

EASTERN REGIONAL SERVICE BOARD

Minutes of Meeting #27

September 24, 2014

7:00 p.m.

Fairfield Inn & Suites by Marriott

199 Kenmount Road, St. John's

In Attendance:

Ed Grant, Chairperson
Harold Mallowney, Vice Chair/Southern Shore
Dave Aker, Mount Pearl
Bill Bailey, Clarenville & Isthmus
Wally Collins, St. John's
Bernard Davis, St. John's
Joy Dobbie, Trinity Bay South & Isthmus East
Jonathan Galgay, St. John's
Tom Hann, St. John's
Sandy Hickman, St. John's
Dennis O'Keefe, St. John's
Art Puddister, St. John's
Peggy Roche, Small Metro
Gordon Stone, Trinity Conception North
William Woodman, Southwest Avalon

Regrets:

Danny Breen, St. John's
Dave Lane, St. John's
Ken McDonald, Conception Bay South
Bruce Tilley, St. John's
Sterling Willis, Paradise

Other Attendees:

Ken Kelly, Chief Administrative Officer, Eastern Waste Management
Lynn Tucker, Manager Corporate Services, Eastern Waste Management
Kevin Power, Manager Waste Operations, Eastern Waste Management
Frank Huxter, Director (Acting), Waste Management Division, Municipal and Intergovernmental Affairs

1. Call to Order

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

2. Adoption of Agenda

Mr. Kelly requested that 'Tender for Shipping Containers' be added to tonight's agenda.

It was moved and seconded (B Davis/A Puddister) to adopt the agenda as tabled with the addition of Tender for Shipping Containers under item No. 4(a)(v).

MOTION 2014-048: Carried (unanimously)

3. Review of Minutes – September 3, 2014

It was moved and seconded (G Stone/H Mallowney) that the minutes of the September 3, 2014 meeting is adopted as tabled.

MOTION 2014-049: Carried (unanimously)

Mr. Grant stated the Board needs to have a discussion regarding a waste to energy where waste is used to generate energy. There is an interesting report available – *Landfill Gas Utilization Report* (February 2010) regarding the Regional Waste Management Facility located at Robin Hood Bay (RHB) – members may request a copy from Mr. Kelly if they are interested. The report concluded that at RHB, the recovery rate could support up to a 2 MW landfill gas to energy facility. With a completed collection system in place, up to 5 MW of power could be sustainable. The report does note that if a composting facility is implemented, the ultimate capacity that could be installed would likely reduce to 4 MW. A landfill gas utilization system would likely cost approximately \$2 to \$2.5 million per MW of capacity. This option has to be discussed by this Board.

4. Committee Reports

a. Finance & Audit Committee – S Hickman

- i. **Cheque Register, Payroll Summary, and Towns Payment Activity** – Mr. Hickman directed members to the Board’s cheque register and payroll summary for August that is included in tonight’s meeting package (Appendix A). In addition, members will note that the tracking of payments from incorporated towns does not have any areas for concern. On a high level, the projected revenue to date is \$3.3 million with about \$547,781 left to collect. Once we remove the amount owing by incorporated towns, we see that we have about \$183,000 remaining to be collected from individual property owners for the year.

Mr. Grant reiterated that the payments from towns is going well; however, the Board has delivered a *Statement of Claim* to the Town of Port Kirwan on the Southern Shore for outstanding waste management fees owed since 2011. The Board has tried to collect this money without success and the decision was made to proceed to small claims court for collection. He concluded that he would keep the Board abreast of this matter.

- ii. **Budget 2015** – Mr. Hickman directed members to the 2015 budget included in tonight’s meeting package (Appendix B). The highlights for the 2015 budget includes the following:
 - a) An increase in collection contracts because we are proposing services to several new areas i.e. Carbonear, Clarke’s Beach, Port de Grave, Bristol’s

Hope and Brigus. This is an additional \$1.2 million in contracts. Without the inclusion of these new contracts the Board's budget would have dropped for 2015.

- b) The transfer station for Clarendville is projected to start operations in the fall of 2015. The budget includes four (4) months of operation. This will include increased operational costs such as additional staff, vehicles and the associated payroll burdens of CPP, EI, benefits, maintenance and operation, etc.
- c) A salary increase of 4.25% is proposed for all staff. The inflation increase that was given in 2013 was 2.28%. The overall compensation package includes 7% of gross pay for a RRSP contribution which is below the municipal norm of 8.25%. In addition, the Board has capped its liability for sick leave at 12 days annually per employee which does not accumulate.
- d) In revenue we are projecting \$4.3 million in revenue from our collection contracts. This amount is above the cost projected for the service. We have included a contribution to reserve as an expense to balance the revenue with the cost. This balancing expense is \$366,000.
- e) The Board is reducing its funding that is derived from tipping fees at RHB slightly.
- f) The 2015 budget also includes spending of \$4.2 million in capital to complete the Clarendville Transfer Station, build the Whitbourne WRF and equipment depot and the Bell Island WRF as well as close landfills and purchase additional grapple containers if the pilot proves successful. The grapple containers and placement at sites has a budget of \$300,000. There is also \$20,000 in additional equipment and tools budgeted for the Whitbourne depot once it is built.
- g) The capital funds have been received by the Board from the province minus the 5% GST rebate amount.

Mr. Hickman concluded that the projected 2015 budget for RHB is estimated at approximately \$11 million. The overall budget for both RHB and the Board is \$14.5 million. This amount assumed that the Board would have a cost of \$3.5 million for 2015; however, with the Board's budget under \$3 million, this can be reduced accordingly. The City has an accumulated surplus of approximately \$10 million from operations and the Board has a surplus of approximately \$2.5 million.

Mr. Kelly noted that the revenue for the Board's curbside contracts is \$4.3 million with our costs just below \$4 million; therefore, to balance the costs it was decided to budget the difference of \$366,000 for an operating reserve. If this is not balanced, then it reduces the portion of revenue received from the tipping fee at RHB. The effect of this reduction is that the waste collection service would be subsidizing the regional costs that should be funded through the tipping fee.

Mr. Grant informed members that the Memorandum of Understanding (MOU) between the Board and the City of St. John's is finalized and the activities of the Board have been separated from RHB. We did not want RHB incurring expenses as a result of our curbside contracts. Mr. Grant concluded that things are in good

shape at RHB and discussion at the last committee meeting did not anticipate any increase in the tipping fee for 2015. In addition, the budget tabled tonight is in line with the Board's budgets of previous years.

Mr. Kelly stated that discussions at committee recommended the continued use of the Board's surplus to maintain the tipping fee at its current rate of \$67.60 per metric tonne.

Mr. Davis asked why there is such a large discrepancy between the 2014 actual figures and the budgeted totals for 2015.

Mr. Kelly responded that the 2014 actuals are for January through August – eight (8) months only. The budget is for 12 months.

Mr. O'Keefe asked what percentage is included for salary increases.

Mr. Kelly replied that 4.25% is budgeted for salary increases. Traditionally the Board has provided increases based on the Consumer Price Index (CPI); however, that would have been 2% and that is below this market at this time. In addition, a RRSP contribution is provided to permanent employees at 7% of gross salary and that is below today's standard. Therefore, the salary increase was adjusted based on these factors.

Mr. Grant confirmed that the current market increases for salaries are at 4% to 4.25%. He noted that there is nothing budgeted for new staff for 2015.

Mr. Kelly stated that the Collections Officer position has been included in the previous two budgets but has not been filled. However, the intent is to fill that position in 2015 to alleviate the workload for current staff involved in collections and the processing of small claims court cases.

Ms. Roche asked for clarification regarding the RRSP contribution. Can staff take this money at any time?

Mr. Kelly stated that the Board does not have a group RRSP plan. Rather the decision was made to provide staff a RRSP contribution of 7% of gross salary with every payroll payment. It is up to staff to manage this payment.

Mr. Hickman asked what the vacation entitlement is for the Board's staff.

Mr. Kelly responded that our part-time employees such as our Site Attendants at our waste recovery facilities are provided vacation pay of 4% as per the province's labour standards. Full-time staff is provided vacation pay at 6% which equates to 15 days of vacation entitlement annually and are allowed to carry over a maximum of 10 working days to the next calendar year. The CAO is provided vacation at 9.6% or at 25 days of vacation entitlement annually and is allowed to carry over a maximum of 10 working days to the next calendar year.

It was moved and seconded (S Hickman/B Davis) that the budget for 2015 is adopted as tabled.

MOTION 2014-050: Carried (unanimously)

- iii. **Setting of Tipping Fee for April 1, 2015 through March 31, 2016** – Mr. Grant noted that following budget deliberations the Committee did not anticipate any increase in the tipping fee for 2015.

It was moved and seconded (S Hickman/H Mallowney) that ERSB set the tipping fee at the Regional Waste Management Facility located at Robin Hood Bay for regular garbage at \$67.60 per metric tonne for the period of April 1, 2015 through March 31, 2016.

MOTION 2014-051: Carried (unanimously)

- iv. **Motions for Waste Collection Contracts** – Mr. Hickman noted that this item is a follow up from the September 3rd meeting where the decision was made to defer the award of several waste collection contracts. He continued that the recommendation is to award two of the waste collection contracts and to continue to defer the remaining two contracts.

Mr. Grant stated that the contractor who provided the best price for the Bay de Grave Area and the Southern Shore Area – T2 Ventures Inc. – has been a very good contractor and he recommends awarding these two (2) contracts.

However, the lowest bidder for the Carbonear Area and the Southwest Avalon Area has tried to undermine the work of this Board by offering communities in other areas a better price for garbage collection. This contractor is calling communities who agreed to participate in our tender and offering them a lower price for their garbage collection. He is not offering any recyclables collection – strictly black bag collection with no bag limit. Many communities are very confused and are wondering what to do. They have been reminded of the *Public Tender Act* and their responsibility to go to public tender; however, this contractor is telling them they do not need to worry about that as he will provide them monthly contracts for 36 months.

Mr. Grant continued that he is recommending that the Board award the contracts for the Bay de Grave and Southern Shore Areas and to continue to defer the award of the contracts for the Carbonear and Southwest Avalon Areas.

He concluded that this matter has been brought to the attention of the Department of Municipal and Intergovernmental Affairs (MIGA) and we await their response. In addition, a letter was sent to the towns included in the tender to confirm their participation before awarding these contracts and Mr. Kelly will speak to that.

Mr. Kelly stated that most of the communities have communicated that they are staying in the tender. At this time, the Town of Brigus is still undecided. Most communities on the Southern Shore have chosen to remain a part of the tender as are many communities in the Southwest Avalon Area. Members should note that the price proposed for the Southwest Avalon Area in this tender call is quite high in comparison with our current prices and, if awarded, would be our most expensive contract.

He continued that it seems the decision is whether we award these contracts to this contractor or do we consider doing this internally.

It was moved and seconded (D O’Keefe/T Hann) that ERSB award the tenders for multi-stream waste collection including recycling and bulk pick up for 36 months for the following:

- 1. Bay de Grave Area to T2 Ventures Inc. for \$589,860.00 including HST with the understanding that this price may change due to the Town of Cupids opting out.**
- 2. Southern Shore Area to T2 Ventures Inc. for \$1,352,610.00 including HST.**

MOTION 2014-052: Carried (unanimously)

Mr. Grant stated that for those contracts being deferred, Mr. Kelly has done an analysis to confirm that Eastern Waste Management (EWM) could provide this service internally at a more affordable price than what is being tendered. However, if the decision is made to provide this service internally, the Board will have some big decisions to make regarding if we will continue to provide the service indefinitely or if we provide this service for a set term and go from there. In addition, we have to think about equipment acquisition, staffing, etc.

Mr. Kelly noted that this is a common dilemma for many organizations – the balancing of contracts and internal delivery of service. To ensure the most competitive bids, many organizations including large municipalities such as the City of Ottawa, bid on their own tenders. This assures that contractors understand that the service may be provided internally and ensures competitive bids. However, if the decision is made to provide the service internally, it may be difficult to get out of that business later on. This is something to consider. The City of Ottawa approaches the bidding process with the city divided into zones – two (2) of those zones are done internally while all other zones may be contracted. Contractors never know what zones will be done internally so it ensures competitive responses. The decision to provide service internally is one that will require more consideration and discussion and a strategy would have to be developed. We have to think ahead regarding the positioning of this organization.

Mr. Aker noted that towns can decide to go with who they want for garbage collection. We need to look at how MIGA will help us to become the preferred service provider.

Mr. Kelly stated that all EWM contracts will have a “preferred bidders’ clause” from now on to ensure contractors cannot offer better prices to others over us. He continued that we are working with the Government Purchasing Agency regarding this matter as well as MIGA.

Mr. Huxter confirmed that discussions are being held at MIGA regarding this matter and what may be required in the legislation to assist the Board.

Mr. Aker stated that all risks must be weighed and the Board needs a strategy before getting into internal delivery of service.

Mr. Grant confirmed that the Board cannot force any community to participate in a tender in advance as they do not know the final costs. They cannot be expected to guarantee their participation without the price. He continued that if the Board does decide to provide service internally, it would have to be for a minimum of three (3) years. Staff could be hired for a three-year term and the capital costs of equipment could be recovered over the three years.

Mr. Kelly responded that three years would be the minimum contract term; however, five to seven years may be better in regard to mitigating the equipment costs.

Ms. Dobbie stated that at the last Board meeting, it was communicated that a meeting would be held with the contractor who is giving us difficulty. What was the outcome of the meeting?

Mr. Grant confirmed that they met with the contractor and he said all the right things in the meeting; however, he continued with contacting communities and offering them a better price after the meeting. Therefore, nothing changed. He noted that members do not need to provide a decision this evening regarding these contracts and the internal delivery of service. This is information for members to think about for our October meeting.

Mr. O’Keefe stated that government is ultimately responsible to support ERSB. We have been put in place by government and our mandate is provided by government.

Mr. Grant concluded that the contractor being discussed has set the *Provincial Waste Management Strategy* (PWMS) back for years. The difference in the price being offered by this contractor and EWM is \$3-\$4 per household annually - not a significant amount of money. Again, Mr. Grant noted that he is recommending deferral of the award of the contracts for the Carbonear and Southwest Avalon Areas.

Mr. Kelly noted that EWM continues to hold bid bonds for these four tenders. Will we release these?

Mr. Grant replied that he recommends release of the bid bonds for the tenders being awarded only. EWM should continue to hold the bid bonds for the Carbonear and Southwest Avalon Areas.

- v. **Tender for Shipping Containers for Collection of Electronic Waste at the Board's Waste Recovery Facilities (WRF)** - Mr. Kelly stated the EWM recently went to tender for the supply of shipping containers (40 feet) to be used at our waste recovery facilities for the collection of electronic waste. As members know, a pilot project is being run at the Bay Bulls WRF for the collection of electronics waste and the response has exceeded expectations. The Board has a mandate to divert materials and we can divert electronics from RHB by providing these containers at our WRFs. The Electronics Products Recycling Association (EPRA) will collect the materials from several WRFs.

Mr. Grant stated that he feels that EPRA should be paying for these containers especially in light of the recent media reports regarding a large surplus. We should meet with the EPRA.

Mr. Aker noted that the Board is covering the diversion costs while EPRA would be covering the recycling costs.

Mr. Kelly stated that our staff was delivering the electronics materials to the EPRA depot in Mount Pearl; however, the EPRA is now collecting from Bay Bulls due to the high volume of materials being received there.

He continued that the Board's mandate is diversion and at this time the public is separating electronics and dropping that material off at our WRFs. The WRFs need the right infrastructure to collect this material so that it can be recycled. Our costs would be for the shipping containers at \$4,200 plus HST each (Appendix C) in addition to the costs of preparing the ground for placement at the WRF.

Mr. Power stated that the overall costs would be approximately \$35,000 to \$50,000 to provide the containers and electronics waste collection service.

Mr. Grant stated that the Board should meet with EPRA again regarding financial assistance in the collection of electronics waste.

It was moved and seconded (D Aker/D O'Keefe) to award tender to S&S Supply Ltd. for seven (7) 40-foot shipping containers at the cost of \$4,200.00 each plus HST to be used at the Board's waste recovery facilities for the collection of electronic waste.

MOTION 2014-053: Carried (unanimously)

b. Strategy & Policy Committee – S Hickman

No meeting was held in September.

c. **Governance Committee – Mr. Mallowney**

No meeting was held in September.

5. New Business

- a. **MMSB Regional Forum, St. John's – October 22-24, 2014** – Mr. Grant stated that he will be attending the MMSB regional forum this fall. If anyone is interested in attending, they should let Mr. Kelly know.

Mr. Kelly stated that this year's regional forum is focused on training people to be compost operators. It is very much a hands-on forum for specific training.

- b. **MNL Convention, Corner Brook – October 9-11, 2014** – Mr. Grant stated that the MNL Convention is taking place in Corner Brook this fall and ERSB will not be attending and will not have a booth at the convention this year. The convention is being held in the western region and our information would not be relevant there.

- c. **Disposal of Used Tires** – Mr. Puddister asked how one should dispose of tires.

Mr. Kelly responded that the MMSB offers a tire collection service and RHB will take tires during a specific period each year. Otherwise, tire retailers usually hold used tires for disposal.

6. Adjournment

It was moved by J Dobbie to adjourn the meeting at 8:00 p.m.

*Prepared by:
Lynn Tucker
September 25, 2014*

APPENDIX

A

Eastern Waste Management
 BNK2 - Bank of Montreal - EW
 Cheques from 000001 to 003228 dated between 08/01/2014 and 08/31/2014

CHEQUE REGISTER

Printed: 1:07:52PM 09/08/2014

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Number	Issued	Amount	SC	Status	Status Date
003183	08/12/2014 AEM Human Resources Consulting	5,514.40	A/P	OUT-STD	08/12/2014
003184	08/12/2014 Around The Bay Disposals Inc.	40,037.33	A/P	OUT-STD	08/12/2014
003185	08/12/2014 Bell Aliant	1,118.09	A/P	OUT-STD	08/12/2014
003186	08/12/2014 Bell Mobility Inc.	1,076.66	A/P	OUT-STD	08/12/2014
003187	08/12/2014 Bruce Butt	125.00	A/P	OUT-STD	08/12/2014
003188	08/12/2014 Cabot Industries Limited	2,983.20	A/P	OUT-STD	08/12/2014
003189	08/12/2014 Christie Dean	188.18	A/P	OUT-STD	08/12/2014
003190	08/12/2014 De Lage Landen Financial Services Canada Ltd.	303.34	A/P	OUT-STD	08/12/2014
003191	08/12/2014 Dem Moran	125.00	A/P	OUT-STD	08/12/2014
003192	08/12/2014 Dodd's Diesel Repair Ltd.	354.93	A/P	OUT-STD	08/12/2014
003193	08/12/2014 Ed Grant	95.66	A/P	OUT-STD	08/12/2014
003194	08/12/2014 Imperial Oil	10,680.81	A/P	OUT-STD	08/12/2014
003195	08/12/2014 Joy Dobbie	1,006.68	A/P	OUT-STD	08/12/2014
003196	08/12/2014 Ken Kelly	583.65	A/P	OUT-STD	08/12/2014
003197	08/12/2014 Leslie Squires	550.00	A/P	OUT-STD	08/12/2014
003198	08/12/2014 Lynn Tucker	189.14	A/P	OUT-STD	08/12/2014
003199	08/12/2014 Mark Day	106.01	A/P	OUT-STD	08/12/2014
003200	08/12/2014 Nexgen Municipal Inc.	20,340.00	A/P	OUT-STD	08/12/2014
003201	08/12/2014 Peggy Roche	140.78	A/P	OUT-STD	08/12/2014
003202	08/12/2014 Pinnacle Office Solutions Ltd.	298.70	A/P	OUT-STD	08/12/2014
003203	08/12/2014 Ramada St. John's	1,920.38	A/P	OUT-STD	08/12/2014
003204	08/12/2014 Ridge G&P Services Ltd.	98,293.02	A/P	OUT-STD	08/12/2014
003205	08/12/2014 Royal Garage Ltd.	88.07	A/P	OUT-STD	08/12/2014
003206	08/12/2014 T2 Ventures Inc.	129,143.04	A/P	OUT-STD	08/12/2014
003207	08/12/2014 Wayde Higdon	122.40	A/P	OUT-STD	08/12/2014
003208	08/13/2014 Pro-Tech Construction Ltd.	7,700.49	A/P	OUT-STD	08/13/2014
003209	08/13/2014 Encon Group Inc.	2,275.68	G/L	OUT-STD	08/13/2014
003210	08/19/2014 Bill Bailey	658.43	A/P	OUT-STD	08/19/2014
003211	08/19/2014 City of St. John's	204.70	A/P	OUT-STD	08/19/2014
003212	08/19/2014 Coish's Trucking & Excavating Ltd.	9,004.01	A/P	OUT-STD	08/19/2014
003213	08/19/2014 Conception Bay Auto & Tire Centre	3,071.02	A/P	OUT-STD	08/19/2014
003214	08/19/2014 Dem Moran	125.00	A/P	OUT-STD	08/19/2014
003215	08/19/2014 Dicks and Company Limited	237.48	A/P	OUT-STD	08/19/2014
003216	08/19/2014 Dodd's Diesel Repair Ltd.	378.27	A/P	OUT-STD	08/19/2014
003217	08/19/2014 Harris Ryan	14,464.00	A/P	OUT-STD	08/19/2014
003218	08/19/2014 Iron Mountain Canada	30.96	A/P	OUT-STD	08/19/2014
003219	08/19/2014 Kerr Global Communications	908.35	A/P	OUT-STD	08/19/2014
003220	08/19/2014 Kevin Power	796.06	A/P	OUT-STD	08/19/2014
003221	08/19/2014 Newfoundland Exchequer Account	350.00	A/P	OUT-STD	08/19/2014
003222	08/19/2014 Nexgen Municipal Inc.	194.76	A/P	OUT-STD	08/19/2014
003223	08/19/2014 Pitney Bowes	195.03	A/P	OUT-STD	08/19/2014
003224	08/19/2014 Royal Garage Ltd.	29.36	A/P	OUT-STD	08/19/2014
003225	08/19/2014 Sylvia Meade	38.56	A/P	OUT-STD	08/19/2014
003226	08/19/2014 Transcontinental Atlantic Media Group G.P.	1,079.04	A/P	OUT-STD	08/19/2014
003227	08/19/2014 Receiver General of Canada	20,071.89	G/L	OUT-STD	08/19/2014

* - Name on Check was modified

Eastern Waste Management
 BNK2 - Bank of Montreal - EW
 Cheques from 000001 to 003228 dated between 08/01/2014 and 08/31/2014

CHEQUE REGISTER

Printed: 1:07:52PM 09/08/2014

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Number	Issued	Amount	SC	Status	Status Date
Cheque Totals Issued:		377,197.56			
Void:		0.00			
Total Cheques Generated:		377,197.56			
Total # of Cheques Listed:		45			

* - Name on Check was modified

REVISED

**EASTERN REGIONAL SERVICE BOARD
EASTERN WASTE MANAGEMENT**

**PAYROLL EXPENSE
AUGUST 2014**

Payroll – Staff.....	\$70,290.94
Payroll – Board.....	<u>\$00,000.00</u>
Total Payroll (22 employees).....	\$70,290.94
Payroll CRA Remittance (Chq#3227).....	<u>\$20,071.89</u>
TOTAL GROSS PAYROLL	<u>\$90,362.83</u>

Adjusted as initial report did not include RRSP total paid to each salaried employee.

PREVIOUS MONTH

JULY 2014

Payroll – Staff.....	\$70,503.66
Payroll – Board.....	<u>\$19,150.87</u>
Total Payroll.....	\$89,654.53
Payroll CRA Remittance	<u>\$26,741.33</u>
TOTAL GROSS PAYROLL.....	<u>\$116,395.86</u>

TOWNS PAYMENT ACTIVITY 2014 - As of August 31, 2014
(Towns includes all incorporated towns and those LSDs who pay collectively)

CustCode	Town/Local Service District	No. Properties	Total Invoiced	Payments Received	Balance	Amt to be paid by August 31	Surplus/Arrears
TOWN503	Town of Arnold's Cove	461	\$ 82,980.00	\$ 82,980.00	\$ -	\$ 66,384.00	\$ 16,596.00
DALLE401	LSD of Mobile (E Dalley, Treasurer)	100	\$ 24,545.40	\$ 18,545.40	\$ 6,000.00	\$ 19,636.32	\$ (1,090.92)
TOWN.301	Town of Come by Chance	118	\$ 21,240.00	\$ 16,992.00	\$ 4,248.00	\$ 16,992.00	\$ -
TOWN.302	Town of Norman's Cove-Long Cove	333	\$ 59,940.00	\$ 41,958.00	\$ 17,982.00	\$ 47,952.00	\$ (5,994.00) Sept pymt received
TOWN.303	Town of Chapel Arm	242	\$ 43,560.00	\$ 30,492.00	\$ 13,068.00	\$ 34,848.00	\$ (4,356.00)
TOWN.304	Town of Southern Harbour	184	\$ 33,120.00	\$ 23,310.00	\$ 9,810.00	\$ 26,496.00	\$ (3,186.00)
TOWN.305	Town of Sunnyside	200	\$ 36,000.00	\$ 25,200.00	\$ 10,800.00	\$ 28,800.00	\$ (3,600.00)
TOWN.502	Town of Chance Cove	148	\$ 26,640.00	\$ 18,648.00	\$ 7,992.00	\$ 21,312.00	\$ (2,664.00) PAD received Sept 5
TOWN0401	Town of Aqualorte	35	\$ 5,607.35	\$ 4,205.52	\$ 1,401.83	\$ 4,485.88	\$ (280.36)
TOWN0402	Town of Bay Bulls	513	\$ 82,187.73	\$ 65,750.16	\$ 16,437.57	\$ 65,750.18	\$ (0.02)
TOWN0403	Town of Cape Broyle	234	\$ 34,897.14	\$ 27,917.76	\$ 6,979.38	\$ 27,917.71	\$ 0.05
TOWN0404	Town of Fermeuse-Kingman's Cove	170	\$ 27,235.70	\$ 20,426.79	\$ 6,808.91	\$ 21,788.56	\$ (1,361.77)
TOWN0405	Town of Ferryland	220	\$ 35,246.20	\$ 35,246.20	\$ -	\$ 28,196.96	\$ 7,049.24
TOWN0407	Town of Renew-Cappahayden	223	\$ 35,726.83	\$ 28,581.45	\$ 7,145.38	\$ 28,581.46	\$ (0.01) Sept Pymt rec'd
TOWN0408	Town of St. Shott's	50	\$ 8,010.50	\$ 6,007.89	\$ 2,002.61	\$ 6,408.40	\$ (400.51)
TOWN0409	Town of Trepassy	319	\$ 51,106.99	\$ 40,885.60	\$ 10,221.39	\$ 40,885.59	\$ 0.01
TOWN0410	Town of Witless Bay	522	\$ 83,629.62	\$ 66,903.68	\$ 16,725.94	\$ 66,903.70	\$ (0.02)
TOWN0411	Town of Portugal Cove South	90	\$ 14,418.90	\$ 10,814.19	\$ 3,604.71	\$ 11,535.12	\$ (720.93)
TOWN0504	Town of Long Harbour-Mount Arlington	196	\$ 32,837.84	\$ 24,628.38	\$ 8,209.46	\$ 26,270.27	\$ (1,641.89)
TOWN0505	Town of Fox Harbour	138	\$ 23,481.83	\$ 17,562.58	\$ 5,919.25	\$ 18,785.46	\$ (1,222.88) Sept Pymt rec'd
TOWN0506	Town of Placentia	1900	\$ 318,326.00	\$ 254,660.80	\$ 63,665.20	\$ 254,660.80	\$ -
TOWN0507	Town of St. Bride's	146	\$ 24,647.60	\$ 18,591.00	\$ 6,056.60	\$ 19,718.08	\$ (1,127.08)
TOWN0508	Town of Point Lance	47	\$ 7,899.30	\$ 5,984.48	\$ 1,914.82	\$ 6,319.44	\$ (334.96)
TOWN0509	Town of Branch	161	\$ 27,285.44	\$ 20,000.00	\$ 7,285.44	\$ 21,828.35	\$ (1,828.35)
TOWN0510	Town of Mount Carmel-Mitchell's Brook	299	\$ 50,082.00	\$ 38,104.00	\$ 11,978.00	\$ 40,065.60	\$ (1,961.60)
TOWN0511	Town of St. Joseph's	107	\$ 18,001.54	\$ 13,501.17	\$ 4,500.37	\$ 14,401.23	\$ (900.06)
TOWN0512	Town of Admiral's Beach	83	\$ 13,918.36	\$ 8,929.28	\$ 4,989.08	\$ 11,134.69	\$ (2,205.41)
TOWN0513	Town of Gaskiers-Point LaHaye	141	\$ 23,710.36	\$ 16,597.21	\$ 7,113.15	\$ 18,968.29	\$ (2,371.08) Sept Pymt rec'd
TOWN0514	Town of Colinet	76	\$ 12,733.04	\$ 9,549.78	\$ 3,183.26	\$ 10,186.43	\$ (636.65)
TOWN0515	Town of Riverhead	114	\$ 19,199.24	\$ 13,565.44	\$ 5,633.80	\$ 15,359.39	\$ (1,793.95)
TOWN0516	Town of St. Mary's	223	\$ 37,473.56	\$ 28,210.17	\$ 9,263.39	\$ 29,978.85	\$ (1,768.68)
TOWN0517	Town of St. Vincent's-St. Stephen's-Pete	213	\$ 36,022.44	\$ 27,357.68	\$ 8,664.76	\$ 28,871.95	\$ (1,460.27) PAD Received Sept 5
TOWN0601	Town of Whiteaway	163	\$ 29,340.00	\$ 23,472.00	\$ 5,868.00	\$ 23,472.00	\$ -
TOWN0602	Town of Heart's Delight-Islington	409	\$ 73,620.00	\$ 55,215.00	\$ 18,405.00	\$ 58,896.00	\$ (3,681.00)
TOWN0603	Town of Heart's Desire	125	\$ 22,562.43	\$ 11,250.00	\$ 11,312.43	\$ 18,049.94	\$ (6,799.94)
TOWN0801	Town of Old Perlican	317	\$ 52,516.48	\$ 47,267.38	\$ 5,249.10	\$ 42,013.18	\$ 5,254.20
TOWN0802	Town of Bay de Verde	221	\$ 36,341.24	\$ 29,072.98	\$ 7,268.26	\$ 29,072.99	\$ (0.01)
TOWN0804	Town of New Perlican	147	\$ 23,901.46	\$ 19,124.18	\$ 4,780.28	\$ 19,124.17	\$ 0.01
TOWN0805	Town of Hant's Harbour	187	\$ 30,750.28	\$ 23,062.88	\$ 7,687.60	\$ 24,600.22	\$ (1,537.54)

TOWNS PAYMENT ACTIVITY 2014 - As of August 31, 2014

(Towns includes all incorporated towns and those LSDs who pay collectively)

CustCode	Town/Local Service District	No. Properties	Total Invoiced	Payments Received	Balance	Amt to be paid by August 31	Surplus/Arrears
TOWN0806	Town of Heart's Content	225	\$ 34,749.47	\$ 31,725.50	\$ 3,023.97	\$ 27,799.58	\$ 3,925.92
TOWN0807	Town of Winterton	227	\$ 45,549.88	\$ 34,162.39	\$ 11,387.49	\$ 36,439.90	\$ (2,277.51)
			\$ 1,701,042.15	\$ 1,336,455.72	\$ 364,586.43	\$ 1,360,833.72	\$ (24,378.00)

CONCEPTION BAY CENTER - TOWNS ACTIVITY - INVOICED MONTHLY

CustCode	Town/LSD	No. Properties	Total Invoiced	Payments Received	Balance	Amount Due to 31-Aug	Surplus/Arrears
TOWN0205	Town of Holyrood	1001	\$ 102,691.97	\$ 102,692.03	\$ (0.06)	\$ 102,691.97	\$ 0.06
TOWN0204	Town of Conception Harbour	323	\$ 33,393.33	\$ 29,174.29	\$ 4,219.04	\$ 33,393.33	\$ (4,219.04)
TOWN0203	Town of Colliers	285	\$ 29,901.98	\$ 29,901.98	\$ -	\$ 29,901.98	\$ -
LSD0F202	LSD of Marysville	225	\$ 23,011.23	\$ 23,011.23	\$ -	\$ 23,011.23	\$ -
LSD0F201	LSD of Georgetown	135	\$ 14,000.79	\$ 13,999.99	\$ 0.80	\$ 14,000.79	\$ (0.80)
		1969	\$ 202,999.30	\$ 198,779.52	\$ 4,219.78	\$ 202,999.30	\$ (4,219.78)

APPENDIX

B

Briefing Note – 2015 Budget

The highlights for these year's budget include the following:

1. An increase in collection contracts because we are now providing services to several new areas Carbonear, Clarke's Beach, Port de Grave, Bristols Hope and Brigus. This is an additional \$1.2 million in contracts. Without the inclusion of these new contracts the budget for the Board would dropped in 2015.
2. The Transfer Station in Clarenville is projected to start operations in the Fall of 2015. The budget includes 4 months of operation. This will include increased operational costs such as additional staff and the associated payroll burdens CPP, EI, Benefits etc...
3. A salary increase of 4.25% is proposed for staff. The inflation increase that was given in 2013 was 2.28%. The overall compensation package includes 7% of gross pay for an RRSP contribution which is below the municipal norm of 8.25% as well the Board has capped its liability for sick time at 12 days per employee which does not accumulate.
4. In revenue we are projecting \$4.3 million in revenue from the collection contracts. This is above the cost projected for the service. We have included a contribution to reserves as an expense to balance the revenue with the cost. If this is not balanced then it reduces the portion of revenue received from the tipping fee at Robin Hood Bay. The effective of this reduction is that the waste collection service would be subsidizing the regional costs that should be funded from the tipping fee. This balancing expense is \$366,000.
5. The Board is reducing its funding that is derived from the tipping fee at Robin Hood Bay.
6. The Budget for 2015 also includes spending \$4.2 million in capital to complete the Transfer Station in Clarenville, build the Whitbourne and Bell Island WRF sites, as well as close landfills and purchase additional grapple containers if the pilot proves successful.
7. The capital funds have been received by the Board from the Province minus the 5% GST rebate and the capital funds required for Board projects such as the grapple containers.

For the information of Board Members the projected 2015 budget for Robin Hood Bay is estimated at approximately \$11 million. The overall budget of \$14.5 million for both Robin Hood Bay and the Board assumed that the Board would have a cost of \$3.5 in 2015. With the Board budget under \$3m this can be reduced accordingly. The City has an accumulated surplus of approximately \$10m from operations and the Board has a surplus of approximately \$2.5m.

City of St. John's					
	2011 Actual	2012 Actual	2013 Actual	2014 Budget	2015 Budget
ERSB	\$ 530,328	\$ 1,936,831	\$ 2,454,906	\$ 2,952,326	\$ 3,500,000
Exp Total	\$13,440,451	\$10,258,696	\$12,559,312	\$13,963,422	\$14,456,658
Revenue	\$15,207,624	\$13,329,090	\$14,050,136	\$13,963,426	\$14,450,658
Surplus	\$ 1,767,173	\$ 3,070,394	\$ 1,490,824	\$ -	\$ -
Accummulated	\$ 5,391,877	\$ 8,462,271	\$ 9,953,095		

EXPENDITURES	2015 BUDGET	2014 BUDGET	YTD August 2014 ACTUAL	2013 Actual	% Change 2015 to 2014
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Salaries					
Charifsear Member Remuneration	\$ 80,000.00	\$ 60,000.00	\$ 42,730.02	\$ 77,930.00	-11.1%
Salary	\$ 367,608.30	\$ 346,933.42	\$ 528,705.44	\$ 607,739.54	2.5%
Actual Salary all Employees	\$ 447,008.30	\$ 436,933.42	\$ 572,495.46	\$ 645,669.54	2.5%
Benefits					
Employment Insurance	\$ 18,000.00	\$ 13,911.05	\$ 13,748.43	\$ 13,191.01	25.4%
RRSP	\$ 30,000.00	\$ 27,185.64	\$ 27,852.52	\$ 26,531.52	10.0%
WFSGC	\$ 2,000.00	\$ 2,000.00	\$ 17,685.25	\$ 20,953.22	0.0%
Health & Life Benefits	\$ 30,000.00	\$ 12,000.00	\$ 27,820.19	\$ 32,068.16	150.0%
RRSP	\$ 30,000.00	\$ 48,939.33	\$ 48,939.33	\$ 48,939.33	2.2%
Sub-total	\$ 152,000.00	\$ 125,940.22	\$ 75,988.32	\$ 87,512.12	20.7%
Transportation & Communications					
Committee Local Travel (mileage & e)	\$ 27,000.00	\$ 26,400.00	\$ 19,626.16	\$ 45,063.90	2.3%
Telephone	\$ 20,000.00	\$ 19,200.00	\$ 17,288.92	\$ 19,466.61	4.2%
Mobile	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	0.0%
Travel	\$ 20,000.00	\$ 22,300.00	\$ 6,026.72	\$ 19,270.79	-0.2%
Professional Development (Board)	\$ 25,000.00	\$ 25,000.00	\$ 16,368.02	\$ 12,588.66	0.0%
Sub-total	\$ 92,100.00	\$ 92,900.00	\$ 65,339.77	\$ 90,788.02	-0.9%
Supplies					
Insurance	\$ 60,000.00	\$ 24,200.00	\$ 15,804.00	\$ 31,280.00	147.9%
Office Expenses*	\$ 37,000.00	\$ 31,000.00	\$ 29,187.32	\$ 30,652.89	19.4%
Bank Charges	\$ 15,000.00	\$ 7,500.00	\$ 9,930.21	\$ 8,003.95	100.0%
Directors Professional Liability Insurance	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	0.0%
Sub-total	\$ 112,000.00	\$ 66,700.00	\$ 54,921.53	\$ 70,546.84	67.8%
Purchased Services Administrative					
Audit	\$ 40,000.00	\$ 20,000.00	\$ 47,723.99	\$ 29,673.75	100.0%
Meeting Space Throughout Region	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	-100.0%
Printing of Materials (reports)	\$ 2,499.96	\$ 2,499.96	\$ 2,499.96	\$ 2,499.96	-100.0%
Professional Development Staff	\$ 12,000.00	\$ 10,000.00	\$ 12,665.73	\$ 14,399.14	20.0%
Professional Services-Legal HR, IT, Etc	\$ 10,000.00	\$ 10,000.00	\$ 18,635.28	\$ 52,511.46	0.0%
Sub-total	\$ 62,000.00	\$ 44,999.96	\$ 79,025.00	\$ 95,584.35	39.3%
Property, Furnishings & Equipment					
Office Space (gross lease)	\$ 119,520.00	\$ 63,295.00	\$ 84,064.95	\$ 87,546.79	43.5%
Computer Software	\$ 4,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	33.3%
Software License	\$ 6,000.00	\$ 8,000.00	\$ 2,601.15	\$ 19,278.44	-100.0%
Photocopier Fees	\$ 10,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	100.0%
Furniture & Equipment	\$ 10,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	-80.2%
Sub-total	\$ 139,520.00	\$ 147,695.00	\$ 86,665.80	\$ 103,825.23	-5.3%
Purchased Services Consultants					
Communications	\$ 150,000.00	\$ 150,000.00	\$ 106,589.38	\$ 141,230.44	0.0%
Consulting	\$ 100,000.00	\$ 100,000.00	\$ 19,653.56	\$ 16,434.33	0.0%
Sub-total	\$ 250,000.00	\$ 250,000.00	\$ 126,242.96	\$ 157,664.77	0.0%

Includes a 4.26% increase
All Salaries included (Admin and Waste Ops) for Actual

Increased for Transfer Station Staff
Increased for Transfer Station Staff
Benefits for 2014 onwards incl Short Term Disability
7% of Gross Earnings - included in the actual above

Incl cost of Cite Mgs, Board Mgs plus travel
Misc. Expense have been reallocated to appropriate acc
WFSGC expenses
SMAANA Conference plus a study tour to NS Compost

Includes DMO, Commercial General and Vehicle Ins
Increased for office and credit card payments
Included in Insurance Above

Include in Committee and Local Travel
Include in Committee and Local Travel
2013 included Cevendish WRF, Termination of Contractor and land appraisals

Office space plus yard in Blaketown for equipment

Engineering audits

EXPENDITURES	2015 BUDGET	2014 BUDGET	2014 BUDGET	2014 ACTUAL	2013 Actual Unaudited	% Change 2015 to 2014	NOTES
Waste Recovery Facilities							
Salaries	\$ 531,811.03	\$ 504,801.56			\$ 22,809.48	0.0%	
Snow clearing all WRF	\$ 60,000.00	\$ 60,000.00			\$ 30,900.15	0.0%	2013 Snow Clearing was approx. \$30k - less bid bonds
Site Maintenance all WRF	\$ 50,000.00	\$ 50,000.00		\$ 11,421.34	\$ 117,052.31	0.0%	
Old Peirican WRF (TGNMVM)	\$ 108,048.10	\$ 108,048.10			\$ 39,489.15	0.0%	
WRF Compaction Trailer Lease Paymt	\$ 166,436.28	\$ 166,436.28		\$ 23,375.84	\$ 172,845.16	-32.0%	Not accurate Lease Payments are \$13,000 per month
Vehicle Maintenance and Operations	\$ 200,000.00	\$ 284,300.00		\$ 104,359.12	\$ 385,092.25	-5.7%	
Sub-total	\$ 1,116,295.41	\$ 1,183,585.94		\$ 139,155.40			
Transfer Station Clarenville							
Transfer Station Manager	\$ 20,885.54	\$ 36,084.38				-44.2%	Budget only operating for 4 months
T/S Site Attendant	\$ 11,139.70						
Highway Transport Operator	\$ 26,389.32						
Transfer Station Clarenville							
Transport cost	\$ 26,458.27	\$ 65,000.00				-59.3%	
Utilities/phones	\$ 1,959.34	\$ 9,000.00				-78.2%	
Snow Clearing	\$ 5,000.00	\$ 5,000.00				0.0%	
Site Maintenance							
Tipping Fees All Regional Landfill for	\$ 84,540.00	\$ 84,540.00		\$ 4,480.80		0.0%	
Reserve Fund							No Capital Reserve fund created
Sub-total	\$ 185,673.18	\$ 209,724.38		\$ 4,480.80		-11.5%	
Transportation Policy	\$ -	\$ 180,000.00		\$ -		-100.0%	
Household Hazardous Waste Program							
Contract and Honorarium	\$ 120,000.00	\$ 120,000.00		\$ 40,626.88	\$ 112,960.83	0.0%	2014 Actual is only part of the program costs
Collection Contracts							
Southwest	\$ 598,866.00	\$ 542,846.00		\$ 2,112,171.16	\$ 2,514,747.22	10.0%	Assumes that the tenders are awarded
Southwest Avalon	\$ 719,173.28	\$ 735,853.38			\$ 29,639.83	-2.3%	Assumes that the tenders are awarded
Trinity Conception North	\$ 400,211.78	\$ 400,211.78				0.0%	No Change
TBS and TBC	\$ 474,240.00	\$ 474,240.00				0.0%	No Change
Ishmus	\$ 417,690.48	\$ 417,690.48				0.0%	No Change
Southwest Arm	\$ 84,804.72	\$ 84,804.72				0.0%	No Change
Carbonair	\$ 421,493.16						
Day de Gue	\$ 659,058.60						
AVL units on contractors fleet	\$ 13,000.00	\$ 10,440.00		\$ 7,602.67	\$ 6,488.76	24.5%	New Contracts total \$1,244,810
Sub-Total	\$ 3,950,816.28	\$ 2,665,886.36		\$ 2,119,773.83	\$ 2,550,875.91	48.2%	without these 2015 Budget would actually go down by 2%
Contribution to Reserve	\$ 365,233.74						366,233.74
TOTAL EXPENSES	\$ 6,994,546.97	\$ 5,523,925.28		\$ 3,384,725.80	\$ 4,302,519.96	26.6%	
GENERAL ERSB							
TOTAL OPERATING AND CAPITAL	\$ 11,189,190.55	\$ 6,256,168.28		\$ 3,446,628.83	\$ 5,824,086.83	79.0%	Transfer Station \$5m Landfill Closures & WRF \$1.45m less deposits

EXPENDITURES

	2015 BUDGET	2014 BUDGET	2014 YTD August ACTUAL	2013 Actual Unaudited	% Change 2015 to 2014	NOTES
REVENUE						
Waste Collection Contracts	\$ 4,317,050.02	\$ 2,943,000	\$ 3,040,349	\$ 2,424,355	46.7%	
Provision for Bad Debt	-\$ 100,000.00	-\$ (91,620)			9.1%	
Transfer Station Clarendville	\$ 94,640.00	\$ 94,640			0.0%	
Transportation charges	\$ 13,606.00	\$ 28,000			-51.4%	
Recyclable metals	\$ 60,000.00	\$ 35,000	\$ 57,721	\$ 41,039	71.4%	
Interest	\$ 20,000.00		\$ 46,600	\$ 81,901		
Waste	\$ 3,000.00		\$ 2,918	\$ 32,462		
ERSB Surplus (Deficit) Previous Years						
Regional Landfill Tipping Fee Rebate	\$ 2,853,764.60	\$ 2,952,327	\$ 1,481,766	\$ 4,057,358	-3.0%	
HST Rebate						
Capital projects	\$ 186,046	144,000				
ERSB prior years						
ERSB 2014	\$ 126,816	159,821				
Provincial Capital - Carried from 2014	\$ 3,614,265.85		\$ 3,880,000			
TOTAL REVENUE	\$11,199,190.55	\$ 6,256,168	\$ 8,509,574	\$ 6,637,115	79.0%	Total Revenue before Tipping Fee Calc = \$8,559,25.95
TOTAL REVENUE	\$11,199,190.55	\$ 6,256,168.29	\$ 8,509,573.67	\$ 6,637,115.25	79.0%	

Revenue assumes that we award tenders \$180 for existing contracts and cost plus tipping for new.

APPENDIX

C

Eastern Waste Management
REQUEST FOR QUOTES

SUPPLY OF Forty Foot Shipping Containers

Closing Date and Time: Sept. 23, 2014 @ 2pm

Tender Description: Supply of Forty Foot Shipping Containers

Project Number: _____

Name	Base Bid	HST	Tender Total
S+S Supply Ltd.	\$4200 ⁰⁰ /each FOR OUR DEPT		
Oceanex	\$4500 ⁰⁰ /each (used)		
Oceanex	\$7500 ⁰⁰ /each (new)		



Kevin Power
Manager Waste Operations
Eastern Waste Management


Christie Dean
Lynn Archer
Witness