



**BOARD OF DIRECTORS MEETING
MINUTES**

Meeting #74

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

Holiday Inn Express

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

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

Regrets: Councillor Bill Bailey
Councillor Hope Jamieson
Councillor Dave Lane
Mayor Gerald Snook
Councillor Gerard Tilley

Other Attendees: Ms. Lynn Tucker
Mr. Craig Drover
Ms. Christie Dean
Ms. Holly Coles
Ms. Leona Squires
Mr. Andrew Niblock
Ms. Lynnann Winsor

1. **Call to Order**

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

2. **Adoption of Agenda**

The Agenda was tabled for approval.

MOTION 2019-077

Moved By Mr. Whalen

Seconded By Mr. Collins

BE IT RESOLVED that the Agenda be adopted as tabled.

Carried Unanimously

3. **Review of Minutes**

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

MOTION 2019-078

Moved By Mr. Clarke

Seconded By Ms. Stoyles

BE IT RESOLVED that the Minutes from the previous meeting be adopted as tabled.

Carried Unanimously

4. **Committee Reports**

a. **Finance & Audit Committee**

Mr. Hickman delivered the ERSB Finance and Audit Committee report.

1. Board Expenditures

Board expenditures for the month of September 2019 was tabled for review and approval.

MOTION 2019-079

Moved By Mr. Hickman

Seconded By Mr. Willis

BE IT RESOLVED that the ERSB adopt the Boards Expenditures for September 2019 as tabled. **Carried Unanimously**

2. Incorporated Towns Payment Activity Report

The Incorporated Towns Payment Report for September was tabled for review. Mr. Hickman noted that collections are going well except for the Town of Aquaforte. Aquaforte has been behind on its payments for much of 2019 but did submit payment in July for the first six months of service provided this year.

Ms. Dean noted that a meeting has been scheduled for early December with the Town to review property numbers. Mr. Mullowney stated he will accompany her in this meeting.

3. Concept for Reduction of Service – Final Plan

A copy of the final plan for implementation of Ministerial directives was provided. The plan outlines the areas that the Board will withdraw services from effective December 31, 2019.

MOTION 2019-080

Moved By Mr. Hickman

Seconded By Mr. Whalen

BE IT RESOLVED that the ERSB adopt the Final Plan for Implementation of the Ministerial Directives, September 2019 as tabled and as agreed upon by the Minister of Municipal Affairs and Environment. **Carried Unanimously**

Mr. Froude joined the meeting at 7:05 p.m.

4. Draft Budget 2020 – Update

The 2020 budget was tabled at September's Board meeting and it was noted the possibility of an amendment following a decision on the Minister directives. An amended budget was included in the meeting package.

MOTION 2019-081

Moved By Mr. Hickman

Seconded By Mr. Whalen

BE IT RESOLVED that ERSB adopt the revised 2020 budget as tabled. The revised budget is necessary following an agreement with the Department of Municipal Affairs and Environment regarding changes to the Board's service delivery model for 2020.

Carried Unanimously

5. Fee Schedule 2020 – Update

Mr. Hickman noted the 2020 fee schedule includes a 10.9% increase in the tipping fees charged at Robin Hood Bay beginning April 1, 2020. This increase is necessary to ensure enough revenue to run the landfill and to provide for necessary capital upgrades.

Regular garbage tipping fee will go from \$67.70 to \$75.00 per metric tonne and recyclables from \$20.00 to \$22.00 per metric tonne. Property fee for waste services will be maintained at \$180 per household for 2020.

MOTION 2019-082

Moved By Mr. Hickman

Seconded By Mr. McDonald

BE IT RESOLVED that ERSB adopt the 2020 Fee Schedule as tabled.

Carried Unanimously

Ms. O'Leary joined the meeting 7:10 p.m.

6. Trinity Conception North Area Waste Collections Contract Renewal

Mr. Hickman noted the current waste contract for Trinity Conception North expires on March 31, 2020. The contract provides for two possible one-year extensions and, to date, one of the possible extensions has been exercised.

MOTION 2019-083

Moved By Mr. Hickman

Seconded By Mr. Whalen

BE IT RESOLVED that the ERSB issue a tender for waste collection services for the Trinity Conception North area beginning April 1, 2020.

Carried Unanimously

b. **Strategy & Policy Committee**

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

1. **Used Oil Regulation**

The Province has introduced a regulation for the safe disposal and recycling of used oil and glycol products. As part of this, a new Extended Producer Responsibility program has been approved by MMSB and implemented by the Used Oil Management Association – Atlantic division effective October 1, 2019.

This new program provides an opportunity for the Board to partner with other organizations to provide recycling opportunities. Staff recommend requesting changes to the Board's Certificate of Approval for the Whitbourne waste recovery facility and at the Clarenville Transfer Station to allow those facilities to accept materials associated with the used oil regulations beginning January 1, 2020 for a one-year pilot program.

MOTION 2019-084

Moved By Mr. Whalen

Seconded By Mr. Collins

BE IT RESOLVED that the ERSB request that Municipal Affairs and Environment allow changes to the Certificates of Approval for the Whitbourne Waste Recovery Facility and the Clarenville Transfer Station to run a one-year pilot program that would permit acceptance of used oil and glycol products. **Carried Unanimously**

2. **Provincial Waste Management Strategy Review Response from ERSB**

The response has been finalized and reviewed by the Chair and Vice Chair to be tabled at the next Strategy & Policy Committee meeting.

c. **Governance Committee**

Mr. Clarke delivered the ERSB Governance Committee report.

1. **Recruitment – Board Clerk and Outreach Coordinator**

The ERSB Selection Committee advertised internally and externally for the position. The position was awarded to Ms. Holly Coles who was promoted from the internal posting effective October 28, 2019.

2. Union Certification Process – Update

The Board continues to work through the process of union certification with its outside workers. Collective bargaining will most likely begin within a week.

3. Sponsorship at MNL Annual Conference and Trade Show

Similar to prior years, the Board is a sponsor at the MNL Annual Conference and Trade Show taking place on November 14–16, 2019 in St. John’s. Mr. Clarke invited Board members to attend the conference and assist with the ERSB tradeshow booth.

5. **Correspondence**

- a) Response from the Minister of Education Regarding School Recycling Programs for the Newfoundland and Labrador Eastern School District.

A copy of the response was provided to members. Mr. MULLOWNEY noted that the Minister stated initiatives to expand recycling programs are to be discussed with Mr. Tony Stack, Director of Education/CEO with the Newfoundland and Labrador English School District.

Ms. Dean noted that a meeting has been discussed with her contact at the Newfoundland and Labrador English School District.

Mr. Breen noted that he will reach out to Mr. Stack in hopes to provide an update for the next ERSB board meeting.

6. **New Business**

- a. Snow Clearing Tenders 2019-2020

It was noted that no bid had been submitted for snow clearing at the St. Joseph’s facility.

MOTION 2019-085

Moved By Mr. MULLOWNEY

Seconded By Mr. FROUDE

BE IT RESOLVED that the ERSB accept the lowest bid for each tender related to the 2019-2020 snow clearing at the Board’s waste recovery facilities and that the Board re-tender for snow clearing at the St. Joseph’s facility.

Carried Unanimously

b. Member Inquiry Regarding Fire and Water/Wastewater Services

Mr. Mallowney spoke to Mr. Collins inquiry for an update on fire and emergency services and the water/wastewater program. ERSB is currently corresponding with the Town of Holyrood as to whether or not they want the Board to continue collection of fees for fire and emergency services. The two-year pilot water/wastewater program is currently funded by the Province, but upon completion of the pilot project, communities would be responsible to fund the services, if continued.

7. **Upcoming Meetings**

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

Finance & Audit Committee – Thursday, November 7, 2019 at 12:30 p.m.

Strategy & Policy Committee – Tuesday, November 12, 2019 at 10:00 a.m.

Governance Committee – Wednesday, November 20, 2019 at 12:00 p.m.

Board of Directors – Wednesday, November 27, 2019 at 7:00 p.m.

8. **Adjournment**

MOTION 2019-086

Moved By Mr. Mallowney

Seconded By Mr. Korab

Seeing no further business to be discussed, BE IT RESOLVED that the meeting adjourned at 7:40 p.m.

Carried Unanimously

Leona Squires
Board Clerk – Temporary

Harold Mullooney
Board Chair

Eastern Regional Service Board

BNK2 - Bank of Montreal - EW

Cheques from 000001 to 008352 dated between 09-01-2019 and 09-30-2019

CHEQUE REGISTER

Printed: 2:20:30PM 10/24/2019

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Number	Issued	Amount	SC	Status	Status Date
008207	09/04/2019 Around The Bay Disposals Inc.	42,973.37	A/P	CLEARED	09/11/2019
008208	09/04/2019 Bell Aliant	1,889.67	A/P	CLEARED	09/18/2019
008209	09/04/2019 Channel 6 Ads	174.78	A/P	CLEARED	09/18/2019
008210	09/04/2019 Christie Dean	108.20	A/P	CLEARED	09/18/2019
008211	09/04/2019 Dicks and Company Limited	328.19	A/P	CLEARED	09/11/2019
008212	09/04/2019 GCR Tires & Service	574.61	A/P	CLEARED	09/18/2019
008213	09/04/2019 Gerard Tilley	1,045.82	A/P	CLEARED	09/11/2019
008214	09/04/2019 Glenn Clarke	165.21	A/P	CLEARED	09/18/2019
008215	09/04/2019 Holiday Inn Express & Suites	870.32	A/P	CLEARED	09/18/2019
008216	09/04/2019 Holly Coles	12.52	A/P	CLEARED	09/11/2019
008217	09/04/2019 Jenkins Anthony Inc.	4,546.15	A/P	CLEARED	09/11/2019
008218	09/04/2019 Kevin McDonald	115.18	A/P	CLEARED	09/11/2019
008219	09/04/2019 Leona Squires	15.73	A/P	CLEARED	09/11/2019
008220	09/04/2019 Lynn Tucker	1,402.58	A/P	CLEARED	09/11/2019
008221	09/04/2019 Miller IT Limited	483.00	A/P	CLEARED	09/11/2019
008222	09/04/2019 NL News Now	171.49	A/P	CLEARED	10/18/2019
008223	09/04/2019 Northern Business Intelligence	2,325.62	A/P	CLEARED	09/18/2019
008224	09/04/2019 OMB Parts & Industrial Ltd.	144.74	A/P	CLEARED	09/18/2019
008225	09/04/2019 ORKIN Canada Corporation	194.35	A/P	CLEARED	09/18/2019
008226	09/04/2019 Pat Singleton	5,500.00	A/P	CLEARED	09/30/2019
008227	09/04/2019 Provincial Ready Mix Inc.	1,948.74	A/P	CLEARED	09/11/2019
008228	09/04/2019 Ravenhill Group Inc.	11,588.01	A/P	CLEARED	09/18/2019
008229	09/04/2019 SaltWire Network Inc.	3,355.12	A/P	CLEARED	09/11/2019
008230	09/04/2019 Scope	909.13	A/P	CLEARED	09/11/2019
008231	09/04/2019 Scotia Recycling Inc	1,609.43	A/P	CLEARED	09/18/2019
008232	09/04/2019 T2 Ventures Inc.	190,312.67	A/P	CLEARED	09/11/2019
008233	09/04/2019 Woodman's Welding Ltd.	1,104.00	A/P	CLEARED	09/30/2019
008234	09/04/2019 Receiver General of Canada	125.00	G/L	CLEARED	09/25/2019
008235	09/04/2019 Carew, Frank & Betty Carew	15.00	A/R	CLEARED	10/18/2019
008237	09/18/2019 62167 Newfoundland and Labrador Inc	7,380.30	A/P	CLEARED	10/18/2019
008238	09/18/2019 Acklands Grainger Inc.	16.36	A/P	CLEARED	09/25/2019
008239	09/18/2019 Bell Mobility Inc.	1,499.97	A/P	CLEARED	09/30/2019
008240	09/18/2019 Channel 6 Ads	26.22	A/P	CLEARED	09/25/2019
008241	09/18/2019 Christie Dean	3,705.44	A/P	CLEARED	09/30/2019
008242	09/18/2019 City of St. John's	48,759.70	A/P	CLEARED	09/25/2019
008243	09/18/2019 D&L Russell Limited	30.15	A/P	CLEARED	10/18/2019
008244	09/18/2019 Dodd's Diesel Repair Ltd.	0.00	A/P	*VOID*	09/18/2019
008245	09/18/2019 Dodd's Diesel Repair Ltd.	13,696.73	A/P	CLEARED	09/30/2019
008246	09/18/2019 Eastern Machining & Welding Inc.	1,966.55	A/P	CLEARED	09/30/2019
008247	09/18/2019 E K Lomond Auto Solutions Inc	65.44	A/P	CLEARED	09/30/2019
008248	09/18/2019 Gerard Tilley	426.00	A/P	OUT-STD	09/18/2019
008249	09/18/2019 Harbour ELECTRIC Ltd.	2,316.91	A/P	CLEARED	09/30/2019
008250	09/18/2019 Imperial Oil	108.83	A/P	CLEARED	09/30/2019
008251	09/18/2019 Kevin Butt	25.60	A/P	CLEARED	09/30/2019
008252	09/18/2019 Leona Squires	19.74	A/P	CLEARED	09/25/2019
008253	09/18/2019 Leslie Squires	440.00	A/P	CLEARED	09/25/2019

** - Name on Check was modified

Eastern Regional Service Board

BNK2 - Bank of Montreal - EW

Cheques from 000001 to 008352 dated between 09-01-2019 and 09-30-2019

CHEQUE REGISTER

Printed: 2:20:30PM 10/24/2019

Page 2 of 2

Number	Issued	Amount	SC	Status	Status Date
008254	09/18/2019 Lynn Tucker	1,218.37	A/P	CLEARED	09/25/2019
008255	09/18/2019 McInnes Cooper	376.53	A/P	CLEARED	09/30/2019
008256	09/18/2019 Modern Business Equipment Limited	175.44	A/P	CLEARED	09/25/2019
008257	09/18/2019 Newfoundland Power Inc.	1,098.38	A/P	CLEARED	09/25/2019
008258	09/18/2019 Newfoundland Towing & Recovery	69.00	A/P	CLEARED	10/18/2019
008259	09/18/2019 North Atlantic	23,032.46	A/P	CLEARED	09/25/2019
008260	09/18/2019 OMB Parts & Industrial Ltd.	508.16	A/P	CLEARED	09/30/2019
008261	09/18/2019 Pitney Bowes	12.00	A/P	CLEARED	09/30/2019
008262	09/18/2019 Quikprint Services Ltd.	90.85	A/P	CLEARED	09/25/2019
008263	09/18/2019 SaltWire Network Inc.	295.55	A/P	CLEARED	09/25/2019
008264	09/18/2019 Scotia Recycling Inc	1,055.70	A/P	CLEARED	09/25/2019
008265	09/18/2019 T2 Ventures Inc.	22,723.56	A/P	CLEARED	09/25/2019
008266	09/18/2019 The Business Post	496.80	A/P	CLEARED	09/25/2019
008267	09/18/2019 Tulk Tire & Service Ltd.	7,102.72	A/P	CLEARED	09/25/2019
008268	09/18/2019 Tulk Tire & Service Ltd.	3,045.69	A/P	CLEARED	09/25/2019
008269	09/18/2019 Vardy Villa Limited	35,091.67	A/P	CLEARED	09/30/2019
008270	09/18/2019 O'Leary, Kevin	34.48	A/R	CLEARED	09/30/2019
008271	09/18/2019 Receiver General of Canada	125.00	G/L	CLEARED	10/18/2019
Cheque Totals Issued:		451,044.93			
Void:		0.00			
Total Cheques Generated:		451,044.93			
Total # of Cheques Listed:		64			

EASTERN REGIONAL SERVICE BOARD

PAYROLL EXPENSE

OCTOBER 2019

Payroll – Staff (<i>2 pay periods – 29 employees</i>).....	\$123,328.97
Payroll – Board (<i>18 members</i>)	<u>\$ 17,339.83</u>
Total Payroll (<i>47 employees</i>)	\$140,668.80
Payroll CRA Remittance	<u>\$39,042.89</u>
TOTAL GROSS PAYROLL	<u>\$179,711.69</u>

PREVIOUS MONTH

SEPTEMBER 2019

Payroll – Staff (<i>2 pay periods – 31 employees</i>).....	\$119,274.11
Payroll – Board (<i>19 members</i>)	<u>\$ 00,000.00</u>
Total Payroll (<i>31 employees</i>)	\$119,274.11
Payroll CRA Remittance	<u>\$ 34,601.27</u>
TOTAL GROSS PAYROLL	<u>\$153,875.38</u>

TOWNS PAYMENT ACTIVITY 2019 - As of October 7, 2019
(Towns include all incorporated towns and those LSDs who pay collectively)

CustCode	Town/Local Service District	Number of Units	Number of Units x \$180.00	Prior Year (Credit) Arrears	Total Invoiced	Payments Received	Balance	Amount Due by 05-Oct	Surplus (Arrears)	
TOWN503	Town of Arnold's Cove	535	\$96,300.00		\$96,300.00	\$ 86,670.00	\$9,630.00	\$ 86,670.00	0.00	PAD x 10
LSD00002	LSD of Mobile (E Dalley, Treasurer)	100	\$18,000.00		\$18,000.00	\$ 18,000.00	\$0.00	\$ 18,000.00	0.00	
TOWN301	Town of Come by Chance	118	\$21,240.00		\$21,240.00	\$ 21,240.00	\$0.00	\$ 21,240.00	0.00	
TOWN302	Town of Norman's Cove-Long Cove	333	\$59,940.00		\$59,940.00	\$ 53,946.00	\$5,994.00	\$ 53,946.00	0.00	
TOWN303	Town of Chapel Arm	256	\$46,080.00		\$46,080.00	\$ 41,472.00	\$4,608.00	\$ 41,472.00	0.00	
TOWN304	Town of Southern Harbour	184	\$33,120.00		\$33,120.00	\$ 29,808.00	\$3,312.00	\$ 29,808.00	0.00	
TOWN305	Town of Sunnyside	205	\$36,900.00		\$36,900.00	\$ 33,210.00	\$3,690.00	\$ 33,210.00	0.00	PAD x 10
TOWN502	Town of Chance Cove	148	\$26,640.00		\$26,640.00	\$ 23,976.00	\$2,664.00	\$ 23,976.00	0.00	PAD x 10
TOWN0401	Town of Aquaforte	71	\$12,780.00		\$13,003.65	\$ 6,390.00	\$6,613.65	\$ 11,703.29	-5,313.29	Interest applied
TOWN0402	Town of Bay Bulls	545	\$98,100.00		\$98,100.00	\$ 88,290.00	\$9,810.00	\$ 88,290.00	0.00	
TOWN0403	Town of Cape Broyle	277	\$49,860.00		\$49,860.00	\$ 44,874.00	\$4,986.00	\$ 44,874.00	0.00	PAD x 10
TOWN0404	Town of Fermeuse-Kingman's Cove	179	\$32,220.00	(0.02)	\$32,219.98	\$ 24,165.00	\$8,054.98	\$ 24,164.99	0.01	
TOWN0405	Town of Ferryland	272	\$48,960.00		\$48,960.00	\$ 48,960.00	\$0.00	\$ 48,960.00	12,240.00	
TOWN0407	Town of Renewe-Cappahayden	234	\$42,120.00		\$42,120.00	\$ 37,908.00	\$4,212.00	\$ 37,908.00	0.00	
TOWN0408	Town of St. Shott's	50	\$9,000.00		\$9,000.00	\$ 6,750.00	\$2,250.00	\$ 6,750.00	0.00	
TOWN0410	Town of Witless Bay	685	\$123,300.00		\$123,300.00	\$ 92,475.00	\$30,825.00	\$ 92,475.00	0.00	
TOWN0411	Town of Portugal Cove South	92	\$16,560.00		\$16,560.00	\$ 12,420.00	\$4,140.00	\$ 12,420.00	0.00	
TOWN0504	Town of Long Harbour-Mount Arlington Heights	196	\$35,280.00		\$35,280.00	\$ 31,752.00	\$3,528.00	\$ 31,752.00	0.00	PAD x 10
TOWN0505	Town of Fox Harbour	136	\$24,120.00	(180.00)	\$23,940.00	\$ 21,870.00	\$2,070.00	\$ 21,546.00	324.00	
TOWN0507	Town of St. Bride's	140	\$25,200.00		\$25,200.00	\$ 18,990.00	\$6,210.00	\$ 18,990.00	90.00	
TOWN0508	Town of Point Lance	47	\$8,460.00		\$8,460.00	\$ 6,345.00	\$2,115.00	\$ 6,345.00	0.00	PAD x 4
TOWN0509	Town of Branch	161	\$28,980.00		\$28,980.00	\$ 28,980.00	\$0.00	\$ 28,980.00	0.00	
TOWN0510	Town of Mount Carmel-Mitchell's Brook-St. Catherine's	299	\$53,820.00		\$53,820.00	\$ 40,365.00	\$13,455.00	\$ 40,365.00	0.00	
TOWN0511	Town of St. Joseph's	107	\$19,260.00		\$19,260.00	\$ 14,445.00	\$4,815.00	\$ 14,445.00	0.00	PAD x 4
TOWN0512	Town of Admiral's Beach	82	\$14,760.00		\$14,760.00	\$ 11,808.00	\$2,952.00	\$ 13,284.00	-1,476.00	
TOWN0513	Town of Gaskiers-Point La Haye	144	\$25,920.00		\$25,920.00	\$ 23,328.00	\$2,592.00	\$ 23,328.00	0.00	
TOWN0514	Town of Colinet	75	\$13,500.00		\$13,500.00	\$ 12,150.00	\$1,350.00	\$ 12,150.00	0.00	PAD x 10
TOWN0515	Town of Riverhead	116	\$20,880.00		\$20,880.00	\$ 18,792.00	\$2,088.00	\$ 18,792.00	0.00	
TOWN0516	Town of St. Mary's	222	\$39,960.00		\$39,960.00	\$ 35,964.00	\$3,996.00	\$ 35,964.00	0.00	
TOWN0517	Town of St. Vincent's-St. Stephen's-Peter's River	213	\$38,340.00		\$38,340.00	\$ 34,506.00	\$3,834.00	\$ 34,506.00	0.00	PAD x 10
TOWN0601	Town of Whiteway	163	\$29,340.00		\$29,340.00	\$ 26,406.00	\$0.00	\$ 26,406.00	2,934.00	
TOWN0602	Town of Heart's Delight-Islington	409	\$73,620.00		\$73,620.00	\$ 66,258.00	\$7,362.00	\$ 66,258.00	0.00	
TOWN0603	Town of Heart's Desire	125	\$22,500.00		\$22,500.00	\$ 20,250.00	\$2,250.00	\$ 20,250.00	0.00	
TOWN0801	Town of Old Perican	323	\$58,140.00		\$58,140.00	\$ 52,326.00	\$5,814.00	\$ 52,326.00	0.00	
TOWN0802	Town of Bay de Verde	221	\$39,780.00		\$39,780.00	\$ 31,824.00	\$7,956.00	\$ 35,802.00	-3,978.00	
TOWN0804	Town of New Perican	162	\$29,160.00		\$29,160.00	\$ 26,244.00	\$2,916.00	\$ 26,244.00	0.00	PAD x 10
TOWN0805	Town of Hart's Harbour	187	\$33,660.00		\$33,660.00	\$ 30,855.00	\$2,805.00	\$ 25,245.00	5,610.00	(12 equal pymts)
TOWN0806	Town of Heart's Content	239	\$43,020.00		\$43,020.00	\$ 32,655.00	\$10,365.00	\$ 32,655.00	0.00	
TOWN0807	Town of Winton	277	\$49,860.00		\$49,860.00	\$ 49,860.00	\$0.00	\$ 37,395.00	12,465.00	
TOWN0808	Town of Clarendville	2870	\$517,094.05		\$517,094.05	\$ 387,944.05	\$129,150.00	\$ 387,820.54	123.51	
TOWN0003	Town of Clarke's Beach	592	\$106,560.00		\$106,560.00	\$ 106,560.00	\$0.00	\$ 106,560.00	0.00	
TOWN0809	Town of Wabana	1222	\$219,960.00		\$219,960.00	\$ 197,964.00	\$21,996.00	\$ 197,964.00	0.00	PAD x 10
13012		2,342,294.05	-180.02	2,342,337.68	2,001,539.05	340,798.63	1,978,519.81	23,019.24		

TOWNS ACTIVITY - INVOICED MONTHLY (Jan - Dec 2019)

CustCode	Town/USD	No. Properties	Prior Year		Total		Payments Received	Outstanding Balance	Surplus (Arrears)
			Balance	Invoices 2019	Invoices 2019	Received			
TOWN0205	Town of Holyrood	1035	37,063.37	114,213.49	113,249.56	38,027.30	(19,780.87)		
TOWN0203	Town of Colliers	285	3,251.62	33,441.36	32,963.40	3,729.58	-		
LSDOF202	LSD of Mansvale	225	2,440.68	24,912.25	24,546.00	2,806.93	-		
LSDOF201	LSD of Georgetown	135	3,183.77	15,678.59	15,578.30	3,284.06	(1,572.40)		
TOWN0001	Town of Carbonear	2150	85,932.07	202,534.25	288,466.32	-	-		
		3830	131,871.51	390,779.94	474,803.58	47,847.87	(21,353.27)		

2019 TOTAL ARREARS - INCORPORATED TOWNS \$ (30,644.56)

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

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Concept for Reduction of Services (Ministerial Directives)
MEETING DATE:	2019-10-17
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Lynn Tucker, Chief Administrative Officer
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

- It is recommended that the Board adopt the tabled *Final Plan for Implementation of the Ministerial Directives, September 2019*.

MOTION:

BE IT RESOLVED that the ERSB Finance & Audit Committee recommend that the Board adopt the Final Plan for Implementation of the Ministerial Directives, September 2019 as tabled and as agreed upon by the Minister of Municipal Affairs and Environment.

BACKGROUND/DISCUSSION:

- The Board has been working closely with the Department of Municipal Affairs and Environment (MAE) to develop a plan for the withdrawal of services on un-serviced roads in unincorporated areas as per the ministerial directives received in February and March 2019.
- The Board has reached an agreement to withdraw services from the affected areas as follows:
 - Service(s) will be withdrawn effective midnight, December 31, 2019;
 - Staff continues to work with MAE to identify roads not on the original list;
 - If 70 percent of the identified property owners in any one area requests the service, the Board would provide the service to all property owners in the area and all property owners in the area shall pay for the service(s).

ATTACHMENTS:

- Final Plan for Implementation of Ministerial Directives Respecting Un-Serviced Roads in Unincorporated Areas, September 2019.



**EASTERN REGIONAL
SERVICE BOARD**

**FINAL PLAN FOR
IMPLEMENTATION OF
MINISTERIAL DIRECTIVES
RESPECTING
UN-SERVICED ROADS IN
UNINCORPORATED AREAS**

SEPTEMBER 2019

The Eastern Regional Service Board (the Board) is pleased to provide the following plan for implementation of the Minister's directives of February and March 2019.

The Board has worked collaboratively with the Departments of Municipal Affairs and Environment as well as Transportation and Works to ensure that the un-serviced roads in unincorporated areas in the eastern region have been identified and included in this plan.

The Board looks forward to the Minister's response which will provide clarification of the Board's mandate going forward as well as direction regarding the provision of services on un-serviced roads in the unincorporated areas of the eastern region.

BACKGROUND

The Board had initially responded by providing an implementation plan that included three options as outlined below:

Option A – A voluntary system on un-serviced roads;

As noted in past correspondence and discussions, the Board has determined that this option is not feasible as the cost of service generally would not change but revenue would decrease significantly and maintaining current fees for remaining customers could not be achieved as directed.

Option B – Remove unincorporated areas from the regional system;

Option B as proposed would have removed all unincorporated areas from the eastern region's service area. In other words, the Board would not provide services outside of incorporated towns or local service districts. This option was the most feasible option for the Board; however, it would have included those properties on roads serviced by a level of government.

Option C – Implement a regional system in incorporated areas only (municipalities only);

Option C would increase the efficiency of the Board; however, the Department Municipal Affairs and Environment and the Board sees no merit in pursuing this option.

PLAN FOR IMPLEMENTATION OF MINISTER'S DIRECTIVES

Following collaboration with the Department of Municipal Affairs and Environment the Board has modified Option B to include only those areas with un-serviced roads in unincorporated areas.

Therefore, the Board is proposing the following plan:

1. Effective midnight, December 31, 2019 the Board will withdraw services from the following areas having un-serviced roads in unincorporated areas;

- a) Brigus Junction and all side roads
- b) Cape Pond Road and all side roads
- c) English Hill Road including Old Highway (Carbonear area)
- d) Glen's Cove
- e) Goulds Big Pond and Old Man's Pond and all side roads
- f) Goulds Pond and all side roads
- g) Hell Hill Pond and all side roads
- h) Horse Chops and all side roads
- i) Lamanche and all side roads
- j) Line Road and Gunner's Road and all side roads (Carbonear area)
- k) Mahers and all side roads
- l) Middle Gull Pond and all side roads
- m) Mobile First Pond and all side roads
- n) Ocean Pond, Hodgewater Pond and Leahy's Road and all side roads
- o) Old Prison Camp Road and all side roads (off Salmonier Line)
- p) Peak Pond and Reid's Pond and all side roads
- q) Placentia Junction and all side roads
- r) All side roads off Salmonier Line (excluding the LSD of Deer Park/Vineland Road):
 - i. Burry Heights Road (and all side roads)
 - ii. Way Points Wilderness Road
 - iii. Little Bull Pond Road (and all side roads)
 - iv. Bermuda Lake Road
 - v. Gilles Road
 - vi. Fern Hill Lane
 - vii. George Street West
 - viii. Fraser's Loop
 - ix. Governor's Park Road (and all side roads)
 - x. The Wild's Road (and all side roads)
 - xi. Penny Lane
 - xii. Hootersville Estate Road
 - xiii. Mill Lane
 - xiv. Pioneer Place
 - xv. Tobin's Pond Road
 - xvi. Belbin's Mill Pond Road (and all side roads)
 - xvii. Jimmy's Run (and all side roads)
 - xviii. Hender's Brook Road

- xix. Unmarked Road off Salmonier Line (located on right hand side located 0.3 km before Deer Park Road and 5.8 km from Vineland Road)
- s) Spread Eagle and all side roads
- t) Witless Bay Line including Old Witless Bay Line and all side roads

If additional un-serviced roads in unincorporated areas are identified, the Eastern Regional Service Board will review them with the Department Municipal Affairs and Environment to determine if they should remain in service.

TOTAL PROPERTIES AFFECTED BY PROPOSED WITHDRAWAL OF SERVICE = 3,602 or 11% of overall properties serviced by the Board.

2. Reinstatement/Continuation of Service(s):

The Board would provide services to any area noted above if 70 percent of the property owners identified in that area provides a request/response to have service(s) provided and/or continued.

If 70 percent of the identified property owners in any one area requests the service, the Board would provide the service to all property owners in the area and all property owners in the area shall pay for the service(s).

3. Fees Collection

For the areas listed in number one above, no further invoice for waste management services will be issued effective January 1, 2020.

The Board will not proceed to Small Claims Court to collect from those customers whose outstanding balance includes only 2019 fees and interest. For those customers the Board would set aside the 2019 accrued interest with payment in full of the 2019 fees.

However, those customers with an outstanding balance prior to January 1, 2019 are responsible to settle all outstanding fees and interest for services including 2019.

4. First Invoice for Newly Identified Property Owners

For newly identified customers the first invoice will begin at January 1, 2017 if service was available before that date or from the date of service implementation if later than January 1, 2017.

CONCLUSION

The Board is pleased to provide the plan outlined above for implementation of the Ministerial directives received February and March 2019. The Board has worked diligently to develop a plan that would meet the Ministerial directives as well as maintain the services for the remainder of the eastern region.

Once an implementation plan has been approved by the Minister the Board in conjunction with the Minister's office will provide information regarding the plan to all impacted customers in the affected service areas.

The Board looks forward to the Minister's response and we sincerely hope that we have provided all information required for the Minister's decision.

Harold Mallowney, Chairperson
Eastern Regional Service Board
September 30, 2019

**REVISED PLAN FOR IMPLEMENTATION
OF MINISTERIAL DIRECTIVES**

UPDATED LIST

**UN-SERVICED ROADS
IN
UNINCORPORATED AREAS**

PLAN FOR IMPLEMENTATION OF MINISTER'S DIRECTIVES



1. **Effective midnight, December 31, 2019 the Board will withdraw services from the following areas having un-serviced roads in unincorporated areas;**
 - a) Brigus Junction and all side roads **except for 1.6 km portion of road serviced by government***
 - b) Cape Pond Road and all side roads
 - c) English Hill Road including Old Highway (Carbonear area)
 - d) **Flat Rock Road (between Freshwater and Salmon Cove)***
 - e) Glen's Cove
 - f) Goulds Big Pond and Old Man's Pond and all side roads
 - g) Goulds Pond and all side roads
 - h) **Grassy Point Road (off Fair Haven Road)***
 - i) Hell Hill Pond and all side roads
 - j) **All side roads off Hodgewater Line***
 - k) Horse Chops and all side roads
 - l) Line Road and Gunner's Road and all side roads (Carbonear area)
 - m) Mahers and all side roads
 - n) Middle Gull Pond and all side roads
 - o) Mobile First Pond and all side roads
 - p) Ocean Pond, Hodgewater Pond and Leahy's Road and all side roads
 - q) Old Prison Camp Road and all side roads (off Salmonier Line)
 - r) Peak Pond and Reid's Pond and all side roads
 - s) Placentia Junction and all side roads
 - t) **All side roads off Route 73 - New Harbour Barrens Road***
 - i. **Old Track Road;**
 - ii. **Denny's Pond Road; and,**
 - iii. **Unnamed Road running along Gull Pond**
 - u) All side roads off Salmonier Line (excluding the LSD of Deer Park/Vineland Road):
 - i. Burry Heights Road (and all side roads)
 - ii. Way Points Wilderness Road
 - iii. Little Bull Pond Road (and all side roads)
 - iv. Bermuda Lake Road
 - v. Gilles Road
 - vi. Fern Hill Lane
 - vii. George Street West
 - viii. Fraser's Loop
 - ix. Governor's Park Road (and all side roads)
 - x. The Wild's Road (and all side roads)
 - xi. Penny Lane
 - xii. Hootersville Estate Road
 - xiii. Mill Lane
 - xiv. Pioneer Place
 - xv. Tobin's Pond Road
 - xvi. Belbin's Mill Pond Road (and all side roads)
 - xvii. Jimmy's Run (and all side roads)

- xviii. Hender's Brook Road
- xix. Unmarked Road off Salmonier Line (located on right hand side located 0.3 km before Deer Park Road and 5.8 km from Vineland Road)
- v) Spread Eagle and all side roads
- w) Witless Bay Line including Old Witless Bay Line and all side roads

If additional un-serviced roads in unincorporated areas are identified, the Eastern Regional Service Board will review them with the Department Municipal Affairs and Environment to determine if they should remain in service.

**Denotes areas added following initial plan as outlined in above paragraph.*

PLEASE NOTE FOLLOWING CHANGE:

- a) **Lamanche and all side roads** – *this area had been included as an un-serviced road; however, this area is in receipt of services and, therefore, waste collection will NOT be withdrawn at year end.*

2. Reinstatement/Continuation of Service(s):

The Board would provide services to any area noted above if 70 percent of the property owners identified in that area provides a request/response to have service(s) provided and/or continued.

If 70 percent of the identified property owners in any one area requests the service, the Board would provide the service to all property owners in the area and all property owners in the area shall pay for the service(s).

3. Fees Collection

For the areas listed in number one above, no further invoice for waste management services will be issued effective January 1, 2020.

The Board will not proceed to Small Claims Court to collect from those customers whose outstanding balance includes only 2019 fees and interest. For those customers the Board would set aside the 2019 accrued interest with payment in full of the 2019 fees.

However, those customers with an outstanding balance prior to January 1, 2019 are responsible to settle all outstanding fees and interest for services including 2019.

4. First Invoice for Newly Identified Property Owners

For newly identified customers the first invoice will begin at January 1, 2017 if service was available before that date or from the date of service implementation if later than January 1, 2017.

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	ERSB Budget 2020
MEETING DATE:	2019-10-24
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Craig Drover, Manager Corporate Services
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

It is recommended that Eastern Regional Service Board adopt the amended 2020 Budget as tabled; members should be aware that this Budget includes the operational impacts from the response from the Minister Municipal Affairs and Environment regarding the reduction of services to un-serviced roads/unincorporated areas. Members should also be aware that as well that the outcome of the Provincial Waste Management Strategy review may have significant and unforeseen impacts on the 2020 Budget.

MOTION:

BE IT RESOLVED that the ERSB adopt the revised 2020 budget as tabled. The revised budget is necessary following an agreement with the Department of Municipal Affairs and Environment regarding changes in the Board's service delivery model for 2020.

BACKGROUND/DISCUSSION:

- Consider an increase in the budget for Board remuneration/per diem - \$10,000 above current budget amount of \$100,000. The Board has not increased the per diem amount since 2015.
- Staff salary costs – regional waste operations has increased due to addition of one new position of casual site attendant at the Whitbourne Waste Recovery Facility; all positions considered filled with projected overtime included.
- Staff salary costs – waste collections have been reduced to zero as a result from the changes to service delivery.

- Purchased Services Administrative – increased for legal expertise. We foresee additional legal costs following outcome of ministerial directives and for the collective bargaining process.
- Regional Operations & Waste Recovery Facilities – Decreased significantly as the amount budgeted for fleet storage in Blaketown is no longer required and the Board will settle its lease payments for two grapple trucks purchased in 2011 in November 2019. Lease payments for new grapple trucks have been included in the 2020 budget. A reserve funding of \$200,000 is budgeted for 2020 to account for possible additional lease costs in 2020 or 2021 depending on the delivery timeline of the grapple trucks.
- Regional Transfer Station Clarenville – Increased as the amount budgeted for vehicle maintenance and operations as per actual expenses in current year.
- Household Hazardous Waste Program – Decreased to reflect actual program cost for 2019.
- Curbside Waste Collection Program – Removal of expenditures due to service delivery changes.
- Water/Wastewater Program – Provincial government provided funding of \$80,000 for May 2019 through March 31, 2021 to continue this program.
- Fire Protection – No change
- Capital ERSB – Landfill closures - \$300,000 is budgeted for the closure and remediation of the Bell Island landfill; however, to date the Board has not received funding notification from the Province. For Regional Equipment \$71,000 has been budgeted - \$30,000 has been included here for required maintenance at the Clarenville Transfer Station; \$10,000 is budgeted for tools at the Board's new depot at Whitbourne; and 2 sanders/spreaders at \$15,500 each is required – one for the Clarenville site and the other for the Whitbourne site for winter maintenance.
- Revenue is projected to remain the same overall for 2020 based on YTD experience with slight increases in the Clarenville Transfer Station tipping fee and transportation revenue for Clarenville Transfer Station. Interest revenue is down slightly based on 2019 experience. The Regional Landfill Tipping Fee Derived has decreased to \$3.3Million.

OTHER CONSIDERATIONS:

- As members are aware the Minister Municipal Affairs and Environment has issued directives to the Board to cease mandatory waste collection services on un-serviced roads/unincorporated areas. The Board continues to await the Provincial Waste Management Strategy report to determine any impacts on the Budget.

ATTACHMENTS:

- Final DRAFT Budget 2020

EASTERN REGIONAL SERVICE BOARD

2020 DRAFT BUDGET

	2020 Budget	2019 Budget	% Budget Change
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EXPENDITURES

Salaries			
Chair/Board Member Remuneration	\$ 100,000	\$ 100,000	0.0%
Salaries (Corporate Administration)	\$ 559,134	\$ 578,966	-3.4%
Salaries (Regional Waste Operations)	\$ 895,881	\$ 751,785	19.2%
Salaries (Internal Curbside Collections)	\$ -	\$ 400,372	-100.0%
Salaries (Water)	\$ 55,075	\$ 17,500	214.7%
Sub-total	\$ 1,610,090	\$ 1,848,623	-12.9%

Benefits			
Employment Insurance	\$ 26,309	\$ 35,167	-25.2%
CPP	\$ 61,938	\$ 76,359	-18.9%
WHSCC	\$ 80,000	\$ 95,000	-15.8%
Health & Life Benefits	\$ 22,925	\$ 23,954	-4.3%
RRSP	\$ 93,095	\$ 137,545	-32.3%
Sub-total	\$ 284,267	\$ 368,025	-22.8%

Transportation & Communications			
Board/Committee Local Travel & Meetings (mileage & expenses)	\$ 45,000	\$ 45,000	0.0%
Telephone	\$ 30,000	\$ 40,000	-25.0%
Staff Local Travel (mileage & expenses)	\$ 10,000	\$ 10,000	0.0%
Professional Development (Board)	\$ 35,000	\$ 35,000	0.0%
Sub-total	\$ 120,000	\$ 130,000	-7.7%

Supplies			
Insurance	\$ 135,000	\$ 135,000	0.0%
Office Expenses	\$ 80,000	\$ 80,000	0.0%
Bank Charges	\$ 40,000	\$ 40,000	0.0%
Sub-total	\$ 255,000	\$ 255,000	0.0%

Purchased Services Administrative			
Audit	\$ 31,200	\$ 23,000	35.7%
Professional Development Staff	\$ 33,000	\$ 33,000	0.0%
Professional Services-Legal,HR,IT,Engineering,etc.	\$ 120,000	\$ 60,000	100.0%
Sub-total	\$ 184,200	\$ 116,000	58.8%

Property, Furnishings & Equipment			
Office Space (gross lease, Majors Path)	\$ 86,000	\$ 86,000	0.0%
Computer Software/Software Licensing	\$ 12,000	\$ 6,000	100.0%
Photocopier Fees	\$ 4,000	\$ 5,000	-20.0%
Furniture & Equipment	\$ 25,000	\$ 25,000	0.0%
Sub-total	\$ 127,000	\$ 122,000	4.1%

	2020 Budget	2019 Budget	% Budget Change
Purchased Services Consultants			
Communications	\$ 120,000	\$ 120,000	0.0%
Sub-total	\$ 120,000	\$ 120,000	0.0%
Regional Operations & Waste Recovery Facilities			
Office Space Lease (Blaketown Yard)	\$ -	\$ -	0.0%
Snow Clearing - All WRF	\$ 65,000	\$ 40,000	62.5%
Site Maintenance - All WRF	\$ 50,000	\$ 30,000	66.7%
Old Perican WRF (TCNWM)	\$ 175,000	\$ 175,000	0.0%
WRF Compaction Trailer Lease Payments	\$ 170,000	\$ 170,000	0.0%
Vehicle Maintenance and Operations	\$ 380,000	\$ 390,000	-2.6%
Whitbourne Depot Utilities and Phones	\$ 25,000	\$ 25,000	0.0%
Sub-total	\$ 865,000	\$ 830,000	4.2%
CLARENVILLE REGIONAL TRANSFER STATION			
Utilities/phone	\$ 25,000	\$ 25,000	0.0%
Site Maintenance	\$ 35,000	\$ 35,000	0.0%
Vehicle Maintenance and Operations	\$ 219,143	\$ 200,000	9.6%
Tipping Fees At Regional Landfill for CTS	\$ 400,000	\$ 400,000	0.0%
Sub-total	\$ 679,143	\$ 660,000	2.9%
HOUSEHOLD HAZDORDOUS WASTE PROGRAM			
HHW Collection Contract and Fire Dept	\$ 80,000	\$ 90,000	-11.1%
Sub-total	\$ 80,000	\$ 90,000	-11.1%
CURBSIDE WASTE COLLECTION PROGRAM			
Maintenance Depot Costs Allocated to Curbside	\$ 30,000	\$ 30,000	0.0%
Internal Curbside Program	\$ -	\$ 650,000	-100.0%
Contracted Services	\$ 4,000,000	\$ 3,900,000	2.6%
Sub-Total	\$ 4,030,000	\$ 4,580,000	-12.0%
WATER/WASTEWATER TREATMENT PROGRAM			
Sub-Total	\$ 25,000	\$ -	
FIRE PROTECTION			
Sub-Total	\$ 18,500	\$ 18,500	0.0%
TRANSFERS TO RESERVE			
Regional Capital Reserve	\$ 200,000	\$ -	
Curbside Capital Reserve	\$ -	\$ -	
Operational Reserve	\$ -	\$ -	
Sub-Total	\$ 200,000	\$ -	

	2020 Budget	2019 Budget	% Budget Change
TOTAL EXPENSES	\$ 8,598,200	\$ 9,138,147	-6.3%
ERSB CAPITAL EXPENDITURES			
Landfill Closures	\$ 300,000	\$ 300,000	0.0%
Regional Equipment	\$ 71,000	\$ 220,000	-67.7%
Waste Collection Equipment	\$ -	\$ 415,000	-100.0%
Sub-Total	\$ 371,000	\$ 935,000	-60.3%

TOTAL OPERATING AND CAPITAL	\$ 8,969,200	\$ 10,073,147	-11.0%
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REVENUE			
Waste Collection Fees	\$ 4,590,000	\$ 5,100,000	-10.0%
Provision for Bad Debt	\$ (90,000)	\$ (90,000)	0.0%
Clareville Transfer Station Tipping Fees/Permit Fees/Etc.	\$ 190,000	\$ 175,000	8.6%
Transportation Charges - Clareville Transfer Station	\$ 60,000	\$ 50,000	20.0%
Fire Protection Services Fees	\$ 19,200	\$ 19,200	0.0%
Recyclable Metals and Electronics	\$ 75,000	\$ 75,000	0.0%
Interest	\$ 60,000	\$ 75,000	-20.0%
Miscellaneous Revenue	\$ 35,000	\$ 25,000	40.0%
Regional Landfill Tipping Fee Derived	\$ 3,300,000	\$ 3,339,572	-1.2%
HST Rebate	\$ 350,000	\$ 350,000	0.0%
Provincial Capital	\$ 300,000	\$ 300,000	0.0%
Reserve Funding	\$ -	\$ 635,000	-100.0%
Water / Wastewater Program	\$ 80,000	\$ 19,375	312.9%
TOTAL REVENUE	\$ 8,969,200	\$ 10,073,147	-11.0%

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	ERSB Fee Schedule 2020
MEETING DATE:	2019-10-30
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Lynn Tucker, Chief Administrative Officer
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

It is recommended that Eastern Regional Service Board adopt the 2020 Fee Schedule as tabled noting that the fee for disposal of regular household waste is increasing to \$75 per metric tonne and the fee for the disposal of recyclables is increasing to \$22 per metric tonne beginning April 1, 2020 through March 31, 2021.

MOTION:

BE IT RESOLVED that ERSB adopt the 2020 Fee Schedule as tabled.

BACKGROUND/DISCUSSION:

- The 2020 Fee Schedule includes a 10.9 percent increase in the tipping fees charged at the Regional Waste Management facility located at Robin Hood Bay (RHB).
- This increase is necessary to ensure enough revenue to run the landfill operations including a proper allotment for necessary capital upgrades.
- Currently the landfill is operating at a deficit.
- To return to break-even in one year would require a jump in the tipping fees of approximately 25 percent. Instead of a full jump in one year, a phased-in approach is being recommended.
- This means that the tipping fees will increase in smaller increments over the next three (3) years or up to and including 2022.
- In 2012 the Board had adopted a policy whereby the tipping fees would be increased according to the annual rate of inflation as per the Canadian Price Index (CPI); however, due to the significant increase in waste volumes at that particular time and for the next several years, the Board did not need to raise tipping fees.

- It is recommended that following 2022, the Board adhere to its policy of annual inflationary increases.
- The landfill reserve has been used to stabilize tipping fees over the past several years; however, the landfill reserve exists to fund necessary capital works projects for the landfill such as expansion of the landfill gas collection system, odour control, and leachate treatment, etc.
- The landfill reserve cannot continue to stabilize tipping fees as \$3.7 million of the reserve will be required for capital works projects over the next two years.
- It is the Board's responsibility to communicate the rate change at RHB. This will be done by sending correspondence to every community in the Eastern region as well as placing ads in local papers.
- The fee schedule is published to the Board's website annually when adopted.

ATTACHMENTS:

- 2020 Fee Schedule for Eastern Regional Service Board



2020 FEE SCHEDULE FOR EASTERN REGIONAL SERVICE BOARD & REGIONAL WASTE MANAGEMENT FACILITY AT ROBIN HOOD BAY Effective April 1, 2020 to March 31, 2021

ITEM/MATERIAL	FEE
Fire and Emergency Services Fees	
Per property fee for fire services in areas protected by ERSB	Up to \$120.00
Per commercial fire inspection	\$200.00
Per commercial fire inspection – subsequent visits within 12 months of initial visit - per event	\$50.00
Financial Services Fees	
Interest charged on overdue accounts, simple interest of 1.75% as of Jan 1 2019. Prior to Jan 1 2019 - interest of 2%, compounding monthly is applicable	1.75%
Non-sufficient funds charge per event	\$20.00
Small Claims Provincial Court Filing Fees	As charged by the Court
Process Server – per event	\$40.00
Waste Services Fees	
Per property fee for waste services	\$180.00
Return to collect waste not properly set out – per event	\$150.00
Regular Waste Disposal Fees	
Regular waste disposal fee at Clarendville Transfer Station and Robin Hood Bay per metric tonne	\$75.00
Recyclables disposal fee at Clarendville Transfer Station and Robin Hood Bay per metric tonne	\$22.00
Waste disposal permit for Clarendville Transfer Station or Robin Hood Bay	\$30.00
Clarendville Transfer Station Commercial Users/Discovery Regional Service Board <u>transportation fee</u> per metric tonne in addition to the regular waste disposal fee of \$75.00 per metric tonne	\$20.00
Asbestos (per metric tonne at Robin Hood Bay)*	
Asbestos (call to make arrangements prior to delivery to site)	\$130.00
Asbestos – Mixed Load (call to make arrangements prior to delivery to site)	\$260.00
Off the Road Tires (tires that are NOT included in the tire recycling program of the Province - per metric tonne)	
OTR – Off the Road Tires (call to make arrangements prior to delivery to site)	\$190.00
Rock (per metric tonne)*	
6 inches minus	Free
18 inches minus	\$22.00
18 inches plus	\$75.00
Concrete & brick (per metric tonne)*	
6 inches minus (reinforced or unreinforced)	Free
6 inches plus (reinforced)	\$75.00
18 inches minus (unreinforced)	\$22.00
18 inches plus (unreinforced)	\$75.00
Asphalt (per metric tonne)*	
6 inches minus	Free
18 inches minus	\$22.00
18 inches plus	\$75.00
Yard Waste (per metric tonne)**	
Contained in paper yard waste bags or loose	Free
Contained in plastic waste bags	\$75.00
Special Wastes (per metric tonne)	
Wastes requiring special handling (requires pre-approval and arrangements must be made prior to delivery to site)	\$130.00
International wastes	\$130.00

* The hauler will have to source separate the various sizes or pay a tipping fee on the entire load. Materials of this type are subject to visual inspection to determine applicable fee.

** Yard waste includes grass, leaves, sods, weeds, plant trimmings, and branches less than 1 inch diameter.

USEABLE FILL: Useable fill is material that can be used at the Clarendville Transfer Station or Robin Hood Bay sites. Size in the fill must not exceed 6 inches minus. Useable fill is accepted free of charge but depending on the volume the hauler will be required to float a loader/dozer to our site to stockpile the material. Bio-solids are not considered useable fill and the tipping fee applies. Haulers are advised to contact Clarendville Transfer Station or Robin Hood Bay prior to attempting to deliver these special waste streams and prior to bidding on tenders.

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Trinity Conception North Waste Collection Contract
MEETING DATE:	2019-10-17
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Christie Dean, Manager Waste Operations
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

Staff recommends that the second and final contract extension not be exercised and that the Board issue a tender for the Trinity Conception North area for waste collection and transportation services including regular weekly waste collection, bi-weekly recyclables collection and two annual curbside bulk waste collections.

MOTION:

BE IT RESOLVED that the ERSB Finance & Audit Committee recommend that the Board issue a tender for waste collection services for the Trinity Conception North area beginning April 1, 2020.

BACKGROUND/DISCUSSION:

- The waste collection contract for the Trinity Conception North (TCN) area expires on March 31, 2020.
- The contract provided for two possible one-year extensions and, to date, one of the possible extensions has been exercised.
- The current contracted annual unit cost is \$99.84 plus HST.
- The Board has been striving to ensure all service areas receive the same level of service including two (2) curbside bulk waste collections annually.
- The TCN contract provides for four (4) curbside bulk waste collections annually.
- This contract provided additional bulk waste collections for residents as the Board had not opened all its waste recovery facilities when the contract was initially awarded.
- The TCN area has access to three (3) waste recovery facilities located at Old Perlican, Harbour Grace and Cavendish.

- The Board currently provides services to 12 contract areas – 7 receive two bulk collections annually while 1 area receives three bulk collections annually.
- The anticipated increase in the annual household rate would be mitigated by bringing the TCN bulk waste collections in line with other contract areas.
- If a new tender is issued, the TCN area would receive three (3) bulk collections in 2020 and two (2) bulk collections annually for 2021 onward, allowing for the communities to ease into the reduction.

ATTACHMENTS:

- None

DRAFT

RECEIVED OCT 02 2019



Government of Newfoundland and Labrador
Department of Education and Early Childhood Development
Office of the Minister

EXC/19/9/804

September 27, 2019

Mr. Harold Mallowney, Chairperson
Eastern Regional Service Board
255 Major's Path, Suite 3
St. John's, NL A1A 0L5

Dear Mr. Mallowney:

I write in response to your letter dated September 9, 2019, regarding recycling programs for schools in the Eastern region.

In accordance with Section 75(1)(c) of the *Schools Act, 1997*, school boards are responsible for determining policy for the effective operation of primary, elementary and secondary schools in the district. This would include the establishment of a waste recycling program.

I note that many schools recycle waste plastic and aluminum cans. Any initiatives to expand recycling programs should be discussed with school district officials. As such, I have copied Mr. Tony Stack, Director of Education/CEO with the Newfoundland and Labrador English School District for consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "B. Warr", written over a large, stylized flourish.

HON. BRIAN WARR, MHA
District of Baie Verte-Green Bay
Minister

cc: Mr. Tony Stack

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Snow Clearing Tenders 2019-2020
MEETING DATE:	2019-10-30
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Christie Dean, Manager Waste Operations
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

It is recommended that Eastern Regional Service Board accept the lowest bid for each tender related to the 2019-2020 snow clearing at the Board’s waste recovery facilities and that the Board re-tender for snow clearing at the St. Joseph’s facility.

MOTION:

BE IT RESOLVED that the ERSB accept the lowest bid for each tender related to the 2019-2020 snow clearing at the Board’s waste recovery facilities and that the Board re-tender for snow clearing at the St. Joseph’s facility.

BACKGROUND/DISCUSSION:

- The Board issued tenders for snow clearing and sanding at six of the ten waste recovery facilities that it operates.
- The remaining waste recovery facilities will be either cleared by our internal staff, the onsite contractor or not be open during winter months.
- Unless otherwise noted, there was only one bid received for each location.
- Excluding facilities that were not tendered or no tender was received in 2018 the decrease from the winter of 2018-2019 to the coming winter 2019-2020 is approximately 9 percent overall.
- The low bid for each of the sites is detailed in below and is followed by Table 1 that compares the 2019-2020 tender prices to the tendered amounts from the previous four years.
 - Cavendish (2 bidders) – Lowest bidder: G. Groves & Sons Ltd., \$13,200 plus \$1,980 HST for a total of \$15,180;

- Renewals-Cappahayden (2 bidders) – Lowest bidder: Clowe’s Construction Ltd., \$3,590 plus \$538.50 HST for a total of \$4,128.50;
- Bay Bulls (3 bidders) – Lowest bidder: Harbour Construction Ltd., \$4,576.00 plus \$686.40 HST for a total of \$5,262.40;
- St. Joseph’s – No bidder;
- Placentia (3 bidders) – K.J.H. Dirt Works, \$4,799.96 plus \$719.99 HST for a total of \$5,519.95; and,
- Harbour Grace (1 bidder) – Concord Paving Ltd., \$14,900 plus \$2,235 HST for a total of \$17,135.

Table 1:

Location	2016-2017	2017-2018	2018-2019	2019-2020
Cavendish	\$7,349.00	\$13,200.00	\$15,705.00	\$13,200.00
Renews – Cappahayden	\$3,375.00	\$3,590.00	\$3,590.00	\$3,590.00
Bay Bulls	\$8,394.00	\$7,101.12	\$5,880.00	\$4,576.00
St. Joseph's	\$5,000.00	\$5,500.00	\$5,500.00	No bidder
Placentia	\$5,720.00	\$5,600.00	\$5,218.00	\$4,799.96
Harbour Grace	\$8,160.00	\$14,000.00	\$14,900.00	\$14,900.00
Sunnyside	no bid received	not tendered	\$24,750.00	not tendered
Whitbourne	internal resources	internal resources	internal resources	Internal resources
Clarenville	internal resources	internal resources	internal resources	Internal resources
Old Perlican	contractor responsibility	contractor responsibility	contractor responsibility	contractor responsibility

ATTACHMENTS:

- None