

**BOARD OF DIRECTORS MEETING
MINUTES**

Meeting #92

Monday, August 16, 2021, 7:00 p.m.

BROADCASTED LIVE – VIDEOCONFERENCE

In Attendance: Mayor Harold Mullooney
Mayor Danny Breen
Councillor Glenn Clarke
Councillor Wally Collins
Councillor Sandy Hickman
Councillor Kevin McDonald
Deputy Mayor Sam Whalen
Councillor Sterling Willis
Councillor Jamie Korab
Councillor Ian Froude
Councillor Bill Antle
Councillor Peggy Roche
LSD Chairperson Wesley Drodge
Mayor Gerald Snook

Regrets: Councillor Maggie Burton
Councillor Gerard Tilley
Councillor Shawn Skinner
Councillor Deanne Stapleton
Deputy Mayor Sheilagh O’Leary

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

1. **Call to Order**

Mr. MULLOWNEY, Chairperson, called the meeting to order at 7:01 p.m.

2. **Adoption of Agenda**

The agenda was tabled for approval.

MOTION 2021-045

Moved By Mr. McDonald

Seconded By Mr. Whalen

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 2021-046

Moved By Mr. Collins

Seconded By Mr. Antle

BE IT RESOLVED that the minutes of the meeting of Wednesday, June 30, 2021 be adopted as tabled.

Carried Unanimously

4. **All Committee Report**

1. **Board Expenditures**

Board expenditures for the month of June and July were tabled for review and approval. There were no questions or concerns.

MOTION 2021-047

Moved By Mr. MULLOWNEY

Seconded By Mr. Snook

BE IT RESOLVED that the Board adopt the expenditures for June and July as tabled.

Carried Unanimously

2. **Incorporated Towns Payment Activity Report**

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

3. **Human Resources Policy and Salary Scales Review 2021**

Motion to be ratified from In-Camera Meeting – August 16, 2021

MOTION 2021-048

Moved By Mr. MULLOWNEY

Seconded By Mr. McDONALD

BE IT RESOLVED that the Board implement the recommendations as tabled by KBRS following the Human Resources Policy and Salary Scales Review. Recommendations include three new positions (Communications Coordinator and Customer Service & Administrative Support for the St. John's office and, Supervisor Operations for the Whitbourne Depot); updated job titles, salary scales and organizational charts. **Carried Unanimously**

4. **Budget 2022**

Mr. MULLOWNEY referred to the documents in the meeting package and noted the following highlights:

- Costs of goods and services has increased since the start of the COVID-19 pandemic.
- Five regional waste contracts will be up for renewal in 2022 and will be tendered in the new year.
- The tipping fee at Robin Hood Bay is increasing effective January 1, 2022.
- The annual household rate of \$180 per property for waste services has not changed since 2011. However, with increased costs including increased tipping fees, the Board must increase the annual waste fee to \$200 per property for 2022.
- The Water/Wastewater Operator Program is provincially funded to March 31, 2022.
- Fire and Emergency Services – there is an increase due to agreements with four towns to collect these fees on their behalf.
- The overall budget for 2022 is down 2 percent from the 2021 budget.

There were no questions or concerns regarding the 2022 budget.

MOTION 2021-049

Moved By Mr. Mallowney

Seconded By Mr. Whalen

BE IT RESOLVED that that the Board adopt the 2022 budget as tabled.

Carried Unanimously

5. **2022 Fee Schedule**

Mr. Mallowney reminded members that the Board is required by the *Regional Service Boards Act, 2012* to set its annual fees and to adopt a budget by October 31st each year. Due to the general municipal election scheduled for September 28th, the Board must review and adopt its fees and budget in advance to ensure that the deadline is met.

MOTION 2021-050

Moved By Mr. Mallowney

Seconded By Mr. Hickman

BE IT RESOLVED that the Board adopt the 2022 Fee Schedule as tabled for the annual waste services fees; fire and emergency services fees; financial services fees; and, regular waste disposal fees. The remaining fees for disposal of recyclables, asbestos, off road tires, rock, concrete, asphalt, yard waste, special waste, etc., will be set in accordance with the recommendations from the Robin Hood Bay regional landfill for January 1 through December 31, 2022.

Carried Unanimously

5. **Correspondence**

There was no correspondence to review.

6. **New Business**

Mr. Mallowney informed members that a letter was received from the Deputy Minister of Provincial and Municipal Affairs inviting the Board to make a submission by August 31st to the Joint Working Group on Regionalization.

The Joint Working Group on Regionalization consists of the Department of Municipal and Provincial Affairs; Municipalities Newfoundland and Labrador; and the Professional Municipal Administrators Association. This group was struck in November 2020 to:

- Establish a baseline for the state of the municipal sector today based on primary/secondary research;
- Review relevant research literature for potential models of regionalization;
- Determine the most relevant good practices in regionalization;
- Engage joint councils, local service districts and other groups of communities; and,
- Prepare a report based on results of research with recommendations.

In May 2021, at the MMSB Regional Waste Forum discussion was held regarding regional service boards and their success with the provision of regional services and that it makes sense to use the service boards as a vehicle for regionalization.

It is disappointing, therefore, that the regional service boards were not asked to be a part of the Joint Working Group as regional service boards represent all communities and not just incorporated towns.

The Board will continue to communicate that there is no need for another level of governance in this province that will mean additional costs for residents when the regional service boards are already in place and working.

Once the submission is in final draft format, a copy will be distributed to all Board members for their input before submitting the document to the joint working group.

7. **Upcoming Meetings**

The next meetings of the Board and its committees will be held at the call of the Chairperson.

8. **Adjournment**

MOTION 2021-051

Moved By Mr. McDonald

Seconded By Ms. Roche

Seeing no further business to be discussed, **BE IT RESOLVED** that the meeting adjourned at 7:23 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 [1060-0002]

Cheques from 0000000001 to 0000010099 dated between 06-01-2021 and 06-30-2021

CHEQUE REGISTER

Printed: 11:03:43AM 07/26/2021

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Number	Issued	Amount	SC	Status	Status Date
009897	06/09/2021 62167 Newfoundland and Labrador Inc	7,380.30	A/P	CLEARED	06/18/2021
009898	06/09/2021 A1 Glass	178.23	A/P	CLEARED	06/18/2021
009899	06/09/2021 Around The Bay Disposals Inc.	102,168.24	A/P	CLEARED	06/18/2021
009900	06/09/2021 Bell Aliant	1,961.96	A/P	CLEARED	06/25/2021
009901	06/09/2021 Bell Mobility Inc.	982.61	A/P	CLEARED	06/18/2021
009902	06/09/2021 Blaketown Service Station	1,572.05	A/P	OUT-STD	06/09/2021
009903	06/09/2021 City of St. John's	37,817.92	A/P	CLEARED	06/18/2021
009904	06/09/2021 Dodd's Diesel Repair Ltd.	57,827.22	A/P	CLEARED	06/18/2021
009905	06/09/2021 Dodd's Diesel Repair Ltd.	3,577.03	A/P	CLEARED	06/18/2021
009906	06/09/2021 Eastern Machining & Welding Inc.	2,452.38	A/P	CLEARED	06/18/2021
009907	06/09/2021 GCR Tires & Service	1,047.24	A/P	CLEARED	06/18/2021
009908	06/09/2021 Jenkins Anthony Inc.	3,925.55	A/P	CLEARED	06/18/2021
009909	06/09/2021 Kevin Power	273.71	A/P	CLEARED	06/18/2021
009910	06/09/2021 Kevin Butt	117.73	A/P	CLEARED	06/18/2021
009911	06/09/2021 Leslie Squires	550.00	A/P	CLEARED	06/18/2021
009912	06/09/2021 Lynn Tucker	1,222.67	A/P	CLEARED	06/18/2021
009913	06/09/2021 Martin's Fire Safety Ltd	713.00	A/P	CLEARED	06/18/2021
009914	06/09/2021 Miller IT Limited	637.64	A/P	CLEARED	06/18/2021
009915	06/09/2021 Modern Business Equipment Limited	183.23	A/P	CLEARED	06/18/2021
009916	06/09/2021 Nexgen Municipal Inc.	58,218.12	A/P	CLEARED	06/18/2021
009917	06/09/2021 North Atlantic	23,932.36	A/P	CLEARED	06/18/2021
009918	06/09/2021 Northern Business Intelligence	1,912.04	A/P	CLEARED	06/18/2021
009919	06/09/2021 ORKIN Canada Corporation	194.35	A/P	CLEARED	06/30/2021
009920	06/09/2021 Parts For Trucks Inc.	738.82	A/P	CLEARED	06/18/2021
009921	06/09/2021 Pik-Fast Express Inc.	40.00	A/P	OUT-STD	06/09/2021
009922	06/09/2021 Pike's Pro Hardware & Building Supplies	161.46	A/P	OUT-STD	06/09/2021
009923	06/09/2021 Printer Tech Solutions Inc.	326.00	A/P	CLEARED	06/30/2021
009924	06/09/2021 Provincial Fence Products Ltd.	104.28	A/P	CLEARED	06/18/2021
009925	06/09/2021 T2 Ventures Inc.	253,347.50	A/P	CLEARED	06/18/2021
009926	06/09/2021 Town of Clarendville	1,608.00	A/P	OUT-STD	06/09/2021
009927	06/09/2021 Tulk Tire & Service Ltd.	7,290.57	A/P	CLEARED	06/18/2021
009928	06/09/2021 WAJAX (Power Systems)	377.78	A/P	CLEARED	06/25/2021
009929	06/09/2021 Wedgwood Insurance Limited	3,544.00	A/P	CLEARED	06/18/2021
009934	06/24/2021 Carbonear Volunteer Fire Department	1,000.00	A/P	OUT-STD	06/24/2021
009935	06/24/2021 Conception Harbour Volunteer Fire Department	1,000.00	A/P	OUT-STD	06/24/2021
009936	06/24/2021 Trinity South Central Fire Department	1,000.00	A/P	OUT-STD	06/24/2021
009937	06/24/2021 Upper Island Cove Fire Department	1,000.00	A/P	OUT-STD	06/24/2021
009938	06/24/2021 Winterton Fire Department	1,000.00	A/P	OUT-STD	06/24/2021
009939	06/24/2021 62167 Newfoundland and Labrador Inc	7,380.30	A/P	OUT-STD	06/24/2021
009940	06/24/2021 Bell Conferencing Inc.	32.20	A/P	OUT-STD	06/24/2021
009941	06/24/2021 Coish's Trucking & Excavating Ltd.	14,432.50	A/P	OUT-STD	06/24/2021
009942	06/24/2021 Dodd's Diesel Repair Ltd.	20,345.05	A/P	OUT-STD	06/24/2021
009943	06/24/2021 Jenkins Anthony Inc.	3,925.55	A/P	OUT-STD	06/24/2021
009944	06/24/2021 Dodd's Diesel Repair Ltd.	4,526.77	A/P	OUT-STD	06/24/2021
009945	06/24/2021 Envirosystems Incorporated	1,871.74	A/P	OUT-STD	06/24/2021
009946	06/24/2021 Kevin Power	286.77	A/P	OUT-STD	06/24/2021

Eastern Regional Service Board

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

Cheques from 0000000001 to 0000010099 dated between 06-01-2021 and 06-30-2021

CHEQUE REGISTER

Printed: 11:03:43AM 07/26/2021

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Number	Issued		Amount	SC	Status	Status Date
009947	06/24/2021	McInnes Cooper	634.94	A/P	OUT-STD	06/24/2021
009948	06/24/2021	NATIONAL Public Relations	120.75	A/P	OUT-STD	06/24/2021
009949	06/24/2021	Newfoundland Power Inc.	4,213.73	A/P	OUT-STD	06/24/2021
009950	06/24/2021	OMB Parts & Industrial Ltd.	119.56	A/P	OUT-STD	06/24/2021
009951	06/24/2021	ORKIN Canada Corporation	194.35	A/P	OUT-STD	06/24/2021
009952	06/24/2021	Shred-it c/o Stericycle ULC	157.86	A/P	OUT-STD	06/24/2021
009953	06/24/2021	Tulk Tire & Service Ltd.	363.25	A/P	CLEARED	06/30/2021
009954	06/24/2021	Wedgwood Insurance Limited	39,020.00	A/P	CLEARED	06/30/2021
Total Issued (54):			\$679,009.31			
Total Voided (0):			\$0.00			
Grand Total:			\$679,009.31			
Number of Cheques Listed:			54			

** - Name on Check was modified

Eastern Regional Service Board

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

Cheques from 0000000001 to 0000010099 dated between 07-01-2021 and 08-31-2021

CHEQUE REGISTER

Printed: 8:43:53AM 08/04/2021

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Number	Issued	Amount	SC	Status	Status Date
009955	07/07/2021 North Shore Volunteer Fire Department	1,000.00	A/P	OUT-STD	07/07/2021
009956	07/07/2021 Arnold's Cove Fire Department	1,000.00	A/P	OUT-STD	07/07/2021
009957	07/07/2021 Clarendville Fire Department	1,000.00	A/P	OUT-STD	07/07/2021
009958	07/07/2021 Random West Fire Department	1,000.00	A/P	CLEARED	07/28/2021
009959	07/07/2021 Smith Sound Fire Department	1,000.00	A/P	OUT-STD	07/07/2021
009960	07/07/2021 Around The Bay Disposals Inc.	100,805.39	A/P	CLEARED	07/22/2021
009961	07/07/2021 Bell Aliant	1,960.00	A/P	CLEARED	07/22/2021
009962	07/07/2021 Coastline Specialities Limited	642.85	A/P	CLEARED	07/22/2021
009963	07/07/2021 CTT Tirecraft	880.83	A/P	CLEARED	07/31/2021
009964	07/07/2021 D&L Russell Limited	12.36	A/P	CLEARED	07/28/2021
009965	07/07/2021 Dodd's Diesel Repair Ltd.	2,035.31	A/P	CLEARED	07/22/2021
009966	07/07/2021 Lynn Tucker	1,695.33	A/P	CLEARED	07/22/2021
009967	07/07/2021 Michael Lundrigan	10.00	A/P	OUT-STD	07/07/2021
009968	07/07/2021 Miller IT Limited	276.00	A/P	CLEARED	07/22/2021
009969	07/07/2021 North Atlantic	26,074.01	A/P	CLEARED	07/22/2021
009970	07/07/2021 OMB Parts & Industrial Ltd.	66.86	A/P	CLEARED	07/22/2021
009971	07/07/2021 PBA Industrial Supplies Ltd.	365.07	A/P	CLEARED	07/22/2021
009972	07/07/2021 Perry Reid	25.60	A/P	CLEARED	07/28/2021
009973	07/07/2021 Revolution Environmental Solutions LP	27,741.45	A/P	CLEARED	07/22/2021
009974	07/07/2021 Steele Clarendville Chrysler	111.80	A/P	CLEARED	07/22/2021
009975	07/07/2021 T2 Ventures Inc.	260,757.34	A/P	CLEARED	07/22/2021
009976	07/07/2021 Town of St. Joseph's	1,362.50	A/P	CLEARED	07/31/2021
009977	07/07/2021 Tulk Tire & Service Ltd.	3,235.41	A/P	CLEARED	07/22/2021
009978	07/07/2021 WAJAX (Power Systems)	377.78	A/P	CLEARED	07/22/2021
009979	07/07/2021 Wedgwood Insurance Limited	4,657.50	A/P	CLEARED	07/22/2021
0000010075	07/22/2021 62167 Newfoundland and Labrador Inc	7,380.30	A/P	OUT-STD	07/22/2021
0000010076	07/22/2021 Bell Mobility Inc.	1,074.30	A/P	CLEARED	07/31/2021
0000010077	07/22/2021 Christie Dean	37,196.34	A/P	CLEARED	07/28/2021
0000010078	07/22/2021 City of St. John's	43,271.40	A/P	CLEARED	07/31/2021
0000010079	07/22/2021 Coish's Trucking & Excavating Ltd.	14,432.50	A/P	CLEARED	07/28/2021
0000010080	07/22/2021 D&L Russell Limited	45.56	A/P	OUT-STD	07/22/2021
0000010081	07/22/2021 Dicks and Company Limited	147.11	A/P	CLEARED	07/28/2021
0000010082	07/22/2021 Dodd's Diesel Repair Ltd.	3,835.50	A/P	CLEARED	07/28/2021
0000010083	07/22/2021 Dodd's Diesel Repair Ltd.	1,809.04	A/P	CLEARED	07/28/2021
0000010084	07/22/2021 Eastern Machining & Welding Inc.	5,705.61	A/P	CLEARED	07/28/2021
0000010085	07/22/2021 Jenkins Anthony Inc.	3,926.34	A/P	CLEARED	07/31/2021
0000010086	07/22/2021 Kevin Butt	176.25	A/P	CLEARED	07/28/2021
0000010087	07/22/2021 Leslie Squires	440.00	A/P	OUT-STD	07/22/2021
0000010088	07/22/2021 Modern Business Equipment Limited	55.07	A/P	CLEARED	07/28/2021
0000010089	07/22/2021 Newfoundland Power Inc.	2,970.84	A/P	CLEARED	07/31/2021
0000010090	07/22/2021 Nexgen Municipal Inc.	3,049.31	A/P	CLEARED	07/31/2021
0000010091	07/22/2021 NL News Now	134.03	A/P	OUT-STD	07/22/2021
0000010092	07/22/2021 ORKIN Canada Corporation	194.35	A/P	OUT-STD	07/22/2021
0000010093	07/22/2021 Parts For Trucks Inc.	129.96	A/P	CLEARED	07/31/2021
0000010094	07/22/2021 Pike's Pro Hardware & Building Supplies	66.49	A/P	OUT-STD	07/22/2021
0000010095	07/22/2021 Shred-it c/o Stericycle ULC	78.51	A/P	OUT-STD	07/22/2021

Eastern Regional Service Board

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

Cheques from 0000000001 to 0000010099 dated between 07-01-2021 and 08-31-2021

CHEQUE REGISTER

Printed: 8:43:54AM 08/04/2021

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Number	Issued		Amount	SC	Status	Status Date
0000010096	07/22/2021	Town of Clarendville	1,608.00	A/P	OUT-STD	07/22/2021
0000010097	07/22/2021	Tulk Tire & Service Ltd.	661.60	A/P	CLEARED	07/28/2021
0000010098	07/22/2021	WAJAX (Power Systems)	477.48	A/P	CLEARED	07/31/2021
Total Issued (49):			\$566,959.28			
Total Voided (0):			\$0.00			
Grand Total:			\$566,959.28			
Number of Cheques Listed:			49			

EASTERN REGIONAL SERVICE BOARD

PAYROLL EXPENSE

JUNE 2021

Payroll – Staff (<i>2 pay periods – 29 employees</i>).....	\$117,389.09
Payroll – Board (<i>19 members</i>)	<u>\$00,000.00</u>
Total Payroll (<i>48 employees</i>)	\$117,389.09
Payroll CRA Remittance	<u>\$37,647.44</u>
TOTAL GROSS PAYROLL	<u>\$155,036.53</u>

PREVIOUS MONTH

MAY 2021

Payroll – Staff (<i>2 pay periods – 29 employees</i>).....	\$116,279.30
Payroll – Board (<i>19 members</i>)	<u>\$00,000.00</u>
Total Payroll (<i>46 employees</i>)	\$116,279.30
Payroll CRA Remittance	<u>\$ 38,747.83</u>
TOTAL GROSS PAYROLL	<u>\$155,027.13</u>

EASTERN REGIONAL SERVICE BOARD

PAYROLL EXPENSE

JULY 2021

Payroll – Staff (<i>3 pay periods – 29 employees</i>).....	\$180,445.49
Payroll – Board (<i>18 members</i>)	<u>\$20,969.73</u>
Total Payroll (<i>48 employees</i>)	\$201,415.22
Payroll CRA Remittance	<u>\$61,964.96</u>
TOTAL GROSS PAYROLL	<u>\$263,380.18</u>

PREVIOUS MONTH

JUNE 2021

Payroll – Staff (<i>2 pay periods – 29 employees</i>).....	\$117,389.09
Payroll – Board (<i>19 members</i>)	<u>\$00,000.00</u>
Total Payroll (<i>48 employees</i>)	\$117,389.09
Payroll CRA Remittance	<u>\$ 37,647.44</u>
TOTAL GROSS PAYROLL	<u>\$155,036.53</u>

TOWNS PAYMENT ACTIVITY 2021 - As of August 4, 2021

(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	Current Balance	Amount Due by 31-Jul	Surplus (Arrears)	
TOWN305	Town of Sunnyside	205	\$36,900.00		\$36,900.00	\$25,830.00	\$11,070.00	\$25,830.00	0.00	
TOWN502	Town of Chance Cove	148	\$26,640.00		\$26,640.00	\$18,648.00	\$7,992.00	\$18,648.00	0.00	
TOWN503	Town of Arnold's Cove	535	\$96,300.00		\$96,300.00	\$67,410.00	\$28,890.00	\$67,410.00	0.00	
TOWN0403	Town of Cape Broyle	275	\$49,500.00		\$49,500.00	\$34,398.00	\$14,742.00	\$34,398.00	0.00	
TOWN0504	Town of Long Harbour-Mount Arlingt	196	\$35,280.00		\$35,280.00	\$24,696.00	\$10,584.00	\$24,696.00	0.00	
TOWN0514	Town of Colinet	75	\$13,500.00		\$13,500.00	\$9,450.00	\$4,050.00	\$9,450.00	0.00	
TOWN0517	Town of St. Vincent's-St. Stephen's P.	213	\$19,170.00		\$19,170.00	\$23,004.00	-\$3,834.00	\$19,170.00	3,834.00	No longer servicing
TOWN0804	Town of New Pelican	162	\$29,160.00		\$29,160.00	\$20,412.00	\$8,748.00	\$20,412.00	0.00	
TOWN0809	Town of Wabana	1222	\$109,980.00		\$109,980.00	\$109,980.00	\$0.00	\$109,980.00	0.00	No longer servicing
TOWN0508	Town of Point Lance	47	\$8,460.00		\$8,460.00	\$6,345.00	\$2,115.00	\$6,345.00	0.00	
TOWN0511	Town of St. Joseph's	107	\$19,260.00		\$19,260.00	\$14,445.00	\$4,815.00	\$14,445.00	0.00	
LSD00002	LSD of Mobile (E Dalley, Treasurer)	131	\$23,580.00		\$23,580.00	\$23,580.00	\$0.00	\$16,506.00	7,074.00	
TOWN0003	Town of Clarke's Beach	592	\$106,560.00		\$106,560.00	\$106,560.00	\$0.00	\$74,592.00	31,968.00	
TOWN301	Town of Come by Chance	118	\$21,240.00		\$21,240.00	\$21,240.00	\$0.00	\$14,868.00	6,372.00	
TOWN302	Town of Norman's Cove-Long Cove	333	\$59,940.00		\$59,940.00	\$41,958.00	\$17,982.00	\$41,958.00	0.00	
TOWN303	Town of Chapel Arm	255	\$45,900.00	(180.00)	\$45,720.00	\$32,154.90	\$13,565.10	\$32,004.00	150.90	
TOWN304	Town of Southern Harbour	184	\$33,120.00		\$33,120.00	\$26,661.60	\$6,458.40	\$23,184.00	3,477.60	
TOWN0401	Town of Aquaforte	69	\$12,420.00	833.03	\$13,253.03	\$9,939.78	\$3,313.25	\$9,277.12	662.66	
TOWN0402	Town of Bay Bulls	545	\$98,100.00		\$98,100.00	\$68,670.00	\$29,430.00	\$68,670.00	0.00	
TOWN0404	Town of Fermeuse-Kingman's Cove	179	\$32,220.00	(0.02)	\$32,219.98	\$32,219.94	\$8,055.04	\$24,164.99	-0.05	
TOWN0405	Town of Ferryland	272	\$48,960.00		\$48,960.00	\$36,720.00	\$12,240.00	\$36,720.00	0.00	
TOWN0407	Town of Renew's-Cappahayden	234	\$42,120.00		\$42,120.00	\$25,272.00	\$16,848.00	\$29,484.00	-4,212.00	
TOWN0408	Town of St. Shott's	50	\$9,000.00		\$9,000.00	\$6,750.00	\$2,250.00	\$6,300.00	450.00	
TOWN0410	Town of Witless Bay	685	\$123,300.00		\$123,300.00	\$123,300.00	\$0.00	\$92,475.00	30,825.00	
TOWN0411	Town of Portugal Cove South	92	\$16,560.00		\$16,560.00	\$12,420.00	\$4,140.00	\$12,420.00	0.00	
TOWN0505	Town of Fox Harbour	134	\$24,120.00		\$24,120.00	\$16,884.00	\$7,236.00	\$16,884.00	0.00	
TOWN0507	Town of St. Bride's	139	\$25,020.00		\$25,020.00	\$18,738.00	\$6,245.89	\$18,765.00	-27.00	
TOWN0509	Town of Branch	161	\$28,980.00		\$28,980.00	\$28,980.00	\$0.00	\$20,286.00	8,694.00	
TOWN0510	Town of Mount Carmel-Mitchell's Br	299	\$53,820.00		\$53,820.00	\$26,910.00	\$26,910.00	\$37,674.00	-10,764.00	
TOWN0512	Town of Admiral's Beach	82	\$14,760.00		\$14,760.00	\$10,332.00	\$4,428.00	\$10,332.00	0.00	
TOWN0513	Town of Gaskiers-Point LaHaye	144	\$12,960.00		\$12,960.00	\$12,960.00	\$0.00	\$12,960.00	0.00	
TOWN0515	Town of Riverhead	112	\$10,080.00		\$10,080.00	\$10,080.00	\$0.00	\$10,080.00	0.00	No longer servicing
TOWN0516	Town of St. Mary's	222	\$19,980.00		\$19,980.00	\$16,650.00	\$3,330.00	\$19,980.00	-3,330.00	No longer servicing
TOWN0601	Town of Whiteway	163	\$29,340.00		\$29,340.00	\$20,538.00	\$8,802.00	\$20,538.00	0.00	
TOWN0602	Town of Heart's Delight-Islington	409	\$73,620.00		\$73,620.00	\$44,172.00	\$29,448.00	\$51,534.00	-7,362.00	
TOWN0603	Town of Heart's Desire	125	\$22,500.00		\$22,500.00	\$15,750.00	\$6,750.00	\$15,750.00	0.00	
TOWN0801	Town of Old Pelican	330	\$59,400.00		\$59,400.00	\$56,382.60	\$3,017.40	\$41,580.00	14,802.60	
TOWN0802	Town of Bay de Verde	221	\$39,780.00	7,956.00	\$47,736.00	\$19,890.00	\$27,846.00	\$33,415.20	-13,525.20	
TOWN0805	Town of Hant's Harbour	193	\$34,740.00		\$34,740.00	\$26,055.00	\$8,685.00	\$22,107.27	3,947.73	
TOWN0806	Town of Hant's Content	239	\$43,020.00		\$43,020.00	\$31,767.00	\$11,253.00	\$32,265.00	-498.00	
LSD0F201	LSD of Georgetown	131	\$23,580.00	1,606.79	\$25,186.79	\$11,790.00	\$13,396.79	\$17,630.75	-5,840.75	
LSD0F202	LSD of Marysvalle	240	\$43,200.00	3,600.00	\$46,800.00	\$28,200.00	\$18,600.00	\$32,760.00	-4,560.00	
TOWN0203	Town of Colliers	320	\$57,600.00	8,412.05	\$66,012.05	\$31,394.60	\$34,617.45	\$46,208.44	-14,813.84	
TOWN0205	Town of Holyrood	1071	\$192,780.00	40,141.65	\$232,921.65	\$170,061.11	\$62,860.54	\$163,045.16	7,015.95	

TOWN0807	Town of Winterton	295	\$53,100.00	\$53,100.00	\$	26,550.00	\$26,550.00	\$	39,825.00	-13,275.00
		11954	1,979,550.00	2,041,559.50		1,538,093.53	503,429.86		1,497,026.92	41,066.61

TOWNS ACTIVITY - INVOICED MONTHLY (Jan - Dec 2021)										
CustCode	Town/LSD	No. Properties	Prior Year Balance	Total Invoices 2021	Payments Received	Outstanding Balance	Surplus (Arrears)			
TOWN0001	Town of Carbonear	2175	-	197,186.68	163,201.65	33,985.03	(33,985.03)			
		2175	-	197,186.68	163,201.65	33,985.03	(33,985.03)			

2021 TOTAL SURPLUS (ARREARS) - INCORPORATED 1 \$ 7,081.58

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

06-Aug Final Notice letter sent to the Town St. Mary's

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	ERSB Budget 2022
MEETING DATE:	2021-08-10
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Craig Drover, Manager Corporate Services
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

It is recommended that Eastern Regional Service Board adopt the 2022 Budget as tabled.

MOTION:

BE IT RESOLVED that all Committees recommend that the Board adopt the 2022 Budget as tabled.

BACKGROUND/DISCUSSION:

- Costs of goods and services have all increased since the start of the COVID-19 pandemic across the province. While most operational costs have increased, the Board has been able to find savings from other areas to manage expenses.
- Five regional waste contracts will be up for renewal in 2022 and will be tendered starting in the new year. After reviewing the tender results for 2020 and 2021, a 25% increase to each contract has been budgeted.
- After discussions with senior management with the City of St. John’s in 2019, it was agreed that a step progression of the commercial tipping from \$67.60 was required to meet increasing costs at the Regional Landfill. The first step was not enacted due to the COVID-19 pandemic but the step to \$82 was approved for January 1, 2021. It is recommended that the fee be increased to \$92 for January 1, 2022.
- Several communities withdrew from regional contracts in 2021 while one new community came into the regional system. As a result, there are roughly 2000 less households from 2021 to 2022. Given the increase in operational, contract and tipping costs, combined with the reduction in total households, it is recommended that the annual household rate be increased to \$200 for January 1, 2022. This represents the first increase to the per household rate since 2013.
- Staff salary costs – Administration and Regional Operations salaries have been adjusted to account for the additional positions recommended by the HR review starting with an effective date of January 1.
- Staff salary costs – all approved positions are treated as filled.

- Regional Waste Operations remuneration may be impacted when the Board enters into collective bargaining. There is no scheduled timeframe for this.
- Staff salary costs – an economic increase of 2% is included effective January 1.
- Total budgeted payroll increase from 2021 to 2022 is 25% based on accounting for 8 new and existing empty positions as filled and from the results from the 2021 HR review.
- Purchased and Professional Services – Increase in professional services due to additional legal costs for the collective bargaining process. A decrease in Communications has been budgeted in relation to the completion of the new website and the rebranding of signs and promotional material.
- Property, Furnishings & Equipment – increase due to additional fees associated with computer software licensing and training.
- Regional Operations & Waste Recovery Facilities – Site Maintenance increased to reflect the need to complete work at the Placentia WRF. The WRF contract for Old Perlican is up for renewal in 2022 so an increase is incorporated into the budget. Whitbourne Depot Utilities increased to reflect historic costs from NL Power.
- Regional Transfer Station Clarendville – Increased as the amount budgeted for Utilities, and Site Maintenance as per actual expenses in current year. Tipping fees have been increased to reflect the increase at the Regional Landfill.
- Household Hazardous Waste Program – No Change
- Curbside Waste Collection Program – Change to reflect potential increase in contracts going to tender and the increase in tipping fees.
- Water/Wastewater Program – Provincial government provided funding only through March 31, 2022.
- Fire Protection – Increase due to the agreements with four towns to collect fire fees on their behalf.
- Capital ERSB – Funds have been allocated to continue replacing the Board’s pick-up trucks used in Clarendville and Whitbourne.
- Revenue is projected to decrease slightly overall for 2022 based on a reduction in the total number of households. The Regional Landfill Tipping revenue will remain constant.
- Overall budget of \$9.48 Million for 2022 down slightly from \$9.68 Million in 2021.

ATTACHMENTS:

- Final DRAFT Budget 2022

EASTERN REGIONAL SERVICE BOARD

2022 PROPOSED BUDGET

	2022 Proposed	2021 Budget	% Budget Change
EXPENDITURES			
Salaries			
Chair/Board Member Remuneration	\$ 100,000	\$ 100,000	0.0%
Salaries (Corporate Administration)	\$ 729,661	\$ 574,582	27.0%
Salaries (Regional Waste Operations)	\$ 1,184,084	\$ 968,095	22.3%
Salaries (Water)	\$ 55,000	\$ 13,825	297.8%
Sub-total	\$ 2,068,746	\$ 1,656,502	24.9%
Benefits			
Employment Insurance	\$ 35,957	\$ 26,277	36.8%
CPP	\$ 100,535	\$ 61,972	62.2%
WHSCC	\$ 50,000	\$ 50,000	0.0%
Health & Life Benefits	\$ 29,705	\$ 29,705	0.0%
RRSP	\$ 125,804	\$ 94,746	32.8%
Sub-total	\$ 342,001	\$ 262,699	30.2%
Transportation & Communications			
Board/Committee Local Travel & Meetings (mileage & expenses)	\$ 31,500	\$ 30,000	5.0%
Telephone	\$ 31,500	\$ 30,000	5.0%
Staff Local Travel (mileage & expenses)	\$ 11,000	\$ 10,000	10.0%
Professional Development (Board)	\$ 30,000	\$ 30,000	0.0%
Sub-total	\$ 104,000	\$ 100,000	4.0%
Supplies			
Insurance	\$ 174,000	\$ 145,000	20.0%
Office Expenses	\$ 88,000	\$ 80,000	10.0%
Bank Charges	\$ 42,000	\$ 40,000	5.0%
Sub-total	\$ 304,000	\$ 265,000	14.7%
Purchased and Professional Services			
Audit	\$ 36,036	\$ 34,320	5.0%
Professional Development Staff	\$ 49,500	\$ 33,000	50.0%
Communications	\$ 96,000	\$ 160,000	-40.0%
Professional Services-Legal,HR,IT,Engineering,etc.	\$ 189,000	\$ 180,000	5.0%
Sub-total	\$ 370,536	\$ 407,320	-9.0%
Property, Furnishings & Equipment			
Office Space (gross lease, Majors Path)	\$ 86,000	\$ 86,000	0.0%
Computer Software/Software Licensing	\$ 28,800	\$ 24,000	20.0%
Photocopier Fees	\$ 4,200	\$ 4,000	5.0%
Furniture & Equipment	\$ 23,750	\$ 25,000	-5.0%
Sub-total	\$ 142,750	\$ 139,000	2.7%

	2022 Proposed	2021 Budget	% Budget Change
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Regional Operations & Waste Recovery Facilities			
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Snow Clearing - All WRF	\$ 67,925	\$ 71,500	-5.0%
Site Maintenance - All WRF	\$ 110,000	\$ 100,000	10.0%
Old Perican WRF (TCNWM)	\$ 218,500	\$ 190,000	15.0%
Vehicle Maintenance and Operations	\$ 452,984	\$ 380,000	19.2%
Whitbourne Depot Utilities and Phones	\$ 91,000	\$ 70,000	30.0%
Sub-total	\$ 940,409	\$ 811,500	15.9%

CLARENVILLE REGIONAL TRANSFER STATION			
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Utilities/phone	\$ 47,250	\$ 45,000	5.0%
Site Maintenance	\$ 80,108	\$ 64,086	25.0%
Vehicle Maintenance and Operations	\$ 227,654	\$ 219,143	3.9%
Tipping Fees At Regional Landfill for CTS	\$ 473,156	\$ 400,000	18.3%
Sub-total	\$ 828,168	\$ 728,229	13.7%

HOUSEHOLD HAZDORDOUS WASTE PROGRAM			
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HHW Collection Contract and Fire Dept	\$ 84,000	\$ 80,000	5.0%
Sub-total	\$ 84,000	\$ 80,000	5.0%

CURBSIDE WASTE COLLECTION PROGRAM			
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Maintenance Depot Costs Allocated to Curbside	\$ 30,000	\$ 30,000	0.0%
Contracted Services	\$ 4,149,327	\$ 4,000,000	3.7%
Sub-Total	\$ 4,179,327	\$ 4,030,000	3.7%

WATER/WASTEWATER TREATMENT PROGRAM			
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Sub-Total	\$ 25,000	\$ 25,000	0.0%
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FIRE PROTECTION			
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Sub-Total	\$ 93,750	\$ 75,000	25.0%
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TRANSFERS TO RESERVE			
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Regional Capital Reserve	\$ -	\$ 200,000	
Curbside Capital Reserve	\$ -	\$ -	
Operational Reserve	\$ -	\$ -	
Sub-Total	\$ -	\$ 200,000	-100.0%

	2022 Proposed	2021 Budget	% Budget Change
TOTAL EXPENSES	\$ 9,482,687	\$ 8,598,200	9.3%
ERSB CAPITAL EXPENDITURES			
WRF Development	\$ -	\$ 650,000	-100.0%
Regional Equipment	\$ -	\$ 150,000	0.0%
Sub-Total	\$ -	\$ 800,000	-100.0%

TOTAL OPERATING AND CAPITAL	\$ 9,482,687	\$ 9,398,200	0.9%
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REVENUE			
Waste Collection Fees	\$ 4,525,800	\$ 4,590,000	-1.4%
Provision for Bad Debt	\$ (90,000)	\$ (90,000)	0.0%
Clarenville Transfer Station Tipping Fees/Permit Fees/Etc.	\$ 237,500	\$ 190,000	25.0%
Transportation Charges - Clarenville Transfer Station	\$ 69,000	\$ 60,000	15.0%
Fire Protection Services Fees	\$ 95,000	\$ 76,000	25.0%
Recyclable Metals and Electronics	\$ 112,500	\$ 112,500	0.0%
Interest	\$ 60,000	\$ 60,000	0.0%
Miscellaneous Revenue	\$ 35,000	\$ 35,000	0.0%
Regional Landfill Tipping Fee Derived	\$ 3,300,000	\$ 3,300,000	0.0%
HST Rebate	\$ 662,887	\$ 627,750	5.6%
Provincial Capital	\$ -	\$ 700,000	-100.0%
Reserve Funding	\$ 400,000	\$ -	0.0%
Water / Wastewater Program	\$ 75,000	\$ 25,000	200.0%
TOTAL REVENUE	\$ 9,482,687	\$ 9,686,250	-2.1%

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	ERSB Fee Schedule 2022
MEETING DATE:	2021-08-10
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:

Eastern Regional Service Board is required by legislation to adopt its fee schedule and budget by October 31st each year. Staff recommends that the Board adopt the 2022 Fee Schedule as tabled for the annual waste services fees, fire and emergency services fees, financial services fees, and regular waste disposal fees. The remaining fees for recyclables, asbestos, off road tires, rock, concrete, etc., will be set in accordance with the recommendations from Robin Hood Bay.

MOTION:

BE IT RESOLVED that the Board adopt the 2022 Fee Schedule as tabled for the annual waste services fees; fire and emergency services fees; financial services fees; and, regular waste disposal fees. The remaining fees for disposal of recyclables, asbestos, off road tires, rock, concrete, asphalt, yard waste, special waste, etc., will be set in accordance with the recommendations from the Robin Hood Bay regional landfill for January 1 through December 31, 2022.

BACKGROUND/DISCUSSION:

- ERSB is required by the *Regional Service Boards Act, 2012* to set its annual fees and to adopt a budget by October 31st each year. Due to the municipal election scheduled for September 28th the Board is reviewing and adopting most of its fees in advance so that we can ensure we meet this deadline.
- The annual household fee for regional waste services will increase from \$180 to \$200 for 2022.
- This is the first increase in the household fee since 2013 (9 years).
- All financial services fees will remain the same for 2022.

- To address increased costs at Robin Hood Bay and lower than expected revenues over the past several years, the Board is recommending an increase in the tip fee for the disposal of regular waste from \$82 per tonne to \$92 per tonne.
- Members may recall that the tip fee for regular waste had been unchanged for the 7 years prior to 2021 due to tip fee stabilization by ERSB. This was possible due to increased revenues received 2012 through 2014.
- The Board awaits information from Robin Hood Bay regarding the recommended disposal fees for recyclables, asbestos, off road tires, rock, concrete, asphalt, yard waste, special waste, etc. Once this information is received the 2022 fee schedule will be finalized.
- Once the Fee Schedule has been finalized for 2022, the Board will publish this information and will distribute the new fee schedule to all communities in the Eastern region.

Process for Establishing Fees:

- The process for establishing fees is outlined in the MOU between the Board and the City of St. John's as follows:
 - The City shall, on or before September 15 of each year, provide the Board with a tonnage report for the RHB facility for the preceding fiscal year; a tonnage forecast for the upcoming fiscal year; and its estimated operating costs for the RHB facility as determined pursuant to the principles set forth in S.5(A)(i) for the upcoming fiscal year.
 - The Board shall, on or before October 15 of each year, provide the City with its Eligible Costs for the preceding fiscal year as determined pursuant to S.5(A)(ii); and its estimated Eligible Costs for the upcoming fiscal year;
 - The Board shall, on or before October 31 of each year and in accordance with the principles set forth in section 5A, establish the user fees that will be assessed at the RHB facility for all classes of waste accepted at the RHB facility starting April 1 of the subsequent year.
 - Should the Board fail to approve the user fees on or before the date set forth in S.5(B)(iii), then the user fees at the RHB facility shall be as established by the City in accordance with the principles set forth in S.5(A) that states "User fees for disposing of waste materials at RHB facility shall be established by the Board under the authority granted in Sections 24 and 26 of the *Regional Service Boards Act*."

ATTACHMENTS:

- DRAFT 2022 Fee Schedule for Eastern Regional Service Board & Regional Waste Management Facility at Robin Hood Bay – Effective January 1 to December 31, 2022

2022 FEE SCHEDULE FOR EASTERN REGIONAL SERVICE BOARD & REGIONAL WASTE MANAGEMENT FACILITY AT ROBIN HOOD BAY Effective January 1 to December 31, 2022

ITEM/MATERIAL	FEE
Fire and Emergency Services Fees	
Per property fee for fire services in areas protected by ERSB	Up to \$120.00
Per commercial fire inspection	\$200.00
Per commercial fire inspection – subsequent visits within 12 months of initial visit - per event	\$50.00
Financial Services Fees	
Interest charged on overdue accounts, simple interest of 1.75% as of Jan 1 2019. Prior to Jan 1 2019 - interest of 2%, compounding monthly is applicable	1.75%
Non-sufficient funds charge per event	\$20.00
Small Claims Provincial Court Filing Fees	As charged by the Court
Process Server – per event	\$40.00
Waste Services Fees	
Per property fee for waste services	\$200.00
Return to collect waste not properly set out – per event	\$150.00
Regular Waste Disposal Fees	
Regular waste disposal fee at Clarenville Transfer Station and Robin Hood Bay per metric tonne	\$92.00
Recyclables disposal fee at Clarenville Transfer Station and Robin Hood Bay per metric tonne	\$22.00
Waste disposal permit for Clarenville Transfer Station or Robin Hood Bay	\$30.00
Clarenville Transfer Station Commercial Users/Discovery Regional Service Board <u>transportation fee</u> per metric tonne in addition to the regular waste disposal fee of \$82.00 per metric tonne	\$20.00
Asbestos (per metric tonne at Robin Hood Bay)*	
Asbestos (call to make arrangements prior to delivery to site)	\$142.00
Asbestos – Mixed Load (call to make arrangements prior to delivery to site)	\$284.00
Off the Road Tires (tires that are NOT included in the tire recycling program of the Province - per metric tonne)	
OTR – Off the Road Tires (call to make arrangements prior to delivery to site)	\$208.00
Rock (per metric tonne)*	
6 inches minus	Free
18 inches minus	\$25.00
18 inches plus	\$82.00
Concrete & brick (per metric tonne)*	
6 inches minus (reinforced or unreinforced)	Free
6 inches plus (reinforced)	\$82.00
18 inches minus (unreinforced)	\$25.00
18 inches plus (unreinforced)	\$82.00
Asphalt (per metric tonne)*	
6 inches minus	Free
18 inches minus	\$25.00
18 inches plus	\$82.00
Yard Waste (per metric tonne)**	
Contained in paper yard waste bags or loose	Free
Contained in plastic waste bags	\$82.00
Special Wastes (per metric tonne)	
Wastes requiring special handling (requires pre-approval and arrangements must be made prior to delivery to site)	\$142.00
International wastes	\$142.00

* The hauler will have to source separate the various sizes or pay a tipping fee on the entire load. Materials of this type are subject to visual inspection to determine applicable fee.

** Yard Waste includes grass, leaves, sods, weeds, plant trimmings, and branches less than 1-inch diameter.

USEABLE FILL: Useable fill is material that can be used at the Clarenville Transfer Station or Robin Hood Bay sites. Size in the fill must not exceed 6-inches minus. Useable fill is accepted free of charge but depending on the volume the hauler will be required to float a loader/dozer to our site to stockpile the material. Bio-solids are not considered useable fill and the tipping fee applies. Haulers are advised to contact Clarenville Transfer Station or Robin Hood Bay prior to attempting to deliver these special waste streams and prior to bidding on tenders.