



## BOARD OF DIRECTORS MEETING

# MINUTES

Meeting #65

Wednesday, January 30, 2019, 7:00 p.m.

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

In Attendance: Mr. Ed Grant  
Councillor Bill Bailey  
Mayor Danny Breen  
Councillor Maggie Burton  
Councillor Glenn Clarke  
Councillor Wally Collins  
Councillor Ian Froude  
Councillor Sandy Hickman  
Councillor Dave Lane  
Councillor Kevin McDonald  
Mayor Harold Mallowney  
Deputy Mayor Sheilagh O'Leary  
Councillor Peggy Roche  
Councillor Deanna Stapleton  
Councillor Lucy Stoyles  
Councillor Gerard Tilley  
Deputy Mayor Sam Whalen  
Mayor Hilda Whelan  
Councillor Sterling Willis  
Councillor Jamie Korab  
Regrets: Councillor Hope Jamieson  
Other Attendees: Mr. Ken Kelly, ERSB

Mr. Bradley Power, ERSB  
Ms. Christie Dean, ERSB  
Ms. Lynn Tucker, ERSB  
Mr. Andrew Niblock, City of St. John's

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**1. Call to Order**

Mr. Grant called the meeting to order at 6:59 p.m.

**2. Adoption of Agenda**

**MOTION 2019-001**

**Moved By** Mr. Hickman

**Seconded By** Mr. Clarke

BE IT RESOLVED that the Agenda be adopted with the addition.

**Carried Unanimously**

**3. Review of Minutes**

**MOTION 2019-002**

**Moved By** Mr. Hickman

**Seconded By** Mr. Willis

BE IT RESOLVED that the Minutes from Board of Directors Meeting of November 28, 2018, be adopted as tabled.

**Carried Unanimously**

**4. Committee Reports**

**a. Finance & Audit Committee**

**1. Board Expenditures**

Mr. Hickman delivered the report on behalf of the committee.

The cheque register and payroll summaries for the months of November and December 2018 were tabled for review.

The cheque register included regular payments to waste collection contractors, fuel providers, City of St. John's for tipping fees, and payments to Can-AM Platforms for the construction of the Whitbourne Maintenance Depot.

**MOTION 2019-003**

**Moved By** Mr. Hickman

**Seconded By** Ms. Whelan

BE IT RESOLVED that the Board Expenditures for November and December be adopted as tabled.

**Carried Unanimously**

**2. Fire and Emergency Services Report**

Mr. Kelly presented the Fire and Emergency Services Report. He said that Staff presented the report on the experience in 2018 with the collection of fire fees to be paid to the Town of Holyrood.

In relation to the collection of fees for the service, there was a 14% delinquency rate in 2017 and a 21% for 2018 at year-end. When combined this is an overall delinquency rate of 18% or roughly \$7,300.

In addition, the report tabled noted that there is an estimated 600 properties in the area, but only 350 paying. Therefore, there are 250 properties not contributing to the cost of the service.

Mr. Kelly said that there is still resistance to paying this fee, even for a service as important as fire and emergency protection. He added that the service includes fire response, coverage for motor vehicle accidents, responses to false alarm, requests for medical assistance, response to grass fires, etc.

Mr. Hickman said the committee recommended that if the Board enters into an agreement to provide service for other areas that the agreement include an assessment to be completed at the end of each year and the Board only pay municipalities based on the properties that can be reasonably collected. This means the Board would not be responsible to carry delinquent accounts.

Mr. Kelly added that the Board can address this issue in the Holyrood service area again when their agreement comes back to the Board for consideration.

**3. Robin Hood Bay Budget**

Mr. Andrew Niblock from the City of St. John's presented the 2019 Robin Hood Bay Budget.

He noted the budget has decreased overall. Labour costs are down. Light/power has increased. Building maintenance at the landfill has also increased.

Actuals for 2018 should be available March/April 2019 and will be provided to the Board.

It was noted that \$1.2 million in 2018 and \$1.18 million in 2019 was forecast to come from reserves to make up the shortfall in revenue and to maintain the tipping fee at \$67.60. The tipping fee has remained the same since 2013.

Overall the City is drawing down the operating reserve for the facility as the tipping fees are not covering the annual costs. The Board will have to address this issue in the near future as volumes are flat or slightly decreasing.

The budget is for information purposes only. It was previously approved by the City of St. John's.

**1. Incentives/Different Rates for Commercial Sector**

Mr. Hickman noted that it was brought up at a previous Board meeting that ERSB should look at incentives or different rates that would encourage greater diversion by the commercial sector.

The waste rate of \$67.60 and the recycling rate of \$20 per tonne already provides a \$47 per tonne incentive, but maybe the Board could do more.

The suggestion, which was made by Councillor Burton, was to look at communicating this difference and making businesses aware that they could reduce their waste disposal costs by recycling. In the past, it has been the private haulers that were mainly aware of the difference in cost. By making the business community aware the Board might increase the demand on haulers to provide options to divert.

The Board and the City of St. John's will engage the MMSB to discuss a joint communication or other options. The City of St. John's is exploring ways it can communicate this message as well.

**b. Strategy & Policy Committee**

**1. Update on Public Engagement Strategy**

Mr. Whalen delivered the report on behalf of the committee.

An update from NATIONAL, the public relations firm who is advising on the public consultation process, was tabled for the Board's information.

There were approximately 500 responses to the Board's survey. Staff have received the analysis. The detailed report will be tabled at the committee level in February.

The results of the public consultation will be made public in March.

**2. Terms of Reference for Provincial Review of Waste Collection at Seasonal Properties**

Mr. Whalen noted that the Board's response to the Provincial Government regarding the Terms of Reference to hire a consultant to study the policy of the Board with regards to service levels and fees charged to seasonal properties.

The Board's response to Minister Letto and comments on his letter were tabled and included the following:

- The Board of elected representatives have made a decision on this issue,
- Doing a jurisdictional review within the province is of no value,
- Comparisons need to be made to similar situations, not simply across the province,
- The issue of charging property taxes in unincorporated areas versus service fees is not addressed, and
- No legislative changes to assist the Board are included in this review.

Board members encouraged the Chair to communicate further with government that they want direction on how to address the issues in cabin areas and unincorporated communities as soon as possible.

**MOTION 2019-004**

**Moved By** Mr. Breen

**Seconded By** Mr. Tilley

BE IT RESOLVED that the ERSB will send a letter to the Provincial Government demanding direction on the collection of curbside waste and fees in cabin areas and unincorporated areas throughout the Eastern Region.

**3. Update on 2018 Corporate Strategic Plan**

Mr. Whalen noted that a draft of the ERSB Corporate Strategic Plan for 2018-2022 was circulated to the Strategy and Policy Committee for review/comment.

The Committee will be reviewing the public consultation work by NATIONAL to see what can be learned from the results of the survey that they completed. An update on this work will be provided at the next Board meeting.

**4. Update on MNL Avalon/Eastern Regional Meeting Sponsorship and Attendance**

Mr. Whalen noted that MNL will be holding its annual Avalon/Eastern Region Meeting this Friday and Saturday, February 1-2.

Mr. Grant, Mr. MULLOWNEY, Mr. Kelly and Mr. Power will be attending the meeting. It starts at 2:00 p.m. on Friday, February 1.

**c. Governance Committee**

**1. Health and Post-Secondary Education Tax**

Mr. MULLOWNEY delivered the report on behalf of the committee.

The Board was reminded that it is subject to the Health and Post-Secondary Education Tax. As a result of this requirement, if payroll exceeds \$1.2 million during the year than ERSB has to pay/remit 2% of all payroll over that amount for the year to the government. The Board has crossed that threshold each year since 2015.

**2. Board Development Opportunities**

Mr. MULLOWNEY noted that the Board typically sends a representative and staff to the WASTECON conference each year. This year the conference is in Phoenix, Arizona, on October 21-24.

Board members were reminded that a poll was completed last year to determine who might be interested in attending these conferences moving forward. Registration will likely open up in May/June for the 2019 conference and staff will want to take advantage of the early bird rates when registering, if possible.

Those interested in attending WASTECON should reach out to Mr. Power. He will also send out another poll gauging interest closer to May.

**3. 2019 Joint Council Meeting Calendar and Update on New Joint Councils**

Mr. MULLOWNEY tabled the joint council meeting calendar for 2019. It shows a very busy time for regional meetings moving forward. The calendar will be updated as new joint councils are established in the coming months.

**4. CAO Performance Review**

Mr. MULLOWNEY noted that information on the annual CAO's Performance Review has been emailed out to Board members. A copy of the evaluation form is also available in hard copy.

Mr. MULLOWNEY has received some feedback, but would appreciate if everyone returned their completed forms by Friday Feb 1. He will then compile the results and provide feedback.

**5. Correspondence**

There was no correspondence to be discussed.

**6. New Business**

**a. MMSB Regional Waste Management Forum**

Mr. Grant noted that the MMSB's Regional Waste Management Forum will take place at the Greenwood Inn & Suites, 48 West Street, Corner Brook on Thursday, March 14 and Friday, March 15, 2019.

Mr. Grant and Mr. Kelly will be attending this forum. They will provide a report on the forum at the Board meeting in April.

**b. Exemption Process**

Mr. McDonald, on behalf of Mr. Bailey, asked that staff review the current exemption process for waste fees. He requested that the boarding up of properties be considered for removal from the process, whereas it seems to be an excessive measure to prove inhabitability.

Mr. Kelly and Ms. Dean provided a brief overview of the exemption process.

The issue was referred to the Strategy and Policy Committee for consideration.

**7. In Camera Session**

There was no items to discuss in camera.

**8. Upcoming Meetings**

Board members were reminded of the following upcoming meeting dates/times:

- Finance & Audit Committee – Tuesday, February 12, 2019 at 12:30 p.m.
- Strategy & Policy Committee – Thursday, February 14, 2019 at 10:30 a.m.
- Governance Committee – Tuesday, February 19, 2018 at 10:30 a.m.
- Board of Directors – Wednesday, February 27, 2018 at 7:00 p.m.

**9. Adjournment**

**MOTION 2019-005**

**Moved By** Ms. Stapleton

**Seconded By** Mr. Korab

Seeing no further business to be discussed, BE IT RESOLVED that the meeting adjourn at 8:20 p.m.

**Carried Unanimously**



## **(4) COMMITTEE REPORTS**

**(4)(a) FINANCE AND AUDIT  
COMMITTEE REPORT**

# **(4)(a)(1) Board Expenditures for November and December 2018**

**Eastern Regional Service Board**

BNK2 - Bank of Montreal - EW

Cheques from 000001 to 007526 dated between 11-01-2018 and 11-30-2018

**CHEQUE REGISTER**

Printed: 12:39:44PM 01/08/2019

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<b>Number</b>	<b>Issued</b>	<b>Amount</b>	<b>SC</b>	<b>Status</b>	<b>Status Date</b>
007346	11/15/2018 62167 Newfoundland and Labrador Inc	7,380.30	A/P	CLEARED	12/12/2018
007347	11/15/2018 A1 Glass	302.85	A/P	CLEARED	11/28/2018
007348	11/15/2018 Accomplish Content Supply Co.	9,956.70	A/P	CLEARED	11/30/2018
007349	11/15/2018 Around The Bay Disposals Inc.	43,467.24	A/P	CLEARED	11/21/2018
007350	11/15/2018 Bay Auto Sales & Service Inc	464.63	A/P	CLEARED	11/28/2018
007351	11/15/2018 Bell Mobility Inc.	1,471.32	A/P	CLEARED	11/28/2018
007352	11/15/2018 Bounty Print - Saltwire Network Inc.	681.32	A/P	CLEARED	11/21/2018
007353	11/15/2018 Bradley Power	109.92	A/P	CLEARED	11/21/2018
007354	11/15/2018 Channel 6 Ads	56.01	A/P	CLEARED	11/28/2018
007355	11/15/2018 Christie Dean	983.86	A/P	CLEARED	11/21/2018
007356	11/15/2018 City of St. John's	51,318.55	A/P	CLEARED	11/28/2018
007357	11/15/2018 D&L Russell Limited	93.55	A/P	CLEARED	12/05/2018
007358	11/15/2018 Dicks and Company Limited	500.35	A/P	CLEARED	11/28/2018
007359	11/15/2018 Dodd's Diesel Repair Ltd.	0.00	A/P	*VOID*	11/15/2018
007360	11/15/2018 Dodd's Diesel Repair Ltd.	0.00	A/P	*VOID*	11/15/2018
007361	11/15/2018 Dodd's Diesel Repair Ltd.	42,207.29	A/P	CLEARED	11/28/2018
007362	11/15/2018 Eastcom Inc.	1,000.38	A/P	CLEARED	11/28/2018
007363	11/15/2018 East Coast Hydraulics	4,893.81	A/P	CLEARED	11/30/2018
007364	11/15/2018 Eastlink Communications Channel 6 Ads Clarendville	155.25	A/P	CLEARED	12/05/2018
007365	11/15/2018 Ed Grant	543.58	A/P	CLEARED	12/05/2018
007366	11/15/2018 E K Lomond Auto Solutions Inc	42.24	A/P	CLEARED	11/28/2018
007367	11/15/2018 61366 Newfoundland and Labrador Inc.	5,290.00	A/P	CLEARED	11/28/2018
007368	11/15/2018 Imperial Oil	119.84	A/P	CLEARED	11/28/2018
007369	11/15/2018 Ivan Heath	23.12	A/P	OUT-STD	11/15/2018
007370	11/15/2018 Jenkins Anthony Inc.	4,866.59	A/P	CLEARED	11/28/2018
007371	11/15/2018 Ken Kelly	298.30	A/P	CLEARED	11/21/2018
007372	11/15/2018 Kevin Power	953.00	A/P	CLEARED	11/28/2018
007373	11/15/2018 Lynn Tucker	313.98	A/P	CLEARED	11/21/2018
007374	11/15/2018 Miller IT Limited	690.00	A/P	CLEARED	11/21/2018
007375	11/15/2018 Modern Business Equipment Limited	427.92	A/P	CLEARED	11/21/2018
007376	11/15/2018 NL News Now	301.88	A/P	CLEARED	11/28/2018
007377	11/15/2018 North Atlantic	45,780.87	A/P	CLEARED	11/28/2018
007378	11/15/2018 Northern Business Intelligence	2,653.19	A/P	CLEARED	11/28/2018
007379	11/15/2018 ORKIN Canada Corporation	194.35	A/P	CLEARED	11/28/2018
007380	11/15/2018 Parts For Trucks Inc.	483.36	A/P	CLEARED	11/28/2018
007381	11/15/2018 PBA Industrial Supplies Ltd.	263.02	A/P	CLEARED	11/28/2018
007382	11/15/2018 Pitney Bowes	6,961.88	A/P	CLEARED	11/28/2018
007383	11/15/2018 Provincial Ready Mix Inc.	699.55	A/P	CLEARED	11/28/2018
007384	11/15/2018 RENU Industries Canada	1,006.25	A/P	CLEARED	11/28/2018
007385	11/15/2018 Richard W. Freake	311.07	A/P	CLEARED	11/28/2018
007386	11/15/2018 SaltWire Network Inc.	2,247.34	A/P	CLEARED	11/21/2018
007387	11/15/2018 Sam Pike Masonry Ltd.	105.96	A/P	OUT-STD	11/15/2018
007388	11/15/2018 Tulk Tire & Service Ltd.	1,674.31	A/P	CLEARED	11/21/2018
007389	11/15/2018 Vardy Villa Limited	35,091.67	A/P	CLEARED	11/28/2018
007390	11/15/2018 Wedgwood Insurance Limited	104,750.05	A/P	CLEARED	11/28/2018
007391	11/15/2018 Bruce, Anne	89.10	A/R	CLEARED	11/28/2018

**Eastern Regional Service Board**

BNK2 - Bank of Montreal - EW

Cheques from 000001 to 007526 dated between 11-01-2018 and 11-30-2018

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<b>Number</b>	<b>Issued</b>	<b>Amount</b>	<b>SC</b>	<b>Status</b>	<b>Status Date</b>
007392	11/15/2018 Barrow, Paul	86.97	A/R	CLEARED	11/28/2018
007393	11/15/2018 Horlick, Devina & William Green	34.15	A/R	CLEARED	12/05/2018
007394	11/15/2018 Hibbs, Keith	19.10	A/R	CLEARED	11/28/2018
007395	11/15/2018 Stanley, Rocky & Amanda	13.13	A/R	CLEARED	11/28/2018
007396	11/15/2018 Payne, Ralph	8.98	A/R	CLEARED	12/05/2018
007397	11/15/2018 Mackey, Ian	4.18	A/R	CLEARED	11/30/2018
007398	11/15/2018 Barnes, Sharon	4.00	A/R	CLEARED	12/05/2018
007399	11/15/2018 Luther, Kathleen	3.93	A/R	OUT-STD	11/15/2018
007400	11/15/2018 Chaulk, Ransey & Carolyn E. Chaulk	3.45	A/R	CLEARED	11/28/2018
007401	11/15/2018 Whalen, Sarah	2.73	A/R	CLEARED	12/24/2018
007402	11/28/2018 61366 Newfoundland and Labrador Inc.	6,210.00	A/P	CLEARED	12/05/2018
007403	11/28/2018 Acklands Grainger Inc.	953.80	A/P	CLEARED	12/05/2018
007404	11/28/2018 Bay Auto Sales & Service Inc	238.36	A/P	CLEARED	12/12/2018
007405	11/28/2018 Blaketown Service Station	2,249.36	A/P	CLEARED	12/12/2018
007406	11/28/2018 Bradley Power	78.00	A/P	CLEARED	11/30/2018
007407	11/28/2018 CAN-AM Platforms & Construction Ltd.	74,261.25	A/P	CLEARED	12/19/2018
007408	11/28/2018 Christie Dean	1,871.12	A/P	CLEARED	12/12/2018
007409	11/28/2018 Coish's Trucking & Excavating Ltd.	14,432.50	A/P	CLEARED	12/05/2018
007410	11/28/2018 Colin Rideout	230.05	A/P	CLEARED	12/12/2018
007411	11/28/2018 Curtis Dawe	4,729.42	A/P	CLEARED	12/05/2018
007412	11/28/2018 Dicks and Company Limited	10.19	A/P	CLEARED	12/05/2018
007413	11/28/2018 Dodd's Diesel Repair Ltd.	0.00	A/P	*VOID*	11/28/2018
007414	11/28/2018 Dodd's Diesel Repair Ltd.	21,057.33	A/P	CLEARED	12/05/2018
007415	11/28/2018 Eastern Machining & Welding Inc.	86.25	A/P	CLEARED	12/12/2018
007416	11/28/2018 Glenn Clarke	132.70	A/P	CLEARED	12/12/2018
007417	11/28/2018 Harvey & Company Ltd.	9,975.92	A/P	CLEARED	12/12/2018
007418	11/28/2018 Ken Kelly	1,670.56	A/P	CLEARED	11/30/2018
007419	11/28/2018 Kevin Power	251.00	A/P	CLEARED	12/19/2018
007420	11/28/2018 Lynn Tucker	1,673.11	A/P	CLEARED	11/30/2018
007421	11/28/2018 Madsen Construction Equipment	13.98	A/P	CLEARED	12/12/2018
007422	11/28/2018 Michael Lundrigan	29.60	A/P	OUT-STD	11/28/2018
007423	11/28/2018 NATIONAL Public Relations	24,579.30	A/P	CLEARED	12/19/2018
007424	11/28/2018 Newfoundland Exchequer - MVR	13,786.00	A/P	CLEARED	12/12/2018
007425	11/28/2018 Newfoundland Power Inc.	1,207.11	A/P	CLEARED	12/12/2018
007426	11/28/2018 Northern Business Intelligence	413.78	A/P	CLEARED	12/12/2018
007427	11/28/2018 ORKIN Canada Corporation	194.35	A/P	CLEARED	12/12/2018
007428	11/28/2018 SaltWire Network Inc.	527.85	A/P	CLEARED	12/05/2018
007429	11/28/2018 Shred-it International ULC	125.18	A/P	CLEARED	12/12/2018
007430	11/28/2018 Town of Clarenville	804.00	A/P	CLEARED	12/12/2018
007431	11/28/2018 Tulk Tire & Service Ltd.	960.66	A/P	CLEARED	12/05/2018
007432	11/28/2018 WAJAX (Power Systems)	753.14	A/P	CLEARED	12/12/2018
007433	11/28/2018 Wood Environment & Infrastructure Solutions	6,133.76	A/P	CLEARED	12/12/2018
007434	11/28/2018 Workplace NL	888.61	A/P	CLEARED	12/05/2018
007435	11/28/2018 Bailey, Harold	47.84	A/R	CLEARED	12/24/2018
007436	11/28/2018 Cook, Thomas	53.27	A/R	CLEARED	12/19/2018
007437	11/28/2018 Marsh, Barbara	371.02	A/R	CLEARED	12/19/2018

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Number	Issued	Amount	SC	Status	Status Date
	<b>Cheque Totals Issued:</b>	<b>572,406.74</b>			
	<b>Void:</b>	<b>0.00</b>			
	<b>Total Cheques Generated:</b>	<b>572,406.74</b>			
	<b>Total # of Cheques Listed:</b>	<b>92</b>			

# EASTERN REGIONAL SERVICE BOARD

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## PAYROLL EXPENSE

### NOV 2018

Payroll – Staff ( <i>2 pay periods – 34 employees</i> ).....	\$136,272.45
Payroll – Board ( <i>20 members</i> ) .....	<u>\$ 00,000.00</u>
Total Payroll ( <i>55 employees</i> ) .....	\$136,272.45
Payroll CRA Remittance .....	<u>\$ 38,363.26</u>
<b>TOTAL GROSS PAYROLL .....</b>	<b><u>\$174,635.71</u></b>

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### PREVIOUS MONTH

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### OCT 2018

Payroll – Staff ( <i>2 pay periods – 35 employees</i> ).....	\$140,739.99
Payroll – Board ( <i>20 members</i> ) .....	<u>\$ 17,668.77</u>
Total Payroll ( <i>55 employees</i> ) .....	\$158,408.76
Payroll CRA Remittance .....	<u>\$ 44,118.80</u>
<b>TOTAL GROSS PAYROLL .....</b>	<b><u>\$202,527.56</u></b>

**Eastern Regional Service Board**

BNK2 - Bank of Montreal - EW

Cheques from 000001 to 007526 dated between 12-01-2018 and 12-31-2018

**CHEQUE REGISTER**

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<b>Number</b>	<b>Issued</b>	<b>Amount</b>	<b>SC</b>	<b>Status</b>	<b>Status Date</b>
007438	12/13/2018 62167 Newfoundland and Labrador Inc	7,380.30	A/P	OUT-STD	12/13/2018
007439	12/13/2018 Around The Bay Disposals Inc.	42,631.11	A/P	CLEARED	12/19/2018
007440	12/13/2018 Bay Auto Sales & Service Inc	2,580.52	A/P	OUT-STD	12/13/2018
007441	12/13/2018 Bell Aliant	1,785.90	A/P	CLEARED	12/24/2018
007442	12/13/2018 Bell Mobility Inc.	1,498.32	A/P	CLEARED	12/24/2018
007443	12/13/2018 Bradley Power	62.61	A/P	CLEARED	12/19/2018
007444	12/13/2018 Bryan Lundrigan	189.40	A/P	CLEARED	12/24/2018
007445	12/13/2018 Cassandra Brazil	212.09	A/P	CLEARED	12/24/2018
007446	12/13/2018 Christie Dean	5,638.23	A/P	CLEARED	12/24/2018
007447	12/13/2018 City of St. John's	46,461.77	A/P	CLEARED	12/19/2018
007448	12/13/2018 Coish's Trucking & Excavating Ltd.	14,432.50	A/P	CLEARED	12/19/2018
007449	12/13/2018 Dicks and Company Limited	56.22	A/P	CLEARED	12/19/2018
007450	12/13/2018 Dodd's Diesel Repair Ltd.	0.00	A/P	*VOID*	12/13/2018
007451	12/13/2018 Dodd's Diesel Repair Ltd.	0.00	A/P	*VOID*	12/13/2018
007452	12/13/2018 Dodd's Diesel Repair Ltd.	39,945.05	A/P	CLEARED	12/19/2018
007453	12/13/2018 Eastern Machining & Welding Inc.	86.25	A/P	CLEARED	12/24/2018
007454	12/13/2018 Ed Grant	150.57	A/P	CLEARED	12/19/2018
007455	12/13/2018 Glenn Clarke	377.70	A/P	CLEARED	12/19/2018
007456	12/13/2018 Hilda Whelan	726.02	A/P	CLEARED	12/19/2018
007457	12/13/2018 Holly Coles	30.00	A/P	CLEARED	12/19/2018
007458	12/13/2018 Jenkins Anthony Inc.	4,867.33	A/P	CLEARED	12/19/2018
007459	12/13/2018 Justin George	209.53	A/P	CLEARED	12/19/2018
007460	12/13/2018 Ken Kelly	2,915.23	A/P	CLEARED	12/19/2018
007461	12/13/2018 Kevin Butt	50.20	A/P	CLEARED	12/24/2018
007462	12/13/2018 Kevin McDonald	469.56	A/P	CLEARED	12/19/2018
007463	12/13/2018 Krysta Molloy	14.63	A/P	CLEARED	12/24/2018
007464	12/13/2018 Leona Squires	45.00	A/P	CLEARED	12/19/2018
007465	12/13/2018 Leslie Squires	660.00	A/P	OUT-STD	12/13/2018
007466	12/13/2018 Lucy Stoyles	131.25	A/P	CLEARED	12/24/2018
007467	12/13/2018 Michael Lundrigan	161.54	A/P	CLEARED	12/24/2018
007468	12/13/2018 Miller IT Limited	1,000.50	A/P	CLEARED	12/19/2018
007469	12/13/2018 Modern Business Equipment Limited	202.34	A/P	CLEARED	12/19/2018
007470	12/13/2018 NL News Now	750.55	A/P	CLEARED	12/19/2018
007471	12/13/2018 North Atlantic	34,987.71	A/P	CLEARED	12/24/2018
007472	12/13/2018 Northern Business Intelligence	2,480.92	A/P	CLEARED	12/24/2018
007473	12/13/2018 Ocean View Auto & Towing	918.82	A/P	OUT-STD	12/13/2018
007474	12/13/2018 OMB Parts & Industrial Ltd.	105.24	A/P	CLEARED	12/24/2018
007475	12/13/2018 Parts For Trucks Inc.	1,507.59	A/P	CLEARED	12/24/2018
007476	12/13/2018 Paul Lewis	221.67	A/P	CLEARED	12/19/2018
007477	12/13/2018 Perry Reid	199.84	A/P	CLEARED	12/24/2018
007478	12/13/2018 Pitney Bowes	14,158.85	A/P	OUT-STD	12/13/2018
007479	12/13/2018 Provincial Ready Mix Inc.	649.58	A/P	CLEARED	12/19/2018
007480	12/13/2018 Quikprint Services Ltd.	5,296.45	A/P	CLEARED	12/19/2018
007481	12/13/2018 Red Oak At The Rooms Inc.	7,662.23	A/P	CLEARED	12/31/2018
007482	12/13/2018 Russell's Excavating	575.00	A/P	CLEARED	12/24/2018
007483	12/13/2018 SaltWire Network Inc.	527.85	A/P	CLEARED	12/24/2018

\*\* - Name on Check was modified



**Eastern Regional Service Board**

BNK2 - Bank of Montreal - EW

Cheques from 000001 to 007526 dated between 12-01-2018 and 12-31-2018

**CHEQUE REGISTER**

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Page 2 of 3

<b>Number</b>	<b>Issued</b>	<b>Amount</b>	<b>SC</b>	<b>Status</b>	<b>Status Date</b>
007484	12/13/2018 Sam Whalen	150.57	A/P	CLEARED	12/19/2018
007486	12/13/2018 T2 Ventures Inc.	211,426.06	A/P	CLEARED	12/19/2018
007487	12/13/2018 The Business Post	582.19	A/P	CLEARED	12/19/2018
007488	12/13/2018 Tulk Tire & Service Ltd.	2,337.02	A/P	CLEARED	12/19/2018
007489	12/13/2018 Wood Environment & Infrastructure Solutions	5,106.00	A/P	OUT-STD	12/13/2018
007490	12/13/2018 Newfoundland Exchequer - Tax Admin Div	2,932.99	G/L	CLEARED	12/19/2018
007491	12/13/2018 Newfoundland Exchequer - Tax Admin Div	19,961.25	G/L	CLEARED	12/24/2018
007492	12/19/2018 Advocate Printing & Publishing	14,696.75	A/P	CLEARED	12/24/2018
007493	12/19/2018 Bill Bailey	1,019.30	A/P	OUT-STD	12/19/2018
007494	12/19/2018 Bradley Power	162.81	A/P	CLEARED	12/24/2018
007495	12/19/2018 Christie Dean	1,043.84	A/P	OUT-STD	12/19/2018
007496	12/19/2018 D&L Russell Limited	31.35	A/P	CLEARED	12/24/2018
007497	12/19/2018 Deanne Stapleton	42.00	A/P	OUT-STD	12/19/2018
007498	12/19/2018 Dicks and Company Limited	47.83	A/P	CLEARED	12/24/2018
007499	12/19/2018 Dodd's Diesel Repair Ltd.	0.00	A/P	*VOID*	12/19/2018
007500	12/19/2018 Dodd's Diesel Repair Ltd.	12,589.71	A/P	OUT-STD	12/19/2018
007501	12/19/2018 Ed Grant	75.00	A/P	CLEARED	12/24/2018
007502	12/19/2018 Edmund Hynes	108.20	A/P	OUT-STD	12/19/2018
007503	12/19/2018 E K Lomond Auto Solutions Inc	32.52	A/P	OUT-STD	12/19/2018
007504	12/19/2018 GCR Tires & Service	1,172.89	A/P	CLEARED	12/24/2018
007505	12/19/2018 Glenn Clarke	284.45	A/P	CLEARED	12/24/2018
007506	12/19/2018 Harold Mallowney	708.81	A/P	CLEARED	12/24/2018
007507	12/19/2018 Jenkins Anthony Inc.	5,007.30	A/P	CLEARED	12/24/2018
007508	12/19/2018 Ken Kelly	2,258.74	A/P	CLEARED	12/24/2018
007509	12/19/2018 Kevin Power	264.39	A/P	CLEARED	12/24/2018
007510	12/19/2018 Landfillfire Control Inc.	11,411.40	A/P	OUT-STD	12/19/2018
007511	12/19/2018 Lynn Tucker	6,724.12	A/P	CLEARED	12/24/2018
007512	12/19/2018 Newfoundland Power Inc.	1,472.14	A/P	OUT-STD	12/19/2018
007513	12/19/2018 Northeast Avalon Times	258.75	A/P	CLEARED	12/24/2018
007514	12/19/2018 OMB Parts & Industrial Ltd.	739.76	A/P	OUT-STD	12/19/2018
007515	12/19/2018 ORKIN Canada Corporation	194.35	A/P	CLEARED	12/24/2018
007516	12/19/2018 Parts For Trucks Inc.	273.74	A/P	CLEARED	12/24/2018
007517	12/19/2018 Quikprint Services Ltd.	696.74	A/P	CLEARED	12/24/2018
007518	12/19/2018 SaltWire Network Inc.	1,825.74	A/P	CLEARED	12/24/2018
007519	12/19/2018 Sam Pike Masonry Ltd.	18.39	A/P	CLEARED	12/24/2018
007520	12/19/2018 Sam Whalen	168.44	A/P	OUT-STD	12/19/2018
007521	12/19/2018 Shred-it International ULC	62.59	A/P	OUT-STD	12/19/2018
007522	12/19/2018 Tulk Tire & Service Ltd.	8,172.77	A/P	CLEARED	12/24/2018
007523	12/19/2018 Vardy Villa Limited	35,091.67	A/P	OUT-STD	12/19/2018
007524	12/19/2018 WAJAX (Power Systems)	2,738.48	A/P	CLEARED	12/24/2018
007525	12/19/2018 Woodman's Welding Ltd.	925.75	A/P	OUT-STD	12/19/2018

\*\* - Name on Check was modified

**Eastern Regional Service Board**  
BNK2 - Bank of Montreal - EW  
Cheques from 000001 to 007526 dated between 12-01-2018 and 12-31-2018

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**CHEQUE REGISTER**

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<b>Number</b>	<b>Issued</b>	<b>Amount</b>	<b>SC</b>	<b>Status</b>	<b>Status Date</b>
	<b>Cheque Totals Issued:</b>	<b>597,830.77</b>			
	<b>Void:</b>	<b>0.00</b>			
	<b>Total Cheques Generated:</b>	<b>597,830.77</b>			
	<b>Total # of Cheques Listed:</b>	<b>87</b>			

\*\* - Name on Check was modified

# EASTERN REGIONAL SERVICE BOARD

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## PAYROLL EXPENSE

### DEC 2018

Payroll – Staff ( <i>2 pay periods – 32 employees</i> ).....	\$135,649.30
Payroll – Board ( <i>21 members</i> ) .....	<u>\$ 24,090.58</u>
Total Payroll ( <i>55 employees</i> ) .....	\$159,739.88
Payroll CRA Remittance .....	<u>\$39,732.26</u>
<b>TOTAL GROSS PAYROLL .....</b>	<b><u>\$199,472.14</u></b>

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### PREVIOUS MONTH

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### NOV 2018

Payroll – Staff ( <i>2 pay periods – 34 employees</i> ).....	\$136,272.45
Payroll – Board ( <i>20 members</i> ) .....	<u>\$ 00,000.00</u>
Total Payroll ( <i>55 employees</i> ) .....	\$136,272.45
Payroll CRA Remittance .....	<u>\$ 38,363.26</u>
<b>TOTAL GROSS PAYROLL .....</b>	<b><u>\$174,635.71</u></b>

**(4)(a)(2) Fire and Emergency  
Services Collections Report up to  
December 31, 2018**



**FIRE AND EMERGENCY SERVICES**  
**Financial Collections Report**  
**December 31, 2018**

**For Salmonier Line and surrounding areas including: Middle Gull Pond, South West Pond, The Wilds, and Belbin Mill Pond. Does NOT include Old Prison Camp Area**

**Service Implemented: January 1, 2017**  
**Service Provided By: Holyrood Volunteer Fire Department, Town of Holyrood**

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**ACCOUNTS RECEIVABLE:**

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2017 Total of All Invoices Issued	\$ 21,546.31		
LESS Total of Payments	\$ 16,862.74		
LESS Total Adjustments	\$ 1,934.12		
<b>2017 Fees Remaining to be Collected</b>		<b>\$ 2,749.45</b>	<b>14%</b>
<b>2018 Fees Invoiced at January 1 2018 (384 properties @\$50)</b>	\$ 19,200.00		
2018 Fees Invoiced following January 1	\$ 2,281.50		
2018 Interest applied	\$ 1,609.59		
2018 Total All Invoices Issued	\$ 23,091.09		
LESS Total Payments to Dec 31	\$ 17,489.68		
LESS Total Adjustments	\$ 1,057.26		
<b>2018 FEES REMAINING TO BE COLLECTED</b>		<b>\$ 4,544.15</b>	<b>21%</b>
<b>OVERALL FIRE AND EMERGENCY FEES REMAINING TO BE COLLECTED</b>		<b>\$ 7,293.60</b>	<b>18%</b>
<b>TOTAL NUMBER OF PROPERTIES IDENTIFIED: 425</b>			

\*Adjustments:

*Error correction (property located in LSD of Deer Park/Vineland Road; property uninhabitable; etc.)*

*Miscellaneous Adjustments (incorrect name on account; owner deceased; etc.)*

*Transfer of Fees (property transferred to another family member; owner deceased; landlord vs tenant billing; etc.)*

**\*\* Prorated Invoices** issued for new properties that become habitable during the invoice year; property sales; etc.

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**ACCOUNTS PAYABLE:**

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2017 Total Town of Holyrood Invoices (411 Properties)	\$ 18,416.06
2017 TOTAL PAID BY ERSB TO TOWN OF HOLYROOD	\$ 18,416.06
2017 Total Owing to the Town of Holyrood	\$ -
2018 January 11 411 units x \$45	\$ 18,495.00
2018 TOTAL PAID TO DATE BY ERSB TO TOWN OF HOLYROOD	\$ 18,495.00
2018 Total Owing to the Town of Holyrood	\$ -

**Since paying Holyrood another 14 properties has been identified and invoiced.**

*We continue to identify and invoice customers in these areas. In addition, we regularly report to the Town of Holyrood regarding the number of properties identified.*

**(4)(a)(3) Robin Hood Bay 2019  
Budget and Reserves**

**ROBIN HOOD BAY REGIONAL WASTE FACILITY****Projected 2019 Operating Budget**

As at Nov 7, 2019

	<b>2019 BUDGET</b>	<b>2018 BUDGET</b>	<b>2018-2019 \$ CHANGE</b>	<b>2018-2019 % CHANGE</b>
<b>Revenues</b>				
Lease Of Space	233,340	233,340	-	0.00%
Sanitary Fill Permits	36,000	36,000	-	0.00%
Tipping Fees	13,891,604	13,891,604	-	0.00%
Ici Material Compensation Fees	107,000	107,000	-	0.00%
Sale Of Recyclable Material	350,000	350,000	-	0.00%
Cross Docking Compensation Fees	73,365	73,365	-	0.00%
Beverage Return Contribution - Mmsb	117,500	117,500	-	0.00%
Transfer From Reserves	1,188,421	1,241,836	(53,415)	(4.30%)
	<b>15,997,230</b>	<b>16,050,645</b>	<b>(53,415)</b>	<b>(0.95%)</b>
<b>Expenditures</b>				
Personnel services (Schedule 1)	2,266,563	2,302,463	(35,900)	(1.56%)
Contractual services (Schedule 2)	9,130,159	9,122,487	7,671	0.08%
Materials and supplies (Schedule 3)	1,781,950	1,781,950	-	0.00%
Other charges (Schedule 4)	2,818,558	2,843,745	(25,186)	(0.89%)
	<b>15,997,230</b>	<b>16,050,645</b>	<b>(53,415)</b>	<b>(0.33%)</b>
<b>Excess (shortfall) of revenues over expenditures</b>	-	-		

## SCHEDULE 1

### Personnel services

Labour regular	1,688,557	1,674,856	13,701	0.82%
Labour overtime	182,800	182,800	-	0.00%
Pension & benefits	394,706	405,927	(11,221)	(2.76%)
Car and tool allowances	500	38,880	(38,380)	(98.71%)
	<b>2,266,563</b>	<b>2,302,463</b>	<b>(35,900)</b>	<b>(1.56%)</b>

## SCHEDULE 2

### Contractual Services

Contractual Services	3,023,283	3,023,283	-	0.00%
Travelling Expenses	11,700	11,700	-	0.00%
Telephone	2,700	2,700	-	0.00%
Cellular Phones & Pagers	1,460	5,000	(3,540)	(70.80%)
Avl Data Communication	700	700	-	0.00%
Light & Power	123,310	112,098	11,211	10.00%
Information Services	21,537	21,537	-	0.00%
Prof. & Special Services	11,700	11,700	-	0.00%
Visa/Mastercard Discount	140,000	140,000	-	0.00%
Audit Services	1,000	1,000	-	0.00%
Administration & Management	4,108,863	4,108,863	-	0.00%
Engineering Consultants	29,200	29,200	-	0.00%
Employee Education Assist.	2,900	2,900	-	0.00%
Medical Examinations	1,000	1,000	-	0.00%
Exterminators	10,200	10,200	-	0.00%
Property Insurance	28,137	28,137	-	0.00%
Security Services	132,075	132,075	-	0.00%
Cleaning Of Windows	1,600	1,600	-	0.00%
Memberships	2,900	2,900	-	0.00%
Cleaning By Contract	21,400	21,400	-	0.00%
Repairs To Buildings	5,300	5,300	-	0.00%
Overhead Doors	3,000	3,000	-	0.00%
Equip. Repairs - Contracted	17,500	17,500	-	0.00%
Mtce. Of Fire Equipment	1,200	1,200	-	0.00%
Mtce. Of Alarm Systems	1,800	1,800	-	0.00%
Mtce. Of Other Equipment	85,300	85,300	-	0.00%
Maintenance Of Elevators	2,300	2,300	-	0.00%
Software Maintenance	3,650	3,650	-	0.00%
Servicing Of Office Equip.	275	275	-	0.00%
Fleet Costs	5,819	5,819	-	0.00%
Lease Of Heavy Equipment	1,218,700	1,218,700	-	0.00%
Rental Of Other Equipment	82,900	82,900	-	0.00%
Computer Communication Line	6,400	6,400	-	0.00%
Collection Agency Fees	14,600	14,600	-	0.00%
Trucking & Hauling	3,500	3,500	-	0.00%
Miscellaneous	2,250	2,250	-	0.00%
	<b>9,130,159</b>	<b>9,122,487</b>	<b>7,671</b>	<b>0.08%</b>



### SCHEDULE 3

#### Materials and supplies

Food And Refreshments	1,400	1,400	-	0.00%
Pit Run Fill	1,170,000	1,170,000	-	0.00%
Road Gravel	2,400	2,400	-	0.00%
Calcium Chloride	31,200	31,200	-	0.00%
Gasoline	5,400	5,400	-	0.00%
Diesel Fuel	430,000	430,000	-	0.00%
Lubricating Oils	18,500	18,500	-	0.00%
Propane	500	500	-	0.00%
Furnace Fuel	5,800	5,800	-	0.00%
Welding Supplies	1,200	1,200	-	0.00%
Vech. & Equip. Repair Parts	67,300	67,300	-	0.00%
Tires	7,300	7,300	-	0.00%
Plumbing Supplies	800	800	-	0.00%
Electrical Supplies	500	500	-	0.00%
Safety Equipment	4,900	4,900	-	0.00%
Hand Tools & Small Equip.	6,100	6,100	-	0.00%
Toiletries	750	750	-	0.00%
Permit Printing	6,800	6,800	-	0.00%
Cleaning Supplies	5,800	5,800	-	0.00%
Stationery & Office Suppl.	9,700	9,700	-	0.00%
Traffic Control Signs	1,900	1,900	-	0.00%
Miscellaneous Materials	3,700	3,700	-	0.00%
	<b>1,781,950</b>	<b>1,781,950</b>	<b>-</b>	<b>0.00%</b>

### SCHEDULE 4

#### Other Charges

Radio Equipment	100.00	100.00	-	0.00%
Other Equipment	760,500.00	760,500.00	-	0.00%
Past Service Cost	89,841.42	115,027.88	(25,186)	(21.90%)
Provision For Uncollectible Accounts	50,000.00	50,000.00	-	0.00%
Replacement Reserve	636,250.00	636,250.00	-	0.00%
Fleet Capital Costs	31,867.00	31,867.00	-	0.00%
Transfer To Reserves	1,250,000.00	1,250,000.00	-	0.00%
	<b>2,818,558</b>	<b>2,843,745</b>	<b>(25,186)</b>	<b>(0.89%)</b>

### SCHEDULE 5

#### Net expenditure by program

3123 Robin Hood Bay Heavy Equipment	688,312	688,312	-	0.00%
4331 Garbage and Litter Disposal	9,170,869	9,235,664	(64,795)	(0.70%)
4332 Bldg. Mtce. Robin Hood Bay	325,962	314,584	11,378	3.62%
4333 Materials Recovery Facility	1,539,897	1,539,897	-	0.00%
4334 Residential Drop Off Facility	924,794	924,794	-	0.00%
4335 Eastern Waste Mgmt. Regional Service Board Admin.	3,347,395	3,347,395	-	0.00%
	<b>15,997,229</b>	<b>16,050,646</b>	<b>(53,417)</b>	<b>(0.33%)</b>

## **(4)(a)(3)(i) Incentives/Different Rates for Commercial Sector**

COPY

Doc # C44553

November 22, 2007

Mayor Andy Wells  
City of St. John's  
P.O. Box 908  
St. John's, NL A1C 5M2

Dear Mayor Wells:

**Re: Robin Hood Bay Solid Waste Management Site**

This will acknowledge the City's submission dated June 26, 2007 regarding proposed development of the Robin Hood Bay site for the Greater Avalon Regional Waste Management Committee.

I have reviewed the proposal and endorse the plan which would result in the development of a modern waste management facility to serve the Greater Avalon Region which includes the Avalon Peninsula and Clarenville. It has been demonstrated that the site supports the environmental standards for an equivalent-to-lined site based upon the natural geological features.

Regional Waste Management authorities will be established on the Bonavista and Burin Peninsulas. These authorities may contract with the Greater Avalon Regional Waste Management Authority for waste disposal services at the Robin Hood Bay Facility.

I understand that the estimated cost to implement the plan is currently estimated at \$38.5 million excluding contingencies, engineering fees and HST. I am pleased to confirm that subject to \$6.5 million of this estimated cost being funded from the Robin Hood Bay landfill reserve, the balance will be funded by the Province through funding established for the Provincial Solid Waste Management Strategy. Pursuant to timelines established in the Strategy, the Greater Avalon Regional site is to be fully operational by 2010. To ensure the site and system is acceptable to stakeholders, financing of the Robin Hood Bay facilities is conditional upon the following basic requirements:

**Records**

The City of St. John's must maintain independent records for the operation of Robin Hood Bay as the regional site. These records should include where practical, at minimum, receipts for tipping fees, revenue from the Materials Recycling Facility (MRF) and Commercial Composting Facility (CCF), tonnages received and waste categories, and community origin of waste. These records would be required to meet accountability and transparency requirements.

### **Regional Facility**

It is the goal of the Provincial Waste Management Strategy to use this site as the full service regional waste disposal facility for the Greater Avalon Region. As such, it would be expected that all waste transported from areas within the Region and from the Bonavista and Burin Peninsula authorities would be accepted for final disposal at Robin Hood Bay.

### **Tipping Fees**

The Greater Avalon Regional Waste Management Committee must ensure that uniform tipping fees are established for all waste received. While it is acknowledged that different tipping fees will apply to different waste classifications (ie. organic material at the CCF versus recyclable material at the MRF versus residual garbage at the landfill), all communities within the Greater Avalon Region must be charged uniform fees for each class of waste. It is acknowledged that the integrated waste management facility shall generate sufficient revenue to offset all operating costs and that a different tipping fee for organics and recyclables versus disposal will be set to encourage waste diversion by all users.

### **Cost Neutrality**

Cost neutrality is an underlying principle of the Provincial Solid Waste Management Strategy. All communities in the Greater Avalon Region are responsible for their own costs of transportation to a maximum of 100 km haul distance. For communities within the Greater Avalon Region with haul distances greater than 100 km, the cost of transportation of residential waste only for the portion of the haul distance beyond 100 km shall be the responsibility of the Regional Waste Management Committee and shall be shared equally by all users of the Robin Hood Bay site.

### **Waste Streams**

It is acknowledged that the Robin Hood Bay site will be developed to accommodate multiple waste streams. While the City of St. John's will be requiring source separation of waste into its organic, recyclable and residual components for processing at the CCF, MRF and landfill respectively, other users shall only be required to separate organics from the waste stream to meet the minimum requirements of the Provincial Solid Waste Management Strategy.

### **Funding**

Funds will be released upon submission of progress claims for both design and construction activity and for the purchase of eligible fixed and mobile equipment. It is understood that the City will expend its reserve of \$6.5 million prior to utilization of provincial funds.

## Submissions

Pre-tender documents including detailed plans and specifications must be submitted for review and approval. It is understood that this will be done in phases as the project proceeds.

Thank you for your keen interest in bringing this project through to this stage. I look forward to our continuing progress in the implementation of the Strategy for the benefit of our citizens and our environment.

Sincerely,



**DAVE DENINE**  
**Minister**

cc: Honourable Charlene Johnson,  
Minister of Environment & Conservation

Paul Mackey, P. Eng.  
Director of Public Works & Parks  
City of St. John's

Ronald G. Penney, LL.B.  
Chief Commissioner and City Solicitor  
City of St. John's

Rosalind Squires, Chair  
Waste Management Technical Committee  
Department of Municipal Affairs

**(4)(b) STRATEGY AND POLICY  
COMMITTEE REPORT**

# **(4)(b)(1) Update on Public Engagement Strategy**

<b>To:</b>	Brad Power, Ken Kelly
<b>From:</b>	Jill Pitcher
<b>CC:</b>	Kate Greenwood
<b>Date:</b>	January 9, 2019
<b>Subject:</b>	Engagement Campaign Status Update

Please see below for an analysis of the engagement program response as of Jan 7, 2019.

**RESPONSE**

**Online survey completions:**

- 117 – Permanent only
- 164 – Seasonal only
- 31 – Both a permanent and seasonal residence

**Phone completions**

- 200 – Permanent resident completions by phone

**From a data analysis perspective, this gives us:**

- 348 permanent entries
- 195 seasonal entries

**INITIAL INSIGHTS**

- We anticipate seeing very different themes from the two audiences.
- Seasonal property owners, as expected, appear to be very focused on a singular issue – waste management collection fees. At first glance, the tone is consistently negative.
- Permanent property owners appear to have more diverse interests, neutral to positive tone, with themes ranging from praise and gratitude for services to broader concerns on a range of issues in the region.

**NEXT STEPS**

Milestone	Key dates
Data Analysis	Begins Jan 14
Preliminary Draft report	Friday Jan 25
Revisions and 2nd draft* pending feedback from Jan 30 meeting	Week of Feb 4
Layout/First draft of report	Week of Feb 11
Revisions and second draft	Week of Feb 18
<b>Release of report</b>	<b>February 27, 2019</b>



# **(4)(b)(2) Fire Services Delivery Policy**

**EASTERN REGIONAL SERVICES BOARD****FIRE PROTECTION SERVICE DELIVERY POLICY**

**WHEREAS** section 3(3) of the *Eastern Regional Service Board Regulations, 2013*, Nfld. Reg. 8/13 (“Regulations”) under the *Regional Service Boards Act, SNL 2012, c.R-8.1*, as amended, provides the Eastern Regional Services Board with the power to provide fire protection services within the Eastern Region;

**AND WHEREAS** sections 24 and 26 of the *Regional Service Boards Act, SNL 2012, c.R-8.1* grants the Eastern Regional Services Board the authority to establish user fees for fire protection services;

**AND WHEREAS** it is the consensus of the Eastern Regional Services Board to establish this policy to regulate the provision of fire protection services by the Board;

**NOW THEREFORE** the Eastern Regional Services Board establishes the following fire protection service delivery policy:

**Definitions**

1. In this policy,

- (1) "Board" means the Eastern Regional Services Board established by the *Eastern Regional Services Board Order, O.C. 2011-255* under the *Regional Service Boards Act, RSNL 1990 c. R-89* (“Act”).
- (2) “Commercial Inspection Fee” is the annual fee established by the Board and charged by the Board to a Property Owner or a Resident for conducting regular inspections in accordance with the *Fire Chief Regulations, NL Reg. 26/00* under the *Municipalities Act, 1999, SNL 1999, c. M-24*, or other inspection requested by the Property owner.
- (3) “Eastern Region” is the geographic region defined in the *Eastern Regional Service Board Order, O.C. 2011-255*.
- (4) “Building” means
  - (i) a structure, erection, alteration or improvement placed on, over or under land or attached, anchored or moored to land,
  - (ii) mobile structures including trailers, vehicles and marine vessels adapted or constructed for residential, commercial, industrial and other similar uses, or

(iii) a part of and fixtures on buildings referred to in subparagraphs (i) and (ii).

(5) "Fire Chief" means a person designated by a municipal council to hold the position of Fire Chief or an employee of an incorporated company who has been designated as Fire Chief for the purposes of provision of fire protection services as defined in the Fire Protection Services Agreement.

(6) "Fire Protection Area" means an area within the Eastern Region in which fire protection services are provided by the Board.

(7) "Fire Protection Services Agreement" is an agreement entered into between the Board and a Government Funded Body or other providers of fire protection services for the provision of Fire Protection Services for a given Fire Protection Area designated by the Board.

(8) "Fire Protection Services" means those services provided by the Board under this Policy, including, but not limited to, (a) answering and responding to fire, motor vehicle accident, rescue or other emergency calls; (b) attending at fire, motor vehicle accident, rescue or other emergencies; (c) conducting regular inspections in accordance with the *Fire Chief Regulations*, NL Reg. 26/00 under the *Municipalities Act*, 1999, SNL 1999, c. M-24, as the same may be required of premises; (d) preparation of reports on firefighting equipment and apparatus; (e) preparation of fire protection, fire prevention and life safety reports on buildings in the Fire Protection Area; (f) generally coordinating and implementing all those services which may be necessary or incidental to the investigation, prevention and suppression of fires.

(9) "Government Funded Body" means a government funded body as this is defined in the *Public Tender Act*, RSNL 1990, c. P-45.

(10) "Property Owner" means an owner of real property.

(11) "Resident" means an occupant, lessee or tenant of a Building, Property or a Unit.

(12) "Standard Operating Procedure" is a document that, once approved by the fire chief, clearly outlines the step-by-step instructions for carrying out a specific process. It is a document that provides a complete set of instructions to perform a certain task and a written description of the procedure.

(13) "Unit" means

- (i) a space in a Building used as a dwelling space, including an apartment, or condominium unit,
- (ii) a commercial space, or

- (iii) a camping lot in a recreational vehicle park or campground including tenting sites, or
- (iv) a space in a seniors home or resident care home, including a bed or room, or
- (v) a hotel room or motel room in a Building.

(14) "User Fee" is the annual user fee established by the Board and charged by the Board to a Property Owner or a Resident for Fire Protection Services.

### **Fire Protection Services**

2. (1) The Board, or the Board's agent(s), shall provide Fire Protection Services to all Fire Protection Areas in the Eastern Region.

(2) Fire Protection Services provided by the Board to a Fire Protection Area may include:

- (a) Answering and responding to all fire, motor vehicle accident, rescue or other emergency calls from the Fire Protection Area;
- (b) Attending at fire, motor vehicle accident, rescue or other emergencies in the Fire Protection Area with all necessary equipment for the purpose of controlling and extinguishing fires, extraction equipment to conduct removal from motor vehicle accidents, standard first aid equipment, rescue response or any other response typical of a volunteer fire department;
- (c) Conducting regular inspections as the same may be required of premises within the Fire Protection Area to locate conditions which may cause a fire or increase the danger of a fire or increase the danger to persons therein;
- (d) Generally coordinating and implementing all those services which may be necessary or incidental to the investigation, prevention and suppression of fires within the Fire Protection Area which are normal, within the scope of responsibility of municipal fire departments in Newfoundland and Labrador pursuant to the laws in force from time to time in Newfoundland and Labrador.

(3) Operational decisions in response to any emergency will be made by the Fire Chief in accordance with the Standard Operating Procedure taking into consideration safety of firefighters, available equipment, road conditions and risk to life.

### **Fire Protection Services Agreements**

3. (1) The Board may enter into agreements with municipal corporations, local service districts or other providers of fire protection services, including private companies, to utilize

existing municipal fire departments or private companies for provision of fire protection services.

(2) The Board shall ensure that the terms of a Fire Protection Services Agreement provide for no less privilege to Fire Protection Services due to location within the Fire Protection Services Area.

(3) A Fire Protection Services Agreement shall indicate on a map provided by the Board all the communities that fall within the Fire Protection Area as well as all readily accessible static sources of water that are available for firefighting operations.

(4) A Fire Protection Services Agreement shall contain provisions addressing the following matters:

(a) party responsible for supply, maintenance and operation of equipment (vehicle, tank, pump, accessories and equipment complement) to industry and NFPA standards;

(b) party responsible for training of employees, volunteers, agents and sub-contractors to Fire and Emergency Services Level 1 equivalent;

(c) party responsible for Employee and volunteer health and safety, including *Workplace, Health and Safety Act* and *Occupational Health and Safety Act* requirements;

(d) party responsible for Reporting requirements, including audited financial reports of the Board and annual statements detailing responses to emergency calls within the Fire Protection Area and other information concerning the Fire Protection Services within the Fire Protection Area;

(e) party responsible for Insurance, including Fire Fighter Member Insurance, Commercial General Liability Insurance and Officers and Directors Liability Insurance and other insurance coverage necessary for the provision of Fire Protection Services within the Fire Protection Area;

(5) A Fire Protection Services Agreement shall have annexed as a schedule the Standard Operating Procedure.

### **User Fees**

4. (1) Property Owners shall pay the User Fee to the Board for each property that they own that is situated in a Fire Services Area regardless of the condition of the Building or ability to access the property.

(2) If a Building or Property has more than one Unit, then the Property Owner of the Building or Property shall pay the User Fee for each Unit.

(2) If the identity of the Property Owner cannot be ascertained by the Board, the Board may charge the User Fee to a Resident.

(3) The amount of the User Fee shall be set by the Board so as to ensure the Board shall be able to recover and offset all of its reasonable costs of providing Fire Protection Services on an annual basis as part of the Board's budget process.

### **Commercial Inspection Fee**

5. (1) Property Owners shall pay the Commercial Inspection Fee to the Board for conducting regular inspections in accordance with the *Fire Chief Regulations*, NL Reg. 26/00 under the *Municipalities Act*, 1999, SNL 1999, c. M-24, as the same may be required of premises

(2) Property Owners shall pay the Commercial Inspection Fee to the Board for each request made by the property owner to have the Fire Department prepare an inspection report of the property.

### **Exemption**

6. (1) There are no exemptions from the Fire Protection Fee and all properties will pay the annual User Fee established by the Board for a property even if no Building is present on the property.

**(4)(b)(3) Terms of Reference for  
Provincial Review of Waste  
Collection at Seasonal Properties**

JAN 14 2019

COR/2019/00090-01

Mr. Ed Grant, Chairperson  
Eastern Regional Service Board  
255 Majors Path, Suite 3  
St. John's, NL A1A 0L5  
E-mail: [info@ersbnl.ca](mailto:info@ersbnl.ca)

Dear Mr. Grant:



I am writing in response to your recent submission detailing the rationale for the Eastern Regional Service Board's (ERSB)'s fee structure for waste management collection services. Further to our recent meetings and discussions, please be advised that I have directed officials with the Department of Municipal Affairs and Environment to proceed with an independent review by an external firm.

I acknowledge the Board's request for input into the terms of reference for this review. To this end, I hereby request that ERSB review the attached Consultant Fee Request, which outlines the proposed scope of work and approach for the review. This review of service levels and fees will be incorporated into the recently-announced comprehensive review of the Provincial Waste Management Strategy. **Please ensure that comments are provided directly to my office by end of day, January 18, 2019.**

The overarching intent of this work is to engage and consult with the Board, and to work with all stakeholders towards collaborative solutions. In fact, this has been the intent for all of our meetings and discussions to date. I trust that you and the Board will participate in accordance with this spirit of collaboration and compromise going forward.

Sincerely,



**GRAHAM LETTO**

District of Labrador West  
Minister of Municipal Affairs and Environment

cc: Honourable Premier Dwight Ball  
ERSB Board Members

Enclosure



## CONSULTANT FEE REQUEST

<b>Project Name</b>	Analysis of Level of Service and Waste Collection Fees in Unincorporated Areas of the Eastern Region of the Province of Newfoundland and Labrador		
<b>MAE Contact</b>	Joseph Dunphy		
<b>Firm</b>	White + Abbott		
<b>Firm</b>	Deloitte		
<b>Firm</b>	PricewaterhouseCooper		
<b>Firm</b>	KPMG		
<b>Firm</b>	Noseworthy Chapman		
<b>Date Requested</b>	January 21, 2019	<b>Date Proposal Due</b>	January 30, 2019

Your firm has been selected to provide a costing proposal on the scope of work indicated below. Please review and if interested, provide your proposal on the attached Consultant Proposal Form by the date indicated above to **Joseph Dunphy**, via email, at [jdunphy@gov.nl.ca](mailto:jdunphy@gov.nl.ca).

Please note the following for the proposal:

1. Please submit any supporting documentation you feel would be pertinent to your proposal.
2. The Consultant must indicate any potential conflicts of interest in their proposal.
3. Any questions during the proposal stage can be directed by email to the contact listed above. The question and resulting answer may be distributed to all proponents by email or in the form of an addendum.
4. Proposals shall be valid for 90 days after submittal.
5. Proposals shall be submitted using the attached Consultant Fee Proposal

### Scope of Work

#### 1. Background

The Provincial Waste Management Strategy was released in 2002, and outlined a regional approach in which regional authorities with local community representation would coordinate the delivery of waste management services. These regional waste management systems were intended to enable all communities within a region (i.e. municipalities, local service districts, and unincorporated areas) to pool their resources to accomplish shared objectives. Regional waste management authorities would have the ability to provide waste management services, including collection and disposal, as well as assess, charge, and collect fees for services.

The regional authorities were subsequently established as regional service boards, under the authority of the *Regional Service Boards Act, 2012* (the Act). The Act provides the boards with authority to generate revenue through the assessment of fees to variety of entities and individuals, including municipalities, local service districts, persons who occupy real property, and users of facilities and services.

#### 2. Project Description

To complete an independent analysis of waste collection services and associated fees in unincorporated areas of the Eastern Region of the island portion of the Province, with the goal of developing recommendations to achieve service levels and a fee structure in these areas that are reasonable, equitable, and practicable.

## CONSULTANT FEE REQUEST

### 3. Detailed Scope

- a) To complete a review of the Eastern Regional Service Board's (ERSB's) expenditures to determine the costs and fees associated with collection of waste in unincorporated areas in Eastern Region (including an appropriate portion of overhead and administration costs).
- b) To meet with ERSB representatives to obtain input on costs to be included in the collection fee calculation.
- c) To complete a limited comparative review of select regions and/or jurisdictions to provide an overview of how comparable properties are serviced by other waste management authorities.
- d) To assess the practicability of ERSB implementing a differential fee structure for seasonal and/or secondary properties (i.e. compared to primary residences).
- e) To provide opportunities for submissions by ERSB and the Cabin Owners Against Trash Tax group.
- f) To synthesize all data and submissions, and provide recommendations aimed at achieving waste collection service levels and fee structure for these areas that is reasonable, equitable, and practicable.

### Key Deliverables:

- The Consultant shall provide a formal report outlining the methodology, assumptions, limitations and summary of their analysis, including recommendations.
- The report shall have, at a minimum, the following information:
  1. Executive summary
  2. Methodology
  3. Assumptions
  4. Identification of constraints and limitations
  5. Limited comparative review of other regions/jurisdictions
  6. Financial analysis of the operational costs and revenues of the service
  7. Assessment of practicability of a differential fees in Eastern Region
  8. Recommendations aimed at achieving a reasonable, equitable, and practicable waste collection
    - Service levels; and
    - Fee structure
- The Consultant will provide the Department with all work products used to complete the financial analysis, including spreadsheets.
- The Consultant will provide three (3) hard copies of the final report including all appendices as well as one (1) electronic copy of the final reports and spreadsheets. Spreadsheets are to be provided in .XLS format.

**CONSULTANT FEE REQUEST****Schedule**

The work shall be completed using the following schedule:

Item	Due Date
Draft Report	Five weeks after contract award.
Final Report	Two weeks after MAE supplies comments on draft.

Please submit your proposal on the form attached.

Sincerely,

Joseph Dunphy  
Senior Engineer  
Department of Municipal Affairs and Environment  
Tel: (709) 729-2051 | E-mail: [jdunphy@gov.nl.ca](mailto:jdunphy@gov.nl.ca)

DRAFT



Hon, Graham Letto, MHA  
Minister of Municipal Affairs and Environment  
Government of Newfoundland & Labrador  
PO Box 8700  
St. John's, NL, A1B 4J6

Dear Minister Letto,

The Eastern Regional Service Board (ERSB) was established to administer the eastern region with regards to the following services; a regional waste management system, fire and emergency services, and a pilot water and waste water treatment program. Time and time again statements have been made that the best people to be making the decisions with regards to these services are the local representatives. This principal was included in your letter of November 16, 2018.

The duly elected municipal leaders that sit as the ERSB have clearly made the decision that a single rate will be applied to all properties in the eastern region that it deems as receiving the waste collection service. This latest project would seem to fly in the face of that principal. As written this Terms of Reference is not a review to determine if the existing system is appropriate as its stated goal infers that the existing decision of the Board is not "reasonable, equitable or practicable."

Different regions face different issues, as you have stated in the past, and the comparative review of select regions and /or jurisdictions that is required needs to compare similar situations. Similar situations to the eastern region do not exist in other areas of the Province. No other regional service board is collecting in unincorporated areas to the same degree, has a similar level of development in unincorporated areas, and has a similar level of population that resides permanently in unincorporated areas. Therefore, a jurisdictional comparison that focuses on comparing the eastern region to other regions in the province is of no value.

Left out of this review are issues such as incorporating proper administrative tools into the legislation, developing a basic database of property ownership in the province or the implementation of a property tax and assessment based mechanism to replace the fee based system. The project is focused solely on the waste collection service and does not include other services such as fire and emergency protection or other future services.

We do note the Terms of Reference seems to acknowledge some fee structure needs to be in place and we look forward to fully participating in this review and hopefully arrive at some mutual agreement on all issues so we can all move forward.

Sincerely,



**Ed Grant**  
**Chairperson**  
**Eastern Regional Service Board**

**(4)(c) GOVERNANCE COMMITTEE  
REPORT**

**(4)(c)(3) 2019 Joint Council  
Meeting Calendar**

# 2019 REGIONAL MEETINGS

## JANUARY

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## LEGEND

- BROWN - EASTERN REGIONAL SERVICE BOARD
- GOLD - NORTHEAST AVALON JOINT COUNCIL
- GREEN - SOUTHERN SHORE JOINT COUNCIL
- BLUE - JOINT MAYORS' ASSOCIATION OF TRINITY-BAY DE VERDE
- RED - JOINT COUNCIL OF CONCEPTION BAY NORTH
- PURPLE - CLARENVILLE AND THE SOUTHS JOINT COUNCIL

## MAY

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## SEPTEMBER

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## OCTOBER

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## NOVEMBER

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## DECEMBER

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**(6)(a) NEW BUSINESS**  
**MMSB Regional Waste**  
**Management Forum**



**From:** [Ken Kelly](#)  
**To:** [Bradley Power](#)  
**Subject:** FW: 2019 Regional Waste Management Forum  
**Date:** Monday, January 28, 2019 11:38:46 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)

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**From:** Mfon Oton [mailto:moton@mmsb.nl.ca]

**Sent:** Monday, January 28, 2019 11:12 AM

**To:** brandonjphilpott@gmail.com; ed@cnwmc.com; Chair@cnwmc.com; ttc@nf.sympatico.ca; info@burinpenwaste.com; hmurphy.murphy@gmail.com; darlene.nprsb@nf.aibn.com; ggros@nf.sympatico.ca; kjennings@wabush.ca; tom.mihajlovic@labcity.nf.ca; superintworks@happyvalley-goosebay.com; manager@happyvalley-goosebay.com; townofforteau@hotmail.com; brenda.jeddore@gmail.com; jgkmmf@hotmail.com; Ken Kelly <kkelly@ersbnl.ca>; Christie Dean <cdean@ersbnl.ca>; Ed Grant Contact <egrant431@gmail.com>; ANiblock@stjohns.ca; jemurphy@stjohns.ca; jking@wrwm.ca; chair@wrwm.ca; andrea\_hoyt@nunatsiavut.com; marjorie.flowers@nunatsiavut.com; JerryCollins@gov.nl.ca; KimKieley@gov.nl.ca; rlocke@gov.nl.ca; pharing@gov.nl.ca; setheridge@mfn.gov.ca  
**Cc:** Ashley Burke <aburke@mmsb.nl.ca>; Gary Ryan <gryan@mmsb.nl.ca>; Dana Spurrell <dspurrell@mmsb.nl.ca>; Michelle Dunn <mdunn@mmsb.nl.ca>  
**Subject:** 2019 Regional Waste Management Forum

Morning folks,

Happy New Year to you.

We're in planning mode for the next Regional Waste Management Forum which will take place at the Greenwood Inn & Suites, 48 West St, Corner Brook on **Thursday March 14** and **Friday March 15, 2019**.

**\*Please confirm your attendance with me by Friday, February 15, 2019.\***

There is a block of rooms reserved for the nights of March 13 and 14 – to book your room, call **709-634-5381** and let them know you are under the group name **MMSB** to get the rate. We will send out a formal agenda in the coming days, but for your travel planning we will be getting started at 8:30a.m on Thursday, March 14 and finishing up by 2:00p.m at the latest on Friday, March 15.

**Greenwood Inn & Suites, Corner Brook**

Rate: **\$125 Per Night** – Includes Wi-Fi & Parking

Group Block Name in Greenwood system: **MMSB**

Hotel Direct: **709-634-5381**

Hotel Toll Free: **800-399-5381**

**Room bookings must be done by February 15, 2019 to get the group rate.**