



ERSB Board of Directors Meeting Minutes

Eastern Regional Service Board

2/26/2025 6:00 PMNST

@ The Capital Hotel, 208 Kenmount Road, St. John's, NL

Attendance

Present:

Members: Bill Antle, Daniel (Danny) Breen, Jill
Bruce, Glenn Clarke (remote), Tom Davis, Christie Dean, Rodney Delaney,
Craig Drover, Ronald Ellsworth (remote), T. Alexander
Hickman, Greg Noseworthy, Jason O'Brien, Sheilagh OLeary, Holly Power, Carl
Ridgeley, Steve Tessier, Gerard Tilley, Lynn Tucker, Mark Vardy, Lawrence
Vaters, Hilda Whelan

Absent:

Members: Maggie Burton, Kevin McDonald, Ophelia
Ravencroft

I. Call to Order

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

II. Adoption of Agenda

The agenda was tabled for approval.

 [Draft Agenda BOD Feb 26 2025.docx](#)

Motion:

BE IT RESOLVED that the agenda be adopted as tabled.

Motion moved by Bill Antle and motion seconded by
Sheilagh OLeary . Carried Unanimously.

III. Special Guests:

Mr. Tessier welcomed the guest speakers to the meeting and introduced them to the Board.

A. EcoNext:

EcoNext works with partners in the public, private, and academic sectors to stimulate and support R&D and innovation that advances clean growth in Newfoundland and Labrador. They provided a presentation to the Board which was very well received. A copy of this presentation will be provided in the minutes package of this meeting.

1. Kieran Hanley, Chief Executive Officer
2. Audrey Parnell, Manager Circular Economy

B. NewfoundSand

NewfoundSAND Glass Recycling Cooperative (NSGRC) is working to launch the province's first ever glass recycling program to divert waste and create valuable products. They provided a presentation to the Board which was very well received. A copy of this presentation will be provided in the minutes package of this meeting.

1. Dave Saunders, President/Co-Founder
2. Amanda Blackwood, Board Director

IV. Review of Minutes

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

 [ERSB's Board of Directors Meeting Minutes for January.pdf](#)

Motion:

BE IT RESOLVED that the minutes from January 29, 2025, be adopted as tabled.

Motion moved by Steve Tessier and motion seconded by Hilda Whelan . Carried Unanimously.

V. Committee Reports

A. Finance & Audit Committee

Mr. Hickman, Committee Chair, delivered the Finance and Audit Committee report.

1. Board Expenditures

Board expenditures for the month of January 2025 were tabled for review and approval. There were no questions or concerns, however, it was noted and unanimously agreed that the Board should remove itself from X immediately.

 [Jan 2025 Cheque Register.pdf](#)

 [Meeting Package Payroll Expense JAN 2025.pdf](#)

 [BMO ERSB CC Statement Jan 2025.pdf](#)


Motion:

BE IT RESOLVED that the Board adopt the expenditures for the month of January 2025 as tabled.

Motion moved by T. Alexander Hickman
and motion seconded by Bill Antle .
Carried Unanimously.

2. Incorporated Towns Payment Activity Report

An update on the incorporated towns' payment activity was provided. There were no questions or concerns.

 [2025 Incorporated Towns Payment Activity Report at Feb 10.pdf](#)

3. Unaudited Financial Update

Mr. Drover provided a brief overview of the Q4 Finance Report and addressed some questions from the Board.

 [BN - Q4 2024 Financial Update.docx](#)

 [2024 Budget Vs Actual Q4.pdf](#)

4. Asset Management Plan - Update

Mr. Drover provided a brief update on the Asset Management Plan and addressed some questions from Board Members.

5. Employee Benefits Renewal

Mr. Breen declared a conflict of interest and will abstain from voting on this item.

Mr. Hickman referred to the briefing note that was provided in the meeting package and highlighted some changes that will take effect by the renewal. A short discussion ensued.

 [BN - Employee Benefits Renewal FEB 26 2025.pdf](#)

 [Jenkins Anthony Alt I & II Rate Summary Sheet FEB 26 2025.pdf](#)

Motion:

BE IT RESOLVED that the Board renew the provision of group benefits through Jenkins Anthony for Medavie Blue Cross in line with the Alternate 1 & 2 Rate Summary effective April 1, 2025, at the monthly rate of \$7,975.43.

Motion moved by T. Alexander Hickman

and motion seconded by Bill Antle .

Carried Unanimously - 1 Abstained (Danny Breen)

6. NewfoundSand Corporate Sponsorship

Mr. Hickman referred to the materials that were provided in the meeting package. Some Members feel that a higher sponsorship should be considered, so NewfoundSand will be asked to keep the Board apprised of their progress.

 [BN - NewfoundSand Sponsorship.docx](#)

 [NewfoundSand Corporate Sponsorship Program.pdf](#)

Motion:

BE IT RESOLVED that the Board become a one-year growth sponsor of NewfoundSand at the cost of \$1,000.00.

Motion moved by T. Alexander Hickman
and motion seconded by Daniel (Danny) Breen
. Carried Unanimously.

7. ERSB Website Platform Upgrade

Mr. Hickman referred to the briefing note that was provided in the meeting package. Ms. Tucker spoke to some of the security measures that need to be taken and reiterated the importance of considering Canadian owned businesses as preferred vendors.

Mr. Drover provided some detailed information about the RFP process that took place in 2024.

 [BN - ERSB Website Platform Upgrade.docx](#)

Motion:

BE IT RESOLVED that the Board upgrade the website platform from Craft CMS 3 to Craft CMS 5 with options outlined by NATIONAL Public Relations, and to continue to host the website with NATIONAL Public Relations.

Motion moved by T. Alexander Hickman
and motion seconded by Sheilagh OLeary
. Carried Unanimously.

8. Tractors and Trailers Required for Clarendville Transfer Station

Mr. Hickman referred to the briefing note that was provided in the meeting package. He reported that the Board's five-year plan has identified the need for two new tractors and three walking-floor trailers for the Clarendville Transfer Station. As a result, the proper public procurement process will be initiated for the purchase.

 [BN - CTS Tractors and Trailers Feb 26 2025.pdf](#)

B. Strategy & Policy Committee

Mr. Tilley, Committee Chair, delivered the Strategy & Policy Committee Report.

1. Implementation of User Access Cards at Waste Recovery Facilities - Update

Mr. Tilley was pleased to report that more than 850 applications for access cards have been received to-date, and waste recovery facility site attendants have already reported visitors using their access cards. Updates will continue to be provided to the Strategy and Policy Committee.

2. Security Cameras at Harbour Grace Waste Recovery Facilities – Update

Mr. Tilley provided an update on the most recent report from the few security cameras that the Board has installed to-date. This report and camera footage proved very little debris being blown off of the Board's waste recovery facility sites. Once the

Committee has identified more suitable surveillance cameras that can transmit data with appropriate connectivity, the Board will be provided with another update.

3. Guidelines for Deactivating Access Cards for Non-Compliant Users

Mr. Tilley referred to the briefing note that was included in the meeting package. He reminded Members that the Board must operate all of their Waste Recovery Facilities in accordance with the Certificate of Approval to Operate as provided by Digital Government and Service NL.

In addition to the Certificate of Approval, the Board requires all users to adhere to the province's Respectful Workplace Policy. Due to some very difficult situations and negative encounters at these sites, the Committee felt the need to implement some guidelines for deactivating access cards for non-compliant users.

The committee has requested that staff report any use of these guidelines to the committee so that they can continue to monitor these to ensure that they are suitable as the possibility of an Appeals Committee was discussed. Any necessary changes will be brought forward to the Board.

 [BN - Guidelines for Deactivating Access Cards Feb 2025.pdf](#)

4. Old Perlican Waste Recovery Facility Contract Extension Delayed

Mr. Tilley reported that the operation of the Old Perlican Waste Recovery Facility is contracted out and the current contract ends on September 30, 2025. The Board does have the option to extend the contract for two one-year terms and this option is usually exercised. However, following a recent inspection by the province's Environmental Protection Officer, the Board was notified that unacceptable waste was found at the site and that waste had to be removed in a timely manner.

The committee will continue to monitor the operations at the site and will bring forward any recommendation regarding whether to extend the current contract over the next couple of months.

5. 2024 Q4 Water/Wastewater Report

Mr. Tilley referred to the Q4 2024 Water/Wastewater Quarterly report that was included in the meeting package for Members' information.

 [Eastern Region - Quarterly Report - Dec 31 2024 merged.pdf](#)

C. Governance Committee

Ms. Bruce, Committee Member, delivered the Governance Committee Report.

1. Canada Revenue Agency (CRA) Statement of Account

Ms. Bruce referred to the 2024 Q4 CRA Statement that was included in the meeting package for Members' review. She noted that the Board remains in good standing with all payments made accurately and on time.

 [Q42024CRA.pdf](#)

2. Board Professional Development 2025

Ms. Bruce referred to the materials that were provided in the meeting package. The Committee discussed the list of professional development opportunities that are available in 2025 and narrowed it down to the ones they feel that the Board should consider. More information on these events will be provided as they become available.

 [1 BN - Board Professional Development 2025.pdf](#)

 [2 ERSB Professional Development Opportunities 2025 FEB 26.pdf](#)

 [3 SWANA Northern Lights Conference 2025.pdf](#)

 [4 FCM Annual Conference & Trade Show 2025.pdf](#)

3. ERSB Environment Policy Renewal

Ms. Bruce referred to the briefing note that was included in the meeting package. As the Board's Vision Statement addresses environmental stewardship, and the Board has historically shown a moral commitment to the protection of the environment, as well as the safety and well-being of its staff and the public, the Governance Committee reviews the Environment Policy annually.

 [BN - Environment Policy 2025.pdf](#)

 [Environment Policy Feb 2025.docx](#)

Motion:

BE IT RESOLVED that the Board adopt the Corporate Environment Policy that is included in the Board's Employee Safety Handbook.

Motion moved by Jill Bruce and
motion seconded by Greg Noseworthy. Carried Unanimously.

4. ERSB OHS Corporate Health and Safety Policy Renewal

Ms. Bruce referred to the briefing note that was included in the meeting package. Similar to that of the Environment Policy, the Governance Committee also reviews the OHS Corporate Health and Safety Policy annually.

 [BN - OHS Corporate Health and Safety Policy 2025.pdf](#)

 [OHS Corporate Health and Safety Policy Feb 2025.docx](#)

Motion:

BE IT RESOLVED that the Board adopt the Corporate Health & Safety Policy; the Occupational Health & Safety Policy; and the Early and Safe Return-to-Work Policy that is included in the Board's Employee Safety Handbook.

Motion moved by Jill Bruce and
motion seconded by Tom Davis. Carried Unanimously.

5. Board Meeting Dates for 2025

Ms. Bruce referred to the briefing note that was provided in the meeting package. To accommodate some of the Board and Staff professional development opportunities that are coming up this year, it was recommended that the Board make some small adjustments to their 2025 meeting schedule. There were no questions or concerns.

 [BN - Board Meeting Dates for 2025.pdf](#)

6. Possible Purchase of Mic/Speaker System for ERSB Board Meetings

Ms. Bruce reported that several Board Members have noted issues with hearing others speak while attending Board meetings in-person. She noted that Staff will work on reconfiguring the meeting room setup and ask attendees to speak loudly and clearly when at the meetings to make it more enjoyable for all to participate. While we try some new options for setup, there will be no recommendation to purchase new equipment at this time. Board Members were encouraged to reach out to the Board Clerk with any suggestions or feedback over the next few months.

 [BN - Purchase of New Mic Speaker System.pdf](#)

 [Eastern Audio Quote.pdf](#)

 [Pro Audio Quote.xlsx](#)

7. Joint Council Report

Ms. Bruce reviewed the briefing note that was included in the meeting package which discussed the ongoing advancement of the Southern Shore Joint Council and the Northeast Avalon Joint Council.

 [BN - Feb JC Update.pdf](#)

VI. Motion to be Rescinded: Purchase of Replacement Pick-Up Truck for Whitbourne Depot

Mr. Tessier explained the rationale for rescinding the following motion and there were no questions or concerns.

Motion:

BE IT RESOLVED that the Board rescind Motion No. 2025-004 as adopted at the Board meeting that was held on January 29, 2025, that reads as follows: “BE IT RESOLVED that the Board purchase one 2024 GMC Sierra 1500 Pro pick-up truck from Terra Nova Motors for \$63,033.20 including HST.”

Motion moved by Steve Tessier and motion seconded by Tom Davis. Carried Unanimously.

VII. Motions By Email to be Ratified:

Mr. Tessier reported that these motions were adopted by the Board via Motion By Email and must be ratified in a public meeting.

VIII. Purchase of one (1) 2025 GMC Sierra PRO Pick-Up Truck

 [LT EMAIL - MBE for your review - Time Sensitive.pdf](#)

 [Brief Note - Purchase of Pickup Truck for Whitbourne Depot JAN 30 2025.pdf](#)

 [Response Report - MBE - Purchase 25 GMC Sierra Truck.docx](#)

 [Avalon Ford B.pdf](#)

 [Hickman chrysler B.pdf](#)

 [Steele chrysler.pdf](#)

 [Terra Nova Motors B.pdf](#)

Motion:

BE IT RESOLVED that the Board purchase one 2025 GMC Sierra 1500 PRO pick-up truck from Terra Nova Motors for \$70,166.65, including HST.

Motion moved by Steve Tessier and motion seconded by Carl Ridgeley . Carried Unanimously.

- IX. Accepting Capital Funding for the Closure of the Clarenville Waste Disposal Site and to Upgrade the Waste Recovery Facility

 [letter to Eastern Reg. Service Board - Steve Tessier.pdf](#)

 [HP EMAIL - MBE Accepting Capital Funding.pdf](#)

 [Response Report - MBE - Accepting Capital Funding for Clarenville.docx](#)

Motion:

BE IT RESOLVED that the Board accept the capital funding for Project Number – 17-WSTM-25-00000 – Closure of Clarenville Waste Disposal Site (Phase II) and Waste Recovery Facility Upgrade from the Canada Community-Building Fund in the amount of \$1,150,000 less rebates of \$107,140.

Motion moved by Steve Tessier and motion seconded by Lawrence Vaters . Carried Unanimously.

- X. Correspondence

There was no correspondence to review; However, Ms. Tucker did note that a request for a meeting had been received from the Town of Victoria.

- XI. Roundtable

Mr. Charles Bown was proud to hear the presentations that were provided at tonight's meeting as both organizations have been funded by the Multi-Materials Stewardship Board (MMSB). After an inquiry regarding the disposal of commercial fishing nets, he noted that a pilot project took place last year for the collection and recycling of ropes from fishers.

Mr. Larry Vaters noted that the Town of Paradise's Lift Station 10, now called the St. Thomas' Line Pump Station is operating and coming along well. He also commented on the unfortunate fire that took place at the Town's Depot just three weeks ago, which also effected the Town Hall and other high traffic areas. There was quite a lot of smoke damage and they are expected to be displaced from those buildings for several months. He expressed the Town's sincere thanks to their surrounding communities: the City of St. John's; the City of Mount Pearl; and, the Town of Conception Bay South, that have helped

with loaning equipment, etc. to keep the municipal services at an acceptable level as they worth through the logistics of returning to their normal capacity and routine.

Mr. Rod Delaney was proud to report that the Joint Council of Conception Bay North will hold their Election of Officers at tomorrow night's meeting.

Ms. Jill Bruce was proud to attend the East Coast Music Awards kick-off event this morning and she was pleased with the recently announced list of nominees.

Ms. Holly Power reminded Members that today is 'Pink Shirt Day' which promotes anti-bullying. She asked Members to always be kind to others.

Ms. Hilda Whelan informed the Board that the Town of Whitbourne is interested in entering contract with ERSB for curbside recycling and plans to discuss this matter further with Staff in the coming weeks. She was also pleased to report that with the upcoming Canada Games, the Torch Relay will take place in Whitbourne and will travel from The Orange Store on the highway and through the town to the Sir Robert Bond Park.

Mr. Tom Davis encouraged Members to ensure that water and refillable containers, specifically, are used/provided at meetings and community events wherever and whenever possible.

Mr. Mark Vardy spoke to Mr. Davis' comment and reported that the Town of Pouch Cove has recently erected water refill stations throughout the Town's municipal buildings.

Mr. Steve Tessier thanked the MMSB for their contribution to the upcoming Canada Summer Games and endeavoring to make them the greenest Games possible.

XII. New Business

A. In-Camera Meeting

Mr. Tessier excused all unnecessary attendees and thanked them for attending tonight's meeting before calling for a Motion to enter an in-camera session.

Motion:

BE IT RESOLVED that the Board proceed to an in-camera meeting.

Motion moved by Steve Tessier and motion seconded by Gerard Tilley. Carried Unanimously.

Motion:

BE IT RESOLVED that the Board leave the in-camera meeting.

Motion moved by Steve Tessier and motion seconded by T. Alexander Hickman . Carried Unanimously.

XIII. Upcoming Meetings

Board Members were reminded of upcoming Board and Committee meetings:

- a) The next meeting of the Board of Directors will take place on Wednesday, March 26, 2025, at 7:00 p.m. The location for this meeting is still to be determined.
- b) The next meeting of the Finance & Audit Committee will take place on Thursday, March 13, 2025, at 12:30 p.m., format to be determined.
- c) The next meeting of the Strategy & Policy Committee will take place on Wednesday, March 12, 2025, at 8:30 a.m., format to be determined.
- d) The next meeting of the Governance Committee will take place on Wednesday, March 19, 2025, at 10:30 a.m., format to be determined.

XIV. Adjournment

Seeing no further business to discuss, the meeting adjourned.

Motion:

BE IT RESOLVED that the meeting adjourned at 9:28 p.m.

Motion moved by Steve Tessier and motion seconded by Daniel (Danny) Breen . Carried Unanimously.





econext

A not-for-profit association, *econext* accelerates clean growth in Newfoundland and Labrador, working on behalf of its membership to foster environmentally sustainable economic development.



CLEAN ENERGY



NET ZERO BY 2050



VALUE FROM WASTE



CLEANTECH CLUSTER

WHAT WE DO



INNOVATION

econext works with partners in the public, private, and academic sectors to stimulate and support R&D and innovation that advances clean growth in Newfoundland and Labrador.



WORKFORCE

econext coordinates with private, public, and academic partners to ensure Newfoundland and Labrador's workforce is prepared for the emerging green economy.



NET ZERO

econext is a catalyst for climate change action within Newfoundland and Labrador, helping industry, businesses, and communities find a better balance between economy and environment.

EXAMPLES: CURRENT PROJECTS

CLIMATE CHANGE MITIGATION

Helping six (6) municipalities in NL identify their sources of GHGs, measure them, and develop plans to address them that are in line with their economic development priorities... and pursue subsequent projects in partnership.

CLIMATE CHANGE ADAPTATION

Helping municipalities across NL identify climate change risks that should be incorporating into planning, economic, development, and more.... and pursue subsequent projects in partnership.

GREENING BUSINESS 101

Providing resources to business across NL to help them understand their environmental impacts (GHGs, energy use, waste) and develop strategies to address them that also help with their bottom lines.

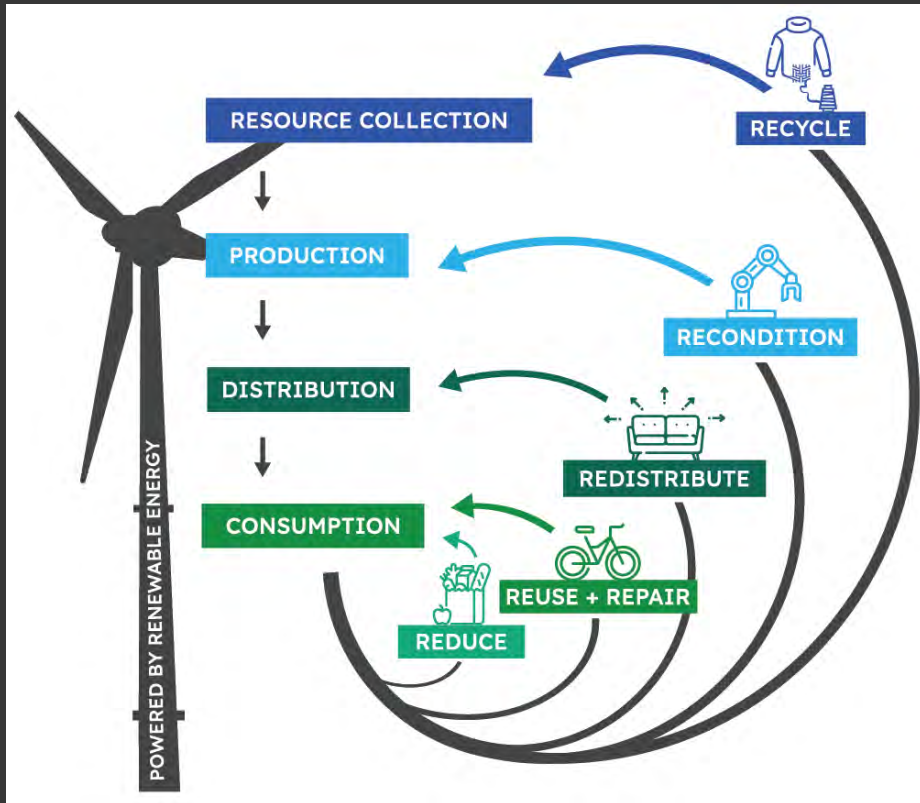


NET ZERO

econext is a catalyst for climate change action within Newfoundland and Labrador, helping industry, businesses, and communities find a better balance between economy and environment.



CIRCULAR ECONOMY AND VALUE FROM WASTE



- Role created in 2022 in partnership between *econext* and the MMSB
 - Mission to increase economic activity around waste streams and develop circular economy:
 - Facilitate waste management projects
 - Raise awareness and opportunities for innovation
 - Divert materials from the landfill
 - Funded until 2026
- Since inception:
 - Partnered with the Harris Centre on collection of organic waste volumes and locations from Forestry, Fisheries, and Aquaculture sectors
 - Worked with over 30 businesses to grow and support waste entrepreneurship



SERVICE BOARD ENGAGEMENT

- Started in 2024 to collaborate with Service Boards on problematic waste streams and identify areas for private partnerships
- May 28, 2024 – Central Region
 - Landfill visit and engagement
- June 11, 2024 - Western Region
 - Service Board engagement



WASTE REDUCTION BUSINESSES



ASL Energy

Recycle plastic waste from aquaculture



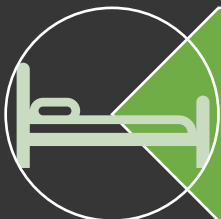
BMSna

Turn shell waste into filtration systems



Harbour Farmstead

Compost collection and community garden in Harbour Main



HomeAgain

Develop mattress recycling Social Enterprise



CIRCULAR ECONOMY INCUBATOR

- Licensed Circular Economy Incubator program from not-for-profit Synergy Foundation in BC
 - Utilize their materials and receive support
 - Connection to National network of practitioners
- They have run incubator program since 2019
 - Graduated 46 ventures, raised \$5.5M in capital, and \$10M in revenue
- Free program, run over 6 months for entrepreneurs develop their business plan to operate in the circular economy
- Leverage local expertise
- Province wide with no restrictions on who can participate



PROJECT ZERO
ECONEXT INCUBATOR



HOW WE CAN HELP

- Understand waste management challenges
 - Prioritize our 1:1 business efforts and incubator opportunities to align with problematic waste streams
- Understand supports from Landfills and Service Boards to inform businesses
- Strategic research for policy updates for example Biomass White Paper
- Partnerships with municipalities – FCM Organic Waste to Energy funding
- Explore opportunities and funding possibilities for landfill diversion
- Host National Conference in 2026 – inform topic



BRINGING GLASS RECYCLING TO NEWFOUNDLAND AND LABRADOR

February 2025

THE OPPORTUNITY

Newfoundland and Labrador currently lacks a mechanism for household and commercial glass recycling, with over **1.3 million glass jars and 1,000+ tonnes of commercial glass sent to landfills annually**. NewfoundSAND Glass Recycling Cooperative (NSGRC) is working to launch the province's first ever glass recycling program to divert waste and create valuable products.





OUR SOLUTION

NSGRC will collect and process commercial glass and glass jars from Mount Pearl residents and businesses using purpose-built equipment.

The glass will be crushed into an aggregate used in infrastructure projects, landscaping, and golf course bunkers. The program will roll out in three phases:

LAUNCH:

Community collection events and initial processing in Mount Pearl.

PHASE 1:

Expand to business partnerships and city infrastructure projects.

PHASE 2-3:

Province-wide expansion, integration with MMSB's Green Depots.

ECONOMIC & ENVIRONMENTAL BENEFITS



WASTE REDUCTION:

Divert 200,000+ glass jars and 300 tonnes of commercial glass annually from landfills.

JOB CREATION:

Establishing a local glass recycling industry with up to 8 new employment opportunities.

REVENUE GENERATION:

Collection of Glass (\$50-100/MT), sale of recycled sand and gravel (\$60-\$90/MT), community memberships (\$50 individual, \$150 business), and corporate sponsorships.

SUSTAINABILITY:

Reducing carbon emissions by repurposing glass locally instead of shipping it out of province.

COSTS & FUNDING



PHASE 1: LOCAL BUSINESS & MUNICIPAL PARTNERSHIPS

- Set up processing facilities in partnership with Andella Products and Heave Away
- Hire 1 full-time CEO
- Purchase a truck for operations
- Lease facility space and cover utilities (East Ex, Mount Pearl)
- Launch initial marketing and outreach efforts (grant-funded)
- Estimated total cost: **\$675,000**

FUNDING SOURCES

Revenue from processed glass sales (sand for salt/asphalt – Harvey's/local contractors), memberships, Investor funding, and corporate sponsorships.

PHASE 2: EXPANSION TO ADDITIONAL REGIONS

- Increase processing capacity and logistics with Heave Away and East Ex
- Hire **3 additional staff** members
- Expand marketing and community engagement
- Estimated annual operating costs: Salaries, logistics, and marketing – **\$450,000**

FUNDING SOURCES

Expansion grants, corporate sponsorships, and increased revenue from processed glass sales (sand for salt/asphalt – Harvey's/local contractors).

PHASE 3: PROVINCE-WIDE EXPANSION & MMSB INTEGRATION

- Scale up transportation and distribution with Heave Away and East Ex
- Hire **4 additional staff members** (with available subsidy programs to offset salary costs)
- Expand marketing, education, and community outreach
- Estimated annual operating costs: Staffing for expanded operations, marketing, and reduced transportation costs – **\$650,000**

FUNDING SOURCES

Increased sales, additional government partnerships, and continued corporate sponsorships.

COSTS & FUNDING BEYOND PHASE 3

After Phase 3, the total estimated operating costs for the program would be **\$650,000 annually**.

This includes ongoing processing, logistics (with reduced transportation costs), up to **8 new jobs**, marketing, and expanded operations across the province.



CORPORATE SPONSORSHIP PROGRAM

At NewfoundSAND Glass Recycling Cooperative, we love working with businesses that care about sustainability, innovation, and making a real difference in the community.

Our tiered corporate sponsorship program makes it easy to support our mission while gaining meaningful benefits and recognition.

Community Sponsor

\$500



- Business membership to the cooperative (\$150 share value).
- Exclusive sponsorship badge for your own website and social channels.
- Logo placement on our website.
- Social media shoutout.

Growth Sponsor

\$1,000

- **All Community Sponsor benefits, plus:**
- Newsletter sponsor spotlight feature.
- Invitation to cooperative-hosted events.

Impact Sponsor

\$2,500

- **All Growth Sponsor benefits, plus:**
- Quarterly social media promotions.
- Opportunity to contribute a sustainability tip or feature in our newsletter.
- Sponsorship of one collection event, with your business name/logo on event signage.

Sustainability Champion

\$5,000+

- **All Impact Sponsor benefits, plus:**
- Monthly social media promotions.
- Exclusive feature in a special newsletter, highlighting your company's commitment to sustainability.
- Supervised access to our processing facility for tours or sustainability showcases.
- Option to serve as a glass collection site, increasing foot traffic and brand visibility.



HOW YOU CAN HELP

Join us in building a greener Newfoundland and Labrador. Support the program through membership, sponsorship, or investment.



hello@newfoundsand.ca



newfoundsand.ca

Eastern Regional Service Board

BNK2 - Bank of Montreal - EW [1060-0002]

Cheques from 0000000001 to 0000012596 dated between 01-01-2025 and 01-31-2025

CHEQUE REGISTER

Printed: 9:12:26AM 02/05/2025

Page 1 of 2

| Number | Issued | | Amount | SC | Status | Status Date |
|------------|------------|---|------------|-----|---------|-------------|
| 0000012542 | 01/15/2025 | Advantage Personnel Ltd. | 5,649.32 | A/P | OUT-STD | 01/15/2025 |
| 0000012543 | 01/15/2025 | Bell Aliant | 4,881.41 | A/P | CLEARED | 01/27/2025 |
| 0000012544 | 01/15/2025 | Bell Mobility Inc. | 147.20 | A/P | OUT-STD | 01/15/2025 |
| 0000012545 | 01/15/2025 | Brogan Fire & Safety | 1,272.25 | A/P | OUT-STD | 01/15/2025 |
| 0000012546 | 01/15/2025 | City of St. John's | 83,529.01 | A/P | OUT-STD | 01/15/2025 |
| 0000012547 | 01/15/2025 | Coish's Trucking & Excavating Ltd. | 35,791.00 | A/P | OUT-STD | 01/15/2025 |
| 0000012548 | 01/15/2025 | CTT Tirecraft | 3,723.65 | A/P | CLEARED | 01/24/2025 |
| 0000012549 | 01/15/2025 | Curtis Dawe | 3,949.10 | A/P | OUT-STD | 01/15/2025 |
| 0000012550 | 01/15/2025 | D&L Russell Limited | 183.31 | A/P | CLEARED | 01/27/2025 |
| 0000012551 | 01/15/2025 | De Lage Landen Financial Services Canada Ltd. | 401.33 | A/P | OUT-STD | 01/15/2025 |
| 0000012552 | 01/15/2025 | Dodd's Diesel Repair Ltd. | 9,580.70 | A/P | CLEARED | 01/24/2025 |
| 0000012553 | 01/15/2025 | Glenn Clarke | 493.44 | A/P | OUT-STD | 01/15/2025 |
| 0000012554 | 01/15/2025 | Harbour ELECTRIC Ltd. | 146.63 | A/P | OUT-STD | 01/15/2025 |
| 0000012555 | 01/15/2025 | Hilda Whelan | 281.30 | A/P | OUT-STD | 01/15/2025 |
| 0000012556 | 01/15/2025 | K.J.H. Dirtwork's Ltd. | 49,250.58 | A/P | OUT-STD | 01/15/2025 |
| 0000012557 | 01/15/2025 | Kal Tire | 125.95 | A/P | OUT-STD | 01/15/2025 |
| 0000012558 | 01/15/2025 | Miller IT Limited | 3,515.66 | A/P | CLEARED | 01/24/2025 |
| 0000012559 | 01/15/2025 | Newfoundland Power Inc. | 11,532.36 | A/P | CLEARED | 01/24/2025 |
| 0000012560 | 01/15/2025 | Newfoundland Exchequer Account | 72.00 | A/P | OUT-STD | 01/15/2025 |
| 0000012561 | 01/15/2025 | North Sun Energy | 30,415.08 | A/P | CLEARED | 01/27/2025 |
| 0000012562 | 01/15/2025 | OMB Parts & Industrial Ltd. | 71.72 | A/P | OUT-STD | 01/15/2025 |
| 0000012563 | 01/15/2025 | ORKIN Canada Corporation | 419.80 | A/P | OUT-STD | 01/15/2025 |
| 0000012564 | 01/15/2025 | Parts For Trucks Inc. | 132.05 | A/P | OUT-STD | 01/15/2025 |
| 0000012565 | 01/15/2025 | PBA Industrial Supplies Ltd. | 205.55 | A/P | OUT-STD | 01/15/2025 |
| 0000012566 | 01/15/2025 | Pike's Pro Hardware & Building Supplies | 176.37 | A/P | OUT-STD | 01/15/2025 |
| 0000012567 | 01/15/2025 | Pitney Bowes | 6,134.89 | A/P | OUT-STD | 01/15/2025 |
| 0000012568 | 01/15/2025 | Princess Auto | 152.27 | A/P | OUT-STD | 01/15/2025 |
| 0000012569 | 01/15/2025 | Printer Tech Solutions Inc. | 338.10 | A/P | OUT-STD | 01/15/2025 |
| 0000012570 | 01/15/2025 | Quikprint Services Ltd. | 1,792.90 | A/P | OUT-STD | 01/15/2025 |
| 0000012571 | 01/15/2025 | Shred-it c/o Stericycle ULC | 109.33 | A/P | OUT-STD | 01/15/2025 |
| 0000012572 | 01/15/2025 | Strong Data Inc. | 1,408.75 | A/P | CLEARED | 01/27/2025 |
| 0000012573 | 01/15/2025 | T2 Ventures Inc. | 364,404.90 | A/P | CLEARED | 01/17/2025 |
| 0000012574 | 01/15/2025 | The Business Post | 2,038.38 | A/P | OUT-STD | 01/15/2025 |
| 0000012575 | 01/15/2025 | Town of Bay Roberts | 10,200.00 | A/P | OUT-STD | 01/15/2025 |
| 0000012576 | 01/15/2025 | Tulk Tire & Service Ltd. | 1,619.73 | A/P | CLEARED | 01/27/2025 |
| 0000012582 | 01/29/2025 | 62167 Newfoundland and Labrador Inc | 7,380.30 | A/P | OUT-STD | 01/29/2025 |
| 0000012583 | 01/29/2025 | Advantage Personnel Ltd. | 3,994.40 | A/P | OUT-STD | 01/29/2025 |
| 0000012584 | 01/29/2025 | Bell Aliant | 2,508.47 | A/P | OUT-STD | 01/29/2025 |
| 0000012585 | 01/29/2025 | De Lage Landen Financial Services Canada Ltd. | 407.66 | A/P | OUT-STD | 01/29/2025 |
| 0000012586 | 01/29/2025 | Dodd's Diesel Repair Ltd. | 8,930.17 | A/P | OUT-STD | 01/29/2025 |
| 0000012587 | 01/29/2025 | Harbour ELECTRIC Ltd. | 5,454.68 | A/P | OUT-STD | 01/29/2025 |
| 0000012588 | 01/29/2025 | Kirkland, Balsom and Associates - ARA | 5,175.00 | A/P | OUT-STD | 01/29/2025 |
| 0000012589 | 01/29/2025 | Newfoundland Power Inc. | 1,775.66 | A/P | OUT-STD | 01/29/2025 |
| 0000012590 | 01/29/2025 | OMB Parts & Industrial Ltd. | 37.31 | A/P | OUT-STD | 01/29/2025 |
| 0000012591 | 01/29/2025 | Parts For Trucks Inc. | 294.45 | A/P | OUT-STD | 01/29/2025 |
| 0000012592 | 01/29/2025 | Pinnacle Office Solutions Ltd. | 99.27 | A/P | OUT-STD | 01/29/2025 |

** - Name on Check was modified

Eastern Regional Service Board

BNK2 - Bank of Montreal - EW [1060-0002]

Cheques from 0000000001 to 0000012596 dated between 01-01-2025 and 01-31-2025

CHEQUE REGISTER

Printed: 9:12:27AM 02/05/2025

Page 2 of 2

| Number | Issued | | Amount | SC | Status | Status Date |
|---------------------------|------------|------------------------|--------------|-----|---------|-------------|
| 0000012593 | 01/29/2025 | Vardy Villa Limited | 2,500.00 | A/P | OUT-STD | 01/29/2025 |
| 0000012594 | 01/29/2025 | WAJAX Limited | 2,082.77 | A/P | OUT-STD | 01/29/2025 |
| 0000012595 | 01/31/2025 | Terra Nova Motors Ltd. | 70,166.65 | A/P | OUT-STD | 01/31/2025 |
| Total Issued (49): | | | \$744,952.81 | | | |
| Total Voided (0): | | | \$0.00 | | | |
| Grand Total: | | | \$744,952.81 | | | |
| Number of Cheques Listed: | | | 49 | | | |

EASTERN REGIONAL SERVICE BOARD

PAYROLL EXPENSE

JAN 2025

| | |
|--|----------------------------|
| Payroll – Staff (<i>2 pay periods – 25 employees</i>)..... | \$144,973.68 |
| Payroll – Board (<i>18 members</i>) | <u>\$00,000.00</u> |
| Total Payroll (<i>25 employees</i>) | \$144,973.68 |
| Payroll CRA Remittance | <u>\$54,479.35</u> |
| TOTAL GROSS PAYROLL | <u>\$199,453.03</u> |

PREVIOUS MONTH

DEC 2024

| | |
|--|----------------------------|
| Payroll – Staff (<i>2 pay periods – 29 employees</i>)..... | \$147,173.18 |
| Payroll – Board (<i>18 members</i>) | <u>\$17,100.11</u> |
| Total Payroll (<i>47 employees</i>) | \$164,273.29 |
| Payroll CRA Remittance | <u>\$ 43,620.00</u> |
| TOTAL GROSS PAYROLL | <u>\$207,893.29</u> |



Statement

| | | | |
|---------------------------------------|--------------------------------|--------------------------|---------------------|
| Account Name: | EASTERN REGIONAL SERVICE BOARD | Card Number: | xxxx-xxxx-xxxx-3165 |
| Company Name: | EASTERN REGIONAL SERVICE BOARD | Account Limit: | \$ 50,000.00 |
| Employee ID: | CDROVER | Available Credit: | \$ 44,726.14 |
| Statement Date (MM/DD/YYYY): | 01/28/2025 | Currency: | CANADIAN DOLLAR |
| Payment Due Date (MM/DD/YYYY): | 02/18/2025 | | |

Payments and credits received after this statement date and before the payment due date will reduce the total amount charged to your autopay account for this statement period.

Payments made to Individual cards will refresh both the Corporate limit and the Individual card limit by the amount paid. Payments and credits received after this statement date will be reflected on your next statement.

Statement Summary:

YOUR REWARDS

| | |
|--------------------------------------|----------|
| Rewards earned: | \$ 52.73 |
| Rewards adjusted: | \$ 0.00 |
| Total rewards earned: | \$ 52.73 |
| Rewards balance year to date: | \$ 52.73 |

Annual cashback credit processed annually in January

Report any items which do not agree with your records within 30 days of the statement date.

| | |
|-----------------------------|--------------|
| Previous Balance: | \$ 10,910.44 |
| Payments: | \$ -9,459.47 |
| Adjustments: | \$ 0.00 |
| Net Purchases: | \$ 5,273.86 |
| Cash Advance: | \$ -1,450.97 |
| Fees: | \$ 0.00 |
| Other Charges: | \$ 0.00 |
| New Account Balance: | \$ 5,273.86 |

Transaction Summary:

| Trans Date | Posting Date Trans ID | Description | Pre-Tax Amount Auth # | Total Tax | Trans Amount |
|---|--------------------------|--|--------------------------|----------------------------|----------------------|
| Card Number xxxx-xxxx-xxxx-3165 EASTERN REGIONAL SERVICE BOARD | | | | | |
| 12/27 | 12/30 568354175 | CASHBACK ANN PAY/REMB.-REMISE EN ESPECES | \$ -1,450.97 | \$ 0.00 | \$ -1,450.97 |
| 01/20 | 01/20 571135559 | AUTOMATIC PYMT RECEIVED | \$ -9,459.47 | \$ 0.00 | \$ -9,459.47 |
| | | | TOTAL CREDITS | xxxx-xxxx-xxxx-3165 | \$ -10,910.44 |
| | | | TOTAL DEBITS | xxxx-xxxx-xxxx-3165 | \$ 0.00 |
| Card Number xxxx-xxxx-xxxx-3500 BUTT, KEVIN | | | | | |
| 01/07 | 01/08 569351284 | TIM HORTONS #5343 WHITBOURNE NL | \$ 10.43 050445 | \$ 1.56 (e) | \$ 11.99 |
| 01/07 | 01/08 569351282 | NORTH ATLANTIC PETROLE WHITBOURNE NL | \$ 3.38 024547 | \$ 0.51 (e) | \$ 3.89 |
| 01/07 | 01/08 569351283 | NORTH ATLANTIC PETROLE WHITBOURNE NL | \$ 18.99 033384 | \$ 2.85 (e) | \$ 21.84 |

| | | | | | |
|-------|--------------------|--------------------------------------|---------------------|--------------|-----------|
| 01/13 | 01/14 570384709 | DOLLARAMA #1271 ST. JOHN'S NL | \$ 15.00 075192 | \$ 2.25 (e) | |
| 01/13 | 01/14 570384633 | COSTCO WHOLESALE W1324 ST. JOHN'S NL | \$ 114.94 025804 | \$ 17.24 (e) | \$ 132.18 |
| 01/14 | 01/15 570453519 | NORTH ATLANTIC PETROLE WHITBOURNE NL | \$ 24.95 086917 | \$ 3.74 (e) | \$ 28.69 |
| 01/14 | 01/15 570453518 | DOLLARAMA # 765 CARBONEAR NL | \$ 10.00 050748 | \$ 1.50 (e) | \$ 11.50 |
| 01/22 | 01/24 572162078 | FOODLAND #9214 WHITBOURNE NL | \$ 2.86 071513 | \$ 0.43 (e) | \$ 3.29 |

TOTAL CREDITS xxxx-xxxx-xxxx-3500 **\$ 0.00**
TOTAL DEBITS xxxx-xxxx-xxxx-3500 **\$ 230.63**

Card Number xxxx-xxxx-xxxx-7456 DEAN, CHRISTIE

| | | | | | |
|-------|--------------------|---------------------------------------|---------------------|--------------|-----------|
| 01/01 | 01/02 568634340 | INDEED CAI25-00000649 TORONTO ON | \$ 206.94 075986 | \$ 31.04 (e) | \$ 237.98 |
| 01/06 | 01/06 569024832 | STARLINK INTERNET HALIFAX NS | \$ 320.00 081775 | \$ 48.00 (e) | \$ 368.00 |
| 01/14 | 01/15 570453595 | CIRCLE K / IRVING #QPS PARADISE NL | \$ 15.49 078832 | \$ 2.32 (e) | \$ 17.81 |
| 01/14 | 01/15 570453596 | NORTH ATLANTIC PETROLE WITLESS BAY NL | \$ 11.16 024361 | \$ 1.67 (e) | \$ 12.83 |
| 01/22 | 01/22 571691528 | INDEED CAI25-00015012 TORONTO ON | \$ 501.25 091626 | \$ 75.19 (e) | \$ 576.44 |

TOTAL CREDITS xxxx-xxxx-xxxx-7456 **\$ 0.00**
TOTAL DEBITS xxxx-xxxx-xxxx-7456 **\$ 1,213.06**

Card Number xxxx-xxxx-xxxx-3047 DROVER, CRAIG

| | | | | | |
|-------|--------------------|---|---------------------|--------------|-----------|
| 01/08 | 01/09 569483033 | AMZN MKTP CA ZP1CJ6701 WWW.AMAZON.CA ON | \$ 31.96 001478 | \$ 4.79 | \$ 36.75 |
| 01/09 | 01/10 569746767 | AMZN MKTP CA Z580X6PY2 WWW.AMAZON.CA ON | \$ 228.95 035485 | \$ 34.34 | \$ 263.29 |
| 01/10 | 01/13 570110386 | SP OWL-LABS-CA SOMERVILLE MA | \$ 358.00 067992 | \$ 53.70 (e) | \$ 411.70 |
| 01/10 | 01/13 570110385 | AMZN MKTP CA ZD3FI5SN0 WWW.AMAZON.CA ON | \$ 54.39 094600 | \$ 8.16 | \$ 62.55 |
| 01/21 | 01/21 571629302 | CIVICINFO BC 250-383-4898 BC | \$ 328.57 006790 | \$ 39.43 (e) | \$ 368.00 |

TOTAL CREDITS xxxx-xxxx-xxxx-3047 **\$ 0.00**
TOTAL DEBITS xxxx-xxxx-xxxx-3047 **\$ 1,142.29**

Card Number xxxx-xxxx-xxxx-4653 POWER, HOLLY

| | | | | | |
|-------|--------------------|--|---------------------|--------------|-----------|
| 01/08 | 01/08 569351362 | CIVICINFO BC 250-383-4898 BC | \$ 764.96 016344 | \$ 91.79 (e) | \$ 856.75 |
| 01/15 | 01/15 570453520 | SOBEYS (A) ONLINE ORDE 902-752-8371 NS | \$ 69.54 042353 | \$ 10.43 (e) | \$ 79.97 |
| 01/16 | 01/17 570948083 | COSTCO WHOLESALE W1324 ST. JOHN'S NL | \$ 12.17 088675 | \$ 1.82 (e) | \$ 13.99 |

| | | | | | |
|---------------|--------------------|------------------------------|----------------------|---------------|---------------------|
| 01/16 | 01/20 571253472 | SOBEYS #320 ST. JOHN'S NL | \$ 16.83 000198 | \$ 2.53 (e) | |
| 01/21 | 01/21 571629377 | CIVICINFO BC 250-383-4898 BC | \$ -436.38 089839 | \$ -52.37 (e) | \$ -488.75 |
| | | | | | |
| TOTAL CREDITS | | | | | xxxx-xxxx-xxxx-4653 |
| TOTAL DEBITS | | | | | xxxx-xxxx-xxxx-4653 |
| | | | | | \$ -488.75 |
| | | | | | \$ 970.07 |

| | | | | | |
|--|--------------------|---|---------------------|---------------|---------------------|
| Card Number xxxx-xxxx-xxxx-5229 RIDEOUT, COLIN | | | | | |
| 01/06 | 01/07 569123666 | ALL WHEEL DRIVE HAPPY VALLEY- NL | \$ 678.73 005558 | \$ 101.81 (e) | \$ 780.54 |
| 01/23 | 01/24 572162079 | EASTERN SAFETY SERVICE CONCEPTION BA NL | \$ 100.00 050159 | \$ 15.00 (e) | \$ 115.00 |
| TOTAL CREDITS | | | | | xxxx-xxxx-xxxx-5229 |
| TOTAL DEBITS | | | | | xxxx-xxxx-xxxx-5229 |
| | | | | | \$ 0.00 |
| | | | | | \$ 895.54 |

| | | | | | |
|--|--------------------|---|---------------------|--------------|---------------------|
| Card Number xxxx-xxxx-xxxx-0293 TUCKER, LYNN | | | | | |
| 01/06 | 01/07 569123592 | AMZN MKTP CA ZP64425X1 WWW.AMAZON.CA ON | \$ 105.15 042139 | \$ 15.78 | \$ 120.93 |
| 01/07 | 01/08 569351361 | WAL-MART #3196 ST JOHN'S NL | \$ 13.85 054516 | \$ 2.08 (e) | \$ 15.93 |
| 01/08 | 01/08 569351360 | CIVICINFO BC 250-383-4898 BC | \$ 764.96 092031 | \$ 91.79 (e) | \$ 856.75 |
| 01/09 | 01/10 569746842 | WAL-MART #3196 ST JOHN'S NL | \$ 2.27 027366 | \$ 0.34 (e) | \$ 2.61 |
| 01/09 | 01/10 569746841 | AMZN MKTP CA ZD9L15H90 WWW.AMAZON.CA ON | \$ 44.95 094947 | \$ 6.74 | \$ 51.69 |
| 01/09 | 01/10 569746840 | AMAZON.CA Z54D541F2 AMAZON.CA ON | \$ 20.82 093347 | \$ 3.12 (e) | \$ 23.94 |
| 01/17 | 01/20 571253471 | ZOOM.COM 888-799-9666 SAN JOSE CA | \$ 21.49 064881 | \$ 3.22 (e) | \$ 24.71 |
| 01/17 | 01/20 571253470 | AMZN MKTP CA ZG16C5DK2 WWW.AMAZON.CA ON | \$ 118.74 008719 | \$ 3.75 | \$ 122.49 |
| 01/21 | 01/21 571629303 | AMAZON.CA ZG9YQ41W0 AMAZON.CA ON | \$ 39.99 030045 | \$ 6.00 | \$ 45.99 |
| 01/23 | 01/23 571888168 | AMZN MKTP CA ZC8Z135U2 WWW.AMAZON.CA ON | \$ 39.98 048644 | \$ 6.00 | \$ 45.98 |
| TOTAL CREDITS | | | | | xxxx-xxxx-xxxx-0293 |
| TOTAL DEBITS | | | | | xxxx-xxxx-xxxx-0293 |
| | | | | | \$ 0.00 |
| | | | | | \$ 1,311.02 |



CUSTOMER SERVICE:

Service Representatives are available to assist you 24 hours a day, seven days a week. Please have account number information ready.

BMO

Telephone Inquiries: 1-855-825-9232

Lost/Stolen cards: 1-844-316-3760

Outside Canada and USA call collect: 514-881-3808

TTY (For the Deaf and Hard of Hearing): 1-866-859-2089

Internet: bmo.com/treasuryandpayment

Diners Club

Telephone Inquiries: 1-800-363-3333

Lost/Stolen cards: 1-866-890-9552

Outside Canada and USA call collect: 1-514-881-3735

TTY (For the Deaf and Hard of Hearing): 1-866-859-2089

Internet: dinersclubnorthamerica.com


PAYMENT INFORMATION:

| | BMO | Diners Club |
|---|---|---|
| You can mail your payment to: | BMO P.O. Box 6044, Station Centre-Ville Montreal, QC H3C 3X2 | Diners Club P.O. Box 6044, Station Centre-Ville Montreal, QC H3C 3X2 |
| You may send your payment via overnight mail to: | BMO Symcor Inc (Remittance services) 650 Bridge Street Montreal, Quebec H3K 3K9 | Diners Club Symcor Inc (Remittance services) 650 Bridge Street Montreal, Quebec H3K 3K9 |
| IMPORTANT PAYMENT INFORMATION: | For BMO accounts, please make your cheque or money order payable to: BMO Bank of Montreal | For Diners Club accounts, please make your cheque or money order payable to: Diners Club |

If you are paying by mail:
Remember

- Enclose your cheque or money order, payable in the same currency as your credit card, with this payment coupon, but do not staple or tape them together.
- Write your account number on the front of your cheque or money order.
- Please do not send cash.

A fee will be assessed against returned cheques.

® Registered trade-mark of Bank of Montreal.



The balance due will be automatically debited from your bank account as you authorized.

| TOWNS PAYMENT ACTIVITY 2025 - As of Feb 10, 2025 | | | | | | | | | | | |
|--|--|-----------------|----------------------------|-------------------------------|-----------|----------------|-----------------------|---------|-----------------------|-----------------------|-----------------|
| (Towns include all incorporated towns and those LSDs who pay collectively) | | | | | | | | | | | |
| CustCode | Town/Local Service District | Number of Units | Number of Units x \$225.00 | Prior Year (Credit) Arrears * | Fire Fees | Total Invoiced | Payments/ Adjustments | Arrears | Over 30 Days Past Due | Over 60 Days Past Due | Current Balance |
| LSDOF201 | LSD of Georgetown | 131 | \$29,475 | \$0 | | \$29,475 | \$7,369 | \$0 | \$0 | \$0 | \$22,106 |
| LSDOF202 | LSD of Marysville | 240 | \$54,000 | \$0 | | \$54,000 | \$7,700 | \$0 | \$0 | \$0 | \$46,300 |
| TOWN0512 | Admiral's Beach | 82 | \$18,450 | \$3,280 | | \$21,730 | \$2,173 | \$0 | \$0 | \$0 | \$19,557 |
| TOWN0401 | Aquaforte | 69 | \$15,525 | \$0 | \$5,745 | \$21,270 | \$0 | \$0 | \$0 | \$0 | \$21,270 |
| TOWN503 | Arnold's Cove | 535 | \$120,375 | \$0 | | \$120,375 | \$12,038 | \$0 | \$0 | \$0 | \$108,338 |
| TOWN0402 | Bay Bulls | 640 | \$144,000 | \$0 | | \$144,000 | \$14,243 | \$0 | \$0 | \$0 | \$129,757 |
| TOWN0802 | Bay de Verde | 221 | \$49,725 | \$5,220 | | \$54,945 | \$0 | \$0 | \$0 | \$0 | \$54,945 |
| TOWN0812 | Bay Roberts | 2790 | \$627,750 | \$0 | | \$627,750 | \$156,938 | \$0 | \$0 | \$0 | \$470,813 |
| TOWN0509 | Branch | 161 | \$36,225 | \$0 | | \$36,225 | \$0 | \$0 | \$0 | \$0 | \$36,225 |
| TOWN0403 | Cape Broyle | 277 | \$62,325 | \$0 | \$25,134 | \$87,459 | \$8,746 | \$0 | \$0 | \$0 | \$78,713 |
| TOWN0001 | Carbonear | 2151 | \$483,975 | \$0 | | \$483,975 | \$48,398 | \$0 | \$0 | \$0 | \$435,577 |
| TOWN502 | Chance Cove | 151 | \$33,975 | \$0 | | \$33,975 | \$3,398 | \$0 | \$0 | \$0 | \$30,578 |
| TOWN303 | Chapel Arm | 253 | \$56,925 | \$0 | | \$56,925 | \$5,693 | \$0 | \$0 | \$0 | \$51,233 |
| TOWN0003 | Clarke's Beach | 612 | \$137,700 | \$0 | | \$137,700 | \$34,425 | \$0 | \$0 | \$0 | \$103,275 |
| TOWN0514 | Colinet | 74 | \$16,650 | \$0 | | \$16,650 | \$4,163 | \$0 | \$0 | \$0 | \$12,488 |
| TOWN0203 | Colliers | 293 | \$65,925 | \$0 | | \$65,925 | \$12,593 | \$0 | \$0 | \$0 | \$53,333 |
| TOWN301 | Come by Chance | 118 | \$26,550 | \$0 | | \$26,550 | \$0 | \$0 | \$0 | \$0 | \$26,550 |
| TOWN0404 | Fermeuse-Kingman's Cove | 179 | \$40,275 | \$0 | | \$40,275 | \$0 | \$0 | \$0 | \$0 | \$40,275 |
| TOWN0405 | Ferryland | 272 | \$61,200 | \$0 | | \$61,200 | \$0 | \$0 | \$0 | \$0 | \$61,200 |
| TOWN0505 | Fox Harbour | 134 | \$30,150 | \$0 | | \$30,150 | \$3,015 | \$0 | \$0 | \$0 | \$27,135 |
| TOWN0513 | Gaskiers Point LaHaye | 143 | \$32,175 | \$0 | | \$32,175 | \$3,218 | \$0 | \$0 | \$0 | \$28,958 |
| TOWN0602 | Heart's Delight-Islington | 464 | \$104,400 | \$0 | | \$104,400 | \$10,440 | \$0 | \$0 | \$0 | \$93,960 |
| TOWN0603 | Heart's Desire | 139 | \$31,275 | \$0 | | \$31,275 | \$3,128 | \$0 | \$0 | \$0 | \$28,148 |
| TOWN0205 | Holyrood | 1098 | \$247,050 | \$0 | | \$247,050 | \$12,050 | \$0 | \$0 | \$0 | \$235,000 |
| TOWN0504 | Long Harbour-Mount Arlington Heights | 197 | \$44,325 | \$0 | | \$44,325 | \$4,433 | \$0 | \$0 | \$0 | \$39,893 |
| TOWN0510 | Mount Carmel-Mitchell's Brook-St. Catherli | 299 | \$67,275 | \$0 | | \$67,275 | \$16,819 | \$0 | \$0 | \$0 | \$50,456 |
| TOWN302 | Norman's Cove-Long Cove | 333 | \$74,925 | \$0 | | \$74,925 | \$7,547 | \$0 | \$0 | \$0 | \$67,379 |
| TOWN0508 | Point Lance | 47 | \$10,575 | \$0 | | \$10,575 | \$2,644 | \$0 | \$0 | \$0 | \$7,931 |
| TOWN0411 | Portugal Cove South | 88 | \$19,800 | \$0 | | \$19,800 | \$4,950 | \$0 | \$0 | \$0 | \$14,850 |
| POUCH001 | Pouch Cove | 914 | \$205,650 | \$0 | | \$205,650 | \$20,565 | \$0 | \$0 | \$0 | \$185,085 |
| TOWN0407 | Renews-Cappahayden | 234 | \$52,650 | \$0 | | \$52,650 | \$5,265 | \$0 | \$0 | \$0 | \$47,385 |
| TOWN0515 | Riverhead | 113 | \$25,425 | \$0 | | \$25,425 | \$0 | \$0 | \$0 | \$0 | \$25,425 |
| TOWN304 | Southern Harbour | 184 | \$41,400 | \$0 | | \$41,400 | \$0 | \$0 | \$0 | \$0 | \$41,400 |
| TOWN0507 | St. Bride's | 139 | \$31,275 | \$0 | | \$31,275 | \$7,820 | \$0 | \$0 | \$0 | \$23,455 |
| TOWN0511 | St. Joseph's | 107 | \$24,075 | \$0 | | \$24,075 | \$6,019 | \$0 | \$0 | \$0 | \$18,056 |
| TOWN0516 | St. Mary's | 236 | \$53,100 | \$0 | | \$53,100 | \$5,310 | \$0 | \$0 | \$0 | \$47,790 |
| TOWN0408 | St. Shott's | 50 | \$11,250 | \$0 | | \$11,250 | \$2,813 | \$0 | \$0 | \$0 | \$8,438 |
| TOWN0517 | St. Vincents | 220 | \$49,500 | \$0 | | \$49,500 | \$4,950 | \$0 | \$0 | \$0 | \$44,550 |
| TOWN305 | Sunnyside | 205 | \$46,125 | \$0 | | \$46,125 | \$4,613 | \$0 | \$0 | \$0 | \$41,513 |
| TOWN0811 | Victoria | 873 | \$196,425 | \$0 | | \$196,425 | \$49,106 | \$0 | \$0 | \$0 | \$147,319 |
| TOWN0410 | Witless Bay | 744 | \$167,400 | \$0 | | \$167,400 | \$16,740 | \$0 | \$0 | \$0 | \$150,660 |
| | | 16210 | \$ 3,647,250 | \$ 8,500 | \$ 30,879 | \$ 3,686,629 | \$ 509,315 | \$ - | \$ - | \$ - | \$ 3,177,313 |

| | |
|---|-----------------|
| 2025 TOTAL OUTSTANDING INCORPORATED TOWNS | \$ 3,177,313.49 |
|---|-----------------|

PAD* Set up for pre-authorized debit payments

SPAR** Special Payment Arrangement in Place

EASTERN REGIONAL SERVICE BOARD
BRIEFING NOTE / REPORT

| | |
|----------------------|---|
| TITLE: | Q4 2024 Financial Report (unaudited) |
| MEETING DATE: | 2025-02-26 |
| TO: | Board / Finance & Audit / Strategy & Policy / Governance |
| PREPARED BY: | Craig Drover, Director of Corporate Services |
| REVIEWED BY: | Lynn Tucker, Chief Administrative Officer |
| APPROVED BY: | Lynn Tucker, Chief Administrative Officer |

RECOMMENDED ACTION:

No recommended action as report is for information only.

MOTION:

N/A

BACKGROUND/DISCUSSION:

The Budget vs Actual document is a financial summary comparing the 2024 budget to the actual expenditures and revenues as of December 31, 2024. The following are the key points:

Expenditures:

- Total Budgeted Expenses: \$9,673,208
- Total Actual Expenses: \$9,188,674

Major Categories:

1. Salaries:
 - Budget: \$2,285,746
 - Actual: \$1,824,300
 - % Budget Used: 79.8%
2. Regional Operations & Waste Recovery Facilities:
 - Budget: \$1,026,695
 - Actual: \$966,435
 - % Budget Used: 94.1%
3. Clarendville Regional Transfer Station:
 - Budget: \$895,357
 - Actual: \$752,070
 - % Budget Used: 84.0%

4. Curbside Waste Collection Program:

- Budget: \$4,022,074
- Actual: \$4,590,113
- % Budget Used: 114.1%

Revenue:

- Total Budgeted Revenue: \$10,673,208
- Total Actual Revenue: \$9,239,926

Major Revenue Sources:

1. Waste Collection Fees:

- Budget: \$4,775,800
- Actual: \$4,486,975
- % Budget Achieved: 94.0%

2. Clareville Transfer Station Tipping Fees/Permit Fees/Etc. :

- Budget: \$474,027
- Actual: \$438,536
- % Budget Achieved: 92.5%

Overall, the Eastern Regional Service Board has used 95% of its budgeted expenses and achieved 86.6% of its budgeted revenue for 2024 (95% if the budgeted capital funding is removed).

ATTACHMENTS:

- Q4 2024 Budget vs Actual Report

EASTERN REGIONAL SERVICE BOARD

2024 ACTUAL VS BUDGET AS AT DECEMBER 31

| | 2024 Budget | 2024 Actual | % Budget Used |
|--|-------------|-------------|---------------|
|--|-------------|-------------|---------------|

EXPENDITURES

| | | | |
|--------------------------------------|---------------------|---------------------|--------------|
| Salaries | | | |
| Chair/Board Member Remuneration | \$ 100,000 | \$ 72,220 | 72.2% |
| Salaries (Corporate Administration) | \$ 800,565 | \$ 735,183 | 91.8% |
| Salaries (Regional Waste Operations) | \$ 1,326,150 | \$ 957,021 | 72.2% |
| Salaries (Water) | \$ 59,031 | \$ 59,876 | 101.4% |
| Sub-total | \$ 2,285,746 | \$ 1,824,300 | 79.8% |

| | | | |
|------------------------|-------------------|-------------------|--------------|
| Benefits | | | |
| Employment Insurance | \$ 36,493 | \$ 32,186 | 88.2% |
| CPP | \$ 101,916 | \$ 85,584 | 84.0% |
| WHSCC | \$ 50,000 | \$ 23,157 | 46.3% |
| Health & Life Benefits | \$ 29,705 | \$ 30,062 | 101.2% |
| RRSP | \$ 131,666 | \$ 101,709 | 77.2% |
| Sub-total | \$ 349,780 | \$ 272,698 | 78.0% |

| | | | |
|--|-------------------|------------------|--------------|
| Transportation & Communications | | | |
| Board/Committee Local Travel & Meetings (mileage & expenses) | \$ 39,375 | \$ 26,838 | 68.2% |
| Telephone | \$ 33,075 | \$ 27,762 | 83.9% |
| Staff Local Travel (mileage & expenses) | \$ 13,750 | \$ 6,709 | 48.8% |
| Professional Development (Board) | \$ 30,000 | \$ 3,250 | 10.8% |
| Sub-total | \$ 116,200 | \$ 64,559 | 55.6% |

| | | | |
|------------------|-------------------|-------------------|--------------|
| Supplies | | | |
| Insurance | \$ 174,000 | \$ 191,171 | 109.9% |
| Office Expenses | \$ 92,400 | \$ 51,640 | 55.9% |
| Bank Charges | \$ 46,305 | \$ 33,928 | 73.3% |
| Sub-total | \$ 312,705 | \$ 276,739 | 88.5% |

| | | | |
|--|-------------------|-------------------|--------------|
| Purchased Services Administrative | | | |
| Audit | \$ 39,730 | \$ 25,029 | 63.0% |
| Professional Development Staff | \$ 59,400 | \$ 20,054 | 33.8% |
| Communications | \$ 50,000 | \$ 16,627 | 33.3% |
| Professional Services-Legal,HR,IT,Engineering,etc. | \$ 140,000 | \$ 109,718 | 78.4% |
| Sub-total | \$ 289,130 | \$ 171,427 | 59.3% |

| | 2024 Budget | 2024 Actual | % Budget Used |
|--|---------------------|---------------------|---------------|
| Property, Furnishings & Equipment | | | |
| Office Space (gross lease, Majors Path) | \$ 86,000 | \$ 87,005 | 101.2% |
| Computer Software/Software Licensing | \$ 37,440 | \$ 60,722 | 162.2% |
| Photocopier Fees | \$ 4,410 | \$ 723 | 16.4% |
| Furniture & Equipment | \$ 19,000 | \$ - | 0.0% |
| Sub-total | \$ 146,850 | \$ 148,450 | 101.1% |
| Regional Operations & Waste Recovery Facilities | | | |
| Snow Clearing - All WRF | \$ 50,944 | \$ 52,925 | 103.9% |
| Site Maintenance - All WRF | \$ 60,000 | \$ 14,532 | 24.2% |
| Old Perlican WRF (TCNWM) | \$ 251,275 | \$ 194,739 | 77.5% |
| Vehicle Maintenance and Operations | \$ 604,476 | \$ 676,555 | 111.9% |
| Whitbourne Depot Utilities and Phones | \$ 60,000 | \$ 27,684 | 46.1% |
| Sub-total | \$ 1,026,695 | \$ 966,435 | 94.1% |
| CLARENVILLE REGIONAL TRANSFER STATION | | | |
| Utilities/phone | \$ 49,500 | 71,442 | 144.3% |
| Site Maintenance | \$ 60,000 | \$ 27,653 | 46.1% |
| Vehicle Maintenance and Operations | \$ 317,844 | \$ 213,363 | 67.1% |
| Tipping Fees At Regional Landfill for CTS | \$ 468,013 | \$ 439,611 | 93.9% |
| Sub-total | \$ 895,357 | \$ 752,070 | 84.0% |
| HOUSEHOLD HAZDORDOUS WASTE PROGRAM | | | |
| HHW Collection Contract and Fire Dept | \$ 100,312 | \$ 39,492 | 39.4% |
| Sub-total | \$ 100,312 | \$ 39,492 | 39.4% |
| CURBSIDE WASTE COLLECTION PROGRAM | | | |
| Tipping Fees Expense | \$ 1,620,048 | \$ 1,095,086 | 67.6% |
| Contracted Services | \$ 2,402,026 | \$ 3,495,027 | 145.5% |
| Sub-Total | \$ 4,022,074 | \$ 4,590,113 | 114.1% |
| WATER/WASTEWATER TREATMENT PROGRAM | | | |
| Sub-Total | \$ 25,000 | \$ 3,896 | 15.6% |
| FIRE PROTECTION | | | |
| Sub-Total | \$ 103,359 | \$ 78,498 | 75.9% |

| | | | |
|--|-------------|-------------|---------------|
| | 2024 Budget | 2024 Actual | % Budget Used |
|--|-------------|-------------|---------------|

| | | | |
|--------------------------|------|------|------|
| TRANSFERS TO RESERVE | | | |
| Regional Capital Reserve | \$ - | \$ - | 0.0% |
| Curbside Capital Reserve | \$ - | \$ - | 0.0% |
| Operational Reserve | \$ - | \$ - | 0.0% |
| Sub-Total | \$ - | \$ - | 0.0% |

| | 2024 Budget | 2024 Actual | % Budget Used |
|--|-------------|-------------|---------------|
|--|-------------|-------------|---------------|

| | | | |
|-----------------------|---------------------|---------------------|--------------|
| TOTAL EXPENSES | \$ 9,673,208 | \$ 9,188,674 | 95.0% |
|-----------------------|---------------------|---------------------|--------------|

| | | | |
|----------------------------------|---------------------|-------------|-----------|
| ERSB CAPITAL EXPENDITURES | | | |
| WRF Development | \$ 1,000,000 | \$ - | 0.0% |
| Regional Equipment | \$ - | \$ - | 0.0% |
| Sub-Total | \$ 1,000,000 | \$ - | 0% |

| | | | |
|------------------------------------|----------------------|---------------------|--------------|
| TOTAL OPERATING AND CAPITAL | \$ 10,673,208 | \$ 9,188,674 | 86.1% |
|------------------------------------|----------------------|---------------------|--------------|

| | | | |
|---|----------------------|---------------------|--------------|
| REVENUE | | | |
| Waste Collection Fees | \$ 4,775,800 | \$ 4,486,975 | 94.0% |
| Provision for Bad Debt | \$ (90,000) | \$ (90,000) | 100.0% |
| Clarendville Transfer Station Tipping Fees/Permit Fees/Etc. | \$ 474,027 | \$ 438,536 | 92.5% |
| Fire Protection Services Fees | \$ 126,000 | \$ 83,248 | 66.1% |
| Recyclable Metals and Electronics | \$ 168,881 | \$ 75,733 | 44.8% |
| Interest Revenue | \$ 103,500 | \$ 137,483 | 132.8% |
| Miscellaneous Revenue | \$ 40,000 | \$ 952 | 2.4% |
| Regional Landfill Tipping Fee Derived | \$ 4,000,000 | \$ 4,000,000 | 100.0% |
| Provincial Capital | \$ 1,000,000 | \$ - | 0.0% |
| Reserve Funding | \$ - | \$ - | 0.0% |
| Water / Wastewater Program | \$ 75,000 | \$ 107,000 | 142.7% |
| TOTAL REVENUE | \$ 10,673,208 | \$ 9,239,926 | 86.6% |

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EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

| | |
|----------------------|--|
| TITLE: | Group Benefits Renewal – Jenkins Anthony for Medavie Blue Cross |
| MEETING DATE: | 2025-02-26 |
| TO: | Board / Finance & Audit / Strategy & Policy / Governance |
| PREPARED BY: | Craig Drover, Director Corporate Services |
| REVIEWED BY: | Lynn Tucker, Chief Administrative Officer |
| APPROVED BY: | Lynn Tucker, Chief Administrative Officer |

RECOMMENDED ACTION:

It is recommended that Eastern Regional Service Board renew its provision of employee group benefits through Jenkins Anthony for Medavie Blue Cross in line with the recommendations of Alternate 1 & 2 Rate Summary effective April 1, 2025.

MOTION:

BE IT RESOLVED that the Board renew the provision of group benefits through Jenkins Anthony for Medavie Blue Cross in line with the Alternate 1 & 2 Rate Summary effective April 1, 2025 at the monthly rate of \$7,975.43.

BACKGROUND/DISCUSSION:

- In 2016 ERSB went to market for the provision of group benefits. The result was an overall decrease in the cost of providing group benefits for employees.
- The group benefits program is 50/50 cost-shared with the employer (ERSB) except for Long-Term Disability that is paid 100 percent by the employees.
- The current contract ends February 28, 2025; however, because of the delay in getting the renewal information, the Board will maintain its current benefits package for March 2025 and any changes will become effective April 1, 2025.
- For 2025 onward:
 - Many of the benefits included will increase for this year due to ERSB's 2024 experience, which was very poor.
 - The health claims loss ratio was 113% and dental claims loss ratio was 114%. This is not sustainable.

- Therefore, health premiums will increase by 25% and dental by 20% beginning March 1st.
 - There is no change in the premiums for accident, dependent life, and EFAP (Employee and Family Assistance Program); however,
 - There is a 15% increase for basic life insurance; a 10% increase in Short Term Disability (weekly indemnity); a 15% increase in Long Term Disability; and a 50% increase in Critical Illness.
- These increases in premiums reflect both current market conditions as well as the claims activity over the several years.
- The formula for the new renewal rates saw an increase of 105% for Health and 74% for dental. These prescribed increases were decreased due to negotiation between the broker and the provider.
- Basic Life, Dependent Life, AD&D premiums are based on the age and gender of employees while the claims activity from prior years impacts the Health and Dental rates.
- Due to the rising costs of the group benefits, two options were provided for consideration, as follows:
 1. Status Quo: To maintain all aspects of the group benefits plan including life insurance, accident, dependent life, critical illness, short-term disability, long-term disability, health, dental, EFAP, the monthly premium increases by 19.5% overall.
 2. Align the long-term disability with EI sick benefits (1 week waiting period plus 26 weeks of benefits paid by EI before eligible for long-term disability) and remove the short-term disability (weekly indemnity) benefit as employees are eligible for longer benefits through the EI program (26 weeks with EI versus 17 weeks with short-term disability). In addition, the premiums for short-term disability are approximately \$1,000 a month. This option would mean an overall increase of 6% for group benefits.
- ANOTHER CONSIDERATION: It was noted that the Board may want to consider removing the Critical Illness benefit as premiums are increasing by 50% this year. It is proposed that the basic life insurance be raised from the basic \$25,000 per employee to one-time their annual salary for each employee. This is a much better benefit for all employees and not just those who experience a critical illness.
- If an employee wants to maintain the critical illness benefits, they may choose to do so by purchasing it through their Medavie Blue Cross app directly.
- If members wish to obtain further information, Mr. Bill Jenkins, President of Jenkins Anthony, is available to schedule a meeting with the committee to outline the renewal process.

FINANCIAL IMPACT:

- For 2025, there are two proposals:
 - Maintain the same benefits as previous years = \$9,001.63 per month. This is an overall increase of 19.5%. OR:
 - Align long-term disability with EI sick benefits (27 weeks); eliminate the short-term disability; increase life insurance from \$25,000 per employee to one-time an employee's salary; and eliminate critical illness benefit = \$7,975.43 per month. This is an overall increase of 6%.
 - The current monthly rate is \$7,535.39 per month.

ATTACHMENTS:

- Group Benefits Renewal package provided by Jenkins Anthony.

◆ ALTERNATE I & II MONTHLY RATE SUMMARY

- Align LTD with UI 27 weeks
- Eliminate Weekly Indemnity
- Life 1 X Earnings
- Eliminate C.I.

◆ MONTHLY RATE SUMMARY

| Present Benefits | Renewal \$ | Alternate I & II \$ |
|----------------------------|---------------|------------------------|
| Life | 0.362 | 0.362 |
| Dependent Life | 2.42 | 2.42 |
| Accident | 0.045 | 0.045 |
| Critical Illness Single | 22.36 | N/A |
| Family | 28.32 | N/A |
| Short Term Disability | 0.532 | N/A |
| Long Term Disability | 4.92 | 4.86 |
| Health Single | 108.15 | 108.15 |
| Family | 254.71 | 254.71 |
| Dental Single | 33.26 | 33.26 |
| Family | 89.29 | 89.29 |
| EFAP | 2.82 | 2.82 |

◆ ALTERNATE MONTHLY PREMIUM SUMMARY

◆ **MONTHLY PREMIUM SUMMARY**

| Benefit | Renewal \$ | Alternate I & II \$ |
|------------------------------|-----------------------|------------------------------------|
| Life | 162.90 | 560.38 |
| Dependent Life | 38.72 | 38.72 |
| Accident | 20.25 | 69.66 |
| Critical Illness | | |
| Single | 44.74 | N/A |
| Family | 453.12 | N/A |
| Short Term Disability | 980.42 | N/A |
| Long Term Disability | 2,649.03 | 2,616.72 |
| Health | | |
| Single | 540.75 | 540.75 |
| Family | 2,801.81 | 2,801.81 |
| Dental | | |
| Single | 133.04 | 133.04 |
| Family | 1,160.77 | 1,160.77 |
| EFAP | 53.58 | 53.58 |
| Total Monthly Premium | \$9,039.11 | \$7,975.43 |

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EASTERN REGIONAL SERVICE BOARD
BRIEFING NOTE / REPORT

| | |
|----------------------|---|
| TITLE: | NewfoundSand Growth Sponsorship |
| MEETING DATE: | 2025-02-26 |
| TO: | Board / Finance & Audit / Strategy & Policy / Governance |
| PREPARED BY: | Christie Dean, Director of Operations |
| REVIEWED BY: | Lynn Tucker, Chief Administrative Officer |
| APPROVED BY: | Lynn Tucker, Chief Administrative Officer |

RECOMMENDED ACTION:

The committee recommends that the Board become a one-year growth sponsor of NewfoundSand.

MOTION:

BE IT RESOLVED that the Board become a one-year growth sponsor of NewfoundSand in the amount of \$1,000.00.

BACKGROUND/DISCUSSION:

- The most recent information regarding glass destined for landfill in the Eastern region comes from a 2021 Curbside Waste Audit performed and reported by MMSB.
- This audit found that 2.35% of the total bagged waste destined for landfill by weight was non-deposit bearing glass.
- NewfoundSand is a glass recycling cooperative, with the mission to turn glass destined for landfill into reusable sand. Their goals include:
 - **Reduce Glass Waste** - We collect and recycle glass to keep it out of our landfills.
 - **Support Sustainability** - We raise awareness and promote greener practices.
 - **Create Value** - Our recycled sand gets purchased by local businesses.
 - **Build Community** - We invite everyone to join us in making a difference.
- There are four sponsor levels: Community Sponsor, Growth Sponsor, Impact Sponsor and Sustainability Sponsor.
- The benefits of each sponsorship level are in the attached Corporate Sponsorship Program leaflet.
- The recommended growth sponsorship level will provide a commitment to common goals and provide positive spotlight in their newsletter.

Attachment:

- Corporate Sponsorship Program leaflet



CORPORATE SPONSORSHIP PROGRAM



For the good of the land.

At NewfoundSAND Glass Recycling Cooperative, we love working with businesses that care about sustainability, innovation, and making a real difference in the community.

Our tiered corporate sponsorship program makes it easy to support our mission while gaining meaningful benefits and recognition. Join us at the level that's right for you!

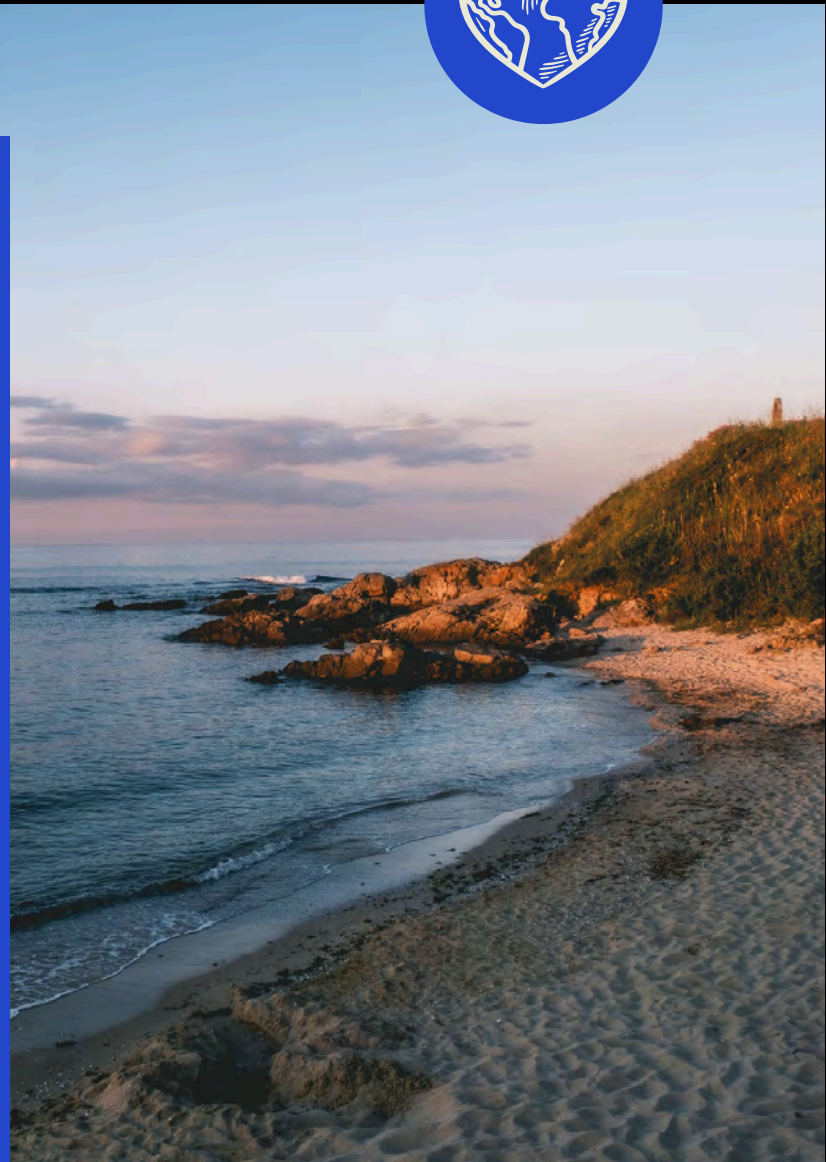
February 2025



hello@newfoundsand.ca



newfoundsand.ca





ANNUAL SPONSORSHIPS

Community Sponsor \$500

- Business membership to the cooperative (\$150 share value).
- Exclusive sponsorship badge for your own website and social channels.
- Logo placement on our website.
- Social media shoutout.

Growth Sponsor \$1,000

- **All Community Sponsor benefits, plus:**
- Newsletter sponsor spotlight feature.
- Invitation to cooperative-hosted events.

Impact Sponsor \$2,500

- **All Growth Sponsor benefits, plus:**
- Quarterly social media promotions.
- Opportunity to contribute a sustainability tip or feature in our newsletter.
- Sponsorship of one collection event, with your business name/logo on event signage.

Sustainability Champion \$5,000+

- **All Impact Sponsor benefits, plus:**
- Monthly social media promotions.
- Exclusive feature in a special newsletter, highlighting your company's commitment to sustainability.
- Supervised access to our processing facility for tours or sustainability showcases.
- Option to serve as a glass collection site, increasing foot traffic and brand visibility.



THANK YOU

By becoming a sponsor, you're not only helping reduce waste and promote a circular economy, but also contributing to meaningful environmental change. Your support empowers us to expand our efforts and make glass recycling more accessible to the community, while positioning your business as a leader in sustainability.

For more information or to join us as a sponsor, reach out to hello@newfoundsand.ca. Together, we can build a greener future!



hello@newfoundsand.ca



newfoundsand.ca

EASTERN REGIONAL SERVICE BOARD
BRIEFING NOTE / REPORT

| | |
|----------------------|---|
| TITLE: | ERSB Website Platform Upgrade |
| MEETING DATE: | 2025-02-26 |
| TO: | Board / Finance & Audit / Strategy & Policy / Governance |
| PREPARED BY: | Craig Drover, Director of Corporate Services |
| REVIEWED BY: | Lynn Tucker, Chief Administrative Officer |
| APPROVED BY: | Lynn Tucker, Chief Administrative Officer |

RECOMMENDED ACTION:

It is recommended that approval be provided for the Board's website platform to be upgraded to Craft CMS 5 with optional updates as listed.

MOTION:

BE IT RESOLVED that the Board upgrade the website platform from Craft CMS 3 to Craft CMS 5 with options outlined by NATIONAL Public Relations, and to continue to host the website with NATIONAL Public Relations.

BACKGROUND/DISCUSSION:

- The Board's website is currently on the Craft CMS 3 platform.
- To provide a greater element of security and control, the Board's IT consultant recommended a number of possible alternatives including changing the website platform and changing the current method of hosting the site.
- A Request for Proposals (RFP) was issued in 2024 to convert the website to the WordPress platform. Only one vendor submitted a response to the RFP, and it would have been a substantial cost. It was not recommended that the website be ported because of the extreme cost.
- NATIONAL, who hosted and developed the site, agreed to continue hosting the site for another year.
- The Board's IT consultant and staff recently met with NATIONAL to discuss the options available. As opposed to converting the site to the WordPress platform it was recommended by all that the site instead be upgraded to the most current Craft CMS platform with additional upgrades being added for ease of use and management.
- It was also recommended that the hosting of the site be moved to GoDaddy VPS for the Board's IT consultant and staff to have more control over the site.

- At the committee meeting, it was determined that the best course of action would be to leave the hosting with NATIONAL as the site is hosted on servers based in Canada.
- The plan would be as follows:

Upgrade Craft CMS

- Upgrade to Craft CMS 5
- Training session
- Notes: Craft CMS and plugin licenses will require renewal for upgrades. Craft 5 includes 2FA login option without a plugin.

\$5,000 - \$8,000 + taxes

Optional updates to Craft CMS

This number assumes the work will be done at the same time as the upgrade.

- Ability to add multiple alerts - \$250
- More intuitive menu management - \$500
- Ability to change site header and/or new default header image (recommended due to accessibility issues) - \$1,000
- Install and configure form plugin, form styling, ability to add forms to pages, additional training - \$1,800

Total optional items: \$3,550 + taxes

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

| | |
|----------------------|---|
| TITLE: | Purchase of Replacement Tractors and Trailers for Clarendville Transfer Station: Two tractors and three walking floor trailers needed as per five-year plan. |
| MEETING DATE: | 2025-02-26 |
| TO: | Board / Finance & Audit / Strategy & Policy / Governance |
| PREPARED BY: | Christie Dean, Director of Operations |
| REVIEWED BY: | Lynn Tucker, Chief Administrative Officer |
| APPROVED BY: | Lynn Tucker, Chief Administrative Officer |

RECOMMENDED ACTION:

Staff will proceed to market through the Request for Proposals (RFP) process for the required equipment.

MOTIONS:

n/a

BACKGROUND/DISCUSSION:

- Staff acquired several quotes to assess what the Board could expect to pay in light of inflation and the anticipated U.S. tariffs.
- The quotes were for discussion at the committee meeting only as the Board must go to public tender or the RFP process due to the high costs of this equipment.
 - The quotes received for each tractor ranged from \$215,000 CAD + HST to \$250,000 CAD + HST; and for,
 - Three (3) walking-floor trailers, the quotes ranged from \$205,000 CAD + HST to \$219,000 USD + HST + US tariffs. One quote was in U.S. dollars as these trailers are mostly assembled in the U.S.
- Staff anticipated that the Board would want to limit the uncertainty of purchasing U.S. items wherever possible and looked for a Canadian manufacturer/supplier for the walking floor trailers.
- A Canadian manufacturer was identified in Quebec (Deloupe Inc.) who confirmed that they can custom build the walking floor trailers to the Board's specifications. However, the Board must ensure compatibility with all its equipment, including not only the tractors but the system used at the Clarendville Transfer Station.

- All current equipment at Clarendville Transfer Station was designed to work together and was acquired from one supplier including the tractors, walking floor trailers, and the auger systems used inside the building.
- The committee recommends proceeding with the procurement of this equipment to ensure continued operations at the Clarendville Transfer Station. As identified in the Board's five (5) year plan and due to the aging of the CTS fleet, new equipment is required to ensure efficient and reliable service from the facility for residents and commercial users in the area.
- The Board has funds available in the Equipment Replacement Reserve for this purchase.

Tractors:

- The two (2) tractors will replace the original 2015 tractors that are used to transport waste from the Clarendville Transfer Station to the regional landfill at Robin Hood Bay.
- The 2015 tractors are unreliable and break down on average about once a week.
- One of the 2015 tractors would be used for parts while the other would replace the original 2010 shunt truck that is no longer roadworthy.
- The 2010 shunt truck will be sold.
- Staff assessed the feasibility of electric vehicles for this use; however, due to the number of loads, travel distances, and cold weather impact on batteries, it was determined that they would not meet the Board's requirements at this time.

Walking-Floor Trailers:

- The recommended walking-floor trailers would replace the three (3) 2015 trailers. These three (3) 2015 trailers are near the end of their lifespan.
- The 2015 trailers will be used to transport recyclables from the Clarendville Transfer Station to the Materials Recovery Facility (MRF/recycling facility) at Robin Hood Bay.
- Using these trailers as recycling trailers extends the useable life of the 2015 trailers from the predicted 1.5 years to 4 years. This is due to recyclables being easier to transport because they are dry with less tonnage and less trips would be necessary.
- Currently the Board is using the 14-foot open trailers purchased for the delivery of internal collections to address recyclables at the Clarendville Transfer Station.
- The Labourer from the Whitbourne site is moving these trailers from the Clarendville Transfer Station to the recycling facility at Robin Hood Bay. This is a task that can be managed in winter when his workload is less but is not sustainable for spring, summer and fall when there are many tasks for him. For instance, it takes two days to move the material.
- Prior to implementing clear bags, recyclables were stored on the floor of the transfer station. It was not designed for this and resulted in a lack of operational space, limited equipment options and vermin.
- Staff spent time assessing alternative suppliers, contacting dealers and manufacturers from across the country. They found one manufacturer who may be able to build the walking floor trailers from specifications, but they acknowledge that they have never built these in the past.

- Therefore, the recommendation from the committee was to consider ordering one custom-built (1) trailer from the manufacturer in Quebec and to go to market for the remaining two (2) trailers to ensure that the quality meets past deliveries, and that these trailers will work with the Board's current equipment, including the auger system at the Clarendville Transfer Station.

Other Considerations:

- As noted above, staff has identified a Canadian business (Deloupe Inc., Quebec) who has indicated that they are able to meet the specifications of the walking floor trailers. However, they have not built these before.
- It was recognized at the committee meeting that there may be additional costs for the trailers if ordered through our usual supplier, Nexgen Municipal Inc. as these are imported from the U.S. Due to the uncertainty of the tariffs at this point, there is no way to provide specific information on the possible additional costs. Nor is there any way to provide a definitive exchange rate.
- Please note that whether the Board orders from Nexgen or from Deloupe, many components for the trailer including the Keith Walking Floor is manufactured in the U.S.
- It was noted that if the Board wants to limit this uncertainty, they may want to order ONLY ONE (1) trailer from the Canadian manufacturer to ensure its compatibility with all the Board's other equipment before ordering additional units.
- PLEASE NOTE: Any delays in replacing these tractors and/or trailers will result in operational delays for the Board at the Clarendville Transfer Station.

Attachments

N/A

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

| | |
|----------------------|--|
| TITLE: | Guidelines for Deactivating Access Cards for Non-Compliant Users of the Waste Recovery Facilities |
| MEETING DATE: | 2025-02-26 |
| TO: | Board / Finance & Audit / Strategy & Policy / Governance |
| PREPARED BY: | Christie Dean, Director of Operations |
| REVIEWED BY: | Lynn Tucker, Chief Administrative Officer |
| APPROVED BY: | Lynn Tucker, Chief Administrative Officer |

RECOMMENDED ACTION:

For information purposes. The committee requested changes to the guidelines for deactivating access cards as tabled at the January meeting. The changes as recommended by the committee were made to the guidelines as attached.

MOTION:

N/A

BACKGROUND/DISCUSSION:

- The Board is implementing user cards for access to all waste recovery facilities. The access card is required for entrance to any facility effective April 1, 2025.
- All users of these facilities must adhere to the guidelines for use to ensure continued compliance with the Board's Certificate of Approval to Operate (CofA) these sites.
- These sites are regularly inspected by Digital Government and Service NL for compliance with the CofA including, but not limited to:
 - Ensuring sufficient area for storage of materials and space for queuing vehicles;
 - Sites must have dedicated areas for different waste streams, i.e., furniture, construction materials, tires, metals, etc.
 - All incoming waste must be inspected for compliance and acceptability;
 - CofA outlines the types of waste and materials that are acceptable;
 - Monthly removal of materials from these sites to the regional landfill is required;
 - Signage must be located throughout the site and used to designate different disposal areas and must include "No Scavenging" signage.
 - Ensuring that unauthorized access to these sites is controlled and shall include a secure gate/barrier at the front entrance with appropriate highly visible signage including "No Scavenging."

- The province designed and developed these sites with gates and locks that the Board must maintain under the CofA.
- A staff member is required to be on site during operating hours to ensure compliance.
- A fire break is required.
- The Facility Operations Plan that has been approved by Digital Government and Service NL must be maintained.
- The Emergency Plan that has been approved by Digital Government and Service NL must be in place and maintained.
- Etc.
- In addition to the requirements of the CofA, the Board requires all users to adhere to the province's Respectful Workplace Policy.
- There is currently no direction to staff on how long users should be banned from the site for non-compliance. Up to now, this has been done on a case-by-case basis by the Director of Operations and the CAO who will continue to make these decisions.
- The number of guideline infractions at all sites as well as the severity of infractions has been on the rise. In the past year, we have had Site Attendants who have been verbally and physically threatened.
- The guidelines on page 3 are being tabled for Board discussion and recommendation.

GUIDELINES FOR DEACTIVATING WASTE RECOVERY FACILITY ACCESS CARDS DUE TO NON-COMPLIANCE

Deactivation to January 1st of the following calendar year:

- Access cards will be deactivated up to January 1st of the following calendar year for those cardholders who have used their permissible 16 visits within one calendar year.

Deactivation for three (3) to six (6) months:

- ATV or double-axle trailer on site and refusing to leave the site without offloading materials.
- Materials not separated onsite or offloaded by hand.
- Waste delivered in dark (non-transparent) or blue transparent bags; all waste not visible for inspection.
- Delivery of unacceptable materials – not including commercial materials; liquids; special waste; blue bag recyclables; materials that decompose; concrete; bricks; or hazardous waste materials.
- Any scavenging onsite
- For the first offence, the penalty will be three months; for the second offence the penalty will be six months; and, for multiple offences (greater than two), the deactivation of the access card will be extended for one to three years.

Deactivation for one to three (1-3) years:

- Infraction of the Respectful Workplace Policy – one to three years recommended depending on the severity of the infraction and will be determined on a case-by-case basis:
 - Damaging gossip or rumors, inappropriate jokes or cartoons including racial or ethnic slurs – 1 year
 - Personal insults (without curse words) – 1 year
 - Dignity of the person impacted – 2 years.
 - Harassing behaviour, offensive or inappropriate remarks, gestures, materials, or behaviour – 2 years
 - Comments related to diversity and the human rights of others related to their race, national or ethnic origin, skin color, religion, age, gender, marital status, family status, physical or mental disability and sexual orientation – 3 years.
 - Personal insults (with yelling and/or curse words) – 3 years
 - Threats of violence – 3 years
- Delivery of unacceptable items, including liquids; special waste; blue bag recyclables; materials that decompose; concrete; bricks; and hazardous materials.
- For the second offence, the deactivation period will be doubled.
- For multiple offences (greater than two), the deactivation period will be indefinite.

Deactivation INDEFINITELY:

- Commercial vehicles delivering materials to the site.
- Commercial waste delivered to the site.
- Multiple infractions of the guidelines for use of these facilities
- Violent actions toward staff or other users
- Unwarranted physical contact with staff or other users

Revised February 2025

Community Name: Admiral's Beach

Water Supply: 2 Well Fields

1. Is the disinfection system operational? ☒ Yes ☐ No
2. Are chlorine residuals tested on a daily basis?
☒ Yes ☐ No ☐ Free Chlorine Only ☐ Total Chlorine Only

3. Provide the following information for the last quarter:

| | Near 1 st User | | Near End of Line | |
|---------|---------------------------|-----------------------|----------------------|-----------------------|
| | Free Chlorine (mg/L) | Total Chlorine (mg/L) | Free Chlorine (mg/L) | Total Chlorine (mg/L) |
| Average | | | | |
| Minimum | | | | |
| Maximum | | | | |

4. Is this system currently on a BWA? ☒ Yes ☐ No
 If yes, select reason code: E1
 If yes, describe plan to address BWA: Trying to get Cl residuals
5. Is the BWA reason code accurate? ☒ Yes ☐ No
 If no, select the accurate reason code: Choose an item.
6. Are there other water quality issues? ☐ Yes ☒ No
 If yes, describe the issues and the plan to address them: Click or tap here to enter text.

7. Provide the following information for the last quarter:

| Average Daily Water Use | Maximum Day Demand | Unit of Measurement (i.e. USGPM, L/day, m ³ /day) |
|-------------------------|--------------------|--|
| | | USG per day |

8. Select which of the following O&M Programs have been developed:
☐ Operational Monitoring Plan ☐ Standard Operating Procedures ☐ Maintenance Assurance Manual
☐ Emergency Plan ☐ Preventative Maintenance Programs
 If not all are selected when will the remaining be completed? Click or tap here to enter text.
9. Select which of the following maintenance activities have been conducted during the last quarter?
☐ Distribution System Flushing
☐ Leak Detection
☐ Hydrant Inspection and Exercising
☐ Valve Inspection and Exercising

bo



Regional Water/Wastewater Operator Program
Quarterly Report
Drinking Water System

10. Number of days you visited the community during the last quarter? [Choose an item.](#)
11. Provide a summary of meetings or training held in the community during the last quarter. No contact this quarter.
12. Other comments? [Click or tap here to enter text.](#)

Regional Operator Name: Ken Rollings
Date: 12/31/2024

Community Name: Aquaforte

Water Supply: Davies Pond

1. Is the disinfection system operational? ☒ Yes ☐ No

2. Are chlorine residuals tested on a daily basis?

☐ Yes

☐ No

☒ Free Chlorine Only

☐ Total Chlorine Only

3. Provide the following information for the last quarter:

| | Near 1 st User | | Near End of Line | |
|---------|---------------------------|-----------------------|----------------------|-----------------------|
| | Free Chlorine (mg/L) | Total Chlorine (mg/L) | Free Chlorine (mg/L) | Total Chlorine (mg/L) |
| Average | | | | 0.54 |
| Minimum | | | | 0.10 |
| Maximum | | | | 1.61 |

4. Is this system currently on a BWA? ☐ Yes ☒ No

If yes, select reason code: Choose an item.

If yes, describe plan to address BWA: Click or tap here to enter text.

5. Is the BWA reason code accurate? ☒ Yes ☐ No

If no, select the accurate reason code: Choose an item.

6. Are there other water quality issues? ☐ Yes ☒ No

If yes, describe the issues and the plan to address them: Click or tap here to enter text.

7. Provide the following information for the last quarter:

| Average Daily Water Use | Maximum Day Demand | Unit of Measurement (i.e. USGPM, L/day, m ³ /day) |
|-------------------------|--------------------|---|
| 6,145 | 10,450 | L per day |

8. Select which of the following O&M Programs have been developed:

☒ Operational Monitoring Plan

☒ Standard Operating Procedures

☒ Maintenance Assurance Manual

☒ Emergency Plan

☒ Preventative Maintenance Programs

If not all are selected when will the remaining be completed? Click or tap here to enter text.

9. Select which of the following maintenance activities have been conducted during the last quarter?

☒ Distribution System Flushing

☐ Leak Detection

☐ Hydrant Inspection and Exercising

☐ Valve Inspection and Exercising



Regional Water/Wastewater Operator Program
Quarterly Report
Drinking Water System

10. Number of days you visited the community during the last quarter? [Choose an item.](#)
11. Provide a summary of meetings or training held in the community during the last quarter. [Click or tap here to enter text.](#)
12. Other comments? Flows appear to be much higher! Will check again next month.

Regional Operator Name: Ken Rollings
Date: 12/31/2024

Community Name: Fermeuse

1. Number of public wastewater outfalls? 1

2. Are any of the outfalls discharging >100 m³/day? ☐ Yes ☒ No don't monitor flow, 41 services

If yes, are they registered under the *Wastewater Systems Effluent Regulations*? ☐ Yes ☒ No

3. Provide the following information for the last quarter (if available):

| Outfall ID | Average Flow | Peak Flow | Unit of Measurement (i.e. m ³ /day, USGPM) |
|------------|--------------|-----------|--|
| | | | |
| | | | |
| | | | |
| | | | |

4. Number of lift stations? 0

5. Number of wastewater treatment plants? (include septic tanks) Choose an item.

6. Select any adverse events that may have occurred in the wastewater system during the past quarter

- ☐ Lift Station Overflow
 ☐ Leaks
 ☐ Blockages
☐ Equipment Malfunction
 ☐ Odour Complaints
☐ Other (provide details) [Click or tap here to enter text.](#)

7. Does the wastewater collection system have inflow/infiltration issues?

- ☐ Yes
 ☒ No

8. Select any maintenance activities that been undertaken on the wastewater system in the last quarter.

- ☐ Inspection of lift station
 ☐ Hand rodding to clear a blockage
☐ Flushing
 ☐ Septic tank clean-out
☐ Other (provide details) [Click or tap here to enter text.](#)

9. Note any required upgrades for the wastewater system: no problems

Regional Operator Name: Ken Rollings

Date: 12/31/2024

Community Name: Fermeuse

Water Supply: Bear Cove Pond

1. Is the disinfection system operational? ☒ Yes ☐ No

2. Are chlorine residual tested on a daily basis?

☐ Yes

☐ No

☒ Free Chlorine Only

☐ Total Chlorine Only

3. Provide the following information for the last quarter:

| | Near 1 st User | | Near End of Line | |
|---------|---------------------------|-----------------------|----------------------|-----------------------|
| | Free Chlorine (mg/L) | Total Chlorine (mg/L) | Free Chlorine (mg/L) | Total Chlorine (mg/L) |
| Average | | | | |
| Minimum | | | | |
| Maximum | | | | |

4. Is this system currently on a BWA? ☐ Yes ☒ No

If yes, select reason code: Choose an item.

If yes, describe plan to address BWA: Click or tap here to enter text.

5. Is the BWA reason code accurate? ☐ Yes ☐ No

If no, select the accurate reason code: Choose an item.

6. Are there other water quality issues? ☐ Yes ☐ No

If yes, describe the issues and the plan to address them: Click or tap here to enter text.

7. Provide the following information for the last quarter:

| Average Daily Water Use | Maximum Day Demand | Unit of Measurement (i.e. USGPM, L/day, m ³ /day) |
|-------------------------|--------------------|---|
| | | USG per day |

8. Select which of the following O&M Programs have been developed:

☒ Operational Monitoring Plan

☒ Standard Operating Procedures

☒ Maintenance Assurance Manual

☒ Emergency Plan

☒ Preventative Maintenance Programs

If not all are selected when will the remaining be completed? Click or tap here to enter text.

9. Select which of the following maintenance activities have been conducted during the last quarter?

☒ Distribution System Flushing

☐ Leak Detection

☐ Hydrant Inspection and Exercising

☐ Valve Inspection and Exercising



Regional Water/Wastewater Operator Program
Quarterly Report
Drinking Water System

10. Number of days you visited the community during the last quarter? [Choose an item.](#)
11. Provide a summary of meetings or training held in the community during the last quarter. No Chlorine residuals submitted.
12. Other comments? [Click or tap here to enter text.](#)

Regional Operator Name: Ken Rollings
Date: 12/31/2024

Community Name: Ferryland

1. Number of public wastewater outfalls? 1

2. Are any of the outfalls discharging >100 m³/day? ☐ Yes ☒ No don't monitor flow, about 22 services

If yes, are they registered under the *Wastewater Systems Effluent Regulations*? ☐ Yes ☒ No

3. Provide the following information for the last quarter (if available):

| Outfall ID | Average Flow | Peak Flow | Unit of Measurement (i.e. m ³ /day, USGPM) |
|------------|--------------|-----------|--|
| | | | |
| | | | |
| | | | |
| | | | |

4. Number of lift stations? 0

5. Number of wastewater treatment plants? (include septic tanks) Choose an item.

6. Select any adverse events that may have occurred in the wastewater system during the past quarter

- ☐ Lift Station Overflow
 ☐ Leaks
 ☐ Blockages
☐ Equipment Malfunction
 ☐ Odour Complaints
☐ Other (provide details) [Click or tap here to enter text.](#)

7. Does the wastewater collection system have inflow/infiltration issues?

- ☐ Yes
 ☒ No

8. Select any maintenance activities that been undertaken on the wastewater system in the last quarter.

- ☐ Inspection of lift station
 ☐ Hand rodding to clear a blockage
☐ Flushing
 ☐ Septic tank clean-out
☐ Other (provide details) [Click or tap here to enter text.](#)

9. Note any required upgrades for the wastewater system: no problems

Regional Operator Name: Ken Rollings

Date: 12/31/2024

Community Name: Ferryland

Water Supply: Deep Cove Pond

1. Is the disinfection system operational? ☒ Yes ☐ No
2. Are chlorine residuals tested on a daily basis?
☐ Yes ☐ No ☒ Free Chlorine Only ☐ Total Chlorine Only

3. Provide the following information for the last quarter:

| | Near 1 st User | | Near End of Line | |
|---------|---------------------------|-----------------------|----------------------|-----------------------|
| | Free Chlorine (mg/L) | Total Chlorine (mg/L) | Free Chlorine (mg/L) | Total Chlorine (mg/L) |
| Average | | | | |
| Minimum | | | | |
| Maximum | | | | |

4. Is this system currently on a BWA? ☐ Yes ☒ No
 If yes, select reason code: Choose an item.
 If yes, describe plan to address BWA: Click or tap here to enter text.

5. Is the BWA reason code accurate? ☐ Yes ☐ No
 If no, select the accurate reason code: Choose an item.

6. Are there other water quality issues? ☐ Yes ☐ No
 If yes, describe the issues and the plan to address them: Click or tap here to enter text.

7. Provide the following information for the last quarter:

| Average Daily Water Use | Maximum Day Demand | Unit of Measurement (i.e. USGPM, L/day, m ³ /day) |
|-------------------------|--------------------|---|
| | | USG per min |

8. Select which of the following O&M Programs have been developed:
☒ Operational Monitoring Plan ☒ Standard Operating Procedures ☒ Maintenance Assurance Manual
☒ Emergency Plan ☒ Preventative Maintenance Programs
 If not all are selected when will the remaining be completed? Click or tap here to enter text.

9. Select which of the following maintenance activities have been conducted during the last quarter?
☐ Distribution System Flushing
☐ Leak Detection
☐ Hydrant Inspection and Exercising
☐ Valve Inspection and Exercising



Regional Water/Wastewater Operator Program
Quarterly Report
Drinking Water System

10. Number of days you visited the community during the last quarter? Choose an item.
11. Provide a summary of meetings or training held in the community during the last quarter.
12. Other comments?. No data submitted.

Regional Operator Name: Ken Rollings
Date: 12/31/2024

Community Name: Gaskiers – Point La Haye

Water Supply: Big Hare Hill Pond

1. Is the disinfection system operational? ☒ Yes ☐ No

2. Are chlorine residuals tested on a daily basis?

☐ Yes

☒ No

☐ Free Chlorine Only

☐ Total Chlorine Only

3. Provide the following information for the last quarter:

| | Near 1 st User | | Near End of Line | |
|---------|---------------------------|-----------------------|----------------------|-----------------------|
| | Free Chlorine (mg/L) | Total Chlorine (mg/L) | Free Chlorine (mg/L) | Total Chlorine (mg/L) |
| Average | | | | |
| Minimum | | | | |
| Maximum | | | | |

4. Is this system currently on a BWA? ☒ Yes ☐ No

If yes, select reason code: C1

If yes, describe plan to address BWA: Trying to get a face to face meeting

5. Is the BWA reason code accurate? ☒ Yes ☒ No

If no, select the accurate reason code: Choose an item.

6. Are there other water quality issues? ☐ Yes ☒ No

If yes, describe the issues and the plan to address them: [Click or tap here to enter text.](#)

7. Provide the following information for the last quarter:

| Average Daily Water Use | Maximum Day Demand | Unit of Measurement (i.e. USGPM, L/day, m ³ /day) |
|-------------------------|--------------------|--|
| | | USG per day |

8. Select which of the following O&M Programs have been developed:

☐ Operational Monitoring Plan

☐ Standard Operating Procedures

☐ Maintenance Assurance Manual

☐ Emergency Plan

☐ Preventative Maintenance Programs

If not all are selected when will the remaining be completed? [Click or tap here to enter text.](#)

9. Select which of the following maintenance activities have been conducted during the last quarter?

☐ Distribution System Flushing

☐ Leak Detection

☐ Hydrant Inspection and Exercising

☐ Valve Inspection and Exercising



Regional Water/Wastewater Operator Program
Quarterly Report
Drinking Water System

10. Number of days you visited the community during the last quarter? Choose an item.
11. Provide a summary of meetings or training held in the community during the last quarter.
12. Other comments?

Regional Operator Name: Ken Rollings
Date: 12/31/2024

Community Name: Georgetown
groundwater supply

Water Supply: Third Pond and smaller

1. Is the disinfection system operational? ☒ Yes ☐ No
2. Are chlorine residuals tested on a daily basis?
☒ Yes ☐ No ☐ Free Chlorine Only ☐ Total Chlorine Only
3. Provide the following information for the last quarter.

| | Near 1 st User | | Near End of Line | |
|---------|---------------------------|-----------------------|----------------------|-----------------------|
| | Free Chlorine (mg/L) | Total Chlorine (mg/L) | Free Chlorine (mg/L) | Total Chlorine (mg/L) |
| Average | | | | |
| Minimum | | | | |
| Maximum | | | | |

4. Is this system currently on a BWA? ☐ Yes ☒ No
 If yes, select reason code: Choose an item.
 If yes, describe plan to address BWA:
5. Is the BWA reason code accurate? ☐ Yes ☐ No
 If no, select the accurate reason code: Choose an item.
6. Are there other water quality issues? ☐ Yes ☒ No
 If yes, describe the issues and the plan to address them: Click or tap here to enter text.

7. Provide the following information for the last quarter: Surface water supply.

| Average Daily Water Use | Maximum Day Demand | Unit of Measurement (i.e. USGPM, L/day, m ³ /day) |
|-------------------------|--------------------|---|
| | | USG per day |

8. Select which of the following O&M Programs have been developed:
☒ Operational Monitoring Plan ☒ Standard Operating Procedures ☒ Maintenance Assurance Manual
☒ Emergency Plan ☒ Preventative Maintenance Programs
 If not all are selected when will the remaining be completed? Click or tap here to enter text.
9. Select which of the following maintenance activities have been conducted during the last quarter?
☒ Distribution System Flushing
☐ Leak Detection
☐ Hydrant Inspection and Exercising
☐ Valve Inspection and Exercising



Regional Water/Wastewater Operator Program
Quarterly Report
Drinking Water System

10. Number of days you visited the community during the last quarter? Choose an item.
11. Provide a summary of meetings or training held in the community during the last quarter. All is well.
12. Other comments? [Click or tap here to enter text.](#)

Regional Operator Name: Ken Rollings
Date: 12/31/2024

Regional Water/Wastewater Operator Program Quarterly Report Drinking Water System

Community Name: Goobies

Water Supply: Water Pond

1. Is the disinfection system operational? ☒ Yes ☐ No
2. Are chlorine residual tested on a daily basis?
☐ Yes ☒ No ☐ Free Chlorine Only ☐ Total Chlorine Only

3. Provide the following information for the last quarter:

| | Near 1 st User | | Near End of Line | |
|---------|---------------------------|-----------------------|----------------------|-----------------------|
| | Free Chlorine (mg/L) | Total Chlorine (mg/L) | Free Chlorine (mg/L) | Total Chlorine (mg/L) |
| Average | | | | |
| Minimum | | | | |
| Maximum | | | | |

4. Is this system currently on a BWA? ☒ Yes ☐ No
 If yes, select reason code: F3
 If yes, describe plan to address BWA: Operator resigned. Chair of LSD is not engaged.

5. Is the BWA reason code accurate? ☐ Yes ☒ No
 If no, select the accurate reason code: E1

6. Are there other water quality issues? ☐ Yes ☐ No
 If yes, describe the issues and the plan to address them: [Click or tap here to enter text.](#)

7. Provide the following information for the last quarter:

| Average Daily Water Use | Maximum Day Demand | Unit of Measurement (i.e. USGPM, L/day, m ³ /day) |
|-------------------------|--------------------|--|
| | | |

8. Select which of the following O&M Programs have been developed:
☒ Operational Monitoring Plan ☒ Standard Operating Procedures ☒ Maintenance Assurance Manual
☒ Emergency Plan ☒ Preventative Maintenance Programs
 If not all are selected when will the remaining be completed? [Click or tap here to enter text.](#)

9. Select which of the following maintenance activities have been conducted during the last quarter?
☐ Distribution System Flushing
☐ Leak Detection
☐ Hydrant Inspection and Exercising
☐ Valve Inspection and Exercising



Regional Water/Wastewater Operator Program
Quarterly Report
Drinking Water System

10. Number of days you visited the community during the last quarter? [Choose an item.](#)
11. Provide a summary of meetings or training held in the community during the last quarter: No contact this quarter.
12. Other comments? [Click or tap here to enter text.](#)

Regional Operator Name: Ken Rollings
Date: 12/31/2024

Community Name: Marysvale

Water Supply: Drilled

1. Is the disinfection system operational? ☒ Yes ☐ No

2. Are chlorine residual tested on a daily basis?

☐ Yes

☐ No

☒ Free Chlorine Only

☐ Total Chlorine Only

3. Provide the following information for the last quarter:

| | Near 1 st User | | Near End of Line | |
|---------|---------------------------|-----------------------|----------------------|-----------------------|
| | Free Chlorine (mg/L) | Total Chlorine (mg/L) | Free Chlorine (mg/L) | Total Chlorine (mg/L) |
| Average | | | | |
| Minimum | | | | |
| Maximum | | | | |

4. Is this system currently on a BWA?

☒ Yes

☐ No

If yes, select reason code: E1

If yes, describe plan to address BWA: The BWA could be lifted, however there is a Manganese exceedance.

5. Is the BWA reason code accurate?

☒ Yes

☐ No

If no, select the accurate reason code: Choose an item.

6. Are there other water quality issues?

☒ Yes

☐ No

If yes, describe the issues and the plan to address them: There is a manganese exceedance.

7. Provide the following information for the last quarter:

| Average Daily Water Use | Maximum Day Demand | Unit of Measurement (i.e. USGPM, L/day, m ³ /day) |
|-------------------------|--------------------|--|
| | | USG per day |

8. Select which of the following O&M Programs have been developed:

☒ Operational Monitoring Plan

☒ Standard Operating Procedures

☒ Maintenance Assurance Manual

☒ Emergency Plan

☒ Preventative Maintenance Programs

If not all are selected when will the remaining be completed?

9. Select which of the following maintenance activities have been conducted during the last quarter?

☐ Distribution System Flushing

☐ Leak Detection

☐ Hydrant Inspection and Exercising

☐ Valve Inspection and Exercising

10. Number of days you visited the community during the last quarter? Choose an item.

Regional Water/Wastewater Operator Program
Quarterly Report
Drinking Water System

11. Provide a summary of meetings or training held in the community during the last quarter.
12. Other comments: This community has a Manganese removal system, but it has never worked right since it was installed.

Regional Operator Name: Ken Rollings
Date: 12/31/2024

Community Name: North Harbour
(85 people) 2. Communal Well (5 people)

Water Supply: 1. Grandfather's Pond

1. Is the disinfection system operational? ☒ Yes ☐ No Grandfather's Pond

2. Are chlorine residual tested on a daily basis?

☐ Yes

☐ No

☒ Free Chlorine Only

☐ Total Chlorine Only

3. Provide the following information for the last quarter: No data submitted.

| | Near 1 st User | | Near End of Line | |
|---------|---------------------------|-----------------------|----------------------|-----------------------|
| | Free Chlorine (mg/L) | Total Chlorine (mg/L) | Free Chlorine (mg/L) | Total Chlorine (mg/L) |
| Average | | | | |
| Minimum | | | | |
| Maximum | | | | |

4. Is this system currently on a BWA?

☒ Yes

☐ No

If yes, select reason code: E2

If yes, describe plan to address BWA: [Click or tap here to enter text.](#)

5. Is the BWA reason code accurate?

☒ Yes

☐ No

If no, select the accurate reason code: [Choose an item.](#)

6. Are there other water quality issues?

☒ Yes

☐ No

If yes, describe the issues and the plan to address them: Turbidity.

7. Provide the following information for the last quarter:

| Average Daily Water Use | Maximum Day Demand | Unit of Measurement (i.e. USGPM, L/day, m ³ /day) |
|-------------------------|--------------------|--|
| | | |

8. Select which of the following O&M Programs have been developed:

☒ Operational Monitoring Plan

☒ Standard Operating Procedures

☒ Maintenance Assurance Manual

☒ Emergency Plan

☒ Preventative Maintenance Programs

If not all are selected when will the remaining be completed? [Click or tap here to enter text.](#)

9. Select which of the following maintenance activities have been conducted during the last quarter?

☒ Distribution System Flushing

☐ Leak Detection

☐ Hydrant Inspection and Exercising

☐ Valve Inspection and Exercising



Regional Water/Wastewater Operator Program
Quarterly Report
Drinking Water System

10. Number of days you visited the community during the last quarter? Choose an item.
11. Provide a summary of meetings or training held in the community during the last quarter. No contact this quarter.
12. Other comments?

Regional Operator Name: Ken Rollings
Date: 12/31/2024

Community Name: O'Donnell's

Water Supply: Well Field

1. Is the disinfection system operational? ☐ Yes ☒ No
2. Are chlorine residuals tested on a daily basis?
☐ Yes ☒ No ☐ Free Chlorine Only ☐ Total Chlorine Only

3. Provide the following information for the last quarter:

| | Near 1 st User | | Near End of Line | |
|---------|---------------------------|-----------------------|----------------------|-----------------------|
| | Free Chlorine (mg/L) | Total Chlorine (mg/L) | Free Chlorine (mg/L) | Total Chlorine (mg/L) |
| Average | | | | |
| Minimum | | | | |
| Maximum | | | | |

4. Is this system currently on a BWA? ☒ Yes ☐ No
 If yes, select reason code: E1
 If yes, describe plan to address BWA: increase Chlorine dose
5. Is the BWA reason code accurate? ☒ Yes ☐ No
 If no, select the accurate reason code: Choose an item.
6. Are there other water quality issues? ☐ Yes ☐ No
 If yes, describe the issues and the plan to address them: Click or tap here to enter text.

7. Provide the following information for the last quarter:

| Average Daily Water Use | Maximum Day Demand | Unit of Measurement (i.e. USGPM, L/day, m ³ /day) |
|-------------------------|--------------------|--|
| | | USG per day |

8. Select which of the following O&M Programs have been developed:
☐ Operational Monitoring Plan ☐ Standard Operating Procedures ☐ Maintenance Assurance Manual
☐ Emergency Plan ☐ Preventative Maintenance Programs
 If not all are selected when will the remaining be completed? Click or tap here to enter text.
9. Select which of the following maintenance activities have been conducted during the last quarter?
☐ Distribution System Flushing
☐ Leak Detection
☐ Hydrant Inspection and Exercising
☐ Valve Inspection and Exercising
10. Number of days you visited the community during the last quarter? Choose an item.



Regional Water/Wastewater Operator Program
Quarterly Report
Drinking Water System

11. Provide a summary of meetings or training held in the community during the last quarter. The town has not returned emails for an additional meeting.

12. Other comments? [Click or tap here to enter text.](#)

Regional Operator Name: Ken Rollings
Date: 12/31/2024

Community Name: Point Lance

Water Supply: Unnamed Pond

1. Is the disinfection system operational? ☐ Yes ☒ No

2. Are chlorine residuals tested on a daily basis?

☐ Yes

☐ No

☐ Free Chlorine Only

☐ Total Chlorine Only

3. Provide the following information for the last quarter:

| | Near 1 st User | | Near End of Line | |
|---------|---------------------------|-----------------------|----------------------|-----------------------|
| | Free Chlorine (mg/L) | Total Chlorine (mg/L) | Free Chlorine (mg/L) | Total Chlorine (mg/L) |
| Average | | | | |
| Minimum | | | | |
| Maximum | | | | |

4. Is this system currently on a BWA? ☒ Yes ☐ No

If yes, select reason code: A

If yes, describe plan to address BWA: A new disinfection system was installed recently.

5. Is the BWA reason code accurate? ☐ Yes ☐ No

If no, select the accurate reason code: Choose an item.

6. Are there other water quality issues? ☐ Yes ☐ No

If yes, describe the issues and the plan to address them: [Click or tap here to enter text.](#)

7. Provide the following information for the last quarter:

| Average Daily Water Use | Maximum Day Demand | Unit of Measurement (i.e. USGPM, L/day, m ³ /day) |
|-------------------------|--------------------|--|
| | | USG per day |

8. Select which of the following O&M Programs have been developed:

☐ Operational Monitoring Plan

☐ Standard Operating Procedures

☐ Maintenance Assurance Manual

☐ Emergency Plan

☐ Preventative Maintenance Programs

If not all are selected when will the remaining be completed? [Click or tap here to enter text.](#)

9. Select which of the following maintenance activities have been conducted during the last quarter?

☐ Distribution System Flushing

☐ Leak Detection

☐ Hydrant Inspection and Exercising

☐ Valve Inspection and Exercising

bo



Regional Water/Wastewater Operator Program
Quarterly Report
Drinking Water System

10. Number of days you visited the community during the last quarter? [Choose an item.](#)
11. Provide a summary of meetings or training held in the community during the last quarter: No contact from town
12. Other comments? [Click or tap here to enter text.](#)

Regional Operator Name: Ken Rollings
Date: 12/31/2024

Regional Water/Wastewater Operator Program Quarterly Report Drinking Water System

Community Name: Portugal Cove South

Water Supply: Wrights Brook

1. Is the disinfection system operational? ☒ Yes ☐ No
2. Are chlorine residual tested on a daily basis?
☒ Yes ☐ No ☐ Free Chlorine Only ☐ Total Chlorine Only

3. Provide the following information for the last quarter: about 1 month of data

| | Near 1 st User | | Near End of Line | |
|---------|---------------------------|-----------------------|----------------------|-----------------------|
| | Free Chlorine (mg/L) | Total Chlorine (mg/L) | Free Chlorine (mg/L) | Total Chlorine (mg/L) |
| Average | | | | |
| Minimum | | | | |
| Maximum | | | | |

4. Is this system currently on a BWA? ☒ Yes ☐ No
 If yes, select reason code: E1
 If yes, describe plan to address BWA: increase chlorine dose
5. Is the BWA reason code accurate? ☒ Yes ☐ No
 If no, select the accurate reason code: Choose an item.
6. Are there other water quality issues? ☒ Yes ☐ No
 If yes, describe the issues and the plan to address them: Turbidity

7. Provide the following information for the last quarter:

| Average Daily Water Use | Maximum Day Demand | Unit of Measurement (i.e. USGPM, L/day, m ³ /day) |
|-------------------------|--------------------|--|
| | | USG per day |

8. Select which of the following O&M Programs have been developed:
☐ Operational Monitoring Plan ☐ Standard Operating Procedures ☐ Maintenance Assurance Manual
☐ Emergency Plan ☐ Preventative Maintenance Programs
 If not all are selected when will the remaining be completed? When BWA lifted
9. Select which of the following maintenance activities have been conducted during the last quarter?
☐ Distribution System Flushing
☐ Leak Detection
☐ Hydrant Inspection and Exercising
☐ Valve Inspection and Exercising



Regional Water/Wastewater Operator Program
Quarterly Report
Drinking Water System

10. Number of days you visited the community during the last quarter? [Choose an item.](#)
11. Provide a summary of meetings or training held in the community during the last quarter. A new Operator is awaiting on-site training.
12. Other comments? [Click or tap here to enter text.](#)

Regional Operator Name: Ken Rollings
Date: 12/31/2024

Community Name: Renew-Cappahayden

Water Supply: #1 Dinn's Well

1. Is the disinfection system operational? ☒ Yes ☐ No
2. Are chlorine residual tested on a daily basis?
☐ Yes ☐ No ☒ Free Chlorine Only ☐ Total Chlorine Only

3. Provide the following information for the last quarter:

| | Near 1 st User | | Near End of Line | |
|---------|---------------------------|-----------------------|----------------------|-----------------------|
| | Free Chlorine (mg/L) | Total Chlorine (mg/L) | Free Chlorine (mg/L) | Total Chlorine (mg/L) |
| Average | | | | |
| Minimum | | | | |
| Maximum | | | | |

4. Is this system currently on a BWA? ☐ Yes ☒ No
If yes, select reason code: Choose an item.
If yes, describe plan to address BWA: Click or tap here to enter text.
5. Is the BWA reason code accurate? ☐ Yes ☐ No
If no, select the accurate reason code: Choose an item.
6. Are there other water quality issues? ☐ Yes ☒ No
If yes, describe the issues and the plan to address them: Click or tap here to enter text.

7. Provide the following information for the last quarter:

| Average Daily Water Use | Maximum Day Demand | Unit of Measurement (i.e. USGPM, L/day, m ³ /day) |
|-------------------------|--------------------|---|
| | | USG per day |

8. Select which of the following O&M Programs have been developed:
☒ Operational Monitoring Plan ☒ Standard Operating Procedures ☒ Maintenance Assurance Manual
☒ Emergency Plan ☒ Preventative Maintenance Programs
If not all are selected when will the remaining be completed? Click or tap here to enter text.
9. Select which of the following maintenance activities have been conducted during the last quarter?
☐ Distribution System Flushing
☐ Leak Detection
☐ Hydrant Inspection and Exercising
☐ Valve Inspection and Exercising



Regional Water/Wastewater Operator Program
Quarterly Report
Drinking Water System

10. Number of days you visited the community during the last quarter? [Choose an item.](#)
11. Provide a summary of meetings or training held in the community during the last quarter. No contact this quarter. All is well.
12. Other comments? [Click or tap here to enter text.](#)

Regional Operator Name: Ken Rollings
Date: 12/31/2024

Community Name: Riverhead

Water Supply: Well Field

1. Is the disinfection system operational? ☒ Yes ☐ No
2. Are chlorine residuals tested on a daily basis?
☐ Yes ☐ No ☒ Free Chlorine Only ☐ Total Chlorine Only

3. Provide the following information for the last quarter:

| | Near 1 st User | | Near End of Line | |
|---------|---------------------------|-----------------------|----------------------|-----------------------|
| | Free Chlorine (mg/L) | Total Chlorine (mg/L) | Free Chlorine (mg/L) | Total Chlorine (mg/L) |
| Average | | | | |
| Minimum | | | | |
| Maximum | | | | |

4. Is this system currently on a BWA? ☐ Yes ☒ No
 If yes, select reason code: Choose an item.
 If yes, describe plan to address BWA:
5. Is the BWA reason code accurate? ☐ Yes ☐ No
 If no, select the accurate reason code: Choose an item.
6. Are there other water quality issues? ☐ Yes ☒ No
 If yes, describe the issues and the plan to address them: Click or tap here to enter text.

7. Provide the following information for the last quarter:

| Average Daily Water Use | Maximum Day Demand | Unit of Measurement (i.e. USGPM, L/day, m ³ /day) |
|-------------------------|--------------------|---|
| | | USG per day |

8. Select which of the following O&M Programs have been developed:
☐ Operational Monitoring Plan ☐ Standard Operating Procedures ☐ Maintenance Assurance Manual
☐ Emergency Plan ☐ Preventative Maintenance Programs
 If not all are selected when will the remaining be completed? Click or tap here to enter text.
9. Select which of the following maintenance activities have been conducted during the last quarter?
☐ Distribution System Flushing
☐ Leak Detection
☐ Hydrant Inspection and Exercising
☐ Valve Inspection and Exercising



Regional Water/Wastewater Operator Program
Quarterly Report
Drinking Water System

10. Number of days you visited the community during the last quarter? [Choose an item.](#)
11. Provide a summary of meetings or training held in the community during the last quarter. No problems in this community.
12. Other comments? [Click or tap here to enter text.](#)

Regional Operator Name: Ken Rollings
Date: 12/31/2024

Regional Water/Wastewater Operator Program Quarterly Report Drinking Water System

Community Name: St. Joseph's

Water Supply: Drilled

1. Is the disinfection system operational? ☐ Yes ☒ No
2. Are chlorine residuals tested on a daily basis?
☐ Yes ☒ No ☐ Free Chlorine Only ☐ Total Chlorine Only

3. Provide the following information for the last quarter:

| | Near 1 st User | | Near End of Line | |
|---------|---------------------------|-----------------------|----------------------|-----------------------|
| | Free Chlorine (mg/L) | Total Chlorine (mg/L) | Free Chlorine (mg/L) | Total Chlorine (mg/L) |
| Average | | | | |
| Minimum | | | | |
| Maximum | | | | |

4. Is this system currently on a BWA? ☒ Yes ☐ No
 If yes, select reason code: A
 If yes, describe plan to address BWA: encourage town to get Chlorination pump
5. Is the BWA reason code accurate? ☒ Yes ☐ No
 If no, select the accurate reason code: Choose an item.
6. Are there other water quality issues? ☒ Yes ☐ No
 If yes, describe the issues and the plan to address them: Recent Arsenic exceedance, Contaminants Study Program

7. Provide the following information for the last quarter:

| Average Daily Water Use | Maximum Day Demand | Unit of Measurement (i.e. USGPM, L/day, m ³ /day) |
|-------------------------|--------------------|--|
| | | USG per day |

8. Select which of the following O&M Programs have been developed:
☐ Operational Monitoring Plan ☐ Standard Operating Procedures ☐ Maintenance Assurance Manual
☐ Emergency Plan ☐ Preventative Maintenance Programs
 If not all are selected when will the remaining be completed? [Click or tap here to enter text.](#)
9. Select which of the following maintenance activities have been conducted during the last quarter?
☐ Distribution System Flushing
☐ Leak Detection
☐ Hydrant Inspection and Exercising
☐ Valve Inspection and Exercising



Regional Water/Wastewater Operator Program
Quarterly Report
Drinking Water System

10. Number of days you visited the community during the last quarter? Choose an item.

11. Provide a summary of meetings or training held in the community during the last quarter.

11. Other comments?

Regional Operator Name: Ken Rollings

Date: 12/31/2024

Community Name: St. Mary's

1. Number of public wastewater outfalls? 1

2. Are any of the outfalls discharging >100 m³/day? ☒ Yes ☐ No don't monitor flow, about 100 services

If yes, are they registered under the *Wastewater Systems Effluent Regulations*? ☐ Yes ☒ No

3. Provide the following information for the last quarter (if available):

| Outfall ID | Average Flow | Peak Flow | Unit of Measurement (i.e. m ³ /day, USGPM) |
|------------|--------------|-----------|--|
| | | | |
| | | | |
| | | | |
| | | | |

4. Number of lift stations? 1

5. Number of wastewater treatment plants? (include septic tanks) Choose an item.

6. Select any adverse events that may have occurred in the wastewater system during the past quarter

- ☐ Lift Station Overflow
 ☐ Leaks
 ☐ Blockages
☐ Equipment Malfunction
 ☐ Odour Complaints
☐ Other (provide details) [Click or tap here to enter text.](#)

7. Does the wastewater collection system have inflow/infiltration issues?

- ☐ Yes
 ☒ No

8. Select any maintenance activities that been undertaken on the wastewater system in the last quarter.

- ☐ Inspection of lift station
 ☐ Hand rodding to clear a blockage
☐ Flushing
 ☐ Septic tank clean-out
☐ Other (provide details) [Click or tap here to enter text.](#)

9. Note any required upgrades for the wastewater system: [Click or tap here to enter text.](#)

Regional Operator Name: Ken Rollings
Date: 12/31/2024

Community Name: St. Mary's

Water Supply: Wellfield

1. Is the disinfection system operational? ☒ Yes ☐ No
2. Are chlorine residuals tested on a daily basis?
☐ Yes ☐ No ☐ Free Chlorine Only ☐ Total Chlorine Only

3. Provide the following information for the last quarter: no data this quarter

| | Near 1 st User | | Near End of Line | |
|---------|---------------------------|-----------------------|----------------------|-----------------------|
| | Free Chlorine (mg/L) | Total Chlorine (mg/L) | Free Chlorine (mg/L) | Total Chlorine (mg/L) |
| Average | | | | |
| Minimum | | | | |
| Maximum | | | | |

4. Is this system currently on a BWA? ☒ Yes ☐ No

If yes, select reason code: E1

If yes, describe plan to address BWA: more testing

5. Is the BWA reason code accurate? ☒ Yes ☐ No

If no, select the accurate reason code: Choose an item.

6. Are there other water quality issues? ☒ Yes ☐ No

If yes, describe the issues and the plan to address them: well yield is low

7. Provide the following information for the last quarter:

| Average Daily Water Use | Maximum Day Demand | Unit of Measurement (i.e. USGPM, L/day, m ³ /day) |
|-------------------------|--------------------|--|
| | | |

8. Select which of the following O&M Programs have been developed:

- ☐ Operational Monitoring Plan
 ☐ Standard Operating Procedures
 ☐ Maintenance Assurance Manual
 ☐ Emergency Plan
 ☐ Preventative Maintenance Programs

If not all are selected when will the remaining be completed? Click or tap here to enter text.

9. Select which of the following maintenance activities have been conducted during the last quarter?

- ☐ Distribution System Flushing
☐ Leak Detection
☐ Hydrant Inspection and Exercising
☐ Valve Inspection and Exercising



Regional Water/Wastewater Operator Program
Quarterly Report
Drinking Water System

10. Number of days you visited the community during the last quarter? Choose an item.
11. Provide a summary of meetings or training held in the community during the last quarter. No data submitted.
12. Other comments? Need site visit to check on testing technique and instruct on sampling locations.

Regional Operator Name: Ken Rollings
Date: 12/31/2024

Community Name: St. Shotts

Water Supply: Unnamed Pond

1. Is the disinfection system operational? ☒ Yes ☐ No

2. Are chlorine residuals tested on a daily basis?

☒ Yes

☐ No

☐ Free Chlorine Only

☐ Total Chlorine Only

3. Provide the following information for the last quarter: sporadic data in Nov only

| | Near 1 st User | | Near End of Line | |
|---------|---------------------------|-----------------------|----------------------|-----------------------|
| | Free Chlorine (mg/L) | Total Chlorine (mg/L) | Free Chlorine (mg/L) | Total Chlorine (mg/L) |
| Average | 0.31 | 0.37 | 2.88 | 3.35 |
| Minimum | 0.00 | 0.00 | 0.40 | 0.70 |
| Maximum | 0.88 | 0.95 | 6.40 | 7.10 |

4. Is this system currently on a BWA?

☒ Yes

☒ No

If yes, select reason code:

If yes, describe plan to address BWA: [Click or tap here to enter text.](#)

5. Is the BWA reason code accurate?

☐ Yes

☐ No

If no, select the accurate reason code: [Choose an item.](#)

6. Are there other water quality issues?

☒ Yes

☐ No

If yes, describe the issues and the plan to address them: town is now planning for a new well

7. Provide the following information for the last quarter:

| Average Daily Water Use | Maximum Day Demand | Unit of Measurement (i.e. USGPM, L/day, m ³ /day) |
|-------------------------|--------------------|---|
| | | USG per day |

8. Select which of the following O&M Programs have been developed:

☐ Operational Monitoring Plan

☐ Standard Operating Procedures

☐ Maintenance Assurance Manual

☐ Emergency Plan

☐ Preventative Maintenance Programs

If not all are selected when will the remaining be completed? As soon as possible

9. Select which of the following maintenance activities have been conducted during the last quarter?

☐ Distribution System Flushing

☐ Leak Detection

☐ Hydrant Inspection and Exercising

☐ Valve Inspection and Exercising



Regional Water/Wastewater Operator Program
Quarterly Report
Drinking Water System

10. Number of days you visited the community during the last quarter? [Choose an item.](#)
11. Provide a summary of meetings or training held in the community during the last quarter. The Town has applied for funding for new test wells in 2025 based on recommendations of Stantec.
12. Other comments? [Click or tap here to enter text.](#)

Regional Operator Name: Ken Rollings
Date: 12/31/2024

Community Name: Swift Current

Water Supply: Drilled Well

1. Is the disinfection system operational? ☒ Yes ☐ No
2. Are chlorine residuals tested on a daily basis?
☐ Yes ☐ No ☐ Free Chlorine Only ☐ Total Chlorine Only

3. Provide the following information for the last quarter: Operator resigned

| | Near 1 st User | | Near End of Line | |
|---------|---------------------------|-----------------------|----------------------|-----------------------|
| | Free Chlorine (mg/L) | Total Chlorine (mg/L) | Free Chlorine (mg/L) | Total Chlorine (mg/L) |
| Average | | | | |
| Minimum | | | | |
| Maximum | | | | |

4. Is this system currently on a BWA? ☒ Yes ☐ No
If yes, select reason code: E1
If yes, describe plan to address BWA: See below.
5. Is the BWA reason code accurate? ☒ Yes ☐ No
If no, select the accurate reason code: Choose an item.
6. Are there other water quality issues? ☒ Yes ☐ No
If yes, describe the issues and the plan to address them: iron and manganese, ion exchange

7. Provide the following information for the last quarter:

| Average Daily Water Use | Maximum Day Demand | Unit of Measurement (i.e. USGPM, L/day, m ³ /day) |
|-------------------------|--------------------|--|
| | | |

8. Select which of the following O&M Programs have been developed:
☐ Operational Monitoring Plan ☐ Standard Operating Procedures ☐ Maintenance Assurance Manual
☐ Emergency Plan ☐ Preventative Maintenance Programs
If not all are selected when will the remaining be completed? As soon as possible
9. Select which of the following maintenance activities have been conducted during the last quarter?
☐ Distribution System Flushing
☐ Leak Detection
☐ Hydrant Inspection and Exercising
☐ Valve Inspection and Exercising



Regional Water/Wastewater Operator Program
Quarterly Report
Drinking Water System

10. Number of days you visited the community during the last quarter? Choose an item.
11. Provide a summary of meetings or training held in the community during the last quarter. No reply from LSD on email re options.
12. Other comments?

Regional Operator Name: Ken Rollings
Date: 12/31/2024

Community Name: Trepassey

1. Number of public wastewater outfalls? 1

2. Are any of the outfalls discharging >100 m³/day? ☒ Yes ☐ No don't monitor flow, about 250 services

If yes, are they registered under the *Wastewater Systems Effluent Regulations*? ☐ Yes ☒ No

3. Provide the following information for the last quarter (if available):

| Outfall ID | Average Flow | Peak Flow | Unit of Measurement (i.e. m ³ /day, USGPM) |
|------------|--------------|-----------|--|
| | | | |
| | | | |
| | | | |
| | | | |

4. Number of lift stations? 3

5. Number of wastewater treatment plants? (include septic tanks) 2
2 septic tanks serve 5 homes

6. Select any adverse events that may have occurred in the wastewater system during the past quarter

- ☐ Lift Station Overflow ☐ Leaks ☐ Blockages
☐ Equipment Malfunction ☐ Odour Complaints
☐ Other (provide details) [Click or tap here to enter text.](#)

7. Does the wastewater collection system have inflow/infiltration issues?

- ☐ Yes ☒ No

8. Select any maintenance activities that been undertaken on the wastewater system in the last quarter.

- ☐ Inspection of lift station ☐ Hand rodding to clear a blockage
☐ Flushing ☐ Septic tank clean-out
☐ Other (provide details) [Click or tap here to enter text.](#)

9. Note any required upgrades for the wastewater system

Regional Operator Name: Ken Rollings

Date: 12/31/2024

Regional Water/Wastewater Operator Program Quarterly Report Drinking Water System

Community Name: Trepassey

Water Supply: Miller's Pond, Broom Cove Pond

1. Is the disinfection system operational? ☒ Yes ☐ No
2. Are chlorine residuals tested on a daily basis?
☒ Yes ☐ No ☐ Free Chlorine Only ☐ Total Chlorine Only

3. Provide the following information for the last quarter: no data this quarter

| | Near 1 st User | | Near End of Line | |
|---------|---------------------------|-----------------------|----------------------|-----------------------|
| | Free Chlorine (mg/L) | Total Chlorine (mg/L) | Free Chlorine (mg/L) | Total Chlorine (mg/L) |
| Average | | | | |
| Minimum | | | | |
| Maximum | | | | |

4. Is this system currently on a BWA? ☒ Yes ☐ No
If yes, select reason code: E1
If yes, describe plan to address BWA: Increase Cl dose
5. Is the BWA reason code accurate? ☐ Yes ☒ No
If no, select the accurate reason code: E2

6. Are there other water quality issues? ☒ Yes ☐ No
If yes, describe the issues and the plan to address them: Turbidity

7. Provide the following information for the last quarter:

| Average Daily Water Use | Maximum Day Demand | Unit of Measurement (i.e. USGPM, L/day, m ³ /day) |
|-------------------------|--------------------|--|
| | | USG per day |

8. Select which of the following O&M Programs have been developed:
☐ Operational Monitoring Plan ☐ Standard Operating Procedures ☐ Maintenance Assurance Manual
☐ Emergency Plan ☐ Preventative Maintenance Programs
If not all are selected when will the remaining be completed? After some other items get ironed out
9. Select which of the following maintenance activities have been conducted during the last quarter?
☐ Distribution System Flushing
☐ Leak Detection
☐ Hydrant Inspection and Exercising
☐ Valve Inspection and Exercising

10. Number of days you visited the community during the last quarter? Choose an item.

Regional Water/Wastewater Operator Program
Quarterly Report
Drinking Water System

11. Provide a summary of meetings or training held in the community during the last quarter. No data from temporary operator who is filling in for regular operator. Talked to regular operator regarding the training on colorimeter for temporary operator. He agreed to show the temporary operator the procedure. Regular operator should be back to work by now.

12. Other comments?

Regional Operator Name: Ken Rollings
Date: 12/31/2024

Statement details

Account number

Date issued

Feb 4, 2025

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

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.

The **Remittance account balances** section below includes paid and unpaid amounts for 2025. For more information on withholding requirements and calculating your deduction and remittance amounts, go to 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 |
|--------------|-------------------------|---------------|------------------|-----------|
| | Previous balance | | 0.00 | |
| Oct 30, 2024 | Payment Oct 2024 | Oct 25, 2024 | 21,538.15 | CR |
| Nov 15, 2024 | Payment Oct 2024 | Nov 12, 2024 | 23,698.94 | CR |
| Nov 15, 2024 | Payment Oct 2024 | Nov 12, 2024 | 19,977.26 | CR |
| Nov 28, 2024 | Payment Nov 2024 | Nov 25, 2024 | 19,569.61 | CR |
| Dec 13, 2024 | Payment Nov 2024 | Dec 10, 2024 | 21,715.17 | CR |
| Jan 02, 2025 | Payment Dec 2024 | Dec 27, 2024 | 21,588.20 | CR |
| Dec 20, 2024 | Payment Dec 2024 | Dec 13, 2024 | 207.57 | CR |
| Jan 15, 2025 | Payment Dec 2024 | Jan 10, 2025 | 22,031.80 | CR |
| Jan 21, 2025 | Payment Dec 2024 | Jan 10, 2025 | 407.07 | CR |
| Jan 30, 2025 | Payment Jan 2025 | Jan 27, 2025 | 29,716.84 | CR |
| | Current balance | | 29,716.84 | CR |

Arrears account balances

| Date posted | Description | Date received | \$ Amount | CR/DR |
|--------------|--|---------------|---------------|-----------|
| | Previous arrears balance | | 120.09 | DR |
| Oct 22, 2024 | Interest charged 2024 | | 0.03 | DR |
| Oct 22, 2024 | Credit transferred from your Goods and services tax to arrears | | 119.94 | CR |
| Oct 22, 2024 | Interest adjustment 2024 | | 0.18 | CR |
| | Current arrears balance | | 0.00 | |

EASTERN REGIONAL SERVICE BOARD
BRIEFING NOTE / REPORT

| | |
|----------------------|---|
| TITLE: | Board Professional Development Opportunities 2025 |
| MEETING DATE: | 2025-02-26 |
| TO: | Board / Finance & Audit / Strategy & Policy / Governance |
| PREPARED BY: | Holly Power, Board Clerk and Outreach Coordinator |
| REVIEWED BY: | Lynn Tucker, Chief Administrative Officer |
| APPROVED BY: | Lynn Tucker, Chief Administrative Officer |

RECOMMENDED ACTION:

No recommended action. For information purposes only.

MOTION:

N/A

BACKGROUND/DISCUSSION:

- Each year, the Governance Committee identifies professional development opportunities for Board members.
- For 2025, eleven possible events were identified; however, following the January Committee meeting, members narrowed the list down to five (5) possible events as follows:
 - ICMA Local Government Reimagined, Denver, Colorado, February 26-28
 - ICMA Local Government Reimagined, Milwaukee, Wisconsin, April 2-4
 - SWANA Northern Lights Chapter Conference, Winnipeg, Manitoba, June 11-13
 - SWANA Atlantic Chapter Conference, Dartmouth, Nova Scotia, May 18-30
 - FCM Annual Conference & Trade Show, Ottawa, Ontario, May 29-June 1
- The committee was awaiting agendas for all conferences before deciding on Board participation.
- At the February committee meeting, it was decided that the Board would continue to consider attending the following:
 - SWANA Northern Lights Chapter Conference; and the,
 - FCM Annual Conference & Trade Show.
 - SWANA Atlantic Chapter Conference
- The committee will continue to assess these events for attendance.

OTHER CONSIDERATIONS:

- At the February committee meeting, it was decided that the Board would not participate in any conferences taking place in the United States.
- Therefore, the two (2) ICMA conferences were removed from the list.

ATTACHMENT(S):

- List of Professional Development Opportunities 2025

EASTERN REGIONAL SERVICE BOARD

PROFESSIONAL DEVELOPMENT OPPORTUNITIES 2025

| | | | |
|----|--|---------------------|----------------|
| 1A | ICMA Local Government Reimagined | Denver, CO, USA | Feb 26-28 |
| 1B | ICMA Local Government Reimagined | Milwaukee, WI, USA | April 2-4 |
| 2 | SWANA Northern Lights Chapter Conference | Winnipeg, MB | June 11-13 |
| 3 | Waste Expo 2025 Conference | Las Vegas, NV, USA | May 5-8 |
| 4 | 3 rd International Conference on Environmental Sustainability Through Waste and Recycling | Houston, TX, USA | April 23-25 |
| 5 | Canadian Waste to Resource Conference | Niagara Falls, ON | June 17-18 |
| 6 | FCM Annual Conference & Trade Show 2025 | Ottawa, ON | May 29 – Jun 1 |
| 7 | FCM Sustainable Communities Conference | N/A | N/A |
| 8 | SWANA Atlantic Chapter Conference | Dartmouth, NS | May 28-30 |
| 9 | 2 nd World Congress on Recycling and Waste Management | Zurich, Switzerland | June 9-10 |
| 10 | SWANA RCon 2025 | Columbus, OH, USA | Nov 12-15 |
| 11 | Canadian Stewardship Conference (EPR) | TBD in 2026 | 2026 |

SWANA (Solid Waste Association of North America) CANADA ANNUAL CONFERENCE NEXT CONFERENCE 2026

2. SWANA Northern Lights Chapter

June 11-13, 2025 - Winnipeg, MB

Agenda to be finalized; however, the following topics are listed for presentations:

| | | |
|--|--------------------------|----------------------------------|
| Safety | Landfills | EPR Programs |
| Recycling | Circular Economy | Insurance & Risk for Waste Sites |
| Collection Vehicles | Composting | Climate Change |
| Climate Adaptation | Alternative Technologies | Illegal Dumping |
| Global Recycling Markets and Commodities | | |
| Waste and Diversion for Small and Remote Communities | | |
| Indigenous Teachings, Experience, and Collaborations | | |
| Collections – Curbside and community drop-off sites | | |
| Managing and Motivating Staff | | |

Will this conference be beneficial to the Board?

6. FCM (Federation of Canadian Municipalities) ANNUAL CONFERENCE & TRADE SHOW 2025

May 29-June 1, 2025 – Ottawa, ON

Agenda: To be determined

Will this conference be beneficial to the Board?

Join elected officials from coast to coast to coast for FCM's 2025 Annual Conference and Trade Show and Canada's largest pan-Canadian gathering of elected officials.

Through our thoughtfully chosen activities and programming, AC 2025 will help you foster connections with your peers, partners and federal representatives while providing you with the tools and insights you to address challenges and embrace new opportunities for municipal success.

More information coming soon!

8. SWANA Atlantic Chapter Conference

May 28-30, 2025 – Dartmouth, NS

Agenda: To be determined

Will this conference be beneficial to the Board?

Revised FEBRUARY 17 2025

[About \(https://swananorthernlights.org/about/nlc/\)](https://swananorthernlights.org/about/nlc/)

[Training \(https://swananorthernlights.org/training/courses/\)](https://swananorthernlights.org/training/courses/)

[Certification \(https://swananorthernlights.org/certification/swana-certification/\)](https://swananorthernlights.org/certification/swana-certification/)
Introduction

Overview

[Conference \(https://swananorthernlights.org/conference/2025-conference/\)](https://swananorthernlights.org/conference/2025-conference/)

[Crisis Management \(https://swananorthernlights.org/crisis/\)](https://swananorthernlights.org/crisis/)

[News & Events \(https://swananorthernlights.org/news/\)](https://swananorthernlights.org/news/)

[Contact \(https://swananorthernlights.org/contact/\)](https://swananorthernlights.org/contact/)

[Cart \(https://swananorthernlights.org/cart/\)](https://swananorthernlights.org/cart/)

Overview

The 2025 SWANA Northern Lights Chapter Conference is coming to Winnipeg from June 11 to 13, 2025, with the theme: **"Waste Management All-Stars"**

Venue: [Delta Hotels by Marriott Winnipeg \(https://www.marriott.com/en-us/hotels/ywgdw-delta-hotels-winnipeg/overview/\)](https://www.marriott.com/en-us/hotels/ywgdw-delta-hotels-winnipeg/overview/), 350 St. Mary Avenue, Winnipeg, Manitoba R3C 3J2

Gear up and join us for three days of informative sessions, engaging networking events, hands-on training, facility tours, and opportunities to collaborate with others in the waste management field.

Here's what to expect:

- Top-notch sessions led by industry experts
- Networking opportunities with professionals in the waste management field
- Fresh ideas and insights to enhance your skills

◆ **Save the date!** Registration details and the full program will be available soon.

CALL FOR PRESENTATIONS

If you have some exciting work going on or a project that has taught lessons that you would like to share, let us know and you may get the opportunity to join a prestigious group of presenters at the Conference!

Possible topics for presentations include:

- Safety
- Landfills
- Recycling
- Circular Economy
- EPR
- Insurance and Risk for Waste Management facilities
- Global Recycling Markets and Commodities
- Waste and Diversion presentations on Small and Remote Communities
- Indigenous teachings, experience, collaborations
- Collections – curbside community drop-off sites
- Collection Vehicles
- Composting
- Climate Change
- Climate Adaptation
- Managing and Motivating Staff
- Illegal Dumping
- Alternative Technology

The deadline for Submission of Abstracts has been extended to January 17, 2025.

Submission of Abstracts:

1. Maximum abstract length is 300 words.
2. Please include the title of the presentation and the names of the author(s) and presenter(s) with a brief presenter bio and full contact information.
3. Abstracts should be submitted by email to:
Solid Waste Association of North America – Northern Lights Chapter
info@swananorthernlights.org (mailto:info@swananorthernlights.org?subject=NLC%20Conference%20-%20Abstract&body=Presentation%20Title%3A%0AAuthor%28s%29%20and%20Presenters%28s%29%3A%0

A discounted conference registration fee will be available for presenters of accepted papers.

Authors may submit more than one abstract, however the intent is to limit presenters to one topic.

Not all presentations will be accepted. The lead author will be notified by email if their presentation is accepted by February 21, 2025.

Student and academic presentations will be included in the conference. A student registration rate will be available.

Conference presentations may be included in the proceedings (posted on the SWANA NLC web site).

SWANA Northern Lights Chapter

SWANA is a non-profit, educational organization serving individuals and communities responsible for the management and operation of municipal solid waste management systems.

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First Name

Signup to our mailing list for industry news and updates from SWANA Northern Lights Chapter.

Policies

(<https://swananorthernlights.org/policies/>)

Contact

(<https://swananorthernlights.org/contact/>)

Annual Conference and Trade Show 2025

When: **May 29 to June 1, 2025**

Where: **Rogers Centre Ottawa, Ontario**

Join elected officials from coast to coast to coast for FCM's 2025 Annual Conference and Trade Show and Canada's largest pan-Canadian gathering of elected officials.

Through our thoughtfully chosen activities and programming, AC 2025 will help you foster connections with your peers, partners and federal representatives while providing you with the tools and insights you to address challenges and embrace new opportunities for municipal success.

More information coming soon!

Connect with us

Not a member?

[Sign up](#) for our Annual Conference mailing list to stay abreast of all the event's updates.

Interested in being a Trade Show exhibitor?

Visit our [Exhibitor webpage](#) or [contact us](#).

Have a specific speaker or a topic idea in mind? [Submit a presentation request](#).

For any other questions, please [contact us](#).

EASTERN REGIONAL SERVICE BOARD
BRIEFING NOTE / REPORT

| | |
|----------------------|---|
| TITLE: | Corporate Environment Policy Renewal |
| MEETING DATE: | 2025-02-26 |
| TO: | Board / Finance & Audit / Strategy & Policy / Governance |
| PREPARED BY: | Holly Power, Board Clerk and Outreach Coordinator |
| REVIEWED BY: | Lynn Tucker, Chief Administrative Officer |
| APPROVED BY: | Lynn Tucker, Chief Administrative Officer |

RECOMMENDED ACTION:

The committee recommends the adoption of the Corporate Environment Policy statement that is included in the Board's Employee Safety Handbook.

MOTION:

BE IT RESOLVED that the Board adopt the Corporate Environment Policy that is included in the Board's Employee Safety Handbook.

BACKGROUND/DISCUSSION:

- As an employer, Eastern Regional Service Board (the Board) is not required to have policies in the workplace governing its attitude toward protecting the environment; however, the Board has historically shown a moral commitment to the protection of the environment as well as the safety and well-being of its staff and the public.
- The Board's Vision Statement addresses environmental stewardship.
- ERSB's VISION STATEMENT: The vision of the Eastern Regional Service Board is to improve the quality of life, provide leadership, and to protect the environment in the Eastern region by ensuring cost effective, sustainable services.
- In April 2013, Atlantic Safety Centre was contracted to develop the Board's occupational health and safety manual. This manual included an environment policy. The manual has been updated every three years or as needed by staff.

ATTACHMENT:

- ERSB Corporate Environment Policy



ENVIRONMENT POLICY

Eastern Regional Service Board is committed to the protection of the environment. Recognizing that all management and employees have a role to play in achieving environmental protection, the company has formulated the following guiding principles.

The Company will:

Ensure that operations comply with government legislation, corporate policy and applicable industry standards concerning the protection of the environment and the public.

Ensure during project planning, implementation, and operation, that environmental issues associated with the business are identified, evaluated and mitigated.

Ensure that the appropriate waste management programs are developed and implemented.

Ensure that all employees, and others engaged on behalf of the Company, are informed, and trained regarding protection of the environment.

Ensure that operations allow for the efficient use of energy and other resources.

Deal openly and fairly with members of the public regarding environmental concerns.

Signed:

(Signature of Chief Administrative Officer)

Date:

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

| | |
|----------------------|--|
| TITLE: | Corporate Occupational Health & Safety Policy Renewal |
| MEETING DATE: | 2025-02-26 |
| TO: | Board / Finance & Audit / Strategy & Policy / Governance |
| PREPARED BY: | Holly Power, Board Clerk and Outreach Coordinator |
| REVIEWED BY: | Lynn Tucker, Chief Administrative Officer |
| APPROVED BY: | Lynn Tucker, Chief Administrative Officer |

RECOMMENDED ACTION:

Staff recommend adoption of the Corporate Health & Safety Policy statement as well as the Occupational Health & Safety Policy and the Early and Safe Return-to-Work that is included in the Board's *Employee Safety Handbook*.

MOTION:

BE IT RESOLVED that the Board adopt the Corporate Health & Safety Policy; the Occupational Health & Safety Policy; and the Early and Safe Return-to-Work Policy that is included in the Board's *Employee Safety Handbook*.

BACKGROUND/DISCUSSION:

- As an employer, Eastern Regional Service Board (ERSB) is required to have policies in the workplace governing occupational health and safety and early and safe return-to-work.
- Employers are responsible for their employees and have a legal and moral obligation to provide for their safety and well-being.
- An occupational health and safety policy helps the employer meet this responsibility and is required under Provincial OH&S legislation (Section 36.2 of the *OH&S Act*, Section 4.1 of the OH&S Regulations and under federal OH&S legislation (Section 125.1(ii) of the *Canada Labour Code*, Part II).
- In April 2013, Atlantic Safety Centre was contracted to develop the Board's occupational health and safety policy; an early and safe return to work policy as well as a safety manual. In addition, they provided first aid training, committee training, etc., at that time to staff. The occupational health and safety policy has been reviewed annually as required. The early and safe return to work policy as well as a safety

manual have been reviewed and revised if needed at least every three (3) years. Safety training continues to be provided as certificates expire or new hires are made.

- The OH&S policy has been updated when and as required.
- OH&S training and/or re-certification occur when required and when new staff are hired.
- The Board's OH&S Policy MUST:
 - Be written in consultation with the health and safety representative/designate or committee;
 - State your health and safety related goals;
 - State the activities required to support these goals and the roles and responsibilities necessary to ensure the activities are implemented;
 - Be posted in a prominent area (physically and/or electronically);
 - Be signed by the highest level of management; and,
 - Be dated, reviewed every year, and updated as required.
- The Board has an active Occupational Health & Safety Committee that meets quarterly;
- The Committee reviews the OH&S policies regularly and they do not recommend any changes.

ATTACHMENTS:

- ERSB Corporate Health & Safety Policy

1.1 CORPORATE HEALTH & SAFETY POLICY

Eastern Regional Service Board is committed to a strong health, safety and environment program which will protect its employees, its property, and the public from fire and accidents, which can cause injuries, damage to property or the environment and prevent industrial disease.

To ensure the workplace maintains the highest safety standards a formal and informal workplace safety inspection(s) will be held on a regular basis by management and the OH&S Committee to detect substandard acts and conditions. These inspections will be documented.

The organization will have an OH&S Committee as per the OH&S Act. The organization is committed to cooperation with the OH&S Committee in carrying out his/her collective responsibility for occupational health and safety.

Supervisors will be held accountable for the health and safety of workers under their supervision. Responsibility includes ensuring that machinery and equipment are safe and that workplace practices are in compliance with established legislation, work practices and procedures. To protect their health and safety, workers must receive adequate specific work task training.

Every worker must protect his/her health and safety and the health and safety of other workers by working in compliance with legislation and established workplace practices and procedures.

Contractors will be expected to operate according to legislative requirements using best practices and following the organization's policies and procedures regarding health and safety.

All employees are oriented to the organization's general safety rules upon hire and will abide by these rules. Disciplinary action will be implemented for failure to obey these rules.

As part of ensuring a safe and healthy workplace for all its employees the organization has a policy of zero tolerance toward any employee harassment.

All employees will work in accordance with established safe work practices, procedures, applicable government legislation and will take all responsible care to protect their own health and safety, the safety and health of their co-workers and other persons at or near the workplace.

Safety must be a way of life!

Signature of Chief Administrative Officer

Date

EASTERN REGIONAL SERVICE BOARD
BRIEFING NOTE / REPORT

| | |
|----------------------|---|
| TITLE: | Board Meeting Dates - 2025 |
| MEETING DATE: | 2025-02-26 |
| TO: | Board / Finance & Audit / Strategy & Policy / Governance |
| PREPARED BY: | Holly Power, Board Clerk and Outreach Coordinator |
| REVIEWED BY: | Lynn Tucker, Chief Administrative Officer |
| APPROVED BY: | Lynn Tucker, Chief Administrative Officer |

RECOMMENDED ACTION:

No recommended action. For information purposes only.

MOTION:

N/A

BACKGROUND/DISCUSSION:

- The Eastern Regional Service Board (the Board) meets on the last Wednesday of every month from September through June.
- Due to the dates of this year's Canadian Association of Municipal Administrators (CAMA) and Federation of Canadian Municipalities (FCM) conferences, the committee recommends several changes to upcoming meeting dates.
- Suggested Board meeting dates are:
 - February 26th to remain the same
 - March 26th to remain the same
 - April 23rd (instead of April 30th)
 - May 21st (instead of May 28th)
 - June 25th to remain the same
 - August 27th (instead of September 24th)***
- These dates will allow four (4) weeks between each meeting and will accommodate staff and board members that will be attending the conferences mentioned above.
- The proposed changes are being brought to the Governance Committee now to allow reasonable time for planning and notice to board members.

*** The 2025 General Municipal Election is scheduled to take place on Thursday, October 2nd. In the past, it has proven to be difficult to attain quorum for a Board meeting as the election date gets closer. Therefore, we are proposing that the last

meeting before the election be held August 27th to ensure the Board meets its legislative requirements for 2025. This will be a very important meeting where ALL board members are expected to make every effort to attend as the board's business for fall (i.e., the fee schedule including tip fees; budget; insurances; etc.) must be completed by October 31st.

Please note that all Board members continue to be members of the Eastern Regional Service Board until being replaced either by your Council or by an election.

The Board must run elections in seven (7) wards after the general municipal election is complete; therefore, there will not be another "regular" Board meeting scheduled until January of 2026.

Please note that four (4) wards are appointments by Council, i.e., St. John's, Mount Pearl, Paradise, and Conception Bay South.

OTHER CONSIDERATIONS:

- In the past, the Board has hosted a BBQ/dinner/social at its June meeting prior to the general election as a thank you for all members.
- On several occasions, the Board has hosted a BBQ/social at the June meeting prior to the summer break.
- As this is an election year, it is recommended that the Board host a BBQ/dinner/social as an opportunity to show appreciation to board members for their four years of service and as a farewell for those who may not be seeking re-election.
- If scheduling the BBQ/dinner/social, it is recommended that the June meeting take place earlier in the evening (possibly start at 5 or 5:30 p.m.) to allow time for the social following the meeting.
- The location of this meeting/social has not yet been determined and is open for suggestions.

EASTERN REGIONAL SERVICE BOARD
BRIEFING NOTE / REPORT

| | |
|----------------------|---|
| TITLE: | Purchase of New Microphone/Speaker System for Board Meetings |
| MEETING DATE: | 2025-02-26 |
| TO: | Board / Finance & Audit / Strategy & Policy / Governance |
| PREPARED BY: | Holly Power, Board Clerk and Outreach Coordinator |
| REVIEWED BY: | Lynn Tucker, Chief Administrative Officer |
| APPROVED BY: | Lynn Tucker, Chief Administrative Officer |

RECOMMENDED ACTION:

No recommended action. For information purposes only.

MOTION:

N/A

BACKGROUND/DISCUSSION:

- The Board's monthly meetings take place on the last Wednesday of each month.
- Meetings are rotated throughout the Eastern region and do not always take place at the same location/venue.
- There have been complaints about the volume level for in-person attendees at these meetings. There have been no complaints from virtual attendees.
- Due to the wide range of spaces, acoustics, and size of rooms being used, it was suggested that the Board consider a microphone/speaker system to enhance the volume for attendees.
- Whatever the solution, it must be portable, as meeting locations may change monthly. In addition, any solution must be compatible with the Meeting Owl system.
- Two quotes were received for portable desk microphones/stand speaker/amplifier, etc. (see attached), and we are awaiting the third quote.
- In speaking with three vendors, it was agreed that a microphone/speaker system would conflict with the Board's existing camera system, the Meeting Owl, as the Owl scans the room and records the source of the sound on camera.
- It was suggested that the Board consider headsets, and this option is currently being investigated.
- For now, staff will reconsider how the layout/set up of the meeting space is completed and investigate if a reconfiguration would help with hearing and volume

levels for those participating in person, i.e., remove the center table and bring the tables that are currently in the 'U-shape' closer together.

- Board members are encouraged to speak loudly and clearly when reporting and/or commenting during these meetings to ensure that all attendees can hear to the best of their ability.
- Feedback from Board members on the volume levels over the next couple of meetings would be greatly appreciated.

ATTACHMENTS:

- Quote from Eastern Audio
- Quote from Pro Audio Inc.



Job #: 5063000002
Bill To: Account #: 50630
Status: Heavy pencil
Cust: EASTERN REGIONAL SERVICE BOARD
Event:
PO#:

P.O. Box 997 - 5 Waterford Bridge Rd
St. John's Newfoundland - A1C - 5M3
Toll Free: 1-800-640-4691
Tel: 709-722-0864 - Fax: 709-722-8114
Web: <http://www.easternaudio.com>

Quotation

Quote Date: 22/01/25 1128

Provided By: BRIAN ELLSWORTH

| Bill To: | Prepared For: | Job Site: |
|--|--|---|
| EASTERN REGIONAL SERVICE BOARD 255 MAJORS PATH SUITE 3 ST. JOHN'S NL A1A 0L5 Contact: Accts Payable Email: Tel: | EASTERN REGIONAL SERVICE BOARD 255 MAJORS PATH SUITE 3 ST. JOHN'S NL A1A 0L5 Tel: Booking Contact Info: Contact: Holly Coles Tel: 709-579 - 7960 Cell: 709-697 - 2633 Email: hpower@ersbnl.ca | EASTERN REGIONAL SERVICE BOARD 255 MAJORS PATH SUITE 3 ST. JOHN'S Contact: Tel: |
| Delivery: at | Set By: at | |
| Start: at | End: at | |
| Pick-Up: at | | |

| QTY | Description | Unit Price | Days Charged | Total |
|-----|------------------------------------|------------|--------------|----------|
| 1 | HK Polar- 10 Tower Speaker | | | 1,099.00 |
| 4 | x Audix Table Mics @ \$120.00 each | | | 480.00 |
| 4 | x Table Stands @25.00 each | | | 100.00 |
| 6 | x 30' Mic Cables @ \$50.00 each | | | 300.00 |
| 1 | xZED6 Audio Mixer | | | 210.00 |

| | |
|--------------|-----------------|
| Rental | 0.00 |
| Sales | 0.00 |
| Sales Disc | -0.00 |
| Labour | 0.00 |
| Sundries | 2,189.00 |
| <hr/> | |
| Sub Total | 2,189.00 |
| HST | 328.35 |
| Total | 2,517.35 |

This quotation is valid for 14 days



Job #: 5063000002
Bill To: Account #: 50630
Status: Heavy pencil
Cust: EASTERN REGIONAL SERVICE BOARD
Event:
PO#:

P.O. Box 997 - 5 Waterford Bridge Rd
St. John's Newfoundland – A1C – 5M3
Toll Free: 1-800-640-4691
Tel: 709-722-0864 – Fax: 709-722-8114
Web: <http://www.easternaudio.com>

Terms and Conditions

Confirmation of booking – A signed copy of this quotation or a customer purchase order is a binding contract between both parties.

Payment terms – A deposit may be required by Eastern Audio Ltd when the booking is confirmed. If the customer is approved for credit, the balance owed is due 30 calendar days from the specified show end date. Otherwise, the balance is due upon receipt of the invoice. It is agreed that should payment not be made within 30 days of the date of the final invoice, interest charges will apply. Please note, if paying by credit card we accept American Express, MasterCard and Visa. For all credit card payments, we will charge a 3% service fee if the invoice is not settled within 14 days of the date of the final statement in addition to the interest charges as outlined above, if applicable.

Cancellation – In the event of full cancellation of all services and equipment within 30 days of the event delivery date, no cancellation fee will apply except for any costs incurred by Eastern Audio. In the event of full cancellation 15 to 29 days from the event delivery date, a fee of 50% of the confirmed AV contract will be charged. In the event of full cancellation 3 to 14 days from the event delivery date, a fee of 75% of the confirmed AV contract will be charged. In the event of full cancellation less than 3 days from the event delivery date, a fee of 100% of the confirmed AV contract will be charged. Partial cancellation of individual equipment items and services not yet delivered to the venue will not be charged.

Upon signing this quotation, the customer is indicating their understanding and acceptance of the full terms and conditions.

Prepared By: BRIAN ELLSWORTH
Eastern Audio Limited (1973)

Accepted By: Holly Coles
EASTERN REGIONAL SERVICE BOARD

Signature: _____

Signature: _____

Name: _____ BRIAN ELLSWORTH

Name: _____ Holly Coles

Title: _____ Account Manager

Title: _____

Date: _____ 22/01/25 1128

Date: _____

Quote Date: 22/01/25 1128
Quote Amount: 2,517.35

Thank You

Pro Audio Inc

PO Box 222 Upper Island Cove NL

(709) 728-5125 chad@proaudionl.com

A0A4E0

(709) 589-2878 www.proaudionl.com

Holly Power

Phone:

Invoice #

quote

Fax:

Invoice Date:

Jan 23,2025

Email:

| Item # | Description | Qty | Unit Price | Discount | |
|--------------|----------------------------------|-----|------------|------------------|-------------|
| 1 | Shure SM58 | 6 | | | |
| 2 | K&M Table stand | 6 | | | |
| 3 | K&M speaker stand | 1 | | | |
| 4 | Avante A10 1000w powered speaker | 1 | | | |
| 5 | 25ft Mic Cable | 12 | | | |
| 6 | 25ft 8ch digiflex sub snake | 1 | | | |
| 7 | mackie 12ch mixer | 1 | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | Invoice Subtotal | \$ 3,085.00 |
| | | | | Tax Rate | 15.00% |
| | | | | Sales Tax | \$ 462.75 |
| | | | | Other | |
| | | | | Deposit Received | |
| BN 893515874 | | | | TOTAL | \$ 3,547.75 |

EASTERN REGIONAL SERVICE BOARD
BRIEFING NOTE / REPORT

| | |
|----------------------|---|
| TITLE: | Joint Councils Update |
| MEETING DATE: | 2025-02-26 |
| TO: | Board / Finance & Audit / Strategy & Policy / Governance |
| PREPARED BY: | Holly Power, Board Clerk and Outreach Coordinator |
| REVIEWED BY: | Lynn Tucker, Chief Administrative Officer |
| APPROVED BY: | Lynn Tucker, Chief Administrative Officer |

RECOMMENDED ACTION:

No recommended action. For information purposes only.

MOTION:

N/A

BACKGROUND/DISCUSSION:

- The Southern Shore Joint Council (SSJC) last met on Thursday, February 5th.
- The lack of broadband and cellular service was discussed as a major issue in the area, so the joint council has agreed to reach out to Bell Aliant, along with their local MHA and MP, to request a meeting and discuss the matter further.
- The SSJC is scheduled to meet again on Thursday, March 6th.
- The Northeast Avalon Joint Council (NEAJC) continues to meet on the second Wednesday of every month with their last meeting held on Wednesday, January 8th.
- February's NEAJC was postponed to Wednesday, February 19th.
- The NEAJC has a presentation from Pollett Strategy Inc. scheduled for this meeting.
- The NEAJC Executive met on Friday morning, February 14th and made a list of prospective presenters for future meetings. They are taking their roles very seriously as they see great benefit in keeping the NEAJC active.
- A year-end social/BBQ is in the works for their June meeting before breaking for summer months and awaiting the general municipal election.
- All MHAs, RCMP, RNC, MPs and other delegates will continue to receive ongoing invitations to joint council meetings throughout the Eastern Region as communication and working together is key.

From: [Lynn Tucker](#)
To: [Steve Tessier](#); [Board Danny Breen](#); [Board Bill Antle](#); [Board Jill Bruce](#); [Board Maggie Burton](#); [Board Glenn Clarke](#); [Rod Delaney](#); [Board Ron Ellsworth](#); [Tom Davis](#); [Board Sandy Hickman](#); [Greg Noseworthy](#); [Board Kevin McDonald](#); [Jason O'Brien](#); [Board Sheilagh O'Leary](#); [Board Ophelia Ravencroft](#); [Board Carl Ridgeley](#); [gerard.tilley@conceptionbaysouth.ca](#); [Board Mark Vardy](#); [Board Larry Vaters](#); [Hilda Whelan \(TBS & Isthmus East\)](#)
Cc: [Holly Power](#); [Christie Dean](#); [Craig Drover](#)
Subject: Motion by Email for your review - Time Sensitive
Date: January 30, 2025 2:29:59 PM
Attachments: [Terra Nova Motors B.pdf](#)
[Hickman chrysler B.pdf](#)
[Avalon Ford B.pdf](#)
[Steele chrysler.pdf](#)
[Brief Note - Purchase of Pickup Truck for Whitbourne Depot JAN 30 2025.pdf](#)
Importance: High

Good afternoon, Everyone,

It was great to see you last evening at the Capital for the Board's regular monthly meeting. At last evening's meeting, the Finance & Audit Committee tabled a motion to purchase one 2024 GMC Sierra 1500 PRO for \$63,033.20; however, when staff contacted the dealership today, we were informed that the truck is no longer available. The quotes tabled were from December 2024.

The Board's Fleet Manager has since reached out to the four dealerships again and requested quotes for today. They are attached along with an updated brief note for your review. It is unfortunate that the truck is no longer available; however, to avoid this issue again, we are requesting that you consider the attached brief note and quotes and forward along your response to the motion below by 3:00 p.m. Friday, January 31st. The truck being recommended is a 2025. The motion tabled last evening was for a 2024 truck.

MOTION:

BE IT RESOLVED that the Board purchase one 2025 GMC Sierra 1500 PRO pick-up truck from Terra Nova Motors for \$70,166.65, including HST.

To ensure that the Board acquires the truck in a timely way, we are asking that you respond to this Motion by Email by 3:00 p.m. tomorrow, Friday, January 31st. The Board will ratify this motion at its next public meeting.

If you have any questions or concerns, please don't hesitate to reach out.

Thanks,
Lynn

Lynn Tucker
Chief Administrative Officer
Eastern Regional Service Board
255 Majors Path, Suite 3
St. John's, NL A1A 0L5
Tel: 709-579-7960
www.easternregionalserviceboard.com

ERSB customers and waste recovery facility users can now register to have our service alerts sent to them as they happen by text, voice or email. To register, visit our website or go to [Voyent Alerts](#).

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

| | |
|----------------------|---|
| TITLE: | Purchase of One 2025 GMC Sierra 1500 Pro Pick-up Truck for Whitbourne Depot Site |
| MEETING DATE: | 2025-01-30 |
| TO: | Board / Finance & Audit / Strategy & Policy / Governance |
| PREPARED BY: | Christie Dean, Director of Operations |
| REVIEWED BY: | Lynn Tucker, Chief Administrative Officer |
| APPROVED BY: | Lynn Tucker, Chief Administrative Officer |

RECOMMENDED ACTION:

Staff recommend the purchase of one 2025 GMC Sierra 1500 Pro pick-up truck from Terra Nova Motors for \$70,166.65 including HST.

MOTION:

BE IT RESOLVED that the Board purchase one 2025 GMC Sierra 1500 Pro pick-up truck from Terra Nova Motors for \$70,166.65 including HST.

BACKGROUND/DISCUSSION:

- A 2024 GMC Sierra Pro was approved last evening at the Board's regular monthly meeting at the cost of \$63,033.20. However, when contacted today, the Board was informed that the truck is no longer available. The tabled quotes were from December 2024.
- Therefore, motion being completed by email due to the timeliness of this purchase.
- The recommended vehicle will replace a 2016 Ford F-150 pick-up that is primarily used by the Operations Supervisor at the Whitbourne Depot site.
- The truck is used to visit each waste recovery facility monthly; to haul non-program tires to the regional landfill; to perform contractor compliance audits; to pick up supplies; etc.
- This vehicle will be sold as it is no longer dependable, and maintenance costs are increasing beyond acceptable.
- The recommended 2025 GMC Sierra 1500 Pro pick-up is not the lowest of four (4) obtained quotes.
- The lowest quote for a 2024 RAM 1500 Tradesman is NOT recommended. Repairs, maintenance, and down time expenses associated with the Board's former fleet of

four (4) RAM trucks that were purchased in 2014 were significantly higher than other pickups that the board has purchased.

- For example, multiple RAMs required the front-end CV shaft replaced; multiple rear-end axles had to be replaced; five (5) wheel bearings replaced; and all ignition modules had to be replaced; etc.
- The Sierra 1500 Pro meets the Board's requirements and includes a 5.3-liter motor, colour white, club cab, 18-inch wheels, black interior, and an integrated trailer brake so it can haul the Board's trailers.
- The GMC Sierra is a 2025 model and not a 2024 model.
- Following the last Board meeting, staff assessed the feasibility of electric vehicles/trucks for use at this site; however, due to the heavy loads and travel distances, an electric truck is not currently able to meet the Boards requirements.

Attachments

- Quotes from Avalon Ford, Hickman Crysler, Steele Crysler, and Terra Nova Motors

**THOSE WHO RESPONDED ELECTRONICALLY TO THE MOTION BY EMAIL
TO PURCHASE ONE (1) 2025 GMC SIERRA 1500 PRO PICK-UP TRUCK
FROM TERRA NOVA MOTORS**

MOTION: BE IT RESOLVED that the Board purchase one 2025 GMC Sierra 1500 PRO pick-up truck from Terra Nova Motors for \$70,166.65, including HST.

(Motion sent by email on Thursday, January 30, 2025)

IN FAVOUR

(Alphabetical order)

Bill Antle
Danny Breen
Jill Bruce
Tom Davis
Rod Delaney
Sandy Hickman
Kevin McDonald
Greg Noseworthy
Jason O'Brien
Sheilagh O'Leary
Carl Ridgeley
Gerard Tilley
Larry Vaters

AGAINST

(Alphabetical order)

None

NO RESPONSE

(Alphabetical order)

Maggie Burton
Glenn Clarke
Ron Ellsworth
Ophelia Ravencroft
Stephen Tessier
Mark Vardy
Hilda Whelan

Avalon Ford Sales

Tel: (709) 754-7500

Fax: (709) 754-7530

80 WYATT BLVD P.O. Box 8430 STN , St. John's, NL, A1B 3N9

Dealer #: B3303

GST/HST#: R121691695

Offer to Purchase prepared for: Eastern Regional Service Board

255 Major's Path Suite #3 St. John's NL A1A 0L5

1/30/2025

Prepared By: Keith Dawe

Phone: (709) 579-7960

Fax:

Quote #: **39355599**

| | | |
|---|--------------------------|----------------------------|
| 2024 Ford F-150 4x4 SuperCrew XLT - 157" WB | | FF212860 |
| Ext. Colour: | YZ96 - Oxford White | Body Style Pick up |
| Int. Colour: | MS4 - Black W/Medium Dar | |
| Total KMs: | 10 (anticipated) | |
| Warranty: | | Engine 3.5L V6 Ecoboost |
| In-Serv. Date: | | |
| VIN: | 1FTFW3L87RKE99778 | |
| Status: | Demo | Transmission Automatic |
| Sp. Status: | NA | Fuel Type Gas |

MSRP OPTIONS

| | |
|---|--------------------|
| W3L - F-150 4x4 SuperCrew XLT - 157" WB | \$71,800.00 |
| 153-0 - Front License Plate Bracket | \$0.00 |
| 16G - Black Vinyl Flooring | \$0.00 |
| 301A - Equipment Group 301A Standard | (\$1,750.00) |
| 44G - Transmission: Electronic 10-Speed Automatic | \$0.00 |
| 693 - Fleet Fuel Fill Delete | \$0.00 |
| 998 - Engine: 3.5L V6 Ecoboost | (\$1,100.00) |
| AIRTAX - Federal Air Conditioning Excise Tax | \$100.00 |
| CV - CV Lot Management | \$0.00 |
| FREIGHT - FREIGHT | \$2,395.00 |
| FUEL - Fuel Charge | \$0.00 |
| MS - Black W/Medium Dark Slate, Cloth 40/20/40 Fr | \$0.00 |
| X27 - 3.31 Axle Ratio | \$0.00 |
| Other MSRP Options | \$0.00 |
| TOTAL MSRP | \$71,445.00 |
| SALE PRICE | \$71,445.00 |

DEALER OPTIONS AND CHARGES

| | |
|---|--------------------|
| Tonneau Cover - Hardfold 6.5 VML3Z99501A42B | \$1,741.14 |
| Wheel Lock Chrome Plated | \$75.49 |
| Bedliner | \$695.00 |
| Admin | \$595.00 |
| Tire Tax (45) | \$45.00 |
| STANDARD PLUS - TIRE AND RIM - 3 YEAR -SAL | \$795.00 |
| Anti-Theft (Etch) - SAL | \$299.00 |
| Key and Remote - SAL | \$349.00 |
| Other Dealer Options | (\$9,000.00) |
| TOTAL SALES PRICE: | \$67,039.63 |
| LESS: TRADE ALLOWANCE | \$0.00 |
| PLUS: LEASE SHORTFALL ON TRADE | \$0.00 |
| NET DIFFERENCE: | \$67,039.63 |
| GST: | \$0.00 |
| PST: | \$0.00 |
| HST: | \$10,055.94 |
| License Fee | \$90.00 |
| LIEN PAYOUT / CASHBACK: | \$0.00 |
| TOTAL PURCHASE PRICE: | \$77,185.57 |
| Less Deposit: () | \$0.00 |
| AMOUNT DUE ON DELIVERY: | \$77,185.57 |

| TRADE DISCLOSURE: | | |
|----------------------|--------|--|
| Year Make Model | | Trade-in(s) listed is/are part of this transaction. Any attached Trade Appraisals (one appraisal per VIN) executed by both parties, form part of this agreement. In case of differences between this section and any trade appraisal(s), this section is deemed to be correct. |
| VIN | | |
| KMs | | |
| Colour | | |
| Lien/Cashback pay to | | |
| Lien / Cashback | \$0.00 | |
| Assigned Value(s) | \$0.00 | |
| Trade Downpayment | \$0.00 | |
| Payable To Customer | \$0.00 | |

Prices are only valid for the month they are quoted in unless otherwise stated. All quotations subject to Management Approval (and OAC if applicable) Salesperson is not authorized to approve this quote. Trade subject to re-inspection upon completion of this transaction. As Trade Seller I am responsible for the trade payout amount and its accuracy.

I have read the terms on this page and the accompanying Conditions Of Sale and agree that the same are hereby incorporated by relevance and shall constitute a part of this agreement as fully as if above Purchaser's signature.

I agree that this Agreement will only be effective when signed by an authorized representative of your dealership and that no promises other than written in this Agreement have been made to me and no other agreement or understanding of any nature concerning the same has been made or entered into or will be recognized. This Agreement is binding and constitutes an agreement on the part of the Dealer and Purchaser when it is accepted in writing by the Dealer or Sales manager.

I hereby acknowledge receipt of a copy of this Agreement.

Continued on Pages 2 and 3...

I / WE HEREBY OFFER TO PURCHASE THE ABOVE VEHICLE SUBJECT TO THE TERMS & CONDITIONS AS EXPRESSED IN THIS AGREEMENT.

Comments and Promises,
Restrictions, Limitations and Conditions:



DEAL SUMMARY
DESKIT CUST# 20345712 | DMS CUST#

4959120
DEAL#

PA1205
STOCK#

20 Peet Street PO BOX 8340, St. John's, NL, A1B 3N7, Tel:7097574364 Fax:709-726-7134

F&I Manager:

BUYER
Eastern Services Board Kevin
Butt
3302162

DATE OF SALE

LIC.

YEAR TYPE MAKE MODEL MFR MOD CODE
2025 New Ram 1500 DT6L41
TRIM PKG EXT. COLOR
Tradesman 4x4 Quad Cab 6'4" Box 23A Bright White
INT. COLOR VIN
Cloth Front 40/20/40 Split Bench 1C6RRFCG3SN558270
IN SERVICE DATE MAX DIST. TRAV. DELIVERY DATE
59 KMs

VEHICLE AND OPTIONS

| | |
|---|---------------|
| Basic MSRP | \$60,445.00 |
| OFF-ROAD GROUP | \$1,495.00 |
| TRADESMAN LEVEL 1 EQUIPMENT GROUP | \$1,595.00 |
| MOPAR FRT & RR ALL-WEATHER FLR MATS | \$195.00 |
| TRAILER BRAKE CONTROL | \$440.00 |
| LOCKING LUG NUTS | \$191.13 |
| RUNNING BOARDS | \$1,299.00 |
| 17 ADDITIONAL LITRES OF GAS, CUSTOMER PREFERRED | 0.00 |
| PACKAGE 2TA, BRIGHT WHITE, CLOTH FRONT 40/20/40 SPLIT | |
| BENCH, 8-SPEED AUTOMATIC TRANSMISSION, 3.6L PENTASTAR | |
| VVT V6 W/ ETORQUE, CUSTOMER PREFERRED PACKAGE 23A, | |
| P2434G1 | (-\$4,000.00) |
| Destination | \$2,195.00 |
| Air Tax | \$100.00 |
| Total MSRP | \$63,955.13 |
| Adjustment | -\$2,502.92 |

PRICE INFORMATION

| | |
|-----------------------------------|--------------------|
| Total Vehicle Price | \$61,452.21 |
| Invisitrak Theft Deterrent System | \$199.00 |
| Document Fee | \$549.00 |
| Fuel Charge | \$100.00 |
| Tire Levy | \$45.00 |
| Subtotal | \$62,345.21 |
| HST | 15% |
| Subtotal | \$9,351.78 |
| Subtotal | \$71,696.99 |
| License Fee | \$90.00 |
| Subtotal | \$90.00 |
| TOTAL | \$71,786.99 |

REMARKS

I / We have reviewed the above disclosure and agree to the vehicle, price and payment information as declared.

Eastern Services Board Kevin Butt Signature

Signature
Authorized Rep #

Sean Ryan Signature
Prov License #2512



STEELE ST. JOHN'S CHRYSLER
DODGE JEEP RAM LIMITED
709 TOPSAIL ROAD
ST. JOHN'S, NL, A1C 5N2

Rep: BEN STRICKLAND
Phone: (709) 748-2110
Fax:

Date: 01/30/2025
Key: 11272
Tax: NL

Vehicle

2024 RAM 1500 TRADESMAN
Stock T127238
VIN 1C6SRFGT7RN127238
Type New Vehicle
Model DT6L98
Number
Exterior Bright White Clear Coat
Interior Black
Engine 5.7L V8 HEMI MDS VVT eTorque Engine
Transmission 8-Spd Auto 8HP75 Trans
Odometer 323

Options

Base Price \$59,215.00
27A - Customer Preferred Package \$0.00
27A
EZL - 5.7L V8 HEMI MDS VVT eTorque Engine \$3,195.00
DFR - 8-Spd Auto 8HP75 Trans \$0.00
PW7 - Bright White Clear Coat \$0.00
APA - Monotone Paint \$0.00
XAN - Blind Spot and Cross Path Detection \$600.00
NAS - 50 State Emissions \$0.00
MWH - Rear Wheelhouse Liners \$0.00
DSA - Anti-Spin Differential Rear Axle \$595.00
DMH - 3.92 Rear Axle Ratio \$195.00
A61 - Tradesman Level 1 Equipment Group \$0.00
4H4 - Special Scheduling Condition VII \$0.00
ANT - Bed Utility Group \$1,445.00
XHC - Trailer Brake Control \$395.00
AJ1 - Level 1 Safety Group \$1,195.00
XFH - Class IV Receiver Hitch \$495.00
ADB - Protection Group \$325.00
YGV - 4.5 Additional Gallons of Gas \$0.00
ALX \$1,495.00
4EX - Sales Tracking \$0.00
5N6 - Easy Order \$0.00
*V9 - Cloth 40/20/40 Bench Seat \$0.00
-X9 - Black \$0.00
Selling Price \$69,150.00

Customer

| | | | |
|--------|-----------------|---------------|----------------|
| Name | KEVIN BUTT | Lead | Phone |
| Code | 144975 | Cell | (709) 330-2162 |
| Email | kbutt@ersbnl.ca | Contract Date | 12/19/2024 |
| Source | Self-Generated | Payment Date | 01/02/2025 |

Purchase

| | | | |
|---------------------------|--------------------|----------------------------|--------------------|
| Selling Price | \$69,150.00 | 24StepsA | \$1,099.00 |
| Dealer Discount | (\$13,830.00) | Side Steps Black (A) | |
| DELIVERY | \$0.00 | Security Glass | \$199.00 |
| Doc Fee | \$599.00 | Security Glass | |
| License | \$90.00 | FCA TIRE AND RIM (4yr) | \$799.00 |
| Tire Levy | \$45.00 | S064 | |
| Base Selling Price | \$56,054.00 | Total Selling Price | \$66,860.15 |
| HST | \$8,709.15 | | |
| Luxury Tax | \$0.00 | | |
| Sub-Total | \$64,763.15 | | |

Finance Bi-Weekly

Bank Of Nova Scotia, BiWeekly Payments, No Programs Selected, IncludingPPSA, NLTaxes

| | | | | | |
|-----------|--------------|--------------------------|-----------|--------------|--------------------------|
| 72 | \$505 | <input type="checkbox"/> | 96 | \$399 | <input type="checkbox"/> |
| Term | Payment | | Term | Payment | |
| Payments | 156 | | Payments | 208 | |
| Delivery | \$0 | | Delivery | \$0 | |
| Rate | 5.49% | | Rate | 5.49% | |
| 84 | \$444 | <input type="checkbox"/> | | | |
| Term | Payment | | | | |
| Payments | 182 | | | | |
| Delivery | \$0 | | | | |
| Rate | 5.49% | | | | |

I / We have reviewed the above disclosure and agree to the vehicle, price and payment information as declared.

Offer based on approved credit. Manufacturer programs subject to change without notice. All deposits Non-Refundable.

X
KEVIN BUTT

X
Dealer Acceptance



TERRA NOVA MOTORS LIMITED
595 KENMOUNT ROAD
ST. JOHN'S, NL, A1B 3P9

Rep: KEVIN NELDER
Phone: (709) 364-4130
Fax: 699 1327

Date: 01/30/2025
Key: 45227
Tax: NL

Vehicle

2025 GMC SIERRA 1500 PRO



| | |
|--------------|-------------------------------|
| Stock | 250118 |
| VIN | 1GTUUAED3SZ122518 |
| Type | New Vehicle |
| Model Number | TK10743 |
| Exterior | SUMMIT WHITE |
| Interior | JET BLACK, CLOTH SEAT TRIM |
| Engine | 5.3L ECOTEC3 V8 |
| Transmission | 10-SPD AUTOMATIC TRANSMISSION |
| Drive | Four Wheel Drive |
| Body | 4WD Crew Cab 157" |
| Odometer | 18 |

Customer

| | | | |
|----------------|--------------------------------|---------------|----------------|
| Name | Eastern Regional Service Board | Lead | Not Set |
| Address | 255 Majors Path , Suite 3 | Business | (709) 579-7960 |
| City, Province | ST. John's, NL | Cell | (709) 330-2162 |
| Postal Code | A1A 0L5 | Contract Date | 01/30/2025 |
| Code | 572261 | Payment Date | 01/30/2025 |
| Email | kbutt@ersbnl.ca | | |

Cash

| | | | |
|------------------|--------------------|---|--------------------|
| Selling Price | \$70,066.00 | HST Taxable | \$61,371.00 |
| Fleet Discount | (\$6,750.00) | HST 15% | \$9,205.65 |
| Discount | (\$2,000.00) | Luxury Tax Taxable | \$0.00 |
| Fuel | \$0.00 | Luxury Tax 10% | \$0.00 |
| License Fee | \$90.00 | Payout Lien Amount | \$0.00 |
| Admin Fee New | \$10.00 | GM CA - 2025 Business Choice(\$500.00) | |
| Tire Levy | \$45.00 | Program Option D - \$500 Cash Incentive (BSD), 2025-407-D | |
| Other fee | \$0.00 | Cash Down | \$0.00 |
| Trade | \$0.00 | Total Balance Due | \$70,166.65 |
| Sub-Total | \$61,461.00 | Amount Received | \$0.00 |
| | | Due on Delivery | \$70,166.65 |

I / We have reviewed the above disclosure and agree to the vehicle, price and payment information as declared.

X

Eastern Regional Service Board

X

Dealer Acceptance

JAN 31 2025

DOC/2025/00282

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

Dear Mr. Tessier:

RE: Capital Investment Plan Approval

Please be advised that the Canada Community Building Fund (CCBF) Committee has approved the project listed on the Board's Capital Investment Plan as **Closure of Clarenville Waste Disposal Site (Phase II) and Waste Recovery Facility Upgrade**. These funds are provided through the CCBF allocated to the Provincial Solid Waste Management Strategy. Please note, this approval is subject to the Board's acceptance of the terms and conditions set out in the Ultimate Recipient Gas Tax Agreement, which is attached. The following table outlines the funding approval details:

| Project Number | Project Category | Project Title | Total Approved Canada Community Building Funding |
|------------------|------------------|---|--|
| 17-WSTM-25-00000 | Solid Waste | Closure of Clarenville WDS (Phase II) and WRF Upgrade | \$1,042,860 |

| Outcome | Outcome Measure | Quantitative Measure |
|-------------------|---|----------------------|
| Clean Environment | # of projects that resulted in improved solid waste practices | 1 |

If the scope or costs of the project change, the funding approved for the project cannot be spent until the Board is provided with subsequent approval to do so, based on submission and approval of a revised Capital Investment Plan Application. All funding approvals are subject to receipt of funds from Infrastructure Canada and the availability of provincial budgetary appropriations for the fiscal year in which a payment is to be made.

The above project requires the installation of an Infrastructure Project Sign. For more information, please refer to the Infrastructure Project Sign Design and Installation Guidelines at <https://www.infrastructure.qc.ca/pub/siQnage-panneaux/intro-eng.html>.

All approved projects must be completed in accordance with all applicable legislation, rules, and regulations, relevant policies and procedures, including the **Public Procurement Act**. As part of the Ultimate Recipient Annual Report, the Board's auditor will express an opinion on its compliance with the Agreement.

Should the Board have any questions please contact the CCBF Secretariat by phone at 1-877-729-4393 or by email: ccbf@gov.nl.ca.

Sincerely,



JOHN HAGGIE, MB. ChB. MD, FRCS
Minister of Municipal and Provincial Affairs
MHA – District of Gander

cc: Lloyd Parrott, MHA, District of Terra Nova
Christa Curnew, Manager of Waste Management Infrastructure, ECC

From: [Holly Power](#)
To: [Holly Power](#)
Bcc: [Bill Antle](#); [Carl Ridgeley](#); [Danny Breen](#); [Gerard Tilley](#); [Glenn Clarke](#); [Glenn Clarke](#); [Greg Noseworthy](#); [Hilda Whelan](#); [Hilda Whelan*](#); [Jason O'Brien](#); [Jill Bruce](#); [Kevin McDonald](#); [Larry Vaters](#); [Maggie Burton](#); [Mark Vardy](#); [Ophelia R.](#); [Ophelia Ravencroft](#); [Rod Delaney](#); [Ron Ellsworth](#); [Sandy Hickman](#); [Sheilagh O'Leary](#); [Steve Tessier](#); [Christie Dean](#); [Craig Drover](#); [Lynn Tucker](#)
Subject: Motion By Email: Accepting Capital Funding
Date: February 6, 2025 12:35:00 PM

Good afternoon!

The Board just received the Canada Community-Building Fund Administrative Agreement from the Government of Newfoundland and Labrador related to Phase II of the closure of the Clarenville waste disposal site and the upgrade of the waste recovery facility. The application for the funding was approved in October 2024 by motion 2024-062 which stated - *that the Board make a request for capital funding to the Government of Newfoundland and Labrador in the amount of \$1,000,000.00 (plus HST) for the environmental closure of the former Clarenville Waste Disposal Site.*

MOTION:

BE IT RESOLVED that the Board accept the capital funding *for Project Number – 17-WSTM-25-00000 – Closure of Clarenville Waste Disposal Site (Phase II) and Waste Recovery Facility Upgrade* from the Canada Community-Building Fund in the amount of \$1,150,000 less rebates of \$107,140.

To ensure that the Board accepts the funding in a timely way, we are asking that you respond to this Motion by Email by 3:00 p.m. tomorrow, Friday, February 7th. The Board will ratify this motion at its next public meeting.

If you have any questions or concerns, please don't hesitate to reach out.

Craig

HOLLY POWER

EASTERN REGIONAL SERVICE BOARD
Board Clerk | Outreach Coordinator
255 Majors Path, Suite 3, St. John's, NL A1A 0L5
O. 709-579-7960 | C. 709-697-2633 | F. 709-579-5392 | hpower@ersbnl.ca | www.easternregionalserviceboard.com



ERSB customers and waste recovery facility users can now register to have our service alerts sent to them as they happen by text, voice or email. To register, visit our website or go to

**THOSE WHO RESPONDED ELECTRONICALLY TO THE MOTION BY EMAIL
TO ACCEPT CAPITAL FUNDING FOR THE CLOSURE OF THE CLARENVILLE
WASTE DISPOSAL SITE AND TO UPGRADE THE WASTE RECOVERY
FACILITY.**

MOTION: BE IT RESOLVED that the Board accept the capital funding *for Project Number – 17-WSTM-25-00000 – Closure of Clarenville Waste Disposal Site (Phase II) and Waste Recovery Facility Upgrade* from the Canada Community-Building Fund in the amount of \$1,150,000 less rebates of \$107,140.

(Motion sent by email on Thursday, February 6, 2025)

IN FAVOUR

(Alphabetical order)

Bill Antle
Jill Bruce
Glenn Clarke
Tom Davis
Rod Delaney
Sandy Hickman
Jason O'Brien
Sheilagh O'Leary
Ophelia Ravencroft
Carl Ridgeley
Stephen Tessier
Gerard Tilley
Mark Vardy
Larry Vaters
Hilda Whelan

AGAINST

(Alphabetical order)

None

NO RESPONSE

(Alphabetical order)

Danny Breen
Maggie Burton
Ron Ellsworth
Kevin McDonald
Greg Noseworthy