

**BOARD OF DIRECTORS MEETING
MINUTES**

Meeting #82

Wednesday, August 19, 2020, 7:00 p.m.

LIVE - VIDEOCONFERENCE

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

Regrets: Councillor Maggie Burton
Councillor Dave Lane
Mayor Gerald Snook
Councillor Gerard Tilley
Deputy Mayor Sam Whalen

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

1. Call to Order

Mr. Mullooney called the meeting to order at 7:00 p.m.

2. **Adoption of Agenda**

The agenda was tabled for approval.

MOTION 2020-044

Moved By Mr. MULLOWNEY

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 2020-045

Moved By Mr. COLLINS

Seconded By Mr. WILLIS

BE IT RESOLVED that the minutes of the meeting of Wednesday, June 24, 2020 be adopted as tabled.

Carried Unanimously

4. **All Committee Report**

For summer, the Board's three standing committees agreed to meet collectively; therefore, two All Committees' meetings were held on July 9th and August 12th.

a. **All Committee**

Mr. MULLOWNEY delivered the All Committee reports.

1. **Board Expenditures**

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

MOTION 2020-046

Moved By Mr. Mallowney

Seconded By Mr. McDonald

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

Carried Unanimously

2. Incorporated Towns Payment Activity Report

An update on the incorporated towns payment activity was provided for July 2020. There were no questions or concerns regarding this report.

3. Household Hazardous Waste (HHW) Tender

Mr. Mallowney advised that usually the Board holds about 30 mobile household hazardous waste (HHW) collection events annually throughout the Eastern region. However, because of the pandemic, it was not possible to schedule events for June.

The tender closed on July 2, 2020 with one bid received from Revolution Environmental Solutions LP for \$35,966.25, HST included. Overall this equates to a cost of \$2,167.75 per event for 2020 which is lower than the Board's 2019 per event rate of \$2,645.00.

MOTION 2020-047

Moved By Mr. Mallowney

Seconded By Ms. O'Leary

BE IT RESOLVED that ERSB award the tender for 2020 Household Hazardous Waste (HHW) collection events to be held in September to Revolution Environmental Solutions LP for \$35,966.25, HST included.

Carried Unanimously

4. Conception Bay Center Waste Collection Contract Extension

Mr. Mallowney reminded members in January 2020 the Board adopted a motion to extend the Conception Bay Center waste collection contract by one year. The 36-month contract expired on June 30, 2020.

The contractor was not in favour of the extension; however, due to tendering challenges associated with the pandemic, the contractor agreed to a five-month extension from July 1 to November 30, 2020.

With the pandemic and generally increasing costs, the contractor expressed concern regarding a longer extension.

The Board is required to rescind Motion No 2020-006 that extended this contract by one year and to adopt a new motion to extend this contract by five months from July 1 to November 30, 2020.

MOTION 2020-048

Moved By Mr. Mallowney

Seconded By Mr. Willis

BE IT RESOLVED that ERSB rescind Motion No. 2020-006 to issue a one-year extension for waste collection services for the Conception Bay Center contract beginning July 1, 2020.

Carried Unanimously

MOTION 2020-049

Moved By Mr. Mallowney

Seconded By Mr. Clarke

BE IT RESOLVED that ERSB issue a five-month extension for waste collection services for the Conception Bay Center contract from July 1 to November 30, 2020.

Carried Unanimously

5. Trinity Bay South/Trinity Bay Center Waste Collection Contract Extension

Mr. Mallowney advised members that the current contract for this area expires on September 30, 2020. The contract provides for two possible one-year extensions and, to date, none of the extensions has been exercised.

The contractor has agreed to a one-year extension. Staff recommends that the option for contract extension be exercised.

MOTION 2020-050

Moved By Mr. Mallowney

Seconded By Mr. Hickman

BE IT RESOLVED that ERSB issue a one-year extension for waste collection services for the Trinity Bay South/Trinity Bay Center contract beginning October 1, 2020.

Carried Unanimously

6. Old Perlican Waste Recovery Facility Contract Extension

Mr. Mallowney noted the Board contracts the operation of the Old Perlican Waste Recovery Facility and the current contract expires on September 30, 2020.

The contract provides for two possible one-year extensions and, to date, one of those possible extensions has been exercised. The current contracted monthly cost is \$12,550 plus HST.

Given the contractor's agreement to extend the contract and that the facility operates effectively, the extension is recommended.

MOTION 2020-051

Moved By Mr. Mallowney

Seconded By Mr. McDonald

BE IT RESOLVED that ERSB issue a one-year extension for operation of the Old Perlican Waste Recovery Facility contract beginning October 1, 2020.

Carried Unanimously

7. Employee Group Benefits Renewal

The Board's group benefits program is 50/50 cost-shared and the current provider is Jenkins Anthony for Medavie Blue Cross.

The renewal was late due to the pandemic; however, there is no significant change in the cost of renewing group benefits for the period of June 1, 2020 to May 31, 2021.

MOTION 2020-052

Moved By Mr. Mullowney

Seconded By Mr. Froude

BE IT RESOLVED that ERSB renew the provision of group benefits through Jenkins Anthony for Medavie Blue Cross effective June 1, 2020 through May 31, 2021 for the monthly premium of \$3,660.65.

Carried Unanimously

8. Fire and Emergency Services Agreement with the Town of St. Joseph's

The Town of St. Joseph's contacted the Board to request that we assist them with the collection of service fees for the provision of fire and emergency services to the neighbouring local service districts of O'Donnell's, Forest Field and New Bridge.

As per our legislation the Board sent a letter to the Minister of Municipal Affairs and Environment requesting ministerial approval to provide this service. Ministerial approval was received in March.

Following receipt of approval, staff worked with the Town to ensure they met all requirements of the Fire Protection Services Agreement. The agreement is now finalized and has been sent to the Town of St. Joseph's for review and signatures. The annual fee for these communities for this service will be \$55 and service will begin September 1. Residents will receive a prorated invoice for the period of September 1 to December 31, 2020.

In addition, the residents of the three local service districts have received notice of service implementation and to date there has been no negative feedback from the residents. Actually, staff report residents calling to pay this fee in advance of receiving their invoice. Invoices will be mailed late next week (August 27-28).

MOTION 2020-053

Moved By Mr. Mullowney

Seconded By Mr. McDonald

BE IT RESOLVED that the Board enter into a service agreement to collect service fees for the Town of St. Joseph's for the provision of fire and emergency services to the Local Service Districts of O'Donnell's, Forest Field and New Bridge for the period of September 1, 2020 to August 31, 2023.

Carried Unanimously

9. Tender for Supply of Two (2) Highway Tractors with Truck-Mounted Crane-Grapples and High Compaction Trailers – Whitbourne Location

The Board initially purchased two of these 'grapple trucks' in the fall of 2012. These trucks are used to move materials from the Board's waste recovery facilities to the regional landfill at Robin Hood Bay.

The trucks purchased in 2012 now need to be replaced due to significant repair and maintenance costs.

The Board has three of these 'grapple trucks' at the Whitbourne location. The third truck was purchased in 2016.

The Board went to tender and received one bid from Nexgen Municipal Inc. for \$1,537,791.50, HST included. This equates to \$768,895.75 per unit, HST included.

MOTION 2020-054

Moved By Mr. Mullowney

Seconded By Ms. Roche

BE IT RESOLVED that ERSB award the tender for the purchase of two (2) new highway tractors each with truck-mounted crane-grapples and two (2) new walking floor trailers to Nexgen Municipal Inc. in the amount of \$1,537,791.50, HST included.

Carried Unanimously

10. Isthmus and South West Arm South Multi-Stream Waste Collection including Recycling and Bulk Pick-up Tender

A tender for multi-stream waste collection was issued for 26 communities in the Isthmus and South West Arm South area.

Following the public bid opening on August 17th, Board members voted electronically by email to award this tender to the lowest bidder, Around the Bay Disposal Ltd.

The result for the last tender in 2016 for this area equated to \$9.46 per household monthly. The result of the current tender equates to \$11.44 per household monthly.

MOTION 2020-055

Moved By Mr. Mullowney

Seconded By Ms. Stoyles

BE IT RESOLVED that ERSB award the tender for the Isthmus and South West Arm South Multi-Stream Waste Collection including Recycling and Bulk Pick-up to Around the Bay Disposal Ltd. for the period of October 1, 2020 through April 30, 2023 in the amount of \$1,156,379.05, HST included.

Carried Unanimously

11. Bell Island Waste Disposal Site Closure and Waste Recovery Facility Construction Tender

The tender for the Bell Island Waste Disposal Site Closure and Waste Recovery Facility construction was issued in early July. The Province is providing the capital funding required to complete this work and has engaged Wood Environment & Infrastructure Solutions to prepare, issue and evaluate the tender for this work.

A total of six (6) bids was received and the bids ranged from approximately \$381,000.00 to \$1.8 million.

Following evaluation of the bids it was determined that the lowest price compliant bid received was from Harbour Construction Ltd.

Board members voted electronically by email to award this tender. Following ratification of this motion this evening, Wood will prepare the award letter and contracts for signature.

MOTION 2020-056

Moved By Mr. Mallowney

Seconded By Ms. Roche

BE IT RESOLVED that ERSB award the tender for the Bell Island Waste Disposal Site Closure and Waste Recovery Facility Construction to Harbour Construction Ltd. in the amount of \$380,957.05, HST included.

Carried Unanimously

12. Q2 Financial Update

Mr. Mallowney noted overall expenditures at June 30th are at 39.7% of budget while overall revenues are at 55.9% of budget. The brief note enclosed in tonight's meeting package provides more detail for members.

13. Review and Update of Board's Privacy Policy

Mr. Mallowney advised that to ensure compliance with current legislation, the Board's privacy policy has been reviewed and updated.

As a public body, the Board is required to comply with:

- Access to Information and Protection of Privacy Act, 2015; and,
- Guidelines published by the Office of the Privacy Commissioner

MOTION 2020-057

Moved By Mr. Mallowney

Seconded By Mr. McDonald

BE IT RESOLVED that ERSB adopt the Policy Statement outlining the Board's Privacy Policy as tabled.

Carried Unanimously

14. School Recycling Program – Update

Mr. Mallowney noted that the ERSB Chair, CAO and Manager Operations met with officials at the NL English School District last fall to discuss the development of a School Recycling Program.

The school district office reports that they are working to develop a program. The Board's staff has offered to provide any information and/or assistance required.

15. Regional Water/Wastewater Operator Program – Q2 Report

Mr. Mallowney advised that since the pandemic began in March, no site visits have been completed; however, participating communities continue to report their chlorine levels where applicable as well as water usage, etc.

Nineteen (19) communities are currently participating in the program.

The Board's Regional Water Systems Operator continues to work with the communities by telephone and electronically to ensure the program continues in accordance with the roles and responsibilities outlined by the Province.

In addition, this employee and CAO participate in a monthly meeting with the other participating regional service boards water systems operators, their CAOs, the Provincial Director of Municipal Infrastructure and the Province's senior engineer overseeing the program.

This program is funded by the Provincial Government up to March 31, 2021.

16. Website Re-Design by NATIONAL Public Relations

Mr. Mallowney noted that NATIONAL has compiled all feedback from Board and staff; they have implemented the edits suggested; commenced the proofing process; and are currently preparing for launch.

17. Payroll Remittance Statement

Mr. Mallowney stated that the Board's payroll remittances for the first half of 2020 were paid bi-weekly and are up to date.

18. Smith Sound and Isthmus Area By-election Update

Mr. Mallowney stated that an election package containing all relevant information regarding the position and the election was sent to all communities in the area/ward in July.

Nominations close on August 26th and the list of nominees will be posted to the Board's website on August 28th.

5. **Correspondence**

There was no correspondence to discuss.

6. **New Business**

There was no new business to discuss.

7. **Upcoming Meetings**

- a. The next meeting of the Board of Directors will take place by videoconference on Wednesday, September 30, 2020 at 7:00 p.m.
- b. The next meeting of the Finance & Audit Committee will take place by videoconference on Tuesday, September 15, 2020 at 12:30 p.m.
- c. The next meeting of the Strategy & Policy Committee will take place by videoconference on Thursday, September 17, 2020 at 10:30 a.m.
- d. The next meeting of the Governance Committee will take place by videoconference on Tuesday, September 22, 2020 at 10:30 a.m.

8. **Adjournment**

MOTION 2020-043

Moved By Mr. McDonald

Seconded By Ms. O'Leary

Seeing no further business to be discussed, **BE IT RESOLVED** that the meeting adjourned at 7:32 p.m.

Carried Unanimously

Mr. Craig Drover

Board Clerk and Outreach Coordinator (Acting)/Manager Corporate Services

Mayor Harold Mullooney

Chairperson

Eastern Regional Service Board

BNK2 - Bank of Montreal - EW

Cheques from 000001 to 009054 dated between 06-01-2020 and 06-30-2020

CHEQUE REGISTER

Printed: 10:15:43AM 08/18/2020

Page 1 of 2

Number	Issued	Amount	SC	Status	Status Date
008923	06/10/2020 62167 Newfoundland and Labrador Inc	7,380.30	A/P	CLEARED	08/12/2020
008924	06/10/2020 Advantage Personnel Ltd.	1,650.83	A/P	CLEARED	06/19/2020
008925	06/10/2020 Around The Bay Disposals Inc.	76,808.42	A/P	CLEARED	06/19/2020
008926	06/10/2020 Bell Aliant	1,965.85	A/P	CLEARED	06/30/2020
008927	06/10/2020 Christie Dean	9,124.08	A/P	CLEARED	06/19/2020
008928	06/10/2020 City of St. John's	34,097.96	A/P	CLEARED	06/19/2020
008929	06/10/2020 Coish's Trucking & Excavating Ltd.	28,865.00	A/P	CLEARED	07/14/2020
008930	06/10/2020 D&L Russell Limited	90.71	A/P	CLEARED	06/30/2020
008932	06/10/2020 Dodd's Diesel Repair Ltd.	2,829.95	A/P	CLEARED	06/19/2020
008933	06/10/2020 Fortis Concrete Inc.	496.80	A/P	CLEARED	06/30/2020
008934	06/10/2020 Integrated Staffing Limited	158.70	A/P	CLEARED	06/19/2020
008935	06/10/2020 Jenkins Anthony Inc.	3,209.88	A/P	CLEARED	06/19/2020
008936	06/10/2020 Kevin Butt	183.99	A/P	CLEARED	06/19/2020
008937	06/10/2020 Leslie Squires	550.00	A/P	CLEARED	06/30/2020
008938	06/10/2020 Lynn Tucker	8,076.79	A/P	CLEARED	06/19/2020
008939	06/10/2020 Miller IT Limited	3,829.31	A/P	CLEARED	06/19/2020
008940	06/10/2020 Modern Business Equipment Limited	50.49	A/P	CLEARED	06/19/2020
008941	06/10/2020 NL News Now	171.49	A/P	CLEARED	06/19/2020
008942	06/10/2020 North Atlantic	13,394.46	A/P	CLEARED	06/19/2020
008943	06/10/2020 Northern Business Intelligence	1,463.27	A/P	CLEARED	06/19/2020
008944	06/10/2020 OMB Parts & Industrial Ltd.	240.27	A/P	CLEARED	06/19/2020
008945	06/10/2020 PBA Industrial Supplies Ltd.	394.91	A/P	CLEARED	06/19/2020
008946	06/10/2020 SaltWire Network Inc.	1,173.00	A/P	CLEARED	06/19/2020
008947	06/10/2020 Shred-it c/o Stericycle ULC	69.84	A/P	CLEARED	06/30/2020
008948	06/10/2020 T2 Ventures Inc.	235,766.30	A/P	CLEARED	06/19/2020
008949	06/10/2020 Tulk Tire & Service Ltd.	592.10	A/P	CLEARED	06/19/2020
008950	06/10/2020 WAJAX (Power Systems)	251.85	A/P	CLEARED	06/30/2020
008951	06/10/2020 Wedgwood Insurance Limited	29,751.00	A/P	CLEARED	06/19/2020
008957	06/24/2020 A1 Glass	329.21	A/P	CLEARED	07/14/2020
008958	06/24/2020 Advantage Personnel Ltd.	1,890.95	A/P	CLEARED	07/14/2020
008959	06/24/2020 Bell Mobility Inc.	1,561.60	A/P	CLEARED	07/14/2020
008960	06/24/2020 Blaketown Service Station	1,228.16	A/P	CLEARED	06/30/2020
008961	06/24/2020 Dodd's Diesel Repair Ltd.	15,466.20	A/P	CLEARED	06/30/2020
008962	06/24/2020 D&L Russell Limited	31.50	A/P	OUT-STD	06/24/2020
008963	06/24/2020 Eastlink Communications Channel 6 Ads Clarenville	155.25	A/P	CLEARED	07/29/2020
008964	06/24/2020 Garson MacDonald	9,142.50	A/P	CLEARED	07/14/2020
008965	06/24/2020 Integrated Staffing Limited	6,367.83	A/P	CLEARED	07/14/2020
008966	06/24/2020 Acklands Grainger Inc.	86.65	A/P	CLEARED	07/14/2020
008967	06/24/2020 Kevin Butt	425.42	A/P	CLEARED	07/14/2020
008968	06/24/2020 Lynn Tucker	400.98	A/P	CLEARED	06/30/2020
008969	06/24/2020 NATIONAL Public Relations	7,358.28	A/P	CLEARED	07/22/2020
008970	06/24/2020 Newfoundland Power Inc.	4,385.83	A/P	CLEARED	07/14/2020
008971	06/24/2020 ORKIN Canada Corporation	194.35	A/P	CLEARED	07/14/2020
008972	06/24/2020 Pitney Bowes	292.08	A/P	CLEARED	07/14/2020
008973	06/24/2020 SaltWire Network Inc.	607.78	A/P	CLEARED	07/14/2020
008974	06/24/2020 Sam Pike Masonry Ltd.	52.24	A/P	CLEARED	07/14/2020

Eastern Regional Service Board

BNK2 - Bank of Montreal - EW

Cheques from 000001 to 009054 dated between 06-01-2020 and 06-30-2020

CHEQUE REGISTER

Printed: 10:15:43AM 08/18/2020

Page 2 of 2

Number	Issued		Amount	SC	Status	Status Date
008975	06/24/2020	Scotia Recycling Inc	1,501.90	A/P	CLEARED	07/14/2020
008976	06/24/2020	The Business Post	972.90	A/P	CLEARED	07/14/2020
008977	06/24/2020	Town of Clarendville	1,608.00	A/P	CLEARED	07/14/2020
008978	06/24/2020	Tulk Tire & Service Ltd.	333.35	A/P	CLEARED	06/30/2020
008979	06/24/2020	WAJAX (Power Systems)	377.78	A/P	CLEARED	07/14/2020

Cheque Totals Issued:	517,408.29
Void:	0.00
Total Cheques Generated:	517,408.29
Total # of Cheques Listed:	51

EASTERN REGIONAL SERVICE BOARD

PAYROLL EXPENSE

JUNE 2020

Payroll – Staff (<i>2 pay periods – 25 employees</i>).....	\$107,330.92
Payroll – Board (<i>18 members</i>)	<u>\$00,000.00</u>
Total Payroll (<i>25 employees</i>)	\$107,330.92
Payroll CRA Remittance	<u>\$35,217.67</u>
TOTAL GROSS PAYROLL	<u>\$142,548.59</u>

PREVIOUS MONTH

MAY 2020

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

Eastern Regional Service Board

BNK2 - Bank of Montreal - EW

Cheques from 000001 to 009054 dated between 07-01-2020 and 07-31-2020

CHEQUE REGISTER

Printed: 10:29:40AM 08/17/2020

Page 1 of 2

Number	Issued	Amount	SC	Status	Status Date
008980	07/08/2020 62167 Newfoundland and Labrador Inc	7,380.30	A/P	CLEARED	08/12/2020
008981	07/08/2020 Advantage Personnel Ltd.	2,296.16	A/P	CLEARED	07/22/2020
008982	07/08/2020 Around The Bay Disposals Inc.	77,633.82	A/P	CLEARED	07/29/2020
008983	07/08/2020 Bell Aliant	1,969.78	A/P	CLEARED	07/29/2020
008984	07/08/2020 Blaketown Service Station	126.48	A/P	CLEARED	07/29/2020
008985	07/08/2020 Christie Dean	576.69	A/P	CLEARED	07/14/2020
008986	07/08/2020 Craig's Locksmithing & Auto Glass	570.00	A/P	CLEARED	07/29/2020
008987	07/08/2020 Dodd's Diesel Repair Ltd.	12,124.19	A/P	CLEARED	07/22/2020
008988	07/08/2020 Dodd's Diesel Repair Ltd.	4,038.87	A/P	CLEARED	07/22/2020
008989	07/08/2020 Eastern Machining & Welding Inc.	724.50	A/P	CLEARED	07/29/2020
008990	07/08/2020 Harold Mullooney	402.96	A/P	CLEARED	07/22/2020
008991	07/08/2020 Jenkins Anthony Inc.	3,150.15	A/P	CLEARED	07/29/2020
008992	07/08/2020 Leslie Squires	440.00	A/P	CLEARED	07/22/2020
008993	07/08/2020 Martin's Fire Safety Ltd	564.65	A/P	CLEARED	07/22/2020
008994	07/08/2020 Miller IT Limited	483.00	A/P	CLEARED	07/29/2020
008995	07/08/2020 Modern Business Equipment Limited	152.92	A/P	CLEARED	07/29/2020
008996	07/08/2020 North Atlantic	16,008.07	A/P	CLEARED	07/29/2020
008997	07/08/2020 Paladin Security Group Ltd	3,034.85	A/P	CLEARED	07/29/2020
008998	07/08/2020 Sam Pike Masonry Ltd.	54.59	A/P	CLEARED	07/29/2020
008999	07/08/2020 T2 Ventures Inc.	244,143.12	A/P	CLEARED	07/14/2020
009000	07/22/2020 Advantage Personnel Ltd.	1,800.90	A/P	CLEARED	08/12/2020
009001	07/22/2020 Brandt Tractor Ltd.	1,144.77	A/P	OUT-STD	07/22/2020
009002	07/22/2020 City of St. John's	31,667.49	A/P	CLEARED	08/12/2020
009003	07/22/2020 Coish's Trucking & Excavating Ltd.	14,432.50	A/P	OUT-STD	07/22/2020
009004	07/22/2020 Curtis Dawe	76,144.24	A/P	CLEARED	08/12/2020
009005	07/22/2020 D&L Russell Limited	33.34	A/P	OUT-STD	07/22/2020
009006	07/22/2020 Dicks and Company Limited	358.09	A/P	CLEARED	08/12/2020
009007	07/22/2020 Dodd's Diesel Repair Ltd.	6,732.10	A/P	CLEARED	08/12/2020
009008	07/22/2020 Dodd's Diesel Repair Ltd.	3,149.87	A/P	CLEARED	08/12/2020
009009	07/22/2020 GCR Tires & Service	507.09	A/P	CLEARED	08/12/2020
009010	07/22/2020 K.J.H. Dirtwork's Ltd.	1,379.99	A/P	OUT-STD	07/22/2020
009011	07/22/2020 Kevin Butt	422.01	A/P	CLEARED	08/12/2020
009012	07/22/2020 NATIONAL Public Relations	9,947.29	A/P	OUT-STD	07/22/2020
009013	07/22/2020 Newfoundland Power Inc.	95.46	A/P	CLEARED	08/12/2020
009014	07/22/2020 Newfoundland Towing & Recovery	80.50	A/P	OUT-STD	07/22/2020
009015	07/22/2020 Nexgen Municipal Inc.	1,384.23	A/P	OUT-STD	07/22/2020
009016	07/22/2020 NL News Now	171.49	A/P	OUT-STD	07/22/2020
009017	07/22/2020 Northern Business Intelligence	5,463.95	A/P	CLEARED	08/12/2020
009018	07/22/2020 OMB Parts & Industrial Ltd.	289.05	A/P	CLEARED	08/12/2020
009019	07/22/2020 ORKIN Canada Corporation	194.35	A/P	CLEARED	08/12/2020
009020	07/22/2020 PBA Industrial Supplies Ltd.	29.54	A/P	CLEARED	08/12/2020
009021	07/22/2020 Pitney Bowes	4,644.00	A/P	CLEARED	08/12/2020
009022	07/22/2020 SaltWire Network Inc.	315.39	A/P	CLEARED	08/12/2020
009023	07/22/2020 Scotia Recycling Inc	930.35	A/P	CLEARED	08/12/2020
009024	07/22/2020 Shred-it c/o Stericycle ULC	135.95	A/P	CLEARED	08/12/2020
009025	07/22/2020 Town of Clarenville	1,608.00	A/P	CLEARED	08/12/2020

Eastern Regional Service Board

BNK2 - Bank of Montreal - EW

Cheques from 000001 to 009054 dated between 07-01-2020 and 07-31-2020

CHEQUE REGISTER

Printed: 10:29:41AM 08/17/2020

Page 2 of 2

Number	Issued		Amount	SC	Status	Status Date
009026	07/22/2020	Tulk Tire & Service Ltd.	3,623.15	A/P	CLEARED	08/12/2020
009027	07/22/2020	WAJAX (Power Systems)	289.89	A/P	CLEARED	08/12/2020
Cheque Totals Issued:			542,850.08			
Void:			0.00			
Total Cheques Generated:			542,850.08			
Total # of Cheques Listed:			48			

EASTERN REGIONAL SERVICE BOARD

PAYROLL EXPENSE

JULY 2020

Payroll – Staff (<i>3 pay periods – 26 employees</i>).....	\$164,705.61
Payroll – Board (<i>18 members</i>)	<u>\$23,289.12</u>
Total Payroll (<i>44 employees</i>)	\$187,994.73
Payroll CRA Remittance	<u>\$56,627.44</u>
TOTAL GROSS PAYROLL	<u>\$244,622.17</u>

PREVIOUS MONTH

JUNE 2020

Payroll – Staff (<i>2 pay periods – 25 employees</i>).....	\$107,330.92
Payroll – Board (<i>18 members</i>)	<u>\$00,000.00</u>
Total Payroll (<i>25 employees</i>)	\$107,330.92
Payroll CRA Remittance	<u>\$ 35,217.67</u>
TOTAL GROSS PAYROLL	<u>\$142,548.59</u>

TOWNS PAYMENT ACTIVITY 2020 - As of August 7, 2020

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

CustCode	Town/Local Service District	Number of Units	Number of Units x \$180.00	Prior Year (Credit) Arrears	Total Invoiced	Payments Received	Balance	Amount Due by 30-Jul	Surplus (Arrears)
TOWN503	Town of Arnold's Cove	535	\$96,300.00		\$96,300.00	\$ 67,410.00	\$38,520.00	\$ 67,410.00	0.00
TOWN043	Town of Cape Broyle	277	\$49,860.00		\$49,500.00	\$ 34,650.00	\$19,584.00	\$ 34,650.00	0.00
TOWN502	Town of Chance Cove	148	\$26,640.00		\$26,640.00	\$ 18,648.00	\$10,656.00	\$ 18,648.00	0.00
TOWN0514	Town of Colinet	75	\$13,500.00		\$13,500.00	\$ 9,450.00	\$5,400.00	\$ 9,450.00	0.00
TOWN0504	Town of Long Harbour-Mount Arlington Heights	196	\$35,280.00		\$35,280.00	\$ 24,696.00	\$14,112.00	\$ 24,696.00	0.00
TOWN0804	Town of New Perlican	162	\$29,160.00		\$29,160.00	\$ 20,412.00	\$11,664.00	\$ 20,412.00	0.00
TOWN0517	Town of St. Vincent's-St. Stephen's-Peter's River	213	\$38,340.00		\$38,340.00	\$ 26,838.00	\$15,336.00	\$ 26,838.00	0.00
TOWN305	Town of Sunnyside	205	\$36,900.00		\$36,900.00	\$ 25,830.00	\$14,760.00	\$ 25,830.00	0.00
TOWN0809	Town of Wabana	1222	\$219,960.00		\$219,960.00	\$ 153,972.00	\$87,984.00	\$ 153,972.00	0.00
TOWN0508	Town of Point Lance	47	\$8,460.00		\$8,460.00	\$ 4,230.00	\$4,230.00	\$ 4,230.00	0.00
TOWN0511	Town of St. Joseph's	107	\$19,260.00		\$19,260.00	\$ 9,630.00	\$9,630.00	\$ 9,630.00	0.00
LSD00002	LSD of Mobile (E Dalley, Treasurer)	101	\$18,180.00		\$18,180.00	\$ 18,180.00	\$0.00	\$ 12,726.00	5,454.00
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	\$ 35,964.00	\$23,976.00	\$ 41,958.00	-5,994.00
TOWN303	Town of Chapel Arm	256	\$45,900.00		\$45,900.00	\$ 32,382.00	\$13,518.00	\$ 32,130.00	252.00
TOWN304	Town of Southern Harbour	184	\$33,120.00		\$33,120.00	\$ 26,496.00	\$6,624.00	\$ 23,184.00	3,312.00
TOWN0401	Town of Aquaforte	70	\$12,600.00	875.73	\$13,475.73	\$ 12,588.36	\$887.37	\$ 9,433.01	3,155.35
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	\$ 16,110.00	\$16,109.98	\$ 22,553.99	-6,443.99
TOWN0405	Town of Ferryland	272	\$48,960.00		\$48,960.00	\$ 36,720.00	\$12,240.00	\$ 34,272.00	2,448.00
TOWN0407	Town of Renew's-Cappahayden	234	\$42,120.00		\$42,120.00	\$ 29,484.00	\$12,636.00	\$ 29,484.00	0.00
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	\$ 92,475.00	\$30,825.00	\$ 86,310.00	6,165.00
TOWN0411	Town of Portugal Cove South	92	\$16,560.00		\$16,560.00	\$ 12,420.00	\$4,140.00	\$ 11,592.00	828.00
TOWN0505	Town of Fox Harbour	134	\$24,120.00		\$24,120.00	\$ 14,472.00	\$9,648.00	\$ 16,884.00	-2,412.00
TOWN0507	Town of St. Bride's	140	\$25,200.00		\$25,200.00	\$ 19,036.11	\$6,163.89	\$ 17,640.00	1,396.11
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 Brook-St. Catherine's	299	\$53,820.00		\$53,820.00	\$ 40,365.00	\$13,455.00	\$ 37,674.00	2,691.00
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	\$25,920.00		\$25,920.00	\$ 18,144.00	\$7,776.00	\$ 18,144.00	0.00
TOWN0515	Town of Riverhead	116	\$20,880.00		\$20,880.00	\$ 17,069.43	\$3,810.57	\$ 14,616.00	2,453.43
TOWN0516	Town of St. Mary's	222	\$39,960.00		\$39,960.00	\$ 27,972.00	\$11,988.00	\$ 27,972.00	0.00
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	\$ 51,534.00	\$22,086.00	\$ 51,534.00	0.00
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 Perlican	330	\$14,645.40		\$14,645.40	\$ 11,628.00	\$3,017.40	\$ 10,251.78	1,376.22
TOWN0802	Town of Bay de Verde	221	\$39,780.00	7,956.00	\$47,736.00	\$ 27,846.00	\$19,890.00	\$ 33,415.20	-5,569.20
TOWN0805	Town of Hant's Harbour	193	\$34,740.00		\$34,740.00	\$ 23,160.00	\$11,580.00	\$ 24,318.00	-1,158.00
TOWN0806	Town of Heart's Content	239	\$43,020.00		\$43,020.00	\$ 21,510.00	\$21,510.00	\$ 30,114.00	-8,604.00
TOWN0807	Town of Winterton	295	\$53,100.00		\$53,100.00	\$ 39,825.00	\$13,275.00	\$ 37,170.00	2,655.00
10171		1,785,845.40	1,785,845.40	8,831.71	1,794,317.11	1,299,966.90	548,692.21	1,250,477.98	49,488.92

TOWNS ACTIVITY - INVOICED MONTHLY (Jan - Dec 2020)

CustCode	Town/LSD	No. Properties	Prior Year		Total Invoices 2020	Payments Received		Outstanding Balance	Surplus (Arrears)
			Balance						
LSDOF201	LSD of Georgetown	135	1,571.50		13,427.19	10,062.97	3,143.00	(3,143.00)	
LSDOF202	LSD of Marysvalle	225	-		21,657.82	16,173.10	2,640.08	(2,640.08)	
TOWN0001	Town of Carbonear	2150	-		230,382.38	220,443.68	9,938.70	(9,938.70)	
TOWN0203	Town of Colliers	285	3,432.20		28,598.29	24,651.00	3,612.05	(3,612.05)	
TOWN0205	Town of Holyrood	1035	23,622.33		101,203.69	98,867.53	11,795.54	(11,795.54)	
		3830	28,626.03		395,269.37	370,198.28	31,129.37	(31,129.37)	

2020 TOTAL ARREARS - INCORPORATED TOWNS \$ 18,359.55

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

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Household Hazardous Waste (HHW) Tender Award
MEETING DATE:	2020-07-09
TO:	Board / Finance & Audit / Strategy & Policy / Governance / ALL
PREPARED BY:	Christie Dean, Manager Operations
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

It is recommended that the Board proceed to award the tender for mobile Household Hazardous Waste (HHW) collection events to be held in September 2020.

MOTION:

BE IT RESOLVED that all Committees recommend that ERSB award the tender for 2020 Household Hazardous Waste (HHW) collection events to be held in September to Revolution Environmental Solutions LP for \$35,966.25 HST included.

BACKGROUND/DISCUSSION:

- Historically the Board holds about 30 mobile HHW collection events throughout the Eastern region in June and September each year. Because of the COVID-19 pandemic, it was not possible to schedule events for June 2020.
- As members may recall, the Board cancelled its tender for 30 HHW collection events at the March Board meeting by Motion No. 2020-023.
- Now that these events may be held, the Board recently tendered for 15 HHW collection events to be held in September.
- The tender closed on July 2nd and one (1) bid was received from Revolution Environmental Solutions LP in the amount of \$35,966.25 (HST included) with a per event rate of \$2,397.75.
- This is an increase over the tender prices received from the spring tender that was canceled by the Board. When the Board tendered for a total of 30 events, the per event price was \$2,167.75 (HST included).
- Overall, the price is lower than the Board's 2019 per event rate of \$2,645.00 (HST included) through the same contractor.

Eastern Waste Management
REQUEST FOR QUOTES

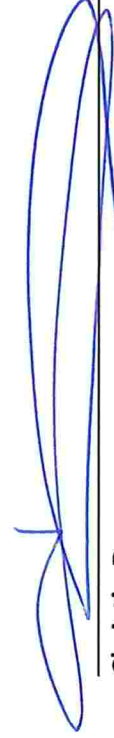
Collection of Household Hazardous Waste

Closing Date and Time: Thursday, July 2, 2020 at 11:00 am

Tender Description: Collection of Household Hazardous Waste

Project Number: _____

Name	Base Bid	HST	Tender Total
<i>Revolution Environmental Solutions LP</i>	<i>31,275.00</i>	<i>4,691.25</i>	<i>35,966.25</i>


Christie Dean
Waste Operations Manager
Eastern Regional Service Board


Lynn Tucker

Witness

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

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Conception Bay Center Waste Collection Contract Extension
MEETING DATE:	2020-07-09
TO:	Board / Finance & Audit / Strategy & Policy / Governance / ALL
PREPARED BY:	Christie Dean, Manager Operations
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

It is recommended that the Board rescind Motion No. 2020-006 that extended the Conception Bay Center waste collection contract by one year effective July 1, 2020; and, extend the Conception Bay Center waste collection contract by five (5) months from July 1 to November 30, 2020.

MOTIONS:

BE IT RESOLVED that all Committees recommend that ERSB rescind Motion No. 2020-006 to issue a one-year extension for waste collection services for the Conception Bay Center contract beginning July 1, 2020.

BE IT RESOLVED that all Committees recommend that ERSB issue a five-month extension for waste collection services for the Conception Bay Center contract from July 1 to November 30, 2020.

BACKGROUND/DISCUSSION:

- In January 2020 the Board adopted a motion to extend the Conception Bay Center contract by one year. The 36-month waste collection contract expired on June 30, 2020.
- The contractor, T2 Ventures Inc., has since advised that they are not in favour of the extension; however, due to tendering challenges associated with the pandemic, the contractor agreed to a five-month extension from July 1 to November 30. With the pandemic and generally increasing costs, the contractor expressed concern regarding a longer extension.
- The current contracted annual unit cost is \$86.88 including HST. This is the best per unit price that the Board has at this time.
- A tender will be issued in late July for this contract area.

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Trinity Bay South/Trinity Bay Center Waste Collection Contract Extension
MEETING DATE:	2020-07-09
TO:	Board / Finance & Audit / Strategy & Policy / Governance / ALL
PREPARED BY:	Christie Dean, Manager Operations
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

Staff recommends that the option for contract extension be exercised and that the Board issue a one-year extension for waste collection services for the Trinity Bay South/Trinity Bay Center contract area beginning October 1, 2020.

MOTIONS:

BE IT RESOLVED that all Committees recommend that ERSB issue a one-year extension for waste collection services for the Trinity Bay South/Trinity Bay Center contract beginning October 1, 2020.

BACKGROUND/DISCUSSION:

- The 45-month waste services contract for the Trinity Bay South/Trinity Bay Center area expires on September 30, 2020.
- The contract provides for two possible one-year extensions and, to date, none of the possible extensions has been exercised.
- The contractor has agreed to the extension.
- The current contracted annual unit cost is \$99.14 including HST.
- The Board has been striving to ensure all service areas receive the same level of service including two (2) curbside bulk waste collections annually. In addition, this has assisted the Board in maintaining its waste fee.
- This contract area is not consistent with this goal as this area receives three (3) bulk waste collections annually; however, staff feel that given the current uncertainty associated with the pandemic that going to tender may result in much higher costs even with a reduction in the number of bulk collections to two.

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Old Perlican Waste Recovery Facility Contract Extension
MEETING DATE:	2020-07-09
TO:	Board / Finance & Audit / Strategy & Policy / Governance / ALL
PREPARED BY:	Christie Dean, Manager Operations
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

Staff recommends that the option for contract extension be exercised and that the Board issue a one-year extension for operation of the Old Perlican waste recovery facility beginning October 1, 2020.

MOTIONS:

BE IT RESOLVED that all Committees recommend that ERSB issue a one-year extension for operation of the Old Perlican Waste Recovery Facility contract beginning October 1, 2020.

BACKGROUND / DISCUSSION:

- The Board contracts the operation of the Old Perlican Waste Recovery Facility and the current contract expires September 30, 2020.
- The contract provides for two possible one-year extensions and, to date, one of those possible extensions has been exercised.
- The current contracted annual cost is \$12,550.00 excluding HST.
- Given the contractor's agreement to extend the contract and that the facility operates effectively, the extension is recommended.

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Group Benefits Renewal – Medavie Blue Cross
MEETING DATE:	2019-08-11
TO:	Board / Finance & Audit / Strategy & Policy / Governance / ALL
PREPARED BY:	Lynn Tucker, Chief Administrative Officer
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

It is recommended that Eastern Regional Service Board renew its provision of group benefits through Jenkins Anthony for Medavie Blue Cross effective June 1, 2020.

MOTION:

BE IT RESOLVED that all Committees recommend that the Board renew the provision of group benefits through Jenkins Anthony for Medavie Blue Cross effective June 1, 2020 through May 31, 2021 for the monthly premium of \$3,660.65.

BACKGROUND/DISCUSSION:

- In 2016 ERSB went to market for the provision of group benefits.
- The result was an overall decrease in the cost of providing group benefits.
- The group benefits program is 50/50 cost-shared with the employer (ERSB).

FINANCIAL IMPACT:

- There is no significant change in the cost of providing employee benefits from June 1, 2020 through May 31, 2021.

ATTACHMENTS:

- Monthly Premium Summary from renewal package provided by Jenkins Anthony.

◆ MONTHLY PREMIUM SUMMARY

Benefit	Current \$	Blue Cross \$	Negotiated \$
Life	109.31	127.88	117.98
Dependent Life	33.6	39.6	36.30
Accident	18.56	18.56	18.56
Critical Illness			
Single	14.91	16.85	14.91
Family	283.20	319.95	283.20
Short Term Disability	653.14	777.83	653.14
Health			
Single	181.32	206.7	175.89
Family	1,565.96	1,785.19	1,518.99
Dental			
Single	40.84	42.88	40.84
Family	712.79	748.41	712.79
EFAP	88.06	88.06	88.06
Total Monthly Premium	\$3,701.69	\$4,171.90	\$3,660.65

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Fire and Emergency Services Agreement with Town of St. Joseph's
MEETING DATE:	2019-08-12
TO:	Board / Finance & Audit / Strategy & Policy / Governance / ALL
PREPARED BY:	Lynn Tucker, Chief Administrative Officer
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

It is recommended that Eastern Regional Service Board enter into a service agreement to collect service fees for the Town of St. Joseph's for the provision of fire and emergency services to the Local Service Districts of O'Donnell's, Forest Field and New Bridge for the period of September 1, 2020 to August 31, 2023.

MOTION:

BE IT RESOLVED that all Committees recommend that the Board enter into a service agreement to collect service fees for the Town of St. Joseph's for the provision of fire and emergency services to the Local Service Districts of O'Donnell's, Forest Field and New Bridge for the period of September 1, 2020 to August 31, 2023.

BACKGROUND/DISCUSSION:

- In the fall of 2019 the Town of St. Joseph's contacted ERSB to request the Board assist them with the collection of service fees for the provision of fire and emergency services to neighbouring local service districts.
- As per the legislation, the Board's Chair sent a letter dated December 13, 2019 to the Minister of Municipal Affairs and Environment requesting ministerial approval to provide this service.
- Ministerial approval was received in late March 2020.
- Following receipt of ministerial approval, staff has worked with the Town to ensure they meet all requirements as outlined in the Fire Protection Services Agreement including a map of the service area.
- The agreement is now finalized and has been sent to the Town for review and signatures.

- The Town of St. Joseph's fee for the neighbouring communities for fire and emergency services is \$50 annually and the Board's administrative fee is \$5 annually for a total fee of \$55.
- For the period of September 1 to December 31, 2020 the fee will be prorated. For future years, this fee will be added to the customers' annual invoice that will include waste fees and this fee.

ATTACHMENTS:

n/a

DRAFT

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Tender for Supply of Two (2) Highway Tractors with Truck-Mounted Crane-Grapples and High Compaction Trailers – Whitbourne Location
MEETING DATE:	2019-08-11
TO:	Board / Finance & Audit / Strategy & Policy / Governance / ALL
PREPARED BY:	Christie Dean, Manager Operations
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

It is recommended that the Board purchase two (2) new highway tractors, each with truck-mounted crane-grapples and two (2) high compaction trailers.

MOTION:

BE IT RESOLVED that all Committees recommend that the Board award the tender for the purchase of two (2) new highway tractors each with truck-mounted crane-grapples and two (2) new walking floor trailers to Nexgen Municipal Inc. in the amount of \$1,537,791.50, HST included.

BACKGROUND/DISCUSSION:

- The Board initially purchased two of these 'grapple trucks' in the fall of 2012 for the waste operations division.
- These trucks are used to move materials from the Board's waste recovery facilities to Robin Hood Bay.
- The trucks purchased in 2012 now need to be replaced due to significant repair and maintenance costs.
- The Board received one bid from Nexgen Municipal Inc. for \$1,537,791.50 including HST. This equates to \$768,895.75 per unit, HST included.
- In 2016, a similar unit was purchased from Nexgen at the cost of \$741,656.85 including HST.

ATTACHMENTS:

- Tender Results

Eastern Regional Service Board

SUPPLY OF 2 New Highway Tractors each with Truck Mounted Crane-Grapple and 2 High Compaction Trailers

Closing Date and Time: Tuesday, August 4, 2020 @ 1pm

Project Number: _____

Name	Base Bid	HST	Tender Total
<i>Nexgen Municipal Inc.</i>	<i>1,337,210.00</i>	<i>200,581.50</i>	<i>1,537,791.50</i>

Lynn Tucker

 Witness

Christie Dan

 Witness

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

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Isthmus and South West Arm South Multi-Stream Waste Collection including Recycling and Bulk Pick-up Tender
MEETING DATE:	2020-08-19
TO:	Board / Finance & Audit / Strategy & Policy / Governance / ALL
PREPARED BY:	Christie Dean, Manager Operations
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

Staff recommends award of the tender for the Isthmus and South West Arm South Multi-Stream Waste Collection including Recycling and Bulk Pick-up to Around the Bay Disposal Ltd. for the period of October 1, 2020 through April 30, 2023.

MOTION:

BE IT RESOLVED that ERSB award the tender for the Isthmus and South West Arm South Multi-Stream Waste Collection including Recycling and Bulk Pick-up to Around the Bay Disposal Ltd. for the period of October 1, 2020 through April 30, 2023 in the amount of \$1,156,379.05, HST included.

BACKGROUND/DISCUSSION:

- A tender for multi-stream waste collection including recycling and bulk pick-up was issued for 26 communities in the Isthmus and South West Arm South area. Tender closing date was August 17, 2020.
- Following the public bid opening on August 17th Board members voted electronically by email to award this tender to the lowest bidder, Around the Bay Disposal Ltd.
- The result for the last tender in 2016 for this area was \$1,297,229.02, including HST, or \$9.46 per household. The result of this tender equates to \$11.44 per household.

ATTACHMENTS:

- Bid Opening Results

Eastern Waste Management
REQUEST FOR QUOTES

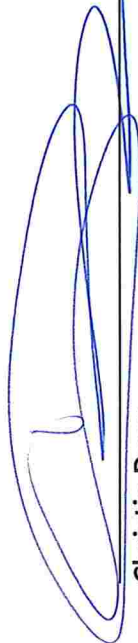
SUPPLY OF Isthmus and South West Arm South Multi-Stream Waste Collection

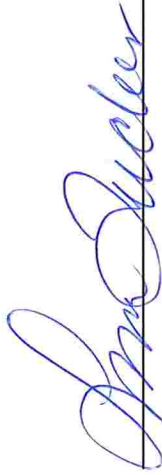
Closing Date and Time: Monday, August 17, 2020 at 12 noon

Tender Description: Supply of Isthmus and South West Arm South Multi-Stream Waste Collection 31 Months

Project Number: _____

Name	Base Bid	HST	Tender Total
Around The Bay Disposal	1,005,547. ⁰⁰	150,832. ⁰⁵	1,156,379. ⁰⁵
VARDY VILLA LTD.	1,736,482.61	260,472. ³⁹	1,996,955. ⁰⁰
Ta Ventures Inc.	1,045,200. ⁰⁰	156,780. ⁰⁰ 195,800.	1,201,980. ⁰⁰


Christie Dean
Manager Waste Operations
Eastern Regional Service Board


Witness

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

**THOSE WHO RESPONDED ELECTRONICALLY TO THE MOTION BY EMAIL
TO AWARD TENDER FOR THE ISTHMUS AND SOUTH WEST ARM SOUTH
MULTI-STREAM WASTE COLLECTION INCLUDING RECYCLING AND BULK
PICK-UP**

MOTION: BE IT RESOLVED that ERSB award the tender for the Isthmus and South West Arm South Multi-Stream Waste Collection including Recycling and Bulk Pick-up to Around the Bay Disposal Ltd. for the period of October 1, 2020 through April 30, 2023 in the amount of \$1,156,379.05, HST included.

(Motion sent by email on Thursday, August 17,2020)

IN FAVOUR

(Alphabetical order)

Danny Breen
Maggie Burton
Glenn Clarke
Ian Froude
Dave Lane
Kevin McDonald
Harold Mallowney
Sheilagh O'Leary
Gerald Snook
Deanne Stapleton
Lucy Stoyles
Gerard Tilley
Sam Whalen

AGAINST

(Alphabetical order)

None

NO RESPONSE

(Alphabetical order)

Wally Collins
Sandy Hickman
Jamie Korab
Peggy Roche
Sterling Willis

From: [Lynn Tucker](#)
To: [Danny Breen \(St. John's\)](#); [Dave Lane \(St. John's\)](#); [Deanne Stapleton \(St. John's\)](#); [Gerald Snook](#); [Gerard Tilley \(Conception Bay South\)](#); [Glenn Clarke \(Trinity Conception North\)](#); [Harold MULLOWNEY \(hmullowney@irishloop.nf.ca\)](#); [Ian Froude \(St. John's\)](#); [Jamie Korab \(St. John's\)](#); [Kevin McDonald \(Southwest Avalon\)](#); [Lucy Stoyles \(Mount Pearl\)](#); [Maggie Burton](#); [Peggy Roche \(Small Metro\)](#); [Sam Whalen \(Bay Roberts\)](#); [Sandy Hickman \(St. John's\)](#); [Sheilagh O'Leary \(St. John's\)](#); [Sterling Willis \(Paradise\)](#); [Wally Collins \(St. John's\)](#)
Cc: [Christie Dean](#); [Craig Drover](#)
Subject: MOTION BY EMAIL: Award of Tender for Isthmus and South West Arm South Waste Collection
Date: August 17, 2020 1:19:00 PM
Attachments: [Isthmus Tender Bid Results.pdf](#)
Importance: High

Good Afternoon,

Recently the Board issued a tender for multi-stream waste collection including recycling and bulk pick-up for 26 communities in the Isthmus and South West Arm South area. The tender closing date was today, August 17, 2020.

This tender was issued as the contractor was not in favour of accepting an extension on the current contract that expires September 30, 2020. The reason for the late tender closing date is that emails sent to communities requesting their confirmation of continued participation in the regional service was not received in a timely manner due to a Microsoft configuration issue that resulted in our emails being sent to the recipients Junk and/or Spam mailbox. Once this issue was noted, staff extended the date for confirmation of participation which resulted in the tender closing date being extended to today, August 17, 2020.

A public tender opening was held at 12:00 noon today at the Board's office on Majors Path and the results of the tender opening are attached. The lowest bid equates to \$37,302.55 per month, HST included or \$11.44 per household. The 2016 result for this area was \$28,828.87 per month, HST included or \$9.46 per household. The lowest bidder is the contractor that currently services this area.

To ensure timely award of this contract, would you please respond to this motion by email by 2:00 p.m. on Tuesday, August 18, 2020. This motion will be ratified at the August 19, 2020 Board meeting. You may respond to this email or to the Board's Clerk (Temporary), Craig Drover at cdrover@ersbnl.ca.

MOTION BY EMAIL: BE IT RESOLVED that ERSB award the tender for the Isthmus and South West Arm South Multi-Stream Waste Collection Including Recycling and Bulk Pick-up to Around the Bay Disposal Ltd. for the period of October 1, 2020 through April 30, 2023 in the amount of \$1,156,379.05, HST included.

Thank you in advance for your timely consideration,
Lynn

Lynn Tucker

Chief Administrative Officer

Eastern Regional Service Board

255 Majors Path, Suite 3

St. John's, NL A1A 0L5

Tel: 709-579-7960

www.easternregionalserviceboard.com

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Bell Island Waste Disposal Site Closure and Waste Recovery Facility Construction Tender
MEETING DATE:	2020-08-19
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Lynn Tucker, Chief Administrative Officer
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

It is recommended that the Board award the tender for the Bell Island Waste Disposal Site Closure and Waste Recovery Facility Construction Tender to Harbour Construction Ltd.

MOTIONS:

BE IT RESOLVED that all Committees recommend that ERSB award the tender for the Bell Island Waste Disposal Site Closure and Waste Recovery Facility Construction to Harbour Construction Ltd. in the amount of \$380,957.05 HST included.

BACKGROUND/DISCUSSION:

- The tender for the Bell Island Waste Disposal Site Closure and Waste Recovery Facility Construction was issued in early July 2020.
- The Province is providing the capital required to complete this work and had engaged Wood Environment & Infrastructure Solutions to prepare, issue and evaluate the tender for the work.
- A total of six bids was received and the bids ranged in price from approximately \$381,000 to \$1.8 million.
- An evaluation of the bids has been completed and it has been determined that the lowest price compliant bid was submitted by Harbour Construction Ltd.
- Following receipt of the attached evaluation letter from Wood on August 13th, Board members voted electronically by email to award this tender.

ATTACHMENTS:

- Those who responded electronically to the motion by email.

- Copy of motion sent by email.
- Tender Evaluation Results letter from Wood Environment & Infrastructure Solutions

DRAFT

**THOSE WHO RESPONDED ELECTRONICALLY TO THE MOTION BY EMAIL
TO AWARD TENDER FOR BELL ISLAND WASTE DISPOSAL SITE CLOSURE
AND WASTE RECOVERY FACILITY CONSTRUCTION**

MOTION: BE IT RESOLVED that ERSB award the tender for the Bell Island Waste Disposal Site Closure and Waste Recovery Facility Construction to Harbour Construction Ltd. in the amount of \$380,957.05, HST included.

(Motion sent by email on Thursday, August 13,2020)

IN FAVOUR

(Alphabetical order)

Danny Breen
Maggie Burton
Glenn Clarke
Sandy Hickman
Jamie Korab
Dave Lane
Kevin McDonald
Harold Mullooney
Sheilagh O'Leary
Gerald Snook
Deanne Stapleton
Lucy Stoyles
Gerard Tilley
Sam Whalen
Sterling Willis

AGAINST

(Alphabetical order)

None

NO RESPONSE

(Alphabetical order)

Wally Collins
Ian Froude
Peggy Roche

From: [Lynn Tucker](#)
To: [Danny Breen \(St. John's\)](#); [Dave Lane \(St. John's\)](#); [Deanne Stapleton \(St. John's\)](#); [Gerald Snook](#); [Gerard Tilley \(Conception Bay South\)](#); [Glenn Clarke \(Trinity Conception North\)](#); [Harold Mullaney \(hmullaney@irishloop.nf.ca\)](#); [Ian Froude \(St. John's\)](#); [Jamie Korab \(St. John's\)](#); [Kevin McDonald \(Southwest Avalon\)](#); [Lucy Stoyles \(Mount Pearl\)](#); [Maggie Burton](#); [Peggy Roche \(Small Metro\)](#); [Sam Whalen \(Bay Roberts\)](#); [Sandy Hickman \(St. John's\)](#); [Sheilagh O'Leary \(St. John's\)](#); [Sterling Willis \(Paradise\)](#); [Wally Collins \(St. John's\)](#)
Cc: [Christie Dean](#); [Craig Drover](#)
Subject: MOTION BY EMAIL: Award Tender for Bell Island Waste Disposal Site Closure and Waste Recovery Facility Construction
Date: August 13, 2020 10:03:00 AM
Attachments: [TF1872728-0000-LTR-0001-Tender Evaluation Letter 12Aug2020.pdf](#)

Good Morning,

Attached is a letter I received from Wood Environment & Infrastructure Solutions regarding the tender results for the Bell Island Waste Disposal Site Closure and Waste Recovery Facility Construction. To ensure timely award of contract as well as timely start to construction of the Bell Island WRF, a motion of the ERSB is required. As members may recall, the pre-tender estimate completed by Wood for this work was \$643,000. As outlined in the letter, Wood received six (6) bids ranging from \$380,957.05 to \$1.7 million (HST included) for this work. Following evaluation of the bids to ensure that all specifications were met, Wood is recommending award of contract to Harbour Construction Ltd. in the amount of \$380,957.05. This motion will be ratified at the Board's meeting on August 19, 2020.

Following ratification of the motion to award this contract, Wood will prepare the formal award letter and contracts for signature.

To ensure timely award of this contract, would you please respond to this motion by email by 4:30 p.m. on Friday, August 14th. This motion will be ratified at the August 19, 2020 Board meeting. You may respond to this email or to the Board's Clerk (Temporary), Craig Drover at cdrover@ersbnl.ca.

MOTION BY EMAIL: BE IT RESOLVED that ERSB award the tender for the Bell Island Waste Disposal Site Closure and Waste Recovery Facility Construction to Harbour Construction Ltd. in the amount of \$380,957.05, HST included.

Thank you in advance for your timely consideration,
Lynn

Lynn Tucker
Chief Administrative Officer
Eastern Regional Service Board
255 Majors Path, Suite 3

St. John's, NL A1A 0L5

Tel: 709-579-7960

www.easternregionalserviceboard.com



Wood Environment & Infrastructure Solutions,
a Division of Wood Canada Limited
36 Pippy Place
PO Box 13216
St. John's, NL A1B 4A5
Canada
T: 709-722-7023

12 August 2020

Ms. Lynn Tucker
Eastern Regional Service Board
255 Majors Path, Suite 3
St. John's, NL A1A 0L5

**Re: Tender Results- Bell Island Waste Disposal Site Closure and Waste Recovery Facility Construction
DMAE No. 17-WSTM-19-00002
Tender No. 12435 Docket No. MA12435
Wood Project No. TF1872728**

Dear Ms. Tucker,

In response to the above referenced public tender call, six bids were received. (See attached documents.) They were as follows:

1. Harbour Construction Ltd. - \$380,957.05 HST included
2. Can-AM Platforms & Construction Ltd. - \$496,711.57 HST included
3. Edward Collins Contracting Ltd. - \$844,692.25 HST included
4. Pyramid Construction - \$1,103,074.25 HST included
5. Farrell's Excavating Ltd. - \$1,356,361.75 HST included
6. Coady Construction & Excavating Limited - \$1,762,685.50 HST included

An evaluation of the bids has been completed and it has been determined that the lowest price compliant bid was submitted by Harbour Construction Ltd. which is below the pre-tender estimate of \$643,022.50. Unit prices contained in the bid appear to represent fair and reasonable prices for a similar type of work for the area and consistent with pricing from 2019/2020.

It is recommended that the construction contract be awarded to Harbour Construction Ltd. in the amount of \$380,957.05.

Upon receiving your approval to award the contract, Wood will prepare the formal contract award letter and contracts for signing.



Ms. Lynn Tucker
12 August 2020
Page 2

Should you have any questions or require any further information please contact me at your convenience.

Sincerely,

Wood Environment & Infrastructure Solutions
A Division of Wood Canada Limited



Clifford G. Smith, P. Eng.
Wood Project Manager & Associate Engineer – Civil

CC: Christa Curnew – DMAE
Chad Phillips – DMAE
Christie Dean, ERSB

Attachments:
Bid Documents



EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Q2 Financial Report
MEETING DATE:	2020-08-11
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 are on budget to June 30 at 49.5%; Benefits are also on budget at 48.9%.
- Transportation and Communications are well under budget at only 11% due to the lack of travel from the COVID-19 pandemic.
- Purchased Services as a whole is under budget but the Audit account is at 96% because the budget is historically expensed in the beginning half of the year.
- Under Property, Furnishings and Equipment the cost of computer software and computer software licensing is well over budget for the first half of 2020 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 is being reviewed against the budget to determine the appropriateness of the original allocation.
- Vehicle Maintenance and Operations expenses for the Clarendville Regional Transfer Station were on budget. Due to final fleet maintenance plus invoices that were received related to work completed in 2019, there were some costs allocated to curbside maintenance.
- Overall expenditures at June 30, 2020 are at 39.7% of budget.
- Overall revenues at June 30, 2020 are at 55.9% of budget. Miscellaneous Revenue currently at 499.1% due to the sale of waste collection equipment and HST Rebate at 124.9% due to the receipt of 2019 Q2, Q3 and Q4 payments after CRA review.

ATTACHMENTS:

- Q2 2020 Budget vs Actual Report

EASTERN REGIONAL SERVICE BOARD

2020 Q2 ACTUAL VS BUDGET

	2020 Budget	2020 Q2 Actual	% Budget Used
EXPENDITURES			
Salaries			
Chair/Board Member Remuneration	\$ 100,000	\$ 21,455	21.5%
Salaries (Corporate Administration)	\$ 559,134	\$ 269,077	48.1%
Salaries (Regional Waste Operations)	\$ 895,881	\$ 476,277	53.2%
Salaries (Water)	\$ 55,075	\$ 30,802	55.9%
Sub-total	\$ 1,610,090	\$ 797,611	49.5%
Benefits			
Employment Insurance	\$ 26,309	\$ 15,212	57.8%
CPP	\$ 61,938	\$ 34,358	55.5%
WHSCC	\$ 80,000	\$ 40,297	50.4%
Health & Life Benefits	\$ 22,925	\$ 9,827	42.9%
RRSP	\$ 93,095	\$ 39,250	42.2%
Sub-total	\$ 284,267	\$ 138,944	48.9%
Transportation & Communications			
Board/Committee Local Travel & Meetings (mileage & expenses)	\$ 45,000	\$ 2,148	4.8%
Telephone	\$ 30,000	\$ 11,386	38.0%
Staff Local Travel (mileage & expenses)	\$ 10,000	\$ 206	2.1%
Professional Development (Board)	\$ 35,000	\$ -	0.0%
Sub-total	\$ 120,000	\$ 13,740	11.5%
Supplies			
Insurance	\$ 135,000	\$ 58,054	43.0%
Office Expenses	\$ 80,000	\$ 10,991	13.7%
Bank Charges	\$ 40,000	\$ 20,885	52.2%
Sub-total	\$ 255,000	\$ 89,930	35.3%
Purchased Services Administrative			
Audit	\$ 31,200	\$ 30,087	96.4%
Professional Development Staff	\$ 33,000	\$ 6,695	20.3%
Professional Services-Legal,HR,IT,Engineering,etc.	\$ 120,000	\$ 49,295	41.1%
Sub-total	\$ 184,200	\$ 86,076	46.7%
Property, Furnishings & Equipment			
Office Space (gross lease, Majors Path)	\$ 86,000	\$ 46,849	54.5%
Computer Software/Software Licensing	\$ 12,000	\$ 20,860	173.8%
Photocopier Fees	\$ 4,000	\$ 778	19.4%
Furniture & Equipment	\$ 25,000	\$ 4,868	19.5%
Sub-total	\$ 127,000	\$ 73,355	57.8%

	2020 Budget	2020 Q2 Actual	% Budget Used
Purchased Services Consultants			
Communications	\$ 120,000	\$ 35,214	29.3%
Sub-total	\$ 120,000	\$ 35,214	29.3%
Regional Operations & Waste Recovery Facilities			
Snow Clearing - All WRF	\$ 65,000	\$ 38,627	59.4%
Site Maintenance - All WRF	\$ 50,000	\$ 22,868	45.7%
Old Perican WRF (TCNWM)	\$ 175,000	\$ 78,527	44.9%
WRF Compaction Trailer Lease Payments	\$ 170,000	\$ -	0.0%
Vehicle Maintenance and Operations	\$ 380,000	\$ 165,165	43.5%
Whitbourne Depot Utilities and Phones	\$ 25,000	\$ 31,469	125.9%
Sub-total	\$ 865,000	\$ 336,657	38.9%
CLARENVILLE REGIONAL TRANSFER STATION			
Utilities/phone	\$ 25,000	\$ 13,641	54.6%
Site Maintenance	\$ 35,000	\$ 2,874	8.2%
Vehicle Maintenance and Operations	\$ 219,143	\$ 90,351	41.2%
Tipping Fees At Regional Landfill for CTS	\$ 400,000	\$ 167,201	41.8%
Sub-total	\$ 679,143	\$ 274,067	40.4%
HOUSEHOLD HAZDORDOUS WASTE PROGRAM			
HHW Collection Contract and Fire Dept	\$ 80,000	\$ -	0.0%
Sub-total	\$ 80,000	\$ -	0.0%
CURBSIDE WASTE COLLECTION PROGRAM			
Maintenance Depot Costs Allocated to Curbside	\$ 30,000	\$ 20,980	69.9%
Contracted Services	\$ 4,000,000	\$ 1,546,780	38.7%
Sub-Total	\$ 4,030,000	\$ 1,567,760	38.9%
WATER/WASTEWATER TREATMENT PROGRAM			
Sub-Total	\$ 25,000	\$ 2,127	8.5%
FIRE PROTECTION			
Sub-Total	\$ 18,500	\$ 678	3.7%
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 Q2 Actual	% Budget Used
TOTAL EXPENSES	\$ 8,598,200	\$ 3,416,159	39.7%
ERSB CAPITAL EXPENDITURES			
Landfill Closures	\$ 300,000	\$ -	0.0%
Regional Equipment	\$ 71,000	\$ -	0.0%
Waste Collection Equipment	\$ 1,500,000	\$ -	0.0%
Sub-Total	\$ 1,871,000	\$ -	0%

TOTAL OPERATING AND CAPITAL	\$ 10,469,200	\$ 3,416,159	32.6%
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REVENUE			
Waste Collection Fees	\$ 4,590,000	\$ 2,427,780	52.9%
Provision for Bad Debt	\$ (90,000)	\$ -	0.0%
Clareville Transfer Station Tipping Fees/Permit Fees/Etc.	\$ 190,000	\$ 115,905	61.0%
Transportation Charges - Clareville Transfer Station	\$ 60,000	\$ 1,110	1.9%
Fire Protection Services Fees	\$ 19,200	\$ 14,243	74.2%
Recyclable Metals and Electronics	\$ 75,000	\$ 95,422	127.2%
Interest	\$ 60,000	\$ 7,855	13.1%
Miscellaneous Revenue	\$ 35,000	\$ 174,673	499.1%
Regional Landfill Tipping Fee Derived	\$ 3,300,000	\$ 2,475,000	75.0%
HST Rebate	\$ 350,000	\$ 437,184	124.9%
Provincial Capital	\$ 300,000	\$ 4,411	1.5%
Reserve Funding	\$ -	\$ -	0.0%
Water / Wastewater Program	\$ 80,000	\$ -	0.0%
TOTAL REVENUE	\$ 8,969,200	\$ 5,753,583	55.9%

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Review and Update of Board's Privacy Policy
MEETING DATE:	2019-08-11
TO:	Board / Finance & Audit / Strategy & Policy / Governance / ALL
PREPARED BY:	Lynn Tucker, Chief Administrative Officer
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

Staff recommends the adoption of the attached policy statement following review and update of the Board's Privacy Policy pursuant to the requirements of ATIPPA and in accordance with the guidelines published by the Office of the Privacy Commissioner.

MOTION:

BE IT RESOLVED that all Committees recommend that the Board adopt the Policy Statement outlining the Board's Privacy Policy as tabled.

BACKGROUND/DISCUSSION:

- To ensure compliance with current legislation, the Board's privacy policy has been reviewed and updated.
- As a public body, the Board is required to comply with:
 - Access to Information and Protection of Privacy Act, 2015;
 - Guidelines published by the Office of the Privacy Commissioner
- The enclosed policy statement has been reviewed and approved by the Board's legal advisors.

ATTACHMENTS:

- Policy Statement – Privacy Policy.

APPENDIX "A"

Policy Statement

The purpose of this brochure is to inform you about our privacy policy and practices at the Eastern Regional Service Board ("Board").

Introduction

As a public body, the Board is required to comply with *Access to Information and Protection of Privacy Act*, 2015, SNL 2015 c. A-1.2 ("ATIPPA"). The Board recognizes and respects the importance of data protection and an individual's right to privacy. We endeavour to collect, use and disclose Personal Information pursuant to the requirements of ATIPPA and in accordance with the guidelines published by the Office of the Privacy Commissioner of Newfoundland and Labrador.

Personal Information

Personal information consists of any data, recorded or not, about an identifiable individual. It may include such information as an individual's name, home address, telephone number, race, national or ethnic origin, colour, or religious or political beliefs or associations, age, sex, sexual orientation, marital status or family status, an identifying number, symbol or other particular assigned to the individual, the individual's fingerprints, blood type or inheritable characteristics, health care status or history, information about the individual's educational, financial, criminal or employment status or history, opinions of a person about the individual and the individual's personal views or opinions, except where they are about someone else. Not included is a person's "business card" information such as an individual's name, title, business address, telephone number or other contact information in relation to his or her employment by an organization.

Collection

The Board most often handles Personal Information through the course of providing regional services to municipalities and individuals in the Eastern Region of the Province of Newfoundland and Labrador and on their behalf. Provision of regional services may involve collection, use and, at times, disclosure of your Personal Information. Protecting your Personal Information is one of our highest priorities. While we have always respected your privacy and safeguarded all Personal Information, we have strengthened our commitment to this goal. This is to continue to provide exceptional service to you and to comply with all laws regarding the collection, use and disclosure of Personal Information. We will inform you of why and how we collect, use and disclose Personal Information; obtain your consent, as required; and handle Personal Information according to applicable law. Our privacy commitment includes ensuring accuracy, confidentiality, and security of your Personal Information and allowing you to request access to, and correction of, your Personal Information.

We will only collect Personal Information that is necessary to fulfill the following purposes:

- To verify identity;

- To identify your preferences;
- To open and manage an account;
- To ensure you receive a high standard of service;
- To meet regulatory requirements;
- Other legal reasons as apply to the goods and services requested.

Collection of Personal Information is carried out only through lawful and fair means, and only Personal Information that is reasonably necessary for the legitimate purposes identified and for which consent has been obtained or where consent is not required (see below). Whenever possible, we collect personal data directly from an individual or from persons identified and requested to provide us with such information. You can provide consent orally, in writing, electronically or through an authorized representative. You provide implied consent where our purpose for collecting, using or disclosing your Personal Information would be considered obvious or reasonable in the circumstances. Consent may also be implied where you have notice and a reasonable opportunity to opt-out of having your Personal Information used for mail-outs, marketing or fundraising and you do not opt-out.

We may collect, use or disclose Personal Information without consent:

- When permitted or required by law;
- In an emergency that threatens an individual's life, health, or personal security;
- When the Personal Information is available from a public source;
- When we require legal advice from a lawyer;
- For the purposes of collecting a debt or protection from fraud;
- Other legally established reasons.

We will not sell your Personal Information to other parties unless consent has been provided or implied. We retain your Personal Information for the time necessary to fulfill the identified purposes of a legal or business purpose. We will make reasonable efforts to ensure that your Personal Information is accurate and complete. You may request correction to your Personal Information to ensure its accuracy and completeness. A request must be in writing and provide sufficient detail to identify your Personal Information and the correction being sought. We are committed to ensuring the security of your Personal Information and may use passwords, encryption, firewalls, restricted employee access or other methods, in our discretion. We will use appropriate security measures when destroying your Personal Information such as shredding documents or deleting electronically stored information, in our discretion.

Personal information may also be collected from other sources such as:

- government agencies or registries;
- accountants or other professional advisors;
- real estate agents;
- financial institutions;
- insurance companies;
- credit bureaus;
- other third parties who represent that they have the right to disclose the information.

Additionally, we may on occasion request information from the files of consumer reporting agencies to assist us in making billing and account collection decisions, preventing fraud, confirming identity and preventing money-laundering. In certain specific circumstances, Personal Information about members of the general public may also be collected for the uses described in this Policy.

Use

The Board may use Personal Information for the following purposes:

- to provide services;
- for billing, record-keeping and other contact and service matters;
- for audit and record-keeping purposes;
- for account collection purposes;
- to manage and develop the Board's operations;
- to learn about the needs of current and potential users of services, to develop or offer services tailored to those needs and to communicate with users regarding current and future services;
- to follow up on comments and suggestions.

Personal information about members of the general public is generally used for the following purposes:

- to gather and review information that is relevant to the Board's operations;
- to provide the public with information about developments and special events in the Eastern Region.

Disclosure

The Board will only disclose Personal Information for the legitimate purposes identified and for which consent has been obtained, or if required or authorized by law. For example, we may disclose information:

- when the services we are providing require us to give information to third parties;
- where it is necessary to establish or collect fees;
- if a court issues a subpoena;
- if we engage a third party to provide administrative services for our benefit, in which case we shall use contractual or other means to protect the Personal Information that is being provided to the third party;
- as required by regulations, to obtain legal advice and for insurance purposes.

The Board will disclose Personal Information only as permitted by law, including with the consent of individuals as appropriate.

Consent and Exceptions

The Board recognizes the importance of obtaining consent where required by law for collection, use and disclosure of your Personal Information. For the purpose of obtaining consent, we will consider the following:

- we may obtain consent to our collection, use and disclosure of information either expressly for stated purposes or impliedly when the purposes are not stated expressly but are indicated by the relevant circumstances or follow logically from other expressly stated purposes;
- for the consent to be informed, we will make reasonable efforts to advise of all the purposes for which the Personal Information is being sought, unless the purposes are plain and obvious;
- we will make reasonable efforts to obtain consent for all anticipated purposes at the time of the collection of the Personal Information;
- we will obtain additional consent if we propose to use Personal Information for a purpose for which express or implied consent was not initially obtained;
- we will not, as a condition of the supply of a service, require consent to the collection, use, or disclosure of information beyond that required to fulfil the explicitly specified purposes;
- withdrawal or amendment of any consent previously given by contacting our Privacy Officer, subject to any legal or contractual restrictions and upon reasonable notice to us;
- consent may be given by an authorized representative, such as a legal guardian or a person having power of attorney.

The law provides certain exceptions to the usual requirement to obtain an individual's consent, for example:

- when collection and use is clearly in the interests of the individual and consent cannot be obtained in a timely manner;
- in emergencies;
- where consent would compromise investigating a breach of contract or law;
- to collect a debt;
- to comply with rules of court relating to the production of information;
- in other circumstances where permitted or required by law;
- consent may not be required for certain publicly available Personal Information, as specified by regulation, including name, address, and telephone number in publicly available telephone directories.

Security

The Board is committed to taking reasonable steps to ensure Personal Information in its custody or control is protected against theft, loss, unauthorized collection, access, use or disclosure, unauthorized copying or modification and is retained, transferred and disposed of in a secure manner. The Board employs appropriate security measures to protect against loss, theft, unauthorized access, disclosure, use or modification of Personal Information under our control.

These measures vary depending on the sensitivity, amount, format, distribution, and method of storage of the information that has been collected. Where applicable, physical, organizational and electronic security measures will be utilized, including premises security, restricted file access, technological safeguards including security software and firewalls to prevent unauthorized computer access, and password and security policies. In communicating with us, please note that e-mail is not a fully secure medium.

Any Personal Information that we collect shall be retained as long as is necessary to fulfill the purpose for which the information was collected, and as required to satisfy any potential legal obligations that the Board may have in respect of the information.

Rights of the Individual

Subject to the legal obligations and restrictions set out above, an individual whose Personal Information is under our control shall, upon request, be informed of the existence, use and disclosure of his or her personal data and shall be given access to that information. He or she shall be able to challenge the accuracy and completeness of the information and have it amended as reasonably required. Furthermore, the Board shall make available to such individuals a copy of this Policy and any other information relating to our management of Personal Information that we deem appropriate for distribution.

Requests for access to Personal Information shall receive a prompt response. The cost for reasonable requests to such access will be the standard fee as per ATIPPA Regulations, unless copies of records of request involve significant retrieval costs. We will advise of the additional cost, if any, prior to retrieval of such records or information. We will not respond to requests for access to Personal Information that are frivolous, vexatious or repetitious.

In certain circumstances, we may be unable to provide access to some or all of the Personal Information that we hold about. Such circumstances include those in which the Personal Information cannot be separated from the records of others, cannot be disclosed for reasons of personal security or commercial confidentiality or is protected by professional standards relating to confidentiality or solicitor-client privilege.

Privacy Breach

A privacy breach occurs when Personal Information is collected, retained, used, disclosed or disposed of in ways that do not comply with privacy laws. In the event of a privacy breach involving Personal Information under the Board's control, the Board will contain the breach as much as possible and notify those affected in order to eliminate the risk of significant harm as much as possible. The Board will report any privacy breach involving Personal Information under the Board's control to the Office of the Privacy Commissioner of Newfoundland and Labrador. In the event of a complaint regarding a breach of privacy or failure to adequately respond to an access to information request, please contact the Board's Privacy Officer using the contact information provided below.

Log Data

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

Telephone: (709) 579-7960

Facsimile: (709) 579-5392

Privacy Officer: Craig Drover
Manager Corporate Services

Email: cdrover@ersbnl.ca

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	School Recycling Program - Update
MEETING DATE:	2020-07-09
TO:	Board / Finance & Audit / Strategy & Policy / Governance / ALL
PREPARED BY:	Christie Dean, Manager Operations
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

No action required. For information only.

MOTIONS:

No motion required.

BACKGROUND/DISCUSSION:

- As members may recall, the Board’s Chair, CAO and Manager Operations met with officials at the NL English School District last fall to discuss the development of a School Recycling Program. The School District had agreed to establish a program.
- Recently, the Board’s staff reached out to officials at the NL English School District regarding a recycling program for all schools in the Eastern region and to check on the status of the program.
- The School District reports that they are working to develop a program.
- The Board’s staff has offered to provide any information and/or assistance required.

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Q2 Regional Water/Wastewater Operator Program Report
MEETING DATE:	2020-08-11
TO:	Board / Finance & Audit / Strategy & Policy / Governance / ALL
PREPARED BY:	Kenneth Rollings, Regional Water/Wastewater Systems Operator
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:

- Since the COVID-19 pandemic in March, no site visits have been completed; however, participating communities continue to report their chlorine levels where applicable as well as water usage.
- Nineteen (19) communities are currently participating in this program.

ATTACHMENTS:

- Q2 2020 Regional Water/Wastewater Operator Program – Drinking Water Systems Report

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

10. Number of days you visited the community during the last quarter? Choose an item.
11. Provide a summary of meetings or training held in the community during the last quarter. A site visit was conducted by Richard Harvey and Darren Patey in May. I should have been invited to this meeting. They toured both chlorination buildings and provided some onsite training. The strength of the stock tank solution was increased and so was the dosage rate. Training was provided on testing for Chlorine residuals. A third site visit was cancelled due to Covid. I will check with the town in early July to see if training can continue.
12. Other comments? [Click or tap here to enter text.](#)

Regional Operator Name: Ken Rollings
Date: 6/30/2020

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			0.78	
Minimum			0.10	
Maximum			1.42	

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)
3,660	7,854	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.
11. Provide a summary of meetings or training held in the community during the last quarter. Contacted operator.
There are no problems.
12. Other comments? [Click or tap here to enter text.](#)

Regional Operator Name: Ken Rollings
Date: 6/30/2020

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: 6/30/2020

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	1.56		0.46	
Minimum	1.44		0.30	
Maximum	1.73		0.60	

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

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: 6/30/2020

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: 6/30/2020

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	0.93		0.45	
Minimum	0.08		0.04	
Maximum	2.20		1.94	

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: Apr data only

Average Daily Water Use	Maximum Day Demand	Unit of Measurement (i.e. USGPM, L/day, m ³ /day)
11,224	12,773	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.
Flow meter is not working.
12. Other comments?

Regional Operator Name: Ken Rollings
Date: 6/30/2020

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

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: 6/30/2020

Community Name: Gaskiers – Point La Haye Water Supply: Big Hare Hill 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: 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

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 Mayor has taken over the O&M of the water treatment system. He called several times with questions on the operation and maintenance of the water system. Discussed at length. They also decided to purchase a new Chlorine test kit. SNL was out and did bacterial testing. Two of 4 samples were positive for E. Coli. MA&E determined that Chlorine levels were adequate.
12. Other comments?

Regional Operator Name: Ken Rollings
Date: 6/30/2020

Community Name: Georgetown

Water Supply: Third 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: May is 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	0.67	0.67		
Minimum	0.35	0.38		
Maximum	0.86	0.89		

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

If yes, select reason code: E1

If yes, describe plan to address BWA: Chlorine residuals need to be recorded at the end of the line

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: May is missing

Average Daily Water Use	Maximum Day Demand	Unit of Measurement (i.e. USGPM, L/day, m ³ /day)
10,832	16,200	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.
11. Provide a summary of meetings or training held in the community during the last quarter. Operator was contacted. There is no end of line Chlorine readings. The need for these readings was explained to the operator who is also the chair of the LSD
12. Other comments? [Click or tap here to enter text.](#)

Regional Operator Name: Ken Rollings
Date: 6/30/2020

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:

	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: This community has started taking Chlorine residual readings

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

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 Chair of LSD who passed on my number to the new operator with a message to call. The operator called and we discussed Chlorine residuals. They were getting free Chlorine residuals in the 0.12 to 0.20 ppm range near the end of the line. I requested that they increase the stroke length from 60% to 80%.
12. Other comments? Wood Consultants did some "one on one" mentoring for this community.

Regional Operator Name: Ken Rollings
Date: 6/30/2020

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: Less than half of the data was collected. Ran out of free Chlorine testing supplies.

	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	0.44	0.50	0.24	0.29
Minimum	0.26	0.31	0.11	0.14
Maximum	0.78	0.64	0.53	0.50

4. Is this system currently on a BWA? Yes No
 If yes, select reason code: E1
 If yes, describe plan to address BWA: A new water treatment plant was installed in 2019. Cl levels are being adjusted.
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 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)
21,590	64,700	USG per day

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

10. Number of days you visited the community during the last quarter? Choose an item.
11. Provide a summary of meetings or training held in the community during the last quarter. KD Pratt conducted a site visit in June in order to adjust pre-chlorination and pH levels. The operator was requested to keep track of pre-filtration batch mixes, chemical dosages and post-filtration residuals.
12. Other comments? A site visit with KD Pratt is planned for early July

Regional Operator Name: Ken Rollings
Date: 6/30/2020

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: 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: [Click or tap here to enter text.](#)

7. Provide the following information for the last quarter:

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

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

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



Regional Water/Wastewater Operator Program
Quarterly Report
Drinking Water System

10. Number of days you visited the community during the last quarter? Choose an item.
11. Provide a summary of meetings or training held in the community during the last quarter. The Operator restarted chlorine residual testing however no data has been received.
12. Other comments?

Regional Operator Name: Ken Rollings
Date: 6/30/2020

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.](#)

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. A phone message was left with the Mayor of the LSD.

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

Regional Operator Name: Ken Rollings
Date: 6/30/2020

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:

	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	0.24	0.29	0.05	0.09
Minimum	0.00	0.03	0.00	0.02
Maximum	0.73	0.85	0.16	0.20

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? 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

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 new operator is who was off sick for a couple of months is back and is recording Chlorine residuals in the system. Chlorine residuals were a little low. An infiltration gallery is slated for this community
12. Other comments? [Click or tap here to enter text.](#)

Regional Operator Name: Ken Rollings
Date: 6/30/2020

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: no data this quarter

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

4. Is this system currently on a BWA? Yes No
 If yes, select reason code: 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. Operator is not sending in Chlorine residual data.
12. Other comments? [Click or tap here to enter text.](#)

Regional Operator Name: Ken Rollings
Date: 6/30/2020

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	1.10		0.57	
Minimum	0.62		0.02	
Maximum	1.69		0.83	

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.](#)

11. Provide a summary of meetings or training held in the community during the last quarter. This community came off Boil Water Advisory during the last quarter. Chlorine residuals continue to be good.
12. Other comments? [Click or tap here to enter text.](#)

Regional Operator Name: Ken Rollings
Date: 6/30/2020

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.](#)



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. 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: 6/30/2020

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: no problems

Regional Operator Name: Ken Rollings
Date: 6/30/2020

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: (October data only)

	Near 1 st User		Near End of Line	
	Free Chlorine (mg/L)	Total Chlorine (mg/L)	Free Chlorine (mg/L)	Total Chlorine (mg/L)
Average	0.86	2.08	0.14	
Minimum	0.37	0.47	0.02	
Maximum	1.95	2.20	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

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. This community is waiting on the hook up of 2 new wells to bring the water supply up to adequate quantity. A new reservoir is also planned. Chlorine residuals are adequate for BWA removal.
12. Other comments? [Click or tap here to enter text.](#)

Regional Operator Name: Ken Rollings
Date: 6/30/2020

Community Name: St. Shotts

Water Supply: Unnamed 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: (sporadic 1 month of data)

	Near 1 st User		Near End of Line	
	Free Chlorine (mg/L)	Total Chlorine (mg/L)	Free Chlorine (mg/L)	Total Chlorine (mg/L)
Average	0.65	0.73	0.43	0.54
Minimum	0.00	0.04	0.00	0.00
Maximum	1.47	1.55	1.41	1.51

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: suspended solids during rainfall. Infiltration Gallery.

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

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 this summer, before proceeding with BWA removal.
12. Other comments? [Click or tap here to enter text.](#)

Regional Operator Name: Ken Rollings
Date: 6/30/2020

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

10. Number of days you visited the community during the last quarter? Choose an item.
11. Provide a summary of meetings or training held in the community during the last quarter.
12. Other comments? This community has only 6 services. It would be hard to justify a manganese removal system based on the small tax base.

Regional Operator Name: Ken Rollings
Date: 6/30/2020

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): Town is looking to install a flow gauge on one of its lift stations.

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: no problems

Regional Operator Name: Ken Rollings
Date: 6/30/2020

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	3.30	3.91	0.41	0.42
Minimum	1.29	2.20	0.02	0.00
Maximum	4.30	5.40	2.09	2.18

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

If yes, select reason code: E1

If yes, describe plan to address BWA: Not sure what to do. Cl residuals are high at the beginning of the system

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)
267,797	497,893	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.
11. Provide a summary of meetings or training held in the community during the last quarter. Contacted operator. He said BWA could be lifted. He consulted with SNL. Council was consulted and they decided not to proceed at this time due to Covid.
12. Other comments?

Regional Operator Name: Ken Rollings
Date: 6/30/2020

Statement details

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

Account number [REDACTED]

Date issued Jul 21, 2020

Account summary

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

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

Remittance account balances

Date posted	Description	Date received	\$ Amount	CR/DR
	Previous balance		155,794.97	CR
Apr 30, 2020	Payment Apr 2020	Apr 27, 2020	21,873.15	CR
May 14, 2020	Payment Apr 2020	May 11, 2020	17,102.69	CR
May 28, 2020	Payment May 2020	May 25, 2020	17,020.58	CR
Jun 15, 2020	Payment May 2020	Jun 10, 2020	16,362.87	CR
Jun 30, 2020	Payment Jun 2020	Jun 25, 2020	16,571.31	CR
Jul 15, 2020	Payment Jun 2020	Jul 10, 2020	18,646.36	CR
	Current balance		263,371.93	CR

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.

IMPORTANT DATES

NOMINATION DEADLINE

Nominations for the ERSB Board of Directors By-Election for Ward 11 will be accepted for approximately six-eight weeks, beginning at 8:30 a.m. on Monday, July 13, 2020 and ending at close of business (4:30 p.m.) on Wednesday, August 26, 2020. Conditions for individuals to be nominated are included further in this document.

NOTIFICATION OF CANDIDATES STANDING FOR ELECTION

A Notice of Candidates will be distributed via e-mail to all Municipalities and Local Service Districts in the Smith Sound and Isthmus Region on Friday, August 28, 2020. The list of candidates will also be posted on the ERSB website.

BY-ELECTION DATE

The ERSB election process will take place over the months of August and September. The deadline to register a vote for one candidate or another will be close of business (4:30 p.m.), Monday, September 28, 2020. Additional information regarding the by-election process is included further in this document.

ANNOUNCEMENT OF BY-ELECTION RESULTS

Election results will be communicated publicly on Wednesday, September 30, 2020, via the ERSB website. A letter will also be sent to all Municipalities and Local Service Districts outlining the results of the by-election in the days following.

