

EASTERN REGIONAL SERVICE BOARD
Minutes of Meeting #43

June 1, 2016

7:00 p.m.

Fairfield Inn & Suites by Marriott

199 Kenmount Road, St. John's

In Attendance:

Harold Mallowney, Vice Chair/Southern Shore
Dave Aker, Mount Pearl
Bill Bailey, Clarenville & Isthmus
Art Puddister, St. John's
Wally Collins, St. John's
Joy Dobbie, Trinity Bay South & Isthmus East
Ron Ellsworth, St. John's
Gordon Stone, Trinity Conception North
Sandy Hickman, St. John's
Peggy Roche, Small Metro
Sam Whalen, Bay Roberts
Tom Hann, St. John's
Gerard Tilley, Conception Bay South

Regrets:

Ed Grant, Chairperson
Dave Lane, St. John's
Dennis O'Keefe, St. John's
Danny Breen, St. John's
Jonathan Galgay, St. John's
Bruce Tilley, St. John's
Sterling Willis, Paradise
Vacant, Southwest Avalon

Other Attendees:

Ken Kelly, Chief Administrative Officer
Christie Dean, Manager Waste Operations
Leona Squires, HR & Payables Clerk

1. Call to Order

Mr. Mallowney, Acting Chairperson, called the meeting to order at 7:05 p.m.

2. Adoption of Agenda

It was moved and seconded (S Whalen/S Hickman) to adopt the agenda as tabled.
MOTION 2016-040: Carried (unanimously)

3. Review of Minutes – May 4, 2016

It was moved and seconded (G Stone/J Dobbie) that the minutes of the May 4, 2016 meeting of the Eastern Regional Service Board be adopted as tabled.

MOTION 2016-041: Carried (unanimously)

4. Committee Reports

a) Finance & Audit Committee – Meeting held May 11, 2016 – D Aker

- i. **Board Expenditures Report (cheque register and payroll summary)** – Mr. Aker directed members to the cheque register and payroll summary for April 2016 included in tonight's meeting package (Appendix A). In addition, the Statement of Account from Canada Revenue Agency for the Board's payroll remittance for April 2016 has been included. He noted that the payroll summary for April is lower than March as March had three (3) pay periods. No issues have been noted.

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

MOTION 2016-042: Carried (unanimously)

- ii. **Award of tender to purchase a backhoe for Waste Operations** – Mr. Aker directed members to the briefing note provided in tonight's meeting package (Appendix B). The Board has always used a backhoe at the waste recovery facilities in order to perform site maintenance such as spreading crushed stone, fixing winter damage, stockpiling of bulk materials that have been dropped off for loading and transporting.

The backhoe that is currently owned by the Board has been moved to the Clarendville Transfer Station for winter snow clearing operations as well as site maintenance and moving materials at that permanent site.

This has left the other eight (8) waste recovery facilities without access to this piece of equipment on a regular basis.

A tender was issued to purchase another backhoe of similar capabilities – snow clearing blade, material grapple bucket, extension boom, 4x4 and solid tires. This piece of equipment would be used at the Whitbourne Depot and yard and transported to each waste recovery facility as required.

The tendered prices are included with the brief with lowest price being \$139,800 plus HST from Nortrax Canada Inc. An option to finance the purchase has been offered at a rate of 4.5% annual nominal interest rate for five (5) years. This will result in a total interest amount of \$16,050.40 over the term of the loan. The total to finance is \$156,350.40.

It was moved and seconded (D Aker/R Ellsworth) that the Board award the tender to purchase a new backhoe from Nortrax Canada Inc. for \$139,800 plus HST.

MOTION 2016-043: Carried (unanimously)

- iii. **Support Discovery Regional Service Board** – Mr. Aker directed members to the briefing note on the history of the Discovery Region in tonight’s meeting package (Appendix C). The Discovery Region was supposed to be implementing a curbside waste collection program in 2015 for the approximately 7,000 properties in the region. They are supposed to haul this material to the Clarenville Transfer Station and we take it from there into Robin Hood Bay. It tendered but a contract was not awarded. The Discover Board is not doing well and has lost its Regional Coordinator.

In 2013 the Discovery Region wrote ERSB and asked if we would be able to provide administrative support for the Discovery Region until they get themselves established - financial system and collection knowledge.

The Multi-Materials Stewardship Board (MMSB) and the Department of Municipal Affairs (MA) are both interested in implementing the strategy in this region.

The sticking point to implementation seems to be the reluctance of the Discovery Region to enter into a contract for the area when there is a risk of not being able to collect the funds to pay the contractor. They do not have any funds or revenue streams other than the rate for the service.

MMSB and MA have asked us if we would be able to support the implementation.

The position of the Committee has been that if the Province wants the strategy implemented in the Discovery Region then the Province should set them up appropriately and not rely on the Eastern Region to make it work.

Mr. Mullowney and Mr. Kelly attended a meeting May 31 with the Discovery Region, MA and MMSB to discuss how the Discovery Region can move forward. Mr. Mullowney stated that the Discovery Region has less than \$10,000 of working capital and the MMSB could loan them \$30,000 to \$40,000.

Mr. Kelly added that the Discovery Region has been told by the Province that the 11 landfill sites will be closed by year end. With a January 2017 contract start date ERSB can provide a tender template so they can award a contract.

Mr. Ellsworth asked who would send out the tender. Mr. Kelly said that would come from the Province.

The Discovery Region, MA and MMSB will be meeting again in a few weeks and both Mr. Mullaney and Mr. Kelly will attend.

b) Strategy & Policy Committee – Meeting held May 12, 2016 – S Hickman, Committee Chair

- i. Clarendville Transfer Station** – Mr. Kelly presented to the Board a short video of the operations of the facility. Mr. Kelly pointed out the excessive amounts of old corrugated cardboard in the waste.
- ii. Disposal of Old Corrugated Cardboard (OCC)** – Mr. Hickman directed members to the briefing note to ban OCC as well as the City of St. John’s policy in tonight’s meeting package (Appendix D).

Since 1995, the City of St. John’s has had a policy to encourage the diversion of old corrugated cardboard or OCC from disposal at the landfill. Loads of waste containing more than 50% of OCC are to be rejected at the landfill.

OCC is a recyclable commodity and the market is quite good for this product.

As you saw in the video of the Clarendville Transfer Station some of the commercial loads of waste that we are seeing contain a high proportion of OCC which could easily be separated at source and brought to the transfer station separately at a lower cost.

The ban on OCC would assist in three ways:

1. It would increase the amount of material that we have available to create loads of recyclables to be transported to the Materials Recovery Facility at Robin Hood Bay. At the moment we are moving a small amount of recyclable products and it is inefficient.
2. It would reduce the amount of waste material in the municipal solid waste trailers thus freeing up more space to accept landfill bound material/garbage.
3. It would increase the amount of material diverted from the landfill.

The Committee spent a great deal of time discussing the implementation of this policy and how to educate businesses that diversion is a positive initiative for the community. An implementation date of August 31, 2016 was chosen. The implementation would include the following:

- Staff would contact Town of Clarendville and discuss the policy, rationale and the implementation
- A letter would be sent to each business and to the waste haulers explaining the policy and why it is being implemented
- A letter of recognition to businesses that have already taken steps to reduce their waste and are already separating OCC

Mr. Ellsworth questioned if a three month time line was enough time for business owners as there could be a limitation on the availability of containers. Ms. Dean stated she had spoken with the owner of Vardy Villa Limited; our contractor in the Clarendville area, and he said there were already 11 in place through the town.

It was moved and seconded (S Hickman/B Bailey) that the Board adopt a policy to ban the disposal of old corrugated cardboard (OCC) as municipal solid waste at the Clarendville Transfer Station and encourage diversion of this material as a recyclable commodity effective August 31, 2016.

MOTION 2016-044: Carried (unanimously)

- iii. **Communication Expansion Service Areas** – Mr. Hickman directed members to the briefing note in tonight’s meeting package (Appendix E) and reminding the Board that at our last meeting we approved the implementation of waste collection service over the next 18 months in the remaining areas of the region.

At the time we asked staff to provide a communication plan to the Strategy & Policy Committee with the details of how the implementation was to be communicated.

As you saw an email was sent to all MHAs in the region notifying them of the implementation of the service in these remaining areas. It also included letters from various Ministers of Municipal Affairs supporting the implementation of service in these areas.

So, the communication has already begun and includes newspaper advertisements in *The Telegram*, door-to-door canvassers, letters and information material for those that are not at home, and the email to the MHAs.

A copy of a letter that is included in the information package, an example of the newspaper ad for the Southern Shore and a list of the areas and the timeline for implementation of the service are included with the brief.

The advertisement will appear in *The Telegram* and any local papers that cover the area. Lastly, we will be posting the material to our website as well tweeting the start date and other details about the implementation.

- iv. **Update on Whitbourne WRF and Maintenance Depot** – Mr. Hickman informed the members that the construction of the Whitbourne Waste Recovery Facility is complete and the opening of the facility for use by the public is set for Tuesday, June 7, 2016 at noon.

The hours of operation will be the same as the other sites – Tuesday and Thursday (noon to 4 p.m.) and on Saturday (9 a.m. to 5 p.m.).

This is 16 hours a weeks and is staffed by a local site attendant.

The official opening will be scheduled later in the month and we are working with Municipal Affairs on this communication.

We are looking at two dates for the official opening Friday, June 17 or June 24.

c) Governance Committee - Meeting held May 19, 2016 – H Mallowney, Committee Chair

- i. Update on Board Clerk and Outreach Coordinator Position** - Mr. Mallowney stated that the Committee reviewed 10 applications from a short list prepared by staff from the 109 applications that were received.

From the short list the Committee chose five people to be interviewed and these interviews are being scheduled for the next two weeks.

Mr. Grant will sit in on the interviews as will other interested Committee members.

We hope to be making an offer by the end of the month with the person starting late summer in preparation for the fall.

- ii. Board Member Election for Southwest Avalon** – Mr. Mallowney advised the members that no nominations were received for the position so we will leave the position vacant until the next municipal election in the fall of 2017.

5. New Business

- a. Draft Financial Statements 2015** - Mr. Aker apologized for the short turnaround on the financial statements that were emailed out on Monday. We have a legislative requirement to submit these to the Province by June 30 of each year.

The auditor was late in starting these statements this year and missed our May 11 Finance & Audit Committee meeting to present draft statements.

The statements have been reviewed and Mr. Aker called upon Mr. Kelly to touch on some points or any other issues that need to be noted. Mr. Kelly noted that the \$7 million surplus that the financial statements shows is an asset-based surplus and not cash.

Mr. Aker stated the financial statements would be ready for the next Board meeting.

Mr. Kelly informed the Board that the position of the Committee is to go to tender for auditing services as our current auditors, Harris Ryan, have been late with the financials for the past two years. Mr. Kelly added that Harris Ryan has asked us not to go to tender and that they could offer us term testing to decrease the strain on year end.

Mr. Aker proposed that a three year Request for Proposals be prepared for the fall with a clause about the expected level of service and if not met, the contract would be void.

It was moved and seconded (D Aker/R Ellsworth) that the Board accept the 2015 Financial Statements prepared by Harris Ryan Accountants as presented and the Board will go to tender for auditing services.

MOTION 2016-045: Carried (unanimously)

- b. Award Tender for Waste Collection Trinity Bay South and Center** – Mr. Kelly stated that the tender has been extended by a week so no discussion ensued.
- c. Report on the Waste to Energy Conference** – Mr. Kelly provided a report on the waste to energy conference that he, Mr. Grant, Mr. Hickman, and Ms. Roche recently attended in Florida. The conference was very informative and worthwhile.

6. Next ERSB Meeting – July 6, 2016

The next meeting of the Eastern Regional Service Board will take place on **Wednesday, July 6, 2016 at 7:00 p.m. at The Fairfield Inn & Suites by Marriott**, Kenmount Road, St. John's.

The following committee meetings are scheduled for June 2016:

- Finance & Audit Committee – Wednesday, June 8, 2016 at 12:00 noon, EWM Boardroom
- Strategy & Policy Committee – Thursday, June 9, 2016 at 10:00 a.m., EWM Boardroom
- Governance Committee – Tuesday, June 14, 2016 at 10:00 a.m., EWM Boardroom

7. Adjournment

It was moved by S Hickman to adjourn the meeting at 8:15 p.m.

*Prepared by:
Leona Squires
June 3, 2016*

APPENDIX

'A'

Eastern Regional Service Board
 BNK2 - Bank of Montreal - EW
 Cheques from 000001 to 004848 dated between 04-01-2016 and 04-30-2016

CHEQUE REGISTER

Printed: 1:48:09PM 05/02/2016

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Number	Issued	Amount	SC	Status	Status Date
004758	04/07/2016 Dodd's Diesel Repair Ltd.	0.00	A/P	"VOID"	04/07/2016
004759	04/07/2016 Dodd's Diesel Repair Ltd.	6,195.93	A/P	CLEARED	04/13/2016
004760	04/07/2016 T2 Ventures Inc.	144,663.48	A/P	CLEARED	04/13/2016
004761	04/07/2016 61366 Newfoundland and Labrador Inc.	5,480.50	A/P	CLEARED	04/13/2016
004762	04/07/2016 A1 Glass	397.33	A/P	CLEARED	04/13/2016
004763	04/07/2016 AEM Human Resources Consulting	4,791.20	A/P	CLEARED	04/13/2016
004764	04/07/2016 Around The Bay Disposals Inc.	40,910.25	A/P	CLEARED	04/13/2016
004765	04/07/2016 Bell Aliant	1,526.75	A/P	CLEARED	04/13/2016
004766	04/07/2016 Big Eric's Inc.	297.34	A/P	CLEARED	04/13/2016
004767	04/07/2016 Bill Bailey	1,145.75	A/P	CLEARED	04/13/2016
004768	04/07/2016 Christie Dean	1,016.05	A/P	CLEARED	04/13/2016
004769	04/07/2016 De Lage Landen Financial Services Canada Ltd.	286.42	A/P	CLEARED	04/13/2016
004770	04/07/2016 Dicks and Company Limited	79.14	A/P	CLEARED	04/13/2016
004771	04/07/2016 Ed Grant	1,048.96	A/P	CLEARED	04/13/2016
004772	04/07/2016 Edward Collins Contracting Ltd.	10,961.00	A/P	CLEARED	04/13/2016
004773	04/07/2016 Harbour Construction Limited	5,288.40	A/P	OUT-STD	04/07/2016
004774	04/07/2016 Harold Mallowney	751.71	A/P	CLEARED	04/13/2016
004775	04/07/2016 Ken Kelly	623.87	A/P	CLEARED	04/13/2016
004776	04/07/2016 Kenneth Rollings	1,038.97	A/P	CLEARED	04/13/2016
004777	04/07/2016 Leslie Squires	550.00	A/P	CLEARED	04/13/2016
004778	04/07/2016 Lynn Tucker	1,809.40	A/P	CLEARED	04/13/2016
004779	04/07/2016 Mark Day	524.65	A/P	CLEARED	04/13/2016
004780	04/07/2016 M J Hickey Construction Ltd.	1,625.00	A/P	CLEARED	04/13/2016
004781	04/07/2016 NATIONAL Public Relations	15,921.85	A/P	CLEARED	04/13/2016
004782	04/07/2016 Newfoundland Exchequer - MVR	1,056.00	A/P	CLEARED	04/13/2016
004783	04/07/2016 North Atlantic	34,315.01	A/P	CLEARED	04/13/2016
004784	04/07/2016 Pitney Bowes	2,372.99	A/P	CLEARED	04/20/2016
004785	04/07/2016 Ridge G&P Services Ltd.	32,961.03	A/P	CLEARED	04/13/2016
004786	04/07/2016 Sam Whalen	282.14	A/P	CLEARED	04/13/2016
004787	04/07/2016 Transcontinental Atlantic Media Group G.P.	480.97	A/P	CLEARED	04/13/2016
004788	04/07/2016 Tulk Tire & Service Ltd.	791.00	A/P	CLEARED	04/13/2016
004789	04/07/2016 Vardy Villa Limited	34,438.29	A/P	CLEARED	04/13/2016
004790	04/07/2016 Receiver General of Canada	62,715.95	G/L	CLEARED	04/13/2016
004791	04/07/2016 Encon Group Inc.	5,929.98	G/L	CLEARED	04/13/2016
004792	04/07/2016 Director of Support Enforcement	222.00	G/L	CLEARED	04/13/2016
004793	04/07/2016 Janes, Eric & Kathleen	190.54	A/R	OUT-STD	04/07/2016
004794	04/07/2016 Penney, Selby	90.00	A/R	OUT-STD	04/07/2016
004795	04/20/2016 Aoklands Grainger Inc.	120.15	A/P	OUT-STD	04/20/2016
004796	04/20/2016 AMEC Foster Wheeler Environment & Infrastructure	21,097.43	A/P	OUT-STD	04/20/2016
004797	04/20/2016 Bell Mobility Inc.	1,439.70	A/P	OUT-STD	04/20/2016
004798	04/20/2016 Blaketown Service Station	932.26	A/P	OUT-STD	04/20/2016
004799	04/20/2016 Dodd's Diesel Repair Ltd.	0.00	A/P	"VOID"	04/20/2016
004800	04/20/2016 Dodd's Diesel Repair Ltd.	18,257.23	A/P	OUT-STD	04/20/2016
004801	04/20/2016 Brook Construction (2007) Inc.	40,935.64	A/P	OUT-STD	04/20/2016
004802	04/20/2016 Cansel	423.75	A/P	OUT-STD	04/20/2016
004803	04/20/2016 City of St. John's	58,353.76	A/P	OUT-STD	04/20/2016

Eastern Regional Service Board

BNK2 - Bank of Montreal - EW

Cheques from 000001 to 004848 dated between 04-01-2016 and 04-30-2016

CHEQUE REGISTER

Printed: 1:48:10PM 05/02/2016

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Number	Issued		Amount	SC	Status	Status Date
004804	04/20/2016	Clarenville Rentals Ltd.	6,462.41	A/P	OUT-STD	04/20/2016
004805	04/20/2016	Coish's Trucking & Excavating Ltd.	9,004.01	A/P	OUT-STD	04/20/2016
004806	04/20/2016	Colin Rideout	296.70	A/P	OUT-STD	04/20/2016
004807	04/20/2016	Conception Bay Auto & Tire Centre	16.95	A/P	OUT-STD	04/20/2016
004808	04/20/2016	Concord Enterprises Inc.	10,170.00	A/P	OUT-STD	04/20/2016
004809	04/20/2016	D&L Russell Limited	137.51	A/P	OUT-STD	04/20/2016
004810	04/20/2016	Dicks and Company Limited	56.49	A/P	OUT-STD	04/20/2016
004811	04/20/2016	Dyna-Pro Environmental	28.75	A/P	OUT-STD	04/20/2016
004812	04/20/2016	East Coast Hydraulics	485.21	A/P	'VOID'	04/20/2016
004813	04/20/2016	East Coast Hydraulics	396.71	A/P	OUT-STD	04/20/2016
004814	04/20/2016	Eastern Machine & Welding Inc.	373.79	A/P	OUT-STD	04/20/2016
004815	04/20/2016	Gerard Tilley	112.87	A/P	OUT-STD	04/20/2016
004816	04/20/2016	G Groves & Sons Limited	10,515.52	A/P	OUT-STD	04/20/2016
004817	04/20/2016	Gordon Stone	191.28	A/P	OUT-STD	04/20/2016
004818	04/20/2016	Harbour Construction Limited	1,071.72	A/P	OUT-STD	04/20/2016
004819	04/20/2016	Harvey & Company Ltd.	182.99	A/P	OUT-STD	04/20/2016
004820	04/20/2016	Imperial Oil	92.48	A/P	OUT-STD	04/20/2016
004821	04/20/2016	Iron Mountain Canada	34.76	A/P	OUT-STD	04/20/2016
004822	04/20/2016	Jonathan Miller	1,167.53	A/P	OUT-STD	04/20/2016
004823	04/20/2016	Ken Kelly	5,081.17	A/P	OUT-STD	04/20/2016
004824	04/20/2016	Lynn Tucker	241.19	A/P	OUT-STD	04/20/2016
004825	04/20/2016	Margaret (Peggy) Roche	809.09	A/P	OUT-STD	04/20/2016
004826	04/20/2016	M J Hickey Construction Ltd.	681.23	A/P	OUT-STD	04/20/2016
004827	04/20/2016	NATIONAL Public Relations	14,309.97	A/P	OUT-STD	04/20/2016
004828	04/20/2016	Newfoundland Power Inc.	1,146.57	A/P	OUT-STD	04/20/2016
004829	04/20/2016	North Atlantic	82.46	A/P	OUT-STD	04/20/2016
004830	04/20/2016	Northern Business Intelligence	3,313.58	A/P	OUT-STD	04/20/2016
004831	04/20/2016	Ocean View Auto & Towing	1,621.60	A/P	OUT-STD	04/20/2016
004832	04/20/2016	ORKIN Canada Corporation	1,983.15	A/P	OUT-STD	04/20/2016
004833	04/20/2016	Parts for Trucks Inc.	1,809.31	A/P	OUT-STD	04/20/2016
004834	04/20/2016	Pat Singleton	500.00	A/P	OUT-STD	04/20/2016
004835	04/20/2016	Pinnacle Office Solutions Ltd.	288.08	A/P	OUT-STD	04/20/2016
004836	04/20/2016	Pro-Tech Construction Ltd.	7,700.49	A/P	OUT-STD	04/20/2016
004837	04/20/2016	Quarry Construction Limited	4,723.40	A/P	OUT-STD	04/20/2016
004838	04/20/2016	Redline Automotive 0765	94.65	A/P	OUT-STD	04/20/2016
004839	04/20/2016	Richard Warford	1,385.81	A/P	OUT-STD	04/20/2016
004840	04/20/2016	Robert Denine	48.14	A/P	OUT-STD	04/20/2016
004841	04/20/2016	Royal Garage Ltd.	293.57	A/P	OUT-STD	04/20/2016
004842	04/20/2016	Sam Pike Masonry Ltd.	55.81	A/P	OUT-STD	04/20/2016
004843	04/20/2016	Town of Clarenville	2,244.50	A/P	OUT-STD	04/20/2016
004844	04/20/2016	Wedgwood Insurance Limited	3,675.00	A/P	OUT-STD	04/20/2016
004845	04/20/2016	Xcel IT	226.00	A/P	OUT-STD	04/20/2016

Eastern Regional Service Board
BNK2 - Bank of Montreal - EW
Cheques from 000001 to 004848 dated between 04-01-2016 and 04-30-2016

CHEQUE REGISTER

Printed: 1:48:10PM 05/02/2016

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Number	Issued	Amount	SC	Status	Status Date
	Cheque Totals Issued:	656,967.01			
	Void:	485.21			
	Total Cheques Generated:	657,452.22			
	Total # of Cheques Listed:	88			

**EASTERN REGIONAL SERVICE BOARD
EASTERN WASTE MANAGEMENT**

**PAYROLL EXPENSE
APRIL 2016**

Payroll – Staff (2 pay periods – 34 employees).....	\$123,480.17
Payroll – Board (19 members)	<u>\$ 5,814.48</u>
Total Payroll (32 employees)	\$149,294.65
Payroll CRA Remittance (Chq#4879)	<u>\$ 49,563.07</u>
TOTAL GROSS PAYROLL	<u>\$198,857.72</u>

PREVIOUS MONTH

MARCH 2016

Payroll – Staff (3 pay periods – 32 employees)	\$184,124.93
Payroll – Board (20 members)	<u>\$ 0.00</u>
Total Payroll (32 employees)	\$184,124.93
Payroll CRA Remittance (Chq#4790)	<u>\$ 62,715.95</u>
TOTAL GROSS PAYROLL	<u>\$246,840.88</u>



**STATEMENT OF ACCOUNT
FOR CURRENT SOURCE DEDUCTIONS**

Statement of account as of
April 14, 2016

Account number
86109 6600 RP0001

Employer name
Eastern Regional Service Board

0003323

Balances on last statement		Current balances	
Amount paid for 2016	Assessed amount owing	Amount paid for 2016	Assessed amount owing
81,226.97Cr	0.00	143,942.92Cr	0.00

EXPLANATION OF CHANGES

Date	Description	Amount
Apr 13	Payment Mar 2016	Received Apr 12 2016 62,715.95Cr

We will be changing the layout of the information on your Statement of Account for Current Source Deductions to make it easier to understand. The new format will be adopted on all statements issued after May 2016.

If you received a small business job credit, please remember that when determining your taxable income for the year, you can either:

- subtract the credit from your employment insurance premium expense; or
- include it as income in the year you received it.

You can learn more about the credit at www.cra.gc.ca/sbjc.

Have you signed up for direct deposit yet? If not, simply fill out Form RC366, "Direct Deposit for Businesses", available at www.cra.gc.ca/directdeposit and mail it to your tax centre. Enroll now, because the Government of Canada is phasing out federal government cheques by April 2016.

Thank you for your payment.

Please use the remittance voucher to make your next remittance or explain on the last page why you will not be remitting.

Andrew Treusch
Commissioner of Revenue

CPP contributions	EI premiums	Tax deductions	Current payment	Gross payroll	Number of employees in last pay period
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PD7A E (15)X

Tear off here and return lower portion with your payment.



**CURRENT SOURCE DEDUCTIONS
REMITTANCE VOUCHER**

PD7A E(15)X
Protected B
when completed

ST. JOHN'S NL A1B 3Z1

Account Number	Do not use this area
06 86109 6600 RP0001	

Number of months being paid	End of remitting period for which deductions were withheld	Year	Month

Gross payroll in remitting period (dollars only)	Number of employees in last pay period
00	

Amount Paid

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

0610020006000000861096600RP00010000000000000000000000000610027

2 20 4

96

APPENDIX 'B'

Briefing Note – Award of Tender to Purchase a Backhoe

The Board has always used a backhoe at the waste recovery facilities in order to perform site maintenance such as spreading crush stone, fixing winter damage, stockpiling of bulk materials that have been dropped off for loading and transport.

The backhoe that was owned by the Board has been moved to the Clarendville Transfer Station for winter snow clearing operations as well as site maintenance and moving materials at that permanent site.

This has left the other 8 WRF sites without access to this piece of equipment on a regular basis.

A tender was issued to purchase another backhoe of similar capabilities – snow clearing blade, material grapple bucket, extension boom, 4X4 and solid tires. This piece of equipment would be used at the Whitbourne Depot and yard and transported to each WRF site as required.

The tendered prices are included with the brief with the lowest price being \$139,800 plus HST from Nortrax. An option to finance the purchase has been offered at a rate of 4.5% annual nominal interest rate for 5 years. This will result in a total interest amount of \$16,050.40 over the term of the loan. The total to finance is \$156,350.40.

This is compared to the interest earned on the funds if they are invested at the current GIC rate of .9% and the interest reinvested each year. This will generate \$6840 in revenue.

A present value analysis of the financed price discounted at a 2% rate (equivalent to the rate of inflation) will give us a total of \$147,390 in 2016 dollars.

So, financing the purchase and investing both the purchase price and the HST rebate at our current GIC rate will result in a lower total cost (\$147,390 - \$6840). In the event the Board has cash flow issues the principle funds would also be available to draw upon but the interest revenue would be lost.

Recommendation:

That the ERSB award the tender to purchase the backhoe from Nortrax Canada and finance the purchase based on the terms provided – five years at 4.5%.

**Eastern Waste Management
REQUEST FOR QUOTES**


SUPPLY OF New Rubber Tire Backhoe


Closing Date and Time: May 2, 2016 @ 1300 L hrs

Tender Description: Supply of Rubber Tire Backhoe

Project Number: _____

Name	Base Bid	HST	Tender Total
Nortrak Canada	\$139,800.00	+	
Madsen Construction Equipment.	\$162,800.00	+	
Harvey & Company Ltd.	\$146,672.00	+	
Toromont CAT	\$147,097.31	+	


 Christie Dean
 Manager Waste Operations
 Eastern Waste Management


 Witness
 Ken Todd Kelly
 A Commissioner for Oaths
 In and for the Province of Newfoundland and Labrador.
 My commission expires on December 31, 2016.

APPENDIX

'C'

Briefing Note – Support Discovery Region Service Board

The Discovery Regional Service Board (DRSB) was supposed to be implementing a curbside waste collection program in 2015 for the approximately 7000 properties including businesses in the area. It tendered but did not award a contract.

The DRSB has not met in some time and has no Regional Coordinator in place.

In 2013 the DRSB wrote the ERSB asking for administrative support for the region in terms of leveraging the ERSB financial system and collection knowledge.

The Multi Material Stewardship Board (MMSB) and the Department of Municipal Affairs (MA) are both interested in implementing the strategy in the region.

The sticking point to implementation seems to be the reluctance of the DRSB to enter into a contract for the area when there is risk of not being able to collect the funds to pay the contractor. The Board does not have any funds or revenue streams other than the rate for the service.

MMSB and MA have asked if the ERSB would be able to support the implementation. ERSB Staff offered a set of proposed parameters under which the Board could support the implementation as follows:

1. There would be no comingling of funds between the regions – the Province should not be using the ERSB to finance/cash flow the operations of another region.
2. The DRSB would be the signatory to all contracts and would be liable for all payments - the ERSB would be acting as a business manager for the daily operations and communications.
3. The ERSB would provide daily management and administration of the service including contract management, invoicing, revenue collection and communications.
4. The ERSB can only be involved if the method of delivery is a contract and it cannot be involved in an internal operation.

The proposed implementation would be to contract for services for the incorporated towns or approximately 3500 properties which would mean a limited number of invoices and less risk of nonpayment for DRSB. There would not be any waste recovery facilities built in the DRSB until a later date and bulk garbage pickup would be part of the collection contract. This leaves a void for things such as construction and demolition.

We estimate a contract for collection will be no more than \$120 per property, tipping fees will be about \$70 (.8mt per property waste generation rate X \$87.60 per mt at Clarendville) and administration would be between \$10 and \$20 per property.

There are some impacts on the ERSB if the implementation is not for all of the properties in the DRSB. Those impacts are as follows:

- The properties in local service districts and unincorporated areas will still require disposal which means either individuals or contractors will be using the Clarenville Transfer Station and the ERSB will be responsible to collect from these individuals.
- The residents will not have any options for bulk disposal other than at the curb which will mean that individuals will be arriving at the Clarenville Transfer Station and we will have to charge fees, invoice and collect the revenue. Burden shifted from DRSB to ERSB for dealing with the difficult properties.

Recommendation:

That the ERSB support the implementation of the Provincial Waste Management Strategy in the DRSB under the parameters outlined by staff – no comingling of funds, DRSB liable for all contracts and payments.

APPENDIX

'D'

Briefing Note – Ban on Old Corrugated Cardboard at CTS

Since the implementation of the Clarenville Transfer Station we have had a chance to observe the material that is arriving from the commercial sector. We have noticed that a large segment of the commercial waste contains a high proportion of Old Corrugated Cardboard (OCC). This type of material is a valued recyclable commodity and has been identified at Robin Hood Bay for diversion.

Since 1995, the City as owner and operator of the Robin Hood Bay facility has had a policy to encourage the diversion of OCC from the landfill. At the moment there is separate processing of the OCC material by Scotia Recycling at the Materials Recycling Facility.

Granted that diversion is a new initiative in the Clarenville area we have allowed a number of months for businesses to start implementing diversion activities. The main residential and commercial hauler of waste in the area has been successful in getting some businesses to separate cardboard through the placement of separate cardboard only bins at the business. It seems that while some have taken the steps there are others that will need a more formal push in the right direction.

In keeping with the City's policy to divert this recyclable material from the landfill and preserve future landfill capacity we would like to extend this policy to the Clarenville Transfer Station. We would like to start advising commercial haulers that as of August 31, 2016 OCC will not be accepted in the municipal solid waste stream and that separation of this material is required.

To notify the business and commercial sector of this policy we would like to provide the main waste haulers with a letter of the policy and the date for implementation. We would also like to notify the Town Council of Clarenville and publish a notice in The Packet newspaper.

Recommendation:

That the ERSB adopt a policy to ban the disposal of old corrugated cardboard as municipal solid waste at the Clarenville Transfer Station and encourage the diversion of this material as a recyclable commodity.

POLICY OF THE CITY OF ST. JOHN'S

Policy: 08-03-06

Corrugated Cardboard Ban at Robin Hood Bay Sanitary Landfill

Passed By Council on:01/03/1995

Purpose

To extend the life of the Robin Hood Bay Sanitary Landfill and to promote and encourage recycling of material.

Policy Statement

The City of St. John's bans commercial businesses and operators from disposing of cardboard waste in the Robin Hood Bay Landfill site.

The City of St. John's has adopted the report *City of St. John's Environmental Initiatives Corrugated Cardboard, Reduce, Reuse, Recycle?* as its policy on the matter and is contained under separate cover.

Approvals

Public Works, Environment and Protection Standing Committee Meeting December 13, 1994; Regular Meeting of Council January 3, 1995.

Responsibility

Department of Engineering and Planning, Manager of Environmental Initiatives;
Department of Public Works and Parks.

APPENDIX

'E'

Briefing Note – Communication for Expansion of Services

Staff have developed the following plan for communication to the property owners and the general public with regards to the curbside waste collection service being extended to the respective areas in the next 18 months.

The plan will include advertisement in printed media, website and canvassing door to door in the area.

Attached to this brief is an example of a letter that will be included in an information package that is either handed to the property owner by the canvasser or is tied to the door, etc... of the property. This letter is specific to the Southern Shore property owners. The letter for each area will detail the date of the first collection and the date of bulk waste collection.

The canvassers will be in these areas starting the end of May until the end of October, 2016. A detailed schedule will be handed out at the Committee meeting.

The canvassers will be in the areas from Friday through Monday of each week so as to make contact with as many seasonal property owners during peak usage. The canvassers will be wearing a large picture ID badge identifying them as employees of the Eastern Regional Service Board. They will be asking property owners to provide name and mailing address and discussing any concerns that they may have with the service.

The canvassers will have with them detailed aerial photography of the area as well as any information that we have already been able to gather on name and ownership from Crown Lands, Registry of Deeds, etc.... If we already have the information than it will be a process of confirming the information is correct.

Attached to this brief is an example of the advertisement that will be placed in the newspaper to notify the public of the services. The advertisement will appear in The Telegram and any local papers that cover the area.

Lastly, we will be posting the material to our website as well tweeting the start date and other details about the implementation.

May 16, 2016

Dear Property Owners – In the following areas on the Southern Shore:

- Horse Chops,
- Hell Hill Pond,
- Cape Pond Road,
- Birch Hill Pond, and
- Old Shoe Cove Road.

Please be advised that commencing Tuesday, August 2, 2016 waste collection services will be provided to your property.

Regular garbage will be collected on Tuesdays to a maximum of 7 bags each week. Recyclables will be collected biweekly beginning August 2, 2016. There is no bag limit for recyclables. Bulk waste collection will take place on September 20, 2016. Please note that a formal annual waste collection schedule will be mailed to property owners each year in December; however, a 2016 booklet is included in this package for your information. In addition, Waste Recovery Facilities have been constructed at Renew-Cappahayden and Bay Bulls which provide convenient drop off for bulk materials by residential property owners.

The Eastern Regional Service Board (ERSB) has been put in place by the provincial government to oversee the implementation of waste management in the eastern region. ERSB is mandated to advance waste management planning and to assist communities in its implementation. In addition as outlined in the ERSB Regulations, Section 3, "The board has the power to construct, acquire, maintain, and operate solid waste disposal sites and solid waste management facilities and systems within the eastern region".

Please note this initiative operates as a not-for-profit and the waste management fees charged to property owners will cover the cost of providing waste management services only. The cost for this service is \$180.00 per property per year. As collection is starting on August 2, 2016 your fee for service will also begin at that time and for 2016 will be a prorated amount representing 22 weeks of service at \$76.00.

To review the Service Delivery Policies and the legislation governing the Eastern Regional Service Board, please visit our website at <http://easternregionalserviceboard.com/about-us/policies/>.

Please note that ALL property owners pay the same rate regardless of usage. There is no provision for exemption other than a property being deemed uninhabitable i.e. boarded up, no power connection, etc.

As the waste service fee is mandatory, residents are encouraged to contact our office at (709) 579-7960 or info@easternwaste.ca to provide their name and mailing address.

Best regards,

Eastern Regional Service Board



Notice of Service

Southern Shore

Horse Chops

Hell Hill Pond

Cape Pond Road

Birch Hill Pond

Old Shoe Cove Road

The Eastern Regional Service Board (ERSB) has been established by the Province of Newfoundland & Labrador to develop and implement modern waste management practices in the eastern region.

Starting May 20, 2016 ERSB will be providing information to the property owners in the above listed areas regarding waste collection and recycling collection. Waste collection will start on August 2, 2016. There will be a curbside bulk collection on September 20, 2016. As collection is starting on August 2, 2016 the fee for service will be prorated representing 22 weeks of service at \$76.00.

There will be two (2) people canvassing the area. They will be carrying photo ID with the ERSB logo.

We ask that you please provide them with the property owners' name and address. If no one is present at the location at the time of our visit an information package will be left on the door, after which we will consider the property owner notified of the service.

Should you wish to contact us in advance and provide your name and mailing address please contact 709.579.7960.

Timeline for notifications:

For collections to commence in 2016 (1144 units est.):

Southern Shore: May / June

Horse Chops

Hell Hill Pond

Cape Pond Road

Birch Hill Pond

Old Shoe Cove Rd (aka SS-Chance Cove)

South West Avalon: June

Placentia Junction

Trinity Conception North: July

Pittman's Pond

Western Bay Line

Perry's Cove

Clareville: July

New Burnt Cove

Trinity Bay Conception South, Trinity Bay Center: August

Hwy 81 Markland to Colinet Road

Holiday Hill Road

Carbonear: September

Chapel St

Collections will commence approximately 1 month after notification.

For collections to commence in 2017 (1253 units est.):

Isthmus: July

Fair Haven Rd

New Tender Area: July, August, September, October(3rd week)

Roaches' line and Area

Hodgewater Line and Area

Peak Pond

Ocean pond

Goulds Big Pond

Mahers

Brigus Junction

Middle Gull Pond