

**BOARD OF DIRECTORS MEETING
MINUTES**

Meeting #104

Wednesday, February 22, 2023, 7:00 p.m.

Holiday Inn Express, St. John's, NL

In Attendance: Chairperson Stephen Tessier
Councillor Sandy Hickman
Deputy Mayor Kevin McDonald
LSD Chairperson Wesley Drodge
Mayor Hilda Whelan
Councillor Carl Ridgeley
Councillor Jamie Korab
Councillor Glenn Clarke
Councillor Bill Antle
Councillor Nathan Ryan
Councillor Larry Vaters
Mayor Mark Vardy
Mayor Rod Delaney
Councillor Jill Bruce
Councillor Ron Ellsworth

Regrets: Councillor Ian Froude
Councillor Ophelia Ravencroft
Councillor Maggie Burton
Councillor Gerard Tilley
Deputy Mayor Sheilagh O'Leary
Vice Chairperson Mayor Danny Breen

Other Attendees: Ms. Lynn Tucker
Mr. Craig Drover
Ms. Christie Dean
Ms. Holly Power

1. **Call to Order**

Mr. Tessier, Chairperson, called the meeting to order at 7:00 p.m.

2. **Adoption of Agenda**

The agenda was tabled for approval.

MOTION 2023-012

Moved By Mr. Ellsworth

Seconded By Mr. Ridgeley

BE IT RESOLVED that the agenda be adopted as tabled.

Carried Unanimously

3. **Review of Minutes**

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

MOTION 2023-013

Moved By Mr. Hickman

Seconded By Mr. Vaters

BE IT RESOLVED that the minutes from the January 25, 2023 meeting be adopted as tabled.

Carried Unanimously

4. **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 2023 were tabled for review and approval. There were no questions or concerns.

MOTION 2023-014

Moved By Mr. Hickman

Seconded By Mr. Delaney

BE IT RESOLVED that the Board adopt the expenditures for the month of January 2023 as tabled.

Carried Unanimously

2. Incorporated Towns Payment Activity Report

An update on the incorporated towns' payment activity dated February 2, 2023, was provided. There were no questions or concerns.

3. Award of Southern Shore Waste Services Tender

Mr. Hickman referred to the documents that were included in the meeting package.

He informed members that the waste services contract for the Southern Shore area will expire on June 30, 2023. As both one-year extensions have been exercised, staff are recommending that the Board award the 36-month contract beginning July 1, 2023 to the lowest bidder, T2 Ventures, Inc.

MOTION 2023-015

Moved By Mr. Hickman

Seconded By Ms. Bruce

BE IT RESOLVED that the Board award the Southern Shore contract beginning July 1, 2023 for 36 months for the value of \$1,489,020.00 including HST to the lowest bidder, T2 Ventures, Inc.

Carried Unanimously

Mr. Ryan joined the meeting at 7:04 p.m.

4. Award of Bay de Grave Waste Services Tender

Mr. Hickman referred to the documents that were included in the meeting package.

He informed members that the waste services contract for the Bay de Grave area will expire on June 30, 2023. As both one-year extensions have been exercised, staff are recommending that the Board award the 36-month contract beginning July 1, 2023, to the lowest bidder, Around the Bay Disposal, Inc.

Staff noted that the two bids received for this tender were close, which indicates the amount tendered is reasonable and accurate.

MOTION 2023-016

Moved By Mr. Hickman

Seconded By Mr. Ridgeley

BE IT RESOLVED that the Board award the Bay de Grave Area contract beginning July 1, 2023 for 36 months for the value of \$435,797.28, including HST, to the lowest bidder, Around the Bay Disposal, Inc.

Carried Unanimously

5. 2022 Audit Progress Report

Mr. Hickman noted that the 2022 audit is ongoing and proceeding in a timely manner. The auditors expect to have draft financial statements ready for the March Committee meeting.

There were no questions or concerns.

b) Strategy & Policy Committee

Mr. Korab, Committee member, delivered the Strategy and Policy Committee report.

**1. Deferred Motion: Household Hazardous Waste (HHW) Program –
Replacing \$1,000 Stipend with a Gift for Participating Communities**

Following discussion at the Board meeting of January 25th, it was agreed to defer this motion and to send it back to the Strategy & Policy Committee for further review.

Mr. Korab referred to the updated briefing note that was included in the meeting package.

After extensive deliberation at the Committee meeting, the recommendation is to provide an in-kind donation to the participating community and/or fire department. This will be done following consultation with the participating community and/or fire department. It was agreed the in-kind donation should lie within the Board's mandate.

MOTION 2023-017

Moved By Mr. Korab

Seconded By Mr. Vardy

BE IT RESOLVED that the Board discontinue the \$1000 stipend paid to participating volunteer fire departments for their assistance with the HHW program. Instead, beginning in 2024, the Board will provide an in-kind donation of similar value (up to \$1000) following consultation with the host community and the participating fire department to ensure the donation is in line with the Board's mandate.

Carried Unanimously

2. Implementing Clear Garbage Bag Policy Effective January 1, 2024

Mr. Korab referred to the briefing note that was provided in the meeting package.

The Committee discussed the benefits of implementing a clear garbage bag policy that included increased recycling participation and safer working conditions for waste collectors.

It was agreed that the Board needs to begin communicating this policy as soon as possible to educate residents and to ensure they are provided with a transition period to use up their green or dark garbage bags. It is important as well to ensure residents are provided with information on proper recycling guidelines to ensure greater participation. Residents will be allowed one privacy bag weekly.

Mr. Korab noted that the Committee will begin work on developing a policy document as well as communication materials for residents to ensure they are aware of this policy change for January 1, 2024. Once completed, these materials will be brought to the Board for final approval.

MOTION 2023-018

Moved By Mr. Korab

Seconded By Ms. Bruce

BE IT RESOLVED that the Board adopt a policy that all curbside material be in clear/transparent bags, except for one privacy bag, effective January 1, 2024.

Carried Unanimously

3. Exemption Policy Review

Mr. Korab referred to the briefing note that was included in the meeting package. He reminded members that this policy review had initially begun in 2020; however, it was suspended due to the ongoing pandemic, etc.

Mr. Korab noted that the current policy is not working and must be updated to ensure it is fair and works for residents and communities of the Eastern region. Therefore, members were encouraged to review the information that was provided and to send along any suggestions to the CAO. The Committee will continue to work on developing a policy that is reasonable, affordable, and fair for residents and staff.

Once the draft is complete, it will be brought forward for final consideration.

4. DRAFT Strategic Plan 2023-2027

Mr. Korab referred to the briefing note that was included in the meeting package.

He noted that the planning and consultation process for the Board's 2023-2027 plan was very valuable and insightful as consultation sessions were held with the Board and with staff.

The Board also consulted with communities in the Eastern region by use of a survey. There were several interesting results from the survey which helped guide the strategic planning process.

A rough draft of the Board's strategic plan was tabled at the Committee meeting. However, it was noted that the plan remains in draft format due to the likelihood that the Board will be provided with additional geographic area(s), and possibly additional services. It is difficult to finalize a five-year plan without some confirmation of these items.

The Committee will continue to work on the strategic plan and will bring it to the Board once finalized.

5. Q4 Waste Operations Report

Mr. Korab referred to the briefing note that was included in the meeting package and noted that staff were pleased with the last quarter of 2022.

The Q4 Waste Operations Report shows that there were more materials diverted in 2022 than 2021, even with a slight decrease in the number of client visitations at the Board's facilities.

Staff also noted an increase in illegal dumping and vandalism at the waste recovery facilities. Unfortunately, because of this the Board can no longer accept electronic recyclables at its Cavendish, Harbour Grace, or Old Perlican sites.

The report also noted that participation as well as the quantity of materials collected at the Board's mobile HHW events was higher in 2022 than in 2021.

There were no questions or concerns about the Q4 Waste Operations Report.

6. Q4 Water/Wastewater Report

Mr. Korab referred to the Q4 Water/Wastewater Report that was included in the meeting package.

There were no questions or concerns on this report.

7. Province Issued Request for Proposals (RFP) for Terms of Reference for Consultant Services Related to Waste Management Assessment in the Discovery Region

Mr. Korab reported that the province issued an RFP for Terms of Reference for Consultant Services Related to Waste Management Assessment in the Discovery Region in December 2022.

Recently, the Board was contacted by a Junior Technologist from Englobe requesting to visit the Clarendville Transfer Station; therefore, the work has begun.

Staff have reached out to the province's Manager for Waste Management Infrastructure with an offer to provide any information or data that they may require.

c) Governance Committee

Mr. McDonald, Committee Chair, delivered the Governance Committee report.

1. Deferred Motion: Meeting Management Software

At the Board meeting of January 25th, it was agreed that this motion be deferred and sent back to the Governance Committee to allow for further investigation and deliberation.

Mr. McDonald referred to the updated briefing note that was included in the meeting package.

He informed the Board that staff reached out to the IT Department at the City of St. John's, as well as several other municipalities, to ensure that Board members could have this software on their municipally owned electronic devices without any security concerns.

In addition, staff tested the OnBoard login through the Windows version of the software as well as using the OnBoard webpage for login. Both were easy to use and provided similar capabilities. Therefore, any Board member who does not want to download the OnBoard app can easily access the software using their browser.

Therefore, there is no reason not to proceed with the switch to OnBoard meeting management software.

Motion 2023-019

Moved By Mr. McDonald

Seconded By Mr. Vaters

BE IT RESOLVED that the Board accepts the offer from OnBoard for meeting management software for \$12,500 recurring per year plus HST.

Carried Unanimously

2. Workplace NL Reports – Incidents/Issues and Submission of Annual Report

Mr. McDonald referred to the reports that were included in the meeting package. Review of these documents confirmed that there have been no workplace injury claims for the period of the last three years plus current year.

In addition, Mr. McDonald confirmed that the three annual reports required by Workplace NL have been submitted before the deadline of February 28th.

Members were pleased that staff continue to make safety a priority in their workplaces.

3. Board Professional Development Plan 2023

Mr. McDonald referred to the documents that were provided in tonight's meeting package.

Members will see that the Board's guidelines and budget for professional development were included along with a list of suggested professional development opportunities for this year.

Motion 2023-020

Moved By Mr. McDonald

Seconded By Ms. Whelan

BE IT RESOLVED the Board send the Chair and two members to each of the following events: (1) Canadian SWANA Northern Lights Chapter Annual Conference, Yellowknife, June 13-16, 2023; 2) Annual SWANA WasteCon, Boston, September 27-29, 2023; and the, (3) Canadian SWANA Conference, Niagara Falls, April 3-5, 2024.

Carried Unanimously

4. Joint Council Report

Mr. McDonald referred to the briefing note that was included in the meeting package for members' review.

The report noted that the Joint Council of Conception Bay North held their election of officers for the positions of Chair and Vice Chair at their last meeting. The Board sent congratulatory letters to both individuals and welcomes the opportunity to work with them over their tenure.

He also reported that the Board's Clerk, Chair, and CAO accompanied Director Wesley Drodge in meeting with the communities in the Smith Sound and Isthmus area on January 31st to discuss the Board's services and the possibility of re-convening their joint council.

The meeting was well attended and positive and opened the lines of communication between the communities and the Board. In addition, community representatives seemed receptive to the reconvening of their joint council or working group. The Board's Clerk will initiate a meeting in the coming months.

6. Correspondence

- a.** Mr. Tessier informed the Board that a letter was written to Minister Hogan as a follow-up to their last meeting. A copy of this letter will be provided in the next meeting package.
- b.** Mr. Tessier informed the Board that congratulatory letters have been written to the newly elected Chair and Vice Chair of the Joint Councils of Conception Bay North and copies will be included in the next meeting package.

7. New Business

- a.** Mr. Tessier reported on the meeting held in Clarenville on January 31st with the Smith Sound and Isthmus area representatives. The meeting was successful and provided an opportunity for area representatives and the Board to share information, discuss available services as well as address issues and concerns with their current waste service. In addition, there was discussion regarding the policies at the Board's transfer station and the waste recovery facility in Clarenville.

Mr. Drodge reported positive feedback from attendees in the area and all seem to be looking forward to a positive working relationship moving forward.

- b. Mr. Tessier thanked Director Nathan Ryan of the Southern Shore for his assistance in communicating information about the fire and emergency services program offered by the Board.

Mr. Tessier reminded members that the Board will partner with communities who provide fire and emergency services (FES) to areas outside their boundaries to collect the FES fees on their behalf in these areas. There is no cost to the community for this service.

The Board will invoice the customers in these areas and collect the fee assessed by the community. The full fire and emergency services fee is remitted to the community. The Board does apply a reasonable administration fee to the invoice; however, the customer pays that amount, not the community providing the service.

8. **Roundtable Discussion**

- a. Mr. Drodge informed members that the feasibility study for the fourteen communities that are looking to incorporate is underway and will be posted shortly.
- b. Mr. Ellsworth commented on the upcoming changes to the conflict-of-interest guidelines for public officials that come into effect on March 1st. He wondered how this may affect Board members as they perform their duties. Staff were directed to get information on these changes and report back at the March Board meeting.
- c. Ms. Tucker reminded members of the Board's mandate of waste diversion. Waste prevention and recycling are proven ways to reduce greenhouse gas emissions for businesses and individuals. We can all do our part by reducing the amount of waste each of us produces.
- d. Mr. Vaters was pleased to report that work is underway on the Town of Paradise's new lift station #10. It will be one of the largest lift stations in the province, comparable to the one in Goulds. He was also pleased to report that the Town is involved with the 2025 Canada Games.
- e. Mr. Delaney inquired whether the Board has a role to play with the Town of Brigus and the recent issues they are having with their fire department.

Discussion ensued and it was agreed that this does not fall within the Board's mandate.

- f. Ms. Dean noted that she has recently participated in a focus group with Canadian Councils of Ministers of the Environment (CCME) regarding the disposal of used fishing gear. Preparations have begun for a federal plan for the proper disposal of such material.

9. **Upcoming Meetings**

Board members were reminded of the following Board and Committees Meetings:

- a) The next meeting of the Board of Directors will take place on Wednesday, March 29, 2023 at 7:00 p.m.
- b) The next meeting of the Finance & Audit Committee will take place on Thursday, March 9, 2023 at 12:30 p.m.
- c) The next meeting of the Strategy & Policy Committee will take place on Tuesday, March 7, 2023 at 1:30 p.m.
- d) The next meeting of the Governance Committee will take place on Tuesday, March 21, 2023 at 10:30 a.m.

10. **Adjournment**

MOTION 2023-021

Moved By Mr. Tessier

Seconded By Mr. Ellsworth

Seeing no further business to be discussed, **BE IT RESOLVED** that the meeting adjourned at 7:49 p.m.

Carried Unanimously

Ms. Holly Power
Board Clerk and Outreach Coordinator

Mr. Stephen Tessier
Chairperson

Eastern Regional Service Board

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

Cheques from 0000000001 to 0000011160 dated between 01-01-2023 and 01-31-2023

CHEQUE REGISTER

Printed: 10:44:16AM 02/01/2023

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Number	Issued		Amount	SC	Status	Status Date
0000011108	01/04/2023	Around The Bay Disposals Inc.	95,449.94	A/P	CLEARED	01/10/2023
0000011109	01/04/2023	Bell Aliant	2,199.17	A/P	CLEARED	01/17/2023
0000011110	01/04/2023	Coish's Trucking & Excavating Ltd.	17,895.50	A/P	OUT-STD	01/04/2023
0000011111	01/04/2023	Colin Rideout	127.94	A/P	CLEARED	01/13/2023
0000011112	01/04/2023	De Lage Landen Financial Services Canada Ltd.	361.94	A/P	CLEARED	01/11/2023
0000011113	01/04/2023	Dodd's Diesel Repair Ltd.	99.42	A/P	CLEARED	01/10/2023
0000011114	01/04/2023	eSCRIBE Software Ltd.	12,271.54	A/P	OUT-STD	01/04/2023
0000011115	01/04/2023	GFL Environmental Services Inc.	2,277.26	A/P	CLEARED	01/12/2023
0000011116	01/04/2023	Glenn Clarke	362.40	A/P	CLEARED	01/12/2023
0000011117	01/04/2023	Harbour Construction Limited	2,137.57	A/P	CLEARED	01/11/2023
0000011118	01/04/2023	Holly Power	50.06	A/P	CLEARED	01/05/2023
0000011119	01/04/2023	Jenkins Anthony Inc.	7,053.44	A/P	CLEARED	01/18/2023
0000011120	01/04/2023	Kevin Butt	108.77	A/P	CLEARED	01/13/2023
0000011121	01/04/2023	Miller IT Limited	1,034.59	A/P	CLEARED	01/10/2023
0000011122	01/04/2023	T2 Ventures Inc.	262,528.35	A/P	CLEARED	01/06/2023
0000011123	01/04/2023	The Business Post	1,109.98	A/P	CLEARED	01/13/2023
0000011124	01/04/2023	TownSuite Municipal Software Inc.	11,329.28	A/P	CLEARED	01/10/2023
0000011134	01/18/2023	Newfoundland Exchequer Account	4,262.31	G/L	CLEARED	01/27/2023
0000011135	01/18/2023	62167 Newfoundland and Labrador Inc	7,380.30	A/P	OUT-STD	01/18/2023
0000011136	01/18/2023	Bell Conferencing Inc.	19.78	A/P	OUT-STD	01/18/2023
0000011137	01/18/2023	City of St. John's	33,273.12	A/P	CLEARED	01/26/2023
0000011138	01/18/2023	Concord Enterprises Inc.	4,858.75	A/P	CLEARED	01/26/2023
0000011139	01/18/2023	De Lage Landen Financial Services Canada Ltd.	361.94	A/P	CLEARED	01/27/2023
0000011140	01/18/2023	Dodd's Diesel Repair Ltd.	19,732.15	A/P	OUT-STD	01/18/2023
0000011141	01/18/2023	Dodd's Diesel Repair Ltd.	10,963.67	A/P	OUT-STD	01/18/2023
0000011142	01/18/2023	Dodd's Diesel Repair Ltd.	4,195.84	A/P	OUT-STD	01/18/2023
0000011143	01/18/2023	Jamie Korab	374.90	A/P	CLEARED	01/27/2023
0000011144	01/18/2023	K.J.H. Dirtwork's Ltd.	1,610.00	A/P	CLEARED	01/30/2023
0000011145	01/18/2023	Kal Tire	669.30	A/P	OUT-STD	01/18/2023
0000011146	01/18/2023	Kevin Butt	328.36	A/P	CLEARED	01/23/2023
0000011147	01/18/2023	Lynn Tucker	1,167.79	A/P	CLEARED	01/23/2023
0000011148	01/18/2023	Michael Lundrigan	116.42	A/P	OUT-STD	01/18/2023
0000011149	01/18/2023	Newfoundland Exchequer Account	20.00	A/P	OUT-STD	01/18/2023
0000011150	01/18/2023	Newfoundland Power Inc.	5,614.07	A/P	OUT-STD	01/18/2023
0000011151	01/18/2023	North Atlantic	33,593.67	A/P	OUT-STD	01/18/2023
0000011152	01/18/2023	ORKIN Canada Corporation	194.35	A/P	OUT-STD	01/18/2023
0000011153	01/18/2023	Pitney Bowes	1,330.36	A/P	OUT-STD	01/18/2023
0000011154	01/18/2023	Princess Auto	240.76	A/P	CLEARED	01/30/2023
0000011155	01/18/2023	Printer Tech Solutions Inc.	361.10	A/P	OUT-STD	01/18/2023
0000011156	01/18/2023	Robert Earle	202.12	A/P	CLEARED	01/27/2023
0000011157	01/18/2023	Shred-it c/o Stericycle ULC	102.26	A/P	OUT-STD	01/18/2023
0000011158	01/18/2023	Tulk Tire & Service Ltd.	4,731.97	A/P	OUT-STD	01/18/2023
0000011159	01/18/2023	WEX CANADA LTD.	50.14	A/P	OUT-STD	01/18/2023

** - Name on Check was modified

Eastern Regional Service Board

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

Cheques from 0000000001 to 0000011160 dated between 01-01-2023 and 01-31-2023

CHEQUE REGISTER

Printed: 10:44:16AM 02/01/2023

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Number	Issued	Amount	SC	Status	Status Date
Total Issued (43):		\$552,152.58			
Total Voided (0):		\$0.00			
Grand Total:		\$552,152.58			
Number of Cheques Listed:		43			

EASTERN REGIONAL SERVICE BOARD

PAYROLL EXPENSE

JANUARY 2023

Payroll – Staff (<i>2 pay periods – 27 employees</i>).....	\$143,268.82
Payroll – Board (<i>20 members</i>)	<u>\$00,000.00</u>
Total Payroll (<i>27 employees</i>)	\$143,268.82
Payroll CRA Remittance	<u>\$52,261.95</u>
TOTAL GROSS PAYROLL	<u>\$195,530.77</u>

PREVIOUS MONTH

DECEMBER 2022

Payroll – Staff (<i>3 pay periods – 30 employees</i>).....	\$199,565.60
Payroll – Board (<i>20 members</i>)	<u>\$18,816.23</u>
Total Payroll (<i>30 employees</i>)	\$218,381.83
Payroll CRA Remittance	<u>\$ 54,824.97</u>
TOTAL GROSS PAYROLL	<u>\$273,206.80</u>

TOWNS PAYMENT ACTIVITY 2023 - As of February 2, 2023										
(Towns include all incorporated towns and those LSDs who pay collectively)										
CustCode	Town/Local Service District	Number of Units	Number of Units x \$200.00	Prior Year (Credit) Arrears *	Total Invoiced	Payments/ Adjustments	Arrears	Over 30 Days Past Due	Over 60 Days Past Due	Current Balance
LSDOF201	LSD of Georgetown	131	\$26,200	\$0	\$26,200	\$6,550	\$0	\$0	\$0	\$19,650
LSDOF202	LSD of Marysville	240	\$48,000	\$800	\$48,800	\$4,000	\$0	\$0	\$800	\$44,800
TOWN0003	Town of Clarke's Beach	609	\$121,800	\$0	\$121,800	\$121,800	\$0	\$0	\$0	\$0
TOWN301	Town of Come by Chance	118	\$23,600	\$0	\$23,600	\$23,600	\$0	\$0	\$0	\$0
TOWN302	Town of Norman's Cove-Long Cove	333	\$66,600	\$0	\$66,600	\$0	\$0	\$0	\$0	\$66,600
TOWN303	Town of Chapel Arm	253	\$50,600	\$0	\$50,600	\$0	\$0	\$0	\$0	\$50,600
TOWN304	Town of Southern Harbour	184	\$36,800	\$0	\$36,800	\$0	\$0	\$0	\$0	\$36,800
TOWN305	Town of Sunnyside	205	\$41,000	\$0	\$41,000	\$0	\$0	\$0	\$0	\$41,000
TOWN502	Town of Chance Cove	148	\$29,600	\$0	\$29,600	\$0	\$0	\$0	\$0	\$29,600
TOWN503	Town of Arnold's Cove	535	\$107,000	\$0	\$107,000	\$0	\$0	\$0	\$0	\$107,000
TOWN0203	Town of Colliers	293	\$58,600	\$0	\$58,600	\$5,860	\$0	\$0	\$0	\$52,740
TOWN0205	Town of Holyrood	1095	\$219,000	\$5,000	\$224,000	\$0	\$5,000	\$0	\$5,000	\$224,000
TOWN0401	Town of Aquaforte	70	\$14,000	\$0	\$14,000	\$3,650	\$0	\$0	\$0	\$10,350
TOWN0402	Town of Bay Bulls	633	\$126,600	\$20	\$126,620	\$12,662	\$0	\$0	\$0	\$113,958
TOWN0403	Town of Cape Broyle	277	\$55,400	-\$83	\$55,317	\$0	\$0	\$0	\$0	\$55,317
TOWN0404	Town of Fermeuse-Kingman's Cove	179	\$35,800	\$3,580	\$39,380	\$12,710	\$0	\$0	\$3,580	\$26,670
TOWN0405	Town of Ferryland	272	\$54,400	\$0	\$54,400	\$13,600	\$0	\$0	\$0	\$40,800
TOWN0407	Town of Renew's-Cappahayden	234	\$46,800	\$0	\$46,800	\$4,388	\$0	\$0	\$0	\$42,413
TOWN0408	Town of St. Shott's	50	\$10,000	\$0	\$10,000	\$2,500	\$0	\$0	\$0	\$7,500
TOWN0410	Town of Witless Bay	744	\$148,800	\$0	\$148,800	\$0	\$0	\$0	\$0	\$148,800
TOWN0411	Town of Portugal Cove South	92	\$18,400	\$0	\$18,400	\$5,800	\$0	\$0	\$0	\$12,600
TOWN0504	Town of Long Harbour-Mount Arlington Ht	194	\$38,800	\$0	\$38,800	\$0	\$0	\$0	\$0	\$38,800
TOWN0505	Town of Fox Harbour	134	\$26,800	\$0	\$26,800	\$2,680	\$0	\$0	\$0	\$24,120
TOWN0507	Town of St. Bride's	139	\$27,800	\$0	\$27,800	\$6,950	\$0	\$0	\$0	\$20,850
TOWN0508	Town of Point Lance	47	\$9,400	\$0	\$9,400	\$0	\$0	\$0	\$0	\$9,400
TOWN0509	Town of Branch	161	\$32,200	\$0	\$32,200	\$0	\$0	\$0	\$0	\$32,200
TOWN0510	Town of Mount Carmel-Mitchell's Brook-St	299	\$59,800	\$0	\$59,800	\$0	\$0	\$0	\$0	\$59,800
TOWN0511	Town of St. Joseph's	107	\$21,400	\$0	\$21,400	\$0	\$0	\$0	\$0	\$21,400
TOWN0512	Town of Admiral's Beach	82	\$16,400	\$0	\$16,400	\$1,640	\$0	\$0	\$0	\$14,760
TOWN0514	Town of Colinet	75	\$15,000	\$0	\$15,000	\$0	\$0	\$0	\$0	\$15,000
TOWN0601	Town of Whiteway	163	\$32,600	\$0	\$32,600	\$3,260	\$0	\$0	\$0	\$29,340
TOWN0602	Town of Heart's Delight-Islington	464	\$92,800	\$0	\$92,800	\$9,280	\$0	\$0	\$0	\$83,520
TOWN0603	Town of Heart's Desire	139	\$27,800	\$3,000	\$30,800	\$0	\$3,000	\$0	\$3,000	\$30,800
TOWN0802	Town of Bay de Verde	221	\$44,200	\$14,056	\$58,256	\$0	\$14,056	\$0	\$14,056	\$58,256
TOWN0804	Town of New Perican	162	\$32,400	\$0	\$32,400	\$0	\$0	\$0	\$0	\$32,400
TOWN0805	Town of Hant's Harbour	193	\$38,600	\$0	\$38,600	\$6,200	\$0	\$0	\$0	\$32,400
TOWN0806	Town of Heart's Content	239	\$47,800	\$0	\$47,800	\$11,950	\$0	\$0	\$0	\$35,850
TOWN0807	Town of Winterton	295	\$59,000	\$14,750	\$73,750	\$0	\$14,750	\$0	\$14,750	\$73,750
		9809	\$ 1,961,800	\$ 41,123	\$ 2,002,923	\$ 259,080	\$ 36,806	\$ -	\$ 41,186	\$ 1,743,843

* Each of the Towns with outstanding balances have been contacted.

TOWNS ACTIVITY - INVOICED MONTHLY (Jan - Dec 2022)										
CustCode	Town/LSD	No. Properties	Prior Year Balance	Total Invoices 2023	Payments Received	Arrears	Over 30 Days Past Due	Over 60 Days Past Due	Outstanding Balance	
TOWN0001	Town of Carbonear	2175	\$ -	\$ 66,653	\$ 32,386	\$ -	\$ -	\$ -	\$ -	\$ 34,267

2022 TOTAL OUTSTANDING INCORPORATED TOWNS \$ 1,778,110.44

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

EASTERN REGIONAL SERVICE BOARD
BRIEFING NOTE / REPORT

TITLE:	Southern Shore Waste Collection Contract Award
MEETING DATE:	2023-02-22
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 recommends award of the Southern Shore waste contract beginning July 1, 2023 for 36 months to the lowest bidder, T2 Ventures Inc., for the value of \$1,489,020.00 including HST.

MOTION:

BE IT RESOLVED that the Board award the Southern Shore waste contract beginning July 1, 2023 for 36 months for the value of \$1,489,020.00 including HST to the lowest bidder, T2 Ventures Inc.

BACKGROUND/DISCUSSION:

- The 36-month waste services contract for the Southern Shore area expired on June 30, 2021.
- The contract provided for two possible one-year extensions.
- Participating communities agreed to the extensions.
- Both extensions have been exercised and the contract expires June 30, 2023.
- The current contracted annual unit cost is \$129.56, including HST.
- Two contractors picked up the tender; however, only one bid was received.
- The tendered annual unit cost beginning July 1, 2023 will be \$138.18, including HST.
- This is an increase of about 7 percent.

**Eastern Regional Service Board
REQUEST FOR QUOTES**

SUPPLY OF Southern Shore Area Multi-Stream Waste Collection including Recycling & Bulk pickup

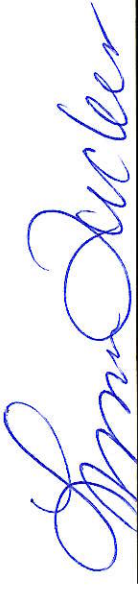
Closing Date and Time: Wednesday, February 8, 2023 at 3:15 pm
Tender Description:

Project Number: _____

Name	Base Bid	HST	Tender Total
T2 Ventures Inc.	1,294,800. ⁰⁰	194,220. ⁰⁰	1,489,020. ⁰⁰



Christie Dean
Operations Director
Eastern Regional Service Board



Lynn Tucker
Witness

LYNN TUCKER
 A Commissioner for Oaths in and for
 the Province of Newfoundland and Labrador.
 My commission expires on December 31, 2023.

EASTERN REGIONAL SERVICE BOARD
BRIEFING NOTE / REPORT

TITLE:	Bay de Grave Area Waste Collection Contract Award
MEETING DATE:	2023-02-22
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Christie Dean, Director Operations
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

Staff recommends award of the Bay de Grave Area contract beginning July 1, 2023 for 36 months to the lowest bidder, Around the Bay Disposal Inc., for the value of \$435,797.28 including HST.

MOTION:

BE IT RESOLVED that the Board award the Bay de Grave Area contract beginning July 1, 2023 for 36 months for the value of \$435,797.28 including HST to the lowest bidder, Around the Bay Disposal Inc.

BACKGROUND/DISCUSSION:

- The 36-month waste services contract for the Bay de Grave Area expired on June 30, 2021.
- The contract provided for two possible one-year extensions.
- Participating communities have agreed to the extensions.
- Both extensions have been exercised and the contract expires June 30, 2023.
- The current contracted annual unit cost is \$120.75, including HST.
- Two contractors picked up the tender.
- Two Bids were received.
- The tender annual unit cost beginning July 1, 2023 is \$127.65, including HST.
- This is an increase of about 6 percent.

Eastern Regional Service Board
REQUEST FOR QUOTES

SUPPLY OF Bay De Grave Area Multi-Stream Waste Collection including Recycling & Bulk pickup


Closing Date and Time: Wednesday, February 8, 2023 at 3:00 pm

Tender Description:

Project Number:

Bay de Grave Area

Name	Base Bid	HST	Tender Total
T2 Ventures Inc.	388,440. ⁰⁰	58,266. ⁰⁰	446,706. ⁰⁰
Around the Bay	378,954. ¹⁰	56,843. ¹²	435,797. ²⁸



Christie Dean
Operations Director
Eastern Regional Service Board



Lynn Tucker
Witness

LYNN TUCKER

A Commissioner for Oaths in and for
the Province of Newfoundland and Labrador.
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EASTERN REGIONAL SERVICE BOARD
BRIEFING NOTE / REPORT

TITLE:	DEFERRED MOTION: Household Hazardous Waste Program - Discussion Regarding Continuing with \$1000 Stipend or Providing an In-Kind Donation to the Community and/or Fire Department
MEETING DATE:	2023-02-22
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Lynn Tucker, Chief Administrative Officer
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

At the January Board meeting, it was decided to defer the motion regarding this matter and to send it back to the Strategy & Policy Committee for further deliberation. At the February Strategy & Policy Committee meeting additional consideration and discussion took place.

Members recommend that the stipend should be replaced with an in-kind donation of similar value (up to \$1000) following consultation with the host community and the participating fire department.

This item was initially tabled because the Board has been providing a \$1000 stipend to participating fire departments for the past 10 years and questions were raised regarding whether the Board should continue this practice or change the program to providing something to the community and/or fire department that would benefit them and provide legacy for the Board.

MOTION:

BE IT RESOLVED that the Board discontinue the \$1000 stipend paid to participating volunteer fire departments for their assistance with the HHW program. Instead, beginning in 2024, the Board will provide an in-kind donation of similar value (up to \$1000) following consultation with the host community and the participating fire department to ensure the donation is in line with the Board's mandate.

BACKGROUND/DISCUSSION:

- Each year the Board tenders for approximately 15 to 20 Household Hazardous Waste (HHW) collection events to be held in June and September throughout the Eastern region.
- The host community must agree to the event and their volunteer fire department must agree to have members available for the event.

- This program is delivered with the participation and cooperation of volunteer fire departments whose expertise is required to accept and store this material.
- For 2023, the Board has budgeted \$87,228 for the HHW program.
- Each event in 2022 cost about \$5000 despite the number of participants or the quantity of materials accepted.
- Since the program began, the Board has provided each participating volunteer fire department or community a stipend of \$1000 following the event.
- It has been suggested that the Board may benefit more from providing a tangible gift of similar value to the community that has the Board's logo and/or signage, such as:
 - Flower pots, flowers, trees, shrubs, etc.
 - Recycling bins; composting bins; and/or garbage bins for the community;
 - Community garden items;
 - Park bench, playground equipment, etc.;
 - Sponsor a community clean-up event by providing supplies, i.e., garbage bags with Board logo; gloves; t-shirts with logo; and gift card for grocery store so that snacks, hot dogs, beverages, etc. can be included.
 - Etcetera...
 - Do you have other suggestions?
- Fire departments do not operate autonomously or independently of their communities. They are a department of their local government.
- At the Board meeting, several members suggested purchasing specialized firefighting equipment; however, some equipment from fire trucks to firefighting equipment and training are funded by the Province through its Fire Protection Service Funding program, Department of Justice, and Public Safety.
- Timeline Issue:
- In February each year, staff determine the participating fire departments so that they know the departments' locations before issuing a tender for collection, transportation, and disposal of this material.
- The tender is issued early March with a close date for early April so that staff has the tender pricing information for the April Finance & Audit Committee meeting (? Being held April 13th this year).
- If we defer this matter to later than today's Strategy & Policy meeting, staff will not be able to determine what fire departments will be participating before the tender has to be issued.
- Timeline for Annual HHW Events:
- February – determine what fire departments will be participating in HHW events and confirm their participation;
- March – issue the HHW tender for all June and September events;
- April – tender closes and Finance & Audit Committee reviews and makes recommendation for the April Board meeting. Board adopts motion to proceed with the events as tabled/tendered.
- May – Following the April Board meeting, the contract is awarded and each fire department is contacted. During May, the Board and the fire departments continue to get prepared; find volunteers to be at the event, etc.

- June – events begin the first or second weekend of June...
- *(July – fire departments have communicated that they have difficulty finding volunteers to participate in these events after June)*
- September – events begin the second weekend of September (after the Labour Day weekend)
- The Committee may choose to continue the discussion, do more research, etc. and defer their final decision – if so, staff suggest maintaining the stipend for the current year and any change(s) to be applicable in 2024.

ATTACHMENTS:

- n/a

EASTERN REGIONAL SERVICE BOARD
BRIEFING NOTE / REPORT

TITLE:	Implementing Transparent/Clear Garbage Bag Policy
MEETING DATE:	2023-02-22
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Christie Dean, Director Operations
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

Staff recommend that the Board implement a transparent/clear garbage bag policy effective January 1, 2024.

MOTION:

BE IT RESOLVED that the Board adopt a policy that all curbside material be in transparent/clear bags, except for one privacy bag, effective January 1, 2024.

BACKGROUND/DISCUSSION

- There are numerous reasons to implement a policy that discarded materials should be placed curbside in transparent bags. These include:
 - Increases in the quantity of recyclable materials placed curbside based on information received from municipalities in the Eastern region where transparent bags are being used;
 - Transparent bags allow collectors to see any hazardous waste items being discarded and can then ensure it is not collected with curbside material. This will result in less hazardous materials being landfilled.
 - Transparent bags will allow collectors to see discarded items that pose a threat to their safety including improperly discarded needles, knives, glass, other sharp items, and/or liquids; therefore, providing for safer working conditions.
- For materials that are not recyclable, transparent bags are most often clear with no tint; however, any transparent bag that is not blue in tint should be acceptable for items that are not recyclable.
- Transparent blue bags are to be used for recyclable materials only.

- One non-transparent bag will be accepted weekly to accommodate personal items or sensitive materials that residents may need to discard.
- If the Board adopts the clear garbage bag policy, a communications campaign should begin on June 1, 2023 that aims to ensure that all impacted properties within the Eastern region are notified of the requirement.

EASTERN REGIONAL SERVICE BOARD
BRIEFING NOTE / REPORT

TITLE:	Reinstatement of Policy Review: Requests for Exemption from Waste Management Services
MEETING DATE:	2023-02-22
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Lynn Tucker, Chief Administrative Officer
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

This brief note was initially tabled March 2021; however, the Committee decided to suspend this policy review due to the ongoing pandemic and other matters. No action required as policy review continues.

The Committee considered:

- 1) Removing the exemption policy clause from the Board's *Service Delivery Policy* to ensure that all properties are part of the service and subject to waste management fees. However, the former Committee decided to:
 - a. Maintain an exemption policy. Therefore, the Board must revise its current policy to ensure it is compliant with legislation where it is suggested that some residence on a property be established in order to allow the Board to assess fees.
 - b. The difficulty incurred by the Committee was determining a process that would provide the Board with the information it needs but also protecting the privacy and rights of customers.
 - c. In 2021, the Committee suggested staff develop an independent appeals process for exemptions; however, staff determined this would add significant costs to the exemption requests process and that would have to be added the annual household fee.

MOTION:

No motion or recommendation required as this item continues under review.

BACKGROUND/DISCUSSION:

- Staff recommended that the Board remove the exemption policy clause from its *Service Delivery Policy* to ensure that all properties are part of the service and subject to waste fees.
- The Board's current exemption process is for properties located in local service districts and unincorporated areas only. Incorporated towns are invoiced for all properties and the

Board's staff works with the town to determine the number of eligible properties. All properties are assessed using the *Service Delivery Policy*.

- Following discussion at committee in early 2021, it was decided that the Board would maintain an exemption policy.
- A superior court Justice ruled in 2020 that some residence must be demonstrated in order to exercise the statutory power to assess a fee in NL.
- This contradicts former rulings whereby justices at Small Claims Court have advised our customers to think of their waste fee as a 'tax' and that it is a mandatory debt. Former Justice Pike advised a defendant that if they own the property and the property is in receipt of service, the fee is mandatory, etc.
- However, in light of the 2020 ruling our legal counsel advises the Board to amend its policy.
- To maintain an exemption policy, legal counsel and staff have determined that the following items must be considered:
 - a) The Board should revise the wording of its exemption policy in order to allow exemptions on the basis of vacancy of the property in terms of not having anyone living there for a defined period.
 - b) Since the Board assesses its fees annually, the recommended defined period should be 12 months and then the property owner would have to re-apply.
 - c) The 12-month period does not need to coincide with the invoicing period but could be from April 1st to March 31st annually for example.
 - d) If revising the policy, the Board should place the onus on the owner applying for the exemption to demonstrate that no one has been living in the property for 12 consecutive months.
 - e) No waste receptacle should be on the property.
 - f) To guard against the revised policy becoming over-inclusive, the exemption form should include a caveat that further documentation may be required for verification purposes before an exemption may be granted; for example, proof of insurance verifying that the property is insured as vacant or unoccupied property, or a tax return to verify that no rental income was made from the property.
 - g) In investigating exemption requests, the Board can further enquire as to the current uses of the property (e.g. for storage), if any, why no one is living in the property, when the owner intends to move into the property or have a tenant live in the property, seek access to the property for inspection and seek permission to obtain information from third parties, like Canada Revenue Agency or insurance companies, for verification purposes.
 - h) This would provide the Board with better evidence in order to successfully fend off any challenges on the basis of allegations that the property owner does not occupy the property for the purpose of assessing fees.
 - i) It is recommended that Section 3(2) of the *Service Delivery Policy* be revised as follows: "*In order to qualify for an exemption Property Owners must demonstrate to the Board that the property has been vacant for twelve consecutive months or is uninhabitable.*"
 - j) It is recommended that the preamble on the exemption form be changed to say the following: "*Property owners may request exemptions from the provision of waste management services. Any request for exemption must demonstrate that the property has been vacant for twelve consecutive months or is derelict beyond repair and therefore uninhabitable. All requests will be individually assessed, and the*

property visited for verification that it meets the requirements. Additional documentary verification may be required before the Board grants an exemption."

- k) It is recommended that another column be added to the factors on the exemption form that says: *"The property has been vacant for twelve consecutive months."*
- l) On the form, an explanatory note should be added to item (c) as follows: *"The rationale for providing an exemption is to remove those properties that have not produced waste in twelve consecutive months or have no foreseeable ability to produce waste as the property:*
 - *Has no structure on it (land only); or,*
 - *A structure exists on the property; however, the structure is in such deplorable condition that it is not livable; or*
 - *The property has been vacant for twelve consecutive months.*
- m) In the definitions section of the explanatory note and policy statement, the following definitions should be added:
 - VACANT: Devoid (entirely lacking or free of) content or unoccupied for twelve consecutive months.
 - UNINHABITABLE: Unsafe for ordinary use and occupation.
- n) Exemptions requests approved on the basis of vacancy for twelve consecutive months would require the property owner to re-apply on an annual basis and require the Board's staff to reassess these properties on an annual basis.
- These revisions will increase the Board's costs to administer the exemption requests.
- In addition, it has been noted in the past that the Board's exemption policy does not provide a process for appeals. All decisions are at the sole discretion of the Board.
- The former Committee felt that an appeals process may be necessary, and staff were asked to develop a plan and costing for this process.
- Before this was completed, it was decided to suspend this policy review due to the pandemic.
- It is interesting to note that in larger metropolitan centers, i.e. Toronto:
 - a) a vacant home tax (over and above property tax) is charged to homeowners whose properties remain unoccupied for a total of 6 months or more during the previous calendar year.
 - b) A property may be exempt from the vacant home tax if one of the following is met:
 - Death of registered owner (copy of death certificate required);
 - Repairs or renovations ongoing (documentation required including permits and site visits);
 - Principal resident is in care (documentation required; signed letter from health care facility on letterhead);
 - Transfer of legal ownership (copy of land transfer deed required)
 - Occupancy for full-time employment (documentation to prove residency elsewhere; signed letter from employer or employment contract required).
 - Court order (copy of court order required).

Additional Costs (Please note all costs outlined below are for 2020 and before):

- Currently each property assessment for exemption costs \$79.00 to complete (cost of Field Operations Officer salary and fuel only). No administrative costs or vehicle maintenance costs are included in this number.

- For 2019 and 2020, the Board received 41 exemption requests annually. That equates to \$3,239 annually to visit the properties.
- For 2018, the Board received 82 exemption requests costing \$6,478 for visits. This increase was attributed to the Ministerial Directives.
- About 50% of exemption requests are approved.
- When implementing the proposed changes, it is anticipated that the cost to administer exemption requests will increase significantly due to the requirement of property owners to re-apply annually for exemptions.
- Exempted properties will need to be reassessed on an annual basis. This is additional work for the Field Operation Officers and Director Operations.
- Administrative costs will increase due to the requirement for more documentation and follow-up. This will require additional administrative support and the need to hire more administrative staff. See
- A GIS Technician will be required to map the data collected – salary range of \$56,000 to \$64,000 annually.
- The appeals process will increase costs significantly. Staff continue to work on the costing for an appeals process.
- It is anticipated that within three years, the additional exemption requests would be at least four times more than current at 164 annually. Just to complete the property assessments, the annual costs would be \$12,956 plus the cost of administrative support, GIS support, vehicle maintenance, etc.
- All additional costs will impact the annual household fee for residents remaining in the regional waste system.
- Staff will continue to work on:
 - 1) a process for exemptions that can be administered in a reasonable way and is affordable;
 - 2) a process for appealing decisions for exemptions.

Attachments:

- Exemption Request for Waste Management Services
- Service Delivery Policy
- Staff Concerns about Proposed Changes to Exemption Process

REQUEST FOR EXEMPTION FROM SERVICES

FOR LOCAL SERVICE DISTRICTS/UNINCORPORATED AREAS ONLY



ERSB Account No. _____

Surname: _____ First Name: _____

Permanent Address: _____

City/Town _____ PR _____ Postal Code _____

Tel: _____ Cell: _____

Email: _____

☐ I am the legal property owner (*mandatory*) and I am hereby requesting an exemption from the provision of services for the following property located in a local service district/unincorporated area (*Please note that if your property is located in an incorporated town, you need to contact your Town Council Office regarding an exemption*):

Address: _____

City/Town _____ PR _____ Postal Code _____

Directions to property if no civic address available: _____

Property owners may request exemption from the provision of services. Any request for exemption must demonstrate that the property is vacant and not habitable. Factors that may be considered in determining whether a property qualifies for exemption include:

REASON FOR REQUEST (tick those that apply)	PROPERTY MUST MEET THE FOLLOWING	VERIFICATION
	Property is boarded up (defined as all windows and doors are fully covered with plywood/matchboard/etc.; chimney covered, etc., and is not usable as determined through site visit. These must be permanent attachments not easily removed and replaced in sole opinion of ERSB).	Site Visit (pictures will be taken). Owner and/or representative will be contacted if required to be present.
PROPERTY MUST MEET ONE OF THE FOLLOWING		
	Property is not structurally sound (floor not intact, stairs missing, roof missing portions, windows/doors missing or broken out, etc.)	Site Visit (pictures will be taken). Owner and/or representative will be contacted if required to be present.
	Property has no electrical connection	Power removal notice from Newfoundland Power/Hydro
PROPERTY MUST MEET ONE OF THE FOLLOWING		
	Property is vacant	Signed form, witnessed
	Property has no water connection (where applicable)	Signed form, witnessed

I certify that all the information provided in this request for exemption is true and correct to the best of my knowledge and belief. I understand and agree that I have a continuing obligation to advise Eastern Waste Management if there is a change in circumstances regarding the above-named property.

Signature of Applicant _____

Date _____

Signature of Witness _____

Date _____

Name of Witness (*please print*) _____

Date _____

For Office Use Only:

Site Visited By: _____ Site Visit Date: _____

Recommendation: ☐ Approve ☐ Not Approve Authorized Signature: _____

EASTERN REGIONAL SERVICE BOARD

255 MAJORS PATH, SUITE 3, ST. JOHN'S, NL A1A 0L5 T. (709) 579-7960 F. (709) 579-5392

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www.easternregionalserviceboard.com

EASTERN REGIONAL SERVICES BOARD

SERVICE DELIVERY POLICY

WHEREAS section 4(1) of the *Eastern Regional Service Board Regulations*, Nfld. Reg. 92/11 ("Regulations") provides the Eastern Regional Services Board with the power to charge user fees to a municipality in the Eastern Region, local service district in the Eastern Region, unincorporated area in the Eastern Region or other user of a facility or service provided by the Board;

AND WHEREAS section 4(2) of the Regulations deems an amount owing to the Eastern Regional Services Board to be a debt due to the Board and the Board may recover it by civil action in Court;

AND WHEREAS section 5 of the Regulations states that the Board may stop providing a service to a user of it where the user fails to comply with a policy of the Board respecting the service;

AND WHEREAS it is the consensus of the Eastern Regional Services Board to establish this policy to regulate the provision of waste management services, including the handling and collection of garbage and other waste materials, by the Board;

NOW THEREFORE the Eastern Regional Services Board establishes the following service delivery policy:

Definitions

1. In this policy,

(1) "Board" means the Eastern Regional Services Board established by the *Eastern Regional Services Board Order*, O.C. 2011-255 under the *Regional Service Boards Act*, RSNL 1990 c. R-89 ("Act").

(2) "Bulk Waste" means the following discarded materials: Furniture, mattresses, box springs; Televisions, electronics, computers; Carpet, flooring, bathroom fixtures, and additional renovation debris (All loose materials must be packaged in bags or bundles that are less than 22 kg and less than 1.5 m in length). Metals are included.

(3) "Commercial Property" means a Developed Property used or capable of being used in whole or in part for small businesses, retail establishments, service establishments, recreational purposes, entertainment purposes, or offices.

(4) "Commercial Unit" means a Dwelling Unit or office space situated on Commercial Property.

(5) "Commercial User" means an owner of Commercial Property permitted by the Board to use a Transfer Station.

(6) "Eastern Region" is the geographic region defined in the *Eastern Regional Service Board Order*, O.C. 2011-255.

(7) "Developed Property" means property eligible for Waste Management Services as determined by the Board.

(8) "Dwelling Unit" means a building, apartment, cabin, or trailer that is habitable either seasonally or permanently, situated on Developed Property.

(9) "Garbage" means waste from private or public property, within the Eastern Region, but does not include the following as defined within this Policy or the Schedule hereto:

- (a) Recyclable Materials;
- (b) Compostable Materials;
- (c) Hazardous, Pathological and Hazardous Household Wastes;
- (d) Liquid Waste;
- (e) Building Materials; and
- (f) Unsuitable Items.

(10) "Garbage Collection Services" means those Services provided by the Board or its agent(s) for the removal of Garbage from public or private property.

(11) "Hazardous Waste" means those items which are or may be harmful to the environment, persons or property including, but not limited to, those items designated in Schedule 1 of this policy, and shall include Household Hazardous Waste.

(12) "Household Hazardous Waste" means hazardous waste that would normally be used and kept in a household, which may include toxic substances or poisons that can result in illness and death; acidic or caustic corrosives that can cause severe burns to skin or mucous membranes; flammable and combustible substances which can pose a significant fire and burn risk at ambient temperatures or when exposed to a heat source; and items that are potentially explosive, e.g. gas cylinders or aerosol containers, and including, but not limited to, those items set out in Schedule 1 of this Policy.

(13) "Institutional Property" means a federal, provincial or municipal government building, including, but not limited to, a hospital, library, school, town hall, or community center.

(16) "Liquid Waste" means any waste in liquid form.

(17) "Materials" means any Garbage, Recyclable Materials or Bulk Waste as defined in this Policy or the Schedule hereto.

(18) "Materials Recovery Facility" means a materials recovery facility approved by the Board.

(18) "Multiple-unit Complex" means a building used primarily for residential purposes which contains multiple Dwelling Units, and shall include a Personal Care Home, townhouse complex, and a home based business requiring a separate Service Unit.

(19) "Personal Care Home" means a premises, place or private residence in which personal care is provided, for remuneration.

(20) "Property Owner" means an owner of a Dwelling Unit, Commercial Property, Institutional Property, Multi-unit Complex or Personal Care Home.

(21) "Recyclable Materials" means all non-Contaminated waste items which are recyclable or reusable, non-biodegradable and acceptable at the Materials Recovery Facility located at the Regional Integrated Facility at Robin Hood Bay.

(22) "Recycling Services" means those Services provided by the Board or its agent(s) for the collection of Recyclable Materials from public or private property.

(23) "Regulations" means the *Eastern Regional Service Board Regulations*, Nfld. Reg. 92/11.

(24) "Resident" means an occupant, lessee or tenant of a Dwelling Unit.

(25) "Roadside/curbside" means within the road right of way, at the edge of the property or no more than fifteen (15) feet from the edge of the paved roadway.

(26) "Service Unit" means a Dwelling Unit, Commercial Unit, Multi-unit Complex, Personal Care Home or Institutional Property or part thereof eligible to receive Waste Management Services and subject to the annual Waste Management Fee.

(27) "Tipping Fee" means the fee to be charged at a Regional Facility to dispose of waste as determined by the Board. This fee may vary by waste type, service offered, location of facility, volume, classification of users (commercial, residential, institutional) or any other means the Board determines in its structure of user fees for regional facilities and services.

(28) "Transfer Station" means a Regional Facility in the Eastern Region where waste may be disposed of or transferred from one waste disposal vehicle to another at such times and upon such terms and conditions as the Board may determine.

(29) "Unsuitable Items" means waste items unsuitable for collection by virtue of their size, shape, weight or because they are potentially dangerous to the safety of those persons providing Waste Management Services in the Eastern Region.

(30) "Waste Management Fee" is the annual user fee established by the Board to be charged to a Service Unit or Commercial Property for Waste Management Collection Services.

(31) "Waste Management Collection Services" means those services provided by the Board under this Policy, including, but not limited to, Garbage Collection Services, Recyclable Materials Collection and collection of Bulk Waste.

(32) "Waste Recovery Facility" means a Regional Facility where waste may be disposed of by Residents at such times and upon such terms and conditions as the Board may determine. No commercial or institutional users.

Waste Management Services

2. (1) The Board, or the Board's agent(s), shall provide Waste Management Services to all habitable properties in the Eastern Region including Dwelling Units, Commercial Property, Institutional Property, and Multi-unit Complexes.

(2) The Board, or the Board's agent(s), shall provide Waste Management Services to all Property Owners on public roadways of a Class IV designation or higher providing those roads are not un-serviced roads in unincorporated areas as determined by the Department of Transportation and Works in the Eastern Region.

(3) The Board shall provide Waste Management Services to Property Owners in the Eastern Region on those roads that are serviced as determined by the Department of Transportation and Works in the Eastern Region.

(4) Collection of Bulk Waste shall be by special collection only at such times and upon such terms and conditions as the Board may determine.

(5) The Board shall provide Transfer Stations in locations to be determined by the Board. Transfer Stations may be used by Residents and Commercial Users. Commercial Users shall pay the Tipping Fee to use the Transfer Station and abide by all rules, guidelines and policies for use of the Transfer Station. Commercial Users that fail to keep their account current and in good standing will

be refused entry to the Transfer Station until they are in good standing as determined by the Board.

(6) The Board shall provide Waste Recovery Facilities in locations to be determined by the Board. Waste Recovery Facilities are for the exclusive use of Residents for the purpose of disposing of household bulk items generated under normal household conditions. Use of the Waste Recovery Facility is allowed under the rules, guidelines and policies for use of the Waste Recovery Facility and anyone failing to abide by the rules, guidelines or policies for use will be refused entry. Waste Recovery Facilities do not accept commercial or institutional waste.

Exemption

3. (1) Property Owners may request an exemption from the provision of Waste Management Services.

(2) In order to qualify for an exemption Property Owners must demonstrate to the Board that the property is vacant and is not habitable.

(3) Factors the Board may consider in determining whether a property is habitable include: a) it has no electrical connection, b) it has no water connection, c) it is boarded up, d) it is vacant, and e) it is not structurally sound.

Service Units

4. (1) Each Dwelling Unit situated on a Developed Property or in a Multiple-unit Complex is a Service Unit.

(2) Property Owners of more than one property in the Eastern Region will pay the Waste Management Fee for each Dwelling Unit situated on the Developed Property that they own that is provided Waste Management Services.

(3) Owners of Commercial Property in the Eastern Region will pay the Waste Management Fee for each Commercial Unit situated on the Commercial Property they own that is provided Waste Management Services.

Garbage Boxes

5. (1) Any Service Units sharing a garbage box must be adjoining properties and must have prior approval from the Board to share the garbage box.

(2) Permanent garbage boxes must be maintained in a state of good repair, kept clean, free of snow and located on the Home Owner's property a distance of no more than 4.75 m (15 ft.) off the road right of way as measured from the edge of the pavement of the public road.

(3) If the requirements of s.5(1) are not met then Materials will not be collected from the garbage box but must be placed for collection in accordance with section 6 of this policy.

Materials Collection

6. (1) Materials must be covered or enclosed. Residents may use nets, tarpaulins, blankets, bins or other covering or enclosure.

(2) All Materials contained in garbage bags, recycling bags, organic carts/bags, and/or contained in cardboard boxes or tied in bundles that are less than 22 kg (50 lbs.) and less than 1.5 m (4 ft.) in length and placed at roadside/curbside, or contained in a bin will be collected.

(3) All Materials must be set out by 7 am on the day of collection.

(4) Property Owners are responsible to clean up Materials from broken bags or animals.

(5) Standard size garbage bags as determined by the Board must be used. They must be securely tied or closed at the top. Kitchen catchers or shopping bags will not be collected.

(6) Standard size recycling bags as determined by the Board must be used. They must be securely tied or closed at the top, transparent blue bags, non-biodegradable and acceptable at a Materials Recovery Facility at the Regional Integrated Facility at Robin Hood Bay.

(7) Broken glass and sharps must be in a puncture-proof packaging marked as BROKEN GLASS or SHARPS.

(8) Household Hazardous Waste, Liquid Waste, animal carcasses, construction waste, tires, excrement or small items that are not in garbage bags or recycling bags shall not be placed for collection.

(9) Placement of Garbage or Recyclable Materials or Bulk Waste for collection not in a garbage box shall be within the right of way of the public road at roadside/curbside in a manner that is accessible and in conformity with the rules, guidelines and policies for materials collection as determined by the Board.

(10) Bulk Waste in excess of normal household volume as determined by the Board of no more than 500 lbs. or one pick-up truck load will not be collected. Individual bulk items that an individual collector cannot load without the aid of mechanical means will not be collected.

(11) The Board shall establish limits for number or amount of bags, recyclables, organics, or bulk waste materials that it will collect from any service unit from time to time.

SCHEDULE 1 - WASTE PROHIBITED FOR COLLECTION

The following items shall not be placed for collection:

1. Hazardous Waste:

Hazardous waste chemicals;

Corrosive waste;

Hazardous Industrial waste;

Ignitable waste;

PCB waste;

Radioactive waste;

Reactive waste;

Toxic waste.

2. Pathological Waste:

- (a) bandages, poultices, dressings, drugs, vaccines, medicines, vials, vitamins. Other similar materials or substances which contain or could reasonably be expected to contain pathogenic bacteria or micro-organisms, or could reasonably be expected to be infectious, hazardous or dangerous.
- (b) Any part of the human body, including excrement, tissues and bodily fluids, but excluding extracted teeth, hair, nail clippings and the like that are not infectious.
- (c) Any part of the carcass of any animal infected with, or suspected to be infected with a communicable disease.
- (d) Non-anatomical waste infected with a communicable disease.

3. Household Hazardous Waste:

Any household product, material or item labeled as "corrosive", "toxic", "reactive" or "flammable" including, but not limited to, the following:

- (a) Chemicals: pool or photographic chemicals, laundry bleach, drain, oven, toilet and carpet cleaning solutions, paint thinner and paint remover;
- (b) Pesticides: rat and mouse poison, flea collars and powders, insect killers, moth balls;
- (c) Herbicides: weed killers, fungicides;
- (d) Cosmetics: hairspray or other aerosol sprays;
- (e) Paints: wood preservatives, acrylic and latex paints;
- (f) Oils & Grease: engine oil, brake and transmission fluid, anti-freeze;
- (g) Batteries: automotive batteries, nickel-cadmium rechargeable batteries;
- (h) Gas Tanks: propane tanks, other gas tanks, including lighters.

4. Building materials (including demolition debris) including, but not limited to the following:

soil, sod, earth, plaster, drywall, masonry and tile, bricks, concrete or cinder blocks, paving stones, asphalt, wood, windows and window glass (See Section 6 (7)), shingles, and insulation (such as fiberglass or styrofoam).

5. Liquid waste, hay, straw, manure or animal excrement.

6. Swill or other organic matter not properly drained and securely wrapped.

7. Any material which has become frozen to or otherwise attached to its garbage bag, recycling bag or garbage box which cannot be removed by shaking.

8. Industrial waste.

9. Manufacturer's or Trade Waste.

10. Unsuitable Items, except as otherwise may be designated by the Board from time to time.

11. Items which have been banned from disposal at landfill sites or for which reasonable alternative disposal methods are available, as determined by the Board.

12. Maggot infested garbage.

EASTERN REGIONAL SERVICE BOARD
BRIEFING NOTE / REPORT

TITLE:	Strategic Plan 2023-2027 - Update
MEETING DATE:	2023-02-22
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:

The Strategy & Policy Committee review the draft Strategic Plan and offer any further recommendations and guidance on what to include regarding the strategic direction of the Board.

MOTION:

N/A

BACKGROUND/DISCUSSION:

- The planning and consultation process for the Board's 2023-2027 plan was very valuable and insightful. A very draft 2023-2027 Strategic Plan has been pieced together based upon the consultations as well as only the current responsibilities provided through the Government of Newfoundland and Labrador.
- Very positive discussions have occurred with a number of GNL Departments, but with no concrete direction, additional areas, or additional services to be delivered will not be discussed in the Strategic Plan.
- Consultation sessions were held with all staff and with all board members. The discussions at both sessions were extremely insightful. The employee session helped highlight the internal strengths and perceived weaknesses of the day-to-day operations of the ERSB. Particularly insightful was the discussion related to adjusting current rules and practices at the waste recovery facilities. Front line employees were far more in favour of maintaining current rules due to standardization than making changes to certain aspects such as types of trailers allowed on the sites.
- Consultation with the Board members was very intuitive when determining where they thought the Board was headed at a high level. A common theme was the importance of communication with stakeholders and contractors. This has been one of the focal points for the Communications Coordinator in 2023.

- The Board was also particularly interested in how to improve environmental stewardship. An additional strategic pillar has been added to reflect this new approach. The importance of environmental stewardship was one of the key decision-making factors in the purchase of a new photocopier for the main office.
- The final means of consultation was a survey sent to communities in the Eastern Region. There were a number of interesting results from the survey which helped guide the strategic planning process. Communication with stakeholders was once again identified as a key area where the Board can both improve in but also utilize to build relationships with communities. Several respondents knew what the Board was but did not specifically know who their Board representative was. Greater awareness of the Board and Board Members is one goal for this strategic plan. Several larger communities responded that they would be interested in discussing the provision of other services with the Board such as municipal enforcement and planning.
- This plan is very much a draft because of the high likelihood that the Board will be provided with both additional geographic areas and additional services to be responsible for. The long term plans of Government in the municipal sector have been widely discussed. The Regional Service Boards, through the Regional Service Board Act, can be utilized to provide regional services effectively and efficiently throughout the province. The ERSB is just awaiting on direction from the Government of Newfoundland and Labrador with regards to the expanded roll the Board will play in the future.

EASTERN REGIONAL SERVICE BOARD
BRIEFING NOTE / REPORT

TITLE:	2022 Waste Operations Report
MEETING DATE:	2023-02-22
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 only. No action required.

MOTION:

N/A

BACKGROUND/DISCUSSION

- Waste Recovery Facilities (WRFs):
 - There was a minimal decrease in clients that brought material to these facilities;
 - Overall, more material was diverted in 2022 than in 2021;
 - Staff noted increases in illegal dumping and vandalism; both are being tracked and reported to authorities.
 - Electronic Products Recycling Association (EPRA): Staff continue to monitor this program and most of these facilities accept end-of-life electronics for recycling. However, the Board's storage containers for this material had to be removed from Cavendish, Harbour Grace, and the Old Perlican sites due to ongoing vandalism and theft.
- Clarenville Transfer Station (CTS):
 - Total waste moved from CTS to Robin Hood Bay (RHB):
 - 4,300,430 kg of regular waste; and,
 - 432,201 kg of recyclables
 - O.C.C. (old, corrugated cardboard) = 239,971 kg;
 - blue bag recyclables = 104,130 kg;

- metals = 88,100 kg.
 - In 2022 there was less waste and non-metal recycling.
- Household Hazardous Waste:
 - Overall, the per event participation and per event HHW collected was higher than in 2021.

Waste Management Operations Summary Report 2022

Waste Recovery Facilities (WRFs):

Waste recovery facilities received material from approximately 37,515 clients. This is similar to the number of clients seen in 2021, 37,654.

This is an increase from 2020 when there were 34,140 clients; however, these facilities were closed for approximately two months as ERSB followed provincial Covid-19 guidelines. The number of clients for 2022 is a decrease from 2019 when we saw 40,350 visitors at these sites.

Materials received at the waste recovery facilities included: household appliances, furniture, electronics, residential construction material, tires, metal, shingles, floor coverings, propane tanks (20 lbs. or less), trees, branches, etc.

Waste diversion activities included:

- 948.4 metric tonnes of metals were diverted to an approved metal recycler versus 945.6 in 2021;
- 14,790 tires were accepted by the Used Tire Recycling Program of the MMSB versus 13,095 in 2021;
- 210 pallets of electronic waste, as accepted by the Recycle My Electronics Program of the Electronic Products Recycling Association (EPRA) versus 226 pallets in 2021.

In 2022, 8,769,300 kg of waste was transferred from the WRFs to the Regional Waste Management Facility located at Robin Hood Bay (RHB) for disposal in the landfill.

In 2021, 8,760,730 Kg of waste was transferred from the WRFs to the Regional Waste Management Facility located at Robin Hood Bay for disposal in the landfill.

Please note that the Sunnyside location was closed from December 9, 2021 (a day earlier than planned since the access road was snow covered) and re-opened on April 2, 2022.

HHW (Household Hazardous Waste) Events:

Seventeen (17) events were held in 2022. These events resulted in 785 residents disposing of their HHW material.

10,598 liters of liquid HHW; 32.25 paint boxes (approximately 6,840 L of paint); 1,203 kg of batteries and 502 compressed gas tanks; and, 407 fluorescent light bulbs; and, 24 kg of prescription drugs were collected.

Overall, the per event participation was higher than in 2021 and more waste was collected.

In 2021 there was also 17 events. 2021 events resulted in approximately 701 residents disposing of their HHW materials that included: 5,906 liters of liquid HHW; 40 paint boxes (approximately 8,480 L of paint); 1,040 kg of batteries; 369 compressed gas tanks; and 373 fluorescent light bulbs were collected.

Curbside Collections:

There were six (6) metric tonnes more curbside recycling collected in 2022 than in 2021.

Summary of contracted properties within each region at the end of 2022.

Area	Properties
Bay de Grave (Clarke's Beach, Port de Grave, Bristol's Hope)	1,138
Conception Bay Center	1,759
Smith Sound Area	1,506
Isthmus & South West Arm South	3,328
Southern Shore	3,592
Trinity Conception North	2,645
Trinity Bay South/Center	2,920
Southwest Avalon and Placentia Bay	1,762
Carbonear and Area	2,323
Pouch Cove	914
Total	21,887

Clareville Transfer Station (CTS):

in 2022, 4,300,430 kg of waste and 432,201 kg of recycling (O.C.C. = 239,971 kg; blue bag recyclables = 104,130 kg; and metals = 88,100 kg) was received at the commercial portion of the facility. This required approximately 305 trips to Robin Hood Bay to transport this material for disposal.

For comparison purposes in 2021: 5,614,320 kg of waste and 401,530 kg of recycling was received at the commercial portion of the facility. This required approximately 224 trips to Robin Hood Bay to transport this material for disposal. In 2020: 4,665,350 kg of waste and 323,690 kg of recycling was received at the commercial portion of the facility. In 2019, 5,520,840 kg of waste and 386,950 kg of recycling was received at the commercial portion of the facility.

Staff have noted that the amount of waste received in 2022 was less than in previous years. Based on conversations and local knowledge, it seems commercial waste is going elsewhere. We cannot determine where exactly, but hearsay suggests it's going to dump(s) on the Bonavista Peninsula that are still operating.

Please see the Waste Recovery Facility portion of this report (above) for residential drop-off information for the Clareville Waste Recovery Facility.

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: A

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

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

If no, select the accurate reason code: C1

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

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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: Sent email to Mayor requesting meeting. No reply.
12. Other comments? [Click or tap here to enter text.](#)

Regional Operator Name: Ken Rollings
Date: 12/31/2022

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: Cl readings every second day (Dec 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			1.01	
Minimum			0.10	
Maximum			1.59	

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)
5,343	9,000	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

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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? BWA lifted during the quarter.

Regional Operator Name: Ken Rollings
Date: 12/31/2022

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: 12/31/2022

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: Oct. 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	0.92		0.45	
Minimum	0.78		0.19	
Maximum	1.06		0.57	

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

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

Regional Operator Name: Ken Rollings
Date: 12/31/2022

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: 12/31/2022

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: 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	0.11		1.15	
Minimum	0.02		0.11	
Maximum	0.30		2.22	

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



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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.
12. Other comments?.

Regional Operator Name: Ken Rollings
Date: 12/31/2022

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: values for 2 dates 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				
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



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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 chair is unreponsiver.
12. Other comments?

Regional Operator Name: Ken Rollings
Date: 12/31/2022

Community Name: Georgetown
groundwater supply

Water Supply: Third Pond and smaller

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

- Provide the following information for the last quarter: 1st User is the water plant, surface water supply. 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				

- Is this system currently on a BWA? ☐ Yes ☒ No
If yes, select reason code: Choose an item.
If yes, describe plan to address BWA:
- Is the BWA reason code accurate? ☐ Yes ☐ No
If no, select the accurate reason code: Choose an item.
- 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.

- 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

- 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.
- 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.
11. Provide a summary of meetings or training held in the community during the last quarter. These systems continue to operate well.
12. Other comments? Click or tap here to enter text.

Regional Operator Name: Ken Rollings
Date: 12/31/2022

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
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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: 12/31/2022

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: Dec data 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	0.43		0.18	
Minimum	0.39		0.12	
Maximum	0.47		0.28	

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 was a manganese exceedance. The town was referred to the 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)
19,811	28,600	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

Regional Water/Wastewater Operator Program
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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. With respect to the Contaminants Study Program, an email on the Engineering Consultant findings is pending. The site visit was conducted on Sept 9, 2022. I emailed the chairs of the LSD's for Georgetown and Marysvale to see if they would consider cooperating by sharing the Third Pond water supply. Water tax should decrease for both LSD's if adopted.
12. Other comments? The Boil Water Advisory could be lifted, however there remains a manganese exceedance.

Regional Operator Name: Ken Rollings
Date: 12/31/2022

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 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: E2

If yes, describe plan to address BWA: No operator at the moment

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. Needs an operator first.

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

10. Number of days you visited the community during the last quarter? 1
11. Provide a summary of meetings or training held in the community during the last quarter. The composition of council changed drastically. A whole new council was elected. The community was looking at drilling a well near the surface water supply. The previous council contracted an engineering consultant to examine options (hopefully a drilled well near the surface was supply). I am not sure what happened to that study. I will check. A meeting was held with 3 residents on Dec 19, 2022, to discuss the Regional Water and Wastewater Operator Program and the need for disinfection.
12. Other comments?

Regional Operator Name: Ken Rollings
Date: 12/31/2022

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.

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11. Provide a summary of meetings or training held in the community during the last quarter. A detailed email was sent to the LSD requesting a meeting. No reply.
12. Other comments? [Click or tap here to enter text.](#)

Regional Operator Name: Ken Rollings
Date: 12/31/2022

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: no 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



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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. Attempts to contact the town were not successful.
12. Other comments? [Click or tap here to enter text.](#)

Regional Operator Name: Ken Rollings
Date: 12/31/2022

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: 3 weeks in Oct

	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	1.14		1.01	
Minimum	0.95		0.81	
Maximum	1.43		1.22	

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)
2600	4000	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
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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: 12/31/2022

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: 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	1.07		0.32	
Minimum	0.83		0.17	
Maximum	1.21		0.49	

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



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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: 12/31/2022

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

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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. There was no update on the "Chlorination Project". There was an Arsenic Exceedance. Further sampling is required.
12. Other comments?

Regional Operator Name: Ken Rollings
Date: 12/31/2022

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: 12/31/2022

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

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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 community is waiting on the hook up of a new reservoir. No data sent.
12. Other comments? [Click or tap here to enter text.](#)

Regional Operator Name: Ken Rollings
Date: 12/31/2022

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:

	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	0.63	0.59	0.74
Minimum	0.00	0.06	0.18	0.23
Maximum	1.21	1.30	1.35	1.67

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: colour during heavy rainfall, GAC

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



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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. Detained email sent to Town regarding colour and the possible solution: Granulated Activated Charcoal.
12. Other comments? [Click or tap here to enter text.](#)

Regional Operator Name: Ken Rollings
Date: 12/31/2022

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, filter

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

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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 Engineering Consultant emailed their findings under the Contaminants Study Program. The LSD is considering the solutions.
12. Other comments?

Regional Operator Name: Ken Rollings
Date: 12/31/2022

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: 12/31/2022

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:

	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	2.37	2.71	0.06	0.09
Minimum	0.59	0.74	0.02	0.02
Maximum	4.80	5.10	0.15	0.46

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)
255,998	362,000	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. Flushing was identified as a way to increase Chlorine residuals at the end of the line. No word yet from the town or consultant a comprehensive program to deal with the Chlorine Residual problem as well as the high turbidity.
12. Other comments?

Regional Operator Name: Ken Rollings
Date: 12/31/2022

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Meeting Management Software – eScribe to OnBoard
MEETING DATE:	2023-02-22
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:

Based upon discussions with OnBoard, e-Scribe, and current users of OnBoard, staff recommends the switch from e-Scribe to OnBoard.

MOTION:

BE IT RESOLVED that the Board accepts the offer from OnBoard for meeting management software for \$12,500 recurring per year plus HST.

BACKGROUND/DISCUSSION:

- The Board acquired meeting software initially to conduct paperless meetings; increase security of information; improve collaboration; provide quick access to meeting information; and to simplify note taking.
- While eScribe meeting software has been very good it is better suited to large municipalities. Staff were provided with a demonstration of OnBoard's meeting software which is targeted at smaller boards. OnBoard is now the parent company of eScribe. While the software is very similar and has many of the same functionalities, it appears that OnBoard is much more user friendly and easier to implement. For these reasons it is recommended that the Board switch to OnBoard.
- Annually, OnBoard costs about the same as e-Scribe.
- The IT department of the city reviewed the OnBoard app and pushed it out to the applicable devices assigned to Council. Staff have tested logging in through the Windows version of the app as well as the OnBoard webpage. Both were easy to use and provided similar capabilities. Any concerns from Board members with regards to being able to login or install an app on their device should be alleviated.

For Employer: EASTERN REGIONAL SERVICE BOARD (2018349)

Data as of January 21, 2023

No Claim Data Available for Selected Period.

Notes:

1. This report identifies only those claims accepted by WorkplaceNL in which benefits have been paid. The statistics contained in this report are based on definitions the Association of Workers Compensation Boards of Canada, (AWCBC) uses under the National Work Injury Statistics Program (NWISP). Please note that the statistics used by other Workers' Compensation Boards and Commissions may be similar but not identical.

2. Lost Time claims: The number of new claims reported, accepted and paid. These claims involve lost-time from work where a worker is compensated for a loss of wages following a work-related injury (or exposure to a noxious substance).

3. Health Care Only claims: The number of new claims reported, accepted and paid. Health care only claims do not involve lost-time from work.

4. Fatality claims: The number of fatality claims that were accepted. A fatality is recorded in the year the claim is accepted.

Injury Report

Injury Report for
last 5 years plus current year

For Employer: EASTERN REGIONAL SERVICE BOARD (2018349)

Data as of January 21, 2023

Types Of Claims:	2018	2019	Total
Health Care Only	0	1	1
Lost Time	3	1	4
Types Of Claims Total	3	2	5

Nature Of Injuries:	2018	2019	Total
Open wounds	0	1	1
Surface wounds and bruises	1	0	1
Traumatic injuries to bones, nerves, spinal cord	1	0	1
Traumatic injuries to muscles, tendons, ligaments, joints, etc.	1	1	2
Nature Of Injuries Total	3	2	5

Sources Of Injury:	2018	2019	Total
Animals and animal products	0	1	1
Floors, walkways, ground surfaces	1	0	1
Highway vehicle, motorized	1	1	2
Scrap, waste, debris	1	0	1
Sources Of Injury Total	3	2	5

Parts Of Body:	2018	2019	Total
Arm(s)	0	1	1
Face	1	0	1
Foot(feet), except toe(s)	0	1	1
Multiple body parts	2	0	2
Parts Of Body Total	3	2	5

Types Of Accident:	2018	2019	Total
Assaults by animals	0	1	1

Injury Report

Injury Report for
last 5 years plus current year

For Employer: EASTERN REGIONAL SERVICE BOARD (2018349)

Data as of January 21, 2023

Fall to lower level	2	0	2
Overexertion	0	1	1
Rubbed or abraded by friction or pressure	1	0	1
Types Of Accident Total	3	2	5

Notes:

1. This report identifies only those claims accepted by WorkplaceNL in which benefits have been paid. The statistics contained in this report are based on definitions the Association of Workers Compensation Boards of Canada, (AWCBC) uses under the National Work Injury Statistics Program (NWISP). Please note that the statistics used by other Workers' Compensation Boards and Commissions may be similar but not identical.

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3. Health Care Only claims: The number of new claims reported, accepted and paid. Health care only claims do not involve lost-time from work.

4. Fatality claims: The number of fatality claims that were accepted. A fatality is recorded in the year the claim is accepted.

EASTERN REGIONAL SERVICE BOARD
BRIEFING NOTE / REPORT

TITLE:	Board Professional Development Plan 2023
MEETING DATE:	2023-02-22
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Lynn Tucker, Chief Administrative Officer
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

It is recommended that the Board consider attending the Canadian SWANA Northern Lights Chapter Annual Conference being held in Yellowknife from June 13-16, 2023; the Annual SWANA WasteCon being held in Boston, September 27-29, 2023; and the Canadian SWANA Conference being held in Niagara Falls from April 3-5, 2024.

MOTION:

BE IT RESOLVED that the Board send the Chair and two members to each of the following events: (1) Canadian SWANA Northern Lights Chapter Annual Conference, Yellowknife, June 13-16, 2023; (2) Annual SWANA WasteCon, Boston, September 27-29, 2023; and the, (3) Canadian SWANA Conference, Niagara Falls, April 3-5, 2024.

BACKGROUND/DISCUSSION:

- The CAO is tasked each January with the identification of suitable professional development opportunities for Board members.
- The 2023 budget for Board professional development is \$30,000.
- Included in the meeting package is an outline of the Board's guidelines as well as a list of professional development opportunities for 2023. Each event was prioritized based on the information available.
- Attached is an estimate of costs per Board member to attend the recommended events outlined below.
- Subsequently, the recommendation is that the Board consider the following events:
 - Canadian SWANA (Solid Waste Association of North America) Northern Lights Chapter Annual Conference being held in Yellowknife, June 13-16, 2023. Topics for presentations are timely and an agenda is enclosed for consideration.

- SWANA WasteCon, an annual conference usually attended by ERSB, is being held in Boston, September 27-29, 2023. Agenda is yet to be determined; however, a brief description is attached.
- Canadian SWANA Conference is scheduled for April 3-5, 2024 in Niagara Falls, Ontario. Agenda to be determined; however, a brief description of this event is attached. Please note this event takes place in 2024; however, it is included in the 2023 list for consideration as its scheduled for April. If the Board waits until February 2024 to approve this conference, it may be too late to make arrangements.
- This information will be brought to the February Board meeting and any members interested in attending events approved by the Governance Committee and Board Chair will be asked to submit their expression of interest to the CAO.
- All expressions of interest will be reviewed by the Chair and the Governance Committee to determine who will attend events on behalf of the Board.
- To be fair to all Board members, priority consideration will be given to those who have not had the opportunity to avail of professional development opportunities in the past.

ATTACHMENTS:

- Estimate of Costs Per Person to Attend Recommended Events
- Northern Lights Agenda – June 13-16, 2023 – agenda attached
- SWANA WasteCon, Boston – September 27-29, 2023 – brief description attached
- Canadian SWANA Conference – April 3-5, 2024 – brief description attached
- Board Professional Development Plan & Guidelines 2023

BOARD PROFESSIONAL DEVELOPMENT 2023
ESTIMATE OF COSTS PER PERSON

Event	Cdn. SWANA - Yellowknife	SWANA WasteCon - Boston*	Canadian SWANA Conference - Niagara Falls^
Dates	June 11 - 17, 2023	September 24-30, 2023	April 1-6, 2024
Total Nights	6	6	5
Airfare Costs	\$ 1,350.00	\$ 1,000.00	\$ 950.00
Taxis/Shuttles/etc.	\$ 120.00	\$ 168.00	\$ 225.00
Accommodations	\$ 1,350.00	\$ 4,000.00	\$ 1,500.00
Per Diem	\$ 420.00	\$ 588.00	\$ 350.00
Incidentals	\$ 60.00	\$ 84.00	\$ 50.00
Total Estimated Costs Per Person	\$ 3,300.00	\$ 5,840.00	\$ 3,075.00

* U.S. dollars converted to Canadian for accommodations/per diem and incidentals using 1.4 exchange rate

^ Includes shuttle from Pearson Airport to Niagara Falls (\$125)

TOTAL BUDGET FOR BOARD PD	\$ 30,000.00		
Estimated Costs to Send 2 Members	\$ 6,600.00	\$ 11,680.00	\$ 6,150.00
Estimated Costs to Send 3 Members	\$ 9,900.00	\$ 17,520.00	\$ 9,225.00

AGENDA
SWANA NORTHERN LIGHTS ANNUAL CONFERENCE
YELLOWKNIFE, NT – JUNE 13 – 16, 2023

June 13, 2023

8:00am - 4:00pm - **Training (Separate Registration Required)**

7:00pm - 1:00am - **Reception and “Midnight” Golf**

June 14, 2013

9:00am - 6:00pm - **Registration Opens**

10:00am - 12:00pm **Workshop** - To Be Confirmed – First Nations Solid Waste Management

2:00pm - 4:30pm - **Tours**

- Landfill, Transfer Station and Giant Mine
- Old Town

7:00pm - 9:00pm - **Opening Reception** - Conference Welcome Event and Tradeshow Sneak Peek

June 15, 2013

8:00am - 9:00am - **Breakfast**

9:00am-9:15am - **Welcoming Remarks**

9:15am - 10:00am - **Opening Keynote**

10:00am - 10:45am - **Safety Plenary (To Be Confirmed)**

10:45am - 11:15am - **Reconnecting Break**

11:15am - 12:15pm - **Concurrent Sessions**

Small and Remote Communities – Past to Present – Session 1A

This session will tell the story of historical landfills and dumps being converted modern facilities. Join us for earned wisdom on facility improvements.

Composting Processing? What’s changing in the compost game? – Session 1B

This session provides an update on the latest and greatest in compost facilities and regulations.

Mine Waste Stories – Session 1C

12:15am - 1:00pm - **Lunch**

1:00pm - 1:30pm - **SWANA Northern Lights Chapter AGM**

1:30pm - 3:00pm - **Concurrent Sessions**

The Burning Question – Session 2A

Fires at the landfill are never good news. Hear stories of past fires and learn what to do before and after getting the call.

Building Engagement and Education for Today's World – Session 2B

What do you need to effectively communicate with the public and customers? Join us to learn from communication and engagement practitioners.

How can we improve our safety systems? – Session 2C

3:00pm - 3:30pm - **Exhibit Viewing and Refreshment Break**

3:30pm - 4:45pm - **Concurrent Sessions**

Small and Remote Communities – Opportunities to Optimize – Session 3A

What can we do to improve our operations? Come to this session to learn about opportunities for improvements.

Northern Logistics and Diversion – Session 3B

Hear about the ideas and programs used by northern communities to support modern solid waste management systems.

5:15pm - 6:30pm - **Tradeshow Reception - End your day of learning by networking with your colleagues.**

6:30pm - 10:00pm - **Banquet and Entertainment**

10:00pm – Late - **After Party**

June 16, 2013

8:30am - 9:00am - **Breakfast**

9:00am - 10:00am - **Concurrent Sessions**

Small and Remote Communities – Opportunities for Technology at a Small Scale – Session 4A

Learn about making technologies work at a small scale.

Landfill Closure Options and Ideas – Session 4B

There are many aspects to consider in closing landfills. From covers to leachate come here to see how communities are addressing closure.

New Vehicles in the Waste Management Industry – Session 4C

Are you looking to purchase new vehicles? Whether it's EV, hydrogen, or CNG, come to this session to hear about your next fleet of vehicles.

10:00am - 10:30am

Exhibit Viewing and Refreshment Break

10:30am - 11:30am - **Concurrent Sessions**

Attracting the future of the industry – young professional development panel – Session 5A

This session will include young and experienced professionals for a panel discussion on bringing in the next generation of solid waste practitioners and distributing the knowledge of experienced leaders.

Climate Change – Climate-friendly innovations – Session 5B

11:30am - 12:30pm **Closing Plenary** - What makes Yellowknife Special?

Cool programs that are happening in Yellowknife (inspiration for Northern/small/remote communities)

12:30pm - 1:30pm - **Farewell Lunch & Closing Remarks**

Conference

WASTECON

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The WASTECON Education Experience is specifically curated to provide leadership and management education through a solid waste lens. What you will experience is unlike any other in the industry. SWANA's Safety Summit is returning to WASTECON to provide the latest in industry health and safety information and practices. This curated series of sessions will help safety leaders better protect collection and post-collection workers while developing a stronger safety culture for all.

View The Agenda Today

The Banking Event That Puts Bank-Led Conversations Front & Centre Stage | Book Today MoneyL

Timings

09:00 AM-06:00 PM (expected)
Not Verified

Estimated Turnout

100 - 500 Delegates

Editions

Sep 2023  Interested

Frequency
Newly Listed

Different Located Editions

Entry Fees

Check Official Website

Category & Type

 Conference
 Environment & Waste

Official Links

Website

Contacts 

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ANNOUNCING 2024 CANADIAN SWANA CONFERENCE

Published: November 21, 2022

The Ontario Chapter announces the 2024 Canadian SWANA Conference to be held on April 3-5, 2024 in Niagara Falls, ON. This cross Canada conference will include two days of presentations, networking and a live trade show. Bus tours of local waste facilities will round out the third day of the conference.

Please add April 3-5, 2024 to your event calendars and hope to see you out in Niagara Falls.

BOARD PROFESSIONAL DEVELOPMENT PLAN & GUIDELINES 2023

As leaders, it is important that Board members continually expand their knowledge not only to help ensure the success of the Board but to ensure the success of our residents and communities.

Modelling lifelong learning not only sets a good example but sends a strong message about the importance of education and of continually learning.

By its own policy the Board is required to create a professional development plan for governance excellence in fiduciary, strategic and generative engagement modes.

Guidelines

1. Funds to support Board professional development shall be allocated within the Board's budget each year.
 - a. For 2023, \$30,000 has been budgeted.
2. Board members should consider professional development opportunities keeping in mind their areas of strength and weakness regarding governance and service delivery excellence.
3. Attendance at professional development opportunities shall be discussed by the Governance Committee and Board in January and February each year.
4. Opportunities for attendance at professional development events shall be offered to all Board members; however, priority will be given to members who have not been approved to attend these events in the past.
5. Expenses and remuneration will be paid in accordance with the Board's policies.
6. All expenses shall be claimed using the Board's Travel Expense Claim form and should be submitted within 10 days following the event.

2023 PROFESSIONAL DEVELOPMENT OPPORTUNITIES FOR EASTERN REGIONAL SERVICE BOARD

No.	Event	Date & Location	Priority
1	SWANA Ontario Waste Professionals Management Seminar (<i>Floor event/operations related</i>)	April 4-5, 2023 Toronto, ON	LOW
2	Canadian Waste to Resource Conference	April 23-25, 2023 Collingwood, ON	LOW
3	WasteExpo (Solid Waste, Recycling & Organics)	May 1-4, 2023 New Orleans, LA	MID
4	SWANA Northern Lights Annual Conference	June 13-16, 2023 Yellowknife, NT	HIGH
5	International Conference on Solid Waste Management and Recycling (ICSWMR)	August 5-6, 2023 Montreal, QC	LOW
6	19 th Annual Boardroom Summit & Board Committee Peer Exchange	Sept 13-14, 2023 New York, NY	MID
7	Waste and Recycling Expo Canada 2023	Sept 26-27, 2023 Mississauga, ON	LOW
8	SWANA WasteCon Annual Conference	Sept 27-29, 2023 Boston, MA	HIGH
9	15 th World Congress and Expo on Recycling (<i>Floor event/trade show focus</i>)	Oct 16-17, 2023 Vancouver, BC	LOW
10*	Canadian SWANA Conference (no agenda available yet)	April 3-5, 2024 Toronto, ON	HIGH

Please see the attachment for more information about each event listed above.

*Please note that the No. 10 item is for an event that takes place in 2024 and not 2023. It is included to ensure there would be time for members to register, if interested. Waiting until February or March 2024 may be too late.

EASTERN REGIONAL SERVICE BOARD
BRIEFING NOTE / REPORT

TITLE:	Joint Council Update
MEETING DATE:	2023-02-22
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 2nd. An excellent presentation from the Department of Fisheries and Oceans was very well received. The SSJC are consider switching the day in which their meeting takes place each month. A survey of the Membership will provide results at the next meeting that is scheduled for Thursday, March 2nd.
- The Conception Bay North Joint Council (JCCBN) held their last meeting and election of officers on Thursday, January 26th. Councillor Ryan Snow of South River was elected as Chair, and Deputy Mayor Sam Slade of Carbonear was elected as Vice Chair. The next meeting is scheduled to take place on Thursday, February 23rd.
- The Northeast Avalon Joint Council (NEAJC) continues to meet on the second Wednesday of every month. The February 8th meeting was postponed to February 15th at which time the Newfoundland and Labrador Search and Rescue Association (NLSARA) will be presenting, along with Municipalities Newfoundland and Labrador's new CEO, Mr. Rob Nolan.
- The NEAJC's plan to host a 2023 Joint Council Summit is ongoing.
- The Board Clerk, Chair and CAO along with elected officials in the area of Smith Sound and Isthmus met on January 31st in Clarenville to discuss reestablishing the Joint Council as well as providing information regarding the Board, our

services and administrative support of joint councils. The meeting went very well and the lines of communication will remain open. The Board's Clerk will be reaching out in the coming weeks to set up a virtual meeting of the Joint Council in hopes to re-establish a routine/monthly meeting.

- There has been interest in St. Mary's Bay and the Southwest Avalon areas to re-establish a joint council. The Board Clerk will be working on this and reaching out to the communities of these areas in the coming months.
- 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.