



# MINUTES

## BOARD OF DIRECTORS MEETING #62

Wednesday, September 26, 2018 @ 7:00 p.m.

Fairfield Inn & Suites by Marriott  
199 Kenmount Road, St. John's

### IN ATTENDANCE:

- Mr. Ed Grant, Chair
- Mr. Harold Mullooney, Vice Chair
- Mr. Bill Bailey, Clarenville & Isthmus
- Mr. Danny Breen, City of St. John's
- Ms. Maggie Burton, City of St. John's
- Mr. Glenn Clarke, Trinity Conception North
- Mr. Wally Collins, City of St. John's
- Mr. Sandy Hickman, City of St. John's
- Mr. Jamie Korab, City of St. John's
- Mr. Dave Lane, City of St. John's (Remotely)
- Mr. Kevin McDonald, Southwest Avalon
- Ms. Sheilagh O'Leary, City of St. John's
- Ms. Peggy Roche, Small Metro
- Ms. Deanne Stapleton, City of St. John's
- Ms. Lucy Stoyles, Mount Pearl
- Mr. Gerard Tilley, Conception Bay South
- Mr. Sam Whalen, Bay Roberts
- Ms. Hilda Whelan, TBS & Isthmus East
- Mr. Sterling Willis, Paradise

### OTHER ATTENDEES:

- Mr. Ken Kelly, ERSB
- Ms. Lynn Tucker, ERSB
- Ms. Christie Dean, ERSB
- Mr. Bradley Power, ERSB
- Ms. Lynnann Winsor, City of St. John's
- Mr. Andrew Niblock, City of St. John's

### REGRETS:

- Mr. Ian Froude, City of St. John's
- Ms. Hope Jamieson, City of St. John's

## **PROCEEDINGS:**

### **1) CALL TO ORDER**

The meeting was called to order by Mr. Grant at 7:00 p.m.

### **2) ADOPTION OF AGENDA**

*It was moved and seconded (Mr. Mullooney/Ms. Stapleton) to adopt the Agenda as tabled. All in favour.*

*MOTION 2018-054: Carried (unanimously)*

### **3) REVIEW OF MINUTES**

*It was moved and seconded (Mr. Collins/Mr. Whalen) that the Minutes of the June 27, 2018 meeting of the Eastern Regional Service Board be adopted as tabled. All in favour.*

*MOTION 2018-055: Carried (unanimously)*

### **4) COMMITTEE REPORTS**

#### **a) Finance & Audit Committee (Tuesday, September 18)**

*Mr. Hickman delivered the report on behalf of the ERSB Finance and Audit Committee:*

#### **(1) Board Expenditures Report:**

Mr. Hickman noted that the cheque registers and payroll summaries for the months of June, July and August 2018 were included in the meeting package for review.

The Cheque register includes ERSB's regular payments to waste collection contractors, fuel providers and City of St. John's for tipping fees.

There were no questions or concerns raised.

*It was moved and seconded (Mr. Hickman/Mr. Whalen) that ERSB adopt the Board Expenditures (Cheque Registers and Payroll Summaries) for June, July and August 2018 as tabled. All in favour.*

*MOTION 2018-056: Carried (unanimously)*

#### **(2) Budget 2019:**

Mr. Hickman noted that a briefing note on the Draft 2019 Budget and the actual budget document were included in the meeting package.

*Dave Lane joined at 7:08 p.m.*

He explained that, overall from an operational perspective the budget represents a 0.6% increase over 2018. Operations have stabilized in terms of the communities that ERSB serviced in 2018 will essentially be the same communities that it will be serving in 2019.

There was a recommendation from staff to increase the budget for the Board per diem and this has been rejected. The Board will hold the budget at the current \$100,000 amount.

Included in the salary budget is a market increase of 1.6%, which is based on the three year average rate of inflation.

The Board has reduced the amount of work it is doing with its internal resources and this is reflected in a decrease in the overall amount spent on salaries.

The Water and Waste Water Regional Pilot Project is scheduled to end March 31, 2019 so the Board only reflected costs for this program up to March 31. ERSB is now waiting on direction from the Province in regard to the program's continuation as they are the funding source for this pilot project.

There have been small changes in amounts budgeted for things like Supplies, Property Furnishing and Equipment because the Board will have to outfit the new Whitbourne Depot once construction is completed. Offsetting that expense, the Board will reduce the amount spent on rent for yard and office space for the regional and curbside operations.

There will be no contributions to reserves budgeted in 2019 and the Board will be making some capital purchases that will be funded from reserves in the amount of \$635,000.

Mr. Hickman reiterated that operationally the 2019 budget represents a 0.6% increase from 2018. The revenue projected to cover these expenditures is also projected to be consistent overall with the 2018 budget. The Board made adjustments to some of the individual categories because there is a difference in the budgeted amounts and what it is actually seeing this year. For instance, the Board expected the Discovery Region to be using the Clarendville Transfer Station in 2018, which has not happened. The Board also doesn't expect this to start in 2019, so it will have to reduce the revenue projection from that facility as a result. That said, revenue is on par with 2018.

Mr. Kelly noted that the draft budget has been reviewed by the City of St. John's as operators of the Robin Hood Bay site. At this time the Board does not anticipate any changes to the tipping fee structure at the Robin Hood Bay Regional Facility and it will be bringing forward the full fee schedule for the regional services, and the fees charged at the Robin Hood Bay Regional Facility, for consideration at the October meeting.

***It was moved and seconded (Mr. Hickman/Mr. Breen) that the ERSB adopt the Budget 2019 as presented as tabled. All in favour.***

***MOTION 2018-057: Carried (unanimously)***

- (3) Ratification of Digital Vote re: Consulting Services Contract for Closure of Wabana Landfill and Design of Bell Island WRF**

Mr. Hickman explained that because the construction season for this year is getting close to ending the Board needed to move the Bell Island WRF and Wabana landfill closure projects along as quickly as possible. The actual construction stage of the project should not take more than a few weeks. The Board Clerk recently sent the background for this project out via e-mail in order to have it considered by members as soon as possible.

Mr. Kelly said the consultants will design and tender the scope of work to close the existing landfill according to the Department of Municipal Affairs and Environment.

There were two bids received for engineering and consulting work associated with this project with Wood PLC being the lowest at a price of \$40,421.00 (including HST).

Mr. Hickman reminded Board members that a report on the e-mail vote was provided in the meeting package.

***It was moved and seconded (Mr. Hickman/Ms. Roche) that the ERSB ratify the recent email vote to award the contract for consulting services for the closure of the Town of Wabana landfill and the design of the waste recovery facility to serve the residents of Bell Island to Wood PLC in the amount of \$40,421 including HST. All in favour.***

***MOTION 2018-058: Carried (unanimously)***

**b) Strategy and Policy Committee (Thursday, September 20):**

*Mr. Whalen delivered the report on behalf of the ERSB Strategy and Policy Committee:*

**(1) Update on ERSB Public Education Strategy**

Mr. Whalen noted that a communications plan prepared by National, the Board's communication and public relations agency of record, was included in the meeting package.

He explained that the public engagement strategy being pursued was a commitment made by the Board to the Provincial Government in the spring of 2018. The Board agreed that it would seek public input on services, regional delivery, and the views of clients on cost recovery.

National met with the Strategy and Policy Committee and walked the group through the plan, the draft of the survey, some of the education videos that will be part of the survey, the timeline and logistics for the roll out. Finally, the group discussed the outcomes and when The Board can expect to see them.

Mr. Whalen said the creative concept for the campaign is focused on - "Good Neighbours," and this will be the theme, including the webpage [www.goodneighbours.ca](http://www.goodneighbours.ca).

Originally the Board had approved a project budget of \$61,000 and it asked that all media that was to be purchased be outside of this budget and billed directly so that it could manage this cost separately. The media buy was also not scoped as staff did not know at the time the full nature of what the survey and communications plan would require. Now the Board is at a stage that it can more accurately estimate the costs. To date, about

\$40,000 of the original budget has been spent and the Board has expanded the scope of the project to include some additional items like photography to support the good neighbours theme. It is anticipated that to finish the project it will require an additional \$30,000, including the media buy that was previously noted as being outside the scope of the original project budget.

The additional costs include video production. Staff only planned to do one and now we have 4 short 30 second videos, media buy and communications activities regarding the launch of the survey. These costs were noted at the beginning of the process but were not available until now.

Mr. Whalen said the Committee has considered the increased budget and work completed to date and was comfortable in the drafts that we were presented to recommend to the Board that we proceed to completion of the project.

Ms. Burton asked for the detailed breakdown of the costs. Mr. Kelly noted the information provided in the documentation associated with the Board meeting. He elaborated on all aspects for clarity.

*It was moved and seconded (Mr. Whalen/Mr. Willis) that the ERSB approve an additional \$30,000 for the completion of the ERSB Public Engagement Strategy implementation. All in favour.*

*MOTION 2018-059: Carried (unanimously)*

**(2) Communications MOU between ERSB and the Department of Municipal Affairs and Environment:**

Mr. Whalen note that a briefing note and a draft Memorandum of Understanding between the Department of Municipal Affairs and Environment and our Board to work on Issues Management and Crisis Communications were included in the meeting package.

Mr. Power explained that the MOU is not binding, but could certainly benefit the relationship between the Department and the Board. The intention is for the MOU to be reviewed regularly and the Board can determine from time to time (every six months per the MOU) whether or not to continue in the relationship. The MOU will also provide for regular meetings with the department moving forward to discuss issues of importance.

Mr. Whalen said the Board is encouraged that the Department has taken this step to reach out to the Board and try to improve the communication channels between both organizations.

*It was moved and seconded (Mr. Whalen/Mr. Hickman) that the ERSB endorse the MOU with the Department of Municipal Affairs and Environment regarding issues management and crisis communications, to be reviewed every six months. All in favour.*

*MOTION 2018-060: Carried (unanimously)*

**(3) Turn Off Waste Drop-off Concept:**

Mr. Whalen note that a diagram of a proposed turn off from the highway that has been pitched to the Minister of Transportation and Works as a twenty four hour a day waste drop off site was included in the meeting package.

These sites would be located on routes leading to the Trans-Canada Highway and other high traffic corridors to act as another level of service that we can provide to increase convenience, accessibility and deter illegal dumping.

Mr. Grant, Mr. Mullooney and Mr. Kelly met with the Minister Steve Crocker recently to discuss the idea and the benefit it could bring to the Eastern Region.

Staff are proposing as many as six or seven of these sites to be built over the coming years with the first being proposed along Salmonier Line. The Minister was positive and provided some important feedback. He suggested that ERSB work with his staff on the technical aspects, that the Board engage the Department of Tourism, Culture Industry and Innovation, and that the Board do some consultation on the concept.

Mr. Whalen said everyone is encouraged by this response from Government and staff will continue to develop the concept.

Mr. Hickman asked where this idea came from originally. Mr. Kelly said the Board piloted winter drop offs last year in some cabin areas (i.e. Brigus Junction). Staff have been working on this idea for a number of years – a 24 hour 7 day a week drop off. This new idea would be an enhancement to service in the areas they are near. It will provide a convenient way for seasonal properties and cabin owners to dispose of waste when they leave. They are common in other provinces and they usually include picnic tables, washrooms, etc.

Mr. Grant said the intent of these new drop off sites is to show Government and cabin owners that we are listening and are looking for alternatives to temporary drop offs during the winter months.

#### **(4) Q2 Waste Operations Report:**

Mr. Whalen noted that the full report of Waste Operations for April to the end of June was included in the meeting package.

Some of the high points include:

- Because the ERSB added an additional grapple truck this year, it has dramatically increased the transport truck removals from waste recovery facilities in the second quarter.

As Board members know, this has been a concern raised by some communities and staff are happy to report that waste removal from the WRFs is up from Q2 of 2017, due to an extra 67 removals.

Some of the feedback that we have gotten to date is that the increase in removals has greatly enhanced the operations and the look of the sites – so it has been positive.

- This is the time of year that ERSB supports community clean ups and it has doubled the number of participating communities from the previous year.

It should be noted that we will be doing enhanced communication next year to promote additional participation of volunteer groups to take advantage of this opportunity to clean up beaches, parks, and other public spaces in communities.

- ERSB tackled another community issue with the installation of a secondary gate at the Bay Bulls WRF this quarter and since its installation no illegal dumping has been observed on the road to the facility.
- There were 18 mobile Household Hazardous Waste events held in communities that included staffing of the events by volunteer fire departments in each community. Volumes of materials collected from each are included in the full report.
- Waste collection operations under the ERSB have also started on Bell Island and the last landfill in the region closed as of the end of June. The island and the Town of Wabana are now fully participating in the regional service with biweekly recycling collection, bulk events and HHW events.

The engineering consulting contract to design and tender the waste recovery facility development and landfill closure on Bell Island has been awarded. That work will also kick off shortly and hopefully be completed before year end.

Mr. Whalen said the second quarter has been a very successful few months for waste operations with lots of positive things happening for the communities that we partner with and serve.

**c) Governance Committee (Friday, September 7)**

*Mr. Mullooney delivered the report on behalf of the ERSB Governance Committee:*

**(1) CRA Payroll Remittances:**

Mr. Mullooney noted that the CRA Payroll Remittances is an information item. As Board members know, a key role of the ERSB Governance Committee is ensuring that the Board meets and maintains its legislative and corporate requirements.

Included in your meeting package is a statement of account for our Canada Revenue Agency payroll account for the end of May, 2018.

The Board is in a credit situation and staff expect that by year end this will be balanced for 2018 fiscal year.

The Governance Committee has no concerns that it wishes to raise to the Board with regard to the oversight it provides to the Board for the second quarter of the year.

**(2) Update on Establishing New Joint Councils:**

Mr. Mullooney reminded Board members that the ERSB currently supports four joint councils in the region, including:

- Southern Shore Joint Council – Chairperson is Mayor Harold Mullooney from Bay Bulls;
- Northeast Avalon Joint Council – Chairperson is Mayor Jody Wall of Pouch Cove;
- Conception Bay North – Chairperson is Councillor Glenn Clarke of Victoria;
- Joint Mayors Association of Trinity-Bay de Verde – Chairperson is Mayor Clayton Branton of Heart’s Delight-Islington

The ERSB’s Board Clerk/Outreach Coordinator is trying to establish four new joint councils and a briefing note and map in the meeting package provides an overview of the boundaries and communities included in each new joint council.

Mr. Mullooney said that ERSB will include local service districts in these new areas, similar to our practice on the Southern Shore.

The new areas to be formed are:

- Clarenville and Random Island Joint Council;
- Whitbourne – Trinity Bay South – Isthmus Joint Council;
- Cape Shore Joint Council; and,
- St. Mary’s Bay Joint Council.

So far staff have contacted the communities in the Clarenville and Random Island Joint Council and scheduled a first meeting for October 2 in Clarenville. Board member Mr. Bill Bailey and Mr. Kelly will be in attendance, along with Mr. Power.

Letters will be sent in the coming days to communities near Whitbourne-Trinity Bay South-Isthmus area for the establishment of a joint council in that part of the Eastern Region.

Mr. Mullooney said staff have reached out to MHA Sherry Gambin-Walsh’s office about the establishment of two joint councils in the area she represents in the provincial legislature - the Cape Shore and St. Mary’s Bay - which is the area represented by ERSB Board member Mr. Kevin McDonald. He will be fully engaged in the process. While Minister Gambin-Walsh’s office was excited to see this taking shape and offered some support/advice, everyone realizes that this will be a challenge to get these groups up and running. Therefore, Mr. Power will need people’s help on this. MNL is coming up in a week’s time and we will be looking to Board members that are attending to search out communities in these new areas and to encourage them to participate – talk to them about it.

Mr. Kelly noted that the Board is also planning a general meeting of all of the Joint Councils in early November to bring representatives from each area together. If a joint council is up and running in one of the new areas by then they will also be invited to participate.

## 5) CORRESPONDENCE:

There was no correspondence to present/discuss.



**6) NEW BUSINESS:**

**a) Newfoundland and Labrador Association of Fire Services (NLAFS) Convention and Trade Show:**

Mr. Grant noted that he will be joined by Mr. Kelly and Mr. Power at the upcoming NLAFS Conference and Trade show in Clarenville next week. The Board is a sustaining member of that association. This membership brings the Board closer to the fire service and will be an essential way to get the message out regarding the Board's expanded fire and emergency services mandate.

**b) Canadian Home Builders Association of Newfoundland and Labrador (CHBA-NL):**

Mr. Grant noted that he, along with Mr. Mullooney, Mr. Kelly and Mr. Power met with the CHBA-NL Executive recently to present the Board residential and business construction inspection program proposal. They CHBA-NL was very receptive. Mr. Kelly and Mr. Power will follow-up with the CHBA-NL's Executive Director in the coming weeks with the intent of developing a joint proposal to government for the delivery of this new service in communities in the Eastern region.

*Ms. Stoyles left the meeting at 8:12 p.m.*

**7) UPCOMING MEETINGS:**

Mr. Grant noted the following meetings which will take place in October:

- Board of Directors – Wednesday, October 24, 2018
- Finance & Audit Committee – Tuesday, September 18, 2018
- Strategy & Policy Committee – Thursday, September 20, 2018
- Governance Committee – Friday, September 7, 2018

**8) ADJOURNMENT:**

*Seeing no further business to be discussed, it was moved and seconded (Mr. Korab/Ms. Stapleton) that the meeting adjourn. All in favour.*

*MOTION 2018-061: Carried (unanimously)*

*The meeting adjourned at 8:20 p.m.*

## **(4) COMMITTEE REPORTS**

# **(4)(a) Finance and Audit Committee Report**

## **(4)(a)(1) Board Expenditures**

# EASTERN REGIONAL SERVICE BOARD

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## PAYROLL EXPENSE

### JUNE 2018

Payroll – Staff ( <i>2 pay periods – 35 employees</i> ).....	\$143,421.43
Payroll – Board (21 members) .....	<u>\$ 00,000.00</u>
Total Payroll ( <i>54 employees</i> ) .....	\$143,421.43
Payroll CRA Remittance .....	<u>\$ 50,159.33</u>
<b>TOTAL GROSS PAYROLL .....</b>	<b><u>\$193,580.76</u></b>

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### PREVIOUS MONTH

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### MAY 2018

Payroll – Staff ( <i>2 pay periods – 35 employees</i> ).....	\$136,360.15
Payroll – Board (21 members) .....	<u>\$ 00,000.00</u>
Total Payroll ( <i>54 employees</i> ) .....	\$136,360.15
Payroll CRA Remittance .....	<u>\$ 46,940.97</u>
<b>TOTAL GROSS PAYROLL .....</b>	<b><u>\$183,301.12</u></b>

**Eastern Regional Service Board**

BNK2 - Bank of Montreal - EW

Cheques from 000001 to 007085 dated between 06-01-2018 and 06-30-2018

**CHEQUE REGISTER**

Printed: 11:40:00AM 07/30/2018

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<b>Number</b>	<b>Issued</b>	<b>Amount</b>	<b>SC</b>	<b>Status</b>	<b>Status Date</b>
006927	06/14/2018 Bay de Grave Regional Municipal Services Corporation	1,000.00	A/P	CLEARED	07/11/2018
006928	06/14/2018 Carbonear Volunteer Fire Department	1,000.00	A/P	CLEARED	07/18/2018
006929	06/14/2018 Colliers Volunteer Fire Department	1,000.00	A/P	CLEARED	07/11/2018
006930	06/14/2018 Conception Harbour Volunteer Fire Department	1,000.00	A/P	CLEARED	07/18/2018
006931	06/14/2018 Fermeuse Volunteer Fire Department	1,000.00	A/P	CLEARED	06/27/2018
006932	06/14/2018 Hant's Harbour Fire Department	1,000.00	A/P	CLEARED	06/29/2018
006933	06/14/2018 Heart's Delight-Islington Volunteer Fire Department	1,000.00	A/P	CLEARED	06/27/2018
006934	06/14/2018 Holyrood Volunteer Fire Department	1,000.00	A/P	CLEARED	07/25/2018
006935	06/14/2018 Mount Carmel Volunteer Fire Department	1,000.00	A/P	CLEARED	07/18/2018
006936	06/14/2018 North Shore Volunteer Fire Department	1,000.00	A/P	OUT-STD	06/14/2018
006937	06/14/2018 St.Vincent's-St.Stephen's-Peter's River	1,000.00	A/P	CLEARED	06/27/2018
006938	06/14/2018 Town of St. Joseph's	1,000.00	A/P	CLEARED	07/18/2018
006939	06/14/2018 Trepassey Volunteer Fire Department	1,000.00	A/P	CLEARED	06/27/2018
006940	06/14/2018 Trinity South Central Fire Department	1,000.00	A/P	CLEARED	06/20/2018
006941	06/14/2018 Upper Island Cove Fire Department	1,000.00	A/P	OUT-STD	06/14/2018
006942	06/14/2018 Whitbourne Volunteer Fire Department	1,000.00	A/P	CLEARED	07/04/2018
006943	06/14/2018 Winterton Fire Department	1,000.00	A/P	OUT-STD	06/14/2018
006944	06/14/2018 62167 Newfoundland and Labrador Inc	7,380.30	A/P	CLEARED	06/29/2018
006945	06/14/2018 Acklands Grainger Inc.	721.54	A/P	CLEARED	06/20/2018
006946	06/14/2018 Around The Bay Disposals Inc.	43,626.82	A/P	CLEARED	06/20/2018
006947	06/14/2018 Around The Bay Disposals Inc.	1,610.00	A/P	CLEARED	06/20/2018
006948	06/14/2018 Bay Auto Sales & Service Inc	724.50	A/P	CLEARED	06/27/2018
006949	06/14/2018 Bell Mobility Inc.	1,509.59	A/P	CLEARED	06/20/2018
006950	06/14/2018 Bradley Power	143.50	A/P	CLEARED	06/20/2018
006951	06/14/2018 Christie Dean	3,855.62	A/P	CLEARED	06/20/2018
006952	06/14/2018 City of St. John's	59,541.50	A/P	CLEARED	06/20/2018
006953	06/14/2018 Clowe Construction Ltd.	412.85	A/P	CLEARED	07/25/2018
006954	06/14/2018 D&L Russell Limited	69.75	A/P	CLEARED	06/27/2018
006955	06/14/2018 Dicks and Company Limited	562.35	A/P	CLEARED	06/20/2018
006956	06/14/2018 Dodd's Diesel Repair Ltd.	0.00	A/P	*VOID*	06/14/2018
006957	06/14/2018 Dodd's Diesel Repair Ltd.	17,748.30	A/P	CLEARED	06/27/2018
006958	06/14/2018 Ed Grant	411.24	A/P	CLEARED	06/20/2018
006959	06/14/2018 Gary Loder	550.00	A/P	CLEARED	07/11/2018
006960	06/14/2018 GCR Tires & Service	181.64	A/P	CLEARED	06/20/2018
006961	06/14/2018 G Groves & Sons Limited	1,518.00	A/P	OUT-STD	06/14/2018
006962	06/14/2018 Harbour ELECTRIC Ltd.	999.92	A/P	CLEARED	06/20/2018
006963	06/14/2018 Hilda Whelan	86.31	A/P	CLEARED	06/20/2018
006964	06/14/2018 Imperial Oil	135.33	A/P	CLEARED	06/27/2018
006965	06/14/2018 K.J.H. Dirtwork's Ltd.	656.63	A/P	CLEARED	07/11/2018
006966	06/14/2018 Ken Kelly	3,804.71	A/P	CLEARED	06/20/2018
006967	06/14/2018 Kevin Power	954.54	A/P	CLEARED	06/20/2018
006968	06/14/2018 Leslie Squires	440.00	A/P	CLEARED	06/20/2018
006969	06/14/2018 Lynn Tucker	1,059.55	A/P	CLEARED	06/20/2018
006970	06/14/2018 Modern Business Equipment Limited	369.92	A/P	CLEARED	06/20/2018
006971	06/14/2018 Northern Business Intelligence	2,428.85	A/P	CLEARED	06/20/2018
006972	06/14/2018 O'Brien's Trucking Ltd	816.63	A/P	CLEARED	07/11/2018

**Eastern Regional Service Board**

BNK2 - Bank of Montreal - EW

Cheques from 000001 to 007085 dated between 06-01-2018 and 06-30-2018

**CHEQUE REGISTER**

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<b>Number</b>	<b>Issued</b>	<b>Amount</b>	<b>SC</b>	<b>Status</b>	<b>Status Date</b>
006973	06/14/2018 Pat Singleton	550.00	A/P	CLEARED	06/20/2018
006974	06/14/2018 PBA Industrial Supplies Ltd.	143.50	A/P	CLEARED	06/20/2018
006975	06/14/2018 Provincial Ready Mix Inc.	599.61	A/P	CLEARED	06/29/2018
006976	06/14/2018 Royal St. John's Regatta Committee	110.00	A/P	CLEARED	06/27/2018
006977	06/14/2018 SaltWire Network Inc.	3,908.07	A/P	CLEARED	06/20/2018
006978	06/14/2018 Sam Pike Masonry Ltd.	120.44	A/P	CLEARED	06/27/2018
006979	06/14/2018 Sandy Hickman	1,166.38	A/P	CLEARED	07/04/2018
006980	06/14/2018 T2 Ventures Inc.	190,410.01	A/P	CLEARED	06/20/2018
006981	06/14/2018 TForce Final Mile Canada Inc.	10.06	A/P	CLEARED	07/18/2018
006982	06/14/2018 The Business Post	477.30	A/P	CLEARED	06/20/2018
006983	06/14/2018 Town of Clarendville	1,608.00	A/P	CLEARED	06/20/2018
006984	06/14/2018 Tulk Tire & Service Ltd.	2,240.83	A/P	CLEARED	06/20/2018
006985	06/14/2018 Vardy Villa Limited	35,091.67	A/P	CLEARED	06/27/2018
006986	06/14/2018 WAJAX (Power Systems)	375.25	A/P	CLEARED	06/29/2018
006987	06/14/2018 Workplace NL	3,554.82	A/P	CLEARED	06/20/2018
006988	06/14/2018 Pye, Joyce	319.32	A/R	*VOID*	06/14/2018
006989	06/14/2018 Butler, Roger & Arlene Butler	180.00	A/R	CLEARED	06/27/2018
006990	06/14/2018 Gosse, Richard	187.27	A/R	CLEARED	06/27/2018
006991	06/14/2018 Pye, Joyce	219.32	A/R	CLEARED	06/29/2018
006992	06/27/2018 61366 Newfoundland and Labrador Inc.	5,290.00	A/P	CLEARED	07/04/2018
006993	06/27/2018 Bill Peddle	79.91	A/P	CLEARED	07/04/2018
006994	06/27/2018 Bradley Power	186.89	A/P	CLEARED	06/29/2018
006995	06/27/2018 C. Russell & Sons Ltd.	338.62	A/P	CLEARED	07/11/2018
006996	06/27/2018 Christie Dean	422.46	A/P	CLEARED	07/11/2018
006997	06/27/2018 Coish's Trucking & Excavating Ltd.	14,432.50	A/P	CLEARED	07/11/2018
006998	06/27/2018 Craig's Locksmithing & Auto Glass	86.19	A/P	CLEARED	07/11/2018
006999	06/27/2018 Dicks and Company Limited	346.26	A/P	CLEARED	07/04/2018
007000	06/27/2018 Dodd's Diesel Repair Ltd.	16,638.26	A/P	CLEARED	07/11/2018
007001	06/27/2018 Eastcom Inc.	103.43	A/P	CLEARED	07/11/2018
007002	06/27/2018 Eastern Machining & Welding Inc.	1,765.26	A/P	CLEARED	07/11/2018
007003	06/27/2018 Ed Grant	853.70	A/P	CLEARED	07/04/2018
007004	06/27/2018 E K Lomond Auto Solutions Inc	30.34	A/P	CLEARED	07/11/2018
007005	06/27/2018 Glenn Clarke	132.00	A/P	CLEARED	07/11/2018
007006	06/27/2018 Ivan Heath	54.99	A/P	CLEARED	07/25/2018
007007	06/27/2018 Jenkins Anthony Inc.	5,051.79	A/P	CLEARED	07/11/2018
007008	06/27/2018 Ken Kelly	1,112.52	A/P	CLEARED	07/04/2018
007009	06/27/2018 Kevin Power	422.88	A/P	CLEARED	07/11/2018
007010	06/27/2018 Krysta Molloy	16.58	A/P	OUT-STD	06/27/2018
007011	06/27/2018 Lynn Tucker	163.09	A/P	CLEARED	07/04/2018
007012	06/27/2018 Miller IT Limited	5,078.48	A/P	CLEARED	07/04/2018
007013	06/27/2018 NATIONAL Public Relations	6,825.74	A/P	CLEARED	07/11/2018
007014	06/27/2018 Newfoundland Power Inc.	944.45	A/P	CLEARED	07/11/2018
007015	06/27/2018 North Atlantic	43,826.80	A/P	CLEARED	07/11/2018
007016	06/27/2018 Quikprint Services Ltd.	104.98	A/P	CLEARED	07/11/2018
007017	06/27/2018 Shred-it International ULC	62.59	A/P	CLEARED	07/11/2018
007018	06/27/2018 Tulk Tire & Service Ltd.	1,074.10	A/P	CLEARED	07/04/2018
007019	06/27/2018 Workplace NL	1,777.41	A/P	CLEARED	07/11/2018

\*\* - Name on Check was modified

Eastern Regional Service Board

BNK2 - Bank of Montreal - EW

Cheques from 000001 to 007085 dated between 06-01-2018 and 06-30-2018

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CHEQUE REGISTER

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Printed: 11:40:00AM 07/30/2018

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Number	Issued		Amount	SC	Status	Status Date
007020	06/27/2018	Benoit, Terry	180.00	A/R	CLEARED	07/11/2018
<b>Cheque Totals Issued:</b>			<b>517,674.64</b>			
<b>Void:</b>			<b>319.32</b>			
<b>Total Cheques Generated:</b>			<b>517,993.96</b>			
<b>Total # of Cheques Listed:</b>			<b>94</b>			



# EASTERN REGIONAL SERVICE BOARD

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## PAYROLL EXPENSE

### JULY 2018

Payroll – Staff ( <i>2 pay periods – 35 employees</i> ).....	\$139,698.97
Payroll – Board (19 members) .....	<u>\$ 24,844.12</u>
Total Payroll ( <i>54 employees</i> ) .....	\$164,543.09
Payroll CRA Remittance .....	<u>\$ 52,135.68</u>
<b>TOTAL GROSS PAYROLL .....</b>	<b><u>\$216,678.77</u></b>

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### PREVIOUS MONTH

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### JUNE 2018

Payroll – Staff ( <i>2 pay periods – 35 employees</i> ).....	\$143,421.43
Payroll – Board (19 members) .....	<u>\$ 00,000.00</u>
Total Payroll ( <i>54 employees</i> ) .....	\$143,421.43
Payroll CRA Remittance .....	<u>\$ 50,159.33</u>
<b>TOTAL GROSS PAYROLL .....</b>	<b><u>\$193,580.76</u></b>

**Eastern Regional Service Board**

BNK2 - Bank of Montreal - EW

Cheques from 000001 to 007125 dated between 07-01-2018 and 07-31-2018

**CHEQUE REGISTER**

Printed: 3:44:14PM 08/21/2018

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<b>Number</b>	<b>Issued</b>	<b>Amount</b>	<b>SC</b>	<b>Status</b>	<b>Status Date</b>
007021	07/12/2018 62167 Newfoundland and Labrador Inc	<b>7,380.30</b>	A/P	CLEARED	08/08/2018
007022	07/12/2018 A1 Glass	<b>432.59</b>	A/P	CLEARED	07/18/2018
007023	07/12/2018 Around The Bay Disposals Inc.	<b>41,386.21</b>	A/P	CLEARED	07/18/2018
007024	07/12/2018 Bay Auto Sales & Service Inc	<b>273.70</b>	A/P	CLEARED	08/08/2018
007025	07/12/2018 Bell Aliant	<b>1,581.89</b>	A/P	CLEARED	07/25/2018
007026	07/12/2018 Bell Mobility Inc.	<b>1,509.59</b>	A/P	CLEARED	07/25/2018
007027	07/12/2018 Big Erics Inc.	<b>123.50</b>	A/P	CLEARED	07/25/2018
007028	07/12/2018 Bill Bailey	<b>1,426.16</b>	A/P	CLEARED	07/31/2018
007029	07/12/2018 Christie Dean	<b>1,872.11</b>	A/P	CLEARED	07/18/2018
007030	07/12/2018 Dodd's Diesel Repair Ltd.	<b>13,253.76</b>	A/P	CLEARED	07/18/2018
007031	07/12/2018 Eastern Machining & Welding Inc.	<b>3,989.25</b>	A/P	CLEARED	07/25/2018
007032	07/12/2018 Ed Grant	<b>374.68</b>	A/P	CLEARED	07/18/2018
007033	07/12/2018 Glenn Clarke	<b>121.85</b>	A/P	CLEARED	07/25/2018
007034	07/12/2018 Harold Mallowney	<b>1,092.24</b>	A/P	CLEARED	07/18/2018
007035	07/12/2018 Hilda Whelan	<b>86.31</b>	A/P	CLEARED	07/25/2018
007036	07/12/2018 Kevin Power	<b>725.86</b>	A/P	CLEARED	07/25/2018
007037	07/12/2018 Kevin Butt	<b>29.15</b>	A/P	CLEARED	07/25/2018
007038	07/12/2018 Kevin McDonald	<b>233.54</b>	A/P	CLEARED	08/08/2018
007039	07/12/2018 Lucy Stoyles	<b>73.11</b>	A/P	CLEARED	07/25/2018
007040	07/12/2018 Margaret (Peggy) Roche	<b>165.03</b>	A/P	CLEARED	07/25/2018
007041	07/12/2018 Miller IT Limited	<b>3,406.84</b>	A/P	CLEARED	07/18/2018
007042	07/12/2018 Modern Business Equipment Limited	<b>74.65</b>	A/P	CLEARED	07/18/2018
007043	07/12/2018 Nexgen Municipal Inc.	<b>40,206.71</b>	A/P	CLEARED	07/25/2018
007044	07/12/2018 NL News Now	<b>774.38</b>	A/P	CLEARED	07/18/2018
007045	07/12/2018 OMB Parts & Industrial Ltd.	<b>94.73</b>	A/P	CLEARED	07/25/2018
007046	07/12/2018 ORKIN Canada Corporation	<b>345.00</b>	A/P	CLEARED	07/25/2018
007047	07/12/2018 Parts For Trucks Inc.	<b>1,380.00</b>	A/P	CLEARED	07/25/2018
007048	07/12/2018 Provincial Ready Mix Inc.	<b>749.52</b>	A/P	CLEARED	07/25/2018
007049	07/12/2018 SaltWire Network Inc.	<b>474.57</b>	A/P	CLEARED	07/18/2018
007050	07/12/2018 Sam Whalen	<b>147.24</b>	A/P	CLEARED	07/25/2018
007051	07/12/2018 T2 Ventures Inc.	<b>184,230.22</b>	A/P	CLEARED	07/18/2018
007052	07/12/2018 Tulk Tire & Service Ltd.	<b>1,208.52</b>	A/P	CLEARED	07/18/2018
007053	07/12/2018 WAJAX (Power Systems)	<b>527.62</b>	A/P	CLEARED	07/25/2018
007054	07/12/2018 Wayde Higdon	<b>283.12</b>	A/P	CLEARED	07/25/2018
007055	07/12/2018 Workplace NL	<b>1,777.41</b>	A/P	CLEARED	07/18/2018
007057	07/25/2018 61366 Newfoundland and Labrador Inc.	<b>5,290.00</b>	A/P	CLEARED	08/08/2018
007058	07/25/2018 A1 Glass	<b>22.50</b>	A/P	CLEARED	08/01/2018
007059	07/25/2018 Bay Auto Sales & Service Inc	<b>1,571.97</b>	A/P	CLEARED	08/08/2018
007060	07/25/2018 Bill Bailey	<b>35.00</b>	A/P	OUT-STD	07/25/2018
007061	07/25/2018 Christie Dean	<b>3,429.90</b>	A/P	CLEARED	08/08/2018
007062	07/25/2018 City of St. John's	<b>56,067.33</b>	A/P	CLEARED	08/08/2018
007063	07/25/2018 Coish's Trucking & Excavating Ltd.	<b>14,432.50</b>	A/P	CLEARED	08/01/2018
007064	07/25/2018 D&L Russell Limited	<b>10.05</b>	A/P	CLEARED	08/08/2018
007065	07/25/2018 Dicks and Company Limited	<b>45.99</b>	A/P	CLEARED	08/08/2018
007066	07/25/2018 Dodd's Diesel Repair Ltd.	<b>13,013.43</b>	A/P	CLEARED	08/08/2018
007067	07/25/2018 Eastern Machining & Welding Inc.	<b>1,566.11</b>	A/P	CLEARED	08/08/2018

**Eastern Regional Service Board**

BNK2 - Bank of Montreal - EW

Cheques from 000001 to 007125 dated between 07-01-2018 and 07-31-2018

**CHEQUE REGISTER**

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<b>Number</b>	<b>Issued</b>	<b>Amount</b>	<b>SC</b>	<b>Status</b>	<b>Status Date</b>
007068	07/25/2018 Gary Loder	115.00	A/P	OUT-STD	07/25/2018
007069	07/25/2018 GCR Tires & Service	76.99	A/P	CLEARED	08/08/2018
007070	07/25/2018 Imperial Oil	49.95	A/P	CLEARED	08/08/2018
007071	07/25/2018 Jenkins Anthony Inc.	5,053.38	A/P	CLEARED	07/31/2018
007072	07/25/2018 Ken Kelly	1,109.50	A/P	CLEARED	07/31/2018
007073	07/25/2018 NATIONAL Public Relations	12,964.58	A/P	CLEARED	08/08/2018
007074	07/25/2018 Newfoundland Power Inc.	887.51	A/P	CLEARED	08/01/2018
007075	07/25/2018 North Atlantic	37,404.60	A/P	CLEARED	08/08/2018
007076	07/25/2018 Northern Business Intelligence	2,377.23	A/P	CLEARED	08/08/2018
007077	07/25/2018 Parts For Trucks Inc.	819.72	A/P	CLEARED	08/08/2018
007078	07/25/2018 Pitney Bowes	2,901.75	A/P	CLEARED	08/08/2018
007079	07/25/2018 Provincial Fence Products Ltd.	9,941.75	A/P	CLEARED	07/31/2018
007080	07/25/2018 SaltWire Network Inc.	474.57	A/P	CLEARED	07/31/2018
007081	07/25/2018 Shred-it International ULC	62.59	A/P	CLEARED	08/08/2018
007082	07/25/2018 Town of Clarendville	1,608.00	A/P	CLEARED	08/08/2018
007083	07/25/2018 Tulk Tire & Service Ltd.	128.62	A/P	CLEARED	07/31/2018
007084	07/25/2018 Workplace NL	1,747.41	A/P	CLEARED	07/31/2018
<b>Cheque Totals Issued:</b>		<b>485,019.29</b>			
<b>Void:</b>		<b>0.00</b>			
<b>Total Cheques Generated:</b>		<b>485,019.29</b>			
<b>Total # of Cheques Listed:</b>		<b>63</b>			

# EASTERN REGIONAL SERVICE BOARD

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## PAYROLL EXPENSE

### AUG 2018

Payroll – Staff ( <i>3 pay periods – 35 employees</i> ).....	\$209,271.28
Payroll – Board (19 members) .....	<u>\$ 00,000.00</u>
Total Payroll ( <i>35 employees</i> ) .....	\$209,271.28
Payroll CRA Remittance .....	<u>\$ 67,253.82</u>
<b>TOTAL GROSS PAYROLL .....</b>	<b><u>\$276,525.10</u></b>

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### PREVIOUS MONTH

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### JULY 2018

Payroll – Staff ( <i>2 pay periods – 35 employees</i> ).....	\$139,698.97
Payroll – Board (19 members) .....	<u>\$ 24,844.12</u>
Total Payroll ( <i>54 employees</i> ) .....	\$164,543.09
Payroll CRA Remittance .....	<u>\$ 52,135.68</u>
<b>TOTAL GROSS PAYROLL .....</b>	<b><u>\$216,678.77</u></b>

**Eastern Regional Service Board**

BNK2 - Bank of Montreal - EW

Cheques from 000001 to 007158 dated between 08-01-2018 and 08-28-2018

**CHEQUE REGISTER**

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<b>Number</b>	<b>Issued</b>	<b>Amount</b>	<b>SC</b>	<b>Status</b>	<b>Status Date</b>
007085	08/09/2018 A1 Glass	579.99	A/P	CLEARED	08/15/2018
007086	08/09/2018 Around The Bay Disposals Inc.	44,594.78	A/P	CLEARED	08/15/2018
007087	08/09/2018 Bay Auto Sales & Service Inc	357.90	A/P	OUT-STD	08/09/2018
007088	08/09/2018 Bell Aliant	1,611.29	A/P	OUT-STD	08/09/2018
007089	08/09/2018 Bell Mobility Inc.	1,501.41	A/P	OUT-STD	08/09/2018
007090	08/09/2018 Blaketown Service Station	1,082.13	A/P	OUT-STD	08/09/2018
007091	08/09/2018 Christie Dean	405.87	A/P	CLEARED	08/15/2018
007092	08/09/2018 City of St. John's	46,805.39	A/P	OUT-STD	08/09/2018
007093	08/09/2018 Coish's Trucking & Excavating Ltd.	14,432.50	A/P	OUT-STD	08/09/2018
007094	08/09/2018 Curtis Dawe	30,927.71	A/P	CLEARED	08/15/2018
007095	08/09/2018 D&L Russell Limited	144.91	A/P	OUT-STD	08/09/2018
007096	08/09/2018 Dodd's Diesel Repair Ltd.	0.00	A/P	*VOID*	08/09/2018
007097	08/09/2018 Dodd's Diesel Repair Ltd.	0.00	A/P	*VOID*	08/09/2018
007098	08/09/2018 Dodd's Diesel Repair Ltd.	47,779.10	A/P	OUT-STD	08/09/2018
007099	08/09/2018 E K Lomond Auto Solutions Inc	10.34	A/P	OUT-STD	08/09/2018
007100	08/09/2018 Gary Loder	70.00	A/P	OUT-STD	08/09/2018
007101	08/09/2018 GCR Tires & Service	128.57	A/P	OUT-STD	08/09/2018
007102	08/09/2018 Gergar Enterprises Limited	920.00	A/P	OUT-STD	08/09/2018
007103	08/09/2018 GMK Equipment Rentals Ltd.	21,045.00	A/P	OUT-STD	08/09/2018
007104	08/09/2018 Ken Kelly	1,006.77	A/P	CLEARED	08/15/2018
007105	08/09/2018 Kevin Power	770.02	A/P	CLEARED	08/15/2018
007106	08/09/2018 Krysta Molloy	15.49	A/P	OUT-STD	08/09/2018
007107	08/09/2018 Leslie Squires	660.00	A/P	OUT-STD	08/09/2018
007108	08/09/2018 Lynn Tucker	185.46	A/P	CLEARED	08/15/2018
007109	08/09/2018 Miller IT Limited	828.00	A/P	CLEARED	08/15/2018
007110	08/09/2018 Modern Business Equipment Limited	189.24	A/P	CLEARED	08/15/2018
007111	08/09/2018 Northern Business Intelligence	3,043.95	A/P	OUT-STD	08/09/2018
007112	08/09/2018 Parts For Trucks Inc.	113.85	A/P	OUT-STD	08/09/2018
007113	08/09/2018 PBA Industrial Supplies Ltd.	543.59	A/P	OUT-STD	08/09/2018
007114	08/09/2018 Pitney Bowes	183.26	A/P	OUT-STD	08/09/2018
007115	08/09/2018 RENU Industries Canada	1,006.25	A/P	CLEARED	08/15/2018
007116	08/09/2018 Royal Garage Ltd.	103.78	A/P	CLEARED	08/15/2018
007117	08/09/2018 SaltWire Network Inc.	1,191.64	A/P	CLEARED	08/15/2018
007118	08/09/2018 Sam Pike Masonry Ltd.	83.94	A/P	OUT-STD	08/09/2018
007119	08/09/2018 T2 Ventures Inc.	208,848.46	A/P	CLEARED	08/15/2018
007120	08/09/2018 Tulk Tire & Service Ltd.	2,701.36	A/P	CLEARED	08/15/2018
007121	08/09/2018 Vardy Villa Limited	70,183.34	A/P	OUT-STD	08/09/2018
007122	08/09/2018 WAJAX (Power Systems)	446.78	A/P	OUT-STD	08/09/2018
007123	08/09/2018 Furey, Edith	292.64	A/R	OUT-STD	08/09/2018
007124	08/09/2018 GMK Equipment Rentals Ltd.	1,720.00	G/L	OUT-STD	08/09/2018
007125	08/22/2018 61366 Newfoundland and Labrador Inc.	5,290.00	A/P	OUT-STD	08/22/2018
007126	08/22/2018 62167 Newfoundland and Labrador Inc	7,380.30	A/P	OUT-STD	08/22/2018
007127	08/22/2018 Acklands Grainger Inc.	544.89	A/P	OUT-STD	08/22/2018
007128	08/22/2018 Bradley Power	32.23	A/P	OUT-STD	08/22/2018
007129	08/22/2018 Corporate Research Associates	1,840.00	A/P	OUT-STD	08/22/2018
007130	08/22/2018 Craig's Locksmithing & Auto Glass	2,392.00	A/P	OUT-STD	08/22/2018

\*\* - Name on Check was modified

**Eastern Regional Service Board**

BNK2 - Bank of Montreal - EW

Cheques from 000001 to 007158 dated between 08-01-2018 and 08-28-2018

**CHEQUE REGISTER**

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<b>Number</b>	<b>Issued</b>	<b>Amount</b>	<b>SC</b>	<b>Status</b>	<b>Status Date</b>
007131	08/22/2018 D&L Russell Limited	263.22	A/P	OUT-STD	08/22/2018
007132	08/22/2018 Dicks and Company Limited	98.04	A/P	OUT-STD	08/22/2018
007133	08/22/2018 Dodd's Diesel Repair Ltd.	4,908.42	A/P	OUT-STD	08/22/2018
007134	08/22/2018 Ed Grant	271.47	A/P	OUT-STD	08/22/2018
007135	08/22/2018 Fewer's Ambulance Service Limited	115.00	A/P	OUT-STD	08/22/2018
007136	08/22/2018 Gary Loder	240.00	A/P	OUT-STD	08/22/2018
007137	08/22/2018 Harvey & Company Ltd.	1,802.90	A/P	OUT-STD	08/22/2018
007138	08/22/2018 Jane Brokenshire Photography	1,920.00	A/P	OUT-STD	08/22/2018
007139	08/22/2018 Ken Kelly	541.29	A/P	OUT-STD	08/22/2018
007140	08/22/2018 Kevin Power	736.88	A/P	OUT-STD	08/22/2018
007141	08/22/2018 Kevin Butt	16.43	A/P	OUT-STD	08/22/2018
007142	08/22/2018 NATIONAL Public Relations	12,138.82	A/P	OUT-STD	08/22/2018
007143	08/22/2018 Newfoundland Exchequer Account	350.00	A/P	OUT-STD	08/22/2018
007144	08/22/2018 Newfoundland Power Inc.	885.80	A/P	OUT-STD	08/22/2018
007145	08/22/2018 Nexgen Municipal Inc.	3,618.42	A/P	OUT-STD	08/22/2018
007146	08/22/2018 North Atlantic	38,038.36	A/P	OUT-STD	08/22/2018
007147	08/22/2018 OMB Parts & Industrial Ltd.	96.45	A/P	OUT-STD	08/22/2018
007148	08/22/2018 Parts For Trucks Inc.	58.44	A/P	OUT-STD	08/22/2018
007149	08/22/2018 Royal Garage Ltd.	1,807.13	A/P	OUT-STD	08/22/2018
007150	08/22/2018 SaltWire Network Inc.	398.74	A/P	OUT-STD	08/22/2018
007151	08/22/2018 Shred-it International ULC	62.59	A/P	OUT-STD	08/22/2018
007152	08/22/2018 Town of Clarendville	1,608.00	A/P	OUT-STD	08/22/2018
007153	08/22/2018 Tulk Tire & Service Ltd.	1,040.60	A/P	OUT-STD	08/22/2018
007154	08/22/2018 WAJAX (Power Systems)	446.78	A/P	OUT-STD	08/22/2018
007155	08/22/2018 Workplace NL	1,777.41	A/P	OUT-STD	08/22/2018
007156	08/22/2018 Dean, Leslie & Grace	1,222.65	A/R	OUT-STD	08/22/2018
007157	08/22/2018 Hillier, Jennifer	155.16	A/R	OUT-STD	08/22/2018
<b>Cheque Totals Issued:</b>		<b>598,613.13</b>			
<b>Void:</b>		<b>0.00</b>			
<b>Total Cheques Generated:</b>		<b>598,613.13</b>			
<b>Total # of Cheques Listed:</b>		<b>73</b>			

**(4)(a)(2) Budget 2019**

# DRAFT Budget 2019 -

## BACKGROUND

Major items of note:

- Consider increase in the budget for Board per diem - \$10,000 above current budget of \$100,000
- Staff Salary costs are lower overall because of a reduction in positions in the curbside collection program.
- Benefit costs have increased because of WHSCC.
- Transportation and Communications – no change
- Supplies – increase projected for insurance for Whitbourne Depot and additional vehicles.
- Purchased Services Administrative– increased for Legal expertise
- Property, Furnishings and Equipment – increased by \$15,000 for equipment to be purchased for Whitbourne Depot
- Purchased Services Consulting – no change and nothing budgeted for consulting.
- Regional Operations – Slightly lower because no longer renting yard space for equipment
- Regional Transfer Station Clarendville – increased the amount to be paid for tipping fees at RHB based on actuals for 2018 YTD
- HHW – no change – budget will be sufficient based on 2018 YTD.
- Curbside Collection – budget increased for contracted out services and Internal has been reduced.
- Water/Wastewater – Program scheduled to end March 31, 2019 and no new funding has been announced.
- Fire Protection – no expansion areas have been approved to date. This may change as an expenditure but will be offset by new revenue.
- Reserves – have not been funded.
- Capital – requesting funding for Clarendville landfill closure that has not been completed. Expect Bell Island to be completed before end of 2018.
- Revenue is projected to be the same overall for 2019 based on YTD experience with reductions in CTS revenue and increases in Recyclable,



Interest, HST rebate.

Included is a report from City of St. John's of the actual tonnage received in 2017 compared to Year To Date for 2018. The tonnage and value of the tonnage is within 2% for the same period. We expect the same revenue performance from RHB as in 2017.

Recommendation will be for no fee changes for RHB in 2019 based on the draft budget for ERSB.

City of St. John's to provide guidance and input on the fees for 2019 based on tonnage projection and the budgetary needs of the facility this recommendation may change.

**MOTION:**

*Accept the draft budget for 2019 as tabled and recommend to the Board.*

## EASTERN REGIONAL SERVICE BOARD

### 2019 DRAFT BUDGET

	2019 Budget	2018 Budget	Actual June 30	2019 % Budget Change
<b>EXPENDITURES</b>				
<b>Salaries</b>				
Chair/Board Member Remuneration	\$ 100,000.00	\$ 100,000.00	\$ 54,710.07	0.0%
Salaries (Corporate Administration)	\$ 578,966.00	\$ 536,537.23	\$ 295,476.01	7.9%
Salaries (Regional Waste Operations)	\$ 751,785.00	\$ 854,088.90	\$ 475,392.62	-12.0%
Salaries (Internal Curbside Collections)	\$ 400,371.50	\$ 404,112.92	\$ 181,882.77	-0.9%
Salaries (Water)	\$ 17,500.00	\$ 55,000.00	\$ 27,115.43	-68.2%
<b>Sub-total</b>	<b>\$ 1,848,622.50</b>	<b>\$ 1,949,739.06</b>	<b>\$ 1,034,576.90</b>	<b>-5.2%</b>
<b>Benefits</b>				
Employment Insurance	\$ 35,166.70	\$ 30,150.75	\$ 23,321.36	16.6%
CPP	\$ 76,359.36	\$ 96,512.08	\$ 46,737.70	-20.9%
WHSCC	\$ 95,000.00	\$ 50,000.00	\$ 68,550.92	90.0%
Health & Life Benefits	\$ 23,953.60	\$ 27,361.08	\$ 15,006.27	-12.5%
RRSP	\$ 137,545.00	\$ 125,631.73	\$ 57,289.14	9.5%
Other				
<b>Sub-total</b>	<b>\$ 368,024.66</b>	<b>\$ 329,655.64</b>	<b>\$ 210,905.39</b>	<b>11.6%</b>
<b>Transportation &amp; Communications</b>				
Board/Committee Local Travel & Meetings (mileage & expenses)	\$ 45,000.00	\$ 45,000.00	\$ 15,504.16	0.0%
Telephone	\$ 40,000.00	\$ 40,000.00	\$ 15,220.61	0.0%
Staff Local Travel (mileage & expenses)	\$ 10,000.00	\$ 10,000.00	\$ 1,354.06	0.0%
Professional Development (Board)	\$ 35,000.00	\$ 35,000.00	\$ 5,892.13	0.0%
<b>Sub-total</b>	<b>\$ 130,000.00</b>	<b>\$ 130,000.00</b>	<b>\$ 37,970.96</b>	<b>0.0%</b>
<b>Supplies</b>				
Insurance	\$ 135,000.00	\$ 115,000.00	\$ 4,197.50	17.4%
Office Expenses*	\$ 80,000.00	\$ 80,000.00	\$ 30,363.99	0.0%
Bank Charges	\$ 40,000.00	\$ 30,000.00	\$ 19,452.79	33.3%
<b>Sub-total</b>	<b>\$ 255,000.00</b>	<b>\$ 225,000.00</b>	<b>\$ 54,014.28</b>	<b>13.3%</b>
<b>Purchased Services Administrative</b>				
Audit	\$ 23,000.00	\$ 31,000.00	\$ 19,511.91	-25.8%
Professional Development Staff	\$ 33,000.00	\$ 33,000.00	\$ 14,854.81	0.0%
Professional Services-Legal,HR,IT,Engineering,etc.	\$ 60,000.00	\$ 25,000.00	\$ 48,994.05	140.0%
<b>Sub-total</b>	<b>\$ 116,000.00</b>	<b>\$ 89,000.00</b>	<b>\$ 83,360.77</b>	<b>30.3%</b>
<b>Property, Furnishings &amp; Equipment</b>				
Office Space (gross lease, Majors Path)	\$ 86,000.00	\$ 86,000.00	\$ 46,848.97	0.0%
Computer Software/Software Licensing	\$ 6,000.00	\$ 6,000.00	\$ 12,459.51	0.0%
Photocopier Fees	\$ 5,000.00	\$ 6,500.00	\$ 1,197.05	-23.1%
Furniture & Equipment	\$ 25,000.00	\$ 10,000.00	\$ 25,246.01	150.0%
<b>Sub-total</b>	<b>\$ 122,000.00</b>	<b>\$ 108,500.00</b>	<b>\$ 85,751.54</b>	<b>12.4%</b>
<b>Purchased Services Consultants</b>				
Communications	\$ 120,000.00	\$ 120,000.00	\$ 41,829.25	0.0%
Consulting	\$ -	\$ -	\$ -	
<b>Sub-total</b>	<b>\$ 120,000.00</b>	<b>\$ 120,000.00</b>	<b>\$ 41,829.25</b>	<b>0.0%</b>

	2019 Budget	2018 Budget	Actual June 30	2019 % Budget Change
<b>Regional Operations &amp; Waste Recovery Facilities</b>				
Office Space lease (Blaketown yard)	\$ -	\$ 32,000.00	\$ 12,514.32	-100.0%
Snow clearing all WRF	\$ 40,000.00	\$ 60,000.00	\$ 29,618.39	-33.3%
Site Maintenance all WRF	\$ 30,000.00	\$ 75,000.00	\$ 9,973.60	-60.0%
Old Perican WRF (TCNWM)	\$ 175,000.00	\$ 175,000.00	\$ 78,527.34	0.0%
WRF Compaction Trailer Lease Payments	\$ 170,000.00	\$ 170,000.00	\$ 84,691.02	0.0%
Vehicle Maintenance and Operations	\$ 390,000.00	\$ 350,000.00	\$ 144,021.22	11.4%
Whitbourne Depot Utilities and Phone	\$ 25,000.00			
<b>Sub-total</b>	<b>\$ 830,000.00</b>	<b>\$ 862,000.00</b>	<b>\$ 359,345.89</b>	<b>-3.7%</b>
<b>Regional Transfer Station Clareville</b>				
Utilities/phone	\$ 25,000.00	\$ 25,000.00	\$ 12,033.51	0.0%
Site Maintenance	\$ 35,000.00	\$ 50,000.00	\$ 12,831.01	-30.0%
Vehicle Maintenance and Operations	\$ 200,000.00	\$ 200,000.00	\$ 91,376.87	0.0%
Tipping Fees At Regional Landfill for TS	\$ 400,000.00	\$ 350,000.00	\$ 188,562.98	14.3%
<b>Sub-total</b>	<b>\$ 660,000.00</b>	<b>\$ 625,000.00</b>	<b>\$ 304,804.37</b>	<b>5.6%</b>
<b>Household Hazardous Waste Program</b>				
HHW collection contract and Fire Dept	\$ 90,000.00	\$ 90,000.00	\$ 21,503.49	0.0%
<b>Sub-total</b>	<b>\$ 90,000.00</b>	<b>\$ 90,000.00</b>	<b>\$ 21,503.49</b>	<b>0.0%</b>
<b>Curbside Waste Collection Program</b>				
Maintenance Depot Costs allocated to Curbside	\$ 30,000.00	\$ 35,000.00	\$ 16,268.64	-14.3%
Internal Curbside Program	\$ 650,000.00	\$ 810,000.00	\$ 302,842.97	-19.8%
Contracted Services	\$ 3,900,000.00	\$ 3,200,000.00	\$ 1,251,569.69	21.9%
<b>Sub-Total</b>	<b>\$ 4,580,000.00</b>	<b>\$ 4,045,000.00</b>	<b>\$ 1,570,681.30</b>	<b>13.2%</b>
<b>Water/Wastewater Program</b>				
<b>Sub-Total</b>	<b>\$ -</b>	<b>\$ 17,500.00</b>	<b>\$ 3,598.28</b>	<b>-100.0%</b>
<b>Fire Protection</b>				
<b>Sub-Total</b>	<b>\$ 18,500.00</b>	<b>\$ 18,500.00</b>	<b>\$ 18,495.00</b>	<b>0.0%</b>
<b>Reserves</b>				
Regional Capital Reserve		\$ 320,000.00	\$ -	-100.0%
Curbside Capital Reserve		\$ 150,000.00	\$ -	-100.0%
Operational Reserve	\$ -	\$ -	\$ -	
<b>Sub-Total</b>	<b>\$ -</b>	<b>\$ 470,000.00</b>	<b>\$ -</b>	<b>-100.0%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 9,138,147.16</b>	<b>\$ 9,079,894.70</b>	<b>\$ 3,826,837.42</b>	<b>0.6%</b>
<b>Capital ERSB</b>				
Landfill Closures	\$ 300,000.00	\$ 1,850,000.00	\$ 10,149.39	-83.8%
Regional Equipment	\$ 220,000.00	\$ 100,000.00	\$ -	120.0%
Waste Collection Equipment	\$ 415,000.00			
<b>Sub-Total</b>	<b>\$ 935,000.00</b>	<b>\$ 1,950,000.00</b>	<b>\$ 10,149.39</b>	<b>-52.1%</b>
<b>TOTAL OPERATING AND CAPITAL</b>	<b>\$ 10,073,147.16</b>	<b>\$ 11,029,894.70</b>	<b>\$ 3,836,986.81</b>	<b>-8.7%</b>

	2019 Budget	2018 Budget	Actual June 30	2019 % Budget Change
<b>REVENUE</b>				
Waste Collection Fees	\$ 5,100,000.00	\$ 5,100,000.00	\$ 3,608,008.05	0.0%
Provision for Bad Debt	\$ (90,000.00)	\$ (90,000.00)	\$ (56,616.79)	0.0%
Transfer Station Clarenville Tipping Fees/Permit Fees/Etc.	\$ 175,000.00	\$ 350,000.00	\$ 82,508.47	-50.0%
Transportation charges revenue - Transfer Stn Clarenville	\$ 50,000.00	\$ 40,000.00	\$ 25,135.60	25.0%
Fire Protection Services Fees	\$ 19,200.00	\$ 19,000.00	\$ 15,813.54	1.1%
Recyclable metals/electronics	\$ 75,000.00	\$ 50,000.00	\$ 100,030.03	50.0%
Interest	\$ 75,000.00	\$ 35,000.00	\$ 56,510.57	114.3%
Misc Rev	\$ 25,000.00	\$ 1,000.00	\$ 18,511.12	2400.0%
ERSB Surplus (Deficit) Previous Years				
Regional Landfill Tipping Fee Derived	\$ 3,339,572.16	\$ 3,347,394.70	\$ 1,673,697.34	-0.2%
HST Rebate	\$ 350,000.00	\$ 250,000.00	\$ 197,753.64	40.0%
Provincial Capital	\$ 300,000.00	\$ 1,750,000.00	\$ -	-82.9%
Reserve Funding	\$ 635,000.00	\$ 100,000.00	\$ -	535.0%
Water / Wastewater Program	\$ 19,375.00	\$ 77,500.00	\$ 77,500.00	-75.0%
<b>TOTAL REVENUE</b>	<b>\$ 10,073,147.16</b>	<b>\$ 11,029,894.70</b>	<b>\$ 5,798,851.57</b>	<b>-8.7%</b>

Waste Type	2017	Jan - July 30, 2017	Jan - July, 2018
<b>General Waste</b>			
Biosolids	1,876,680	1,156,270	984,020
Bulk Garbage	1,305,910	752,840	706,400
Commercial	117,565,450	64,643,670	64,799,670
Domestic/Residential	58,390,640	35,499,050	33,976,310
Hospital Waste	81,690	81,690	120
MRF Garbage	38,460	29,060	18,470
MRF Rejected Bags	0	0	0
MRF Residual Waste	231,550	144,850	154,540
NLL Residual Waste	42,890	14,780	18,370
RDO Material	19,193,250	10,795,010	10,791,500
Litter Cleanup	20,470	16,370	11,700
Leaf and Yard Commercial	16,930	0	19,190
<b>Construction/Demolition</b>			
C&D Commercial	989,980	539,830	0
Creosote Lumber	322,810	129,110	483,850
Roofing Material	4,066,000	1,486,850	1,421,150
Wood Waste	4,770	750	770
<b>Special Wastes</b>			
Asbestos	1,125,230	738,750	515,550
International Waste	238,940	65,160	56,290
Special Waste	320,040	121,290	123,040
OTR Tires	171,390	63,350	46,460
<b>Waste Recovery Facilities</b>			
WRF Renews	251,360	167,810	335,190
WRF Placentia	424,100	257,770	409,120
WRF St. Josephs	214,810	153,590	171,800
WRF Bay Bulls	1,043,230	500,400	1,037,610
WRF Sunnyside	179,010	54,150	73,550
WRF Cavendish	431,920	246,940	673,060
WRF Harbour Grace	1,349,570	700,460	1,008,220
WRF Clarendville	704,750	390,880	597,300
WRF Whitbourne	641,530	271,700	587,340
<b>Charities</b>			
Charitable Organizations	86,210	42,220	36,490
<b>TOTAL</b>	<b>211,329,570</b>	<b>119,064,600</b>	<b>119,057,080</b>

56.34%                      56.34%  
 \$ 12,700,814.40   \$ 7,167,338.77   \$ 7,024,258.88   \$ 143,079.89  
 2%

**(4)(a)(3) Ratification of Digital Vote  
re: Consulting Services Contract for  
Bell Island**

# **THOSE WHO RESPONDED TO MOTION TO AWARD PRIME CONSULTING CONTRACT FOR WABANA LANDFILL AND BELL ISLAND WASTE RECOVERY FACILITY**

**MOTION:** *“Be it resolved that Eastern Regional Service Board award the Prime Consulting contract to Wood PLC for a total of \$40,421.00, including HST, for the landfill closure in the Town of Wabana, and for the design of the new Bell Island Waste Recovery Facility.”*

(Motion sent by e-mail to the Board of Directors on Thursday, September 13, 2018)

## **IN FAVOUR**

(Alphabetical order)

Bill Bailey  
Danny Breen  
Glenn Clarke  
Wally Collins  
Ian Froude  
Ed Grant  
Sandy Hickman  
Hope Jamieson  
Jamie Korab  
Dave Lane  
Harold Mallowney  
Sheilagh O’Leary  
Peggy Roche  
Gerard Tilley  
Kevin McDonald  
Sam Whalen  
Sterling Willis

## **AGAINST**

(Alphabetical order)

None

## **NO RESPONSE**

(Alphabetical order)

Maggie Burton  
Deanne Stapleton  
Lucy Stoyles  
Hilda Whelan

**(4)(b) STRATEGY AND POLICY  
COMMITTEE REPORT**



# **(4)(b)(1) Update on Public Engagement Strategy**

N

GOOD NEIGHBOURS:  
LAUNCH COMMUNICATIONS PLAN

REVISED SEPT 5, 2018

N|A|T|I|O|N|A|L

Jill Pitcher  
Senior Consultant  
NATIONAL Public Relations  
[jpitcher@national.ca](mailto:jpitcher@national.ca)  
709-754-9614 ext 8647

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## OVERVIEW

Eastern Regional Service Board (ERSB) is providing an opportunity for residents in their service area to understand and respond to the concept of a regional approach to delivery of services such as waste management, fire and emergency services, and water and waste water systems.

## AUDIENCE

### 1. MUNICIPAL FULL-TIME RESIDENTS

**This is the group we most need to participate in the engagement program.**

- Live within a municipality or local service district
- 60% of total customers
- Pay service fees as part of municipal tax process – bill comes from municipality
- Limited awareness of ERSB, who they are and what they do.
- All receive waste management services from ERSB, small number receive Fire and Emergency Services.
- Indifferent and disengaged

### 2. STAKEHOLDERS

- Board members
- Elected municipal officials
- Joint council members
- Provincial Government representatives
- Industry associations

## STRATEGIC APPROACH

- Leverage an integrated communications approach – paid, earned, and owned to complement and reinforce the direct mail invitation.
- Leverage the influence and reach of municipal leaders to get the message out to residents in target areas.

## OBJECTIVE

- Increase awareness of the engagement program with both residents and key influencers in the environmental community and
- Increase traffic to [goodneighbours.ca](http://goodneighbours.ca)
- Increase the number of residents who complete the survey

## LAUNCH COMMUNICATIONS TACTICS

To support the launch of ERSB's digital engagement program, we recommend integrating stakeholder communications with a phased paid, earned, and owned media plan. Please see recommended tactics below.

### STAKEHOLDER COMMUNICATION

- ERSB to provide stakeholder list
- NATIONAL to set up ERSB mail chimp account, import email addresses, design email template
- ERSB to draft communications to board members and joint councils
- ERSB to design poster and accompanying communications to municipalities
- ERSB to draft communications to Gov NL (Minister, DM Municipal Affairs and Environment
- ERSB communication to COATT - TENTATIVE
- ERSB to coordinate mail out to joint councils and municipalities in the service area
- NATIONAL to design direct mail for residents in service area and coordinate printing
- NATIONAL to work with CRA (research partner) to administer phone surveys upon request
- ERSB to coordinate distribution of mail outs and posters

### EARNED MEDIA

- ERSB to draft news release, key message document, and Q & A
- ERSB to create media list and lead media relations
- ERSB to manage release distribution, media requests and provide spokesperson

### PAID MEDIA

- NATIONAL to design community channel ads
- NATIONAL to design google display ads
- NATIONAL to design print ads
- NATIONAL to write and program search ads
- NATIONAL to coordinate media buying

### OWNED MEDIA

- NATIONAL to draft content for ERSB corporate site
- NATIONAL to create and program content to a new page on the ERSB corporate site
- NATIONAL to design and write copy for social posts for Community Leaders Forum

## PROPOSED LAUNCH TIMING

	DATE	ACTION	RESPONSIBLE
STAKE	Sep 20 @2 p.m.	ERSB Presentation to Strategy Committee	ERSB/NAT
STAKE	Sep 26	ERSB Board update	ERSB/NAT
STAKE	Sep 27	Communications to GovNL	ERSB
STAKE	Sep 27	Mail stakeholder communications and poster drop	ERSB
OWNED	Sep 27	SOFT LAUNCH APPROVED SITE*	NAT
EARNED	Sep 28 or Oct 1	Pre- launch media coaching	NAT/ERSB
STAKE	Oct 1	Send approved Mail Chimp communication to stakeholders	NAT
STAKE	Oct 1	Residential mail drop	ERSB
OWNED	Oct 2	OFFICIAL SITE/SURVEY LAUNCH	NAT
OWNED	Oct 2	Launch approved content on corporate website	ERSB
EARNED	Oct 2	Distribute final media release: Media, Stakeholders, GovNL	ERSB
STAKE	Oct 2	Send release; notify COATT	ERSB
OWNED	Oct 4	Schedule first social post (video)	ERSB
PAID	Oct 4	LAUNCH paid media: search, display, community channel	NAT

\*Pending approval of videos (Storyboards Sept 10/First cuts Sept 18)

## ESTIMATE

Below is an estimate for the recommended tactics. Items included in the original scoping are noted.

TACTIC	COST
<b>STAKEHOLDER COMMUNICATIONS</b>	<b>2,870 – 3,700</b>
Set up ERSB mail chimp account, import email addresses, design email template	820-1,250
Design promotional poster	400-500
Development of communications plan and strategic counsel	1,300-1,500
Coordinate production of direct mail	350-450
<b>PAID MEDIA</b>	<b>3,050– 3,900</b>
Design community channel ads	1,000-1,200
Build 3 new display ads (Note this is in addition to the one ad previously scoped based on adapting the print invite) - Resize all four executions in three ad sizes - 12 individual assets	500-750
Programming and targeting of digital ads using google AdWords	550-700
Media strategy - Development of media plan - Coordinate media buying and traffic files	1,000-1,250
<b>OWNED – SOCIAL AND ERSB CORPORATE SITE SUPPORT</b>	<b>4,120– 5,500</b>
Draft content for ERSB corporate site - Overview of engagement process - Link to press release - Details on how to participate - Contact information	1,000 -1,250
Create the new page and program the content (previous line) on the ERSB corporate site; includes testing and QA	900-1,250
Social Media Content - COPY - Write copy to accompany 5 Facebook posts - Adapt Facebook copy for 5 tweets - Provide to ERSB as a content calendar; ERSB to schedule/post	820-1,200
Social Media Content – DESIGN - Build three images for Facebook (note: this is in addition to the one ad previously scoped that was based on adapting the print invite) - Adapt images for use on twitter	750-1,000
Draft rules and regulations (Gas Card)	650-800
<b>Project Management</b>	<b>1,500 – 1,900</b>
Project management	
<b>Total</b>	<b>11,540 – 15,000</b>

<b>SURVEY SUPPORT</b>	
Administration of 100 telephone surveys, upon request—based on 10 minute survey – cost to be finalized once survey approved and tested.) See details and assumptions below.	<b>\$ 2,650</b>

*NATIONAL charges normal mark-ups (17.65 per cent) for any outside supplier costs associated with creative development and production, such as printing and photography. Unless otherwise agreed upon, invoices are issued in the first week of each month and payment is due within 30 days. HST is not included in project estimates.*

- Notes:
- Each delivery item includes two rounds of revisions. Additional rounds of revisions to be billed to actual.
  - Media placement costs to be determined upon approval of tactics. Based on these tactics, we anticipate a media budget requirement of \$3,500 to \$6,000. Media placements direct billed to ERSB as per client’s direction.
  - Print production hard costs to be direct billed to ERSB.

**TELEPHONE SURVEY SUPPORT:**

The following assumptions are made for this costing:

- ERSB would answer phone calls and record the names and phone numbers
- NATIONAL would provide messaging and instructions for responding to requests for phone surveys
- National would provide a database of names / numbers of individuals for follow-up to CRA
- CRA would program the survey for data collection (computer assisted telephone interviewing)
- National would provide the final survey (with descriptions) for programming to CRA
- The survey length would be no more than 10 minutes (a longer length would impact cost)
- The survey would be conducted in English only
- CRA would merge the data set with the data from the online survey

Costing above includes:

- Survey programming / project management / data merge: **\$950**
- Data collection (billed as incurred based on the actual number of surveys collected) **\$17.00 per survey**

The following provides the cost based on 50, 100 and 200, although the costing would be reflective of the final number of surveys (e.g. if 500 were achieved, it would be adjusted accordingly). This cost does not include HST.

	<b>50 completes</b>	<b>100 completes</b>	<b>200 completes</b>
Cost	\$1,800	\$2,650	\$4,350





# QUOTE No. 3379

Jill Pitcher  
National Public Relations  
L101-1701 Hollis Street  
Halifax  
NS B3J 3M8  
Canada



2584 Agricola Street  
Halifax, Nova Scotia  
B3K 4C6  
Canada

Quoted By: Kristen Allison

## QUOTE

QUOTE DATE  
6 Sep 2018

QUOTE TOTAL  
**9956.70**

VALID TO  
6 Oct 2018

### NAT ERSB Animated Videos

Estimate includes cost to produce 4x animated videos (text and illustration over footage) for online use.  
Talent casting and recording done out of NFLD.

	AMOUNT
<b>PROJECT MANAGEMENT</b>	
Producer	925.00
Casting	300.00
<b>ANIMATION</b>	
Design	400.00
Story Boards	0.00
Illustration	400.00
2D Animation	0.00
Motion GFX/ Typography	3150.00
<b>VOICE DIRECTION &amp; PATCH</b>	
Voice Director VD Voiceover	400.00
<b>AUDIO</b>	
VO Record Accomplish VD	200.00
VO Record External VD	400.00
Sound Design VD	150.00

Mix VD 250.00

**MUSIC & LICENSING**

Stock Music Search VD 100.00

Stock Music Licensing/Purchase VD 250.00

**DELIVERY & DISTRIBUTION**

Electronic File Delivery VD 300.00

**TALENT**

Non Union Talent 500.00

Handling Fees (15%) 75.00

**ADMIN**

Admin Fee (10%) 780.00

Insurance Fee (1%) 78.00

Subtotal 8658.00

Tax 15.00% 1298.70

**Total CAD\$ 9956.70**

Terms: 50% of Post Production costs due prior to work commencing  
Second 50% due 30 days after delivery  
Estimate based on two rounds of revisions. Additional revisions may result in additional fees.

On behalf of \_\_\_\_\_ (organization), I accept the terms of this estimate.

\_\_\_\_\_  
(Name/Title) Please Print

\_\_\_\_\_  
(Signature)

**(4)(b)(2) Communications MOU  
between ERSB and MAE**

# Issues Management and Crisis Communications MOU

## BACKGROUND

In early July 2018, the Director of Communications for the Department of Municipal Affairs and Environment (MAE), Erin Shea, reached out to the Board Clerk proposing the formation of a Memorandum of Understanding regarding issues management and crisis communications between the department and ERSB.

MOUs are being developed with all government agencies and boards at the request of the Clerk of the Executive Council, including those appointed by government and otherwise. They are meant to streamline communication between boards, agencies and government departments. Each MOU is independent of others.

The primary purpose of the MOU is to provide a more structured open line of communication between MAE and ERSB. It will be assessed on a bi-annual basis by communication staff with each organization with a resulting recommendation to respective Minister/Chairperson whether or not to continue.

The MOU outlines the roles and responsibilities of the department and ERSB, as well as timelines surrounding initial contact and notifications. It also notes the frequency of updates for executive team members in both organizations. For day-to-day issues management and communications requirements, the MOU outlines how both organizations, when appropriate, will share key messages, Q&As, etc. It also suggest a regularly scheduled meeting (monthly intervals, as appropriate) for MAE and ERSB to discuss ongoing and upcoming issues.

The MOU uses language like "as deemed appropriate" and "as determined necessary by the Board". This means ERSB is not locked into notifying MAE of every issue; however, it will do its best to ensure the free flow of communication for all issues and any crisis situation. Political communications can still happen without the input of MAE staff and these would be outside of the MOU.

The MOU will be managed by Board Clerk/Outreach Coordinator, Bradley Power, in close consultation with CAO Mr. Ken Kelly. If approved, it would be signed by the Chair of the Board, Mr. Ed Grant, and Deputy Minister of MAE, Mr. Jamie Chippett, along with Ms. Shea and Mr. Power as the communications leads for their respective organizations.

**RECOMMENDATION:**

*Accept the draft MOU and assess its usefulness and continuation on a bi-annual basis thereafter.*

DRAFT



**MEMORANDUM OF UNDERSTANDING**  
BETWEEN  
**Department of Municipal Affairs and Environment &  
Eastern Regional Services Board**  
FOR  
**Issues Management and Crisis Communications**

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Whereas the Department of Municipal Affairs and Environment and the Eastern Regional Services Board agree to develop a cooperative agreement to guide effective communications and issues management.

In advance of a major/crisis event, both parties will define:

1. Roles and responsibilities of departmental communications staff will include:
  - The Communications Division of the department will share any draft communications materials that have been provided by the Eastern Regional Services Board to the Minister Responsible.
  - The Communications Division of the department will consider sharing communications messaging through social channels, as determined appropriate by the department.
2. Roles and responsibility of the Eastern Regional Services Board will include:
  - Eastern Regional Services Board personnel will share communications materials such as draft news releases, media responses, or statements with the department, as determined necessary by the board.
  - Eastern Regional Services Board personnel will share communications information which directly impacts departmental business with the department, as determined necessary by the board.
3. With regard to timelines, when initial contact occurs:
  - Depending on the nature and severity of the incident, communications personnel from either entity will notify the other at the earliest convenience.
  - Upon determining the course of action, entities will remain in contact at a suggested daily interval to provide updates and notify of planned responsive action.
  - Contact between the Board and the department will be sustained until both parties agree the incident has been resolved.

4. The following executive team members within both organizations will be notified:

Ed Grant, Chair of the Eastern Regional Services Board

Ken Kelly, Chief Administrative Officer of the Eastern Regional Services Board

Bradley Power  
Board Clerk/Outreach Coordinator

Erin Shea, Director of Communications

Assistant Deputy Minister of Infrastructure and Municipal Support Branch, Department of Municipal Affairs and Environment

Jamie Chippett, Deputy Minister, Department of Municipal Affairs and Environment

5. Frequency of updates for executive team members:

- Executive team members of both entities will keep in regular contact (suggested to be on a daily basis) during a crisis to provide updates, determine follow-up steps, and share drafted communications materials, as determined necessary.

For day-to-day issues management and communications requirements, both parties agree to establish a mutual understanding regarding:

1. Internal and external communications requirements.
  - Both entities will share relevant information regarding draft communications materials for planned events, news releases, website additions, service interruptions, and strategic reporting.
  - Both entities will support the other on social media, as considered appropriate.
2. Each entity will assist the other in developing and/or sharing key messages, as determined appropriate.
3. A regularly scheduled meeting (monthly intervals, as appropriate) to discuss ongoing and upcoming issues.

4. A semi-annual review of all processes will be undertaken in consultation with both entities.
5. Both entities will work to develop a phone tree of executive members and communications staff.

Both parties agree that if contact information for either party change, the agreement will be reviewed and amended appropriately.

This memorandum of understanding is entered into at \_\_\_\_\_ on \_\_\_\_\_.

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**ERIN SHEA**  
DIRECTOR OF COMMUNICATIONS  
Department of Municipal Affairs and  
Environment

---

**BRADLEY POWER**  
BOARD CLERK/OUTREACH COORDINATOR  
Eastern Regional Services Board

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**JAMIE CHIPPETT**  
DEPUTY MINISTER  
Department of Municipal Affairs and  
Environment

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**ED GRANT**  
CHAIRPERSON  
Eastern Regional Services Board



**(4)(b)(3) Turn Off Waste Drop-Off  
Concept Presented to Minister of  
Transportation and Works**



**(4)(b)(4) Q2 Waste Operations  
Report**

## **2018 – Q2 Report (1Apr18 to 30Jun18)**

### **Community Waste Collections:**

- Disruptions to collections during quarter:
  - none.
- Winter drop locations –  
Future winter residential waste drop locations:  
Clarification and direction on what is left in terms of required information in order to consider permitting seasonal winter drop off locations as an additional service to combat illegal dumping and an enhancement to the residential waste collection program offered by ERSB has been requested.
- Bell Island - Planning completed for collections, starting in July 2018.
- Collections in Placentia were completed in Q1.
- Collections began on Highway 91; West of intersection of Highway 91 and 92 to South East Placentia Road adding approximately 100 additional properties
- Community Clean Up days were held in the following communities – LSD of Mobile, Carbonear, Bay Bulls, Cavendish, Witless bay, Random Island, Winterton, Green's Harbour, Colinet, and George's Brook – Milton.

### **WRF's:**

- Accepted metals from bulk day (s)
- Regulatory visit:
  - Harbour Grace – was recently inspected and verbal feedback from Services NL Environmental Officer was “the site is in the best condition he has seen it”.

### **Clarenville Transfer Station:**

- No regulatory visits for which we have received documentation.
- Impact of weather at site:
  - none.
- Total waste moved from CTS to RHB = 1,708,390 kg, total recycling moved from CTS to RHB 102,230 kg.

### **Other Waste Operations:**

- EPRA – continued enhanced support of EPRA program by not accepting eligible products during bulk collections and tagging with EPRA stickers items left curbside.
- School Recycling – there are approximately 40 schools in our service area where we feel we could provide collections and or recycling collection we are providing service to 10.
- Household Hazardous Waste mobile events held in 18 communities. Volumes collected attached.

**Tonnage:****Table 1:**

<b>Contract</b>	<b>Waste</b>	<b>Recycling</b>	<b>Total</b>	<b>Diversion %</b>
Southern Shore	540,120	19,850	559,970	4
Isthmus / SWAS	442,160	10,760	452,920	2
Trinity South Center	390,980	7,010	397,990	2
Trinity Bay North	368,100	4,110	372,210	1
Bay de Grave	228,600	3,840	232,440	2
South West Avalon	270,290	6,160	276,450	2
Clarendville	607,270	35,230	642,500	5
Carbonear	411,590	9,440	421,030	2
CBC	336,550	10,440	346,990	3
<b>Total</b>	<b>3,595,660</b>	<b>106,840</b>	<b>3,702,500</b>	<b>2.6</b>

All weights in Kg

In summary:

- Change in the curbside diversion rate, 2.5% in 2014 / 2.7% in 2015 / 3.5% in 2016 and 3.1 % in 2017 and 2.6 % in Q2 of 2018 down from 4.6% in Q1.

**Table 2:**

<b>WRFs</b>	<b>Waste</b>	<b>Removals</b>	<b>Tires</b>	<b>E- Waste (bags)</b>	<b>Client visits</b>
Bay Bulls	449,140	32		10	1,621
Renews / Cappahayden	132,390	9	304		592
St. Joseph's	42,510	3	508		454
Placentia	136,290	8	161	12	812
Sunnyside	46,190	3	384	7	419
Cavendish	241,910	13	302	24	1,231
Harbour Grace	475,190	33	1,614	na	3,103
Old Perlican	312,350	24			592
Clarendville	324,080	23	460	8	1,909
Whitbourne	296,360	21	553	11	1,546
<b>Total</b>	<b>2,456,410</b>	<b>169</b>	<b>4,286</b>	<b>72</b>	<b>12,279</b>

All weights in Kg

Note: Sunnyside opened the first week in Q2

Metals weights for Q2 not yet available.

In summary:

- Waste removal from the WRFs is up from Q2 of 2017 due to an extra 67 removals.
- A secondary gate was installed at Bay Bulls, since its installation no illegal dumping has been observed.

HHW Site	Event Date	Amounts are in Liters										Amounts are in Each								Paint Boxes	Number of Vehicles
		Aerosols	Flammable Labpacks	Flammable Liquid Pails	Oil Labpacks	Oil Pails	Acid Labpacks	Basic Labpacks	Pesticide Labpacks	Oxidizer Labpacks	Dry Cell Batteries	Fluorescent Tubes	Wet Batteries	CFL Bulbs	Propane Tanks (20lbs+)	Propane (small cylinders)	Compressed gas cylinders	Helium Tanks			
Trepassey	11-Jun-18		80		150	20	5				20				3	21				1	30
St. Joseph's	11-Jun-18		80		205	20	5				20									0.75	21
St. Vincent's	11-Jun-18		40			300							11							1	29
Mt. Carmel	11-Jun-18	20			990	420		5		10	20		33		5	15				2	28
Holyrood	12-Jun-18	20	80		80										6	39				2	32
Colliers	12-Jun-18	20	160	20	80				20						12	10				1	80
Conception Hr.	12-Jun-18	20	80		80						20				25	40				1	18
Bay Bulls	09-Jun-18	20	80	20	300						20									1.5	15
Fermuse	09-Jun-18		80			100													10	1	21
Hants Hr.	05-Jun-18	25	80	20	50	100							6		3	10				1	25
Whitbourne	05-Jun-18		160		160						20									1	20
Whiteway	05-Jun-18		80		80	100	5				15									1	14
Hearts Delight	05-Jun-18	4			120											7				1	34
Winterton	05-Jun-18	10	150	300	170						10				4	71				0.5	18
Carbonear	02-Jun-18	80	1845	410	2125	160	100	80	20		40		5		4	32	1			4.5	206
Bay-De-Grave	04-Jun-18		400	200	80		20	60			40		38	4	5	9				3	55
Upper Island cove	04-Jun-18		55			50							6			1			3	1.5	17
Adams Cove	04-Jun-18	5	140	20	160						5				2	3				1	27
<b>Total for 18 events</b>		<b>224</b>	<b>3590</b>	<b>990</b>	<b>4830</b>	<b>1270</b>	<b>135</b>	<b>145</b>	<b>40</b>	<b>10</b>	<b>230</b>	<b>99</b>	<b>1</b>	<b>4</b>	<b>69</b>	<b>258</b>	<b>1</b>	<b>13</b>	<b>25.75</b>	<b>690</b>	

**(4)(c) GOVERNANCE COMMITTEE  
REPORT**



**(4)(c)(1) CRA Statement of Account  
Payroll Remittances for Q2 of 2018**



Summerside PE C1N 5Z7

000005565

## Statement details

**Account number** 86109 6600 RP0001

**Date issued** Jul 19, 2018

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

## Statement of account for current source deductions

This is your statement of account for current source deductions for Eastern Regional Service Board. See the **Account summary** section for details.

As a threshold 1 remitter, you have to send us your remittance by the 25th if your pay period is from the 1st to the 15th. If your pay period is from the 16th to the end of the month, you have to send us your remittance by the 10th of the next month.

For more information about making your next remittance, go to [canada.ca/payroll](http://canada.ca/payroll) and select **Payroll remittance**. If you will not be making a remittance, select **Report a nil remittance**.

Thank you,

Bob Hamilton  
Commissioner of Revenue

### Remittance account balance

This is your total year to date deductions at source.

**2018 balance: \$340,662.94**

### Go green, go paperless!

Get your mail online through  
**My Business Account.**

1. Log in at [cra.gc.ca/mybusinessaccount](http://cra.gc.ca/mybusinessaccount).
2. Select "Manage online mail".

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

## Statement details

<b>Account number</b>	86109 6600 RP0001
<b>Date issued</b>	Jul 19, 2018

## Account summary

This statement shows transactions posted to your account since your last statement. To view all transactions related to your account, go to [canada.ca/my-cra-business-account](http://canada.ca/my-cra-business-account).

The **Remittance account balances** section below includes paid and unpaid amounts for 2018. For more information on withholding requirements and calculating your deduction and remittance amounts, go to [canada.ca/payroll](http://canada.ca/payroll).

The **Arrears account balances** section below includes your accumulated balance owing as of the statement date.

### Remittance account balances

Date posted	Description	Date received	\$ Amount	CR/DR
	<b>Previous balance</b>		<b>182,120.04</b>	<b>CR</b>
Mar 07, 2018	Payment Feb 2018	Mar 01, 2018	6,614.72	CR
Apr 30, 2018	Payment Apr 2018	Apr 25, 2018	30,661.21	CR
May 15, 2018	Payment Apr 2018	May 10, 2018	24,166.67	CR
May 30, 2018	Payment May 2018	May 25, 2018	23,308.82	CR
Jun 14, 2018	Payment May 2018	Jun 11, 2018	23,632.15	CR
Jun 28, 2018	Payment Jun 2018	Jun 25, 2018	25,751.88	CR
Jul 13, 2018	Payment Jun 2018	Jul 10, 2018	<u>24,407.45</u>	CR
	<b>Current balance</b>		<b>340,662.94</b>	<b>CR</b>

### Arrears account balances

Date posted	Description	Date received	\$ Amount	CR/DR
	<b>Previous arrears balance</b>		<b>7,372.15</b>	<b>DR</b>
May 03, 2018	Interest charged 2017		9.70	DR
May 02, 2018	Arrears payment	Apr 27, 2018	56.31	CR
May 03, 2018	Interest charged 2017		7.23	DR
May 07, 2018	Interest charged 2017		4.82	DR
May 07, 2018	Credit transferred from your Goods and services tax to arrears		6,619.70	CR
May 07, 2018	Interest adjustment 2017		47.69	CR

## Statement details

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

<b>Account number</b>	86109 6600 RP0001
<b>Date issued</b>	Jul 19, 2018

<b>Date posted</b>	<b>Description</b>	<b>Date received</b>	<b>\$ Amount</b>	<b>CR/DR</b>
May 07, 2018	Credit transferred from your Goods and services tax to arrears		56.31	CR
May 07, 2018	Interest adjustment 2017		0.31	CR
May 07, 2018	Credit transferred from your Goods and services tax to arrears		611.47	CR
May 07, 2018	Interest adjustment 2017		2.11	CR
May 17, 2018	Arrears payment	May 11, 2018	<u>797.49</u>	CR
	<b>Current arrears balance</b>		<b>797.49</b>	<b>CR</b>

### Explanation of changes and other important information

Do you have employees working in prescribed northern and intermediate zones?

- Don't forget to include board, lodging, transportation, or travel assistance benefits you paid to your employees on their T4 slips.
- Employees can also use this information to complete their T1 calculations if they qualify for the Northern Residents Deduction.

For more information, go to [canada.ca/taxes-northern-residents](http://canada.ca/taxes-northern-residents).

## More information

If you need more information, go to [canada.ca/payroll](https://canada.ca/payroll) or call the business enquiries line at **1-800-959-5525**.

To access and manage your payroll account, go to [canada.ca/my-cra-business-account](https://canada.ca/my-cra-business-account).

Authorized employees or representatives can access accounts online on behalf of their employer or clients. To log in or register, go to [canada.ca/taxes-representatives](https://canada.ca/taxes-representatives).

## Definitions

For remittance account balances, a debit (DR) decreases your balance and a credit (CR) increases your balance. For arrears account balances, a debit (DR) increases your amount owing and a credit (CR) decreases your amount owing.

## Help for persons with hearing, speech or visual impairments

You can get this statement in braille, large print, electronic text, or audio format. For more information about other formats, go to [canada.ca/cra-multiple-formats](https://canada.ca/cra-multiple-formats).

If you use a teletypewriter, you can get tax information by calling **1-800-665-0354**.

## How do you remit?

- online or by phone using a Canadian financial institution's services
- online at [canada.ca/cra-my-payment](https://canada.ca/cra-my-payment)
- online by setting up a pre-authorized debit agreement at [canada.ca/my-cra-business-account](https://canada.ca/my-cra-business-account)
- in person at your Canadian financial institution with the remittance voucher
- in person at a Canada Post retail outlet with cash or debit.  
Go to the CRA Make a Payment page, select Pay by cash at Canada Post and follow the links to create a QR code.

**Note:** The QR code contains all the information required to make your payment with cash or debit at a Canada Post retail outlet.

For more information, go to [canada.ca/payments](https://canada.ca/payments).

### Don't forget your due dates

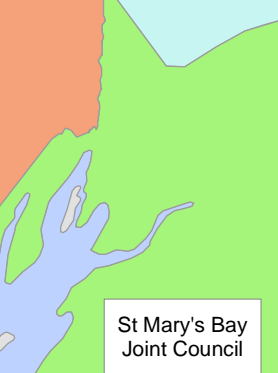
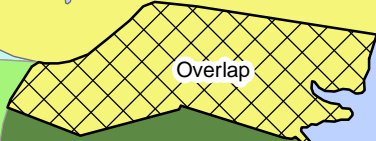
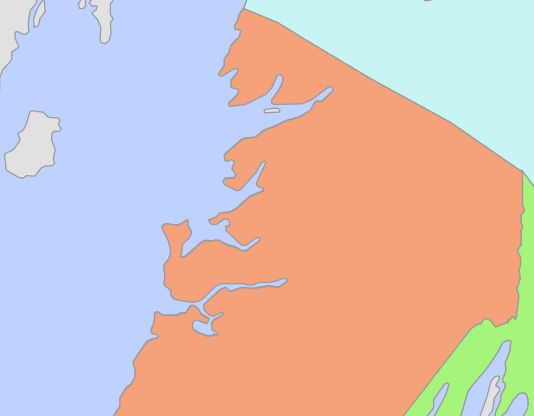
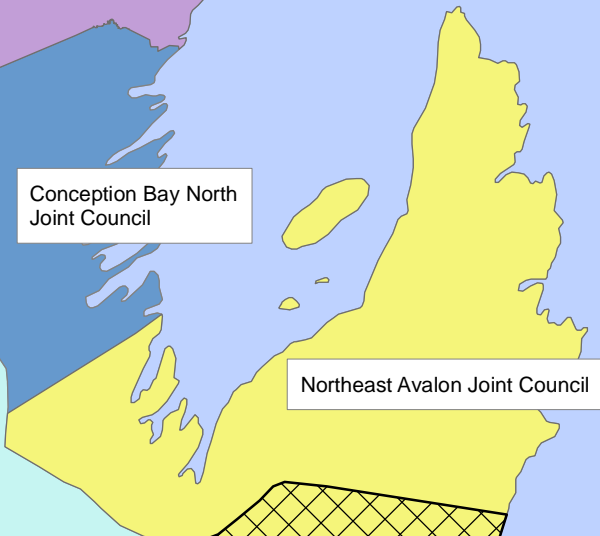
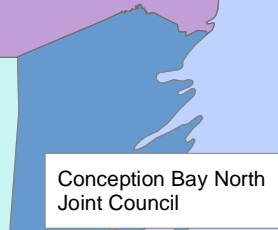
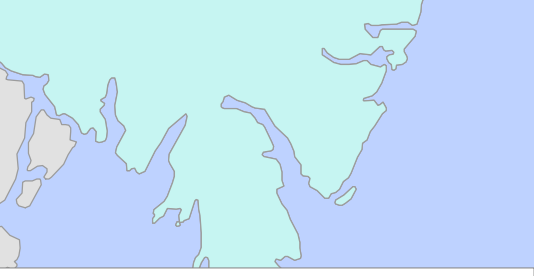
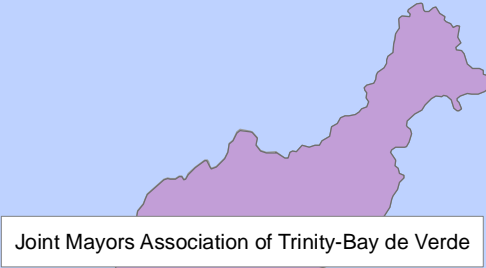
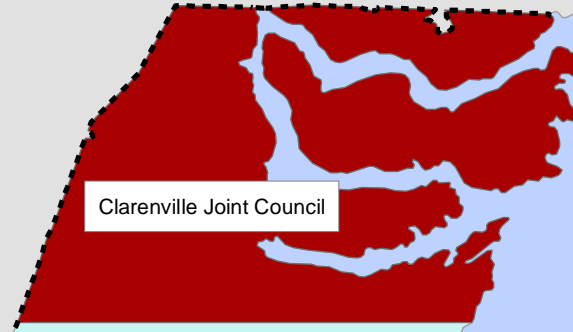
The Business Tax Reminder App lets business users create custom reminders and alerts for remittances and filing due dates. To find out how to download the mobile app, go to [cra.gc.ca/mobileapps](https://cra.gc.ca/mobileapps).

### Get your money faster

Get your refunds faster by registering for direct deposit and have your money deposited directly into your bank account. For more information on direct deposit, go to [cra.gc.ca/directdeposit](https://cra.gc.ca/directdeposit).

# **(4)(c)(2) Update on Establishing New Joint Councils**

# Geographic Area of All Proposed Joint Councils



## BRIEFING NOTE

# Update on New Joint Councils

### CURRENT STATUS

A letter was sent to all municipal councils and local service districts in the Clarenville, Random Island and Isthmus areas on June 27, 2018 to propose a new joint council for that region. The letter is attached to this briefing note for reference.

The communities approached were:

1. Town of Clarenville
2. Town of George's Brook-Milton
3. LSD of Burgoyne's Cove
4. LSD of Caplin Cove-Southport
5. LSD of Deep Bight
6. LSD of Hickman's Harbour-Robinson's Bight
7. LSD of Hodge's Cove
8. LSD of Lower Lance Cove
9. LSD of Petley
10. LSD of Random Island West
11. LSD of Random Sound West
12. LSD of Smith Sound

In response to a request for more information stemming from the letter, ERSB Board member Bill Bailey, CAO Ken Kelly and Board Clerk and Outreach Coordinator Bradley Power met with the local service districts of Southport to Capelin Cove and Hodges Cove on Monday, August 13. The meeting was well attended with approximately 12 members of the two local service districts present. The overall response to the pitch for a new joint council was positive. Since the meeting, it has been confirmed that both of these local service districts will indeed participate.

Eight (8) communities have confirmed they are interested in participating. The four (4) remaining communities have been unresponsive or non-committal. Those communities will receive the invite, notwithstanding their response or lack thereof.

The inaugural meeting of the new joint council will be Tuesday, October 2. The Town of Clarenville will host the meeting, and Councillor Bill Bailey will chair the first meeting. The agenda will include discussion about a regular meeting date, development of an ongoing agenda, and the development of a plan for an election of officers (Chair and Vice Chair).

Planning is ongoing for the establishment of another new joint council in the area(s) of the Cape Shore and Placentia. This work is anticipated to be completed by the end of October, with the first meeting anticipated in November. Initial meetings with local leaders have already begun to gauge community interest.

Drafted by: Bradley Power  
Date: 9/5/2018





June 27, 2018

Dear Chairperson and Committee Members:

In the fall of 2016, the Eastern Regional Service Board (ERSB) hired a new Board Clerk/Outreach Coordinator. Mr. Bradley Power, who some of you may know from his days at Municipal Affairs and Fire and Emergency Services-newfoundland and Labrador, is now responsible for coordinating the work of the ERSB Board of Directors, as well as outreach coordination for communities, joint councils and mayors' association throughout the region. Mr. Power is also a municipal councillor in the Town of Logy Bay-Middle Cove-Outer Cove, so he truly understands how your communities work and what support they need to operate effectively. He is a fantastic resource for the ERSB and the communities he works with on a regular basis on behalf of the Board.

In particular for the last 18 months, Mr. Power has been providing meeting coordination services free of charge to joint councils and mayors' associations as part of his new position. He coordinates the agenda, minutes and correspondence/special projects for the Conception Bay North Joint Council, Northeast Avalon Joint Council, Southern Shore Joint Council and the Trinity Bay-de-Verde Joint Mayors Association. He has also provided some support to the Isthmus Regional Committee and the Killick Coast Mayors during his tenure. These groups have found his support to be extremely beneficial. In most cases, it has rejuvenated membership and brought more people to the table to discuss issues pertinent to all communities.

Joint councils, mayors' associations and regional committees are an integral part of our province. They discuss and advance issues of importance on a regional scale. The ERSB, through Mr. Power, is pleased to provide these important groups free administrative and coordination services. We now ensure that items on joint council agendas get addressed, and necessary follow-up on new issues occurs in a timely fashion. He will work on your behalf, while at the same time providing a direct link for you to the Eastern Regional Service Board. It is a win-win situation for all involved.

In recent months, we have found that some joint councils are not very active. In other cases there is no joint council at all. We want to help you change that in your area and begin reaping the benefits of a well-organized and operational regional group. Mr. Power and the ERSB Board Member for your area (Councillor Bill Bailey, Town of Clarendville), will help by offering free administrative support for a monthly or quarterly meeting on a go-forward basis. Our hope is that by establishing or re-establishing a joint council in your area, we can begin discussing issues like regional service sharing (snow clearing, animal control, regional land use planning, etc.), economic development, and the greater utilization of current resources and infrastructure. This

will also be a great opportunity to network on a regular basis with your colleagues, including local service districts that have typically not been engaged. Together we can make our communities stronger and more influential overall.

To that end, we will host an inaugural meeting in late September for communities in your area. At this first meeting, a constitution and meeting procedures will be developed. Contact lists will also be compiled, and an election process for a Chair and Vice Chair will be discussed. Participants will then be asked to go back to their individual communities, solicit ideas for regional discussion topics, and then come back and start the process of working together to reach common goals.

This is not intended to be a solely ERSB-led initiative. The ERSB's role in this process is that of a coordinating entity to help get things kick started. We have seen huge success in communities that have come to the joint council table as a result of our work. In some cases, joint council meeting attendance doubled, and issues that were on the agenda for years got addressed finally. Please note that this meeting is not intended to be about waste issues which is our primary line of business, rather, we want to help you benefit from formalized regional cooperation. We will help build the joint council, and we hope you will take ownership and lead it into the future (with our support administratively, free of charge).

If you are interested in being part of this initiative, please reach out to Mr. Power at 709-579-8889 (office), 709-697-2633 (mobile), or e-mail [bpower@ersbnl.ca](mailto:bpower@ersbnl.ca).

We are confident you will see great benefit from working together on a regional scale, with the appropriate supports in place to advance your issues. Our commitment is to ensure you have an avenue to work together and establish a more influential voice in the province. We look forward to your participation.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Ed Grant', written in a cursive style.

Ed Grant  
Chairperson  
Eastern Regional Service Board

cc. Bill Bailey, ERSB Board Member (Clareville & Isthmus)



# Geographic Area of Proposed Clarenville Joint Council



**(5) CORRESPONDENCE**

AUG 13 2018

COR/2017/00444-03

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

Dear Mr. Grant:

**Re: Expansion of Eastern Regional Service Board's mandate in relation to Fire Protection Services**

I am writing in response to your request to expand fire protection services in the Eastern region following your initial implementation of this service in the Holyrood area.

I have reviewed your letter to my predecessor from February 6, 2017 which included an assessment of the benefits and challenges of implementing this service. In particular, you noted challenges relating to identification of property ownership as well as inconsistent civic addressing and road maintenance. You also note a distinct challenge posed by commercial properties, especially those in unincorporated areas.

While there may be challenges with service delivery in certain areas, as you noted, I believe the benefits to property owners, neighbouring owners, and the environment in the provision of fire protection services are sufficient to warrant the effort. I encourage you to continue to work with the communities, local residents and the Fire Commissioner to mitigate these area-specific issues to the extent possible.

As such, I am pleased to provide the ERSB with the authority to provide fire protection services for the Eastern region subject to the following:

- The ERSB shall only provide the service to those service-providing communities that request assistance in fee collection;
- Communities who enter into a contractual arrangement with the ERSB must be able to end the contract with reasonable notice;
- Fire protection services shall not be provided where agreements are already in place between the community and another service provider;
- Prior to the implementation of the service, approval must be provided by the Fire Commissioner following an assessment of the operational and management capacity of the fire department relative to the area to be serviced. A fee for fire

protection services cannot be charged to a property owner if the Fire Commissioner advises that the service cannot be reasonably provided for a given area;

- Fees charged for fire protection services outside the immediate community should be commensurate with the level of service that can be provided and the fees charged must not exceed the expenses to provide the incremental service; and
- It is understood that the actual service provider will continue to be the applicable community, rather than the ERSB, and that all funding applications will remain with the community.

I will be amending the Eastern Service Board Regulations to more accurately reflect this authority. My officials will advise when the Regulations have been amended. In the meantime, you may proceed with your discussions with the communities who have asked for this service; however, I ask that you delay finalizing the contracts until the Regulations have been amended.

As discussed at our recent meeting, I look forward to continuing our discussion on service improvement in the Eastern region.

Sincerely,



**ANDREW PARSONS, QC**  
Minister of Municipal Affairs and Environment

cc. Derek Simmons, Fire Commissioner