



**BOARD OF DIRECTORS MEETING  
MINUTES**

**Meeting #81**

**Wednesday, June 24, 2020, 7:00 p.m.**

**LIVE - VIDEOCONFERENCE**

In Attendance: Mayor Harold Mullooney  
Mayor Danny Breen  
Councillor Glenn Clarke  
Councillor Wally Collins  
Councillor Ian Froude  
Councillor Sandy Hickman  
Councillor Jamie Korab  
Councillor Kevin McDonald  
Deputy Mayor Sheilagh O’Leary  
Councillor Peggy Roche  
Councillor Deanne Stapleton  
Councillor Lucy Stoyles  
Councillor Gerard Tilley  
Deputy Mayor Sam Whalen  
Councillor Sterling Willis

Regrets: Councillor Maggie Burton  
Councillor Hope Jamieson  
Councillor Dave Lane  
Mayor Gerald Snook

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

---

1. **Call to Order**

Mr. Mullooney called the meeting to order at 7:01 p.m.

2. **Adoption of Agenda**

The Agenda was tabled for approval. Mr. Mullooney added Board Member Resignation and Bell Island Site Closure & Construction of Waste Recovery Facility under New Business.

**MOTION 2020-038**

**Moved By** Mr. McDonald

**Seconded By** Mr. Froude

BE IT RESOLVED that the Agenda be adopted as tabled with the addition of Board Member Resignation and Bell Island Site Closure & Construction of Waste Recovery Facility under New Business.

**Carried Unanimously**

3. **Review of Minutes**

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

**MOTION 2020-039**

**Moved By** Mr. Willis

**Seconded By** Mr. Hickman

BE IT RESOLVED that the Minutes of the meeting of Wednesday, May 27, 2020 be adopted as tabled.

**Carried Unanimously**

4. **Committee Reports**

a. **Finance & Audit Committee**

Mr. Hickman delivered the Finance and Audit Committee report.

1. Board Expenditures

Board expenditures for the month of May were tabled for review and approval.

**MOTION 2020-040**

**Moved By** Mr. Hickman

**Seconded By** Ms. Stoyles

BE IT RESOLVED that the ERSB adopt the Board's Expenditures for May as tabled.

**Carried Unanimously**

2. Incorporated Towns Payment Activity Report

An update on the Incorporated Towns Payment Activity was provided for May 2020. There were no questions or concerns regarding this report.

3. Allocation of Reserve Funds

The Board maintains two (2) reserves which are the Regional Capital Reserve and the Operational Reserve. A description of these reserves has been provided in the meeting package and is available to the public on the Board's website.

A short discussion took place on heavy equipment that needs replacement in 2020 as well as increased operational costs due to the COVID-19 pandemic.

**MOTION 2020-041**

**Moved By** Mr. Hickman

**Seconded By** Mr. Whalen

BE IT RESOLVED that ERSB assign the unappropriated monies set aside for reserves as follows: \$1.2 million to the Regional Capital Reserve and \$1 million to Operational Reserve.

**Carried Unanimously**

b. **Strategy & Policy Committee**

Mr. Whalen delivered the Strategy and Policy Committee report.

1. **Community Clean-up Program**

Mr. Whalen reminded members that the Board provides a Community Clean-up Program that provides an annual opportunity for community-based volunteer groups to access and dispose of waste collected during a community clean-up event.

In April each year the Board sends a letter and program checklist to all communities in the Eastern region regarding this program. However, because the waste recovery facilities were closed up to June 2<sup>nd</sup> because of the pandemic, the letter was not sent this year until June 4<sup>th</sup>.

Mr. Whalen noted that a copy of the letter and checklist was included in the meeting package with further details of the program.

There were no questions or concerns regarding this program.

2. **Household Hazardous Waste (HHW) Tender**

Mr. Whalen reminded members that a tender for the Board's annual household hazardous waste (HHW) collection events was issued in February of this year. These events are usually held over two weekends in June and in September of each year. However, the Board decided not to proceed with the award of the 2020 HHW tender in March due to the pandemic and subsequent public health orders.

As we learn to adapt to living with COVID-19, businesses and organizations are encouraged to re-open within public health guidelines; therefore, the Board may now proceed with its HHW events for September.

There were no questions or concerns regarding this update.

3. Website Re-Design by NATIONAL Public Relations

Mr. Whalen noted that NATIONAL Public Relations provided a presentation to Board members in advance of the May 27, 2020 Board meeting and they continue to develop the Board's website and work with staff regarding the content, etc.

NATIONAL will provide another presentation to the Board regarding the website on Tuesday, July 7, 2020 at 10:30 a.m. by ZOOM. Mr. Whalen encouraged as many Board members as possible to make themselves available for this presentation so that they may provide feedback regarding the website re-design.

4. Resumption of Bulk Waste Collections

Mr. Whalen informed the Board that under Alert Level 3, Public Health Orders provides for more than one passenger in workplace vehicles; therefore, curbside bulk waste collections could resume.

As members may recall, bulk waste collections could not take place as employees could not practice the required physical distancing. It was prohibited to have two employees travel in one vehicle under Alert Levels 5 and 4.

Since the Committee meeting, staff worked with our contractors and they stepped up to assist the Board by re-scheduling those events cancelled due to the pandemic. Communities have been notified of the dates for the re-scheduled events and the information has been posted to the Board's websites.

5. COVID-19 Impacts – Update

Mr. Whalen provided an update to the Board regarding measures taken to address the COVID-19 pandemic including the following:

- Re-opening of the waste recovery facilities;
- Resumption of bulk waste collections;
- Hours of operation for Board facilities;
- Staff scheduling for Alert Level 2 onward;
- Personal protective equipment (PPE) acquisition and provision for staff;
- Increased operational costs due to the pandemic.

Mr. Whalen assured the Board that we continue to be compliant with all public health regulations and will make changes as required to ensure that employees and the public are kept safe during this difficult time.

c. **Governance Committee**

Mr. Clarke delivered the Governance Committee report.

1. Payroll Remittance Statements

Mr. Clarke noted that the Board's statement of account from the Canada Revenue Agency for its payroll remittances for the first quarter of 2020 is included in tonight's meeting package. There is no outstanding balance and staff continues to make bi-weekly payroll remittances as required.

2. ERSB Corporate Health and Safety Policy

Mr. Clarke reminded members that as an employer, the Board is required to have policies in the workplace governing occupational health and safety and early and safe return-to-work. These policies as well as the Board's corporate health and safety policy statement are adopted annually.

The Board has an occupational health and safety policy since 2013 and it has been updated when and as required. In addition, training and re-certification occurs when required and when new staff are hired.

New Occupational Health and Safety Regulations became effective January 1, 2020 with provisions to address workplace harassment and worker-on-worker violence.

As the Board's existing OH&S Policy already included policies to address these items as well as a respectful workplace, the Board's OH&S Committee is not recommending any changes to the policy for this year.

Mr. Clarke noted that staff are recommending adoption of the *Corporate Health & Safety Policy* statement as enclosed in the meeting package.

**MOTION 2020-042**

**Moved By** Mr. Clarke

**Seconded By** Mr. McDonald

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

**Carried Unanimously**

3. **Summer Meetings**

Summer meetings was discussed at all committee meetings in June and it was decided that in light of the current situation with the COVID-19 pandemic it would be best to meet this summer.

All summer meetings would be at the call of the Board's Chairperson; however, Mr. Clarke noted that all committee members can expect to receive meeting requests throughout summer.

5. **Correspondence**

Mr. Mallowney noted that staff continue to receive emails and phone calls daily regarding the impacts on the Board's services due to the pandemic. The office has been quite busy in the past number of months to address the Public Health Emergency and subsequent regulations. They continue to be busy working to reinstate services as the provincial alert levels continue to change.

6. **New Business**

a) **Board Member Resignation**

Mr. Mallowney regretted to inform the Board that Councillor Bill Bailey submitted his resignation on June 17, 2020, effective immediately. He thanked Mr. Bailey for his service to the Board and wished him all the best in his future endeavours.

The Board's Clerk was directed to begin the election process to find a new representative for the Smith Sound Area.

b) Bell Island Site Closure & Construction of Waste Recovery Facility

Mr. Mallowney confirmed that the tender for the Bell Island Site Closure and Construction of Waste Recovery Facility will be available by early next week.

c) Fire & Emergency Services

Mr. Mallowney noted that he has received several inquiries regarding fire and emergency services from areas that are not currently serviced by the Board.

This seems to be a service of high interest in the Eastern Region.

d) Waste Collection on Unserviced Roads in Unincorporated Areas

Mr. Mallowney noted that he continues to receive inquiries regarding waste collection services from property owners on unserviced roads in unincorporated areas. He continues to supply information regarding the agreement with the Department of Municipal Affairs and Environment in response to the Ministerial Directives of 2019. It seems there is still a demand for waste collection in several of these areas.

e) Harassment of Staff

Mr. Mallowney noted that harassment of staff at all Board locations continues to be an ongoing issue. Verbal harassment and threats of bodily harm are not uncommon and must be taken seriously by the Board and its management team. Not only are the Board's staff harassed in their workplaces, we are now receiving reports of the public harassing the contractors' employees while they collect garbage.

It is the Board's responsibility to protect staff from harassment in the workplace; therefore, we must ensure that all harassment issues are dealt with in the proper manner to ensure safety of employees at all times.

f) Illegal Dumping

Ms. O'Leary asked for information regarding the process for dealing with illegal dumping within the Eastern Region.

Although the Board is aware that Service NL handles such inquiries, it was also noted that the specific municipality may be able to provide assistance, as well as MMSB.

g) Update on Water & Wastewater Program

Mr. Collins asked for an update on the Board's water and wastewater program.

Ms. Tucker provided an update and noted that the program is ongoing. Although the pandemic has prevented the technician from completing the usual in-person visits in the past few months, those visits will resume now that we're moving to Alert Level 2.

The program continues to service approximately 15 communities. The technician would be happy to provide information and/or assistance to any community who may be interested in the program.

7. **Upcoming Meetings**

Board members were reminded that upcoming meetings will be scheduled at the call of the Board's Chair.

An all committee meeting will take place in July and a poll has been sent to all committee members regarding a date and time for the All Committee Meeting to take place in July. Members were encouraged to respond so that the majority can be accommodated.

8. **Adjournment**

**MOTION 2020-043**

**Moved By** Mr. McDonald

**Seconded By** Ms. O'Leary

Seeing no further business to be discussed, BE IT RESOLVED that the meeting adjourned at 7:31 p.m.

**Carried Unanimously**

**Ms. Holly Coles**  
Board Clerk and Outreach Coordinator

---

**Mayor Harold Muldowney**  
Chairperson

**Eastern Regional Service Board**

BNK2 - Bank of Montreal - EW

Cheques from 000001 to 008923 dated between 05-01-2020 and 05-29-2020

**CHEQUE REGISTER**

Printed: 11:23:18AM 05/29/2020

Page 1 of 2

<b>Number</b>	<b>Issued</b>	<b>Amount</b>	<b>SC</b>	<b>Status</b>	<b>Status Date</b>
008881	05/13/2020 62167 Newfoundland and Labrador Inc	<b>7,380.30</b>	A/P	OUT-STD	05/13/2020
008882	05/13/2020 Advantage Personnel Ltd.	<b>1,200.60</b>	A/P	OUT-STD	05/13/2020
008883	05/13/2020 Clowe Construction Ltd.	<b>4,588.50</b>	A/P	OUT-STD	05/13/2020
008884	05/13/2020 Around The Bay Disposals Inc.	<b>78,290.58</b>	A/P	CLEARED	05/22/2020
008885	05/13/2020 City of St. John's	<b>31,551.36</b>	A/P	OUT-STD	05/13/2020
008886	05/13/2020 Harris Ryan	<b>6,583.75</b>	A/P	CLEARED	05/22/2020
008887	05/13/2020 Leslie Squires	<b>440.00</b>	A/P	OUT-STD	05/13/2020
008888	05/13/2020 McInnes Cooper	<b>582.03</b>	A/P	OUT-STD	05/13/2020
008889	05/13/2020 Miller IT Limited	<b>310.50</b>	A/P	CLEARED	05/22/2020
008890	05/13/2020 Modern Business Equipment Limited	<b>162.41</b>	A/P	CLEARED	05/22/2020
008891	05/13/2020 NL News Now	<b>172.50</b>	A/P	OUT-STD	05/13/2020
008892	05/13/2020 North Atlantic	<b>15,298.13</b>	A/P	CLEARED	05/22/2020
008893	05/13/2020 Northern Business Intelligence	<b>1,866.21</b>	A/P	OUT-STD	05/13/2020
008894	05/13/2020 Pitney Bowes	<b>183.26</b>	A/P	OUT-STD	05/13/2020
008895	05/13/2020 Scotia Recycling Inc	<b>255.30</b>	A/P	OUT-STD	05/13/2020
008896	05/13/2020 Shred-it c/o Stericycle ULC	<b>85.36</b>	A/P	OUT-STD	05/13/2020
008897	05/13/2020 T2 Ventures Inc.	<b>240,442.88</b>	A/P	CLEARED	05/22/2020
008898	05/13/2020 Town of Clarenville	<b>1,608.00</b>	A/P	OUT-STD	05/13/2020
008899	05/27/2020 A1 Glass	<b>339.25</b>	A/P	OUT-STD	05/27/2020
008900	05/27/2020 Advantage Personnel Ltd.	<b>1,200.60</b>	A/P	OUT-STD	05/27/2020
008901	05/27/2020 Bell Conferencing Inc.	<b>81.19</b>	A/P	OUT-STD	05/27/2020
008902	05/27/2020 Bell Mobility Inc.	<b>1,560.59</b>	A/P	OUT-STD	05/27/2020
008903	05/27/2020 CAN-AM Platforms & Construction Ltd.	<b>18,317.78</b>	A/P	OUT-STD	05/27/2020
008904	05/27/2020 Craig's Locksmithing & Auto Glass	<b>914.25</b>	A/P	OUT-STD	05/27/2020
008905	05/27/2020 Craig Drover	<b>493.70</b>	A/P	OUT-STD	05/27/2020
008906	05/27/2020 D&L Russell Limited	<b>19.51</b>	A/P	OUT-STD	05/27/2020
008907	05/27/2020 Dodd's Diesel Repair Ltd.	<b>11,963.10</b>	A/P	OUT-STD	05/27/2020
008908	05/27/2020 Eastlink Communications Channel 6 Ads Clarenville	<b>232.88</b>	A/P	OUT-STD	05/27/2020
008909	05/27/2020 Kevin Butt	<b>395.52</b>	A/P	OUT-STD	05/27/2020
008910	05/27/2020 Lynn Tucker	<b>5,129.39</b>	A/P	OUT-STD	05/27/2020
008911	05/27/2020 NATIONAL Public Relations	<b>5,604.35</b>	A/P	OUT-STD	05/27/2020
008912	05/27/2020 Newfoundland Exchequer Account	<b>10.00</b>	A/P	OUT-STD	05/27/2020
008913	05/27/2020 Newfoundland Power Inc.	<b>5,742.74</b>	A/P	OUT-STD	05/27/2020
008914	05/27/2020 Nexgen Municipal Inc.	<b>2,231.12</b>	A/P	OUT-STD	05/27/2020
008915	05/27/2020 ORKIN Canada Corporation	<b>194.35</b>	A/P	OUT-STD	05/27/2020
008916	05/27/2020 Parts For Trucks Inc.	<b>28.70</b>	A/P	OUT-STD	05/27/2020
008917	05/27/2020 PBA Industrial Supplies Ltd.	<b>87.15</b>	A/P	OUT-STD	05/27/2020
008918	05/27/2020 Sam Pike Masonry Ltd.	<b>500.47</b>	A/P	OUT-STD	05/27/2020
008919	05/27/2020 T & S Electric Ltd.	<b>442.11</b>	A/P	OUT-STD	05/27/2020
008920	05/27/2020 Tulk Tire & Service Ltd.	<b>3,705.84</b>	A/P	OUT-STD	05/27/2020
008921	05/27/2020 WAJAX (Power Systems)	<b>251.85</b>	A/P	OUT-STD	05/27/2020
008922	05/27/2020 Woodman's Welding Ltd.	<b>1,115.50</b>	A/P	OUT-STD	05/27/2020

Eastern Regional Service Board

BNK2 - Bank of Montreal - EW

Cheques from 000001 to 008923 dated between 05-01-2020 and 05-29-2020

---

CHEQUE REGISTER

---

Printed: 11:23:18AM 05/29/2020

Page 2 of 2

---

Number	Issued	Amount	SC	Status	Status Date
	<b>Cheque Totals Issued:</b>	<b>451,563.61</b>			
	<b>Void:</b>	<b>0.00</b>			
	<b>Total Cheques Generated:</b>	<b>451,563.61</b>			
	<b>Total # of Cheques Listed:</b>	<b>42</b>			

# EASTERN REGIONAL SERVICE BOARD

---

## PAYROLL EXPENSE

### MAY 2020

Payroll – Staff ( <i>2 pay periods – 17 employees</i> ).....	\$96,850.92
Payroll – Board ( <i>18 members</i> ) .....	<u>\$00,000.00</u>
Total Payroll ( <i>24 employees</i> ) .....	\$96,850.92
Payroll CRA Remittance .....	<u>\$33,383.45</u>
<b>TOTAL GROSS PAYROLL .....</b>	<b><u>\$130,234.37</u></b>

---

### PREVIOUS MONTH

---

### APRIL 2020

Payroll – Staff ( <i>April 9 pay period – 24 employees</i> ) .....	\$51,860.77
Payroll – Staff ( <i>April 23 pay period – 17 employees</i> ).....	\$48,193.04
Payroll – Board ( <i>18 members</i> ) .....	<u>\$21,455.08</u>
Total Payroll ( <i>35 employees</i> ) .....	\$121,508.89
Payroll CRA Remittance .....	<u>\$ 38,975.84</u>
<b>TOTAL GROSS PAYROLL .....</b>	<b><u>\$160,484.73</u></b>

**TOWNS PAYMENT ACTIVITY 2020 - As of May 29, 2020**

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

CustCode	Town/Local Service District	Number of Units	Number of Units x \$180.00	Prior Year (Credit) Arrears	Total Invoiced	Payments Received	Balance	Amount Due by 29-May	Surplus (Arrears)
TOWN503	Town of Arnold's Cove	535	\$96,300.00		\$96,300.00	\$38,520.00	\$57,780.00	\$38,520.00	0.00
TOWN403	Town of Cape Broyle	277	\$49,860.00		\$49,500.00	\$19,944.00	\$29,556.00	\$19,800.00	144.00
TOWN502	Town of Chance Cove	148	\$26,640.00		\$26,640.00	\$10,656.00	\$15,984.00	\$10,656.00	0.00
TOWN514	Town of Colinet	75	\$13,500.00		\$13,500.00	\$5,400.00	\$8,100.00	\$5,400.00	0.00
TOWN504	Town of Long Harbour-Mount Arlington Heights	196	\$35,280.00		\$35,280.00	\$14,112.00	\$21,168.00	\$14,112.00	0.00
TOWN804	Town of New Perlican	162	\$29,160.00		\$29,160.00	\$11,664.00	\$17,496.00	\$11,664.00	0.00
TOWN517	Town of St. Vincent's-St. Stephen's-Peter's River	213	\$38,340.00		\$38,340.00	\$15,336.00	\$23,004.00	\$15,336.00	0.00
TOWN305	Town of Sunnyside	205	\$36,900.00		\$36,900.00	\$14,760.00	\$22,140.00	\$14,760.00	0.00
TOWN809	Town of Wabana	1222	\$219,960.00		\$219,960.00	\$87,984.00	\$131,976.00	\$87,984.00	0.00
TOWN508	Town of Point Lance	47	\$8,460.00		\$8,460.00	\$4,230.00	\$4,230.00	\$4,230.00	0.00
TOWN511	Town of St. Joseph's	107	\$19,260.00		\$19,260.00	\$9,630.00	\$9,630.00	\$9,630.00	0.00
TOWN402	Town of Bay Bulls	545	\$98,100.00		\$98,100.00	\$39,240.00	\$58,860.00	\$49,050.00	-9,810.00
TOWN302	Town of Norman's Cove-Long Cove	333	\$59,940.00		\$59,940.00	\$23,976.00	\$35,964.00	\$29,970.00	-5,994.00
TOWN516	Town of St. Mary's	222	\$39,960.00		\$39,960.00	\$15,984.00	\$23,976.00	\$19,980.00	-3,996.00
TOWN304	Town of Southern Harbour	184	\$33,120.00		\$33,120.00	\$13,248.00	\$19,872.00	\$16,560.00	-3,312.00
TOWN601	Town of Whiteway	163	\$29,340.00		\$29,340.00	\$11,736.00	\$17,604.00	\$14,670.00	-2,934.00
TOWN513	Town of Gaskiers-Point LaHaye	144	\$25,920.00		\$25,920.00	\$10,368.00	\$15,552.00	\$12,960.00	-2,592.00
TOWN603	Town of Heart's Desire	125	\$22,500.00		\$22,500.00	\$9,000.00	\$13,500.00	\$11,250.00	-2,250.00
TOWN512	Town of Admiral's Beach	82	\$14,760.00		\$14,760.00	\$5,904.00	\$8,856.00	\$7,380.00	-1,476.00
TOWN401	Town of Aquaforte	70	\$12,600.00	875.73	\$13,475.73	\$12,588.36	\$887.37	\$13,475.73	-887.37
TOWN806	Town of Heart's Content	239	\$43,020.00		\$43,020.00	\$21,510.00	\$21,510.00	\$21,510.00	0.00
TOWN509	Town of Branch	161	\$28,980.00		\$28,980.00	\$28,980.00	\$0.00	\$28,980.00	0.00
TOWN805	Town of Hant's Harbour	193	\$34,740.00		\$34,740.00	\$14,475.00	\$20,265.00	\$14,475.00	0.00
LSD0002	LSD of Mobile (E Dalley, Treasurer)	101	\$18,180.00		\$18,180.00	\$18,180.00	\$0.00	\$18,180.00	0.00
TOWN515	Town of Riverhead	116	\$20,880.00		\$20,880.00	\$10,440.00	\$10,440.00	\$10,440.00	0.00
TOWN003	Town of Clarke's Beach	592	\$106,560.00		\$106,560.00	\$106,560.00	\$0.00	\$106,560.00	0.00
TOWN301	Town of Come by Chance	118	\$21,240.00		\$21,240.00	\$21,240.00	\$0.00	\$21,240.00	0.00
TOWN405	Town of Ferryland	272	\$48,960.00		\$48,960.00	\$24,480.00	\$24,480.00	\$24,480.00	0.00
TOWN505	Town of Fox Harbour	134	\$24,120.00		\$24,120.00	\$12,060.00	\$12,060.00	\$12,060.00	0.00
TOWN602	Town of Heart's Delight-Islington	409	\$73,620.00		\$73,620.00	\$36,810.00	\$36,810.00	\$36,810.00	0.00
TOWN510	Town of Mount Carmel-Mitchell's Brook-St. Catherine's	299	\$53,820.00		\$53,820.00	\$26,910.00	\$26,910.00	\$26,910.00	0.00
TOWN411	Town of Portugal Cove South	92	\$16,560.00		\$16,560.00	\$8,280.00	\$8,280.00	\$8,280.00	0.00
TOWN407	Town of Renew's-Cappahayden	234	\$42,120.00		\$42,120.00	\$21,060.00	\$21,060.00	\$21,060.00	0.00
TOWN408	Town of St. Shott's	50	\$9,000.00		\$9,000.00	\$4,500.00	\$4,500.00	\$4,500.00	0.00
TOWN807	Town of Winterton	295	\$53,100.00		\$53,100.00	\$26,550.00	\$26,550.00	\$26,550.00	0.00
TOWN410	Town of Witless Bay	685	\$123,300.00		\$123,300.00	\$61,650.00	\$61,650.00	\$61,650.00	0.00
TOWN802	Town of Bay de Verde	221	\$39,780.00	7,956.00	\$47,736.00	\$23,868.00	\$23,868.00	\$23,868.00	0.00
TOWN404	Town of Fermeuse-Kingman's Cove	179	\$32,220.00	(0.02)	\$32,219.98	\$16,110.00	\$16,109.98	\$16,109.99	0.01
TOWN507	Town of St. Bride's	140	\$25,200.00		\$25,200.00	\$12,736.11	\$12,463.89	\$12,600.00	136.11
TOWN303	Town of Chapel Arm	256	\$45,900.00		\$45,900.00	\$23,130.00	\$22,770.00	\$22,950.00	180.00
TOWN801	Town of Old Perlican	330	\$14,645.40		\$14,645.40	\$11,628.00	\$3,017.40	\$7,322.70	4,305.30
<b>10171</b>			<b>1,785,845.40</b>	<b>8,831.71</b>	<b>1,794,317.11</b>	<b>905,437.47</b>	<b>888,879.64</b>	<b>933,923.42</b>	<b>-28,485.95</b>



EASTERN REGIONAL SERVICE BOARD

**BRIEFING NOTE / REPORT**

<b>TITLE:</b>	Allocation of Unappropriated Reserve Funds
<b>MEETING DATE:</b>	2020-06-04
<b>TO:</b>	Board / <b>Finance &amp; Audit</b> / Strategy & Policy / Governance
<b>PREPARED BY:</b>	Lynn Tucker, Chief Administrative Officer
<b>REVIEWED BY:</b>	Lynn Tucker, Chief Administrative Officer
<b>APPROVED BY:</b>	Lynn Tucker, Chief Administrative Officer

**RECOMMENDED ACTION:**

It was noted by the Board's auditor in the Financial Statements for the Year Ended December 31, 2019 that the Board has \$2.3 million in unappropriated funds to be allocated to reserves. Staff recommends allocating these funds to the Board's reserves.

**MOTION:**

*BE IT RESOLVED that ERSB assign the unappropriated monies set aside for reserves as follows: \$1.2 million to the Regional Capital Reserve and \$1 million to the Operational Reserve.*

**BACKGROUND/DISCUSSION:**

- The Board's 2019 audited financial statements outlines the following surplus/reserves:
  - Invested in tangible capital assets = \$5 million
  - Regional Capital Reserve = \$1.2 million
  - Curbside Capital Reserve = \$430,000
  - Operational Reserve = \$1.3 million
  - Unappropriated = \$2.3 million
- The Board has not adopted a motion to move monies to reserves since 2017.
- The funds currently assigned to the Curbside Capital Reserve are a part of the Board's Regional Capital Reserve and will be included under that heading from now on as the Board no longer has a curbside division.
- The Board needs to replace two (2) of its tractor trailers used to move waste from the waste recovery facilities to Robin Hood Bay. Staff had looked at this item last year but decided to put it on hold awaiting the outcome of the Ministerial Directives.

These two (2) tractor trailers are expected to cost \$1.5 million to replace. This money will come from the Regional Capital Reserve.

- Staff proposes allocating \$1.2 million to the Regional Capital Reserve and \$1 million to the Operational Reserve.

**ATTACHMENTS:**

- Overview Reserve Accounts – ERSB
- Reserves – Excerpt from ERSB Financial Statements for Year Ended December 31, 2019

DRAFT

## **OVERVIEW RESERVE ACCOUNTS ESTABLISHED BY THE EASTERN REGIONAL SERVICE BOARD**

### **INTRODUCTION**

The Eastern Regional Service Board (ERSB) was formally established through the *Regional Service Board Act* in 2011. The Board is tasked with the implementation and delivery of regional municipal services in the eastern region of Newfoundland and Labrador.

The ERSB publishes a budget and financial statements annually per its legislative requirements as an arms-length agency of the Government of Newfoundland and Labrador. Since 2015, the ERSB has worked diligently in creating a strong financial position for itself by utilizing operational surpluses to fund capital and operational reserve accounts. These accounts are categorized as a Capital Reserve and an Operational Reserve.

Why are reserves required? Well, the answer is simple. The ERSB must ensure it can continue to operate in the event of unforeseen circumstances. You can't simply stop delivering municipal services. To appreciate the scope of the day-to-day costs of the delivery of these services, note that ERSB requires over \$800,000 a month to operate (pay contractors and staff, maintain equipment and buildings, tipping fees at the Regional Waste Management Facility at Robin Hood Bay, etc.). Without a reserve fund, the ERSB would have much more risk in the event of an emergency or impact to its revenue stream.

### **WHAT DO THESE RESERVES COVER**

The capital and operational reserves of ERSB may contribute to the following purposes (if required based on the purpose of reserve accounts outlined above):

1. **Regional Capital Reserve (for waste recovery facilities; transfer station; regional equipment):** Building replacements (operational buildings such as transfer station, attendant huts, sheds, equipment depot); equipment replacements (grapple trucks, walking floor trailers, floats, backhoes, pick-up trucks, shipping containers) and future site closures.
2. **Operational Reserve:** Year-to-year operational funding for use if costs of delivering regional services is higher than the fees collected from property owners; cushion against loss of income and large unbudgeted and/or unforeseen expenses.

Currently, the Board has tangible capital assets (land, buildings, heavy equipment, computer equipment, etc.) with a value of \$5 million. Each year equipment depreciates in value.

## WHY IS IT DIFFICULT TO SEE THE RESERVES ON THE ERSB FINANCIAL STATEMENTS

Unfortunately, the ERSB's current and historical financial statements do not capture the balance of the reserves clearly or effectively. Financial statements are not the tool many portray them to be, primarily because they are difficult to interpret effectively unless you know how each account connects to the day-to-day operations of the organization. For example, the ERSB financial statements regularly show a cash surplus, when in fact this "surplus" is (in part) the reserves the ERSB has established as well as the value of the property and equipment held by the Board.

So why do the financial statements not portray the ERSB reserve accounts in a way that the general public can understand. The reason is that ERSB must, as an arms-length government agency, follow the Public Sector Accounting Board (PSAB) accounting standards for the public sector. These independently set financial reporting standards are critical to promoting confidence in public sector entities. High quality accounting standards contribute to transparent and accountable information that is made available to the public, as well as quality financial information to support decision making.

## WHAT IS THE CURRENT VALUE OF THE ERSB'S RESERVE ACCOUNTS

The following chart outlines the capital and operating reserves of the ERSB currently and following the proposed allocation of funds to reserves:

YEAR	Contribution to Capital Reserve – Regional	Contribution to Capital Reserve – Curbside	Contribution to Operational Reserve	Total Contribution (by year)
2015	366,234.00	0.00	0.00	366,234.00
2016	170,000.00	130,000.00	390,000.00	690,000.00
2017	320,000.00	150,000.00	350,000.00	820,000.00
2018	320,000.00	150,000.00	0.00	470,000.00
2019	0.00	0.00	0.00	0.00
<b>CURRENT TOTALS</b>	<b>1,176,234.00</b>	<b>430,000.00</b>	<b>740,000.00</b>	<b>2,346,234.00</b>
PROPOSED CONTRIBUTIONS	1,200,000.00		1,000,000.00	<b>2,200,000.00</b>
<b>2020 TOTALS</b>	<b>2,376,234.00</b>	<b>430,000.00</b>	<b>1,740,000.00</b>	<b>4,546,234.00</b>

EASTERN REGIONAL SERVICE BOARD

**BRIEFING NOTE / REPORT**

<b>TITLE:</b>	Community Clean-Up Program
<b>MEETING DATE:</b>	2020-06-02
<b>TO:</b>	Board / Finance & Audit / <b>Strategy &amp; Policy</b> / Governance
<b>PREPARED BY:</b>	Christie Dean, Manager Operations
<b>REVIEWED BY:</b>	Lynn Tucker, Chief Administrative Officer
<b>APPROVED BY:</b>	Lynn Tucker, Chief Administrative Officer

**RECOMMENDED ACTION:**

Staff would like to notify communities that effective June 15, 2020, the Annual Community Clean-Up Program will be available.

**MOTION:**

*No Motion Required*

**BACKGROUND/DISCUSSION:**

- To date, ERSB has not proceeded with offering the Annual Community Clean-Up Program as it required the Waste Recovery Facilities to be open. Now that the re-opening plan is underway, the program can proceed.
- Staff recommends that the program be offered as of June 15, 2020 which is after the initial 2-week phase of re-opening the Waste Recovery Facilities is complete.

**ATTACHMENTS:**

- 2020 Community Clean-Up Letter and Checklist

June 4, 2020

Dear Mayor/Staff/Chairperson,

The Eastern Regional Service Board (ERSB) would like to support communities in our region once again this year by allowing community groups to benefit from our network of waste recovery facilities.

The Eastern Regional Service Board is again offering an annual opportunity for community-based volunteer groups to access and dispose of waste collected during community clean-up events. These community clean-up events should be aimed at public spaces such as parks, ditches, green space, beaches, etc., in our communities. This is not intended as a household bulk clean up event or an opportunity to clean up private property.

Enclosed is an outline of the parameters that will guide this program. These policies will be STRICTLY enforced. We will turn away vehicles with material on them that we feel is not in keeping with the intention of this program.

**This year we are faced with a serious health threat - the COVID-19 pandemic. Therefore, any community clean-up event must ensure that physical distancing measures are followed as well as ensuring those involved have personal protective equipment (PPE) and hand sanitizers to keep them safe. ERSB requests that any community group participating in this clean-up program adhere to all public health regulations.**

Our staff are ready to work with your community-based groups to make this program a success and to further protect our environment.

Yours truly,



Lynn Tucker  
Chief Administrative Officer

Enclosure

c Ms. Christie Dean, Manager Operations



## Conditions of Community Based Clean Up Event

- Notify Ms. Christie Dean, Manager Operations, Eastern Regional Service Board at least seven (7) business days in advance of the date that the community group would like to access a waste recovery facility by calling 709-579-7960.
- Provide the name of the group that is doing the event; a contact name and a mobile phone number of the lead person that will be supervising the clean-up and disposal of the waste; information provided must include the license plate number(s) of those vehicles that will be accessing the waste recovery facility site.
- Read and understand what is acceptable and not acceptable at a waste recovery facility. The event organizer is responsible for disposal of all materials collected even those that are not accepted at a waste recovery facility.
- Read and understand that no food waste, commercial waste, household hazardous waste, special waste, regulated waste, liquid waste, or fish nets will be accepted as part of this program.
- Agree to only bring acceptable materials that includes but is not limited to:
  - tires
  - metals
  - bagged litter (non-biodegradable)
  - furniture

For a full list of acceptable items, please consult the Eastern Regional Service Board guidebook or our website at <http://easternwaste.ca/services/waste-recovery-facilities/> or ask Ms. Dean when scheduling the event.

- Agree not to exceed the maximum of ten (10) tonnes (20 pickup loads) per clean-up day/event (this is a one-time event).
- Agree and understand that each community will have the opportunity to schedule one (1) event annually. Multiple volunteer organizations may coordinate an event on the same day; however, the waste being disposed at a waste recovery facility may not exceed the maximum of ten (10) tonnes in total per community. It is the responsibility of the lead person(s) identified above to ensure that the community is in compliance with the amount of waste being disposed. If multiple groups are involved and do not coordinate their efforts, then only one (1) group will be scheduled to drop off waste.

- Agree and understand that vehicle(s) from your clean-up event will wait for direction from the site attendant at the waste recovery facility regarding proper disposal of the waste. Vehicles participating in community clean up events do not get to jump the lineup, etc.
- Agree and understand that ERSB staff have the ability to prohibit access to the waste recovery facility of any vehicle(s) from the event if they feel the program is being abused (waste that did not come from a clean-up event, commercial waste, unacceptable waste, volunteers not following guidance from site attendant, etc.).
- Understand that waste recovery facilities are open on Tuesdays and Thursdays from 12:00 noon to 4:00 p.m. and on Saturdays from 8:00 a.m. to 4:00 p.m.; and that all waste is to be delivered in a single day. There will be no extension of hours of operation.
- Agree and understand that event volunteers will be required to offload material by hand and may be requested to deliver material to several locations within the waste recovery facility. For example, general debris is placed in a different location than metals.
- No access will be provided to double-axle vehicles including trailers.
- Agree and understand that it is the driver's responsibility to ensure that they are compliant with the *Highway Traffic Act* and that all loads must be covered.
- Take pictures of your clean-up event and send to us as we would like to post them to show the good work that volunteers do for their communities. Pictures showing people collecting litter; loading vehicles; and of the area both before and after the clean-up would be great.
- Participation in the Community Clean Up Program is consent that the community and volunteers will abide by all conditions outlined above.**

EASTERN REGIONAL SERVICE BOARD

**BRIEFING NOTE / REPORT**

<b>TITLE:</b>	Tender for Household Hazardous Waste (HHW) Collection Events
<b>MEETING DATE:</b>	2020-06-02
<b>TO:</b>	Board / Finance & Audit / <b>Strategy &amp; Policy</b> / Governance
<b>PREPARED BY:</b>	Christie Dean, Manager Operations
<b>REVIEWED BY:</b>	Lynn Tucker, Chief Administrative Officer
<b>APPROVED BY:</b>	Lynn Tucker, Chief Administrative Officer

**RECOMMENDED ACTION:**

Staff recommends issuing a tender for Household Hazardous Waste (HHW) collection events to be held over two weekends in September 2020.

**MOTION:**

*No Motion Required*

**BACKGROUND/DISCUSSION:**

- ERSB issued a tender for HHW collection in February of this year for events in June and September; however, ERSB did not proceed with awarding the 2020 HHW tender in March due to the pandemic and subsequent public health orders.
- As we learn to adapt to living with COVID-19, businesses and organizations are encouraged to reopen within the public health guidelines; therefore, we can proceed with these events as long as we adhere to all federal and provincial regulations.
- Staff recommends that the HHW tender be issued, and that these events should be held over two weekends in September (September 12 & 19) to a maximum of 16 events.

**ATTACHMENTS:**

- No attachments

EASTERN REGIONAL SERVICE BOARD

**BRIEFING NOTE / REPORT**

<b>TITLE:</b>	Resumption of Bulk Waste Collections
<b>MEETING DATE:</b>	2020-06-09
<b>TO:</b>	Board / Finance & Audit / Strategy & Policy / <b>Governance</b>
<b>PREPARED BY:</b>	Lynn Tucker, Chief Administrative Officer
<b>REVIEWED BY:</b>	Lynn Tucker, Chief Administrative Officer
<b>APPROVED BY:</b>	Lynn Tucker, Chief Administrative Officer

**RECOMMENDED ACTION:**

Under Alert Level 3, Public Health Orders provides for more than one passenger in workplace vehicles. Therefore, staff recommends that curbside bulk waste collections be resumed. Staff proposes that all contract areas receive two (2) bulk waste collection events in 2020.

**MOTION:**

*NO MOTION REQUIRED*

**BACKGROUND/DISCUSSION:**

- On March 23<sup>rd</sup> ERSB cancelled all bulk waste collections in response to the *Public Health Emergency* and subsequent *Public Health Orders*;
- Bulk waste collections could not take place as employees could not practice the required physical distancing. It was prohibited to have two employees travel in one workplace vehicle under Alert Levels 5 and 4.
- Under Alert Level 3 (June 8<sup>th</sup>) the Province allows multiple travelers in one vehicle and, where physical distancing is not possible, it is strongly recommended that all travelers wear a non-medical mask or face covering. Travelers should have hand sanitizer available and use it often.
- Therefore, bulk waste collections **may** begin effective Monday, June 15. This would have to be confirmed with contractors.
- It is proposed that each contract area receive two (2) bulk collections for 2019. This is the usual number of bulk collections provided annually; however, we still have several older contracts that have three (3) bulk collections annually. With the pandemic and public health orders up to June 8<sup>th</sup> prohibiting the bulk waste

collection, staff hopes to work with contractors to ensure that all areas receive two bulk collections for this year.

- Scheduled fall bulk collections will remain in place; and,
- Staff will work with contractors to reschedule for those areas who have missed a bulk collection event to date.

**ATTACHMENTS:**

- COVID-19: Travelling in Vehicles in Alert Level 3, Government of Newfoundland and Labrador

DRAFT

**From: Gov NL Covid-19 Website:**

<https://www.gov.nl.ca/covid-19/travelling-in-vehicles/>

## **Carpooling and Workplace Vehicles**

- Travelers should practice physical distancing of at least two-meters (or two arms' length) separation from the driver and other passengers, where possible.
- Where physical distancing is not possible, it is strongly recommended that passengers and the vehicle driver wear a non-medical mask or face covering.
- Travelers should have hand sanitizer available and wash hands often.

Find more information on COVID-19 and the workplace at [www.gov.nl.ca/covid-19/](http://www.gov.nl.ca/covid-19/)

## **Frequently Asked Questions – Travelling in Vehicles in Alert Level 3**

### **What is physical distancing?**

Physical distancing is one way to help slow the spread of viruses such as COVID-19. It involves changing your social habits to reduce the risk of transmission. Physical distancing can help both yourself and others in the community. Physical distancing is effective but please note that physical distancing alone cannot eliminate the risk of transmission. Physical distancing includes:

- Stay home when unwell,
- Avoid large crowds and gatherings of greater than 20,
- Avoid small gatherings in enclosed spaces which are non-essential,
- Keep a distance of 2 meters (6 feet) between yourself and others,
- Avoid visiting vulnerable people, such as those in aged care facilities or hospitals, or people with compromised immune systems due to illness or medical treatment, and
- Minimize contact such as shaking hands, hugging and kissing especially with people at higher risk, such the elderly and people with existing medical condition.

## **How else can I protect myself and others who travel in the same vehicle?**

- If you have COVID-19 symptoms, stay at home, complete the COVID-19 Self-Assessment tool ([gov.nl.ca/covid-19/](https://gov.nl.ca/covid-19/)) and follow directions based on the outcome your self-assessment.
- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60 percent alcohol (or another Health Canada approved hand sanitizer) if soap and water are not available.
- Avoid touching your eyes, nose, or mouth.
- Cover your mouth and nose with a tissue when you cough or sneeze, then throw the tissue in the trash and wash your hands.
- Clean frequently touched surfaces such as car door handles, arm rests, buttons for windows and locks, and seatbelts. The coronavirus (COVID-19) may persist on surfaces for a few hours or up to several days. This may vary under different conditions such as the type of surface, temperature or humidity of the environment.
- Guidance on how to clean frequently touched surfaces and on appropriate grade disinfectants is available at [gov.nl.ca/covid-19/](https://gov.nl.ca/covid-19/).
- Where possible, open windows to promote air flow through the vehicle.

Note: If a person is being transported to or from a hospital or other health care setting and/or is displaying respiratory symptoms, make sure the windows of the vehicle are open and set the air conditioning/heating setting to external airflow, as opposed to recycled.

## **Can a passenger use a taxi or public transit bus services if they show symptoms of COVID-19?**

Unless you need medical care, if you are have symptoms of COVID-19 you must stay home and call 811 for further advice. Wherever possible, unwell passengers should use a personal mode of transport to reduce the risk of spread of illness to others. If an unwell person does need to use a taxi or public transit bus to seek medical care, they must distance from others as much as possible and to wear a mask to prevent the spread of respiratory droplets.

If you believe a passenger has not taken the preventive measures (e.g. keeping 6 feet, 2 meters apart) and you cannot provide a safe service, then you may choose to refuse or terminate the trip. However, passenger safety must also be considered.

Please note: it is never ok to refuse or cancel a trip based on a passenger's nationality, disability or cultural background. There are equal opportunity and anti-discrimination laws that apply to fare refusal. You should also be mindful of passenger safety at all times.

### **Can I ask passengers to use hand sanitizer?**

While you cannot demand a passenger apply hand sanitizer, you can certainly offer an alcohol-based hand sanitizer (or another Health Canada approved hand sanitizer) to your passengers. You should also clean and disinfect surfaces in your vehicle which you and your passengers touch, as well as wash your own hands thoroughly with soap and water, or use hand sanitizer, regularly.

Find more information on COVID-19 and the workplace at [www.gov.nl.ca/covid-19/](http://www.gov.nl.ca/covid-19/)

**Updated on June 7, 2020**

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

## Statement details

<b>Account number</b>	[REDACTED]
<b>Date issued</b>	Apr 21, 2020

## Account summary

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

The **Remittance account balances** section below includes paid and unpaid amounts for 2020. For more information on withholding requirements and calculating your deduction and remittance amounts, go to [canada.ca/payroll](https://canada.ca/payroll).

### Remittance account balances

Date posted	Description	Date received	\$ Amount	CR/DR
	<b>Previous balance</b>		<b>0.00</b>	
Jan 30, 2020	Payment Jan 2020	Jan 27, 2020	23,624.71	CR
Feb 13, 2020	Payment Jan 2020	Feb 10, 2020	31,840.77	CR
Feb 13, 2020	Payment Jan 2020	Feb 10, 2020	17,118.91	CR
Feb 28, 2020	Payment Feb 2020	Feb 25, 2020	29,825.83	CR
Mar 13, 2020	Payment Feb 2020	Mar 10, 2020	18,034.82	CR
Mar 30, 2020	Payment Mar 2020	Mar 25, 2020	17,571.32	CR
Apr 16, 2020	Payment Mar 2020	Apr 13, 2020	17,778.61	CR
	<b>Current balance</b>		<b>155,794.97</b>	<b>CR</b>

### Explanation of changes and other important information

This filing season, we are introducing a new Payment on Filing option. This new option will use a new remittance voucher - Form PD7R, Payment on Filing Source Deductions Remittance Voucher. For more information about the eligibility criteria and how to make a payment, please go to [canada.ca/payment-on-filing](https://canada.ca/payment-on-filing).

Did you know you can submit payroll documents online? The "Submit documents" service lets you or your representative securely send documents electronically to the CRA. You can access this service directly through My Business Account or Represent a Client. If you have not already registered for My Business Account or Represent a Client, go to [canada.ca/taxes-business-online](https://canada.ca/taxes-business-online).

EASTERN REGIONAL SERVICE BOARD

**BRIEFING NOTE / REPORT**

<b>TITLE:</b>	Occupational Health & Safety Policy Review and Adoption
<b>MEETING DATE:</b>	2020-06-09
<b>TO:</b>	Board / Finance & Audit / Strategy & Policy / <b>Governance</b>
<b>PREPARED BY:</b>	Lynn Tucker, Chief Administrative Officer
<b>REVIEWED BY:</b>	Lynn Tucker, Chief Administrative Officer
<b>APPROVED BY:</b>	Lynn Tucker, Chief Administrative Officer

**RECOMMENDED ACTION:**

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

**MOTION:**

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

**BACKGROUND/DISCUSSION:**

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

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

**ATTACHMENTS:**

- ERSB Corporate Health & Safety Policy

## 1.1 Corporate Health & Safety Policy

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

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

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

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

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

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

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

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

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

Safety must be a way of life!

---

*Signature of Chief Administrative Officer*

---

*Date*

---

*Signature of Manager Operations*

---

*Date*

---

*Signature of OH&S Committee Member*

---

*Date*

**To be reviewed:                      Annually**

DRAFT