

EASTERN REGIONAL SERVICE BOARD

Minutes of Meeting #42

May 4, 2016

7:00 p.m.

Fairfield Inn & Suites by Marriott

199 Kenmount Road, St. John's

In Attendance:

Ed Grant, Chairperson
Bill Bailey, Clarenville & Isthmus
Danny Breen, St. John's
Wally Collins, St. John's
Joy Dobbie, Trinity Bay South & Isthmus East
Ron Ellsworth, St. John's
Jonathan Galgay, St. John's
Sandy Hickman, St. John's
Dave Lane, St. John's (Late 7:20 p.m.)
Harold Mullaney, Vice Chair/Southern Shore
Peggy Roche, Small Metro
Sam Whalen, Bay Roberts

Regrets:

Dave Aker, Mount Pearl \\
Tom Hann, St. John's
Dennis O'Keefe, St. John's
Art Puddister, St. John's
Gordon Stone, Trinity Conception North
Bruce Tilley, St. John's
Gerard Tilley, Conception Bay South
Sterling Willis, Paradise
Vacant, Southwest Avalon

Other Attendees:

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

1. Call to Order

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

2. Adoption of Agenda

It was moved and seconded (S Whalen/J Galgay) to adopt the agenda as tabled.
MOTION 2016-031: Carried (unanimously)

3. Review of Minutes – March 30, 2016

It was moved and seconded (S Hickman/J Galgay) that the minutes of the March 30, 2016 meeting of the Eastern Regional Service Board be adopted as tabled.

MOTION 2016-032: Carried (unanimously)

4. Committee Reports

a) Finance & Audit Committee – Meeting held April 13, 2016 – D Breen, Committee Chair

- i. **Board Expenditures Report (cheque register and payroll summary)** – Mr. Breen directed members to the cheque register and payroll summary included in tonight's meeting package (Appendix A). He noted that the payroll summary for March is higher than usual as March had three (3) pay periods. No issues have been noted.

It was moved and seconded (D Breen/W Collins) to accept the Board expenditures (cheque register and payroll summary) for March 2016 as tabled.

MOTION 2016-033: Carried (unanimously)

- ii. **Appoint AMEC Foster Wheeler to Design the Whitbourne Maintenance Depot** – Mr. Breen directed members to the briefing note provided in tonight's meeting package (Appendix B). He stated that the Board purchased land in the Town of Whitbourne along the highway for the development of a waste recovery facility and a maintenance depot. The waste recovery facility is currently under construction and is expected to be opened in early summer. This should be a welcome addition to the services in the area as a number of communities have been vocal about the lack of a facility for their residents.

The next phase in the development of this site is the design and construction of a maintenance depot and base of operations. The Province has approved AMEC Foster Wheeler as the design and construction management engineers for this project.

We have received one (1) proposal from AMEC Foster Wheeler. We have asked them to reduce the fees and eliminate some services in order to stay within the budget for this project. The design, tendering and construction management of the maintenance depot is projected to be \$326,612 plus HST. The cost of the construction and materials is expected to be between \$1.4 and \$1.5 million. Our budget for this project is \$1.7 million.

Ms. Roche asked if cost overruns are expected for this project.

Mr. Kelly responded that cost overruns are possible; however, the projected costs have been agreed upon.

Mr. Grant stated that the Province has provided the funding for this capital project. They provided the Board approximately \$2 million for several landfill closures as well as the maintenance depot for Whitbourne.

Mr. Kelly stated that the maintenance depot is a simple building and the design and construction will be closely monitored to maintain costs.

It was moved and seconded (D Breen/S Whalen) to appoint AMEC Foster Wheeler as the engineering consultant for the design, tender and construction management for the Whitbourne Maintenance Depot at a projected cost of \$326,612 plus HST.

MOTION 2016-034: Carried (unanimously)

- iii. **Tender for Office Space** – Mr. Breen directed members to the briefing note in tonight's meeting package (Appendix C).

Declaration of Conflict of Interest: Mr. Ron Ellsworth, Director, declared conflict of interest pertaining to the Tender for Office Space. However, as Eastern Regional Service Board meetings are public, Mr. Ellsworth will remain in the room but will not participate in any discussion and will not be voting on this item.

Mr. Breen continued that the main issue for the Board is the cost per square foot of its current office space. The Board is paying \$33.00 per square foot plus HST and this is very high in today's market. The committee supports the Board going to tender for space in an effort to reduce this cost.

He noted that staff has developed a couple of key criteria to guide the selection of a suitable location such as proximity to the Outer Ring Road and proximity to the regional landfill. The specifications for the interior or actual space are the same as the previous tender with the exception of increasing the size allocated to the boardroom. We have found that for some of the committee meetings, the current boardroom is too small. The Board requires approximately 2,615 square feet of office space.

Ms. Dobbie asked where the range of 17 kilometers from the regional landfill ends.

Mr. Kelly responded that it is the cloverleaf at Paradise. This area would include Donovan's Industrial Park, St. Anne's Industrial Park, Kelsey Drive area, etc.

Mr. Grant noted that the criteria outlined by staff keeps the Board's office location in the area it needs to be for access by customers as well as the waste collection staff. The Board's current landlord may be able to accommodate the additional space required for a boardroom.

It was moved and seconded (D Breen/B Bailey) that the Board go to tender for 2,615 square feet of office space within 1.5 km of the Outer Ring Road and within 17 km of the Regional Waste Management Facility located at Robin Hood Bay as per the specifications developed

by staff for a five-year term starting April 2017 with options to renew on a yearly basis to a maximum of three years.

MOTION 2016-035: Carried (Mr. Ellsworth abstained from voting due to Conflict of Interest)

b) Strategy & Policy Committee – Meeting held April 7, 2016 – S Hickman, Committee Chair

- i. ERSB Brand Narrative** – Mr. Hickman directed members to the Board’s brand narrative included in tonight’s meeting package (Appendix D). This is a strategic communications document and is intended as a tool to build other communications documents, etc. This is not a document that members will read from in order to describe what the Board does, etc. Other communication documents and tools will be guided by these statements including things like annual reports, vision statements, speaking notes, presentations, advertising, etc.

Mr. Hickman continued that the committee has worked with the consultant on this and has reviewed a couple of versions. The committee now believes this is a good framework on how to proceed with future communications.

It was moved and seconded (S Hickman/H Mallowney) that the Board adopt the Brand Narrative as prepared by NATIONAL Public Relations. NATIONAL Public Relations may now proceed with the production of the collateral materials to support the Board’s narrative.

MOTION 2016-036: Carried (unanimously)

Mr. Grant stated that this narrative is part of the Board’s overall branding process. The brand narrative changes the Board’s narrative from a negative to a much broader positive message.

- ii. Letter to Minister of Municipal Affairs** – Mr. Hickman reminded members that the Board recently sent a letter to the Minister of Municipal Affairs regarding the *Provincial Waste Management Strategy*, the Regional Service Board legislation, expansion of services, etc. He asked Mr. Kelly to provide more information on the status of the response.

Mr. Kelly confirmed that to date no acknowledgement of receipt of the letter has been received and no response has been received.

- iii. Addition of New Service Areas** – Mr. Hickman directed members to the briefing note provided in tonight’s meeting package (Appendix E). He continued that as everyone is aware there is still a number of areas in the eastern region that are not part of a regular waste collection service and this begs the questions – why not?

The committee has discussed the issue and it seems that most of the remaining unserved areas are unincorporated and have a large number of cabins/seasonal properties. However, by not going into these areas we are leaving ourselves open to criticism of why we are not treating all areas the same. As well, if we are justifying providing the waste service in one area because it is protecting the environment then why are we not stepping in for the same reason in these remaining areas.

For these reasons the committee is supporting the rollout of the weekly waste collection service in the remaining areas of the region.

There also needs to be an accompanying communication plan to these areas that will include canvassers knocking doors to inform people as well as advertising of the service in local media.

It was moved and seconded (S Hickman/D Lane) that the Board implement waste management services in the following areas and according to the timeline outlined below:

SUMMER 2016:

Ready to Implement:

- Southern Shore (contracted) - Horse Chops;
- Southwest Avalon (internal service) - Highway 81 from Markland to Colinet Road and Argentia Access Road (Placentia Junction);
- Carbonear and Area (internal service) - Chapel Street across Highway 70 from Carbonear.

Extension of Existing Contracts:

- Southern Shore (contracted) – Hell Hill Pond, Cape Pond Road, Birch Hill Pond, Kingman’s Cove (road), Old Shoe Cove (road) aka Southern Shore-Chance Cove.
- Trinity Conception North (contracted) – Pittman’s Pond, Western Bay Line, and Perry’s Cove.
- Clarendville (contracted) – New Burnt Cove.
- Conception Bay Center (contracted) – Pottery Lane, Colliers.

FALL 2016/WINTER 2017:

Include these areas in re-tendered area as the contracts are expiring soon:

- Isthmus (contracted) – Fair Haven Road aka Grassy Point Pond.
- Trinity Bay South/Center (contracted) – Holiday Hill Road beyond bridge.

NEW TENDER FOR 2017:

This would be a new tender to be issued for the following areas:

- Roaches Line and Area – ex. Nine Island Pond Road
- Hodgewater Line and Area – ex. Grass Acres, Makinson’s, etc.
- Peak Pond
- Ocean Pond
- Goults Big Pond
- Mahers
- Brigus Junction
- Middle Gull Pond

MOTION 2016-037: Carried (unanimously)

Mr. Breen stated that the new tenders for 2017 seems ambitious and questioned if the timeline is achievable.

Mr. Grant stated that schedule is aggressive and staff will try to meet the schedule as outlined. The Strategy & Policy Committee was clear in that the Board needs to complete its service mandate as it is the right thing to do.

Mr. Ellsworth noted that he was at the committee meeting where this was discussed and staff felt the proposed schedule is achievable. The Board has been mandated to provide waste services to all properties including those in cabin areas and it needs to complete its service coverage.

Mr. Grant concluded that these areas require waste collection services and it is the Board's mandate to provide those services. This mandate has been supported by the current Minister. The concern with implementing service in a new area is identifying a good segment of the property owners and communicating to them. Any implementation of service must be done correctly and the public informed.

Mr. Galgay asked if property owners under the 2017 implementation areas will be notified this year that service will begin next year.

Mr. Breen stated that the Board continues to hear from MHAs who indicate that they do not support the work of this Board or understand the Board's mandate. This is irritating as the work of this Board is mandated by the provincial government.

Mr. Grant reminded members that the Board has requested a meeting with the approximately 20 MHAs in our service area to provide them information regarding our mandate and the work of the Board. He noted that he is meeting with MHA Pam Parsons next week regarding a matter for one constituent – this is not very productive but it will allow him to provide MHA Parsons information that should assist her going forward.

Mr. Kelly noted that implementation of service for the summer of 2016 as outlined in the briefing note will involve simply adding these areas to existing contracts. For example on the Southern Shore the collection contract already includes Horse Chops so it will simply involve informing the property owners in the area that service is beginning. This is similar for others included for 2016. We will have canvassers visit the properties in those areas and we will advertise in local media regarding service implementation. For those outlined to begin in the fall of 2016 or the winter of 2017, these may be added to existing contracts as well.

He continued that the biggest backlash will result from the new tenders proposed for 2017 as these are new service areas. Again we will canvass the areas and advertise in local media to inform property owners of service implementation. These areas include approximately 2,200 properties.

He noted that in response to Mr. Breen's point it is interesting that the provincial government has put the Board in place and provided its mandate but several newly elected MHAs seem to be asking for a change in the government's policy.

Regarding the timeline for the 2017 tenders – those tenders would have to go out this coming fall to meet the deadline for service.

Mr. Collins noted that several cabin areas on the Southern Shore are not included on the current list such as Freshwater Road, Cappahayden; Mobile Road; etc.

Mr. Grant stated that staff will work on ensuring all areas are included.

Ms. Roche suggested that information to property owners should get out in 2016 instead of 2017 so that the public is informed and ready for the service.

Mr. Kelly replied that staff is not proposing that service begin in those areas on January 1, 2017 but rather later in the year i.e. May or June.

Mr. Grant stated he suggests that the Board provide the public a three (3) to six (6) months' notice in advance of service implementation.

Ms. Dobbie stated that she does not see the need for such a long lead time for communications as the public already knows or should know that this service is coming.

Mr. Breen noted that he recommends starting the process for these service areas no later than July 1, 2016.

Mr. Hickman requested that staff continue to report to the Board as these areas are included for waste collection services.

- iv. Community Clean-ups and Access to Waste Recovery Facility Sites** – Mr. Hickman directed members to the briefing note included in today's meeting package (Appendix F). He noted that the Board has already approved a program to allow communities to carry on clean-up events in their towns and then bring the materials to the Board's waste recovery facilities. The purpose of these events is to encourage beach clean-ups, ditch clean-ups, etc. In the development of the implementation program for this initiative it became clear that we need to have very strict guidelines on the use of the waste recovery facility sites by the towns for this one-day event. Otherwise, the program will be abused. The committee is recommending the setting of a specific limitation that will be used as a guide with regards to how much waste will be accepted.

It was moved and seconded (S Hickman/J Dobbie) that the Board write each community it services to provide them a date for a one-day community clean-up event and to provide the community access to the nearest waste recovery facility for disposal of acceptable materials to a maximum of ten (10) metric tonnes at no charge to the community.

MOTION 2016-038: Carried (unanimously)

Mr. Bailey stated that the Town of Clarendville runs its "Yellow Bag Campaign" over several weeks and wonders if they will have access to the WRF for disposal for the duration of their program. He concluded that one day is not enough.

Mr. Kelly responded that the Yellow Bag Campaign would not qualify as it runs over several weeks and involves the town's staff. This one-day event is for community clean-up events performed by volunteers.

Mr. Grant reminded members that the Board pays the tipping fees on this material when it is moved to the Regional Waste Management Facility located at Robin Hood Bay (RHB). At this time, only one-day programs qualify. The Board will pick up the cost for a one-day community clean-up event up to a maximum of 10 metric tonnes. Any additional waste picked up in communities may be taken to RHB directly or the Board's transfer station and the town would be responsible for the tipping fees similar to metro communities.

Mr. Ellsworth noted that metro communities have to pay for all materials they dispose of at RHB – they do not get the 'free' disposal of 10 metric tonnes of materials from their community clean-ups.

Mr. Grant concluded that the Board will pay the tipping fees for a one-day community clean-up event up to a maximum of 10 metric tonnes.

c) Governance Committee – Meeting held April 5, 2016 – H Mallowney, Committee Chair

- i. Update on Board Clerk and Outreach Coordinator Position** – Mr. Mallowney noted that advertising of this position has closed and a total of 109 applications was received. A short list has been prepared and will be reviewed by the Governance Committee at its next meeting. This step was not anticipated but the committee felt that it should be involved in the final stages of the selection process for this position. Following the next committee meeting, interviews will be scheduled. It will most likely be late June before an offer is made.

Mr. Kelly noted that staff has prepared a short list of ten (10) candidates.

- ii. Southern Shore Municipal Collaboration Workshop, April 14, 2016 – Cancelled** – Mr. Mallowney noted that we had announced that there was going to be a Municipal Collaboration Workshop on the Southern Shore in April. The Board had agreed to support the event. However, the event was cancelled and we have not heard if the organizers will attempt to schedule a new date.

- iii. Members Requested Information on What Insurance Coverage is Available If Involved in a Motor Vehicle Accident While Attending a Board Meeting and/or Board Event** – Mr. Mallowney noted that the Board has been conducting a review of its insurance needs. This is a broad review to cover all aspects of the Board's insurance coverage. However, during the discussion it was asked if Board members had any specific coverage under any of its policies for the use of their personal vehicles while travelling to and from Board meetings.

In discussion with our insurance broker the response is basically your personal insurance policy will cover the accident first. If limits are exceeded, then the Board's insurance policy would

start. This is the case irrespective of it being Board business, etc. However, this does bring into focus that if you are attending an event on behalf of the Board it should be known and if possible some recognition that you are attending an event on behalf of the Board. Motion at a Board meeting or email approval from the Chairperson or CAO is recommended.

In addition if travelling for a conference, etc., and you are renting a vehicle, the advice of our insurance broker is to accept the Loss Damage Waiver of the rental company and to not rely on your credit card insurance, etc., for protection. There is also no coverage under any of our current policies for rental of vehicles.

iv. Board Member Election for Southwest Avalon area – Mr. Mullooney noted that the election process has begun for the Southwest Avalon area as Mr. William Woodman resigned in February. Letters and emails were sent mid-April to all towns and local service districts asking for nominations. The closing date for nominations is Monday, May 30, 2016 which means communities will have had six (6) weeks to decide if they want to nominate someone. All names of nominees will be posted to our website. Each town or local service district has been advised that they have one vote and to check our website and submit their vote for one of the nominees by the end of June 2016.

v. SWANA Canadian Waste Resource Symposium, Halifax – April 25-29 – Mr. Mullooney reported that he recently attended the Canadian Waste Resource Symposium in Halifax along with Mr. Bailey, Ms. Dobbie, Mr. Kelly and Ms. Dean. The symposium was very informative particularly the tours of waste facilities. Especially interesting was the tour of a construction and demolition (C&D) materials processing facility where some value-added products are being produced using the C&D waste. It was clear that the tipping fee is essential for the facility's break-even point.

Mr. Kelly added that the C&D processing was very labour intensive but the facility does make use of some materials for products to sell such as animal bedding that includes wood chips mixed with gypsum. This is a huge seller as it solves the issue of mastitis for many farm animals. This is one example of the products being produced. The company is very interested in visiting the province as there may be opportunities for them here.

5. New Business

a. Award of Household Hazardous Waste (HHW) Tender

Mr. Kelly stated that the recommendation to award the HHW tender usually comes from the Finance & Audit Committee; however, because of the change of meeting dates, we need to have this tender considered and approved before the next committee meeting is scheduled to take place.

As members know, each year the Board has undertaken a mobile HHW collection program. The intent of this program is to provide an opportunity for safe and responsible disposal of HHW

materials at multiple locations across the region. In partnership with local volunteer fire departments we will hold a one-day HHW drop-off event. Each volunteer fire department will receive a honourarium of \$1,000 for their participation in staffing the event for the day. In 2016 we are proposing 29 locations across the region.

The overall budget for this program is \$120,000 and includes the waste collection contract, the honouraria for the fire departments and advertising of the events.

In 2015, the Board held 31 events at approximately \$2,000 per event. This year the lowest bid was approximately \$1,600 per event for 29 events. The same company as last year is the lowest bidder.

It was moved and seconded (D Breen/D Lane) that the Board proceed with the award of contract for the provision of collection, transportation and disposal of materials collected at mobile household hazardous waste events for 2016 to DBA/Terrapure Environmental at \$47,500.00 plus HST.

MOTION 2016-039: Carried (unanimously)

- b. Impact of Increase in Harmonized Sales Tax (HST)** – Mr. Grant stated that the Cities of St. John’s and Corner Brook have completed a cost analysis on the impact of the increase in HST of 2%. He asked if the Board’s staff would be completing a cost analysis for the impact on the Board.

Mr. Kelly replied that no cost analysis has been completed but the biggest impact on the Board will be for fuel consumption for its waste collection fleet. At this time, the Board spends approximately \$40,000 monthly on fuel. Not only will the increase in HST impact the fuel cost but the increase of \$0.16 per liter will be the largest increase for the Board. In addition, all collection contracts and the purchase of supplies will increase by 2%.

Mr. Mullaney asked if any of the Board’s contractors have approached the Board regarding the increase to fuel costs and HST.

Mr. Kelly replied that he has not heard from any contractor. All the Board’s contracts include a fuel escalation clause which may have to be factored in.

- c. Town of Whitbourne and Proposed Composting Facility at Argentic Access Road** – Mr. Grant stated that the Town of Whitbourne is holding a public meeting regarding a proposed industrial composting facility at Argentic Access Road. The town initially thought that this facility was being proposed by the Board; however, we have confirmed with the town that the facility is not the Board’s.

Mr. Kelly confirmed that the proposed composting facility is currently undergoing the environmental assessment process. This facility is a private operation that will process organic waste such as mink farm offal, spent hens, dead birds, carcasses, etc. The public meeting is a requirement of the environmental assessment process.

Mr. Grant stated that the Town of Whitbourne had asked the Board to have representation at the meeting; however, as the facility has nothing to do with the Board, no one will be attending the public meeting on behalf of the Board.

6. Next ERSB Meeting – June 1, 2016

The next meeting of the Eastern Regional Service Board will take place on **Wednesday, June 1, 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 April 2016:

- Finance & Audit Committee – Wednesday, May 11, 2016 at 12:00 noon, EWM Boardroom
- Strategy & Policy Committee – Thursday, May 12, 2016 at 10:00 a.m., EWM Boardroom
- Governance Committee – Tuesday, May 17, 2016 at 10:00 a.m., EWM Boardroom

7. Adjournment

It was moved by S Whalen to adjourn the meeting at 8:20 p.m.

*Prepared by:
Lynn Tucker
May 11, 2016*

APPENDIX

'A'

Eastern Regional Service Board
 BNK2 - Bank of Montreal - EW
 Cheques from 000001 to 004795 dated between 03-01-2016 and 03-31-2016

CHEQUE REGISTER

Printed: 2:55:12PM 04/08/2016

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Number	Issued	Amount	SC	Status	Status Date
004679	03/08/2016 Hanlon, Gerard	176.40	A/R	CLEARED	03/23/2016
004680	03/08/2016 Encon Group Inc.	5,570.42	G/L	CLEARED	03/16/2016
004681	03/08/2016 Director of Support Enforcement	222.00	G/L	CLEARED	03/16/2016
004682	03/08/2016 Acklands Grainger Inc.	131.98	A/P	CLEARED	03/16/2016
004683	03/08/2016 AMEC Foster Wheeler Environment & Infrastructure	30,917.88	A/P	CLEARED	03/16/2016
004684	03/08/2016 Brook Construction (2007) Inc.	133,145.64	A/P	CLEARED	03/16/2016
004685	03/08/2016 Around The Bay Disposals Inc.	39,875.12	A/P	CLEARED	03/16/2016
004686	03/08/2016 Bell Aliant	1,529.96	A/P	CLEARED	03/16/2016
004687	03/08/2016 Dodd's Diesel Repair Ltd.	6,047.46	A/P	CLEARED	03/23/2016
004688	03/08/2016 NATIONAL Public Relations	16,881.40	A/P	CLEARED	03/30/2016
004689	03/08/2016 T2 Ventures Inc.	142,229.41	A/P	CLEARED	03/16/2016
004690	03/08/2016 Cansel	423.75	A/P	CLEARED	03/16/2016
004691	03/08/2016 Christie Dean	1,712.03	A/P	CLEARED	03/16/2016
004692	03/08/2016 City of St. John's	53,744.96	A/P	CLEARED	03/23/2016
004693	03/08/2016 Coish's Trucking & Excavating Ltd.	9,004.01	A/P	CLEARED	03/16/2016
004694	03/08/2016 Colin Rideout	50.77	A/P	CLEARED	03/23/2016
004695	03/08/2016 Concord Enterprises Inc.	5,085.00	A/P	CLEARED	03/23/2016
004696	03/08/2016 D&L Russell Limited	353.97	A/P	CLEARED	03/23/2016
004697	03/08/2016 De Lage Landen Financial Services Canada Ltd.	286.42	A/P	CLEARED	03/23/2016
004698	03/08/2016 Dicks and Company Limited	342.62	A/P	CLEARED	03/16/2016
004699	03/08/2016 Dyna-Pro Environmental	371.05	A/P	CLEARED	03/16/2016
004700	03/08/2016 Ed Grant	109.99	A/P	CLEARED	03/16/2016
004701	03/08/2016 E K Lomond Auto Solutions Inc	10.12	A/P	CLEARED	03/16/2016
004702	03/08/2016 Gordon Stone	569.02	A/P	CLEARED	03/23/2016
004703	03/09/2016 Jonathan Miller	1,116.15	A/P	CLEARED	03/16/2016
004704	03/09/2016 Ken Kelly	13,087.39	A/P	CLEARED	03/16/2016
004705	03/09/2016 Leslie Squires	440.00	A/P	CLEARED	03/16/2016
004706	03/09/2016 Lynn Tucker	254.25	A/P	OUT-STD	03/09/2016
004707	03/09/2016 Mark Day	55.95	A/P	CLEARED	03/16/2016
004708	03/09/2016 M J Hickey Construction Ltd.	1,625.00	A/P	CLEARED	03/23/2016
004709	03/09/2016 Nexgen Municipal Inc.	283.49	A/P	CLEARED	03/16/2016
004710	03/09/2016 North Atlantic	21,962.59	A/P	CLEARED	03/16/2016
004711	03/09/2016 Northern Business Intelligence	2,733.52	A/P	CLEARED	03/16/2016
004712	03/09/2016 OMB Parts & Industrial Ltd. 1	169.15	A/P	CLEARED	03/23/2016
004713	03/09/2016 Parts for Trucks Inc.	305.10	A/P	CLEARED	03/16/2016
004714	03/09/2016 Pinnacle Office Solutions Ltd.	354.48	A/P	CLEARED	03/23/2016
004715	03/09/2016 Randy Reid	97.55	A/P	CLEARED	03/23/2016
004716	03/09/2016 Ridge G&P Services Ltd.	34,075.55	A/P	CLEARED	03/16/2016
004717	03/09/2016 Sam Pike Masonry Ltd.	596.35	A/P	OUT-STD	03/09/2016
004718	03/09/2016 Sam Whalen	286.92	A/P	CLEARED	03/16/2016
004719	03/09/2016 Saunders Equipment Ltd.	1,213.45	A/P	CLEARED	03/23/2016
004720	03/09/2016 Vardy Villa Limited	34,438.29	A/P	CLEARED	03/23/2016
004721	03/09/2016 WHSCC	33,774.90	A/P	CLEARED	03/16/2016
004722	03/11/2016 Cumby, Aaron	69.63	A/R	OUT-STD	03/11/2016
004723	03/11/2016 Guy Badcock	656.50	A/P	CLEARED	03/31/2016
004724	03/11/2016 Acklands Grainger Inc.	88.66	A/P	CLEARED	03/23/2016

** - Name on Check was modified

Eastern Regional Service Board
 BNK2 - Bank of Montreal - EW
 Cheques from 000001 to 004795 dated between 03-01-2016 and 03-31-2016

CHEQUE REGISTER

Printed: 2:55:12PM 04/08/2016

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Number	Issued	Amount	SC	Status	Status Date
004725	03/11/2016 Brook Construcion (2007) Inc.	139,282.18	A/P	CLEARED	03/16/2016
004726	03/11/2016 Fast Signs	2,478.55	A/P	CLEARED	03/23/2016
004727	03/11/2016 Kevin Butt	22.63	A/P	CLEARED	03/30/2016
004728	03/11/2016 Newfoundland Power Inc.	1,329.08	A/P	CLEARED	03/16/2016
004729	03/11/2016 Pro-Tech Construction Ltd.	7,700.49	A/P	OUT-STD	03/11/2016
004730	03/11/2016 S & S Supply Ltd.	132.78	A/P	CLEARED	03/23/2016
004731	03/11/2016 Wayde Higdon	187.66	A/P	CLEARED	03/23/2016
004733	03/22/2016 Gollop, Ernest A.	345.00	A/R	OUT-STD	03/22/2016
004734	03/22/2016 Dodd's Diesel Repair Ltd.	23,101.83	A/P	CLEARED	03/31/2016
004735	03/22/2016 Tulk Tire & Service Ltd.	5,776.09	A/P	CLEARED	03/30/2016
004736	03/22/2016 Bell Mobility Inc.	1,438.21	A/P	CLEARED	03/31/2016
004737	03/22/2016 Christie Dean	79.49	A/P	CLEARED	03/31/2016
004738	03/22/2016 Conception Bay Auto & Tire Centre	635.63	A/P	OUT-STD	03/22/2016
004739	03/22/2016 D&L Russell Limited	59.94	A/P	OUT-STD	03/22/2016
004740	03/22/2016 Dicks and Company Limited	239.54	A/P	CLEARED	03/31/2016
004741	03/22/2016 E K Lomond Auto Solutions Inc	123.74	A/P	CLEARED	03/30/2016
004742	03/22/2016 Harvey & Company Ltd.	874.42	A/P	CLEARED	03/30/2016
004743	03/22/2016 Imperial Oil	207.84	A/P	OUT-STD	03/22/2016
004744	03/22/2016 Iron Mountain Canada	31.39	A/P	OUT-STD	03/22/2016
004745	03/22/2016 Ken Kelly	1,785.94	A/P	CLEARED	03/30/2016
004746	03/22/2016 North Atlantic	224.96	A/P	OUT-STD	03/22/2016
004747	03/22/2016 Nortrax Canada Inc.	872.14	A/P	CLEARED	03/31/2016
004748	03/22/2016 ORKIN Canada Corporation	337.87	A/P	OUT-STD	03/22/2016
004749	03/22/2016 Parts for Trucks Inc.	27.26	A/P	CLEARED	03/30/2016
004750	03/22/2016 Redline Automotive 0765	24.48	A/P	CLEARED	03/31/2016
004751	03/22/2016 Richard Warford	561.74	A/P	OUT-STD	03/22/2016
004752	03/22/2016 Royal Garage Ltd.	293.57	A/P	OUT-STD	03/22/2016
004753	03/22/2016 Sarah Burton	180.00	A/P	CLEARED	03/31/2016
004754	03/22/2016 Saunders Equipment Ltd.	2,559.45	A/P	OUT-STD	03/22/2016
004755	03/22/2016 Simms Garage Ltd.	310.92	A/P	OUT-STD	03/22/2016
004756	03/22/2016 SWANA	850.00	A/P	OUT-STD	03/22/2016
004757	03/22/2016 Transcontinental Atlantic Media Group G.P.	694.09	A/P	CLEARED	03/31/2016
Cheque Totals Issued:		789,244.96			
Void:		0.00			
Total Cheques Generated:		789,244.96			
Total # of Cheques Listed:		78			

** - Name on Check was modified

**EASTERN REGIONAL SERVICE BOARD
EASTERN WASTE MANAGEMENT**

**PAYROLL EXPENSE
MARCH 2016**

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

PREVIOUS MONTH

FEBRUARY 2016

Payroll – Staff (<i>2 pay periods – 32 employees</i>)	\$122,839.91
Payroll – Board (<i>20 members</i>)	\$ 0.00
Total Payroll (<i>32 employees</i>)	\$122,839.91
Payroll CRA Remittance (<i>Chq#4676</i>)	\$42,066.43
TOTAL GROSS PAYROLL	<u>\$164,906.34</u>



Canada Revenue Agency
Agence du revenu du Canada

STATEMENT OF ACCOUNT
FOR CURRENT SOURCE DEDUCTIONS

RECEIVED MAR 16 2016

Page 1 of 3

Statement of account as of
March 7, 2016

Account number
86109 6600 RP0001

Employer name
Eastern Regional Service Board

0001503

Balances on last statement		Current balances	
Amount paid for 2016	Assessed amount owing	Amount paid for 2016	Assessed amount owing
39,160.54Cr	0.00	81,226.97Cr	0.00

EXPLANATION OF CHANGES

Date	Description	Amount
Mar 3	Payment Feb 2016	Received Mar 2 2016 42,066.43Cr

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.



Canada Revenue Agency
Agence du revenu du Canada

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			

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

0610020006000000861096600RP000100000000000000000610027

1 2 2016 1 1 7

96

APPENDIX 'B'

Briefing Note – Appoint AMEC Foster Wheeler to design Whitbourne Maintenance Depot

The development of the Whitbourne Waste Recovery Facility (WRF) and the Maintenance Depot are underway. The design and construction contract for the WRF have been completed and the construction is scheduled to start April 18, 2016 weather dependent.

AMEC Foster Wheeler has been approved as the engineering consultant for the WRF project and they were the consultant on the development of the Clarendville Transfer Station.

We have had initial discussion with AMEC Foster Wheeler on the Maintenance Depot and have asked for a proposal for the work.

The design, tendering and construction management of the Maintenance Depot is projected to cost \$326,612 plus HST. The cost of the construction and materials is expected to be between \$1.4m and \$1.5m. Our budget for this project is \$1.7m.

Recommendation:

Appoint AMEC Foster Wheeler as the engineering consultant for the design, tender and construction management for the Whitbourne Maintenance Depot at a projected cost of \$326,612 plus HST.

APPENDIX

'C'

Briefing Note – Tender for Office Space

The Board tendered for 1,700 square feet of space in 2011 including offices, bathrooms, kitchenette, small boardroom with utilities and taxes included. The cost of the space was \$59,500 plus HST which is \$33.00 per square foot plus HST.

In 2013 we added an additional 675 square feet of space to accommodate additional office and storage space for a total of 2375 square feet. All of this space has been fully utilized.

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

In terms of guidance for the tender we would like direction on some specific criteria to be included in the document.

- Proximity to Outer Ring Road– for operational purposes we have established a criteria for ease of access to the main highway. The first priority is easy access for our operational vehicles visiting the main office to collect or drop off paperwork, vehicle parts and other equipment. Ease of access is also important for the public and we are trying to stay within the most travelled corridor for the region. This will allow the public to combine visiting the main office with other trips to major destinations shopping, hospital, Confederation Building, and airport. We are suggesting a maximum distance from the Outer Ring Road of 1.5 kms so that our garbage trucks and transport trucks do not have to navigate on congested streets in order to visit the main office.
- Proximity to Robin Hood Bay – for operational purposes we have established a criteria for distance to the regional landfill. Given the daily use of the regional landfill by our operational staff we often find managers and staff meeting at the regional landfill to address issues – mechanical as well as operational items. The criteria has been suggested of 17 kms and the previous tender had a criteria of 15 kms.
- Size of space – current leased space is 2375 and there have been expressions of concern with the overall size of the boardroom. We suggest increasing the size of the leased space to 2615 to include additional space in boardroom and some adjustments to two offices.
- Minimum number of parking spaces – the current staff complement, visiting public and the number of committee meetings that take place at the main office require a minimum level of parking be made available. Main office staff total 9 on most days and Committee meetings increase this to about 15. Suggest requiring a minimum of 15-17 spaces be dedicated to the ERSB. Previous tender 7 during day and 30 after hours.
- Requirement to provide outdoor signage on building and road sign post.
- Sheltered area to be designated for smoking other than at main entrance to building.

All other terms and conditions would be similar to previous tender.

APPENDIX

'D'

BRAND NARRATIVE

Making Things Better			
<i>Brand Promise</i>	We all have a responsibility to make things better.		
<i>Brand Story</i>	This is about more than services such as garbage collection. With the mandate and support of the provincial government, ERSB is here to help ensure modern and regionalized municipal service options are available to the people of Eastern Newfoundland. By working together to support and employ these services, we will leave our home in better shape for future generations than we found it.		
<i>Brand Pillars</i>	RELIABLE	COMMUNITY ORIENTED	PROGRESSIVE
<i>Proof Points</i>	No matter where you live in the eastern region of the province you can depend on ERSB to provide high quality municipal services options.	ERSB offers a number of municipal service options and tailors these services to the unique needs of each community. ERSB is committed to a customer service approach that emphasizes convenience and accessibility. Examples of this include curbside collection, mobile event collections, easy payment options and user-friendly facilities.	Every community in our region should have access to essential services that are of a high standard and quality. By taking a regional view, ERSB explores ways to make such municipal service options available to our communities at a price that would not be affordable for an individual community to consider. ERSB builds systems and facilities that ensure the long term health and safety of our residents and our environment.
<i>Customers</i>	<ul style="list-style-type: none"> You can count on us. We offer dependable municipal service options that are here to stay. We take our responsibility of delivering high quality municipal services seriously. We invest in modern equipment and facilities, skilled employees and processes to ensure our services are consistent, transparent and high quality. 	<ul style="list-style-type: none"> Your needs are our priority. Every community in the Eastern region has the right to have access to high quality municipal services and facilities. We know that every community is unique and that is why we offer customized solutions. If we make it easy to participate more people will, to the benefit of everyone in the community. Which is why we emphasize convenience and accessibility. 	<ul style="list-style-type: none"> We are finding ways to improve the health and safety of people and the environment through municipal services and facilities. Our regional approach provides high quality municipal service options and facilities that would not be affordable for communities to consider on their own. We are committed to discovering additional affordable, high quality, municipal services that continue to improve the quality of life for our customers, today and tomorrow.
<i>Provincial Government</i>	<ul style="list-style-type: none"> Your investments are in good hands. We have a proven track record as a dependable partner delivering quality municipal services options to the residents of the Eastern region of the province. 	<ul style="list-style-type: none"> We understand the unique needs of the communities of the Eastern region and are committed to offering high quality municipal services options that meet their needs. Our service model is built to deliver convenient and accessible municipal services that improve participation and ultimately change habits and expectations. 	<ul style="list-style-type: none"> We are committed to the long term health and safety of the residents and the environment of the Eastern region. We are excited to continue to work together to develop municipal service options for the residents of the Eastern region.

		<ul style="list-style-type: none">• Together we can make things better for people, communities and the environment in Eastern NL.	

APPENDIX

'E'

Briefing Note – Addition of new service areas

There are still a number of areas within the Eastern Region that do not have a curbside/roadside waste collection service. Many of these areas are unincorporated areas that have no organized entity to represent the area.

The Board has implemented service in similar areas in the past two years Salmonier Line, near Carbonear (Line Rd, Gunner's Marsh), Bristol's Hope, LaManche, Witless Bay Line, Gull Pond Road (Witless Bay), New Harbour Barrens, and others.

In an effort to complete the waste collection system and to provide equal service to all properties in the region the Board should decide on an implementation schedule for the remainder of the region.

There are three factors that will affect the approach and timing to implement service and these are as follows:

1. Under the *Public Tendering Act* an existing contract can be increased in value within certain thresholds depending on the value of the original contract. The increases are as follows:
 - Contract less than \$100,000 in value is \$15,000 maximum increase;
 - Contract greater than \$100,000 but less than \$500,000 maximum increase is \$15,000 or 10%; and
 - Contract greater than \$500,000 the maximum increase is \$50,000 or 5%.
2. These two tenders are coming up for renewal: Trinity Bay South/Centre expiring Sept 2016 and Isthmus / Southwest Arm expiring in 2017.
3. The time required to issue, evaluate and award a new tender.

Recommendation: To implement waste collection service in 2016 for these unserved areas using the method identified in the table below.

Service Ready to Implement Summer 2016	
No Contracting issues to be considered	
Southern Shore (Contracted)	
Horse Chops (already included in existing tender)	215
South West Avalon (Internal service)	
Highway 81 from Markland to Colinet Road	50
Argentia Access Road (Placentia Junction)	283
Carbonear and Area (Internal service)	
Chapel St across Hwy 70 from Carbonear	50
Extension of existing contracts	
Southern Shore (Contracted)	
Hell Hill Pond	Max 465
Cape Pond Road	
Birch Hill Pond	
Kingmans Cove (road)	
Old Shoe Cove (road) aka Southern Shore - Chance Cove	
Trinity Conception North (Contracted)	
Pittman's Pond 42	42
Western Bay Line 84	84
Perry's Cove 38	38
Clarenville (Contracted)	
New Burnt Cove	20
Conception Bay Centre (Contracted)	
Pottery Lane in Colliers	

Recommendation: To implement waste collection service in the fall of 2016 or 2017 for these unserved areas using the method identified in the table below.

Fall of 2016 or 2017	
Include in Re-tendered area (Contract Expiring Soon)	
Isthmus (Contracted)	
Fair Haven Road aka Grassy Point Pond	35
Trinity Conception South / Center (Contracted)	
Holiday Hill road beyond bridge	40
New Tender for 2017	
Roaches Line and area ex nine island pond road	193
Hodgewater line and Area ex Grasse Acres, Mackins	317
Peak Pond	93
Ocean Pond	555
Goulds Big Pond	50
Mahers	300
Brigus Junction	450
Middle Gull Pond	160
	2118

APPENDIX

'F'

Briefing Note: Policy to Allow One Day Use of WRF by Municipalities

Issue: Many Towns and service groups organize volunteer clean ups across their towns and they are looking for options for disposal.

Background:

When the WRF sites were designed the issue of funding the operations was based on the same model as the funding approach to the Residential Drop Off at Robin Hood Bay. The RDO was originally funded through a per capita fee assessed against the metro municipalities whose residents benefitted from the facility. The rationale was that even though an individual could theoretically drive in from Old Perican or Trepassey to drop off material the reality was that it would not happen. Therefore the landfill tipping fees that these communities pay should not fund the RDO. With the concept of WRF sites distributed across the region the service became accessible to all communities disposing of waste at RHB. In an effort to have the RDO funded through the landfill tipping fee and maintain the free residential service for bulk drop off it was agreed that as long as the facilities were for residential use only they would be funded by the landfill tipping fee.

Discussion:

With the closure of community dumps and the practice of excluding commercial users, including municipalities, from the use of the residential only Waste Recovery Facilities it has meant that volunteer based clean ups have to bring material to Robin Hood Bay for disposal.

In the past, particularly in summer, there are a large number of communities and volunteer groups that organize clean up events for ditches, parks and beaches. Often they neglect to identify how and where they will be getting rid of the waste that is collected. We have received numerous calls after the event asking when the "local dump" is open so that they can bring in the material that has been collected. We have also had numerous requests from communities to have access to the WRF sites on a regular basis.

There is a current policy adopted by the City and endorsed by the Board which allows charitable organizations to dispose of 50 metric tonnes of waste at Robin Hood Bay free of charge. This requires submission of request and proof of non-profit status.

Recommendation:

To allow the use of the WRF site on one day per year for the drop off of waste collected by volunteers as part of community clean up events for open spaces, beaches, parks and ditches. This will not be used for the clean up of commercial property. The date of the WRF opening will be set by the staff based on need and will be at minimum one in the Spring and one in the Fall of the year in each Sub-region. Guidelines for acceptance of bulk material at the WRF will apply.