	12/13/2017 Clarendville Rentals Ltd.	8.96	A/P	OUT-STD	12/13/2017
006419	12/13/2017 Dicks and Company Limited	1,196.48	A/P	OUT-STD	12/13/2017
006420	12/13/2017 Dodd's Diesel Repair Ltd.	0.00	A/P	*VOID*	12/13/2017
006421	12/13/2017 Dodd's Diesel Repair Ltd.	38,607.15	A/P	OUT-STD	12/13/2017
006422	12/13/2017 Eastcom Inc.	2,253.89	A/P	OUT-STD	12/13/2017
006423	12/13/2017 East Coast Hydraulics	204.52	A/P	OUT-STD	12/13/2017
006424	12/13/2017 Eastern Machining & Welding Inc.	2,808.88	A/P	OUT-STD	12/13/2017
006425	12/13/2017 Eastlink Communications Channel 6 Ads Clarendville	310.50	A/P	OUT-STD	12/13/2017
006426	12/13/2017 Ed Grant	406.73	A/P	CLEARED	12/13/2017
006427	12/13/2017 GMK Equipment Rentals Ltd.	10,440.57	A/P	CLEARED	12/13/2017
006428	12/13/2017 Harold Mallowney	483.37	A/P	CLEARED	12/13/2017
006429	12/13/2017 Harris Ryan	7,475.00	A/P	CLEARED	12/13/2017
006430	12/13/2017 Hilda Whelan	85.15	A/P	OUT-STD	12/13/2017
006431	12/13/2017 Imperial Oil	234.71	A/P	OUT-STD	12/13/2017
006432	12/13/2017 Ivan Heath	312.02	A/P	OUT-STD	12/13/2017
006433	12/13/2017 Ken Kelly	3,217.09	A/P	CLEARED	12/13/2017
006434	12/13/2017 Kevin Power	661.17	A/P	CLEARED	12/13/2017
006435	12/13/2017 Kevin Butt	53.58	A/P	OUT-STD	12/13/2017
006436	12/13/2017 Kevin McDonald	115.21	A/P	CLEARED	12/13/2017
006437	12/13/2017 Krysta Molloy	14.41	A/P	OUT-STD	12/13/2017
006438	12/13/2017 Leona Squires	45.00	A/P	CLEARED	12/13/2017
006439	12/13/2017 Leslie Squires	440.00	A/P	OUT-STD	12/13/2017
006440	12/13/2017 Lynn Tucker	706.52	A/P	CLEARED	12/13/2017
006441	12/13/2017 Michael Lundrigan	213.00	A/P	OUT-STD	12/13/2017
006442	12/13/2017 Michelle Squires	24.13	A/P	OUT-STD	12/13/2017
006443	12/13/2017 Miller IT Limited	2,015.43	A/P	CLEARED	12/13/2017
006444	12/13/2017 Modern Business Equipment Limited	222.96	A/P	CLEARED	12/13/2017
006445	12/13/2017 North Atlantic	35,948.37	A/P	OUT-STD	12/13/2017
006446	12/13/2017 Northern Business Intelligence	2,469.04	A/P	OUT-STD	12/13/2017
006447	12/13/2017 OMB Parts & Industrial Ltd. 1	109.17	A/P	OUT-STD	12/13/2017
006448	12/13/2017 Parts For Trucks Inc.	6.65	A/P	OUT-STD	12/13/2017
006449	12/13/2017 Perry Reid	225.60	A/P	OUT-STD	12/13/2017
006450	12/13/2017 Pitney Bowes	7,780.40	A/P	OUT-STD	12/13/2017
006451	12/13/2017 PROCOM Data Services Inc.	9,762.08	A/P	CLEARED	12/13/2017
006452	12/13/2017 Randy Reid	186.80	A/P	OUT-STD	12/13/2017
006453	12/13/2017 Royal Garage Ltd.	560.83	A/P	CLEARED	12/13/2017

** - Name on Check was modified

Eastern Regional Service Board

BNK2 - Bank of Montreal - EW

Cheques from 000001 to 006499 dated between 12-01-2017 and 12-31-2017

CHEQUE REGISTER

Printed: 3:46:43PM 01/02/2018

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Number	Issued	Amount	SC	Status	Status Date
006454	12/13/2017 SaltWire Network Inc.	1,063.44	A/P	CLEARED	12/13/2017
006455	12/13/2017 Sam Pike Masonry Ltd.	1,071.69	A/P	OUT-STD	12/13/2017
006456	12/13/2017 Sam Whalen	220.40	A/P	OUT-STD	12/13/2017
006457	12/13/2017 Sterling Willis	71.75	A/P	CLEARED	12/13/2017
006458	12/13/2017 T2 Ventures Inc.	168,465.33	A/P	CLEARED	12/13/2017
006459	12/13/2017 Tulk Tire & Service Ltd.	13,095.54	A/P	CLEARED	12/13/2017
006460	12/13/2017 Wayne Sellars	213.11	A/P	OUT-STD	12/13/2017
006461	12/20/2017 61366 Newfoundland and Labrador Inc.	5,290.00	A/P	OUT-STD	12/20/2017
006462	12/20/2017 Acklands Grainger Inc.	355.53	A/P	OUT-STD	12/20/2017
006463	12/20/2017 Advantage Personnel Ltd.	1,050.53	A/P	OUT-STD	12/20/2017
006464	12/20/2017 Bradley Power	55.05	A/P	OUT-STD	12/20/2017
006465	12/20/2017 Christie Dean	4,047.24	A/P	OUT-STD	12/20/2017
006466	12/20/2017 Coish's Trucking & Excavating Ltd.	14,432.50	A/P	OUT-STD	12/20/2017
006467	12/20/2017 D&L Russell Limited	18.38	A/P	OUT-STD	12/20/2017
006468	12/20/2017 Dicks and Company Limited	410.29	A/P	OUT-STD	12/20/2017
006469	12/20/2017 Dodd's Diesel Repair Ltd.	0.00	A/P	*VOID*	12/20/2017
006470	12/20/2017 Dodd's Diesel Repair Ltd.	0.00	A/P	*VOID*	12/20/2017
006471	12/20/2017 Dodd's Diesel Repair Ltd.	0.00	A/P	*VOID*	12/20/2017
006472	12/20/2017 Dodd's Diesel Repair Ltd.	0.00	A/P	*VOID*	12/20/2017
006473	12/20/2017 Dodd's Diesel Repair Ltd.	43,910.63	A/P	OUT-STD	12/20/2017
006474	12/20/2017 Dyna-Pro Environmental	51.75	A/P	OUT-STD	12/20/2017
006475	12/20/2017 E K Lomond Auto Solutions Inc	6.81	A/P	OUT-STD	12/20/2017
006476	12/20/2017 Glenn Clarke	154.70	A/P	OUT-STD	12/20/2017
006477	12/20/2017 Harvey & Company Ltd.	29,658.68	A/P	OUT-STD	12/20/2017
006478	12/20/2017 Jenkins Anthony Inc.	4,153.48	A/P	OUT-STD	12/20/2017
006479	12/20/2017 Ken Kelly	921.21	A/P	OUT-STD	12/20/2017
006480	12/20/2017 Kenneth Rollings	155.92	A/P	OUT-STD	12/20/2017
006481	12/20/2017 Kevin Power	399.27	A/P	OUT-STD	12/20/2017
006482	12/20/2017 Lynn Tucker	11,329.76	A/P	OUT-STD	12/20/2017
006483	12/20/2017 Madsen Construction Equipment	375.81	A/P	OUT-STD	12/20/2017
006484	12/20/2017 Newfoundland Power Inc.	1,252.29	A/P	OUT-STD	12/20/2017
006485	12/20/2017 Nexgen Municipal Inc.	166.90	A/P	OUT-STD	12/20/2017
006486	12/20/2017 North Atlantic	129.25	A/P	OUT-STD	12/20/2017
006487	12/20/2017 Northern Business Intelligence	369.73	A/P	OUT-STD	12/20/2017
006488	12/20/2017 ORKIN Canada Corporation	194.35	A/P	OUT-STD	12/20/2017
006489	12/20/2017 Quikprint Services Ltd.	4,744.29	A/P	OUT-STD	12/20/2017
006490	12/20/2017 Redline Automotive 0765	35.16	A/P	OUT-STD	12/20/2017
006491	12/20/2017 Red Oak At The Rooms Inc.	8,102.69	A/P	OUT-STD	12/20/2017
006492	12/20/2017 SaltWire Network Inc.	1,741.58	A/P	OUT-STD	12/20/2017
006493	12/20/2017 Sam Whalen	280.55	A/P	OUT-STD	12/20/2017
006494	12/20/2017 Shred-it International ULC	57.26	A/P	OUT-STD	12/20/2017
006495	12/20/2017 Tulk Tire & Service Ltd.	3,483.35	A/P	OUT-STD	12/20/2017
006496	12/20/2017 Bailey, Daisy	497.70	A/R	OUT-STD	12/20/2017
006497	12/20/2017 Beck, Norman & Marina	230.00	A/R	OUT-STD	12/20/2017
006498	12/20/2017 Wayne Sellars	90.65	G/L	OUT-STD	12/20/2017

** - Name on Check was modified

Eastern Regional Service Board
BNK2 - Bank of Montreal - EW
Cheques from 000001 to 006499 dated between 12-01-2017 and 12-31-2017

CHEQUE REGISTER

Printed: 3:46:43PM 01/02/2018

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Number	Issued	Amount	SC	Status	Status Date
Cheque Totals Issued:		562,238.66			
Void:		0.00			
Total Cheques Generated:		562,238.66			
Total # of Cheques Listed:		91			

** - Name on Check was modified

EASTERN REGIONAL SERVICE BOARD

PAYROLL EXPENSE

DECEMBER 2017

Payroll – Staff (<i>2 pay periods – 33 employees</i>).....	\$134,404.09
Payroll – Board (19 members)	<u>\$ 17,505.03</u>
Total Payroll (<i>52 employees</i>).....	\$151,909.12
Payroll CRA Remittance	<u>\$ 38,862.78</u>
TOTAL GROSS PAYROLL	<u>\$190,771.90</u>

PREVIOUS MONTH

NOVEMBER 2017

Payroll – Staff (<i>2 pay periods – 33 employees</i>).....	\$132,452.48
Payroll – Board (19 members)	<u>\$ 00,000.00</u>
Total Payroll (<i>33 employees</i>)	\$132,452.48
Payroll CRA Remittance	<u>\$ 31,789.62</u>
TOTAL GROSS PAYROLL	<u>\$164,242.10</u>

**(4)(a)(1) Board Expenditures: CRA
Remittance information for 2017**

Printed: 3:45:12PM 01/03/2018

Business	# of Emp.	Earnings	Deductions	Tax	Employee's EI	Employee's CPP	Employer's EI	Employer's CPP	Remittance
BUS1 861096600RP0001	70	1,851,554.49	34,085.35	419,450.49	23,034.70	65,586.90	32,314.91	65,586.90	605,973.90
Totals:	70	1,851,554.49	34,085.35	419,450.49	23,034.70	65,586.90	32,314.91	65,586.90	605,973.90

Business	EI Total	CPP Total
BUS1 Eastern Regional Service Board (861096600RP0001)	55349.61	131173.80

**(4)(a)(2) Isthmus and Southwest
Arm Waste Collection – Ratification
of E-Mail Vote**

THOSE WHO RESPONDED ELECTRONICALLY TO THE MOTION REGARDING A CONTRACT TRANSFER FOR ISTHMUS AND SOUTHWEST ARM AREA

MOTION: *"To approve the assignment of the Isthmus and Southwest Arm waste collection contract that was awarded to Around the Bay Disposal Inc. with the same terms and conditions to be fulfilled by T2 Ventures Inc. until it expires."*

(Motion sent by e-mail to the Board of Directors on Wednesday, January 17, 2018)

IN FAVOUR

(Alphabetical order)

Ed Grant
Danny Breen
Maggie Burton
Glenn Clarke
Ian Froude
Sandy Hickman
Hope Jamieson
Jamie Korab
Dave Lane
Kevin McDonald
Harold Mallowney
Sheilagh O'Leary
Peggy Roche
Deanne Stapleton
Lucy Stoyles
Gerard Tilley

AGAINST

(Alphabetical order)

NONE

NO RESPONSE

(Alphabetical order)

Wally Collins
Sam Whalen
Hilda Whelan
Sterling Willis

(4)(a)(3) Insurance and CPP Deductions for Board Members

Briefing Note: Insurance and Employment Deductions for Board Members

Insurance for a Board's Members Personal Vehicle

In discussions of the appropriate levels of insurance coverage for the Board the issue of the coverage of Board member's personal vehicles when involved in an accident often arises. We have discussed the extent to which the Board or its insurance policies would come into consideration if a Board member is involved in a motor vehicle accident while on Board business – this includes traveling to a meeting.

The vehicle being used is primary in terms of responding to a liability claim for property damage or bodily injury.

This refers to liability only, under Eastern Regional Service Board (ERSB) insurance policy there is a non-owned auto policy which indemnifies the insured, being Eastern Regional Service Board, for the legal liability arising out of the operation of non-owned vehicles used in the Insured's business (e.g. an employee using his own car on a business errand). It is a general rule of law that an employer is responsible for the negligent acts or omissions of an employee in the course of employment and hence could be involved in claims arising from the employee's negligent operation of the employee's own vehicle. Coverage is limited to Canada and the United States of America.

In terms of physical damage to an employee's/board member vehicle, the coverage that the board member has on their personal vehicle is the only coverage that would apply. In other words, if the board member has a collision their comprehensive coverage would apply. If the board member has no physical damage, a claim would not be paid for that damage.

At no time would ERSB policy respond to pay for damages to the board members personal vehicle.

If limits are exceeded than the Board's policy would start. This is the case irrespective of it being Board business etc...

However, this does bring into focus that if you are attending an event on behalf of the Board it should be known and if possible some recognition that you are attending an event on behalf of the Board - Motion at a Board meeting approving your attendance or email approval from Chairperson or CAO.

In addition, if traveling for a conference etc... and you are renting a car the advice of our broker is to **accept** the Loss Damage Waiver of the rental company and do not rely on your credit card insurance etc... for protection.

The ERSB coverage includes \$5,000,000 liability coverage for Rental of vehicles with a \$50,000 limit for physical damage. This would remove the need to purchase the Loss Damage Waiver from the rental company, if the board so chooses.

However, the relative cost of LDW when purchased, especially if it's only for a few days annually, and there is an accident or damage to the vehicle it is just a matter of handing the keys back to the rental company versus the impact on the ERSB's overall insurance coverage. The choice to purchase the LDW is a business decision of ERSB however there is coverage available through the current insurance coverage that is in place.

Employment Deductions

This is a reminder to Board members with regards to remuneration.

Canada Pension Plan (CPP)- all Board members are subject to deduction unless over 65 and you have provided us with an election to stop deductions until age 70 and then past 70 you are exempt.

Employment Insurance (EI) – all earnings are non-insurable.

Income tax - deduction rates are paid on the amount earned and the timeframe. Because we pay on quarterly periods the tax bracket for deductions and the amount do not equal what you may pay on other income that is earned. Therefore you may owe more on these earnings than has been deducted which may mean taxes owed by you at year end once all income and taxes paid are considered. We have the ability to adjust your tax deduction rate. If you need your income tax deduction rate increased you need to indicate to us the adjusted rate that you want deducted (%).

**(4)(a)(4) Budget 2018 Impact
Salary**

Briefing Note: Budget 2018 Salary

During 2017 two Accounting and Receivables Clerks were off on extended sick leave and a person from a temporary employment firm was brought in to assist with the workload. By the end of 2017 both staff members had returned to work and to full time hours.

The workload at yearend to prepare invoices and the first quarter of a new year once the invoices have been delivered would be considered peak volume for accounts receivable staffing needs.

Given the seriousness of the sick leave the temporary staff person was retained at year end and is still been utilized. There were salary savings for part of the year because of the sick leave of permanent staff and this was used to fund the costs of the temporary staff person.

The current cost per hour to the temporary employment firm is \$26.10 per hour including HST for a 35 hour work week (total \$913.50+\$137.03 HST = \$1050.53).

The salary range for the Receptionist & Administrative Clerk is \$36,221 (\$19.90/hr) to \$42,005(\$23.08/hr). On an hourly basis with a full 30% salary burden to cover for vacation, benefits, employer CPP and EI the hourly rate is \$25.87. If employment of a full time temporary basis was offered with only vacation and employer CPP and EI would have a salary burden of approximately 20% which would be \$23.88/hr.

The contract with the temporary employment firm has a threshold included that after 640 hours an offer of employment can be made to the individual without incurring a penalty. That threshold has been met.

The volume of work warrants the additional person. The approved organizational chart for the Board does not have any unstaffed positions in Corporate Services. The offer of a full time permanent position would have to coincide with an increase in the number of full time positions for the organization.

An offer of temporary full time employment would secure the staff person for the immediate timeframe and would reduce the costs of maintaining the additional staff without incurring a long term commitment.

However, this will mean that the salary costs budgeted for 2018 for Corporate Administration will be over budget for the year.

Recommendation:

It was recommended by Mr. Whalen and Mr. Hickman that an addition position for administration and accounts receivable be created in the financial division of ERSB.

**(4)(a)(5) eSCRIBE Software
Purchase**

Purchase of eSCRIBE Software to Support Board & Committee Management

OVERVIEW

eSCRIBE is a leading provider for digital meeting management solutions, popular with public and private sector boards, committees and councils throughout the country. The online software does more than just create automated agendas or act as a record management system, eSCRIBE covers end-to-end of each meeting lifecycle (distribution of materials, voting management, etc.).

eSCRIBE will improve efficiency, transparency and resource allocation, so staff can focus on other higher-value tasks and projects to better serve the organization.

eSCRIBE solutions integrate seamlessly with Microsoft Office, which is utilized at the Eastern Regional Service Board. The software also utilizes apps for tablets and smartphones running on iOS or Android, so Board members can have secure, real-time access to agenda, minutes and supporting documentation in real-time.

BACKGROUND

Manager Corporate Services, Lynn Tucker, attended the 2017 Canadian Association of Municipal Administrators Annual Conference and Trade Show in Gatineau, Quebec. At the conference, she received information about eSCRIBE and met with their on-site representatives. Upon returning to Newfoundland and Labrador, she suggested the Board Clerk explore the software and determine if it might be of benefit to the ERSB.

On November 15, 2017, Mr. Power, Ms. Tucker and Mr. Kelly met with Mr. Paul Mackin, Vice President of eSCRIBE. Mr. Mackin gave a presentation and demonstration of the software. After the demonstration, staff discussed the benefits of the software. It was noted that the software would integrate well with the current processes at the ERSB Board level, and would also support joint council management. The software would ensure effective and timely approval of documents, and improve time management for staff in this regard. It would also provide greater functionality for Board members in terms of accessing meeting packages and supporting documentation.

eSCRIBE provides end to end meeting and legislative management. It allows for the creation and management of unlimited meeting templates (agendas, minutes, briefing notes, etc.). It will manage end to end legislative process on items (approval stages, readings, etc.). It will also support roll call, voting, quorum management, as well as motion management and archiving. The software is also developed to provide seamless and accessible publishing of meetings

documents, tracking and reporting of post meeting actions, and reporting of statistics and past meeting information.

Currently, the Board Clerk supports five joint councils or mayors' committees. Each of these organizations require an agenda, minutes, supporting documentation, in addition to correspondence writing and other written follow-ups throughout the month. Most of this documentation then gets uploaded to the ERSB website. eSCRIBE will facilitate a much more organized process for the development and management of the joint councils.

eSCRIBE will also support the Board moving closer to a paperless operation, whereas the software streamlines the creation and publishing of meeting packages and aids in capturing minutes in either procedural or narrative format (whichever we choose).

Staff at the ERSB are supportive of implementing this new software, so to support day to day operations and consultative group management (joint councils, etc.).

BUDGET

- A detailed quote for the software is attached for reference.
- The annual cost of the software is \$9,950 (plus HST).
- eSCRIBE would forego the setup fee (\$5,500) if a purchase decision is made by January 31, 2018.
- Pricing is based on terms of a three (3) year agreement

RECOMMENDATION

It was recommended by Mr. Mallowney and Mr. Hickman that ERSB purchase eSCRIBE software for a period of three years per the quote received.



Paperless Meeting and Agenda Management Solution for Council and Committee Meetings

Proposal



Author:
Paul Mackin

Client:
Eastern Region Service Board

Date:
November 19, 2017



eSCRIBE Software Summary

eSCRIBE is a leading provider of cloud-based meeting management solutions, and the go-to-choice for public sector boards, committees and councils.

More than simple agendas and minutes; eSCRIBE supports each step of the meeting lifecycle with comprehensive tools and workflow for staff, meeting participants and the public. Compliant with accessibility requirements, such as AODA, WCAG2, eSCRIBE aims to improve transparency and reduce the resources required to support meetings, so staff can focus on higher-value tasks and projects to better serve their stakeholders.

A comprehensive, paperless solution, eSCRIBE also seamlessly integrates with Office365 – it's Meetings, Evolved.

Should you have any specific questions about this document please feel free to contact eSCRIBE at: pmackin@escribecorporate.com or 1-416-702-8852

Overview

Available on the cloud, eSCRIBE's robust 100% user configurable meeting management engine becoming the go-to choice of public boards, committees and councils looking to improve efficiency, transparency and accessibility while at the same time reducing costs and impact on the environment

Product Highlights

- ✓ Robust end to end meeting and legislative management
- ✓ Create and manage unlimited meeting templates and users
- ✓ Manage end to end legislative process on items (approval stages, readings, etc.)
- ✓ Full legislative meeting support (Roll call, voting, quorum management, resolutions, pecuniary interest, additions/deletions, etc.)
- ✓ Flexible video streaming and archival options
- ✓ Seamless and accessible publishing of meetings documents
- ✓ Tracking and reporting of post meeting actions
- ✓ Reporting of statistics & past meeting information

eSCRIBE has been designed to be integrated seamlessly into your organization's overall document management environment and is built around centralized meeting portals where administrators can predefine comprehensive meeting templates and attendee groups, schedule, prepare and publish agendas, and conduct and record the results of their own eSCRIBE meetings.





eSCRIBE Meeting Bundles

MODULES BUNDLES	Accessibility	Transparency	Board Efficiency
Meeting Manager Agendas, minutes, and more	✓	✓	✓
Report Manager Manage templates, automated approvals and submission of reports and legislative items	✓	✓	—
Participant Portal Secure access for board and elected officials	✓	✓	✓
Video Manager Automatically index video or audio with agenda and minutes	—	✓	—
Video Storage and Streaming Service Unlimited live and archival web streaming and content distribution	—	✓	—
Internet Publishing+ Engage with your stakeholders and drive greater transparency	✓	✓	—
Vote Manager Voting in real-time electronically	—	—	—
YouTube Video Integration Tagged video services with minimal configuration	—	—	—
Outlook (Add-in) Schedule eSCRIBE meetings directly from your Outlook calendar	—	—	—



Proposed Solution – Accessibility Bundle

eSCRIBE is modular software available both as Cloud Based solution. Given the functionality detailed in the requirements matrix above, eSCRIBE offers the following recommended configuration for this solution.

	Module Description	Required
	<p>Meeting Manager facilitates the building of agendas, minutes, action lists, and provides a platform for adding additional eSCRIBE functionality.</p> <p>Streamline and automate meeting preparation and post meeting activities. Conduct meetings; take roll-call and manage member conflicts, record motions and actions. And with the addition of eSCRIBE Meetings for the iPad or Windows 10 , your board can go totally paperless.</p> <p>Key Features</p> <ul style="list-style-type: none">• Create and manage unlimited meeting templates and user groups• Robust end-to-end pre- and post-meeting management, and user-configurable workflow support• Live meeting support, including roll call, quorum and conflict management, electronic voting and request-to-speak, and minute capture<ul style="list-style-type: none">Integrated Action Log for post-meeting follow-up and staff directionComprehensive Report Center for meeting and attendee statistics	Y
	<p>Report Manager provides administrators and staff comprehensive management of all pre-meeting and post-meeting workflow activities, Report Manager revolves around the preparation and approval of reports and legislative items for submission to meetings. Easily manage submission deadlines and notifications to staff, reducing last minute changes to the agenda.</p>	Y



Leveraging the power of Microsoft Word, administrators can easily standardize and maintain unlimited templates for bills, resolutions, and reports, ensuring compliance across the organization.

Key Features

- Collaboration support, including version control, check in/out, simultaneous multi-user document editing
- Managed user permissions for both public and private/in-camera items
- Flexible, user-configurable approval workflows, such as late item and exception management, ad-hoc and delegate approvers
- Automatic extraction of content to populate agenda items details, motions, minutes and custom fields
- Comprehensive audit reports and workflow approval histories, including electronic signature options



Internet Publishing+ has a fully-responsive WCAG2 design that allows organizations to easily engage stakeholders through their existing website, without programming and fully supports evolving accessibility requirements.

Y

Easily search through historical and upcoming meetings, access agenda details, open and download attachments with a single click.

Key Features

- Supports HTML and/or PDF publishing to website with links to individual supporting attachments
- Supports one-click publishing of meeting agendas and minute packages
- Flexible layout options including list and calendar views
- Supports automated delegation request and approval
- Can be integrated with Video Manager for automatic indexing and publishing of video/audio linked files for increased transparency



Software Fees and Implementation Costs

The following outlines the eSCRIBE software, installation/configuration and training costs based on the requirements as they have been outlined.

eSCRIBE Accessibility Bundle

eSCRIBE Annual Service and Support Fees				
Module	License Type	License Fee	Quantity	Cost
Accessibility Bundle	Annual	\$ 9,500	1	\$ 9,500
eSCRIBE Report Manager		INCL		
eSCRIBE Meeting Manager		INCL		
eSCRIBE Participant Access Module		INCL		
eSCRIBE Internet Publishing + Citizen Engagement		INCL		
Authentication Modality (Forms, ADFS, Azure AD)	Annual	\$ 450	1	\$ 450
Annual Software and Support Fees				\$ 9,950
Professional Services		Service Fee	Quantity	Cost
Setup and Training		\$ 5,500	1	\$ 5,500
2 Meeting Types, 2 Report Template, 10 Workflows		INCL		
Training - Administrator, Contributor		INCL		
Implementation and Training Fees				\$ 5,500
Total Year 1 Fees				\$ 15,450
Year 2, 3 Annual Fees				\$ 9,950

eSCRIBE Online Pricing Notes:

1. Quote is valid for 60 days
2. eSCRIBE would forgo the setup and training fees in entirety if a purchase order is received by January 31, 2018
3. Annual Service and Support fees are for the hosted eSCRIBE modules as outlined in this proposal. Additional eSCRIBE modules can be added at any time (additional charges apply)
4. Pricing is based on terms of a three (3) year agreement.
5. Implementation fees are for remote support, optionally should the customer wish to have eSCRIBE provide onsite training, travel and living expenses would apply.
6. All fees are in \$CAD and are exclusive of any applicable taxes.
7. This proposal includes unlimited usage of the eSCRIBE iPad Standard Application. Additional iPad Professional licenses may be purchased for \$50 (1 – 25 users), \$35 (26 – 50 users), \$25 (51 – 250 users) and \$10 (251 or more), per user per year.
8. eSCRIBE Vote Manager is available for an annual fee of \$3500 with a \$500 setup and training fee. Setup includes standard "grid" public display layout. Custom public display vote screen fee is \$2500 one time.
9. Year 1 fees are invoiced upon commencement of the project.



11. Subsequent year renewals will be invoiced on the anniversary date of the activation of the Software unless notice is received in writing 60 days prior to the anniversary date.
12. Payment Terms are Net 30 from date of invoice.



eSCRIBE Implementation – Accessibility Bundle

Dates	Activity	Description	Team
StartDate (SD)	Contract Signed	<ul style="list-style-type: none"> Contract awarded to eSCRIBE Contract signed 	Purchasing (Customer), Sales (eSCRIBE)
SD	Coordinate Hand Off Call	<ul style="list-style-type: none"> Sales to Coordinate hand off introduction with eSCRIBE Implementation team & customer 	Sales & Project Lead (eSCRIBE) Project Sponsor (Customer)
SD + 2 days	Project Hand Off Mtg (15 min call)	<ul style="list-style-type: none"> Project Hand Off Meeting Introductions of project teams (eSCRIBE & Customer) Review of modules purchased & Configuration details Confirm Goals & Objectives Confirm desired project kick off & completion timeline <p>ACTIONS AFTER CALL:</p> <ul style="list-style-type: none"> eSCRIBE to finalize project plan & build site Customer to gather & send meeting artefacts (Agendas, Minutes, Reports) eSCRIBE review meeting artefacts Customer to gather & send logos/colours /website page for publishing for publishing 	Sales & Project Lead (eSCRIBE) Project Team (Customer)
SD + 4 days	Project Kick Off Discussion (1 hr call)	<ul style="list-style-type: none"> Review project plan, adjust with customer feedback Review further detail of implementation & training plan Review meeting artefacts, identify any process & formatting adjustments Explain Configuration Work Package <p>ACTIONS AFTER CALL:</p> <ul style="list-style-type: none"> Customer to provide user configuration work package eSCRIBE to configure environment with users from Configuration Work Package (*If ADFS in use, Customer must have internal ADFS configured & parameters sent to eSCRIBE before any user configuration can begin) 	Project Team (Customer) Project Lead (eSCRIBE)
SD + 7 days	Configure eSCRIBE	<ul style="list-style-type: none"> Create meeting artefacts in environment (agenda & minutes for 2 meetings, 1 report, 5 workflows, 2 attendee groups – with up to 25 users) Test the environment Complete user configurations Build publishing site 	eSCRIBE Project Team



SD + 12 days	Configuration Review Mtg (60 min call)	<ul style="list-style-type: none"> Review finalized meeting artefact template configuration Review finalized publishing site Review remaining configuration settings <i>*NOTE Customer must provide all configuration detailed by "Configure eSCRIBE" date in order to meet date at this stage*</i> 	Project Teams (Customer) Project Lead (eSCRIBE)
		ACTIONS AFTER CALL:	
		<ul style="list-style-type: none"> eSCRIBE to adjust templates & send revised copy for sign off Customer to confirm training dates 	
SD + 16 days	Meeting Manager Training	<ul style="list-style-type: none"> Meeting Manager Training with primary user group (2 days) Mock Meeting Preparation Mock Meeting Delivery 	eSCRIBE Trainer, Customer Meeting Admin Group
		ACTIONS AFTER CALL:	
		<ul style="list-style-type: none"> eSCRIBE Trainer to send training summary & next steps via email to Customer Project Team & eSCRIBE Project Lead Customer Training Attendees to start using eSCRIBE immediately for meetings Customer is responsible for training additional staff and rolling out Meeting Manager to other departments 	
SD + 19 days	Conduct Practice Meeting	<ul style="list-style-type: none"> Customer to prepare meeting and conduct practice meetings in eSCRIBE (build agendas & minutes) First meeting support from eSCRIBE Team 	Customer Project Team, eSCRIBE support
SD + 24 days	Post Meeting Debrief	<ul style="list-style-type: none"> Highlight areas of difficulty or challenges for review from Meeting Manager Practice 	eSCRIBE Trainer, Customer Project Team
SD + 27 days	Publishing Implementation	<ul style="list-style-type: none"> eSCRIBE Implementation Coordinator to send iframe details to integrate publishing into current website Customer web developer implement new publishing pages (iframe into existing site) 	Customer IT (web admin)
SD + 29 days	Contributor Training	<ul style="list-style-type: none"> ½ day for Report Administrators ½ day for Report Writers (primary user group) 	eSCRIBE Trainer, Customer Contributor & Admin Group
		ACTIONS AFTER CALL:	
		<ul style="list-style-type: none"> eSCRIBE Trainer to send training summary & next steps via email to Customer Project Team & eSCRIBE Project Lead Customer Training Attendees to start using eSCRIBE immediately for reports Customer is responsible for training additional staff and rolling out Report Manager to other departments 	
SD + 36 days	Post Practice Debrief	<ul style="list-style-type: none"> Highlight areas of difficulty or challenges for review from Report practice 	eSCRIBE Trainer, Customer Project Team



SD + 37 days	Participant Training (1 hr)	<ul style="list-style-type: none">• Training for meeting participants, web/iPad access (train the trainer) <p>ACTIONS AFTER CALL:</p> <ul style="list-style-type: none">• eSCRIBE Trainer to send training summary and user guides to attendees• Customer Project Team train meeting participants	eSCRIBE Trainer, Customer Project Team
SD + 40 days	Account Mgmt Hand Off Call (15min call)	<ul style="list-style-type: none">• Once implementation tasks are complete, account mgmt. hand off call• Confirm implementation work is complete, intro Acct Mgr, recap outstanding issues, explain support process. <p>ACTIONS AFTER CALL:</p> <ul style="list-style-type: none">• Customer to actively use eSCRIBE for core meetings, rolling out to additional meeting types/users is done at the discretion of the customer• Customer will engage eSCRIBE support for additional support after training.	eSCRIBE Project Lead, eSCRIBE Account Manager, Customer Project Team

NOTES:

- Day count increment represents working days
- Schedule is subject to change during Project Plan creation
- Assumption is made that Customer will commit resources as outlined in plan
- Assumption that template emphasis will be on electronic agenda & minutes
- Assumption is made that eSCRIBE will be training primary user group with a "Train the Trainer approach"
- Accessibility bundle implementation is approximately 5 days shorter.



We look forward to working with you on this exciting project. Should you have any questions please call me at +1 416 702 8852.

Paul Mackin
Vice President
eSCRIBE Software

**(4)(b) COMMITTEE REPORTS:
Strategy & Policy Committee**

**(4)(b)(1) Update on MNL
Avalon/Eastern Regional Meeting
Sponsorship/Attendance**

Friday, January 26th, 2018

12:00	Registration
12:30	Welcome <ul style="list-style-type: none">• Councillor Glenn Clarke, MNL Avalon Director• Mayor Paul Pike, MNL Eastern Director
1:00	Infrastructure Funding Roadmap
1:30	BAM! NL – Interactive workshop on Building Asset Management in NL
2:30	Break
2:45	BAM! NL ... <i>(continued)</i>
3:45	Regional Roundtable
5:45	Break for Supper (on your own)
7:00	Capital Works: Does it have to be this hard? <i>Presented by Vigilant Management</i>
7:30	What are we at? – interactive session for new, and not-so-new, councillors
8:00	Reception and Trivia night!

Saturday, January 27th 2018:

8:30 am	Welcoming Communities – interactive workshop
10:00	Break
10:15	Regional Government – Plugging the holes or building a boat?
11:15	Municipal Legislative Review – Your priorities for change
12:15	Lunch
1:30	TBC
2:00	Cannabis: Distribution Model and FCM Toolkit
2:30	MNL Functional Regions Project – Mining your critical economic development data

2018 REGIONAL MEETING SPONSORSHIPS

AVALON/EASTERN REGIONAL MEETING
JANUARY 26-27TH, ST. JOHN'S, NL

NORTHERN/WESTERN REGIONAL MEETING
FEBRUARY 16-17TH, ROCKY HARBOUR, NL

CENTRAL REGIONAL MEETING
MARCH 23-24TH, GRAND FALLS-WINDSOR, NL



AGENDA TIME SPONSOR - \$2,000

LUNCHEON SPONSOR - \$2,000

NUTRITION BREAK SPONSOR - \$1,000

UNIVERSAL SPONSOR - \$500+

TO RESERVE CONTACT DANA:

DBREWER@MUNICIPALNL.CA OR 709-763-4686

2018 REGIONAL MEETING SPONSORSHIPS



SPONSOR BENEFITS

- ACCESS TO THE REGIONAL MEETINGS
- COMPANY LOGO ON REGIONAL MEETING PROMOTIONAL MATERIALS INCLUDING EVENT AGENDA
- COMPANY LOGO ON PROJECTED ON ROTATING SPONSORSHIP LOOP
- OPPORTUNITY TO PUT UP SIGNAGE & BANNERS AT THE EVENT
- COMPANY LOGO ADVERTISED ON MNL'S NEW WEBSITE
- INCLUSION IN ALL WEB SITE ANNOUNCEMENTS, EMAILS AND SOCIAL MEDIA POSTINGS.
- INDIVIDUAL SHOUT OUTS AND RECOGNITION ON MNL'S FACEBOOK, TWITTER & INSTAGRAM
- OPPORTUNITY FOR AN ANNOUNCEMENT AT THE EVENT
- OPPORTUNITY FOR A PRIZE DRAW AT THE EVENT

AGENDA TIME

- 30 MINUTE SPEAKING SESSION IN FRONT OF THE DELEGATES
- IN ADDITION TO ABOVE: CUSTOM EMAIL BLAST FROM YOU TO ALL MNL MEMBERS ON A DATE/TOPIC OF SPONSOR'S CHOICE
- RIGHT TO GIVE OUT SPONSORSHIP MATERIAL & SWAG TO DELEGATES AT THE EVENT

**(4)(c) COMMITTEE REPORTS:
Governance Committee**

(4)(c)(1) Process for Election of a Chairperson

Briefing Note: Process to Elect a Chairperson and Vice-Chairperson

There has been some significant dialogue since November of 2017 with regards to the processes to select the Chairperson and vice-Chairperson for each of the regional service boards across the province. The Premier and the Minister of Municipal Affairs and Environment have both stated that they intend to make changes to the legislation such that the Province will retain the authority for appointment based on recommendations from either the Independent Appointments Commission or the Public Service Commission.

The dialogue indicated that legislative changes were to be introduced in the fall sitting of the House of Assembly but this did not come to fruition.

As such the Board is still operating under the current legislation. The *Regional Service Board Act* provides the Board with the authority to choose the process and the person to be the Chairperson for the Board. The *Act* is more prescriptive in how the vice-Chairperson is chosen and states that it is from amongst the elected members of the board itself. The following is an excerpt from the *Act*:

Chairperson and Vice-Chairperson

5. (1) *The members of a board shall, by resolution, elect a Chairperson from among the members of the board or from outside the board.*

(2) *The members of a board shall, by resolution, elect a vice-Chairperson from among the members of the board.*

(3) *In the absence or incapacity of the Chairperson, or where the office of the Chairperson is vacant, the vice-Chairperson has the powers and shall exercise the duties of the Chairperson.*

The Chairperson selection process should be known to all prior to the vice-Chairperson selection process taking place as an internal candidate may want to but their name forward and be eligible for both positions depending on the process that is selected.

There are three options for the Board to consider:

1. Maintain the status quo and reappoint by resolution of the board Ed Grant as Chairperson;
2. Implement a process to select a Chairperson from outside the board that would involve one of the following options:
 - a. a public call for interested parties (advertisement), evaluation by a selection committee, recommendation to the board and a resolution of the board;

- b. hold an election for a regional chair to be selected by a vote of eligible voters based on the Provincial Voters List with a resolution of the board to appoint the successful candidate from that process; and/or,
3. Implement a process to select a Chairperson from among the elected members of the Board that would see a call for interested Board members and a vote amongst the members.

The key question for this discussion seems to be whether to choose an independent Chairperson, versus a Chairperson from the current compliment of recently appointed/elected Board members. The process for the Burin, Central, and Western regional service boards will see a Chairperson chosen from amongst those elected to the Board, which is also the process used in the Province of British Columbia. As we know, BC has extensive experience with the governance of regional service delivery organizations.

The most significant factor that may influence this decision, and affects the eastern board differently than the other boards in the province, is the actual composition of the board. The current composition with ten (10) members from the City of St. John's and ten (10) from other municipalities and sub-regions was adopted by the Eastern Waste Management Committee (EWM).

Prior to the board being formally established in September 2011, EWM was asked to develop a governance structure and submit it to the Provincial Government. At the time EWM was an appointed ministerial committee with a Chairperson appointed by the Minister, and eight (8) members from the City of St. John's (including staff), and eight (8) other members from the following municipalities or local service districts: Torbay, Ferryland, Placentia, Carbonear, Mount Pearl, Clarenville, Cavendish and South River (See News Release from March 27, 2008).

At a meeting of EWM held May 12, 2010, the issue of 50 per cent representation by the City of St. John's was discussed, as well as the governance structure for the Board. Stated in this meeting was the Provincial Government's parameters upon which it established the Committee of eight (8) and eight (8), and the City of St. John's stated its position that it would not place itself in a minority position as part of the Eastern Waste Management Committee, or the future Eastern Regional Service Board. At the June 18, 2010 meeting, EWM (by motion of the Committee) accepted a twenty (20) member board, plus an independent Chairperson. The Minister of Municipal Affairs was in attendance at that meeting.

The independent Chairperson appointed by the Minister in this case would ensure that there was a balance of members on the Board, an uneven number of votes (21), and the independent Chairperson would cast the deciding vote in an evenly split call of votes on a question.

In the context of the Eastern Regional Service Board choosing a Chairperson from among the members of the Board it would result in one group or the other holding the Chair position and there would not be an uneven number for voting purposes.

There is a perception that because the City of St. John's has ten members on the Board it controls the Board. In fact, it has less than a majority in the current context, forty-seven (47) per cent of the votes (10/21). However, the perception is that the City controls the Board and if they hold the Chair position this will reinforce that perception. That perception is not beneficial in the development of regional services that may mostly focus on areas outside the metro communities.

In the same vain, it is not an equitable practice or rule to be established that the City of St. John's can never hold the Chair position and it will always be someone other than a City Councillor.

So, the decision of choosing an independent Chairperson or one from amongst the members of the elected Board seems to be linked to the composition of the Board itself and the original principals upon which the governance structure of the Board was created – twenty (20) elected Board members and an independent Chairperson.

Therefore, it would seem that a decision to deviate from the process that is based on selecting an independent Chairperson should also include a new proposal to define the principals upon which the number of wards in the region and the subsequent representation of those wards is addressed.

According to the *Regional Service Board Act*, the Minister is to define in regulation the number of wards and the ward boundaries that are to form the Eastern Regional Service Board. The Minister is also to define in regulation the process by which the election or appointment process for the representation of those wards is conducted.

The process of developing a proposal for a new governance structure for the Board will take some time to research and finalize. This process will also require the approval of the Province prior to its implementation. In the interim the Board will still need to have a Chairperson.

Recommendation:

It was recommended by Mr. Mallowney and Mr. Hickman that the Eastern Regional Service Board extend its current Chairperson for a period of nine (9) to twelve (12) months, pending a review of the election process and an update from the Provincial Government on their plans to change the appointment process in the Regional Service Board Act.

(4)(c)(2) Revisions to the TORs of Committees

FINANCE AND AUDIT COMMITTEE

TERMS OF REFERENCE

PURPOSE

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The purpose of the Finance & Audit Committee is oversight of all matters related to financial stewardship, including budgeting (capital and operating), banking, credit facilities, financial monitoring and auditing and financial compensation matters for management and to report to the Board of Directors with respect to these matters. The Board approves the purpose, structure and responsibilities of the committee. The Committee is advisory to the Board and makes recommendations to the Board for informed ~~Board~~ decision-making and to ensure leading financial practices. The Committee does not have independent decision-making authority from the Board except where the Board has delegated decision-making authority to the Committee within defined guidelines.

STRUCTURE

1. The Finance & Audit Committee shall be composed of at least five (5) Board members. A quorum at meetings shall be a majority of members.

2. Members of the Committee shall serve a two-year term of office and may serve consecutive terms.

3. The Chairperson of the Board shall appoint the Chair of the Finance and Audit Committee and members of the Committee with ratification by the Board.

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4. The Board Chair may ~~be-serve as~~ the ~~C~~hairperson of the ~~F~~inance and ~~A~~udit Committee.

5. The Chief Administrative Officer and the ~~Program Coordinator~~~~Manager Corporate Services~~ may attend meetings of the ~~C~~ommittee, but ~~shall do~~ not have ~~any~~ voting privileges.

6. The ~~F~~inance and ~~A~~udit Committee shall meet at least quarterly and may hold additional meetings as required.

7. The Chair ~~of the Finance and Audit Committee~~ shall call meetings and, in consultation with management, establish the agenda for the meetings ensuring that properly prepared agenda materials are circulated to members prior to meetings.

8. The Chair ~~of the Finance and Audit Committee~~ shall be responsible for ensuring that minutes of all meetings are duly recorded, filed in the offices of the ~~E~~astern Regional Service Board and circulated to Board members prior to Board meetings.

9. The Chair of the Finance and Audit Committee shall report to the Board on the activities of the Committee and bring forward specific Committee recommendations and resolutions for Board action and approval.

10. The resolution noted in Item 9 above shall be kept with the minutes of the Committee meetings and, upon approval of the Board, kept with the minutes of the Board.

11. ~~The m~~Members of the Finance and Audit Committee shall be familiar with basic accounting principles and should be able to read and understand financial statements.

SPECIFIC RESPONSIBILITIES

1. Review the Eastern Regional Service Board's accounting policies on an ongoing basis.

2. Provide an assessment of the financial risks to the Eastern Regional Service Board and make recommendations to the Board regarding the management of those risks.

3. Confirm annually, and review if necessary, the implementation by management of an effective system of internal controls.

4. Review the Eastern Regional Service Board's annual financial statements and such other financial statements brought before the Board, and provide recommendations to the Board regarding such statements.

5. Determine whether the aAuditor or a candidate for the position of Aauditor meets the criteria set out in the bBy-laws of the Eastern Regional Service Board.

6. Make recommendations to the Board regarding the appointment, removal and remuneration of the Aauditor.

7. Approve the scope of internal and external audits and approve non-audit services to be performed for the Eastern Regional Service Board by the auditor.

8. Review the findings of the internal and external audits and management's response to them, make recommendations to the Board regarding the findings and response and review the implementation of any of the Board's decisions regarding the Committee's recommendations.

9. Ensure that the Aauditor maintains and fulfills any and all requirements under the bBy-laws of the Eastern Regional Service Board.

10. Meet with the Aauditor and review the Audit Plan prior to engagement, and also meet with the aAuditor upon completion of the Audited Financial Statements before presenting the Committee's recommendation to the Board for approval.

The audit planning and results of the external audit shall include:

- The Auditor's engagement letter;
- The reasonableness of the estimated audit fees;
- The scope of the audit, including materiality, locations to be visited, audit reports required, areas of audit risk, time table, deadlines, and, where applicable, coordination with internal audit;
- The form of the audit report;
- Any other audit-related engagements;
- Non-audit services provided by the Auditor;
- The post audit Management Letter, together with management's response;
- Meeting privately with the Auditors to discuss pertinent matters, including the quality of personnel;
- Directing the Auditor's examinations to particular areas if considered appropriate;
- Requesting the Auditor to undertake special examinations if considered appropriate;
- Reviewing the control weaknesses identified by the Auditor, together with management's response; and,
- Assessing the Auditor's performance.

11. The Finance and Audit Committee shall be provided with a complete financial package every month and shall formally review, where practical, all monthly financial statements brought before the Board and any other monthly financial statements where the Chair of the Finance and Audit Committee deems it advisable.

12. Present to the Board any issues it identifies in its review of the monthly financial package.

~~13. Review other financial information, including that contained in the Annual Report of the Eastern Regional Service Board.~~

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14. Review of the annual Capital and Operating budgets and the recommendations of same to the Board for approval.

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15. Oversee the financial aspects of all capital projects and the financing of same.

16. Confirm annually, and review if necessary, the signing authority and spending policy and recommend any changes to the Board.

17. Confirm annually, and review if necessary, the travel policy and recommend any changes to the Board.

18. Review annually the senior management compensation and benefits package and recommend any changes to the Board.

19. Review annually, in conjunction with the Board Chair, the CAO compensation package and recommend any changes to the Board.

20. Review annually, in conjunction with the ~~Chairperson of the Board~~~~Board Chair~~, the ~~CAO~~Chief Administrative Officer performance evaluation and recommend any changes to the Board.

21. Confirm annually, and review if necessary, the banking, credit and financial facilities, including investing and hedging policies and recommend any changes to the Board.

22. Confirm annually, and review if necessary, the Finance and Audit~~e~~Committee's terms of reference and recommend any changes to the Board.

23. Other activities which fall within the scope of finance and audit.

Implementation Date:

Revision Date:

Affirmation Date: ~~Chair~~

STRATEGY & POLICY COMMITTEE

TERMS OF REFERENCE

PURPOSE

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The purpose of the Strategy & Policy Committee is oversight of all matters related to strategic planning, policy and operational planning and to report to the Board with respect to these matters. The Board approves the purpose, structure and responsibilities of the Committee. The Committee is advisory to the Board and makes recommendations to the Board for informed Board decision-making and to ensure leading waste management, operational and environmental practices. The Committee does not have independent decision-making authority from the Board except where the Board has delegated such authority to the Committee within defined guidelines.

STRUCTURE

1. The Strategy & Policy Committee shall be composed of at least five (5) Board members. A quorum at meetings shall be a majority of members.

2. Members of the Committee shall serve a two-year term of office and may serve consecutive terms.

3. The Chairperson of the Board shall appoint the Chair of the Governance Committee and members of the Committee with ratification by the Board.

4. The Committee shall meet quarterly and may hold additional meetings as required.

5. The Chair of the Strategy and Policy Committee shall call meetings and, in consultation with management, establish the agenda for meetings ensuring that properly prepared agenda materials are circulated to members prior to meetings.

6. The Chair of the Strategy and Policy Committee shall be responsible for ensuring that minutes of all meetings are duly recorded, filed in the offices of the Eastern Regional Service Board and circulated to Board members prior to Board meetings.

7. The Chair of the Strategy and Policy Committee shall report to the Board on the activities of the Committee and bring forward specific recommendations for Board action and approval.

8. The resolutions noted in Item 7 above shall be kept with the minutes of the Committee meetings and, upon approval of the Board, kept with the minutes of the Board.

SPECIFIC RESPONSIBILITIES

1. Provides input and direction to management in the development of the Eastern Regional Service Board ~~Strategic Business~~Corporate Plan and monitors its implementation and effectiveness.
2. Provides input and direction in the development of the Eastern Regional Service Board's ~~a~~Annual ~~C~~capital ~~B~~budget and consults with the Finance and Audit Committee with a view to bringing joint recommendations to the Board for approval.
3. Provides input and direction to the Board in the development of formal policies and practices to guide and facilitate the Eastern Regional Service Board's business strategies related to service delivery, for example: service delivery policies and parameters, service delivery by-laws, use of internal versus contracted resources, partnerships, and research.
4. Provides input, direction and active support to management in the development of formal stakeholder funding partnerships.
5. Monitors the Eastern Regional Service Board's compliance with all applicable legislation related to environmental management.
6. Monitors the Eastern Regional Service Board's compliance with industry best practices related to the management of facilities, capital assets and modern waste management.
7. Monitors progress of major capital projects of the Eastern Regional Service Board.
8. Other activities which fall within the scope of strategy and policy ~~for the Regional Service Board.~~

Implementation Date:

Revision Date: ~~Chair:~~

Affirmation Date: ~~Chair:~~

GOVERNANCE

TERMS OF REFERENCE

PURPOSE

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The purpose of the Governance Committee is oversight of all matters related to corporate governance, and to report to the Board with respect to these matters. The Board approves the purpose, structure and responsibilities of the Committee. The Committee is advisory to the Board and makes recommendations to the Board for informed ~~Board~~ decision-making and to ensure leading governance practices. The Committee does not have independent decision-making authority from the Board, except where the Board has delegated decision-making authority to the Committee within defined guidelines and in accordance with legislation.

STRUCTURE

1. The Governance Committee shall be composed of at least ~~five~~ (5) Board members. A quorum at meetings shall be a majority of members.
2. Members of the ~~Committee~~ shall serve a two-year term of office and may serve consecutive terms.
3. The ~~Board Chair~~Chairperson of the Board shall appoint the Chair of the Governance Committee and members of the ~~Committee~~ with ratification by the Board.
4. The Committee shall meet at least quarterly and may hold additional meetings as required.
5. The Chair of the Governance Committee shall call meetings and, in consultation with management, establish the agenda for the meetings and ensure that properly prepared agenda materials are circulated to members prior to meetings.
6. The Chair of the Governance Committee shall be responsible for ensuring that minutes of all meetings are duly recorded, filed in the offices of the Eastern Regional Services Board, and circulated to Board members prior to Board meetings.
7. The Chair of the Governance Committee shall report to the Board on the activities of the Committee and bring forward specific Committee recommendations for Board action and approval.
8. The resolution noted in Item 7 above shall be kept with the minutes of the Committee meetings and, upon approval of the Board, kept with the minutes of the Board.

SPECIFIC RESPONSIBILITIES:

8. Meets at least quarterly and provides a report of such meetings to the Board, along with Committee recommendations ~~to the Board~~.
9. Ensures Board compliance with prevailing legislation, ~~b~~By-laws and Board policies.
10. Updates and recommends to the Board changes in the ~~b~~By-laws to ensure compliance with prevailing legislation and leading governance practices.
11. Monitors Board policies and recommends new or revised policies to ensure leading corporate governance practices.
12. Reviews Board performance annually, soliciting Board member feedback in the review process.
13. Ensures that a Board approved succession plan for the ~~Board Chair~~Chairperson of the Eastern Regional Service Board is in place.
14. Develops for Board approval the process and format for ~~CAO the Chief Administrative Officer's~~ evaluation and ensures that an evaluation is carried out annually ~~by the Board~~.
15. Updates the Board of Directors Manual annually and as necessary throughout the year.
16. Ensures that Board-~~a~~pproved orientation guidelines, appropriate orientation materials and educational opportunities are available to new Board members.
17. Oversees ongoing education for Board members ensuring at least semi-annual sessions.
18. Makes recommendations regarding Board committee structure.
19. Makes recommendations regarding matters related to Board member compensation.
20. Monitors conflict of interest matters annually and as necessary, and brings any possible conflicts identified to the Board.
21. Ensures that a Calendar of Agenda Events is developed annually setting out all matters requiring Board attention.
22. Ensures that a Board approved ~~e~~Crisis ~~e~~Communication ~~p~~Plan and related policies are in place and that the plan and policies are updated regularly.
23. Ensures that a Board-~~a~~pproved ~~R~~risk ~~A~~assessment ~~M~~itigation ~~P~~plan and related policies are in place and that the plan and policies are updated regularly.
24. Ensures that a signed declaration of statutory remittances is completed by Management each month for the Board.

25. Oversees the election process for Board members, including: nominations, ~~notion~~ notices of nomination, notice of election, and the voting process.

26. Acts as the ~~H~~Head for the purposes of monitoring inquiries and requests made under the Access to Information and Protection of Privacy Act, and as well as overseeing requests the responses being developed by management to ensure they adhere to the legislative response timeline required made to the Regional Services Board for information under ATIPPA.

27. Other activities which fall within the scope of board governance.

Implementation Date:
Revision Date: ~~Chair:~~
Affirmation Date: ~~Chair:~~