

**BOARD OF DIRECTORS MEETING
MINUTES**

Meeting #87

Wednesday, February 24, 2021, 7:00 p.m.

BROADCASTED LIVE – VIDEOCONFERENCE

In Attendance: Mayor Harold Muldowney
Mayor Danny Breen
Councillor Maggie Burton
Councillor Glenn Clarke
Councillor Ian Froude
Councillor Sandy Hickman
Councillor Jamie Korab
Councillor Kevin McDonald
Councillor Shawn Skinner
Mayor Gerald Snook
Councillor Deanne Stapleton
Deputy Mayor Sam Whalen
Councillor Sterling Willis
Councillor Wally Collins

Regrets: Deputy Mayor Sheilagh O’Leary (Leave of Absence)
Councillor Lucy Stoyles (Leave of Absence)
Councillor Peggy Roche
Councillor Gerard Tilley

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

1. Call to Order

Mr. Muldowney, Chairperson, called the meeting to order at 7:02 p.m.

Mr. Mullenwey introduced Mr. Wesley Drodge, the Board's newly acclaimed member representing the Smith Sound and Isthmus Area.

2. **Adoption of Agenda**

The agenda was tabled for approval.

MOTION 2021-008

Moved By Mr. Whalen

Seconded By Mr. McDonald

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 2021-009

Moved By Mr. Willis

Seconded By Mr. Collins

BE IT RESOLVED that the minutes of the meeting of Wednesday, January 27, 2021 be adopted as tabled.

Carried Unanimously

4. **Committee Reports**

a) **Finance & Audit Committee**

Mr. Hickman delivered the Finance & Audit Committee report.

1. **Board Expenditures**

Board expenditures for the month of January 2021 were tabled for review and approval.

MOTION 2021-010

Moved By Mr. Hickman

Seconded By Mr. Whalen

BE IT RESOLVED that the Board adopt the expenditures for January 2021 as tabled. **Carried Unanimously**

2. Incorporated Towns Payment Activity Report

An update on the incorporated town's payment activity was provided for January.

Mr. Hickman informed the Board that Canada Post had one of their mailboxes broken into recently and the Board's mail was part of that break-in and subsequent privacy breach. One of the Board's customers had sent post-dated cheques in the mail, those cheques were stolen and one of the cheques cashed. Both Canada Post and the RCMP are aware of this matter and staff has been assured that all parties are working on the issue.

3. Q4 2020 Financial Update

Mr. Hickman referred to the brief note in the meeting package and highlighted some key points from the Q4 2020 Financial Report. He noted that overall expenditures were approximately 81% of budgeted while overall revenues were at 102% of budgeted.

He noted that the Board's independent audit is currently underway and draft financial statements may be available for the March Board meeting.

There were no questions or concerns.

4. Q4 2020 Fire and Emergency Service Fees Collection Reports:

Mr. Hickman advised that brief notes were included in the meeting package for their review.

a. Town of Holyrood

Members were reminded of the recently adopted motion that will impact any future agreement with the Town of Holyrood, as all areas except the Salmonier Line were removed from the Board's waste service program by the Ministerial Directives.

The agreement with the Holyrood ended on December 31, 2020 and discussions will be held with the town regarding whether they want the Board to continue to collect these fees from the Salmonier Line only.

b. Town of St. Joseph's

The Board has an agreement with the Town of St. Joseph's to collect these fees on their behalf from three (3) neighbouring local service districts effective September 1, 2020. As all parties are in receipt of regional waste services, this agreement may continue. For 2020, customers were sent a prorated invoice and at year-end, 67% of the fees were collected.

5. Regional Water/Wastewater Operator Pilot Program – Funding Extended From April 1, 2021 to March 31, 2022

Mr. Hickman notified the Board that notice was recently received regarding funding for the Regional Water/Wastewater Operator Pilot program. He was pleased to announce that funding is extended to March 31, 2022.

6. Cancellation of Regional Waste Services

The Board recently received notice that the Town of St. Mary's will not be participating in regional waste services past the current contract end date of June 30, 2021.

b) Strategy & Policy Committee

Mr. Whalen delivered the Strategy & Policy Committee report.

1. Policy Review: Request for Exemption – Waste Management Services

Mr. Whalen reminded the Board that a brief note was included in the meeting package.

He noted that the Committee continues to work on this review and is recommending that the Board maintain an exemption policy. Staff continues to work on a new application form; determining what documentation will be acceptable; ensuring privacy of customers' information; developing a questionnaire to gather subsequent information; and, develop an appeals process.

An update will be brought back to the Board once this work is complete.

2. Q4 2020 Water/Wastewater Operator Program Report

Mr. Whalen reminded members that the Board's Regional Water/Wastewater Operator Program Report for the fourth quarter of 2020 is included in the meeting package.

The program continues to do well and the Board's operator continues to assist and advise 19 communities in the Eastern region.

3. Recent Article in *The Telegram* entitled, "Garbage decision could set a precedent."

Mr. Whalen noted that a copy of the article from *The Telegram* published on January 22nd was included in the meeting package for members' information.

Following a discussion with the Burin Peninsula Regional Service Board it was determined that the circumstances would be similar to a property located on an un-serviced road in an unincorporated area in the Eastern region.

He noted that as all waste services were withdrawn from these areas in the Eastern Region at the end of 2019; therefore, there is no precedent here for ERSB.

c) Governance Committee

Mr. Clarke delivered the Governance Committee report.

1. 2020 Canada Revenue Agency Payroll Remittance Statement

Mr. Clarke referred to the documents in the meeting package when he informed the Board that all remittances were paid as required, and the Board is in great standing with the Canada Revenue Agency.

2. Workplace NL Reports 2020

Mr. Clarke noted that the Board has submitted the three (3) annual employer reports required by Workplace NL. In addition, the Committee reviewed the

Board's Workplace NL claim activity for the past three years and were happy to note that no claims were submitted in 2020.

The 2020 PRIME Schedule confirms that the Board is eligible for its PRIME refund for 2021. This saves the Board approximately \$7,300 on its Workplace NL costs.

3. Update on Issues at the Harbour Grace Waste Recovery Facility

Mr. Clarke informed the Board that ongoing issues continue with a report of illegal dumping received the morning of the Committee meeting. Illegal dumping and unrestricted access to the Harbour Grace Waste Recovery Facility continues to be a problem.

The Board continues to wait for a response to the Board's letter from the Harbour Grace Town Council.

4. Update on the Bell Island Waste Recovery Facility

Mr. Clarke provided an update on the newly constructed Bell Island Waste Recovery Facility. Before the facility opened on February 2, 2021 there was a report of vandalism and break-in at the site.

Staff reports that the site has seen very little activity since opening. However, there has been reports of residents disposing of their waste at the old landfill site immediately outside the waste recovery facility.

5. Update on Collection Bargaining

Mr. Clarke notified the Board that to date, no request has been received from the union to begin collective bargaining.

Mr. Skinner joined the meeting at 7:25 p.m.

5. Correspondence

There was no correspondence to review.

6. **New Business**

Board's Response to Alert Level 5 under the Provincial COVID-19 Pandemic Alert System

a) Majors Path Location Closed to the Public

Mr. Mullooney noted that the Board's office at Majors Path is closed to the public in response to Alert Level 5 and will re-open once permitted.

In addition, to ensure continued operations of the Board's work, staff have been separated into two groups and will not work together until it is deemed safe to do so. Staff continue to monitor emails, voicemails, receipt payments, pay bills, and complete payroll. Staff that have the ability to work from home will continue to do so.

b) Temporary Closure of All Waste Recovery Facilities

Mr. Mullooney informed the Board that all waste recovery facilities have been closed to protect both staff and the public, due to the return to Alert Level 5.

Similar to last year, these facilities will re-open once public health guidelines permit.

c) Recyclables Collection Cancelled for Two Weeks (February 17 – March 3)

Mr. Mullooney reported that unlike last year, this year recyclables collection had to be cancelled for at least two (2) weeks. Contractors have been experiencing staffing issues due to the high number of persons required to self-isolate. In order to ensure contractors' remained staffed and to ensure the essential service of weekly garbage collection would not be impacted, it was decided to cancel the recyclables collection.

The reinstatement of recyclables collection will be evaluated in the coming days.

Mr. Clarke asked if the Board's staff are checking the waste recovery facilities while closed to monitor for illegal dumping outside the gates of those facilities. Ms. Dean responded that the staff visits each site regularly and the issue of illegal dumping at the gates has been minimal with the exception of the Harbour Grace location as previously discussed.

7. **Upcoming Meetings**

- a) The next meeting of the Board of Directors will take place by videoconference on Wednesday, March 31, 2021 at 7:00 p.m.
- b) The next meeting of the Finance & Audit Committee will take place by videoconference on Thursday, March 18, 2021 at 12:30 p.m.
- c) The next meeting of the Strategy & Policy Committee will take place by videoconference on Thursday, March 18, 2021 at 10:30 a.m.
- d) The next meeting of the Governance Committee will take place by videoconference on Tuesday, March 23, 2021 at 10:30 a.m.

8. **Adjournment**

MOTION 2021-011

Moved By Mr. Clarke

Seconded By Mr. Breen

Seeing no further business to be discussed, **BE IT RESOLVED** that the meeting adjourned at 7:34 p.m.

Carried Unanimously

Ms. Holly Coles

Board Clerk and Outreach Coordinator

Mayor Harold Mullooney

Chairperson

EASTERN REGIONAL SERVICE BOARD

PAYROLL EXPENSE

JAN 2021

Payroll – Staff (<i>2 pay periods – 27 employees</i>)	\$123,314.58
Payroll – Board (<i>18 members</i>)	<u>\$00,000.00</u>
Total Payroll (<i>27 employees</i>)	\$123,314.58
Payroll CRA Remittance	<u>\$43,138.12</u>
TOTAL GROSS PAYROLL	<u>\$166,452.70</u>

PREVIOUS MONTH

DEC 2020

Payroll – Staff (<i>3 pay periods – 28 employees</i>)	\$170,363.33
Payroll – Board (<i>18 members</i>)	<u>\$15,576.80</u>
Total Payroll (<i>46 employees</i>)	\$185,940.13
Payroll CRA Remittance	<u>\$ 43,090.96</u>
TOTAL GROSS PAYROLL	<u>\$229,031.09</u>

Eastern Regional Service Board

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

Cheques from 000001 to 009488 dated between 01-01-2021 and 01-31-2021

CHEQUE REGISTER

Printed: 3:01:47PM 02/04/2021

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Number	Issued		Amount	SC	Status	Status Date
009401	01/06/2021	Around The Bay Disposals Inc.	82,743.70	A/P	CLEARED	01/19/2021
009402	01/06/2021	Bell Aliant	2,026.98	A/P	CLEARED	01/19/2021
009403	01/06/2021	Brandt Tractor Ltd.	149.82	A/P	CLEARED	01/19/2021
009404	01/06/2021	Coish's Trucking & Excavating Ltd.	14,432.50	A/P	CLEARED	01/19/2021
009405	01/06/2021	Colin Rideout	61.50	A/P	*VOID*	01/06/2021
	Void Reason: missprint					
009406	01/06/2021	Dicks and Company Limited	141.43	A/P	CLEARED	01/19/2021
009407	01/06/2021	D&L Russell Limited	18.73	A/P	OUT-STD	01/06/2021
009408	01/06/2021	Dodd's Diesel Repair Ltd.	14,117.39	A/P	CLEARED	01/14/2021
009409	01/06/2021	Dodd's Diesel Repair Ltd.	7,760.61	A/P	CLEARED	01/14/2021
009410	01/06/2021	Eastern Machining & Welding Inc.	314.02	A/P	CLEARED	01/19/2021
009411	01/06/2021	eSCRIBE Software Ltd.	11,442.50	A/P	OUT-STD	01/06/2021
009412	01/06/2021	Harbour ELECTRIC Ltd.	1,892.39	A/P	CLEARED	01/19/2021
009413	01/06/2021	Jenkins Anthony Inc.	3,923.66	A/P	CLEARED	01/19/2021
009414	01/06/2021	Kevin Butt	41.36	A/P	CLEARED	01/19/2021
009415	01/06/2021	Lynn Tucker	4,765.89	A/P	CLEARED	01/19/2021
009416	01/06/2021	Meade's Services & Storage Ltd.	1,322.48	A/P	OUT-STD	01/06/2021
009417	01/06/2021	Miller IT Limited	1,299.31	A/P	CLEARED	01/19/2021
009418	01/06/2021	North Atlantic	19,256.54	A/P	CLEARED	01/19/2021
009419	01/06/2021	Northern Business Intelligence	1,998.29	A/P	CLEARED	01/19/2021
009420	01/06/2021	OMB Parts & Industrial Ltd.	364.45	A/P	CLEARED	01/19/2021
009421	01/06/2021	Parts For Trucks Inc.	286.00	A/P	CLEARED	01/19/2021
009422	01/06/2021	SaltWire Network Inc.	3,470.88	A/P	CLEARED	01/19/2021
009423	01/06/2021	T2 Ventures Inc.	242,081.02	A/P	CLEARED	01/14/2021
009424	01/06/2021	TForce Final Mile Canada Inc.	16.87	A/P	CLEARED	01/19/2021
009425	01/06/2021	The Business Post	653.20	A/P	CLEARED	01/26/2021
009426	01/06/2021	TownSuite Municipal Software Inc.	10,157.11	A/P	CLEARED	01/19/2021
009427	01/06/2021	Tulk Tire & Service Ltd.	2,104.90	A/P	CLEARED	01/19/2021
009428	01/06/2021	Wedgwood Cafe & Catering	322.00	A/P	OUT-STD	01/06/2021
009429	01/07/2021	Newfoundland Exchequer - Tax Admin Div	2,947.31	A/P	CLEARED	01/19/2021
009430	01/08/2021	Colin Rideout	61.50	A/P	CLEARED	01/19/2021
009433	01/19/2021	62167 Newfoundland and Labrador Inc	7,380.30	A/P	OUT-STD	01/19/2021
009434	01/19/2021	Bell Mobility Inc.	1,141.59	A/P	OUT-STD	01/19/2021
009435	01/19/2021	Christie Dean	922.57	A/P	CLEARED	01/26/2021
009436	01/19/2021	City of St. John's	30,354.45	A/P	OUT-STD	01/19/2021
009437	01/19/2021	Concord Paving Limited	4,283.75	A/P	OUT-STD	01/19/2021
009438	01/19/2021	D&L Russell Limited	49.16	A/P	OUT-STD	01/19/2021
009439	01/19/2021	Dicks and Company Limited	24.12	A/P	OUT-STD	01/19/2021
009440	01/19/2021	Dodd's Diesel Repair Ltd.	6,464.76	A/P	OUT-STD	01/19/2021
009441	01/19/2021	Kevin Power	89.58	A/P	OUT-STD	01/19/2021
009442	01/19/2021	Kevin Butt	101.18	A/P	CLEARED	01/26/2021
009443	01/19/2021	Madsen Construction Equipment	33.23	A/P	OUT-STD	01/19/2021
009444	01/19/2021	Modern Business Equipment Limited	114.45	A/P	OUT-STD	01/19/2021
009445	01/19/2021	Newfoundland Power Inc.	6,869.34	A/P	OUT-STD	01/19/2021
009446	01/19/2021	NL News Now	171.49	A/P	OUT-STD	01/19/2021
009447	01/19/2021	O'Brien's Trucking Ltd	1,228.20	A/P	OUT-STD	01/19/2021

** - Name on Check was modified

Eastern Regional Service Board

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

Cheques from 000001 to 009488 dated between 01-01-2021 and 01-31-2021

CHEQUE REGISTER

Printed: 3:01:47PM 02/04/2021

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Number	Issued		Amount	SC	Status	Status Date
009448	01/19/2021	OMB Parts & Industrial Ltd.	32.09	A/P	OUT-STD	01/19/2021
009449	01/19/2021	ORKIN Canada Corporation	194.35	A/P	OUT-STD	01/19/2021
009450	01/19/2021	Pitney Bowes	3,028.95	A/P	OUT-STD	01/19/2021
009451	01/19/2021	Quikprint Services Ltd.	189.92	A/P	OUT-STD	01/19/2021
009452	01/19/2021	Sam Pike Masonry Ltd.	149.64	A/P	OUT-STD	01/19/2021
009453	01/19/2021	Scotia Recycling Inc	1,390.35	A/P	OUT-STD	01/19/2021
009454	01/19/2021	Shred-it c/o Stericycle ULC	62.59	A/P	OUT-STD	01/19/2021
009455	01/19/2021	Town of Clarendville	1,608.00	A/P	OUT-STD	01/19/2021
009456	01/19/2021	Tulk Tire & Service Ltd.	1,203.84	A/P	OUT-STD	01/19/2021
009457	01/20/2021	Pennecon Hydraulic Systems Ltd.	9,007.38	A/P	OUT-STD	01/20/2021
Cheque Totals Issued:			506,208.12			
Void:			61.50			
Total Cheques Generated:			506,269.62			
Total # of Cheques Listed:			55			

TOWNS PAYMENT ACTIVITY 2021 - As of January 31, 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	Surplus (Arrears)	
TOWN305	Town of Sunnyside	205	\$36,900.00		\$36,900.00	\$3,690.00	\$33,210.00	0.00	PAD x 10
TOWN502	Town of Chance Cove	148	\$26,640.00		\$26,640.00	2,664.00	\$23,976.00	0.00	PAD x 10
TOWN503	Town of Arnold's Cove	535	\$96,300.00		\$96,300.00	9,630.00	\$86,670.00	0.00	PAD x 10
TOWN0403	Town of Cape Broyle	275	\$49,500.00		\$49,140.00	\$4,914.00	\$44,226.00	0.00	PAD x 10
TOWN0504	Town of Long Harbour-Mount Arlington Heights	196	\$35,280.00		\$35,280.00	3,528.00	\$31,752.00	0.00	PAD x 10
TOWN0514	Town of Colinet	75	\$13,500.00		\$13,500.00	1,350.00	\$12,150.00	0.00	PAD x 10
TOWN0517	Town of St. Vincent's-St. Stephen's-Peter's River	213	\$38,340.00		\$38,340.00	3,834.00	\$34,506.00	0.00	PAD x 10
TOWN0804	Town of New Perlican	162	\$29,160.00		\$29,160.00	2,916.00	\$26,244.00	0.00	PAD x 10
TOWN0809	Town of Wabana	1222	\$219,960.00		\$219,960.00	131,976.00	\$87,984.00	87,984.00	PAD x 10
TOWN0508	Town of Point Lance	47	\$8,460.00		\$8,460.00	2,115.00	\$6,345.00	0.00	PAD x 4
TOWN0511	Town of St. Joseph's	107	\$19,260.00		\$19,260.00	4,815.00	\$14,445.00	0.00	PAD x 4
LSD0002	LSD of Mobile (E Dalley, Treasurer)	101	\$18,180.00		\$18,180.00	18,180.00	\$0.00	16,362.00	
TOWN0003	Town of Clarke's Beach	592	\$106,560.00		\$106,560.00	106,560.00	\$0.00	95,904.00	
TOWN301	Town of Come by Chance	118	\$21,240.00		\$21,240.00	-	\$21,240.00	-2,124.00	
TOWN302	Town of Norman's Cove-Long Cove	333	\$59,940.00		\$59,940.00	5,994.00	\$53,946.00	0.00	
TOWN303	Town of Chapel Arm	255	\$45,900.00	\$ (180.00)	\$45,720.00	4,572.00	\$41,148.00	0.00	
TOWN304	Town of Southern Harbour	184	\$33,120.00		\$33,120.00	3,808.80	\$29,311.20	496.80	
TOWN0401	Town of Aquaforte	69	\$12,420.00	\$ 833.03	\$13,253.03	-	\$13,253.03	-1,325.30	Interest from 2019 still on account
TOWN0402	Town of Bay Bulls	545	\$98,100.00		\$98,100.00	9,810.00	\$88,290.00	0.00	
TOWN0404	Town of Fermeuse-Kingman's Cove	179	\$32,220.00	\$ (0.02)	\$32,219.98	-	\$32,219.98	0.00	Quarterly Payment
TOWN0405	Town of Ferryland	272	\$48,960.00		\$48,960.00	12,240.00	\$36,720.00	0.00	Quarterly Payment
TOWN0407	Town of Renew's-Cappahayden	234	\$42,120.00		\$42,120.00	-	\$42,120.00	-4,212.00	
TOWN0408	Town of St. Shott's	50	\$9,000.00		\$9,000.00	-	\$9,000.00	-900.00	
TOWN0410	Town of Witless Bay	685	\$123,300.00		\$123,300.00	-	\$123,300.00	-12,330.00	
TOWN0411	Town of Portugal Cove South	92	\$16,560.00		\$16,560.00	4,140.00	\$12,420.00	0.00	Quarterly Payment
TOWN0505	Town of Fox Harbour	134	\$24,120.00		\$24,120.00	2,412.00	\$21,708.00	0.00	
TOWN0507	Town of St. Bride's	139	\$25,020.00		\$25,020.00	6,246.00	\$18,773.89	-9.00	
TOWN0509	Town of Branch	161	\$28,980.00		\$28,980.00	-	\$28,980.00	-2,898.00	
TOWN0510	Town of Mount Carmel-Mitchell's Brook-St. Catherine's	299	\$53,820.00		\$53,820.00	13,455.00	\$40,365.00	0.00	
TOWN0512	Town of Admiral's Beach	82	\$14,760.00		\$14,760.00	1,476.00	\$13,284.00	0.00	
TOWN0513	Town of Gaskiers-Point LaHaye	144	\$25,920.00		\$25,920.00	2,592.00	\$23,328.00	0.00	
TOWN0515	Town of Riverhead	112	\$20,160.00		\$20,160.00	2,083.90	\$18,076.10	67.90	
TOWN0516	Town of St. Mary's	222	\$19,980.00		\$19,980.00	-	\$19,980.00	-1,998.00	
TOWN0601	Town of Whiteway	163	\$29,340.00		\$29,340.00	2,934.00	\$26,406.00	0.00	
TOWN0602	Town of Heart's Delight-Islington	409	\$73,620.00		\$73,620.00	-	\$73,620.00	-7,362.00	*Post Dated Cheques Part of Mail
TOWN0603	Town of Heart's Desire	125	\$22,500.00		\$22,500.00	2,250.00	\$20,250.00	0.00	
TOWN0801	Town of Old Perlican	330	\$59,400.00		\$59,400.00	56,382.60	\$3,017.40	50,442.60	
TOWN0802	Town of Bay de Verde	221	\$39,780.00	\$ 7,956.00	\$47,736.00	43,758.00	\$3,978.00	38,984.40	
TOWN0805	Town of Hant's Harbour	193	\$34,740.00		\$34,740.00	-	\$34,740.00	-2,895.00	(12 equal pymts)
TOWN0806	Town of Heart's Content	239	\$43,020.00		\$43,020.00	10,755.00	\$32,265.00	0.00	Quarterly Payment
LSD0F201	LSD of Georgetown	131	\$23,580.00	1,606.79	\$25,186.79	-	\$25,186.79	-2,518.68	
LSD0F202	LSD of Marysvalle	240	\$43,200.00	3,600.00	\$46,800.00	-	\$46,800.00	-4,680.00	
TOWN0203	Town of Colliers	320	\$57,600.00	8,412.05	\$66,012.05	-	\$66,012.05	-6,601.21	
TOWN0205	Town of Holyrood	1071	\$192,780.00	40,141.65	\$232,921.65	-	\$232,921.65	-23,292.17	
TOWN0807	Town of Winterton	295	\$53,100.00		\$53,100.00	-	\$53,100.00	-13,275.00	Quarterly Payment
		11924	2,126,340.00	62,369.50	2,188,349.50	481,081.30	1,707,232.09	203,821.35	

TOWNS ACTIVITY - INVOICED MONTHLY (Jan - Dec 2021)						
CustCode	Town/LSD	No. Properties	Prior Year Balance	Total Invoices 2020	Payments Received	Outstanding Balance
TOWN0001	Town of Carbonear	2175	-	65,613.40	32,946.36	-
		2175	-	65,613.40	32,946.36	-

2021 TOTAL SURPLUS (ARREARS) - INCORPORATED TOWNS	\$	203,821.35
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PAD* Set up for pre-authorized debit payments
 SPAR** Special Payment Arrangement in Place

EASTERN REGIONAL SERVICE BOARD
BRIEFING NOTE / REPORT

TITLE:	Q4 Financial Report
MEETING DATE:	2021-02-11
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:

- No recommended action as report for information only.

MOTION:

No motion required as report for information only

BACKGROUND/DISCUSSION:

- Salaries finished 2020 on budget at 98%;
- Benefits also on budget at 79.3%.
- Transportation and Communications are well under budget at only 30% due to the lack of travel from the COVID-19 pandemic.
- Purchased Services as a whole were under budget but the Professional Services account is at 109% because of increased spending related to legal advice and temporary hiring.
- Property, Furnishings and Equipment was over budget mostly due to the additional licensing and training fees for eScribe, TownSuite financial software.
- Under Regional Operations and Waste Recovery Facilities, expenses for Utilities for the Whitbourne Depot were over budget due to invoices from Newfoundland Power. The actual electricity amounts are being reviewed against the budget to determine the appropriateness of the original allocation.
- Vehicle Maintenance and Operations expenses for the Clarendville Transfer Station were slightly over budget due to repairs to the facility.
- Overall expenditures at December 31 are at 80.7% of budget.
- Overall revenues at December 31 are 102.3% of budget. Miscellaneous Revenue currently at 420% due to the sale of waste collection equipment and HST Rebate at 238% due to the receipt of 2019 Q2, Q3 and Q4 payments after CRA review.

ATTACHMENTS:

- Q4 2020 Budget vs Actual Report

EASTERN REGIONAL SERVICE BOARD

2020 Q4 ACTUAL VS BUDGET

	2020 Budget	2020 Q4 Actual	% Budget Used
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EXPENDITURES

Salaries			
Chair/Board Member Remuneration	\$ 100,000	\$ 78,076	78.1%
Salaries (Corporate Administration)	\$ 559,134	\$ 520,492	93.1%
Salaries (Regional Waste Operations)	\$ 895,881	\$ 919,833	102.7%
Salaries (Water)	\$ 55,075	\$ 60,145	109.2%
Sub-total	\$ 1,610,090	\$ 1,578,545	98.0%

Benefits			
Employment Insurance	\$ 26,309	\$ 24,434	92.9%
CPP	\$ 61,938	\$ 58,303	94.1%
WHSCC	\$ 80,000	\$ 40,297	50.4%
Health & Life Benefits	\$ 22,925	\$ 20,203	88.1%
RRSP	\$ 93,095	\$ 82,159	88.3%
Sub-total	\$ 284,267	\$ 225,396	79.3%

Transportation & Communications			
Board/Committee Local Travel & Meetings (mileage & expenses)	\$ 45,000	\$ 8,786	19.5%
Telephone	\$ 30,000	\$ 22,703	75.7%
Staff Local Travel (mileage & expenses)	\$ 10,000	\$ 1,639	16.4%
Professional Development (Board)	\$ 35,000	\$ 2,500	7.1%
Sub-total	\$ 120,000	\$ 35,628	29.7%

Supplies			
Insurance	\$ 135,000	\$ 141,631	104.9%
Office Expenses	\$ 80,000	\$ 93,564	117.0%
Bank Charges	\$ 40,000	\$ 22,281	55.7%
Sub-total	\$ 255,000	\$ 257,476	101.0%

Purchased Services Administrative			
Audit	\$ 31,200	\$ 30,087	96.4%
Professional Development Staff	\$ 33,000	\$ 10,672	32.3%
Professional Services-Legal,HR,IT,Engineering,etc.	\$ 120,000	\$ 160,018	133.3%
Sub-total	\$ 184,200	\$ 200,777	109.0%

Property, Furnishings & Equipment			
Office Space (gross lease, Majors Path)	\$ 86,000	\$ 80,313	93.4%
Computer Software/Software Licensing	\$ 12,000	\$ 27,884	232.4%
Photocopier Fees	\$ 4,000	\$ 1,511	37.8%
Furniture & Equipment	\$ 25,000	\$ 38,176	152.7%
Sub-total	\$ 127,000	\$ 147,883	116.4%

	2020 Budget	2020 Q4 Actual	% Budget Used
Purchased Services Consultants			
Communications	\$ 120,000	\$ 78,404	65.3%
Sub-total	\$ 120,000	\$ 78,404	65.3%
Regional Operations & Waste Recovery Facilities			
Snow Clearing - All WRF	\$ 65,000	\$ 59,559	91.6%
Site Maintenance - All WRF	\$ 50,000	\$ 43,588	87.2%
Old Perican WRF (TCNWM)	\$ 175,000	\$ 157,269	89.9%
WRF Compaction Trailer Lease Payments	\$ 170,000	\$ -	0.0%
Vehicle Maintenance and Operations	\$ 380,000	\$ 539,711	142.0%
Whitbourne Depot Utilities and Phones	\$ 25,000	\$ 31,449	125.8%
Sub-total	\$ 865,000	\$ 831,576	96.1%
CLARENVILLE REGIONAL TRANSFER STATION			
Utilities/phone	\$ 25,000	29,522	118.1%
Site Maintenance	\$ 35,000	\$ 80,718	230.6%
Vehicle Maintenance and Operations	\$ 219,143	\$ 231,305	105.5%
Tipping Fees At Regional Landfill for CTS	\$ 400,000	\$ 354,908	88.7%
Sub-total	\$ 679,143	\$ 696,453	102.5%
HOUSEHOLD HAZDORDOUS WASTE PROGRAM			
HHW Collection Contract and Fire Dept	\$ 80,000	\$ 50,040	62.5%
Sub-total	\$ 80,000	\$ 50,040	62.5%
CURBSIDE WASTE COLLECTION PROGRAM			
Maintenance Depot Costs Allocated to Curbside	\$ 30,000	\$ 7,165	23.9%
Contracted Services	\$ 4,000,000	\$ 3,514,707	87.9%
Sub-Total	\$ 4,030,000	\$ 3,521,873	87.4%
WATER/WASTEWATER TREATMENT PROGRAM			
Sub-Total	\$ 25,000	\$ 7,432	29.7%
FIRE PROTECTION			
Sub-Total	\$ 18,500	\$ 14,352	77.6%
TRANSFERS TO RESERVE			
Regional Capital Reserve	\$ 200,000	\$ -	0.0%
Curbside Capital Reserve	\$ -	\$ -	0.0%
Operational Reserve	\$ -	\$ -	0.0%
Sub-Total	\$ 200,000	\$ -	0.0%

	2020 Budget	2020 Q4 Actual	% Budget Used
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TOTAL EXPENSES	\$ 8,598,200	\$ 7,645,835	88.9%
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ERSB CAPITAL EXPENDITURES			
Landfill Closures	\$ 300,000	\$ 33,249	11.1%
Regional Equipment	\$ 71,000	\$ -	0.0%
Waste Collection Equipment	\$ 1,500,000	\$ 771,016	51.4%
Sub-Total	\$ 1,871,000	\$ 804,264	43%

TOTAL OPERATING AND CAPITAL	\$ 10,469,200	\$ 8,450,099	80.7%
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REVENUE			
Waste Collection Fees	\$ 4,590,000	\$ 4,176,165	91.0%
Provision for Bad Debt	\$ (90,000)	\$ -	0.0%
Clareville Transfer Station Tipping Fees/Permit Fees/Etc.	\$ 190,000	\$ 424,637	223.5%
Transportation Charges - Clareville Transfer Station	\$ 60,000	\$ 2,580	4.3%
Fire Protection Services Fees	\$ 19,200	\$ 28,847	150.2%
Recyclable Metals and Electronics	\$ 75,000	\$ 105,382	140.5%
Interest	\$ 60,000	\$ 126,081	210.1%
Miscellaneous Revenue	\$ 35,000	\$ 146,945	419.8%
Regional Landfill Tipping Fee Derived	\$ 3,300,000	\$ 3,300,331	100.0%
HST Rebate	\$ 350,000	\$ 832,714	237.9%
Provincial Capital	\$ 300,000	\$ 35,213	11.7%
Reserve Funding	\$ -	\$ -	0.0%
Water / Wastewater Program	\$ 80,000	\$ -	0.0%
TOTAL REVENUE	\$ 8,969,200	\$ 9,178,897	102.3%



FIRE AND EMERGENCY SERVICES
Financial Collections Report
December 31, 2020

For the Local Service Districts of O'Donnell's, Forest Field and New Bridge.

Service Implemented: September 1, 2020
Service Provided By: St. Joseph's Volunteer Fire Department, Town of St. Josephs

ACCOUNTS RECEIVABLE:

2020 Fees Invoiced at September 1 2020 (111 properties @\$18.18)	\$ 2,017.98		
2020 Interest applied	\$ 22.92		
2020 Total All Invoices Issued	\$ 2,040.90		
LESS Total Payments to December 31	\$ 1,356.19		
LESS Total Adjustments	\$ 18.18		
2020 FEES REMAINING TO BE COLLECTED		\$ 666.53	33%
OVERALL FIRE AND EMERGENCY FEES REMAINING TO BE COLLECTED		\$ 666.53	
TOTAL NUMBER OF PROPERTIES IDENTIFIED:	110		

*Adjustments:

Error correction

Miscellaneous Adjustments (incorrect name on account; owner deceased; etc.)

Transfer of Fees (property transferred to another family member; owner deceased; landlord vs tenant billing; etc.)

** Prorated Invoices issued for new properties that become habitable during the invoice year; property sales; etc.

ACCOUNTS PAYABLE:

2020 September Prorated - 111 units x \$55 (\$50 FES Fee for Town + \$5 ERSB Admin Fee)	
2020 TOTAL FEES INVOICED AS AT DECEMBER 31	\$ 2,017.98
2020 TOTAL OWING TO TOWN OF ST. JOSEPH'S	\$ 1,834.53
2020 TOTAL ERSB Administration Fees = \$5 Per Property	\$ 183.45
TOTAL OWING TO TOWN OF ST. JOSEPH'S AT DECEMBER 31 2020	\$ 1,834.53



FIRE AND EMERGENCY SERVICES
Financial Collections Report
December 31, 2020

For Salmonier Line and surrounding areas including: Middle Gull Pond, South West Pond, The Wilds, Belbin Mill Pond and Old Prison Camp Area

Service Implemented: January 1, 2017
Service Provided By: Holyrood Volunteer Fire Department, Town of Holyrood

ACCOUNTS RECEIVABLE:

Total of All Prior Years Invoices Issued	\$ 70,326.08		
LESS Total of Payments	\$ 55,720.44		
LESS Total Adjustments	\$ 4,547.61		
Prior Years' Fees Remaining to be Collected		\$ 10,058.03	15%
2020 Fees Invoiced at January 1 2020 (443 properties @\$60)	\$ 26,580.00		
2020 Fees Invoiced following January 1	\$ 567.53		
2020 Interest applied	\$ 1,654.60		
2020 Total All Invoices Issued	\$ 28,802.13		
LESS Total Payments to December 31	\$ 19,311.86		
LESS Total Adjustments	\$ 657.56		
2020 FEES REMAINING TO BE COLLECTED		\$ 8,832.71	31%

OVERALL FIRE AND EMERGENCY FEES REMAINING TO BE COLLECTED **\$ 18,890.74**

TOTAL NUMBER OF PROPERTIES IDENTIFIED: 444

*Adjustments:

Error correction (property located in LSD of Deer Park/Vineland Road; property uninhabitable; etc.)

Miscellaneous Adjustments (incorrect name on account; owner deceased; etc.)

Transfer of Fees (property transferred to another family member; owner deceased; landlord vs tenant billing; etc.)

**** Prorated Invoices** issued for new properties that become habitable during the invoice year; property sales; etc.

ACCOUNTS PAYABLE:

For 2020 the agreement changed as ERSB no longer providing waste services to the Fire and Emergency Services area for the Town of Holyrood; therefore, for 2020 both ERSB and the Town agreed that ERSB would remit FES fees as collected.

2020 January 443 units x\$60 (75% FES Fee for Town + 25% ERSB Admin Fee)		
2020 TOTAL PAYMENTS RECEIVED TO JUNE 30	\$ 15,433.54	
2020 TOTAL Owing to Town of Holyrood = 75% of total collected	\$ 11,575.16	
2020 TOTAL ERSB Administration Fees = 25% of total collected	\$ 3,858.39	
TOTAL OWING TO TOWN OF HOLYROOD AT JUNE 30	\$ 11,575.16	Paid
2020 TOTAL PAYMENTS RECEIVED TO SEPTEMBER 30	\$ 18,232.37	
2020 PAYMENTS RECEIVED JULY 1 TO SEPTEMBER 30	\$ 2,798.83	
2020 TOTAL Owing to Town of Holyrood = 75% of total collected	\$ 2,099.12	
2020 TOTAL ERSB Administration Fees = 25% of total collected	\$ 699.71	
TOTAL OWING TO TOWN OF HOLYROOD AT SEPTEMBER 30	\$ 2,099.12	Paid
2020 TOTAL PAYMENTS RECEIVED TO DECEMBER 31	\$ 19,311.86	
2020 PAYMENTS RECEIVED OCTOBER 1 TO DECEMBER 31	\$ 1,079.49	
2020 TOTAL Owing to Town of Holyrood = 75% of total collected	\$ 809.62	
2020 TOTAL ERSB Administration Fees = 25% of total collected	\$ 269.87	

RECONCILIATION

2020 Total Payments Received January to December 31	\$ 19,311.86
Less 2020 TOTAL ERSB Administration Fees = 25% of total collected	\$ (4,827.97)
Less 2020 TOTAL PAID to Town of Holyrood = 75% of total collected	\$ (13,674.28)

TOTAL OWING TO TOWN OF HOLYROOD AT DECEMBER 31 **\$ 809.62**

Rec'd Jan. 19/21



Government of Newfoundland and Labrador
Environment, Climate Change and Municipalities
Office of the Minister

JAN 14 2021

COR/2021/00163-01

Harold Mallowney, Chairperson
Eastern Regional Service Board
255 Majors Path, Suite 3
St. John's, NL A1A 0L5

Dear Mr. Mallowney:

Re: Special Assistance Grant

I am pleased to inform you that the Department of Environment, Climate Change and Municipalities has approved a **Special Assistance Grant** in the amount of **\$80,000.00** to assist with continuing the Regional Water/Wastewater Operator Pilot Program in 2021-22.

A payment in the amount of \$80,000.00 will be requisitioned with the Department of Finance and will be forwarded to your organization. Funds are repayable to government if not used in accordance with the purpose for which these funds have been approved.

Sincerely,

A handwritten signature in black ink, appearing to read "Derek Bennett".

DEREK BENNETT, MHA

Minister
District of Lewisporte - Twillingate

cc: Mr. Bren Hanlon, Assistant Deputy Minister

Town of St. Mary's
P.O. Box 348
St. Mary's, NL A0B 3B0
Phone: (709) 525-2586 Fax: (709) 525-2587
Email: townofstmarys@nf.aibn.com

Town Council Meeting Held on February 3, 2021 at 7:00pm in the Town Hall

In attendance:	Mayor:	Keith Bowen
	Deputy Mayor:	Stephen Ryan
	Councillors:	Joseph Dillon
		Kevin Butler
		William Butler
	Town Clerk:	Colleen McLeod
	Asst. Town Clerk:	Daphne Hayward

At a Meeting of St. Mary's Town Council on February 3, 2021, St. Mary's Town Council passed the following motion that the town will not be participating in the regional waste service with Eastern Regional Service Board after June 30, 2021.

In favour: 5
Opposed: 0
Abstaining: 0


Keith Bowen – Mayor


Colleen McLeod – Town Clerk

EASTERN REGIONAL SERVICE BOARD
BRIEFING NOTE / REPORT

TITLE:	Policy Review: Requests for Exemption from Waste Management Services
MEETING DATE:	2020-02-24
TO:	Board
PREPARED BY:	Lynn Tucker, Chief Administrative Officer
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

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, Committee decided to...
- 2) Maintain an exemption policy. Therefore, the Board must revise its current policy to ensure it is compliant with legislation where there must be some residence in a property in order to allow the Board to assess fees.
- 3) The difficulty is developing a process that will provide the Board the information it needs to make decisions but also protecting the privacy and rights of customers.
- 4) The Committee also directed staff to develop an independent appeals process for exemptions.

MOTION:

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

BACKGROUND/DISCUSSION:

- The exemption policy must be modified and Committee is considering providing property owners an exemption based on vacancy in terms of not having someone living in a property for a defined period.
- It has been noted that the documentation required to support these applications could be challenging for the Board to request and/or store.
- These revisions will increase the Board's costs to administer the exemption requests.
- In addition, the Board's exemption policy does not provide a process for appeals. All decisions are at the sole discretion of the Board.

- At Committee it was decided that an appeals process may be necessary and staff were asked to develop a plan and costing for this process.

Additional Costs:

- For 2019 and 2020, the Board received 41 exemption requests annually.
- For 2018, the Board received 82 exemption requests. 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 after the defined period for exemption and the necessity of the Board's staff to complete a field visit.
- Administrative costs will increase due to the requirement for more documentation and follow-up.
- A GIS Technician will be required to map the data collected.
- It is expected that the appeals process will increase costs. Staff continue to work on the costing for an appeals process.

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:

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

bo

Regional Water/Wastewater Operator Program
Quarterly Report
Drinking Water System

10. Number of days you visited the community during the last quarter? Choose an item.
11. Provide a summary of meetings or training held in the community during the last quarter. The council are interested in receiving some more one on one training that Darren Patey and Richard Harvey initiated. Richard Harvey was informed, but he has since moved to the Dept. of Environment, so I guess the request was lost during the transfer. I will try again to get them the training required. No Chlorine residuals were received.
12. Other comments?

Regional Operator Name: Ken Rollings
Date: 12/31/2020

Community Name: Aquaforte

Water Supply: Davies Pond

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

3. Provide the following information for the last quarter:

	Near 1 st User		Near End of Line	
	Free Chlorine (mg/L)	Total Chlorine (mg/L)	Free Chlorine (mg/L)	Total Chlorine (mg/L)
Average			0.88	
Minimum			0.05	
Maximum			1.96	

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)
1,039	1,900	USG per day

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

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



Regional Water/Wastewater Operator Program
Quarterly Report
Drinking Water System

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

Regional Operator Name: Ken Rollings
Date: 12/31/2020

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: 12/31/2020

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: June 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	1.55		0.45	
Minimum	0.07		0.03	
Maximum	1.87		0.64	

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

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

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

7. Provide the following information for the last quarter:

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

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

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



Regional Water/Wastewater Operator Program
Quarterly Report
Drinking Water System

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

Regional Operator Name: Ken Rollings
Date: 12/31/2020

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: 12/31/2020

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: Apr and Jun 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	1.05		0.48	
Minimum	0.26		0.01	
Maximum	2.20		1.18	

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: Flow data is erratic with new flow meter.

Average Daily Water Use	Maximum Day Demand	Unit of Measurement (i.e. USGPM, L/day, m ³ /day)
51,627	96,912	USG per day

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

☒ Operational Monitoring Plan

☒ Standard Operating Procedures

☒ Maintenance Assurance Manual

☒ Emergency Plan

☒ Preventative Maintenance Programs

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

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

☐ Distribution System Flushing

☐ Leak Detection

☐ Hydrant Inspection and Exercising

☐ Valve Inspection and Exercising



Regional Water/Wastewater Operator Program
Quarterly Report
Drinking Water System

10. Number of days you visited the community during the last quarter? Choose an item.
11. Provide a summary of meetings or training held in the community during the last quarter. New flow meter was installed mid-July.
12. Other comments?

Regional Operator Name: Ken Rollings
Date: 12/31/2020

Regional Water/Wastewater Operator Program Quarterly Report Drinking Water System

Community Name: Garden Cove

Water Supply: Arch Cove Pond

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

3. Provide the following information for the last quarter:

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

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

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

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

7. Provide the following information for the last quarter:

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

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. Operator is not answering the phone.
12. Other comments? [Click or tap here to enter text.](#)

Regional Operator Name: Ken Rollings
Date: 12/31/2020

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: Less than a month of sporadic 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: C1

If yes, describe plan to address BWA: a new operator has taken over

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

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

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

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

7. Provide the following information for the last quarter:

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

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

☐ Operational Monitoring Plan

☐ Standard Operating Procedures

☐ Maintenance Assurance Manual

☐ Emergency Plan

☐ Preventative Maintenance Programs

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

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

☒ Distribution System Flushing

☐ Leak Detection

☐ Hydrant Inspection and Exercising

☐ Valve Inspection and Exercising

Regional Water/Wastewater Operator Program
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Drinking Water System

10. Number of days you visited the community during the last quarter? Choose an item.
11. Provide a summary of meetings or training held in the community during the last quarter. Several calls were made to Ron Dillon who is the Mayor of Gaskiers Point La Hay and the water supply operator. There was no reply. Chlorine residual data were not submitted. They were doing quite well in monitoring Chlorine residuals in July and August. Data was scarce in September. I will continue to try to contact.
12. Other comments?

Regional Operator Name: Ken Rollings
Date: 12/31/2020

Community Name: Georgetown
groundwater supply

Water Supply: Third Pond and smaller

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

3. Provide the following information for the last quarter: 1st User is the water plant.

	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	0.97	0.97		
Minimum	0.68	0.65		
Maximum	2.20	2.20		

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: May is missing

Average Daily Water Use	Maximum Day Demand	Unit of Measurement (i.e. USGPM, L/day, m ³ /day)
9,157	12,300	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. I'm not sure what happened in Georgetown but the BWA was lifted on the surface water supply (Third Pond) and on the groundwater supply. I was receiving free and total Chlorine residuals for the first user only on the surface water supply. Data values were good, however, Chlorine residuals are needed at the end of the line also. No data was submitted for the groundwater supply. I will check with the operator to see what is on the go.
12. Other comments? [Click or tap here to enter text.](#)

Regional Operator Name: Ken Rollings
Date: 12/31/2020

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: 7 data points 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: F3
 If yes, describe plan to address BWA: Operator resigned. Community needs a new operator.

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

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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 operator resigned. A new operator is being recruited.
12. Other comments? [Click or tap here to enter text.](#)

Regional Operator Name: Ken Rollings
Date: 12/31/2020

Community Name: Marysvale

Water Supply: Drilled

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

2. Are chlorine residual tested on a daily basis?

☐ Yes

☐ No

☒ Free Chlorine Only

☐ Total Chlorine Only

3. Provide the following information for the last quarter:

	Near 1 st User		Near End of Line	
	Free Chlorine (mg/L)	Total Chlorine (mg/L)	Free Chlorine (mg/L)	Total Chlorine (mg/L)
Average	0.68		0.26	
Minimum	0.41		0.09	
Maximum	1.15		0.53	

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 Consultants were contacted.

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)
18,358	41,300	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

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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. There was a site visit in early October by Francois Masse of KD Pratt, Dennis Rousell (another consultant), the Water Supply Operator, and the Regional Operator. Pre-filtration Chlorine levels were adjusted up to the point there was a Chlorine residual after filtration. The backwash of filters was shorter to every 24 hours as oppose to 48 hours previously. Samples were taken by the consultant for iron and manganese, pre-filtration and post-filtration. Sampling were also taken by the province in early December. Results are pending.
12. Other comments?

Regional Operator Name: Ken Rollings
Date: 12/31/2020

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 supplied 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: [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)

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. Replied to Amanda Logan (new councilor) regarding the situation in North Harbour and the next steps. They need to get their leak fixed and adjust Chlorine levels to meet guidance. Another Councilor (Trevor ?) called regarding training. He was referred to Darrin Patey. I received the notes from Nancy Griffith's (Wood PLC) site visit. I am planning a site visit in early January with the new chair of the LSD who is also keen on getting the BWA lifted.
12. Other comments?

Regional Operator Name: Ken Rollings
Date: 12/31/2020

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. I am still trying to get a first meeting with this community.
12. Other comments? [Click or tap here to enter text.](#)

Regional Operator Name: Ken Rollings
Date: 12/31/2020

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: Sept data missing

	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	0.07	0.11	0.04	0.07
Minimum	0.01	0.04	0.00	0.01
Maximum	0.32	0.38	0.12	0.16

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 during heavy rainfall

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)
44,049	100,000	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? 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. Intake screens are being cleaned 2 to 3 times a week. Chlorine residuals remain low. An infiltration gallery is slated for this community next summer. In the meantime, Chlorine levels need to be adjusted up.
12. Other comments? [Click or tap here to enter text.](#)

Regional Operator Name: Ken Rollings
Date: 12/31/2020

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: operator does not provide 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: 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. Operator is not sending in Chlorine residual data.
12. Other comments? [Click or tap here to enter text.](#)

Regional Operator Name: Ken Rollings
Date: 12/31/2020

Community Name: Riverhead

Water Supply: Well Field

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

3. Provide the following information for the last quarter:

	Near 1 st User		Near End of Line	
	Free Chlorine (mg/L)	Total Chlorine (mg/L)	Free Chlorine (mg/L)	Total Chlorine (mg/L)
Average	1.03		0.41	
Minimum	0.79		0.02	
Maximum	1.53		0.69	

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

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. No problems in this community.
12. Other comments? [Click or tap here to enter text.](#)

Regional Operator Name: Ken Rollings
Date: 12/31/2020

Community Name: St. Joseph's

Water Supply: Drilled

1. Is the disinfection system operational? ☐ Yes ☐ No no disinfection system
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: talk to council regarding the benefits of Chlorination
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. This community is not in favor of chlorination.
12. Other comments? After the Covid-19 pandemic is over, a public information session might get some results.

Regional Operator Name: Ken Rollings
Date: 12/31/2020

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: A flow gauge is needed.

Regional Operator Name: Ken Rollings

Date: 12/31/2020

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:

	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	0.34		0.18	
Minimum	0.19		0.07	
Maximum	0.58		0.37	

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: 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. Chlorine residuals were up from the previous quarter. Chlorine residuals were a little low at the first user. Contacted operator. The community is still waiting on the hook up of 2 new wells to bring the water supply up to adequate quantity. A new reservoir is also planned.
12. Other comments? [Click or tap here to enter text.](#)

Regional Operator Name: Ken Rollings
Date: 12/31/2020

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: (2 months of data)

	Near 1 st User		Near End of Line	
	Free Chlorine (mg/L)	Total Chlorine (mg/L)	Free Chlorine (mg/L)	Total Chlorine (mg/L)
Average			0.26	0.38
Minimum			0.14	0.20
Maximum			0.57	0.67

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: 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: (Flow is average July to Dec 1)

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

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

☐ Operational Monitoring Plan

☐ Standard Operating Procedures

☐ Maintenance Assurance Manual

☐ Emergency Plan

☐ Preventative Maintenance Programs

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

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

☐ Distribution System Flushing

☐ Leak Detection

☐ Hydrant Inspection and Exercising

☐ Valve Inspection and Exercising

Regional Water/Wastewater Operator Program
Quarterly Report
Drinking Water System

10. Number of days you visited the community during the last quarter? [Choose an item.](#)
11. Provide a summary of meetings or training held in the community during the last quarter. The town is waiting on an infiltration gallery, which is scheduled next summer, before proceeding with BWA removal.
12. Other comments? [Click or tap here to enter text.](#)

Regional Operator Name: Ken Rollings
Date: 12/31/2020

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:

	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: This community needs an iron/manganese filter

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

Regional Water/Wastewater Operator Program
Quarterly Report
Drinking Water System

10. Number of days you visited the community during the last quarter? Choose an item.
11. Provide a summary of meetings or training held in the community during the last quarter. Bill Scott, the secretary of the LSD, called several times. We discussed the program. He was interested in studying the many private water supplies in the community with a view to making them public. Water quality testing was requested. He was referred to the Dept. of Environment. The province has agreed to some sampling. The community is doing a site documentation report. It should be completed in January.
12. Other comments?

Regional Operator Name: Ken Rollings
Date: 12/31/2020

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) removed section, cleared and reinstalled

9. Note any required upgrades for the wastewater system: This system needs a flow gauge.

Regional Operator Name: Ken Rollings

Date: 12/31/2020

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	4.17	4.81	0.06	0.07
Minimum	2.70	2.90	0.01	0.00
Maximum	6.10	6.90	0.20	0.36

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: [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)
153,677	326,514	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. Titia Praamsma (Wood PLC) instructed the operator to increase the dosage by 1 ppd on Nov 25 to increase the residual at the end of the line. October – November Chlorine values will be compared December – January values.
12. Other comments?

Regional Operator Name: Ken Rollings
Date: 12/31/2020

JUSTICE

Garbage decision could set a precedent

GLEN WHIFFEN
THE TELEGRAM

✉ glen.whiffen@thetelegram.com
🐦 @StJohnsTelegram

It might be a stretch to describe it as a David-versus-Goliath scenario, but a recent court decision out of Grand Bank in which a resident successfully defended himself against a regional waste management board lawsuit may have implications for other areas.

Arthur Baker was sued by the Burin Peninsula Regional Services Board after refusing to pay an invoice for household waste collection.

As Judge Harold Porter points out in his decision, the case “turns on a matter of principle.”

“The (board) sent the defendant an invoice for household waste collection, even though the board does not send their contractor on the road where the defendant lives,” Porter wrote in the decision’s introduction.

“(Baker) replied by offering the board a choice. It could collect his garbage, and he would pay the fee for that service, or he would take care of it himself, without paying the fee. The board disagreed with both options, and sued the defendant for the waste collection fee.”

Baker told the court he would gladly pay for garbage collection just like all of the homeowners on the Burin Peninsula. Unlike with the vast majority

in the Peninsula, Mr. Baker has opted out. Since he has to take the waste away from his home anyway, he takes it to a dumpster, and dumps the waste himself,” Porter noted.

“Here one might wonder, parenthetically, how a retiree, or a handicapped person, or even a person without a vehicle is supposed to carry their waste from their homes, down the Lance au Loup road to the intersection with the highway.

“Opting out has not been well received by the board: the board has sued Arthur Baker for non-payment of the waste collection fees.”

Porter noted there are apparent conflicts in the board’s policies.

The judge said Baker’s home is not, as board policy describes, “situated on developed property within a route given regularly scheduled servicing by a municipality or the Department of Transportation and Works.

“The plain wording of the board’s policy appears to exempt him from being charged a fee for service which is not provided to him,” Porter said.

In the case, Baker also raised the issue of discrimination, in the sense that he and his neighbours on the Lance au Loup road were being billed for a service they do not get, while everyone else has their household waste collected at the end of their driveway.

“In an egalitarian Canada, this discrimination is unacceptable,” the deci-

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Statement details

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

Account num

Date issued Jan 19, 2021

Account summary

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

The **Remittance account balances** section below includes paid and unpaid amounts for 2021. For more information on withholding requirements and calculating your deduction and remittance amounts, go to canada.ca/payroll.

Remittance account balances

Date posted	Description	Date received	\$ Amount	CR/DR
	Previous balance		0.00	
Oct 29, 2020	Payment Oct 2020	Oct 26, 2020	19,563.73	CR
Nov 16, 2020	Payment Oct 2020	Nov 10, 2020	15,641.28	CR
Nov 30, 2020	Payment Nov 2020	Nov 25, 2020	14,885.76	CR
Dec 15, 2020	Payment Nov 2020	Dec 10, 2020	14,503.90	CR
Jan 04, 2021	Payment Dec 2020	Dec 29, 2020	13,826.26	CR
Jan 14, 2021	Payment Dec 2020	Jan 11, 2021	13,068.13	CR
Jan 14, 2021	Payment Dec 2020	Jan 11, 2021	<u>16,196.57</u>	CR
	Current balance		0.00	

Explanation of changes and other important information

Are you eligible to take advantage of the temporary wage subsidy? To help Canadians with the economic impact of the COVID-19 pandemic, the Canada Revenue Agency will allow employers to reduce their remittances in 2020. For more information about the timeframes, reduction calculation and eligibility criteria, go to canada.ca/cra-coronavirus-employers.

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.

Your 2020 remittance account balance is \$487,973.71.

EASTERN REGIONAL SERVICE BOARD
BRIEFING NOTE / REPORT

TITLE:	Workplace NL 2020 Annual Reports
MEETING DATE:	2021-02-16
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:

- No recommended action as report for information only.

MOTION:

No motion required as report for information only

BACKGROUND/DISCUSSION:

- The three annual reports required by Workplace NL from employers have been completed and submitted for 2020.
- The Board's Prime Status Report to December 2020 shows no new ongoing claims since 2017.
- The Three-Year Injury Report shows 5 claims; however, as noted on the previous report 2 of these claims were prior to 2018 but have ongoing costs associated with them.
 - 1 claim made in 2018 by an outside worker for a slip and fall incident that occurred during garbage collection. There was lost time.
 - 1 claim made in 2018 by a worker at the Clarendville Transfer Station for a fall to a lower level. There was lost time.
 - 1 claim made in 2019 by an outside worker for an animal bite. No lost time.
 - There were NO Workplace NL claims in 2020.
- Workplace NL claims have decreased significantly since closing the Waste Collections Division.
- The 2020 PRIME Schedule confirms that the Board received its PRIME refund.

ATTACHMENTS:

- PRIME Status Report – December 2020 Actual Claims vs Experience Incentive Range
- Three-Year Injury Report to December 2020
- 2020 PRIME Schedule Report

Injury Report

Injury Report for
last 3 years plus current year

For Employer: EASTERN REGIONAL SERVICE BOARD

Data as of February 06, 2021

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