

EASTERN REGIONAL SERVICE BOARD

Minutes of Meeting #26

September 3, 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
Danny Breen, St. John's
Wally Collins, St. John's
Joy Dobbie, Trinity Bay South & Isthmus East
Sterling Willis, Paradise
Ken McDonald, Conception Bay South
Dennis O'Keefe, St. John's
Art Puddister, St. John's
William Woodman, Southwest Avalon
Bill Bailey, Clarenville & Isthmus
Tom Hann, St. John's
Dave Lane, St. John's
Gordon Stone, Trinity Conception North

Regrets:

Peggy Roche, Small Metro
Jonathan Galgay, St. John's
Bruce Tilley, St. John's
Sandy Hickman, St. John's
Bernard Davis, St. John's

Other Attendees:

Ken Kelly, Chief Administrative Officer, Eastern Waste Management
Kevin Power, Manager Waste Operations, Eastern Waste Management
Leona Squires, Payables Accounting Clerk, Eastern Waste Management
Frank Huxter, Director (Acting), Waste Management Division, Municipal Affairs
Stephen Colford, Manager – Waste and Recycling Division, City of St. John's

1) Call to Order

Mr. Ed Grant, Chairperson, called the meeting to order at 7:00 pm

2) Adoption of Agenda

**It was moved and seconded (H Mallowney/D Lane) to adopt the agenda as tabled.
MOTION 2014-038: Carried (unanimously)**

3) Review of Minutes – June 26, 2014

It was moved and seconded (A Puddister/G Stone) that the minutes of the June 26, 2014 meeting is adopted as tabled.

MOTION 2014-039: Carried (unanimously)

4) Committee Reports

A. Finance & Audit Committee – (D Breen)

- i. **Revenue, Incorporated Towns Report, Cheque Register and Expenditures** - Mr. Breen directed members to the revenue report to the end of July that is included in tonight's meeting package (Appendix A). We have issued \$3.3 million in invoices for the year to the end of July and have \$756,000 of that money left to collect. We continue to increase our billing amount each month as we add new properties that are found, new service areas such as Salmonier Line and for the services that we bill out monthly. We are ahead in revenue collection.

Mr. Breen noted that our Collections continue to work on the overdue accounts and we recently received a payment from Advanced Education and Skills (AES) for approximately \$20,000 in overdue accounts that is not reflected in these numbers.

Mr. Kelly stated that the \$20,000 is about 30% of the outstanding amount in overdue accounts. Mr. Kelly also noted that it would better for AES payment to come directly to us rather than the current practice of paying the towns; as we could apply based on an individual basis.

Mr. Grant stated that AES account per individual is too much work and he would rather get a fix payment in lieu. Mr. Grant also stated that \$20,000 is more than we have gotten, less than what we should get; but at least we are going in the right direction.

Mr. Breen stated that additional revenue had been received from the Robin Hood Bay operations in quarterly installments as well as \$3.8 million for capital projects from the Province.

Also in tonight's meeting package; Mr. Breen directed members to, the Incorporated Towns Report (Appendix B). The second page lists the payments received from the incorporated towns and the third page of that document shows the amount remaining to be collected from incorporated towns is about \$470,000. So, of the \$756,000 on the first page there is \$470,000 coming from the towns which leaves approximately \$290,000 from individuals for the year. Many of these already have monthly or quarterly payment plans established with us so our risk for revenue is low.

Mr. Breen continued that following these items; for review, are the cheque register for June and July (Appendix C).

Following the cheque register is the expense report for the first six months (Appendix D). You can see that we have spent about 41.7% of our budget in the first six months. So, we are below budget for this time of the year.

The last page of that section has the payroll summary and the CRA remittance report for your review (Appendix E).

- ii. **Stephen Colford, Manager of Waste & Recycling, Regional Waste Management Facility located at Robin Hood Bay (RHB), Update** – Mr. Breen called upon Mr. Colford, Manager Waste & Recycling, City of St. John’s to provide an update to the board regarding the contingency plan for RHB operation should there be a strike.
- iii. **Adopt the Pay Scales and Job Descriptions as Tabled** – Mr. Breen stated that this item has a couple of purposes (Appendix F). First, to complete the review of pay scales that we started last year. With the completion of these last three positions, the Board has now reviewed all positions and will have a pay scale that is current with market for all positions.

Second – as you know, we are providing our curbside collection services using contracted labour. In order to ensure that we are getting best value and not being overcharged by the contractors, we build models or estimates of what it would take to provide the service using our own resources and vehicles. This helps us determine if the contracted cost is high or within reason. These rates will allow us to model that service better.

Third – if we ever need to hire people internally as waste/garbage collectors we have the rates established to proceed. So, this is also doing some planning for the time when we have to take some of the work inside.

It was moved and seconded (D Breen/T Hann) to recommend that ERSB implement the job descriptions and salary scale for the positions of Highway Transport/Heavy Equipment Operator; Labourer and Garbage Collector as prepared by AEM Human Resources Consulting .
MOTION 2014-040: Carried (unanimously)

- iv. **Ratify Email Vote to Reject the Bid Submitted to Construct the Clarendville Transfer Station** – Mr. Breen stated that this motion was sent out via email and approved (Appendix G), we will simply ratify that vote here.

Mr. Grant stated that we will be going to tender for each aspect of the construction. It will be operating in the estimated timeframe of fall 2015.

It was moved and seconded (D Lane/H Mallowney) to recommend that ERSB reject the submission of Olympic Construction Ltd. for the design and construction of the Clarendville Transfer Station and proceed with the design and tender of the work with an estimated budget of \$3 million in capital funding provided by the Province.
MOTION 2014-041: Carried (unanimously)

- v. **Purchase of Equipment for Clarenville Transfer Station**— Mr. Breen said the consensus of everyone involved; the Department of Municipal Affairs, our engineer and the Committee, is that we should proceed to tender the work in two phases for the development of Clarenville.

Mr. Breen said the equipment has been priced in the bidding process and we do not expect this to change. Mr. Huxter stated that these were fair prices based on the Public Tender Act.

Mr. Breen said we want to proceed with purchasing this equipment so that we can then design the rest of the building and footings around the equipment.

It was moved and seconded (D O’Keefe/B Bailey) to recommend that ERSB approve the purchase of equipment for the Clarenville Transfer Station from Nexgen Municipal Inc. subject to receiving recommendation and approval from the Department of Municipal and Intergovernmental Affairs in the amount of \$1,682,317 plus HST.

MOTION 2014-42: Carried (unanimously)

- vi. **Award of Collection Contracts (Appendix H)** - Mr. Grant informed the members that one of the bidding contractors; Ridge G & P Services Ltd. has contacted some of the towns and is offering them a lower price; for private pick-up, than the price he is offering as a contractor with EWM.

Mr. Huxter commented that this type of bidding is undermining EWM as well as the *Public Tender Act* (PTA). He suggested that each member speak with their municipalities regarding purchasing practices. Purchases under \$20,000 require three quotes and over \$20,000 they must go to tender. If we are going to deny Ridge G & P Services Ltd. the ability to bid on the tender; we will need legal back-up.

Mr. Puddister stated that sole sourcing is not permitted in municipalities. He also noted that writing the tender for a three-year period is way above the requirement under PTA.

Mr. Mallowney pointed out that these towns as well as Ridge G & P Services Ltd. are not following the *Provincial Waste Management Strategy* (PWMS).

Mr. Grant said that if recycling was mandatory; we as a board along with the Department of Municipal and Intergovernmental Affairs could stop unsorted black bags at RHB by implementing a “no acceptance” policy.

It was moved and seconded (G Stone/B Bailey) to recommend that ERSB to await the outcome of Friday’s (September 5, 2014) meeting with one of the bidding contractors before awarding the tenders for Carbonear Area and Southwest Avalon Area; however, the tenders for multi-stream waste collection including recycling and bulk pick-up for 36 months will be awarded as follows:

- (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 2014-043: Carried (unanimously)

- vii. **Approve Budget for Maintenance Work to be Tendered at St. Joseph’s Waste Recovery Facility (WRF)** – Mr. Breen noted that we are experiencing some settling at the St. Joseph’s WRF that is causing some pooling of water as well as other runoff issues. We have asked AMEC to provide us with an estimate of the necessary work to address the issues.

We will be submitting this to the Province as a capital item but want to get approval of the Board to proceed to tender the work. The work to be undertaken and the costs are detailed in the meeting package (Appendix I).

It was moved and seconded (D Aker/D O’Keefe) that ERSB go to tender for work at the St. Joseph’s Waste Recovery Facility to repair the settling of the site and to improve drainage. This approval is subject to the board requesting funding from the provincial government; however, if the province denies funding, ERSB will pay these costs estimated to be \$58,000 plus \$10,000 for engineering, tenders and on site supervision.
MOTION 2014-044: Carried (unanimously)

B. Strategy & Policy Committee (J Dobbie)

- i. **School Recycling Project** – Ms. Dobbie directed members to their meeting package which contains a detailed document on this new initiative (Appendix J). We have developed a program with the Newfoundland and Labrador English Language School District and MMSB to provide a waste collection and recycling pilot project. We will be the first region to implement this type of program and we have agreed on the pilot program for six schools:
1. Crescent Collegiate, Blaketown
 2. Woodland Elementary, Dildo
 3. Stella Maris Academy, Trepassey
 4. St. Bernard’s Elementary, Witless Bay
 5. Mobile Central High, Mobile
 6. Dunne Memorial Academy, St. Mary’s

This program will start this week when the kids head back to school for the new school year. We will be doing a few collections at the schools and there will be a media announcement of the project in October.

- ii. **Purchase of Waste Collection Containers to Work with our Grapple Trucks** – Ms. Dobbie called upon Mr. Kelly to brief the members about this purchase.

Mr. Kelly stated that we had tried in the past to expand our service to include a container collection at some locations – especially seasonal property areas. These areas were accessible 24 hours a day/7 days a week and we had hoped they would assist in reducing collection costs for residents. Unfortunately, at the time there was no waste recovery facility in the area and the container system was abused (Appendix K).

We also found that the wooden boxes were not easily emptied and the large items piled in front or around the boxes were hard to manage. We have been working with Nexgen

Municipal Inc., the company that provided our compacting trailers with grapples, to develop a container that could be easily lifted by the grapple crane.

The diagram in the meeting package (Appendix L) is a design of a 5.5 cubic yard collection container that can be used with our compacting trailer and grapple trucks. This system does not exist on the market for equipment today – this is a prototype.

The purpose of this container would be for:

1. the collection at the WRF site for materials such as cardboard;
2. potential use as a roadside collection container to supplement curbside collection; or,
3. as an alternative to curbside collection for communities that want to reduce their waste collection costs.

The cost of each test container is \$6,000 and we propose to purchase six (6) for this initial test. These units have been discounted and the full price is projected to be about \$12,000 per unit once they are in production. Given the construction materials, we expect a service life of about seven (7) years.

The combination of the grapple truck and the container will allow us to service areas 24 hours a day/7 days a week. The grapple truck also means that it is a one-person operation that can service a route that would include WRF site clean up as well as container site cleanup. The grapple capability on the truck also means that if illegal dumping of large items occurs it can be removed with the grapple. A traditional compactor truck would be struggle with large items left at a site such as furniture, mattresses, couches, washers, dryers, etc.

It was moved and seconded (H Mallowney/J Dobbie) that ERSB purchase six (6) rectangular bins (Part Name: RECT BIN TOP SM ASSY) from Nexgen Municipal Inc. at the cost of \$6,000.00 each plus HST to test the use of waste collection containers in the eastern region.

MOTION 2014-045: Carried (unanimously)

- iii. **Status of Clarenville Transfer Station and Bell Island Landfill** – Ms. Dobbie called upon Mr. Grant to brief the members about this project.

The status of the Clarenville Transfer Station was covered by the Finance & Audit Committee report when we rejected the bid put forward for the project.

Mr. Grant provided a brief update on the Bell Island landfill. The Board did a study in 2010 on the options for Bell Island – they ranged from a contract for waste collection to the construction of a transfer station on the island. The report did not make a decisive recommendation but the conclusion of the study is that a waste recovery facility (WRF) and a collection contract would be an appropriate level of service at the lowest cost.

The Town of Wabana Council was not in agreement with this conclusion and preferred an option that maintained jobs on the island and created additional infrastructure.

The Department of Municipal and Intergovernmental Affairs has recommended to the Department of Environment and Conservation that the current landfill be extended until December 31, 2015.

- iv. **Future Strategy & Policy Committee Meetings will be held on Thursdays** – Ms. Dobbie noted that the Strategy & Policy Committee is in agreement, at Mr. Hann’s request, to move its meetings to Thursdays at 10:00 a.m. Tuesday meetings conflicted with Mr. Hann attending St. John’s City Council committee meetings.

C. Governance Committee – (H Mullowney)

- i. **Board Performance Template** - The Governance Committee has been working on a framework to ensure that the oversight role for this organization is defined and can be managed.

The “*Board Performance Framework*” (Appendix M) is a document that captures the key things the Board has to do in order to function properly and to work towards fulfilling its mandate. Many of these things are obvious as an organization but these are also the things that as a Board we will be held accountable for accomplishing or failing to provide guidance and direction. For example, we as a Board and as individual members assume that all of the “right things” are in place but do we know that the payroll remittances have been made, that we are in compliance with all the requirements for workers health and safety and is there a plan in the event the financial system fails or is compromised.

This is not a matter of the Board needing to have its hands in all of the details or to micro-manage the organization this is an issue of having enough knowledge and receiving the correct information in order to “ask the right questions”?

In tonight’s meeting package the first page is of an overall annual calendar which brings into focus the work of the Board that is known and is recurring. Yes, at each meeting there will be timely or issue-specific items but this “Calendar of Agenda Events” can be your yardstick to understand if things are on track or behind.

Through the staff we have been working to develop some simple tools that would allow us to ensure that as a Board we can say that we are aware of risks that the organization is facing and that we are doing our due diligence in terms of oversight. The detailed document is organized into seven (7) principles. These principles are then broken down into the manageable items that can be tracked. The Governance Committee can use these to provide oversight and manage risks to the organization.

Mr. Mullowney, on behalf of the Governance Committee, stated he is recommending adoption of the attached “Board Performance Framework”.

It was moved and seconded (D Lane/T Hann) that ERSB implement the Board Performance Framework as tabled.

MOTION 2014-046: Carried (unanimously)

- ii. **Organics Study Tour in Nova Scotia** – Mr. Kelly - It was agreed in the interest of time to move the Organics Presentation to the next Board meeting.
- iii. **Letter from Municipal and Intergovernmental Affairs** – Mr. Mullaney informed members that we received a letter from the Minister of Municipal and Intergovernmental Affairs (Appendix N) informing us the Board will have its financial statements incorporated into the overall Province’s financial statements.

This inclusion is significant because a surplus or deficit of the Board has a direct impact on the overall Provincial financial position. We may also become the focus of the Auditor General at some future point.

- iv. **Appointment of new Board member Mr. Sam Whalen to represent the Bay Roberts Area** - Mr. Mullaney asked Mr. Huxter for an update.

Mr. Huxter said that Mr. Whalen has been chosen as a new Board member to represent the Bay Roberts Area and will be appointed in the near future as it is before government now.

- v. **Statement of Compliance** - Mr. Mullaney informed the Board that the committee has reviewed the July payroll remittance to Canada Revenue Agency and the latest report submitted to Workplace Health, Safety and Compensation Commission (WHSCC) and the Board is in compliance on these two items.

5. **New Business**

There was no new business to be discussed.

6. **Next ERSB Meeting – September 24, 2014** at 7:00 p.m., Fairfield Inn & Suites by Marriott, St. John’s.

Committee Meetings:

- Finance & Audit Committee – Wednesday, September 10, 2014 at 12:00 noon, EWM Boardroom
- Strategy & Policy Committee – Thursday, September 11, 2014 at 10:00 a.m., EWM Boardroom
- Governance Committee – Tuesday, September 16, 2014 at 10:00 a.m., EWM Boardroom

7. **Adjournment**

Mr. Grant adjourned the meeting at 8:45 p.m.

*Prepared by:
Leona Squires*

APPENDIX

“A”

**EASTERN REGIONAL SERVICE BOARD
EASTERN WASTE MANAGEMENT**

2014 Financial AR	Jan	Feb	Mar	Apr	May	Jun	Jul
Invoiced							
TOTAL INVOICES (accumulated)	2,893,314.13	2,965,496.49	3,006,851.37	3,114,717.02	3,223,594.01	3,278,925.74	3,342,075.40
LESS Previous Month's Payments (accumulated)		877,398.47	1,249,874.61	1,464,978.08	1,872,744.34	2,162,715.21	2,347,091.53
LESS Current Month's Adjustments	8,933.53	45,250.52	16,613.34	8,418.22	1,564.68	16,549.04	5,815.54
LESS Current Month's Payments/Credits	877,398.47	372,476.14	215,103.47	407,766.26	289,970.87	184,376.32	232,763.10
Remaining to be Collected	2,006,982.13	1,670,371.36	1,525,259.95	1,233,554.46	1,059,314.12	915,289.17	756,405.23
Collection of Aged Receivables							
Overdue Fees (Aged Receivables at Dec 31 2013)	439,599.37	428,625.78	424,897.29	423,577.32	412,905.41	407,691.87	402,676.21
Payments Received for Aged AR	10,973.59	3,728.49	1,319.97	10,671.91	5,213.54	5,015.66	6,757.27
	428,625.78	424,897.29	423,577.32	412,905.41	407,691.87	402,676.21	395,918.94
Note: To get the monthly aged receivables - total amount less previous months amounts as it is cumulative.							
Miscellaneous Revenue							
Tripping Fee Revenue Received from City of St. John's						1,481,785.50	1,481,785.50
Capital Projects Funding from Province of NL						3,880,000.00	3,880,000.00
Govt Capital Works						14,413.68	14,907.09
Metals Recycling Revenue						15,227.03	30,454.05
TOTALS						5,391,426.21	5,407,146.65

APPENDIX

“B”

TOWNS PAYMENT ACTIVITY 2014 - As of July 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 July 31	Surplus/Arrears
TOWN503	Town of Arnold's Cove	461	\$ 82,980.00	\$ 82,980.00	\$ -	\$ 58,086.00	\$ 24,894.00
DALLE401	LSD of Mobile (E Dalley, Treasurer)	100	\$ 24,545.40	\$ 18,545.40	\$ 6,000.00	\$ 17,181.78	\$ 1,363.62
TOWN301	Town of Come by Chance	118	\$ 21,240.00	\$ 14,868.00	\$ 6,372.00	\$ 14,868.00	\$ -
TOWN302	Town of Norman's Cove-Long Cove	333	\$ 59,940.00	\$ 41,958.00	\$ 17,982.00	\$ 41,958.00	\$ -
TOWN303	Town of Chapel Arm	242	\$ 43,560.00	\$ 30,492.00	\$ 13,068.00	\$ 30,492.00	\$ -
TOWN304	Town of Southern Harbour	184	\$ 33,120.00	\$ 19,980.00	\$ 13,140.00	\$ 23,184.00	\$ (3,204.00)
TOWN305	Town of Sunnyside	200	\$ 36,000.00	\$ 25,200.00	\$ 10,800.00	\$ 25,200.00	\$ -
TOWN502	Town of Chance Cove	148	\$ 26,640.00	\$ 18,648.00	\$ 7,992.00	\$ 18,648.00	\$ -
TOWN401	Town of Aquaforte	35	\$ 5,607.35	\$ 4,205.52	\$ 1,401.83	\$ 3,925.15	\$ 280.38
TOWN402	Town of Bay Bulls	513	\$ 82,187.73	\$ 57,531.39	\$ 24,656.34	\$ 57,531.41	\$ (0.02)
TOWN403	Town of Cape Broyle	234	\$ 34,897.14	\$ 20,938.32	\$ 13,958.82	\$ 24,428.00	\$ (3,489.68)
TOWN404	Town of Fermeuse-Kingman's Cove	170	\$ 27,235.70	\$ 20,426.79	\$ 6,808.91	\$ 19,064.99	\$ 1,361.80
TOWN405	Town of Ferryland	220	\$ 35,246.20	\$ 30,000.00	\$ 5,246.20	\$ 24,672.34	\$ 5,327.66
TOWN407	Town of Renewes-Cappahayden	223	\$ 35,726.83	\$ 25,008.77	\$ 10,718.06	\$ 25,008.78	\$ (0.01)
TOWN408	Town of St. Shott's	50	\$ 8,010.50	\$ 6,007.89	\$ 2,002.61	\$ 5,607.35	\$ 400.54
TOWN409	Town of Trepassy	319	\$ 51,106.99	\$ 30,664.20	\$ 20,442.79	\$ 35,774.89	\$ (5,110.69)
TOWN410	Town of Witless Bay	522	\$ 83,629.62	\$ 58,540.72	\$ 25,088.90	\$ 58,540.73	\$ (0.01)
TOWN411	Town of Portugal Cove South	90	\$ 14,418.90	\$ 10,814.19	\$ 3,604.71	\$ 10,093.23	\$ 720.96
TOWN504	Town of Long Harbour-Mount Arlington	196	\$ 32,837.84	\$ 24,628.38	\$ 8,209.46	\$ 22,986.49	\$ 1,641.89
TOWN505	Town of Fox Harbour	138	\$ 23,481.83	\$ 17,562.58	\$ 5,919.25	\$ 16,437.28	\$ 1,125.30
TOWN506	Town of Placentia	1900	\$ 318,326.00	\$ 222,828.20	\$ 95,497.80	\$ 222,828.20	\$ -
TOWN507	Town of St. Bride's	146	\$ 24,647.60	\$ 18,591.00	\$ 6,056.60	\$ 17,253.32	\$ 1,337.68
TOWN508	Town of Point Lance	47	\$ 7,899.30	\$ 5,984.48	\$ 1,914.82	\$ 5,529.51	\$ 454.97
TOWN509	Town of Branch	161	\$ 27,285.44	\$ 20,000.00	\$ 7,285.44	\$ 19,099.81	\$ 900.19
TOWN510	Town of Mount Carmel-Mitchell's Brook	299	\$ 50,082.00	\$ 38,104.00	\$ 11,978.00	\$ 35,057.40	\$ 3,046.60
TOWN511	Town of St. Joseph's	107	\$ 18,091.54	\$ 13,501.17	\$ 4,590.37	\$ 12,601.08	\$ 900.09
TOWN512	Town of Admiral's Beach	83	\$ 13,918.36	\$ 7,682.04	\$ 6,236.32	\$ 9,742.85	\$ (2,060.81)
TOWN513	Town of Gaskiers-Point LaHaye	141	\$ 23,710.36	\$ 16,597.21	\$ 7,113.15	\$ 16,597.25	\$ (0.04)
TOWN514	Town of Colinet	76	\$ 12,733.04	\$ 9,549.78	\$ 3,183.26	\$ 8,913.13	\$ 636.65
TOWN515	Town of Riverhead	114	\$ 19,199.24	\$ 11,627.52	\$ 7,571.72	\$ 13,439.47	\$ (1,811.95)
TOWN516	Town of St. Mary's	223	\$ 37,473.56	\$ 28,210.17	\$ 9,263.39	\$ 26,231.49	\$ 1,978.68
TOWN517	Town of St. Vincent's-St. Stephen's-Pete	213	\$ 36,022.44	\$ 27,357.68	\$ 8,664.76	\$ 25,215.71	\$ 2,141.97
TOWN601	Town of Whiteway	163	\$ 29,340.00	\$ 20,538.00	\$ 8,802.00	\$ 20,538.00	\$ -

TOWNS PAYMENT ACTIVITY 2014 - As of July 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 July 31	Surplus/Arrears
TOWNG02	Town of Heart's Delight-Islington	409	\$ 73,620.00	\$ 55,215.00	\$ 18,405.00	\$ 51,534.00	\$ 3,681.00
TOWNG03	Town of Heart's Desire	125	\$ 22,562.43	\$ 11,250.00	\$ 11,312.43	\$ 15,793.70	\$ (4,543.70)
TOWNG01	Town of Old Perlican	317	\$ 52,516.48	\$ 36,769.02	\$ 15,747.46	\$ 36,761.54	\$ 7.48
TOWNG02	Town of Bay de Verde	221	\$ 36,341.24	\$ 25,438.85	\$ 10,902.39	\$ 25,438.87	\$ (0.02)
TOWNG04	Town of New Perlican	147	\$ 23,901.46	\$ 16,731.04	\$ 7,170.42	\$ 16,731.02	\$ 0.02
TOWNG05	Town of Hart's Harbour	187	\$ 30,750.28	\$ 23,062.68	\$ 7,687.60	\$ 21,525.20	\$ 1,537.48
TOWNG06	Town of Heart's Content	225	\$ 34,799.47	\$ 28,250.50	\$ 6,498.97	\$ 24,324.63	\$ 3,925.87
TOWNG07	Town of Winterton	227	\$ 45,549.88	\$ 34,162.39	\$ 11,387.49	\$ 31,884.92	\$ 2,277.47
			\$ 1,701,042.15	\$ 1,230,450.88	\$ 470,591.27	\$ 1,190,729.51	\$ 39,721.38

CONCEPTION BAY CENTER - TOWNS ACTIVITY - INVOICED MONTHLY

CustCode	Town/LSD	No. Properties	Total Invoiced	Payments Received	Balance	Amount Due to 31 Jul	Surplus/Arrears
TOWNG205	Town of Holyrood	1001	\$ 116,241.81	\$ 116,241.81	\$ -	\$ 116,241.81	\$ -
TOWNG204	Town of Conception Harbour	323	\$ 28,416.49	\$ 18,252.59	\$ 10,163.90	\$ 28,416.49	\$ (10,163.90)
TOWNG203	Town of Colliers	285	\$ 29,962.90	\$ 24,649.60	\$ 5,313.30	\$ 29,962.90	\$ (5,313.30)
LSDOF202	LSD of Maryswale	225	\$ 19,814.00	\$ 19,814.00	\$ -	\$ 19,814.00	\$ -
LSDOF201	LSD of Georgetown	135	\$ 12,106.77	\$ 12,105.97	\$ 0.80	\$ 12,106.77	\$ (0.80)
		1969	\$ 206,541.97	\$ 191,063.97	\$ 15,478.00	\$ 206,541.97	\$ (15,478.00)

APPENDIX

“C”

Eastern Waste Management
 BNK2 - Bank of Montreal - EW
 Cheques from 000001 to 003183 dated between 06/01/2014 and 06/30/2014

CHEQUE REGISTER

Printed: 10:14:52AM 08/08/2014

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Number	Issued	Amount	SC	Status	Status Date
002994	06/04/2014 61366 Newfoundland and Labrador Inc.	2,260.00	A/P	CLEARED	06/30/2014
002995	06/04/2014 AMEC Environment & Infrastructure	7,647.84	A/P	CLEARED	06/30/2014
002996	06/04/2014 Appraisal Associates Limited	3,955.00	A/P	CLEARED	06/30/2014
002997	06/04/2014 Atlantic Business Interiors	1,073.44	A/P	CLEARED	06/30/2014
002998	06/04/2014 Bell Aliant	1,117.80	A/P	CLEARED	06/30/2014
002999	06/04/2014 Bemice Hickey	86.10	A/P	CLEARED	06/30/2014
003000	06/04/2014 Big Eric's Inc.	181.48	A/P	CLEARED	06/30/2014
003001	06/04/2014 Bill Bailey	719.76	A/P	CLEARED	07/31/2014
003002	06/04/2014 BRENKIR	372.76	A/P	CLEARED	06/30/2014
003003	06/04/2014 Bruce Butt	125.00	A/P	CLEARED	06/30/2014
003004	06/04/2014 Christie Dean	833.39	A/P	CLEARED	06/30/2014
003005	06/04/2014 Coish's Trucking & Excavating Ltd.	9,004.01	A/P	CLEARED	06/30/2014
003006	06/04/2014 Conception Bay Auto & Tire Centre	574.59	A/P	CLEARED	06/30/2014
003007	06/04/2014 Dalton's Home Hardware	35.03	A/P	CLEARED	06/30/2014
003008	06/04/2014 De Lage Landen Financial Services Canada Ltd.	286.42	A/P	CLEARED	06/30/2014
003009	06/04/2014 Dem Moran	125.00	A/P	CLEARED	06/30/2014
003010	06/04/2014 Dicks and Company Limited	277.05	A/P	CLEARED	06/30/2014
003011	06/04/2014 Dodd's Diesel Repair Ltd.	517.52	A/P	CLEARED	06/30/2014
003012	06/04/2014 Dynamex Canada Limited	68.77	A/P	CLEARED	06/30/2014
003013	06/04/2014 Ed Grant	140.87	A/P	CLEARED	06/30/2014
003014	06/04/2014 ESRI Canada	1,017.00	A/P	CLEARED	06/30/2014
003015	06/04/2014 Gordon Stone	189.55	A/P	CLEARED	06/30/2014
003016	06/04/2014 Harbour Construction Limited	508.50	A/P	CLEARED	06/30/2014
003017	06/04/2014 Kerr Global Communications	254.25	A/P	CLEARED	06/30/2014
003018	06/04/2014 Kevin Power	5,328.49	A/P	CLEARED	06/30/2014
003019	06/04/2014 Kevin Butt	79.41	A/P	CLEARED	06/30/2014
003020	06/04/2014 Krysta Molloy	10.59	A/P	CLEARED	06/30/2014
003021	06/04/2014 Leslie Squires	440.00	A/P	CLEARED	06/30/2014
003022	06/04/2014 Lynn Tucker	198.65	A/P	CLEARED	06/30/2014
003023	06/04/2014 Mark Day	157.28	A/P	CLEARED	06/30/2014
003024	06/04/2014 Michelle Squires	10.09	A/P	CLEARED	06/30/2014
003025	06/04/2014 NATIONAL Public Relations	21,061.22	A/P	CLEARED	06/30/2014
003026	06/04/2014 Newcap Inc.	241.38	A/P	CLEARED	06/30/2014
003027	06/04/2014 Newfoundland Exchequer - MVR	38.00	A/P	OUT-STD	06/04/2014
003028	06/04/2014 Pat Singleton	5,450.00	A/P	OUT-STD	06/04/2014
003029	06/04/2014 Pitney Bowes	1,964.84	A/P	CLEARED	06/30/2014
003030	06/04/2014 PROCOM Data Services Inc.	56.44	A/P	CLEARED	06/30/2014
003031	06/04/2014 Ramada St. John's	990.73	A/P	CLEARED	06/30/2014
003032	06/04/2014 Ridge G&P Services Ltd.	251,062.27	A/P	CLEARED	06/30/2014
003033	06/04/2014 Royal Garage Ltd.	205.50	A/P	CLEARED	06/30/2014
003034	06/04/2014 T2 Ventures Inc.	126,190.87	A/P	CLEARED	06/30/2014
003035	06/04/2014 Terry Dobbie	110.71	A/P	CLEARED	06/30/2014
003036	06/04/2014 Transcontinental Atlantic Media Group G.P.	3,441.62	A/P	CLEARED	06/30/2014
003037	06/04/2014 Wedgwood Insurance Limited	888.00	A/P	CLEARED	06/30/2014
003039	06/18/2014 Arnold's Cove Fire Department	1,000.00	A/P	CLEARED	07/31/2014
003040	06/18/2014 Bay de Grave Regional Municipal Services Corporation	1,000.00	A/P	CLEARED	06/30/2014
003041	06/18/2014 Carbonear Volunteer Fire Department	1,000.00	A/P	CLEARED	07/31/2014

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Number	Issued	Amount	SC	Status	Status Date
003042	06/18/2014 Colliers Volunteer Fire Department	1,000.00	A/P	CLEARED	06/30/2014
003043	06/18/2014 Come by Chance Volunteer Fire Department	1,000.00	A/P	CLEARED	06/30/2014
003044	06/18/2014 Conception Harbour Volunteer Fire Department	1,000.00	A/P	CLEARED	06/30/2014
003045	06/18/2014 Fair Haven Local Service District	1,000.00	A/P	CLEARED	07/31/2014
003046	06/18/2014 Fox Harbour Volunteer Fire Department	1,000.00	A/P	CLEARED	07/31/2014
003047	06/18/2014 Long Harbour-Mt Arlington Hgts Volunteer Fire Department	1,000.00	A/P	CLEARED	07/31/2014
003048	06/18/2014 Placentia Volunteer Fire Department	1,000.00	A/P	CLEARED	07/31/2014
003049	06/18/2014 Southern Harbour Volunteer Fire Department	1,000.00	A/P	CLEARED	07/31/2014
003050	06/18/2014 Southwest Arm Volunteer Fire Department	1,000.00	A/P	CLEARED	06/30/2014
003051	06/18/2014 Spaniard's Bay Volunteer Fire Department	1,000.00	A/P	CLEARED	07/31/2014
003052	06/18/2014 Town of Bay Roberts	1,000.00	A/P	CLEARED	07/31/2014
003053	06/18/2014 Town of St. Bride's	1,000.00	A/P	CLEARED	07/31/2014
003054	06/18/2014 Triple Bay Eagles Search and Rescue	1,000.00	A/P	CLEARED	07/31/2014
003055	06/18/2014 Victoria Volunteer Fire Department	1,000.00	A/P	CLEARED	07/31/2014
003056	06/18/2014 Wabana Volunteer Fire Department	1,000.00	A/P	CLEARED	07/31/2014
003057	06/18/2014 Blaketown Service Station	100.55	A/P	CLEARED	06/30/2014
003058	06/18/2014 Bruce Butt	125.00	A/P	CLEARED	06/30/2014
003059	06/18/2014 Cabot Industries Limited	2,983.20	A/P	CLEARED	06/30/2014
003060	06/18/2014 Christie Dean	689.68	A/P	CLEARED	06/30/2014
003061	06/18/2014 City of St. John's	2,890.00	A/P	CLEARED	06/30/2014
003062	06/18/2014 Coish's Trucking & Excavating Ltd.	9,004.01	A/P	CLEARED	06/30/2014
003063	06/18/2014 Dem Moran	125.00	A/P	CLEARED	06/30/2014
003064	06/18/2014 Dicks and Company Limited	209.41	A/P	CLEARED	06/30/2014
003065	06/18/2014 Dodd's Diesel Repair Ltd.	341.14	A/P	CLEARED	06/30/2014
003066	06/18/2014 Dynamex Canada Limited	27.36	A/P	CLEARED	06/30/2014
003067	06/18/2014 Harold Mallowney	405.72	A/P	CLEARED	06/30/2014
003068	06/18/2014 Imperial Oil	9,747.02	A/P	CLEARED	06/30/2014
003069	06/18/2014 Iron Mountain Canada	31.13	A/P	CLEARED	06/30/2014
003070	06/18/2014 Jonathan Miller	1,514.01	A/P	CLEARED	06/30/2014
003071	06/18/2014 Joy Dobbie	717.49	A/P	CLEARED	07/31/2014
003072	06/18/2014 Ken Kelly	2,071.06	A/P	CLEARED	06/30/2014
003073	06/18/2014 Kerr Global Communications	908.35	A/P	CLEARED	06/30/2014
003074	06/18/2014 Kevin Power	703.14	A/P	CLEARED	06/30/2014
003075	06/18/2014 Lynn Tucker	232.41	A/P	CLEARED	07/31/2014
003076	06/18/2014 Newcap Inc.	678.00	A/P	CLEARED	06/30/2014
003077	06/18/2014 Pinnacle Office Solutions Ltd.	369.16	A/P	CLEARED	06/30/2014
003078	06/18/2014 Pro-Tech Construction Ltd.	7,700.49	A/P	CLEARED	07/31/2014
003079	06/18/2014 PROCOM Data Services Inc.	56.44	A/P	CLEARED	06/30/2014
003080	06/18/2014 Royal Garage Ltd.	88.07	A/P	CLEARED	06/30/2014
003081	06/18/2014 Sam Pike Masonry Ltd.	53.74	A/P	CLEARED	07/31/2014
003082	06/18/2014 Sheny Lee Williams	13.20	A/P	CLEARED	07/31/2014
003083	06/18/2014 Transcontinental Atlantic Media Group G.P.	5,243.36	A/P	CLEARED	07/31/2014
003084	06/18/2014 William Woodman	133.20	A/P	CLEARED	07/31/2014

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Number	Issued	Amount	SC	Status	Status Date
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Void:		0.00			
Total Cheques Generated:		514,458.56			
Total # of Cheques Listed:		90			

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Eastern Waste Management
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Number	Issued	Amount	SC	Status	Status Date
003086	07/02/2014 61366 Newfoundland and Labrador Inc.	2,260.00	A/P	CLEARED	07/31/2014
003087	07/02/2014 AMEC Environment & Infrastructure	516.25	A/P	CLEARED	07/31/2014
003088	07/02/2014 Bell Mobility Inc.	1,081.55	A/P	CLEARED	07/31/2014
003089	07/02/2014 Bruce Butt	100.00	A/P	CLEARED	07/31/2014
003090	07/02/2014 Christie Dean	539.36	A/P	CLEARED	07/31/2014
003091	07/02/2014 Derm Moran	125.00	A/P	CLEARED	07/31/2014
003092	07/02/2014 Dodd's Diesel Repair Ltd.	1,032.47	A/P	CLEARED	07/31/2014
003093	07/02/2014 Dynamex Canada Limited	14.40	A/P	CLEARED	07/31/2014
003094	07/02/2014 Ed Grant	219.78	A/P	CLEARED	07/31/2014
003095	07/02/2014 Harold Mullooney	315.56	A/P	CLEARED	07/31/2014
003096	07/02/2014 Jonathan Miller	565.00	A/P	CLEARED	07/31/2014
003097	07/02/2014 Ken Kelly	4,648.22	A/P	CLEARED	07/31/2014
003098	07/02/2014 Kerr Global Communications	169.50	A/P	CLEARED	07/31/2014
003099	07/02/2014 Leslie Squires	440.00	A/P	CLEARED	07/31/2014
003100	07/02/2014 Lynn Tucker	1,247.76	A/P	CLEARED	07/31/2014
003101	07/02/2014 Madsen Construction Equipment	559.98	A/P	CLEARED	07/31/2014
003102	07/02/2014 NATIONAL Public Relations	9,079.17	A/P	CLEARED	07/31/2014
003103	07/02/2014 Newcap Inc.	1,172.38	A/P	CLEARED	07/31/2014
003104	07/02/2014 Patterson's Steel Products Ltd.	48.03	A/P	CLEARED	07/31/2014
003105	07/02/2014 Pitney Bowes	80.26	A/P	CLEARED	07/31/2014
003106	07/02/2014 T2 Ventures Inc.	127,792.56	A/P	CLEARED	07/31/2014
003107	07/02/2014 Thomas Glass	2,655.50	A/P	CLEARED	07/31/2014
003108	07/02/2014 Wayde Higdon	156.44	A/P	CLEARED	07/31/2014
003109	07/02/2014 Wedgwood Insurance Limited	9,925.00	A/P	CLEARED	07/31/2014
003130	07/11/2014 50 Plus Club - LSD of Cavendish	300.00	A/P	OUT-STD	07/11/2014
003131	07/11/2014 Bell Aliant	1,159.62	A/P	CLEARED	07/31/2014
003132	07/11/2014 Bell Mobility Inc.	1,288.23	A/P	CLEARED	07/31/2014
003133	07/11/2014 Bruce Butt	125.00	A/P	CLEARED	07/31/2014
003134	07/11/2014 Cabot Industries Limited	2,983.20	A/P	CLEARED	07/31/2014
003135	07/11/2014 Charles Vincent	46.11	A/P	CLEARED	07/31/2014
003136	07/11/2014 City of St. John's	1,396.10	A/P	CLEARED	07/31/2014
003137	07/11/2014 Conception Bay Auto & Tire Centre	193.72	A/P	CLEARED	07/31/2014
003138	07/11/2014 De Lage Landen Financial Services Canada Ltd.	286.42	A/P	CLEARED	07/31/2014
003139	07/11/2014 Derm Moran	100.00	A/P	OUT-STD	07/11/2014
003140	07/11/2014 Dodd's Diesel Repair Ltd.	338.14	A/P	CLEARED	07/31/2014
003141	07/11/2014 Gordon Stone	102.46	A/P	CLEARED	07/31/2014
003142	07/11/2014 Imperial Oil	9,531.94	A/P	CLEARED	07/31/2014
003143	07/11/2014 Ken Kelly	5,169.82	A/P	CLEARED	07/31/2014
003144	07/11/2014 Kerr Global Communications	908.35	A/P	CLEARED	07/31/2014
003145	07/11/2014 Kevin Power	532.08	A/P	CLEARED	07/31/2014
003146	07/11/2014 Lynn Tucker	101.59	A/P	CLEARED	07/31/2014
003147	07/11/2014 Mark Day	115.53	A/P	CLEARED	07/31/2014
003148	07/11/2014 Pinnacle Office Solutions Ltd.	468.96	A/P	CLEARED	07/31/2014
003149	07/11/2014 Pro-Tech Construction Ltd.	7,700.49	A/P	CLEARED	07/31/2014
003150	07/11/2014 Royal Garage Ltd.	322.93	A/P	CLEARED	07/31/2014
003151	07/11/2014 Sam Pike Masonry Ltd.	35.01	A/P	OUT-STD	07/11/2014
003152	07/11/2014 Tulk Tire & Service Ltd.	716.93	A/P	CLEARED	07/31/2014

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Number	Issued	Amount	SC	Status	Status Date
003153	07/11/2014 William Woodman	261.28	A/P	CLEARED	07/31/2014
003154	07/11/2014 Ridge G&P Services Ltd.	99,308.76	A/P	CLEARED	07/31/2014
003157	07/30/2014 61366 Newfoundland and Labrador Inc.	2,260.00	A/P	OUT-STD	07/30/2014
003158	07/30/2014 AMEC Environment & Infrastructure	4,490.62	A/P	OUT-STD	07/30/2014
003159	07/30/2014 Atlantic Industrial Services	42,403.25	A/P	OUT-STD	07/30/2014
003160	07/30/2014 BRENKIR	76.61	A/P	OUT-STD	07/30/2014
003161	07/30/2014 Bruce Butt	125.00	A/P	OUT-STD	07/30/2014
003162	07/30/2014 Christie Dean	693.42	A/P	OUT-STD	07/30/2014
003163	07/30/2014 Coish's Trucking & Excavating Ltd.	9,004.01	A/P	OUT-STD	07/30/2014
003164	07/30/2014 Dave Aker	478.05	A/P	OUT-STD	07/30/2014
003165	07/30/2014 Derm Moran	125.00	A/P	OUT-STD	07/30/2014
003166	07/30/2014 Dodd's Diesel Repair Ltd.	67.80	A/P	OUT-STD	07/30/2014
003167	07/30/2014 Ed Grant	2,895.85	A/P	OUT-STD	07/30/2014
003168	07/30/2014 Harold Mallowney	275.43	A/P	OUT-STD	07/30/2014
003169	07/30/2014 Iron Mountain Canada	30.96	A/P	OUT-STD	07/30/2014
003170	07/30/2014 Jonathan Miller	113.00	A/P	OUT-STD	07/30/2014
003171	07/30/2014 Ken Kelly	5,041.14	A/P	OUT-STD	07/30/2014
003172	07/30/2014 Lynn Tucker	91.29	A/P	OUT-STD	07/30/2014
003173	07/30/2014 Mark Day	157.72	A/P	OUT-STD	07/30/2014
003174	07/30/2014 NATIONAL Public Relations	13,397.93	A/P	OUT-STD	07/30/2014
003175	07/30/2014 Newcap Inc.	375.16	A/P	OUT-STD	07/30/2014
003176	07/30/2014 Peggy Roche	186.42	A/P	OUT-STD	07/30/2014
003177	07/30/2014 Pro-Tech Construction Ltd.	7,700.49	A/P	OUT-STD	07/30/2014
003178	07/30/2014 PROCOM Data Services Inc.	112.99	A/P	OUT-STD	07/30/2014
003179	07/30/2014 Ridge G&P Services Ltd.	35,319.89	A/P	OUT-STD	07/30/2014
003180	07/30/2014 Royal Garage Ltd.	35.40	A/P	OUT-STD	07/30/2014
003181	07/30/2014 Sandy Hickman	1,255.62	A/P	OUT-STD	07/30/2014
003182	07/30/2014 T2 Ventures Inc.	16,507.53	A/P	OUT-STD	07/30/2014
Cheque Totals Issued:		441,457.42			
Void:		0.00			
Total Cheques Generated:		441,457.42			
Total # of Cheques Listed:		75			

* - Name on Check was modified

APPENDIX

“D”

**EASTERN REGIONAL SERVICE BOARD
EASTERN WASTE MANAGEMENT
EXPENSES JAN 1 - JUN 30 2014**

Date Presented: Aug 13 2014

Account	Total Budget	Current Month		Year To Date			Total Budget Spent	%
		Budget	Variance	Actual	Budget	Variance		
Subcontracts	2,875,494	168,992	239,625	-70,633	1,559,781	1,437,747	122,033	54.2%
Subcontracts Capital Projects	732,243	0	61,020	-61,020	77,118	366,122	-289,004	10.5%
Wages & Salaries	936,789	68,714	78,066	-9,352	393,345	468,394	-75,049	42.0%
EI Expense	13,911	1,684	1,159	524	10,031	6,956	3,075	72.1%
CPP Expense	27,120	2,696	2,260	436	17,133	13,560	3,573	63.2%
WHSCC Expense	24,000	0	2,000	-2,000	11,485	12,000	-515	47.9%
Directors Remuneration	55,000	0	13,750	-13,750	8,745	27,500	-18,755	15.9%
Transportation Subsidy Payout	180,000	0	15,000	-15,000	0	90,000	-90,000	0.0%
Employee Benefits	12,000	3,499	1,000	2,499	20,988	6,000	14,988	174.9%
Professional Svcs (Legal/Audit/Eng/IT/et	130,000	611	10,833	-10,223	45,994	65,000	-19,006	35.4%
Advertising & Promotions	158,000	16,837	13,167	3,670	108,871	79,000	29,871	68.9%
Bad Debts	91,620	0	7,635	-7,635	1,949	45,810	-43,861	2.1%
Business Fees & Licenses	8,000	0	667	-667	2,582	4,000	-1,418	32.3%
Chairperson Remuneration	35,000	0	8,750	-8,750	10,070	17,500	-7,430	28.8%
Courier & Postage	41,501	419	0	419	11,119	0	11,119	26.8%
Insurance	28,200	9,925	2,350	7,575	15,804	14,100	1,704	56.0%
Interest & Bank Charges	2,475	630	206	424	2,857	1,238	1,619	115.4%
Interest on capital lease	34,080	2,860	2,860	0	17,733	17,733	0	52.0%
Bank Loan Pymts Expense	113,209	9,414	9,414	0	55,912	55,912	0	49.4%
HST Paid on Capital Leases Expense	19,148	1,596	1,596	0	9,574	9,574	0	50.0%
Office Supplies	36,500	1,325	3,042	-1,716	11,169	18,250	-7,081	30.6%
Furniture & Equipment Expense	50,400	0	4,200	-4,200	0	25,200	-25,200	0.0%
Computer Software Expense	3,000	0	250	-250	0	1,500	-1,500	0.0%
Motor Vehicle Expenses	294,300	11,514	24,525	-13,011	78,830	147,150	-68,320	26.8%
Miscellaneous Expenses	35,100	2,825	2,925	-100	8,716	17,550	-8,834	24.8%
Rent	83,295	9,860	6,941	2,919	59,825	41,648	18,178	71.8%
Repair & Maintenance	115,000	2,206	9,583	-7,377	8,999	57,500	-48,501	7.8%
Telephone	23,700	2,191	1,975	216	12,709	11,850	859	53.6%
AVL GPS Monitoring	10,440	908	870	38	5,704	5,220	484	54.6%
Travel & Meeting Expenses	50,600	7,269	4,217	3,052	23,960	25,300	-1,341	47.4%
Visa Commissions	2,850	198	238	-39	4,044	1,425	2,619	141.9%
MasterCard Commissions	2,175	91	181	-90	1,617	1,088	529	74.3%
	6,225,149	376,265	530,304	-204,040	2,596,664	3,091,824	-495,161	41.7%

APPENDIX

“E”

**EASTERN REGIONAL SERVICE BOARD
EASTERN WASTE MANAGEMENT**

**PAYROLL EXPENSE
JULY 2014**

Payroll – Staff.....	\$53,003.88
Payroll – Board (Q2).....	<u>\$19,150.87</u>
Total Payroll (41 employees)	\$72,154.75
Payroll CRA Remittance	<u>\$26,741.33</u>
TOTAL GROSS PAYROLL	\$98,896.08

**PAYROLL EXPENSE
JUNE 2014**

Payroll – Staff.....	\$52,886.52
Payroll – Board.....	<u>\$00,000.00</u>
Total Payroll (23 employees)	\$52,886.52
Payroll CRA Remittance	<u>\$21,339.73</u>
TOTAL GROSS PAYROLL	\$74,226.25

PREVIOUS MONTH

MAY 2014

Payroll – Staff (3 pay periods in this month) ...	\$72,205.73
Payroll – Board.....	<u>\$00,000.00</u>
Total Payroll.....	\$72,205.73
Payroll CRA Remittance*	<u>\$29,601.00</u>
TOTAL GROSS PAYROLL.....	\$101,806.73

**Remittance = \$30,601 less \$1,000 for Hiring Credit for Small Business*

RECEIVED JUL 21 2014

Canada Revenue Agency / Agence du revenu du Canada

STATEMENT OF ACCOUNT FOR CURRENT SOURCE DEDUCTIONS

Statement of account as of July 11 2014 Account number 86109 6600 RP0001 Employer name Eastern Regional Service Board

001284

Balances on last statement		Current balances	
Amount paid for 2014	Assessed amount owing	Amount paid for 2014	Assessed amount owing
109,306.52Cr	0.00	130,646.25Cr	0.00

EXPLANATION OF CHANGES

Date	Description	Amount
July 10	Payment June 2014	21,339.73Cr
	Recd July 09 2014	

The hiring credit for small business (HCSB), introduced for 2011 and 2012, will be extended for 2013. For more information, go to www.cra.gc.ca/hiringcredit.

You want to request your HCSB as a refund? You can request it online using My Business Account service at www.cra.gc.ca/mybusinessaccount. Simply fill out Form RC366, Direct Deposit for Businesses, available online at www.cra.gc.ca/directdeposit, and mail it to your tax centre. Enroll now, because the Government of Canada is phasing out federal government cheques by April 2016.

Thank you for your payment.

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

If you already receive your statement and remit source deductions electronically, please continue to do so.

For general information about this notice, please call 1-800-959-5525.

Andrew Treusch
Commissioner of Revenue

OPP contributions	EI premiums	Tax deductions	Current payment	Gross payroll	No. of employees in last pay period
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PD7A E (13/05) Tear off here and return lower portion with your payment.

Canada Revenue Agency / Agence du revenu du Canada CURRENT SOURCE DEDUCTIONS REMITTANCE VOUCHER PD7A E (13/05)

ST. JOHNS NL A1B 3Z1

Account number 06 86109 6600 RP0001 Do not use this area

Gross payroll in remitting period (dollars only) 0,0

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

Number of employees in last pay period End of remitting period for which deductions were withheld Year Month

Amount paid

0610020006000000861096600RP00010000000000000000000610027

112204117

96

APPENDIX

“F”

STATEMENT OF ACCOUNT
FOR CURRENT YEAR'S DEDUCTIONS

EASTERN WASTE MANAGEMENT
SALARY SCALE - OUTSIDE WORKERS - EFFECTIVE 2014

STEP	1	2	3
<i>Highway Transport/HE Operator</i>	\$24.34	\$24.95	\$25.57
<i>Garbage Collector</i>	\$22.57	\$23.13	\$23.71
<i>Labourer</i>	\$20.65	\$21.17	\$21.70

Salary based on a 40 hour work week.

APPENDIX

“G”

**THOSE WHO RESPONDED TO THE MOTION TO
REJECT THE SUBMISSION OF OLYMPIC CONSTRUCTION LTD. FOR THE
DESIGN AND CONSTRUCTION OF THE CLARENVILLE TRANSFER STATION AND
PROCEED WITH THE DESIGN AND TENDER OF THE WORK WITH AN ESTIMATED
BUDGET OF \$3 MILLION IN CAPITAL FUNDING PROVIDED BY THE PROVINCE.**

Sent by Email July 17, 2014

Clarenville Transfer Station is being designed to accommodate 10,200 metric tonnes of waste material annually – approximately 6,200 from Clarenville area and 4,000 from Bonavista Peninsula which will feed into the transfer station and then be brought to Robin Hood Bay.

Province wanted to proceed to procure the infrastructure and equipment using a two-step Request for Proposal process. This is a process for design/build projects that the Province has used in the past. The first step was to seek qualified firms using a Request for Qualifications. Generally you select three to four bidders from those that come forward. There were three firms that submitted responses to the RFQ so all three were given an opportunity to proceed to the RFP stage.

Once we had a list of qualified design/builders we gave them the Request for Proposals in which they were given the parameters and objectives of the project. The bidders were to develop concepts with preliminary designs and costing.

Only one of the qualified firms submitted a final response to the RFP – Olympic Construction Ltd. In its submission, Olympic Construction Ltd. proposed three concepts with preliminary design and costing. The options ranged in price from \$5.6m to \$6.1m (summary table below). The proposed budget for the project was \$3.0m with an upset of \$3.6m. The Province has advanced the Board the funding for this project already.

We held two formal meetings with Olympic and had multiple exchanges of information with them to reduce the scope of the project and bring the cost in line with the budget. The last costing provided by Olympic was for a \$4.6m facility. Given the advice of our engineers, AMEC, this is about \$1m higher than necessary. It was the consensus of the Dept of MIGA (Cluney Mercer, Frank Huxter, Jamie Hunt) and myself that we should try and do it as a traditional tender and reduce the price and be in more control of the design and project. The proposed project costing was \$1m in profit or higher costs on a \$3.6m project. Even if we go to tender and do not do better at least we will have proven out the cost. To blindly push forward would mean we were accepting a \$1m profit on this project. Olympic could provide no detailed explanation of the difference other than this is what their sub's are coming back with as the cost to complete each component.

The project will now proceed as follows:

- Site Civil work tendered in the Fall of 2014
- Purchase agreement for equipment negotiated Fall of 2014
- Pre-engineered building tender in the Winter/Spring of 2015
- Commissioning and operations to start Fall of 2015

1

	Option 1	Option 2	Option 3
Capital Cost - Site	4,350,000	4,431,000	3,597,000
Equipment (Purchased by Owner)	1,811,375	1,733,670	2,011,318
TOTAL	6,161,375	6,164,670	5,609,318
	Site Location: Option 1 – Transtor and Komar Units on Slope Material Flow Assumption: Base Case – Full Recovery	Site Location: Option 2 – Komar Unit on Slope Material Flow Assumption: Base Case – Full Recovery	Site Location: Option 3 – Komar Unit on Grade Material Flow Assumption: Base Case – Full Recovery
NPV – 25 Yrs	10,133,583	9,687,180	9,156,024

(Motion sent by email – July 17, 2014)

In Favour
 Ed Grant
 Dave Aker
 Bill Bailey
 Bernard Davis
 Dave Lane
 Harold Mallowney
 Dennis O’Keefe
 Art Puddister
 Peggy Roche
 Gordon Stone
 Sterling Willis
 Bill Woodman

APPENDIX

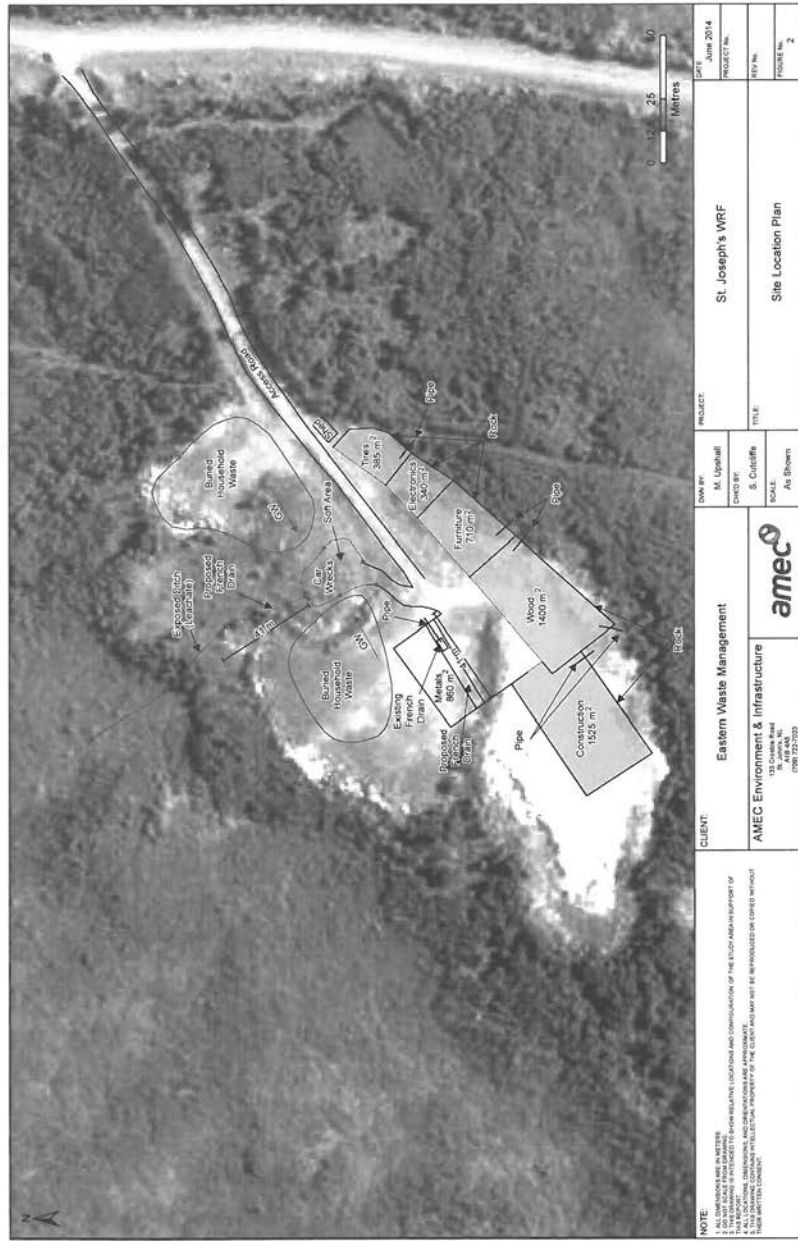
“H”

TENDER SUMMARY OF RESULTS WASTE COLLECTION CONTRACTS (start Jan 1, 2015)

	Tender Price incl HST	Annual Minus Rebate	Number of Units	Unit Collection	Cost per Unit	Estimate 810 Kgs	Total Per Unit Cost
Carbonear Area	\$873,521.64	\$278,290.08	2380	\$116.93	\$54.76	\$171.68	
Bay de Grave Area	\$589,860.00	\$187,920.00	1585	\$118.56	\$54.76	\$173.32	
Southern Shore Area	\$1,352,610.00	\$430,920.00	3809	\$113.13	\$54.76	\$167.89	
Southwest Avalon Area	\$1,645,247.04	\$524,149.50	4377	\$119.75	\$54.76	\$174.51	
		\$1,421,279.58	12151				

APPENDIX

“1”



St. Joseph's WRF Regrading

Item	Description	Unit	Quantity	Price	Cost
1	Mobilization and Demob	LS	1	\$ 1,000.00	\$ 1,000.00
	<u>French Drain Install</u>				
	100 mm Pipe	m	90	\$ 15.00	\$ 1,350.00
	Fabric	m ²	220	\$ 4.00	\$ 880.00
	Clear Washed Stone	m ³	35	\$ 35.00	\$ 1,225.00
15	Site work - Excavator	hrs	16	\$ 90.00	\$ 1,440.00
	Drainage Pipe for Berms	m	40	\$40	\$ 1,600.00
20	Type 2 - Class "A"	m ³	525	\$ 35.00	\$ 18,375.00
21	Type 3 - 100 mm minus Rock Fill	m ³	800	\$ 30.00	\$ 24,000.00
22	Type 4 - Clear Washed Stone	m ³	20	\$ 35.00	\$ 700.00
	Subtotal			\$ 50,570.00	
	HST			\$ 6,574.10	
	Total			\$ 57,144.10	

APPENDIX

“J”

Briefing Note – Pilot School Recycling Project

We have developed a program with the NL English Language School District and MMSB to provide a waste collection and recycling pilot project. We will be the first region to implement the program and have agreed on the pilot program for six schools:

1. Crescent Collegiate, Blaketown
2. Woodland Elementary, Dildo
3. Stella Maris Academy, Trepassey
4. St. Bernard's Elementary, Witless Bay
5. Mobile Central High, Mobile
6. Dunne Memorial Academy, St. Mary's

Goals:

- Provide MMSB, schools and regional waste management authorities with tools and best practices to implement school recycling programs.
- Engage schools in source separated recycling programs to increase education and participation in waste diversion initiatives.

Our Responsibilities:

- Negotiate collection agreements for the pilot program or any contracts past the one-year program directly with NLESD.
- Commit in-kind funding to the collection and transportation of recyclable material.
- Adjust collection schedule as necessary to accommodate volume of materials.
- Coordinate the logistics of collection and diversion of recyclable materials – paper and containers only.
- Collect 2-stream recyclables at no cost to the six participating schools for the duration of the project, September 2014 to June 2015.
- In consultation with NLESD, provide and place outdoor infrastructure required to store recyclable materials.
- Participate in research (surveys, focus groups, interviews) to improve aspects of the program and inform a best practices document.
- Provide scale diversion data to MMSB for analysis.
- Assist MMSB in arranging logistics of waste auditing.
- Participate in regular meetings.
- Sign a memorandum of understanding committing to a one-year partnership.

KEY MILESTONES:

September 2014

- Commence implementation of education plans (MMSB and Principals).
- Introduce pilot during first administration day (Principal to deliver using MMSB materials).
- Introduce pilot during first school assembly (Principal to deliver using MMSB materials).
- 15 minutes overview presentation to staff (MMSB).
- One-hour train-the-trainer workshop with student leaders (MMSB).
- Homeroom/classroom presentations (Student leaders).
- Cafeteria demonstrations (Student leaders).
- Collection to commence (First collections taking place Sept 15 and Sept 17 by EWM).

October 2014

- Complete school waste audits (MMSB)
- Official announcement and media event (MMSB, NLESD, EWM)

November 2014

- Information sharing session (MMSB, EWN, NLESD and Schools)

December 2014

- Mid-year report (MMSB)

January 2015

- Phase two discussions (MMSB, NLESD)

February 2015

- Phase two planning, research and critical path development (MMSB)

May 2015

- Follow-up waste audits (MMSB)

June 2015

- Final project report and best practices document (MMSB)

The School District also has tenders out for waste collection at other schools in our service area.

APPENDIX

“K”

Briefing Note – New Collection Container Design

The attached illustration is a design of a 5.5 cubic yard collection container that can be used with our compacting trailer and grapple trucks. This container can operate with the unique characteristics of our grapple and the opening for the compacting trailer. This system does not exist on the market for equipment today – this is a prototype.

The purpose of this container would be for:

1. the collection at the WRF site for materials such as cardboard,
2. potential use as a roadside collection container to supplement curbside collection, or
3. as an alternative to curbside collection for communities that want to reduce their waste collection costs.

The cost of each test container is \$6000 and we propose to purchase 6 for this initial test. These units have been discounted and the full price is projected to be about \$12,000 per unit once they are in production. Given the construction materials we expect a service life of about 7 years.

The combination of the grapple truck and the container will allow us to service areas with 24 hour a day / seven day a week collection. The grapple truck also means that it is a one person operation that can service a route that would include WRF site clean up as well as container site clean up. The grapple capability on the truck also means that if illegal dumping of large items occurs it can be removed with the grapple. A traditional compactor truck would be struggle with large items left at a site such as furniture, mattresses, couches, washers/dryers, etc....

Garbage boxes we placed in Spreadeagle – garbage not even bagged when used.



APPENDIX

“L”

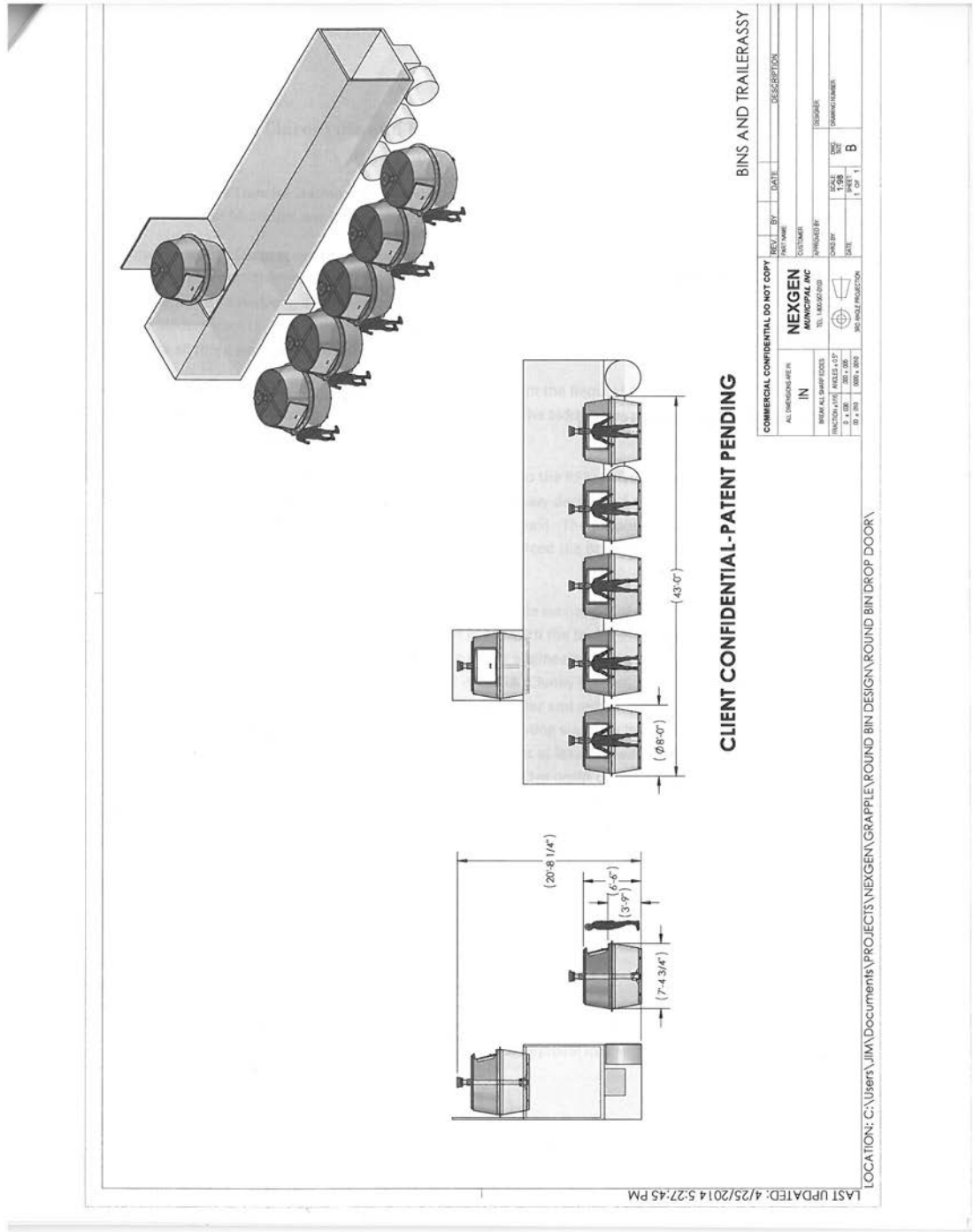
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NOTES:
TOTAL BIN VOLUME IS 6.46 CUBIC YARDS
ESTIMATED BIN VOLUME IS 5.53 CUBIC YARD

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CLIENT CONFIDENTIAL-PATENT PENDING

BINS AND TRAILERASSY

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CLIENT: NEXGEN INC		1			
DESIGNED BY: JIM MCGEEHAN		DATE	BY	DATE	DESCRIPTION
CHECKED BY: JIM MCGEEHAN		1			
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DRAWING NO: 2014-001		1			
SHEET NO: 1 OF 1		DATE	BY	DATE	DESCRIPTION
PROJECT LOCATION: B		1			

LOCATION: C:\Users\JIM\Documents\PROJECTS\NEXGEN\GRAPPLE\ROUND BIN DESIGN\ROUND BIN DROP DOOR\

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APPENDIX

“M”

Overall Calendar of Agenda Events

DRAFT August 19, 2014

Meeting Date	Item	Notes
Jan	Annual Business Plan Report to Province WHSCC Report (Incidents /Issues) Payroll Remittance of Board Board Member Development Plan for Year	
Feb	Unaudited Financial Report of Previous Year Waste Operations Report of Previous Year Corporate Strategic Plan Payroll Remittance of Board Review Motions Log	
March	Payroll Remittance of Board ATIPP Report and Review	
April	Financial Report First Quarter of Current Year Waste Operations Report First Quarter of Current Year Payroll Remittance of Board Quarterly Board Per Diem	
May	Draft Financial Statements Insurance Review Payroll Remittance of Board Review Motions Log	
June	Final Financial Statements Employee Benefits Review (policy expires Sept renew or tender) WHSCC Report (Incidents /Issues) Payroll Remittance of Board	
July	Payroll Remittance of Board Quarterly Board Per Diem	
August	Financial Report Second Quarter Waste Operations Report Second Quarter Corporate and Business Line Work Plans for Next Year WHSCC Report (Incidents /Issues) Payroll Remittance of Board	
Sept	Draft of Budget Payroll Remittance of Board Review Motions Log	
Oct	Financial Report Third Quarter Fees for Next Year Established Waste Operations Report Third Quarter Fees Established and Announced Payroll Remittance of Board Quarterly Board Per Diem	

Nov	WHSCC Report (Incidents /Issues) Performance Reviews of CAO and Staff Payroll Remittance of Board ATIPP Report and Review Board/Committee/Member Annual Assessment	
Dec	Payroll Remittance of Board Review Motions Log Quarterly Board Per Diem	

DRAFT

LEADERSHIP

Key principle: leadership is one of the key roles of any governance committee/board to ensure it is led and controlled by a management committee/board which ensures delivery of its objectives, sets its strategic direction and upholds its values.

Activities of Board in line with objectives / purpose laid out in legislation	Last Action	Next action	Comments	Responsible and Actions
1. objectives / purpose laid out in legislation Review Services offered Satisfaction Surveys			We should lay out what we do and what else is possible Random stakeholder audit?	moved to Legal
2. Long Term Planning Corporate Strategic Plan Business Plan multi year	Adopted August 2013 Adopted March 2014	Jan 2015 Annual Report	Quarterly or mid/year progress report Submitted and approved by Province - Annual reports on progress to Province	
3. Annual Work Plan Corporate Operations Waste Operations Service level agreements Annual Budget		Fall 2014	Vetted against workshop Vetted against workshop None in place suggest a standard document for each municipality - service level and cost	
4. Procedures in place to help Board regularly monitor and evaluate work Staff Reports Financial reporting against budget Performance Measures	Q1 Tabled April 2014 Q1 Tabled April 2014	Q2 expected July 2014 Q2 expected July 2014	Waste Ops Report to S&P Quarterly Quarterly to F&A	

LEADERSHIP

Key principle: leadership is one of the key roles of any governance committee/board to ensure it is led and controlled by a management committee/board which ensures delivery of its objectives, sets its strategic direction and upholds its values.

Last/Action	Next action	Comments	Responsible and Actions
5 Is the Board clear about who the beneficiaries and stakeholders are?			
Municipal Concerns		All Here should be part of orientation	
ICI Sector Concerns			
Statutory Bodies			
Governing Document			

DELETE or ADDRESS HOW TO TRACK

WHAT WILL Board do to get info etc.... What is trackable and actionable on this Item

ACTIONS REQUIRED TO ADHERE TO PRINCIPLE

RESPONSIBILITIES, LEGAL REQUIREMENTS AND OBLIGATIONS

Key principle: the governance committee/board members are equally responsible in law for committee/board actions and decisions. They are collectively responsible and accountable for ensuring that the organisation is performing well, is solvent and complies with all its obligations.

Last/Action	Next action	Comments	Responsible and Actions
<p>Have the rules outlined in the governing document been followed in relation to:</p> <p>1 - election of committee/board?</p> <ul style="list-style-type: none"> - quorum for meetings? - motions and action? 			
Rules of Governance and Procedure		last reviewed	
By Laws		Should be easily accessible in a document	
Board renewal	Fall 2013	LSB elections / boundaries of areas /	Gov Ctta to Review Boundaries
Motions of Board - log	Fall 2017	Log should be part of each meeting to track action	
Minutes			
<p>Are you aware of your duty of care</p> <p>2 to employees, service users in terms of health and safety?</p>			
Health and Safety policy and notices		Should be a file of relevant competencies and renewal dates	
Fire and Health and Safety Risk Assessments			
Fire alarms, extinguishers			
Accident Book			
Insurance policies			
First Aid			
Policies and procedures in line with good practice and legislation		Need to be written and/or posted	
WHSCC Ctte's / meetings / minutes	Jul-14		
<p>Are you aware of the legal and compliance obligations of the organisation?</p>			
Insurance policies		All date sensitive documents should be outlined and itemised (ie) for compliance and timely renewal	
Contracts of Employment			

Access and Protection of Privacy of Information				
Leasing arrangements				
Certificates of Approval to Operate				
WRF Sites	Renewed March 31, 2013-Jan 2015 - renew			Annual QC/QA report required to be submitted to Dept of Env, 2013 Report submitted - Feb 2014.
Waste Hauler	Issued June, 2013	Expires June 2014		No annual report, renewal requested May 2014
Services NI - work orders				
Liabilities and risks as an organization				
Liability Insurance (Commercial General for all sites/operations)				
Directors errors and omissions				
Vehicle and premises				
Operational				
Bonding of employees				
Risk management practices and mitigation plans (IT, Operational)				
5 Appropriate financial systems				
Budget				Established annually
Cash book				Daily cash balances performed against transactions for day.
Cheque Register				Tabled at F&A each meeting
Approved written financial procedures				Accounting Manual in development
Segregation of duties				Are we doing what we said we would do in the Accounting Manual etc...
Required cheque signatories				Performed weekly
Bank reconciliations				Submissions, GST rebate claim made
HST, Payroll, CPP, EI Remittances				What is outstanding or up coming?
Provincial Government Capital Requests				Is Board owed money? Is it collectable
Current Projects - Capital Projects funding				

6 Are your annual accounts externally examined?

Full audit Letter to Management Auditors appointment	Adopted Feb 2013 Not received for 2012	In progress	2012 Financial statements adopted by Board Feb 2013. the 2013 Financial statements in progress. Legislative requirement to submit to Province by June 30 each year No corrective actions taken
--	---	-------------	---

7 If you have premises and other assets, are they used and maintained effectively?

Repairs			
Fire			
Security			
Renewal			
Sustainability			

8 Does the Board consider risks (uncertainties, threats), both short-term and long-term, in all aspects of the organisation's work?

Governance			In general we should be more cognizant and aware of potential risk in order to proactively measure it
Operational			
Financial			
External			
Compliance			
People			
Staff			
Reputation			
Risk assessments carried out			Should be part of corporate culture - Ongoing
Training			

Does the committee/board have clear procedures/guidelines to distinguish between staff and Board responsibility?

9

HR Policies			Adopted as part of 2013 budget
Organisation charts			
Role descriptions			
Job descriptions			

Do you meet the legal requirements in relation to the recruitment and management of staff?

10

Equal opportunity			
Grievance and disciplinary policies			
Bullying and harassment			
Dismissal and redundancy			
Remuneration			
Leave entitlements			May need further clarification
Certificate of conducts assessed			
Recruitment and selection training			
Professional Designations or Certifications required for Positions			Driver's Licenses, medicals, designations when were they last checked?

11 Pending legal action or at risk?

Management update on pending legal activities to those that pose a risk?

ACTIONS REQUIRED TO ADHERE TO PRINCIPLE

EFFECTIVENESS

Key principle: the governance committee/board should have clear responsibilities and functions and should organise itself to carry out these responsibilities effectively.

	Last Action	Next action	Comments	Responsible and Actions
1	Is the role of your board clearly defined?			
2	Are your committee / board meetings effective?			
	Appropriate agenda		Do you understand your role?	
	Quorums met		Attendance for some appears to be an ongoing problem	
	Minutes			
	Regular reports and other info received			
	Held regularly		Legislation minimum 6 meetings a year	
	Well attended			
3	Do you have adequate skills and experience on your committee/board?			
	Skills audit		What skills do we possess internally?	
	Training eg risk management, financial, operational, etc... protection/recruitment			
	Financial acumen			
	Managing meetings			
4	Has your committee/board received appropriate information and guidance in relation to its governance role?			
	Induction pack/ materials	Feb 2014 Session		
	Governance training			
	Mentoring			
	Governance events / seminars/conferences			
	Regular policy updates		Policy Manual - list of policies	

5 Do you have appropriate staff management systems in place?

Staff contracts					
Clear roles					
Job descriptions and accountability					
Regular supervision of all staff including most senior staff member					
Training and development plans					
Appropriate HR policies					

Most of this we should have on file and what is missing should be compiled.

Do we have ongoing pd plan for needed competencies or is it done on an ad hoc basis?
Are they clearly distributed and understood?

ACTIONS REQUIRED TO ADHERE TO PRINCIPLE

PERFORMING, REVIEWING AND RENEWING

Key principle: the management committee/board should periodically review its own and the organisation's effectiveness and take any necessary steps to ensure that both continue to work well and meet legal requirements.

Last Action	Next action	Comments	Responsible and Actions
Does the committee/board regularly review its own performance and that of its sub-committees?			I believe a yearly performance review is helpful but time sensitive items need to be ongoing
Committee members survey			
Consultation			
Terms of reference			

ACTIONS REQUIRED TO ADHERE TO PRINCIPLE

DELEGATION

key principle: the management committee/board should set out the functions of sub-committees, officers, staff and anyone performing duties on behalf of the management committee/board in clear delegated authorities and should monitor their performance.

Last Action	Next Action	Comments	Responsible and Actions
<p>Do the board, staff, and sub-committee members understand their delegated authorities and have they been appropriately trained?</p>			
Organisation chart	October 2012 Adopted	Org chart for 2013 approved	
Terms of reference for Committee's			
Policies		Motion of delegation of authority to CAO, Managers etc...	
Training			
Mentoring			
<p>Does the board monitor and review the implementation of delegated authorities?</p>			
Minutes of meetings			
Reports			
Fair distribution of work			

ACTIONS REQUIRED TO ADHERE TO PRINCIPLE

INTEGRITY

key principle: the management committee/board should view maintaining the integrity and interest of the organisation as a primary overriding duty. They should act reasonably at all times in the interests of the organisation and of its present and future beneficiaries and/or users. All individual management committee/board members should act according to high ethical standards and ensure that conflicts of interest are properly dealt with.

Last Action	Next action	Comments	Responsible and Actions
Do any of the board members			
1 receive payments other than out of pocket expenses?			
Authorized by Regulation and Reviewed		Policy statement of the Board	
Conflict of Interest Register			
2. What procedures are in place to deal with conflicts of interest?			
Conflicts of interest policy		As a quasi governmental entity we should have recourse to info on # 2, 3 and 4 if we already lack it in house. If we are lacking here and have a need we can remedy.	
Conflicts of interest register			
Agenda item			
Governing document			
Minutes			
3 Do you have procedures in place to deal with gifts and hospitality?			
Policy			
Guidelines			
Last statement of compliance signed by each Board member			
4 Does the committee have a policy to deal with internal conflicts?			
Code of conduct			
Clear role boundaries			
Governing document			
Legislation			
Complaints procedure			

OPENNESS

Key principle: the management committee/board should be open, responsive and accountable to its users, beneficiaries, partners, and others with an interest in its work.

Last Action	Next action	Comments	Responsible and Actions
<p>Is the board open, responsive and accountable to the users, partners, and other stakeholders? 1. Information provided is timely, relevant, accurate and good quality</p>			
Annual report			
Newsletter			
Website			
Consultations			
User participation			??????
Regular meetings			
Partnership agreements			
External audit/evaluation			
Community audit			
Correspondence		Policy on tracking, who responds, timelines etc...	

ACTIONS REQUIRED TO ADHERE TO PRINCIPLE
 Establish and adhere to fixed dates and/or benchmarks as targets

APPENDIX

“N”



Government of Newfoundland and Labrador
Department of Municipal and Intergovernmental Affairs
Office of the Minister

COR/2014/05532

AUG 12 2014

Mr. Ed Grant
Chair
Eastern Regional Service Board
255 Major's Path, Suite 3
St. John's, NL A1A 0L5

Dear Mr. Grant:

Re: Public Accounts Reporting

Officials from the Office of the Comptroller General have recently completed an assessment of your organization and concluded that it should be included in the Government Reporting Entity in relation to the Province's Consolidated Summary Financial Statements (Volume I of the Public Accounts). As a result, there is an annual requirement for your board to submit financial information to the Office of the Comptroller General in relation to the preparation of the Public Accounts. This includes the provision of the financial statements and completion of an information template based on these financial statements.

Further details regarding the requirements will be provided by the Office of the Comptroller General.

Sincerely,

DAN CRUMMELL, M.H.A.
District of St. John's West
Minister

/jl

cc: Mr. Cluney Mercer, P. Eng., Assistant Deputy Minister
Mr. Ken Kelly, Chief Administrative Officer
Ms. Susan Hanlon, Office of the Comptroller General
Ms. Robyn Hayes, Departmental Controller

P.O. Box 8700, St. John's, NL, Canada A1B 4J6 t 709.729.3048 f 709.729.0943