

**BOARD OF DIRECTORS MEETING
MINUTES**

Meeting #83

Wednesday, September 30, 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
Deputy Mayor Sam Whalen
Councillor Sterling Willis

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

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

1. Call to Order

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

Mr. Mullooney introduced Mr. Bob Gammon, the Board’s newly elected member representing the Smith Sound and Isthmus Area.

2. **Adoption of Agenda**

The agenda was tabled for approval.

MOTION 2020-059

Moved By Mr. Whalen

Seconded By Mr. Collins

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 2020-060

Moved By Mr. Collins

Seconded By Mr. Willis

BE IT RESOLVED that the minutes of the meeting of Wednesday, August 19, 2020 be adopted as tabled.

Carried Unanimously

4. **Committee Reports**

a) **Finance & Audit Committee**

Mr. Hickman delivered the Finance & Audit Committee report.

1. **Board Expenditures**

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

MOTION 2020-061

Moved By Mr. Hickman

Seconded By Mr. Breen

BE IT RESOLVED that the ERSB adopt the Board's expenditures for August as tabled.

Carried Unanimously

2. **Incorporated Towns Payment Activity Report**

An update on the incorporated town's payment activity was provided for August. There were no questions or concerns.

3. **Human Resources Policy and Procedure Manual and Salary Scales Review**

The Board's human resources policy states that the Human Resources Policy and Procedure Manual and salary scales would be reviewed every three years to ensure that the policy is compliant with current legislative requirements and to ensure rates of pay are competitive with market.

The Finance & Audit Committee recommends review to ensure that the HR policy is in line with other public agencies as well as up to date with legislation such as new regulations pertaining to violence and harassment in the workplace, etc.

MOTION 2020-062

Moved By Mr. Hickman

Seconded By Mr. Whalen

BE IT RESOLVED that the Board proceed with review of its Human Resources Policy and Procedure Manual and salary scales for non-union staff only.

Carried Unanimously

4. **Budget 2021**

The 2021 draft budget was included in the meeting package for members' review.

MOTION 2020-063

Moved By Mr. Hickman

Seconded By Ms. Stoyles

BE IT RESOLVED that ERSB adopt the 2021 budget as tabled.

Carried Unanimously

5. **Conception Bay Center Multi-Stream Waste Collection including Recycling and Bulk Pick-Up Tender**

Members were reminded that the Board extended the current contract for this area to the end of November 2020 and went to tender for a new contract beginning December 1, 2020.

Four companies picked up the tender documents; however, there were only two bids received. The lowest bid received was from T2 Ventures Inc., in the amount of \$697,666.82 (including HST) for 2,347 properties for the period of 40 months.

MOTION 2020-064

Moved By Mr. Hickman

Seconded By Mr. McDonald

BE IT RESOLVED that ERSB award the tender for the Conception Bay Center Multi-Stream Waste Collection including Recycling and Bulk Pick-Up to T2 Ventures Inc. for the period of 40 months beginning December 1, 2020 in the amount of \$697,666.82, HST included.

Carried Unanimously

b) Strategy & Policy Committee

Mr. Whalen delivered the Strategy & Policy Committee report.

1. Sunnyside Waste Recovery Facility Winter Closure 2020-2021

Historically, the Sunnyside Waste Recovery Facility has low winter usage and snow clearing costs are high. As per past practice, it was recommended that the Board close this facility over the winter months.

MOTION 2020-065

Moved By Mr. Whalen

Seconded By Mr. Collins

BE IT RESOLVED that ERSB close the Sunnyside Waste Recovery Facility over the winter months from Monday, December 14, 2020 to re-open on Saturday, April 3, 2021.

Carried Unanimously

2. Update on Ongoing Issue at Harbour Grace Waste Recovery Facility - Unrestricted Access at Selby Lane

Discussion took place regarding the Harbour Grace Waste Recovery Facility and unrestricted access at Selby Lane. The Board tried to resolve this matter with the Town in the past; however, no suitable resolution was found. A letter has been sent to the Town of Harbour Grace once again requesting assistance in preventing illegal access and illegal dumping at the site. A copy of the letter is

included for members' information. If a resolution cannot be found, the Board may consider moving the facility.

3. Conditions of Use Added to the Clarendville Transfer Station Permit Application

The 'Conditions of Use' guidelines will now become a part of the permit application so that customers will acknowledge the rules and regulations for use of the site upon submission of the permit application.

4. Update on School Recycling Program

The Newfoundland and Labrador English School District has asked that ERSB continue to provide recycling services to the schools that are already enrolled in the program for the 2020-2021 school year. It was confirmed that most schools in the Eastern region now have access to paper recycling which corresponds with the program offered to schools in the greater St. John's area.

The school board's waste contract will be re-tendered in 2021 and will include a recycling program for all schools.

5. Update on Website Re-Design

Members were notified that the Board's newly re-designed website was launched today. Members were invited to take a few moments to become familiar with the new website and to pass along any comments and/or concerns to the CAO.

c) Governance Committee

Mr. Clarke delivered the Governance Committee report.

1. Payroll Remittance Statements

The Board's statement of account from the Canada Revenue Agency for the Board's payroll remittances to the end of June 2020 is included in the meeting package. No issues or concerns were noted.

2. Changes to Provincial Government Departments

For information purposes, it was noted that ERSB and municipalities now fall under the jurisdiction of three (3) Provincial Government departments:

- Department of Environment, Climate Change and Municipalities

- Department of Justice and Public Safety
- Department of Transportation and Infrastructure

3. Update on Collective Bargaining

Members were informed that collective bargaining has not begun.

5. Correspondence

- a) Letter to Premier Andrew Furey and Response Received
- b) Letter to Minister Derek Bennett and Response Received
- c) Letter to Mr. Bill Bailey upon Resignation

Mr. Snook joined the meeting by telephone at 7:40 p.m.

6. New Business

a) Public In-Person Meetings during the Pandemic

To ensure the Board continues to operate in accordance with measures outlined by the Province's Chief Medical Officer and to ensure the Board has all the information required to make the best possible risk-informed decisions during the pandemic, the latest information available to public agencies and local governments is included for members' information.

It has been confirmed through research of federal and provincial guidelines, as well as in conversation with the Minister's office, that all Board meetings should continue by video conference until further notice.

7. Upcoming Meetings

- a) The next meeting of the Board of Directors will take place by videoconference on Wednesday, October 28, 2020 at 7:00 p.m.
- b) The next meeting of the Finance & Audit Committee will take place by videoconference on Thursday, October 15, 2020 at 12:30 p.m.

- c) The next meeting of the Strategy & Policy Committee will take place by videoconference on Tuesday, October 13, 2020 at 10:30 a.m.
- d) The next meeting of the Governance Committee will take place by videoconference on Tuesday, October 20, 2020 at 10:30 a.m.

8. **Adjournment**

MOTION 2020-066

Moved By Mr. Willis

Seconded By Mr. McDonald

Seeing no further business to be discussed, **BE IT RESOLVED** that the meeting adjourned at 7:47 p.m.

Carried Unanimously

Ms. Holly Coles

Board Clerk and Outreach Coordinator

Mayor Harold Muldowney

Chairperson

Eastern Regional Service Board

BNK2 - Bank of Montreal - EW

Cheques from 000001 to 009078 dated between 08-01-2020 and 08-31-2020

CHEQUE REGISTER

Printed: 9:12:41AM 09/01/2020

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Number	Issued		Amount	SC	Status	Status Date
009036	08/05/2020	62167 Newfoundland and Labrador Inc	7,380.30	A/P	OUT-STD	08/05/2020
009037	08/05/2020	Advantage Personnel Ltd.	3,011.51	A/P	CLEARED	08/25/2020
009038	08/05/2020	Around The Bay Disposals Inc.	79,112.66	A/P	CLEARED	08/12/2020
009039	08/05/2020	Bell Aliant	1,967.67	A/P	CLEARED	08/25/2020
009040	08/05/2020	Bell Conferencing Inc.	27.37	A/P	CLEARED	08/25/2020
009041	08/05/2020	Bell Mobility Inc.	1,577.89	A/P	CLEARED	08/25/2020
009042	08/05/2020	Dicks and Company Limited	94.72	A/P	CLEARED	08/12/2020
009043	08/05/2020	Dodd's Diesel Repair Ltd.	19,584.07	A/P	CLEARED	08/12/2020
009044	08/05/2020	Jenkins Anthony Inc.	3,660.65	A/P	CLEARED	08/25/2020
009045	08/05/2020	Miller IT Limited	672.67	A/P	CLEARED	08/12/2020
009046	08/05/2020	Modern Business Equipment Limited	105.18	A/P	CLEARED	08/12/2020
009047	08/05/2020	NL News Now	171.49	A/P	CLEARED	08/25/2020
009048	08/05/2020	North Atlantic	14,117.17	A/P	CLEARED	08/12/2020
009049	08/05/2020	OMB Parts & Industrial Ltd.	456.60	A/P	CLEARED	08/25/2020
009050	08/05/2020	Parts For Trucks Inc.	1,319.28	A/P	CLEARED	08/25/2020
009051	08/05/2020	Pitney Bowes	183.26	A/P	CLEARED	08/25/2020
009052	08/05/2020	T2 Ventures Inc.	247,390.66	A/P	CLEARED	08/12/2020
009053	08/05/2020	Tulk Tire & Service Ltd.	1,265.41	A/P	CLEARED	08/12/2020
009054	08/19/2020	Bell Mobility Inc.	1,564.82	A/P	OUT-STD	08/19/2020
009055	08/19/2020	Blaketown Service Station	3,646.60	A/P	OUT-STD	08/19/2020
009056	08/19/2020	Christie Dean	3,992.21	A/P	OUT-STD	08/19/2020
009057	08/19/2020	City of St. John's	33,264.88	A/P	CLEARED	08/26/2020
009058	08/19/2020	Coish's Trucking & Excavating Ltd.	14,432.50	A/P	OUT-STD	08/19/2020
009059	08/19/2020	D&L Russell Limited	68.43	A/P	OUT-STD	08/19/2020
009060	08/19/2020	Dodd's Diesel Repair Ltd.	19,109.44	A/P	CLEARED	08/26/2020
009061	08/19/2020	Eastern Machining & Welding Inc.	773.38	A/P	OUT-STD	08/19/2020
009062	08/19/2020	GCR Tires & Service	340.23	A/P	CLEARED	08/25/2020
009063	08/19/2020	Hi Tech Scales Ltd.	12,503.38	A/P	OUT-STD	08/19/2020
009064	08/19/2020	Leslie Squires	550.00	A/P	OUT-STD	08/19/2020
009065	08/19/2020	Lynn Tucker	657.10	A/P	CLEARED	08/25/2020
009066	08/19/2020	Madsen Construction Equipment	2,729.76	A/P	OUT-STD	08/19/2020
009067	08/19/2020	NATIONAL Public Relations	15,200.81	A/P	OUT-STD	08/19/2020
009068	08/19/2020	Northern Business Intelligence	1,906.40	A/P	OUT-STD	08/19/2020
009069	08/19/2020	OMB Parts & Industrial Ltd.	186.23	A/P	OUT-STD	08/19/2020
009070	08/19/2020	ORKIN Canada Corporation	312.80	A/P	OUT-STD	08/19/2020
009071	08/19/2020	Parts For Trucks Inc.	96.58	A/P	OUT-STD	08/19/2020
009072	08/19/2020	Sam Pike Masonry Ltd.	240.13	A/P	OUT-STD	08/19/2020
009073	08/19/2020	Shred-it c/o Stericycle ULC	69.53	A/P	OUT-STD	08/19/2020
009074	08/19/2020	Tulk Tire & Service Ltd.	4,551.13	A/P	CLEARED	08/25/2020
009075	08/19/2020	WAJAX (Power Systems)	251.85	A/P	OUT-STD	08/19/2020

Eastern Regional Service Board

BNK2 - Bank of Montreal - EW

Cheques from 000001 to 009078 dated between 08-01-2020 and 08-31-2020

CHEQUE REGISTER

Printed: 9:12:42AM 09/01/2020

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Number	Issued	Amount	SC	Status	Status Date
Cheque Totals Issued:		498,546.75			
Void:		0.00			
Total Cheques Generated:		498,546.75			
Total # of Cheques Listed:		40			

EASTERN REGIONAL SERVICE BOARD

PAYROLL EXPENSE

AUG 2020

Payroll – Staff (<i>2 pay periods – 27 employees</i>).....	\$108,896.54
Payroll – Board (<i>18 members</i>)	<u>\$00,000.00</u>
Total Payroll (<i>27 employees</i>)	\$108,896.54
Payroll CRA Remittance	<u>\$32,265.36</u>
TOTAL GROSS PAYROLL	<u>\$141,161.90</u>

PREVIOUS MONTH

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>

TOWNS PAYMENT ACTIVITY 2020 - As of September 9, 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-Aug	Surplus (Arrears)
TOWN503	Town of Arnold's Cove	535	\$96,300.00		\$96,300.00	\$ 67,410.00	\$19,260.00	\$ 67,410.00	0.00
TOWN403	Town of Cape Broyle	277	\$49,860.00		\$49,500.00	\$ 34,650.00	\$9,612.00	\$ 34,650.00	0.00
TOWN502	Town of Chance Cove	148	\$26,640.00		\$26,640.00	\$ 18,648.00	\$5,328.00	\$ 18,648.00	0.00
TOWN514	Town of Colinet	75	\$13,500.00		\$13,500.00	\$ 9,450.00	\$2,700.00	\$ 9,450.00	0.00
TOWN504	Town of Long Harbour-Mount Arlington Heights	196	\$35,280.00		\$35,280.00	\$ 24,696.00	\$7,056.00	\$ 24,696.00	0.00
TOWN804	Town of New Perlican	162	\$29,160.00		\$29,160.00	\$ 20,412.00	\$5,832.00	\$ 20,412.00	0.00
TOWN517	Town of St. Vincent's-St. Stephen's-Peter's River	213	\$38,340.00		\$38,340.00	\$ 26,838.00	\$7,668.00	\$ 26,838.00	0.00
TOWN305	Town of Sunnyside	205	\$36,900.00		\$36,900.00	\$ 25,830.00	\$7,380.00	\$ 25,830.00	0.00
TOWN809	Town of Wabana	1222	\$219,960.00		\$219,960.00	\$153,972.00	\$43,992.00	\$153,972.00	0.00
TOWN508	Town of Point Lance	47	\$8,460.00		\$8,460.00	\$ 4,230.00	\$2,115.00	\$ 4,230.00	0.00
TOWN511	Town of St. Joseph's	107	\$19,260.00		\$19,260.00	\$ 9,630.00	\$4,815.00	\$ 9,630.00	0.00
LSD0002	LSD of Mobile (E Dalley, Treasurer)	101	\$18,180.00		\$18,180.00	\$ 18,180.00	\$0.00	\$ 14,544.00	3,636.00
TOWN003	Town of Clarke's Beach	592	\$106,560.00		\$106,560.00	\$ 106,560.00	\$0.00	\$ 85,248.00	21,312.00
TOWN301	Town of Come by Chance	118	\$21,240.00		\$21,240.00	\$ 21,240.00	\$0.00	\$ 16,992.00	4,248.00
TOWN302	Town of Norman's Cove-Long Cove	333	\$59,940.00		\$59,940.00	\$ 41,958.00	\$17,982.00	\$ 47,952.00	-5,994.00
TOWN303	Town of Chapel Arm	256	\$45,900.00		\$45,900.00	\$ 37,008.00	\$8,892.00	\$ 36,720.00	288.00
TOWN304	Town of Southern Harbour	184	\$33,120.00		\$33,120.00	\$ 29,808.00	\$3,312.00	\$ 26,496.00	3,312.00
TOWN401	Town of Aquaforte	70	\$12,600.00	\$ 875.73	\$13,475.73	\$ 12,588.36	\$887.37	\$ 10,780.58	1,807.78
TOWN402	Town of Bay Bulls	545	\$98,100.00		\$98,100.00	\$ 78,480.00	\$19,620.00	\$ 78,480.00	0.00
TOWN404	Town of Fermeuse-Kingman's Cove	179	\$32,220.00	\$ (0.02)	\$32,219.98	\$ 24,165.00	\$8,054.98	\$ 25,775.98	-1,610.98
TOWN405	Town of Ferryland	272	\$48,960.00		\$48,960.00	\$ 48,960.00	\$0.00	\$ 39,168.00	9,792.00
TOWN407	Town of Renew's-Cappahayden	234	\$42,120.00		\$42,120.00	\$ 33,696.00	\$8,424.00	\$ 33,696.00	0.00
TOWN408	Town of St. Shott's	50	\$9,000.00		\$9,000.00	\$ 6,750.00	\$2,250.00	\$ 7,200.00	-450.00
TOWN410	Town of Witless Bay	685	\$123,300.00		\$123,300.00	\$ 92,475.00	\$30,825.00	\$ 98,640.00	-6,165.00
TOWN411	Town of Portugal Cove South	92	\$16,560.00		\$16,560.00	\$ 12,420.00	\$4,140.00	\$ 13,248.00	-828.00
TOWN505	Town of Fox Harbour	134	\$24,120.00		\$24,120.00	\$ 19,296.00	\$4,824.00	\$ 19,296.00	0.00
TOWN507	Town of St. Bride's	140	\$25,200.00		\$25,200.00	\$ 25,236.11	-\$36.11	\$ 20,160.00	5,076.11
TOWN509	Town of Branch	161	\$28,980.00		\$28,980.00	\$ 28,980.00	\$0.00	\$ 23,184.00	5,796.00
TOWN510	Town of Mount Carmel-Mitchell's Brook-St. Catherine's	299	\$53,820.00		\$53,820.00	\$ 40,365.00	\$13,455.00	\$ 43,056.00	-2,691.00
TOWN512	Town of Admiral's Beach	82	\$14,760.00		\$14,760.00	\$ 11,808.00	\$2,952.00	\$ 11,808.00	0.00
TOWN513	Town of Gaskiers-Point LaHaye	144	\$25,920.00		\$25,920.00	\$ 20,736.00	\$5,184.00	\$ 20,736.00	0.00
TOWN515	Town of Riverhead	116	\$20,880.00		\$20,880.00	\$ 19,157.43	\$1,722.57	\$ 16,704.00	2,453.43
TOWN516	Town of St. Mary's	222	\$39,960.00		\$39,960.00	\$ 31,968.00	\$7,992.00	\$ 31,968.00	0.00
TOWN601	Town of Whiteway	163	\$29,340.00		\$29,340.00	\$ 25,232.00	\$4,108.00	\$ 23,472.00	1,760.00
TOWN602	Town of Heart's Delight-Islington	409	\$73,620.00		\$73,620.00	\$ 58,896.00	\$14,724.00	\$ 58,896.00	0.00
TOWN603	Town of Heart's Desire	125	\$22,500.00		\$22,500.00	\$ 18,000.00	\$4,500.00	\$ 18,000.00	0.00
TOWN801	Town of Old Perlican	330	\$14,645.40		\$14,645.40	\$ 11,628.00	\$3,017.40	\$ 11,716.32	-88.32
TOWN802	Town of Bay de Verde	221	\$39,780.00	\$ 7,956.00	\$47,736.00	\$ 35,802.00	\$11,934.00	\$ 38,188.80	-2,386.80
TOWN805	Town of Hant's Harbour	193	\$34,740.00		\$34,740.00	\$ 23,160.00	\$11,580.00	\$ 27,792.00	-4,632.00
TOWN806	Town of Heart's Content	239	\$43,020.00		\$43,020.00	\$ 21,510.00	\$21,510.00	\$ 32,265.00	-10,755.00
TOWN807	Town of Winterton	295	\$53,100.00		\$53,100.00	\$ 39,825.00	\$13,275.00	\$ 42,480.00	-2,655.00
		10171	1,785,845.40	8,831.71	1,794,317.11	1,391,653.90	340,887.21	1,370,428.69	21,225.21

TOWNS ACTIVITY - INVOICED MONTHLY (Jan - Dec 2020)									
CustCode	Town/LSD	No. Properties	Prior Year Balance	Total Invoices 2020	Payments Received	Outstanding Balance	Surplus (Arrears)		
LSDOF201	LSD of Georgetown	135	-	15,056.87	11,855.69	1,571.50	(1,571.50)		
LSDOF202	LSD of Marysville	225	-	24,300.09	18,813.18	2,844.64	(2,844.64)		
TOWN0001	Town of Carbonear	2150	-	296,903.79	286,965.09	9,938.70	(9,938.70)		
TOWN0203	Town of Colliers	285	-	32,092.47	21,218.80	7,379.49	(7,379.49)		
TOWN0205	Town of Holyrood	1035	-	114,044.78	89,408.15	11,795.54	(11,795.54)		
		3830	-	482,398.00	428,260.91	33,529.87	(33,529.87)		

2020 TOTAL ARREARS - INCORPORATED TOWNS

\$ (12,304.66)

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

EASTERN REGIONAL SERVICE BOARD
BRIEFING NOTE / REPORT

TITLE:	Human Resources Policy and Pay Scale Review
MEETING DATE:	2020-09-17
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:

- Staff are recommending a review of the Board's *Human Resources Policy and Procedure Manual* to ensure that it is in line with other public agencies as well as compliant with current legislative requirements, i.e. Occupational Health and Safety Regulations pertaining to violence and harassment in the workplace, etc.
- Staff are recommending a review of the Board's pay scales as per Section 4.8 of the HR policy that states, "*Salary scales and rates of pay will be reviewed every three years to be competitive with market.*"

MOTION:

BE IT RESOLVED that the Board proceed with a review of its Human Resources Policy and Procedure Manual including salary scales.

BACKGROUND/DISCUSSION:

- The Board adopted its current human resources policy document in 2012 and adopted amendments to the document in 2016 and 2017.
- The salary scales were last reviewed in 2016 and were scheduled for another review in 2019.
- However, in 2019 because of the Ministerial Directives, Provincial Waste Management Strategy Review, union certification, etc., the review was never begun.
- The 2019 union certification of outside staff resulted in a statutory freeze that prohibits changes in HR policy and salary scales until a collective agreement has been reached.
- No collective agreement has been reached and there has been no contact with the union since early 2020.
- Staff are now requesting the review be completed.

- The Board currently employs 18 full-time employees plus 10 part-time employees.
- By the end of 2020, 3 non-unionized employees out of the 18 full-time employees will be at the top of their pay scale.
- The CAO has confirmed with the Board's legal counsel for HR issues and collective bargaining that:
 - This is an extraordinary situation where the union certified in May 2019 and has not begun collective bargaining yet.
 - Therefore, the HR review could be performed without breaching the statutory freeze by reviewing the current HR policy document as well as pay scales for the non-union staff only.
 - Any recommended changes would not affect the collective bargaining unit as they await their own agreement under the collective bargaining process.
- Staff are recommending issuing a Request for Quotes to perform a review of the Board's Human Resources Policy and Procedures Manual and adopted salary scales.

ATTACHMENTS:

- None

EASTERN REGIONAL SERVICE BOARD
BRIEFING NOTE / REPORT

TITLE:	ERSB Budget 2021
MEETING DATE:	2020-09-17
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Craig Drover, Manager Corporate Services
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

It is recommended that Eastern Regional Service Board adopt the 2021 Budget as tabled.

MOTION:

BE IT RESOLVED that the ERSB Finance Committee recommend that the Board adopt the 2021 Budget as tabled.

BACKGROUND/DISCUSSION:

- Staff salary costs – an economic increase of 1.70% has been included.
- Staff salary costs – all approved positions are treated as filled.
- Staff salary costs – Regional Waste Operations salaries have increased to accommodate an additional labourer position for the Clarendville WRF.
- Regional Waste Operations remuneration may be impacted as the Board enters into collective bargaining. There is no scheduled time frame at this time.
- Benefits costs have decreased due to a reduction in Workplace NL assessments and a decrease in the cost of the health and life benefits program.
- Transportation and Communications – the costs for telephone communications has decreased due to current year's actual experience. The Board Travel and Staff Travel budget lines have been reduced due to Covid-19.
- Supplies – Slight change in insurance to reflect historic cost.
- Purchased Services Administrative – Increase in professional services due to additional legal costs for the collective bargaining process. An increase in Communications has been budgeted in relation to the new website and the rebranding of signs and promotional material.

- Property, Furnishings & Equipment – increase due to additional fees associated with computer software licensing and training.
- Regional Operations & Waste Recovery Facilities – WRF Snow Clearing increased to reflect expected increase in costs. Site Maintenance increased to reflect the need to complete work at the Placentia WRF. WRF Compaction Trailer Lease Payments ceased in 2019, new rolling stock was ordered and not leased. Whitbourne Depot Utilities increased to reflect historic costs from NL Power.
- Regional Transfer Station Clarendville – Increased as the amount budgeted for Utilities, and Site Maintenance as per actual expenses in current year.
- Household Hazardous Waste Program – No Change
- Curbside Waste Collection Program – Slight change to reflect potential increase in contracts going to tender.
- Water/Wastewater Program – Provincial government provided funding only through March 31, 2021.
- Fire Protection – Substantial increase due to the agreements with four towns to collect fire fees on their behalf.
- Reserves – \$200K included for reserves.
- Capital ERSB – Landfill closures - \$650,000 is budgeted for the closure and remediation of the Bell Island landfill which is approved by the Province. Two grapple trucks were included in the 2020 budget but will not be substantially completed until 2021 so the funds allocated in the 2020 budget will have to be deferred until 2021. In addition to the grapple trucks, funds have been allocated to begin replacing the Board's pick-up trucks used in Clarendville and Whitbourne.
- Revenue is projected to increase slightly overall for 2021 based on YTD experience with increases in the expected HST Rebate due to the capital expenditures and the increase in Provincial Capital related to the Bell Island WRF. The Regional Landfill Tipping revenue will remain the same.

ATTACHMENTS:

- Final DRAFT Budget 2020

EASTERN REGIONAL SERVICE BOARD

2021 DRAFT BUDGET

	2021 Proposed	2020 Budget	% Budget Change
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EXPENDITURES

Salaries			
Chair/Board Member Remuneration	\$ 100,000	\$ 100,000	0.0%
Salaries (Corporate Administration)	\$ 574,582	\$ 559,134	2.8%
Salaries (Regional Waste Operations)	\$ 968,095	\$ 895,881	8.1%
Salaries (Water)	\$ 13,825	\$ 55,075	-74.9%
Sub-total	\$ 1,656,502	\$ 1,610,090	2.9%

Benefits			
Employment Insurance	\$ 26,277	\$ 26,309	-0.1%
CPP	\$ 61,972	\$ 61,938	0.1%
WHSCC	\$ 50,000	\$ 80,000	-37.5%
Health & Life Benefits	\$ 29,705	\$ 22,925	29.6%
RRSP	\$ 94,746	\$ 93,095	1.8%
Sub-total	\$ 262,699	\$ 284,267	-7.6%

Transportation & Communications			
Board/Committee Local Travel & Meetings (mileage & expenses)	\$ 30,000	\$ 45,000	-33.3%
Telephone	\$ 30,000	\$ 30,000	0.0%
Staff Local Travel (mileage & expenses)	\$ 10,000	\$ 10,000	0.0%
Professional Development (Board)	\$ 30,000	\$ 35,000	-14.3%
Sub-total	\$ 100,000	\$ 120,000	-16.7%

Supplies			
Insurance	\$ 145,000	\$ 135,000	7.4%
Office Expenses	\$ 80,000	\$ 80,000	0.0%
Bank Charges	\$ 40,000	\$ 40,000	0.0%
Sub-total	\$ 265,000	\$ 255,000	3.9%

Purchased and Professional Services			
Audit	\$ 34,320	\$ 31,200	10.0%
Professional Development Staff	\$ 33,000	\$ 33,000	0.0%
Communications	\$ 160,000	\$ 120,000	33.3%
Professional Services-Legal,HR,IT,Engineering,etc.	\$ 180,000	\$ 120,000	50.0%
Sub-total	\$ 407,320	\$ 184,200	121.1%

Property, Furnishings & Equipment			
Office Space (gross lease, Majors Path)	\$ 86,000	\$ 86,000	0.0%
Computer Software/Software Licensing	\$ 24,000	\$ 12,000	100.0%
Photocopier Fees	\$ 4,000	\$ 4,000	0.0%
Furniture & Equipment	\$ 25,000	\$ 25,000	0.0%
Sub-total	\$ 139,000	\$ 127,000	9.4%

	2021 Proposed	2020 Budget	% Budget Change
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Regional Operations & Waste Recovery Facilities

Snow Clearing - All WRF	\$ 71,500	\$ 65,000	10.0%
Site Maintenance - All WRF	\$ 100,000	\$ 50,000	100.0%
Old Perican WRF (TCNWM)	\$ 190,000	\$ 175,000	8.6%
WRF Compaction Trailer Lease Payments	\$ -	\$ 170,000	-100.0%
Vehicle Maintenance and Operations	\$ 380,000	\$ 380,000	0.0%
Whitbourne Depot Utilities and Phones	\$ 70,000	\$ 25,000	180.0%
Sub-total	\$ 811,500	\$ 865,000	-6.2%

CLARENVILLE REGIONAL TRANSFER STATION

Utilities/phone	\$ 45,000	\$ 25,000	80.0%
Site Maintenance	\$ 64,086	\$ 35,000	83.1%
Vehicle Maintenance and Operations	\$ 219,143	\$ 219,143	0.0%
Tipping Fees At Regional Landfill for CTS	\$ 400,000	\$ 400,000	0.0%
Sub-total	\$ 728,229	\$ 679,143	7.2%

HOUSEHOLD HAZDORDOUS WASTE PROGRAM

HHW Collection Contract and Fire Dept	\$ 80,000	\$ 80,000	0.0%
Sub-total	\$ 80,000	\$ 80,000	0.0%

CURBSIDE WASTE COLLECTION PROGRAM

Maintenance Depot Costs Allocated to Curbside	\$ 30,000	\$ 30,000	0.0%
Contracted Services	\$ 4,100,000	\$ 4,000,000	2.5%
Sub-Total	\$ 4,130,000	\$ 4,030,000	2.5%

WATER/WASTEWATER TREATMENT PROGRAM

Sub-Total	\$ 25,000	\$ 25,000	0.0%
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FIRE PROTECTION

Sub-Total	\$ 75,000	\$ 18,500	305.4%
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TRANSFERS TO RESERVE

Regional Capital Reserve	\$ 200,000	\$ 200,000	
Curbside Capital Reserve	\$ -	\$ -	
Operational Reserve	\$ -	\$ -	
Sub-Total	\$ 200,000	\$ 200,000	0.0%

	2021 Proposed	2020 Budget	% Budget Change
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TOTAL EXPENSES	\$ 8,880,250	\$ 8,598,200	3.2%
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ERSB CAPITAL EXPENDITURES			
WRF Development	\$ 650,000	\$ 300,000	116.7%
Regional Equipment	\$ 150,000	\$ 1,500,000	-90.0%
Sub-Total	\$ 800,000	\$ 1,800,000	-55.6%

TOTAL OPERATING AND CAPITAL	\$ 9,680,250	\$ 8,969,200	7.9%
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REVENUE			
Waste Collection Fees	\$ 4,590,000	\$ 4,590,000	0.0%
Provision for Bad Debt	\$ (90,000)	\$ (90,000)	0.0%
Clareville Transfer Station Tipping Fees/Permit Fees/Etc.	\$ 190,000	\$ 190,000	0.0%
Transportation Charges - Clareville Transfer Station	\$ 60,000	\$ 60,000	0.0%
Fire Protection Services Fees	\$ 70,000	\$ 19,200	264.6%
Recyclable Metals and Electronics	\$ 112,500	\$ 75,000	50.0%
Interest	\$ 60,000	\$ 60,000	0.0%
Miscellaneous Revenue	\$ 35,000	\$ 35,000	0.0%
Regional Landfill Tipping Fee Derived	\$ 3,300,000	\$ 3,300,000	0.0%
HST Rebate	\$ 627,750	\$ 350,000	79.4%
Provincial Capital	\$ 700,000	\$ 300,000	133.3%
Reserve Funding	\$ -	\$ -	0.0%
Water / Wastewater Program	\$ 25,000	\$ 80,000	-68.8%
TOTAL REVENUE	\$ 9,680,250	\$ 8,969,200	7.9%

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Conception Bay Center Multi-Stream Waste Collection Including Recycling and Bulk Pick-up Tender Award
MEETING DATE:	2020-09-17
TO:	Board / Finance & Audit / Strategy & Policy / Governance
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 Conception Bay Center Multi-Stream Waste Collection Including Recycling and Bulk Pick-up beginning December 1, 2020 for 40 months to T2 Ventures Inc. for \$697,666.82 (HST included).

MOTION:

BE IT RESOLVED that the Finance and Audit Committee recommend that ERSB award the tender for the Conception Bay Center Multi-Stream Waste Collection including Recycling and Bulk Pick-up to T2 Ventures Inc. for the period of 40 months beginning December 1, 2020 in the amount of \$697,666.82, HST included.

BACKGROUND/DISCUSSION:

Attached are the results of the Conception Bay Center Multi-Stream Waste Collection tender results. A total of four (4) companies picked up the tender documents, however, there were only two (2) bids received. The lowest bid was received from T2 Ventures Inc., in the amount of \$697,666.82 including HST for 2,347 properties for the duration of 40 months.

This area has been tendered three (3) times; in 2014 the annual per unit cost was \$112.83, plus HST; in 2017 the annual per unit cost was \$75.54 plus HST; and now in 2020 the per unit cost is \$77.55 plus HST.

Staff contacted T2 Ventures Ltd. as the bid cost seemed low given previous communication from the contractor. The contractor has confirmed that the bid price is

correct and will cover expenses. The lowest tendered price represents a 3% increase in costs.

ATTACHMENTS:

- Conception Bay Center Multi-Stream Waste Collection including recycling and bulk pick-up Tender Results

DRAFT

Eastern Regional Service Board

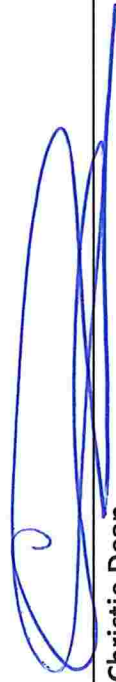
SUPPLY OF Conception Bay Center Multi-Stream Waste Collection Including Recycling and Bulk Pick-up

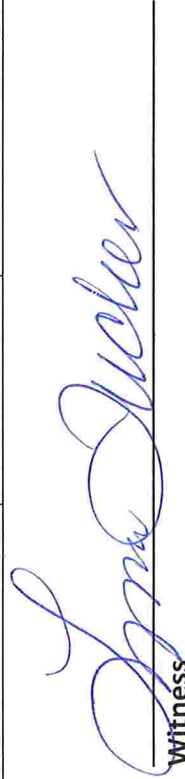
Closing Date and Time: Friday, September 11, 2020 at 9:00 am

Tender Description: Conception Bay Center Multi-Stream Waste Collection including Recycling and Bulk Pick-up

Project Number: _____

Name	Base Bid	HST	Tender Total
<i>Around The Bay Disposal Inc</i>	<i>787,653.20</i>	<i>118,147.98</i>	<i>905,801.18</i>
<i>T2 Ventures Inc.</i>	<i>606,666.81</i>	<i>91,000.02</i>	<i>697,666.82</i>


Christie Dean
Operations Manager


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:	Sunnyside Waste Recovery Facility Winter Closure 2020-2021 & Consideration for Permanent Closure
MEETING DATE:	2020-09-15
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Christie Dean, Manager Operations
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

As per past practice, it is again recommended that the ERSB close the Sunnyside Waste Recovery Facility over the winter months. The date of closure would be Monday, December 14, 2020 to re-opening on Saturday, April 3, 2021. Closure would be communicated by site signage, a letter being sent to the potentially impacted communities, as well as ads in the local newspapers.

MOTION:

BE IT RESOLVED that the Strategy & Policy Committee recommend that ERSB close the Sunnyside Waste Recovery Facility over the winter months from Monday, December 14, 2020 to reopen on Saturday, April 3, 2021.

BACKGROUND:

Historically, the Sunnyside Waste Recovery Facility (WRF) has very low winter usage. Before the opening of the Clarendville Transfer Station, the Sunnyside WRF would see about 60 to 74 visits per month for the months of January, February and March.

Since the opening of the Clarendville Transfer Station, the annual usage at the Sunnyside WRF has continued to drop. The most significant drops were observed in the winter months of January through March.

In 2019 the average number of visits for January through March was 36 visits per month. This equates to an average of one (1) visit every two (2) hours.

The significant reduction in usage is likely due to the availability of the Clarendville Transfer Station to the public.

The Clarendville Transfer Station and the Whitbourne Waste Recovery Facility is now operational and in close proximity for the public that historically used the Sunnyside facility.

Another very important consideration for the Sunnyside WRF is the high cost of snow clearing at the facility. For the winter of 2018-2019, the Sunnyside WRF snow clearing contract was the highest snow clearing contract awarded. The high cost of snow clearing and very low public usage resulted in a snow clearing cost of \$80.11 per client visit. This is not sustainable or fiscally responsible.

OTHER CONSIDERATIONS:

The Board may want to consider permanent closure of the Sunnyside Waste Recovery Facility as the public in the area has access to either the Clarendville Transfer Station and/or the Whitbourne Waste Recovery Facility.

When the Board determined where to locate its waste recovery facilities it was decided that the public should not have to drive more than 70 to 100 km to dispose of their bulk type materials. The decision to locate a waste recovery facility at Sunnyside was made before the opening of the Clarendville Transfer Station or the Whitbourne Waste Recovery Facility.

The Towns of Come-by-Chance and Sunnyside are located approximately 25 kilometers from the Clarendville Transfer Station; therefore, they are well within the travel distance deemed acceptable. In addition, residents in the areas between Whitbourne and Clarendville are within acceptable travel distances.

The continuation of operations at Sunnyside Waste Recovery Facility is not fiscally responsible as:

- The cost to staff the site equates to \$35.00 per customer visit;
- The cost of snow clearing equates to an additional \$80.11 (plus HST) per customer visit during the winter months;
- These costs do NOT include the cost to maintain the road to the facility; the cost to maintain the waste recovery site; the cost to remove waste from the facility; etc.

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Restricting Access at Harbour Grace Waste Recovery Facility
MEETING DATE:	2020-09-15
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Craig Drover, Manager Corporate Services
REVIEWED BY:	Christie Dean, Manager Operations
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

- It is recommended that the Board coordinate with the Department of Transportation & Works and the Department of Environment, Climate Change and Municipalities to determine a permanent solution to restrict access to the Harbour Grace WRF with the Town of Harbour Grace, as per the Certificate of Approval for the site.
- In absence of a permanent solution with the Town to restrict access, it is recommended that the Board examine the issue for possible future action that could include moving the facility.

MOTION:

No motion required.

BACKGROUND:

- There has been prolonged significant increase to the amount of illegal dumping and illegal access at the Harbour Grace Waste Recovery Facility (WRF).
- While a solution has been developed in conjunction with Environmental Protection Officers and adjacent property owners that has seen success for Incinerator Road, illegal dumping at the Shelby's Road side of the WRF has increased.
- Illegal dumping in the Shelby's Road area continues since the Town of Harbour Grace prevents ERSB from securing that portion of the site.
- The Town has advised ERSB that the road cannot be blocked and thus there is no way to prevent illegal access to the site.
- Illegal dumping in this area includes materials placed inappropriately in the provided bins/berms or inappropriate material left at the WRF.
- Illegal dumping at this location presents numerous issues for ERSB including;

- ERSB cannot control the type of material being dumped i.e. HHW materials, liquid waste, biomedical waste; etc.
- ERSB has to ensure that all materials removed from the WRF is appropriately disposed of even when the material is not of the kind acceptable at the facility. This drives up costs for our Board.
- Having inappropriate materials at the site or materials indiscriminately dumped everywhere at the location negatively impacts the experience of compliant clients using the site. They note that it makes the Harbour Grace facility “look like a dump”.
- Additional payroll costs for ERSB as staff must be removed from their regular job to complete cleanups at the site following illegal dumping, perimeter cleanups of windblown materials, preparing tires and electronics for removal to the regional facility.
- Addressing illegal dumping is not part of ERSB’s mandate.
- As of January 2020 ERSB employs only one (1) Labourer and addressing illegal dumping issues at this site is most often not a one-person job.
- ERSB does not have the heavy equipment required to address illegal dumping at these sites.
- During site selection and development, the road was an ATV path and staff were told it was wood path.
- In 2016 the road remained little more than an ATV path.
- In Spring of 2018, as the Town started to develop the road further, the ERSB underwent significant expense to secure the site using jersey barriers and chains.
- Now in 2020 road improvements by the Town continue resulting in the site being increasingly less secure.
- Staff feel they can no longer maintain the parameters identified in the Certificate of Approval for the site. Namely, site security meant to ensure prohibited items such as HHW and food waste, etc., are diverted from the site and to ensure the safety of operators on duty while site may be accessed.
- On Monday May 11th, 2015 there was a fire at the WRF that was a result from illegal access to the site and scavenging of materials. In addition, commercial operators and non-commercial residents have full access anytime of the day.
- This impacts the segregation of material which is another requirement of the Certificate of Approval.
- The Environmental Protection Officer for the area is aware of ERSB’s ongoing issues and suggested working with the Town. However, despite repeated efforts to communicate with the Town, road improvements continue and the job of maintaining the site becomes more difficult to impossible.
- The Town significantly improved the road in August 2020 as per the attached picture.

Picture 1 – Illegal Dumping August 2020



Picture 2 - Shelby's Road During Site Development



Picture 3 - Shelby's Road August 2020



September 18, 2020

Mayor Don Coombs
Town of Harbour Grace
P.O. Box 310
Harbour Grace, NL, A0A 2M0

Dear Mayor Coombs, Councillors and Staff;

The Eastern Regional Service Board would like to once again draw your attention to the ongoing issues at the Harbour Grace Waste Recovery Facility (WRF). It is hoped that the ERSB can work with the Town to determine a permanent solution to the prolonged and significant increase to the amount of illegal dumping and illegal access at the site. Through consultation and cooperation with Environmental Protection Officers and adjacent property owners, a solution was developed that has been very successful for curbing the illegal dumping at Incinerator Road access point to the site. Unfortunately, illegal dumping at the Selby's Road side of the WRF has increased. Illegal dumping in this area includes materials placed inappropriately in and around the provided bins/berms or inappropriate material left at the WRF.

Illegal dumping at the Harbour Grace WRF presents numerous issues for ERSB including;

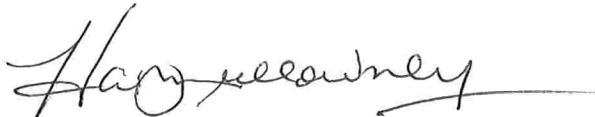
- o ERSB cannot control the type of material being dumped i.e. HHW materials, liquid waste, biomedical waste; etc.
- o ERSB has to ensure that all materials removed from the WRF are appropriately disposed of even when the material is not acceptable at the facility.
- o Having inappropriate materials at the site or materials indiscriminately dumped at the location negatively impacts the experience of compliant clients using the site.
- o Additional payroll costs for ERSB as staff must be removed from their regular job to complete cleanups at the site following illegal dumping, perimeter cleanups of windblown materials, preparing tires and electronics for removal to the regional facility.

During original site selection and development, the portion of Selby's Road was an ATV path and ERSB representatives were advised that it was wood path. In Spring of 2018, as the Town started to develop the road further, the ERSB underwent significant expense to secure the site using jersey barriers and chains. Now in 2020 road improvements by the Town continue resulting in the site being increasingly less secure. Staff feel they can no longer maintain the parameters identified in the Certificate of Approval for the site. Namely, site security meant to ensure prohibited items such as HHW and food waste, etc., are diverted from the site and to ensure the safety of operators on duty while site may be accessed.

In closing, please be assured that the ERSB continually works to maintain a high level of service excellence to our customers, our communities and our people. We have worked closely with property owners, the RCMP and government representatives to successfully resolve issues at the Harbour Grace WRF in the past and we look forward to working together again to come to a mutually beneficial resolution to the current challenges.

If Council would like to have a discussion related to these continued issues, please provide us with a few dates and times that would be convenient for your Council so that we can schedule the meeting with ERSB representatives.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Harold Mallowney", with a long horizontal flourish extending to the right.

Harold Mallowney, B.Sc., B.Ed., M.P.H.

Chairperson

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	'Conditions of Use' Guidelines Added to Clarendville Transfer Station (CTS) Permit Application
MEETING DATE:	2020-09-15
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Christie Dean, Manager Operations
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

Staff recommends adding a *Conditions of Use* to the current CTS permit application for customers to acknowledge the rules and regulations in place for use of the site with their signature of consent.

MOTION:

No motion required.

BACKGROUND:

Staff has developed *Conditions of Use* guidelines that will become part of the permit application for commercial users at CTS. Going forward, commercial users will be required to acknowledge and sign the documents, confirming that they understand that any infractions may result in the revocation of their permit(s).

Commercial users must follow the guidelines below to maintain a permit at the Clarendville Transfer Station:

- Permit application and renewal forms may be found at:
http://easternregionalserviceboard.com/ersb-uploads/waste_disposal_permit_application_Revised.pdf
- By applying for this permit, the applicant is agreeing to all parameters of usage for the CTS and understands that not following these guidelines may result in the revocation of the permit(s).
- Permit processing may take one (1) business day.
- The CTS Permit must be affixed to the vehicle for which the permit application is filled out; permits are non-transferable.
- Permits expire on an annual basis and the permit holder is responsible to track expiry dates/renewals.

- Only permit holders whose account is in good standing will be granted access.
- Third party billing will not be accepted.
- Facility accepts waste from the area defined by East of the Discovery Highway and West of the intersection of Highway 1 and Highway 204. Waste originating from outside this area is not accepted.
- Facility is open to commercial users from Monday to Friday, 8:00 a.m. to 4:00 p.m. All vehicles are expected to be off site by 4:00 p.m.
- Facility gates close at 3:45 p.m. and no vehicle(s) will be permitted access after that time.
- Vehicle(s) must come to a complete stop on the scale before entering the site.
- Drivers must identify waste material(s) in the load and the site attendant will confirm that the material(s) onboard is acceptable (see list below) before entering the site.
- Vehicle(s) may be required to weigh out.
- Vehicles(s) bringing mixed loads of different tipping fees may be weighed several times and load separation will be verified.
- Drivers' must follow the Highway Traffic Act, including but not exclusive to:
 - Loads must be secured and covered when the vehicle reaches the site; and,
 - Vehicle(s), trailer(s), etc., must have a valid Motor Vehicle Registration.
- Anyone exiting the vehicle(s) during offloading must wear a safety vest, safety boots, safety glasses and hard hat. Proper Personal Protective Equipment (PPE) is required at all times.
- The Site Attendant will provide direction as to where material(s) must be placed.
- Vandalism will not be tolerated.
- ERSB requires a respectful workplace. Any harassment that is deemed in contravention of the Occupational Health and Safety (OHS) Regulations will not be tolerated.
- For clarification of the information provided in this document or if there are questions regarding the usage of the CTS facility, permit holders must follow the direction of the Site Attendant or contact the ERSB office at (709) 579-7960 or by email at info@ersbnl.ca.

Accepted material(s):

- Municipal solid waste;
- Properly separated and bagged recyclable materials; and,
- Construction/demolition material that is not listed below under unacceptable items.

Unacceptable material(s):

- Concrete, earthen material, bricks

- Liquids
- Nets, fishing lines, fishing ropes
- Special waste, such as animal carcasses
- Unsorted recyclables
- Items not accepted at Robin Hood Bay (RHB)
- Asbestos
- Household Hazardous Waste (HHW)
- Off-The-Road Tires (OTR – diameter of 24.5" +)
- Tires acceptable to the MMSB used tire program
- Beverage containers
- Electronic goods, as accepted by the EPRA program
- Biomedical Waste
- Specific Risk material
- Fuel storage tanks that cannot be visibly confirmed as empty
- Naturally Occurring Radioactive (NORS)
- Radio Active material
- Loads on fire or smoldering
- Loads that cannot be sorted onsite as require by the site attendant
- Individual items that weigh more than 45lbs will not be offloaded in the building
- Soot, ash, sawdust and burnt material(s)

NOTE: Acceptable material(s) are subject to change and it is the permit holder's responsibility to ensure that all material(s) delivered to the site is acceptable. Please check our website at www.easternregionalserviceboard.com for updates.

By signing below and accepting the permit for usage of the Clarendville Transfer Station you acknowledge that you have read and agree to the terms outlined in this document.

Permit Holder's Signature

Date

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

Statement details

Account number

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.

August 20, 2020

Dr. Andrew Furey
Premier, Newfoundland and Labrador
PO Box 8700
St. John's, NL, A1B 4J6

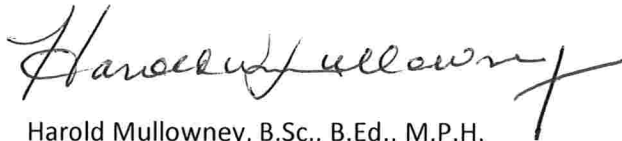
Dear Premier Furey,

On behalf of the members of the Eastern Regional Service Board I would like to congratulate you on being sworn in as the 14th Premier of Newfoundland and Labrador.

The Eastern Regional Service Board is comprised of twenty elected municipal representatives from communities in the Eastern Region. By authority granted from the *Regional Service Board Act*, the Eastern Regional Service Board is responsible for providing solid waste management, fire and emergency services and waste/waste water services to upwards of thirty thousand properties in communities across the region. The Board enjoyed a very positive working relationship with the former Department of Municipal Affairs and Environment as well as Minister Bragg. The Board looks forward to working with you and your new cabinet in order to continue to further the goals of the Provincial Waste Management Strategy.

If you would be interested in learning more about the initiatives undertaken by the Board please feel free to contact us.

Sincerely yours,



Harold Mallowney, B.Sc., B.Ed., M.P.H.
Chairperson



THE PREMIER

GOVERNMENT OF
NEWFOUNDLAND AND LABRADOR

September 14, 2020

Mr. Harold Mullooney
Chairperson
Eastern Regional Service Board
255 Majors Path
St. John's, NL A1A 0L5

ltucker@ersbnl.ca

Dear Mr. Mullooney:

Thank you for your letter and for the kind words of congratulations. It is a privilege to serve as Premier of Newfoundland and Labrador.

Our administration understands the importance of collaboration and positive partnership in reaching shared goals and advancing key issues and opportunities. It is by working in partnership that best serves the people of our province.

As Premier, I would like to thank the Eastern Regional Service Board for the many essential municipal services it provides to communities in the Eastern Region of Newfoundland and Labrador, and I look forward to working with you.

Yours truly,


DR. ANDREW FUREY
Premier

August 20, 2020

Hon. Derek Bennett
Minister of Environment, Climate Change and Municipalities
Government of Newfoundland and Labrador
PO Box 8700
St. John's, NL, A1B 4J6


Dear Minister Bennett,

On behalf of the members of the Eastern Regional Service Board I would like to congratulate you on being appointed as the Minister of Environment, Climate Change and Municipalities, Registrar General and Minister Responsible for the Multi-Materials Stewardship Board.

The Eastern Regional Service Board is comprised of twenty elected municipal representatives from communities in the Eastern Region. By authority granted from the *Regional Service Board Act*, the Eastern Regional Service Board is responsible for providing solid waste management, fire and emergency services and waste/waste water services to upwards of thirty thousand properties in communities across the region. The Board enjoyed a very positive working relationship with the former Department of Municipal Affairs and Environment as well as Minister Bragg. The Board looks forward to working with you in order to continue to further the goals of the Provincial Waste Management Strategy.

The Board would like to request a meeting with you and your staff to discuss the successful initiatives undertaken to date and provide some insight into the future plans of the Board.

Sincerely yours,



Harold Mallowney, B.Sc., B.Ed., M.P.H.
Chairperson

From: [Bennett, Derek](#)
To: [Lynn Tucker](#)
Cc: [Glynn, Valerie](#)
Subject: RE: Letter from Eastern Regional Service Board
Date: August 25, 2020 10:28:06 AM

Good morning Lynn,

Thank you for your message.

We will be in contact in the near future to arrange a meeting with the Eastern Regional Service Board.

I am pleased of the positive working relationship you had with the previous Minister and the Department of MAE. I look forward to working with ERSB on the issues you addressed in your letter and working together for the betterment of our communities and residents.

Regards,

Derek Bennett
Minister
Department Environment, Climate Change & Municipalities
MHA Lewisporte – Twillingate District
P.O. Box 248
Lewisporte, NL A0G 3A0
709-535-3780 (Lewisporte Office)
709-729-3048 (St. John's Office)

From: Lynn Tucker <ltucker@ersbnl.ca>
Sent: Friday, August 21, 2020 9:56 AM
To: Bennett, Derek <DerekBennett@gov.nl.ca>
Cc: Harold Mullaney <hmullaney@irishloop.nf.ca>; Danny Breen <dbreen@stjohns.ca>
Subject: Letter from Eastern Regional Service Board

Good Day,

Please see attached letter from the Eastern Regional Service Board. The original has been sent by regular mail.

Sincerely,
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

August 20, 2020

Mr. Bill Bailey
12 Aspen Lane
Clareville, NL A5A 4A2

Dear Bill,

I would like to take this opportunity to express my heartfelt thanks to you for your eight years' of participation on the Eastern Regional Service Board.

On behalf of all Board members, I would like to pass along sincere appreciation for your commitment and efforts in supporting the implementation of the *Provincial Waste Management Strategy*. Your dedication and support has greatly contributed to the success of the Board.

Please accept our best wishes in all your future endeavours.

Sincerely yours,
EASTERN REGIONAL SERVICE BOARD



Harold Mullaney, B.Sc., B.Ed., M.P.H.
Chairperson

BRIEFING NOTE

Board Meetings and COVID-19 Public Health Measures

BACKGROUND

At the Board's Committee meetings in September, several members expressed interest in resuming in-person Board meetings.

To ensure the Board continues to operate in accordance with measures outlined by the Chief Medical Officer of Health and to ensure the Board has all information required to make the best possible risk-informed decisions during this pandemic, the latest information available to public agencies and local governments has been included in tonight's meeting package.

As members are aware our Board is required to hold six public meetings annually. Before the pandemic, our Board rented space at a local hotel for one evening a month to hold its regular monthly meeting. This room provided enough seating for all Board members, Board staff and invited guests. In addition, seating for about 12 to 15 persons at the back of the room was available to accommodate any member of the public who wanted to attend our meetings.

Since the pandemic and to be in compliance with public health measures, our meetings have been held by video conference.

To ensure that meetings are public, the monthly Board meeting is broadcast on YouTube and anyone may watch the meeting as it occurs.

CURRENT PUBLIC HEALTH RECOMMENDATIONS AND REGULATIONS

Following the Committee meetings staff researched information available on both the provincial and federal government websites regarding COVID-19 and public meetings.

The federal government's Public Health website provides guidance for workplaces and businesses operating during the pandemic and notes the following regarding meetings: "Avoid multi-person meetings by using video conferencing technology where possible."

The Provincial Government's Circular to Municipalities and Local Service Districts (No. DOC/2020/01470), 5th paragraph states, "In the interest of public health we are asking local governments to make every effort to conduct their public meetings online or by phone."

Furthermore, the document entitled, "NL COVID-19 Alert Level System: Implications for Municipalities" for Alert Level 2, page 9, under Governance it states that "It is recommended

that meetings continue to be done by video or teleconference, if possible, until further notice.”

To ensure that our Board is compliant with current regulations and expectations, the CAO contacted the Minister’s office for guidance and direction.

The Minister’s office confirmed:

1. That the information included in tonight’s meeting package is the most recent and applies to Alert Level 2;
2. The Minister’s office is not holding in-person meetings nor do they have plans to resume in-person meetings in the foreseeable future;
3. The Minister’s office recommends that all ERSB meetings continue by video conference until further notice;
4. Public Health measures state that all meetings should continue by video conference until further notice.

RECOMMENDATIONS

It is recommended that ERSB:

1. Continue to hold all public meetings using video conference and broadcast on YouTube;
2. Continue to hold all monthly committee meetings by videoconference.
3. Follow the direction of the Chief Medical Officer of Health and/or the Minister of Environment, Climate Change and Municipalities regarding in-person meetings to protect Board members, staff and the public.

ATTACHMENTS

1. NL COVID-19 Alert Level System: Implications for Municipalities
2. NL Circular to Municipalities and Local Service Districts (DOC/2020/01470)
3. NL Coronavirus Information Sheet
4. Govt. Canada – Excerpt from Guidance Documents for Workplaces and Businesses

NL COVID-19 Alert Level System: Implications for Municipalities

Alert Level	Public Health Measures	Municipal Operations
All	<p>The COVID-19 Alert Level System provides Newfoundlanders and Labradorians with an overview of the steps that will be taken as public health measures are relaxed. We will move through the Alert Levels gradually with continued monitoring of COVID-19 in our communities. We may move up or down Alert Levels as needed. Learn about the COVID -19 Alert Level System at https://www.gov.nl.ca/covid-19/alert-system/</p> <p>Follow public health guidance for all Alert Levels:*</p> <p>The following measures will continue to be a part of our daily lives at every Alert Level:</p> <p>Staying informed and being prepared to follow public health advice.</p> <p>Practicing good hygiene (wash your hands, avoid touching your face, cough and sneeze into your sleeve or a tissue).</p> <p>Maintaining a physical distance of at least 2 arm lengths. Use a non-medical or cloth mask when physical distancing cannot be maintained.</p> <p>Frequent cleaning and disinfection of high-touch surfaces.</p> <p>Staying at home and away from others when you are sick, unless it is to get medical attention.</p> <p>Wearing a non-medical or cloth mask if you have symptoms when going out to access health care services.</p> <p>Working from home, where possible.</p> <p>Continuing to shop online and using curbside pickup, where possible.</p> <p>Limiting non-essential travel outside of the province.</p> <p>Keeping a log of when you go out in public and your interactions with others.</p> <p>*NOTE: Any changes to these public health guidelines will be available here: https://www.gov.nl.ca/covid-19/alert-system/public-health-guidance-for-all-alert-levels/</p> <p>For a listing of the COVID-19 municipal circulars: https://www.mae.gov.nl.ca/for/covid-19_local_gov_ops.html</p>	

Alert Level	Public Health Measures	Municipal Operations
Level 5	<ul style="list-style-type: none"> A household could <u>expand their household bubble</u> to include one other household. <p>Public Spaces and Gatherings:</p> <ul style="list-style-type: none"> Gatherings are restricted to 5 people or less. Funerals, wakes and visitations are prohibited. <p>Recreational Activities:</p> <ul style="list-style-type: none"> Campsites are closed. Playground equipment in municipal parks are closed. Gym and fitness facilities are closed, including yoga studios, tennis and squash facilities, and arenas. Dance studios and performance spaces are closed. Outdoor activities, including walking, hiking, or riding your bike, are encouraged as long as physical distancing can be maintained and you are not required to self-isolate for any reason <p>Health Care Services</p> <ul style="list-style-type: none"> Private health care clinics are closed, except for urgent and emergent care Visitor restrictions in health care are in place. Orders in place for long term care, personal care homes, and assisted living facilities. 	<ul style="list-style-type: none"> Alert Level 5 is the highest level with broad sweeping public health measures to protect the population. Public Health Orders are in place. Public health officials are advising that travel within the province be restricted to <u>essential travel only</u>. <p>Governance</p> <ul style="list-style-type: none"> Local Governments have a legislative obligation to hold a minimum number of public council meetings. Therefore, they should make every effort to conduct their public meetings online or by phone. Options for public meetings include live streaming, video conferencing or teleconferencing processes, thereby avoiding physical attendance. Minutes must be completed for each public meeting. Examples of video conferencing include Facebook Live, Zoom, Microsoft Teams, Skype, Webex and Go To Meeting. Local governments can also contact their respective service provider for teleconferencing access. Local governments may choose which process to use, provided the public is given an opportunity to call in to the meeting and to listen to the proceedings. By-Elections deferred until further notice. <p>Services</p> <ul style="list-style-type: none"> Local governments focus on critical operations / essential services identified by the municipality and continue practice physical distancing and avoid gatherings of people. Essential services may include: <ul style="list-style-type: none"> water and sewage systems; private roads; Construction of public highways, sidewalks and bridges; parking lots;

Alert Level	Public Health Measures	Municipal Operations
	<ul style="list-style-type: none"> Regional Health Authorities have postponed or cancelled health care services. Non-urgent medical procedures and elective surgeries are postponed. <p>Businesses and Services</p> <ul style="list-style-type: none"> Retail stores that do not provide services essential to life, health or personal safety of individuals and animals are closed to in-person services but can offer online/telephone sales with delivery or curbside pick-up options. Sales of scratch or break open lotto tickets in store is prohibited. Restaurants are closed for in-person dining (take-out, delivery and drive-thru options are still permitted). Bars, lounges and cinemas are closed. Cinemas are closed. Personal service establishments including spas, esthetic services, hair salons, body piercing, tattooing and tanning salons, are closed. 	<ul style="list-style-type: none"> lighting; name and numbering of streets/buildings; waste collection/removal; fire protection; public transportation system; cemeteries/crematoria; snow clearing/maintenance of roads; animal control; administrative services; financial management; economic development; municipal planning; engineering. <ul style="list-style-type: none"> Limit business-related visitors to essential services only. This may include tradespeople, pest control or compliance officers. Schedule visits and implementation of outside queuing is recommended, and consider requiring visits to wear cloth masks. NL has permitted household construction to continue. Outdoor activities, including walking, hiking, or riding your bike, are encouraged as long as physical distancing can be maintained and you are not required to self-isolate for any reason. Public markets are permitted. Public markets provide services essential to life; therefore, capacity is limited only by the number of people that can adhere to social distancing and does not exceed the maximum occupancy rate of the location. <p>Employer Responsibilities</p> <ul style="list-style-type: none"> Guidance on PPE for employers can be found here: https://www.gov.nl.ca/covid-19/files/Guidance-on-Personal-Protective-Equipment-PPE-for-Employers.pdf

Alert Level	Public Health Measures	Municipal Operations
		<ul style="list-style-type: none"> The following memo provides guidance to fire departments: https://www.mae.gov.nl.ca/for/pdf/Memo_Fire_Departments_COVID-19.pdf Workplaces are exempt from the limitations on the number of people in gatherings; however, physical distancing of two metres between individuals should be maintained as much as possible. Operations may need to be altered or postponed to maintain physical distancing. It is preferable to have employees work from home, if possible. Only those who need to be physically present should come into the workplace and employees are encouraged to wear cloth facemasks. Conduct business remotely (e.g., conference calls, video conferences, email), whenever possible. Evaluate employee health when they start work. Sick employees should go home and call 811. Refer to COVID-19 Workplace Information here: https://www.gov.nl.ca/covid-19/files/Guidance-for-Workplaces.pdf
Level 4	<ul style="list-style-type: none"> People could consider further expanding their double bubble by six more people. https://www.gov.nl.ca/covid-19/individuals-and-households/expansion-of-household-bubble/ <p>Public Spaces and Gatherings:</p> <ul style="list-style-type: none"> Gatherings expanded to 10 people. Visitations and wakes remain prohibited. 	<ul style="list-style-type: none"> At Alert Level 4, our focus is to begin relaxing public health measures to allow more social and business activities, while minimizing the risk of outbreaks. Under this Alert Level, public health officials are advising that travel within the province be restricted to <u>essential travel only</u>. However, provincial ferry passengers will no longer be restricted to only essential travelers. The Province encourages ferry users to travel as infrequently as possible.

Alert Level	Public Health Measures	Municipal Operations
	<p>Recreational Activities</p> <ul style="list-style-type: none"> • Recreational angling and hunting are permitted. • Golf courses can open with restrictions in place. https://www.gov.nl.ca/covid-19/files/Golf-Course-Guidelines-May-8-2020.pdf • Outdoor tennis can resume, with restrictions. https://www.gov.nl.ca/covid-19/information-sheets-for-businesses-and-workplaces/guidance-for-outdoor-tennis/ • Municipal parks can open. https://www.gov.nl.ca/covid-19/information-sheets-for-businesses-and-workplaces/guidance-for-parks/ • Gym and fitness facilities, yoga studios, squash facilities, indoor tennis facilities, arenas, dance studios and performance spaces remain closed. • Outdoor activities, including walking, hiking, or riding your bike, are encouraged as long as physical distancing can be maintained and you are not required to self-isolate for any reason. <p>Health Care Services:</p> <ul style="list-style-type: none"> • Regional health authorities will begin to allow some health care services to resume. • Private health care clinics remain closed, except for urgent and 	<p>Governance</p> <ul style="list-style-type: none"> • Under Alert Level 4, councils may hold an in-person public council meeting provided the facility used can adhere to social distancing guidelines and the number attending is limited to a maximum of 10, including staff, media and members of the general public. • Council must ensure that citizens who are unable to attend the meeting are provided access to the proceeding. This can include video conferencing and/or teleconferencing. The public should be notified of such meetings and advised of the procedure to attend the meeting virtually or by telephone. • By-elections will continue to be deferred until further notice. <p>Services</p> <ul style="list-style-type: none"> • Household waste collection, recycling, and bulk waste are permitted to continue as long as public health requirements are met. • Parks will be permitted to open with limited individual activities for which physical distancing can be maintained. Guidance on parks can be found here: https://www.gov.nl.ca/covid-19/information-sheets-for-businesses-and-workplaces/guidance-for-parks/ • Community Gardens can open https://www.gov.nl.ca/covid-19/files/COVID-19-Community-Gardens-FAQs.pdf • Beaches and trails/boardwalks are permitted to open, as long as the required distancing is maintained, signage and monitoring are in place, where appropriate. • Dog parks are permitted to open, with restrictions including limiting the number of people in the parks at any point in time to permit appropriate physical distancing.

Alert Level	Public Health Measures	Municipal Operations
	<p>emergent care, with virtual care options available for non-urgent care.</p> <ul style="list-style-type: none"> • All visitor restrictions in health care remain in place. • Orders for long term care, personal care homes, and assisted living facilities remain in place. <p>Businesses and Services:</p> <ul style="list-style-type: none"> • Expansion of some daycare operations. • Professional services such as accounting firms, law firms, and financial services can offer in-person services. Work from home policies are encouraged, where possible. • In-person worker and workplace safety training will be permitted (e.g. Standard First Aid, Basic Safety Training, food safety, etc.). • Gardening centres can open for in-person sales and service. • Landscaping and lawn care services can operate. • Animal daycares can resume operations. • Animal grooming can resume. • Retail stores that do not offer essential services, bars and lounges, cinemas, and personal service establishments remain closed. • Restaurants remain closed for in-person dining. 	<ul style="list-style-type: none"> • Playground equipment in municipal parks is not to be used. • Dumping stations for septic waste are permitted to open, provided appropriate health guidelines are followed. • Campgrounds otherwise remain closed. Furthermore, due to the social interactions and gatherings that accompany camping activities and that social distancing precautions may be difficult to maintain, it is not recommended that camping in any form occur at this time. • Fire Departments can resume in-house training. Guidance for Fire Departments under Alert Level 4: https://www.gov.nl.ca/mae/files/Alert-Level-4-Fire-Department-Adjustment-Guidance.pdf • Motorcades are permissible, provided health guidelines are followed https://www.gov.nl.ca/covid-19/individuals-and-households/guidance-on-motorcades/. However, parades involving First Responders are not permitted under this Alert Level. <p>Other Activities/services not permitted:</p> <ul style="list-style-type: none"> • All in-park food and beverage services. • Activities that require contact, including team sports (football, basketball, hockey, soccer, volleyball, etc.). • All recreational facilities within the park must remain closed (swimming pools, picnic areas, playgrounds, etc.). • All community events. • All public services, such as interpretation services, children's programming and community-based programming. • Arenas remain closed.

Alert Level	Public Health Measures	Municipal Operations
	<ul style="list-style-type: none"> Gym and fitness facilities, yoga studios, tennis and squash facilities, arenas, dance studios and performance spaces remain closed. <p>Health Care Services:</p> <ul style="list-style-type: none"> Private health care clinics can reopen in accordance with guidelines. Regional health authorities will continue to allow some health care services to resume. All visitor restrictions in health care remain in place. Orders for long term care, personal care homes, and assisted living facilities remain in place. <p>Businesses and Services:</p> <ul style="list-style-type: none"> Retail stores, including those in shopping malls, can open with restrictions. Scratch and break open lotto ticket sales can resume. Personal service establishments can open in accordance with guidelines. Animal grooming facilities can resume operations. Further expansion of daycare operations. Restaurants can re-open at reduced occupancy; buffets remain prohibited. Bars, lounges and cinemas remain closed. 	<ul style="list-style-type: none"> Summer day camps can operate, with restrictions. Medium-risk outdoor recreational activities can resume (e.g., team field sports), spectators must maintain physical distancing. Outdoor pools can operate with a limited number of people. Rental cabins and cottages can operate as per the following: https://www.gov.nl.ca/covid-19/information-sheets-for-businesses-and-workplaces/rental-cabins-and-cottages/ Public markets can continue as per the following: https://www.gov.nl.ca/covid-19/information-sheets-for-businesses-and-workplaces/public-markets/ Community museums and historic sites can operate as per the following: https://www.gov.nl.ca/covid-19/information-sheets-for-businesses-and-workplaces/community-museums-and-historic-sites/ Playground equipment in municipal parks is not to be used. <p>Employer Responsibility:</p> <ul style="list-style-type: none"> Continue to follow the public health guidelines. Guidance for businesses and workplaces (Refer to Alert Level 3): https://www.gov.nl.ca/covid-19/information-sheets-for-businesses-and-workplaces/

Alert Level	Public Health Measures	Municipal Operations
<p>Level 2</p> <p>Effective June 25, 2020</p>	<ul style="list-style-type: none"> People can move about more. Those at higher risk of complications due to COVID-19 should stay at home as much as possible, except to get essentials like groceries and medications. <p>Public Spaces and Gatherings:</p> <ul style="list-style-type: none"> Gatherings are expanded to 50 people with physical distancing. Places of worship are permitted to resume operations. <p>Recreational Activities:</p> <ul style="list-style-type: none"> Gyms and fitness facilities are permitted to open. Arenas can open. Indoor pools can open. Campsites are permitted to offer overnight stays with some restrictions in place for public spaces. Playgrounds equipment can be used. <p>Daycare Operations:</p> <p>https://www.gov.nl.ca/eeecd/eeecd-covid-19-child-care-information/covid-19-child-care-operations-policy/</p> <p>Health Care Services:</p> <ul style="list-style-type: none"> The regional health authorities will continue to allow more health care services to resume during Alert Level 2. Information on these services will 	<ul style="list-style-type: none"> At Alert Level 2, the focus is to control transmission while maintaining health system capacity throughout further re-opening of social and business activities. <p>The following announcements have been made with respect to travel:</p> <ul style="list-style-type: none"> Residents are encouraged to enjoy “Stay Home Year 2020 in Newfoundland and Labrador”: https://www.gov.nl.ca/releases/2020/tcii/0624n01/ Effective June 25, 2020, changes to travel restrictions at the Labrador-Quebec Border have been announced: https://www.gov.nl.ca/releases/2020/exec/0625n05/ Effective July 3, 2020, interprovincial travel without the requirement to self-isolate will be permitted in Newfoundland and Labrador, New Brunswick, Prince Edward Island and Nova Scotia, for residents of Atlantic Canada: https://www.gov.nl.ca/releases/2020/exec/0624n03/ <p>Governance:</p> <ul style="list-style-type: none"> By-elections are permitted, as long as public health guidelines are followed, such as physical distancing and appropriate hygiene practices. The recommendation is to keep gatherings to 50 or fewer people while maintaining physical distancing. It is recommended that meetings continue to be done by video or teleconference, if possible, until further notice. If an in-person meeting is necessary, the following measures should be followed: <ul style="list-style-type: none"> Stay informed, be prepared, and follow public health advice;

Alert Level	Public Health Measures	Municipal Operations
		<ul style="list-style-type: none"> Marina facilities (i.e. clubhouses) where people congregate are not permitted to open (except washroom facilities); however, boat launches are permitted to open. <p>Employer Responsibilities</p> <ul style="list-style-type: none"> Continue to follow the public health guidelines. Information sheets for businesses and workplaces (refer to Alert Level 4) can be found here: https://www.gov.nl.ca/covid-19/information-sheets-for-businesses-and-workplaces/. Business supports can be found here: https://www.gov.nl.ca/covid-19/business-supports/.
Level 3	<p>Public Spaces and Gatherings</p> <ul style="list-style-type: none"> Gatherings are expanded to 20 people with physical distancing. Guidance for funeral homes: https://www.gov.nl.ca/covid-19/information-sheets-for-businesses-and-workplaces/guidance-for-funeral-homes/ <p>Recreational Activities</p> <ul style="list-style-type: none"> Campsites are permitted to open with restrictions on public spaces. Summer day camps can operate. Medium-risk outdoor recreational activities can resume (e.g., team field sports). Spectators must maintain physical distancing. Outdoor pools can operate with a limited number of people. Playground equipment in municipal parks is not to be used. 	<ul style="list-style-type: none"> At Alert Level 3, our focus is to control transmission while further relaxing public health measures. <p>Governance:</p> <ul style="list-style-type: none"> Continue to use governance processes identified under Alert Level 4. The recommendation is to keep gatherings to 20 or fewer people while maintaining physical distancing. In addition, if possible, the preference is not to meet in person, but to continue to use technology to meet virtually, to avoid gatherings as much as possible. By-elections will continue to be deferred until further notice. <p>Services:</p> <ul style="list-style-type: none"> As noted above, a further opening of public spaces and the expansion of gatherings to a maximum of twenty (20) people. In Alert Level 3, provincial, municipal and private campgrounds are permitted to open for limited overnight camping, with restrictions.

Alert Level	Public Health Measures	Municipal Operations
	<p>be made available to the public through the regional health authorities.</p> <ul style="list-style-type: none"> Virtual care options continue to be available and are encouraged. Guidelines for visitation of care homes are: https://www.gov.nl.ca/covid-19/guidelines-for-support-person-designated-visitors/ <p>Entertainment:</p> <ul style="list-style-type: none"> Bars and lounges are permitted to open with reduced occupancy. https://www.gov.nl.ca/covid-19/information-sheets-for-businesses-and-workplaces/guidance-for-restaurants/ Indoor entertainment facilities can reopen with reduced occupancy (e.g. bingo halls, cinemas). https://www.gov.nl.ca/covid-19/information-sheets-for-businesses-and-workplaces/bingo-halls/ https://www.gov.nl.ca/covid-19/information-sheets-for-businesses-and-workplaces/guidance-for-cinemas/ https://www.gov.nl.ca/covid-19/information-sheets-for-businesses-and-workplaces/guidance-for-indoor-entertainment/ 	<ul style="list-style-type: none"> Wash your hands frequently with warm water and soap for at least 20 seconds; Use an alcohol based hand sanitizer in the absence of soap and water; Do not touch your face; Practice proper cough and sneeze etiquette; Maintain physical distancing; Wear a non-medical mask or face covering when you are in public and unable to maintain physical distancing; Increase cleanliness and ventilation of public spaces and worksites; and, Stay home if you are sick and avoid contact with others. <p>Services: The following are permitted, with <u>restrictions</u> identified per the following links:</p> <ul style="list-style-type: none"> Places of worship are permitted to resume operations: https://www.gov.nl.ca/covid-19/information-sheets-for-businesses-and-workplaces/fair-based-organizations/ Gyms and fitness facilities are permitted to open: https://www.gov.nl.ca/covid-19/information-sheets-for-businesses-and-workplaces/fitness-centre-dance-and-yoga-studio-guidance/ Arenas can open: https://www.gov.nl.ca/covid-19/information-sheets-for-businesses-and-workplaces/arena-operations-guidance/ Indoor pools can open: https://www.gov.nl.ca/covid-19/information-sheets-for-businesses-and-workplaces/indoor-pools-guidance/ Further guidance on outdoor pools: https://www.gov.nl.ca/covid-19/information-sheets-for-businesses-and-workplaces/outdoor-swimming-pools/ Campsites are permitted to offer overnight stays: https://www.gov.nl.ca/covid-19/information-sheets-for-businesses-and-workplaces/guidance-for-campgrounds/

Alert Level	Public Health Measures	Municipal Operations
	<ul style="list-style-type: none"> Guidance on re-opening of performance spaces https://www.gov.nl.ca/covid-19/information-sheets-for-businesses-and-workplaces/theatres-and-performance-venues/ <p>Retail:</p> <ul style="list-style-type: none"> Further guidance for retail spaces https://www.gov.nl.ca/covid-19/information-sheets-for-businesses-and-workplaces/guidance-for-retail-establishments/ 	<ul style="list-style-type: none"> Playground equipment in public parks province-wide can be used: https://www.gov.nl.ca/covid-19/information-sheets-for-businesses-and-workplaces/guidance-for-parks/ Drive-in events are permitted (i.e. drive-in movies): https://www.gov.nl.ca/covid-19/information-sheets-for-businesses-and-workplaces/outdoor-drive-in-events/ Indoor recreation guidance: https://www.gov.nl.ca/covid-19/information-sheets-for-businesses-and-workplaces/guidance-for-indoor-recreation/ Outdoor recreation guidance: https://www.gov.nl.ca/covid-19/information-sheets-for-businesses-and-workplaces/outdoor-recreation-activities/ Sport guidance: https://www.gov.nl.ca/covid-19/information-sheets-for-businesses-and-workplaces/sport-guidance/ Summer day camps guidance: https://www.gov.nl.ca/covid-19/information-sheets-for-businesses-and-workplaces/guidance-for-summer-day-camps/ Large-scale (50+ people) community festivals and events, including come home years, Canada Day celebrations (i.e. municipal fireworks displays), and music festivals are <u>not</u> permitted. Mid-to-large scale community sport and recreation activities, (such as running events, sport tournaments, etc.) are <u>not</u> permitted, due to limitations on the size of gatherings. <p>Employer Responsibility:</p> <ul style="list-style-type: none"> Continue to follow the public health guidelines. Information sheets for businesses and workplaces (Refer to Alert Level 2): https://www.gov.nl.ca/covid-19/information-sheets-for-businesses-and-workplaces/ Other guidance for workplaces: https://www.gov.nl.ca/covid-19/files/Guidance-for-Workplaces.pdf

Alert Level	Public Health Measures	Municipal Operations
Level 1 Date to be determined	<p>Lifting long-term public health measures will depend on:</p> <ul style="list-style-type: none">• Evaluation of transmission patterns of COVID-19;• Availability of an effective vaccine and/or treatment; and• A strong public health system.	<ul style="list-style-type: none">• Alert Level 1 is the new normal. There will still be restrictions in place at this level (To be determined at a later date).

For trusted information on COVID-19, please visit

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

NLife **COVID-19**
WITH

DOC/2020/01470

CIRCULAR TO MUNICIPALITIES AND LOCAL SERVICE DISTRICTS

On March 27, 2020, the Department of Municipal Affairs and Environment issued a circular to all municipalities and Local Service Districts for the purpose of providing clarity on local government operations during the COVID-19 pandemic. As we continue to address concerns around COVID-19, it is imperative that we all follow the measures outlined by the Chief Medical Officer of Health and the Department of Health and Community Services.

As indicated in our earlier circular, local governments operate under specific legislation, including the *Municipalities Act*, various Cities' Acts and the *Municipal Elections Act*. We would like to take this opportunity to provide further clarity on the issue of municipal council and LSD committee meetings.

Municipal legislation requires that local governments hold a minimum number of meetings and also requires that the public be able to attend these meetings. The Department had previously recommended that public council meetings be temporarily postponed, unless necessary for critical operations. Government has since reviewed legislative timelines and wishes to advise Cities, Towns and Local Service Districts there will be no change to the legislative obligation to hold a minimum number of public council meetings.

In so doing, we are recommending that local governments focus on critical operations and continue to minimize social contact and avoid larger gatherings of people, as per the direction of the Chief Medical Officer of Health and the Department of Health and Community Services.

In the interest of public health, we are asking local governments to make every effort to conduct their public meetings online or by phone.

Local Governments may conduct their public meetings through a live streaming, video conferencing or teleconferencing process, thereby avoiding physical attendance. Minutes must be completed for each public meeting. Examples of video conferencing include Facebook Live, Zoom, Microsoft Teams, Skype, Webex and Go To Meeting. Local governments can also contact their respective service provider for teleconferencing access. Local governments may choose which process they use, provided the public is given an opportunity to call in to the meeting and to listen to the proceedings.

We would also encourage cities and towns to engage Municipalities Newfoundland and Labrador (MNL). MNL is working with their partners to support cities and towns that want to engage in video and teleconferencing as well as live streaming of meetings. Reach out to MNL if you would like to learn more about the low cost options they've come up with. You can reach them at covid19@municipalnl.ca.

In line with its ongoing efforts to assist all local governments, MNL has partnered with TELUS Business to support those communities that need to setup video/teleconferencing, live meeting broadcasts, and cloud-based technology solutions for working remotely and securely from home. Many of these products and services include a 90-day free trial. Municipalities or Local Service Districts interested in pursuing one of these opportunities should reach out to MNL's Director of Programs, Bradley Power, at bpower@municipalnl.ca, or call 1-877-651-0275, extension 106.

The Department appreciates the important work of our councils and would like to extend our sincere gratitude for your continued support and dedication to your communities during this extremely difficult time. If you have any further questions please contact the appropriate Regional Manager as listed below.

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CORONAVIRUS (COVID-19)

COVID-19 CONTINUES TO EVOLVE, FOR UP-TO-DATE INFORMATION YOU CAN VISIT www.gov.nl.ca/covid-19, PUBLIC HEALTH AGENCY OF CANADA AND THE WORLD HEALTH ORGANIZATION.

WHAT IS COVID-19?	WHAT ARE THE SYMPTOMS?
<p>COVID-19 is a respiratory tract infection, which means that most of the symptoms are felt in the chest and lungs.</p> <p>If you are exhibiting flu-like symptoms such as fever, cough or congestion:</p> <ul style="list-style-type: none">• Do not come to work• Contact your supervisor• Contact your Human Resource Department• Use the self-assessment tool at www.811healthline.ca	<div><div><div><p>FEVER</p></div><div><p>COUGH</p></div><div><p>SHORTNESS OF BREATH</p></div></div><div><p>Watch for two or more of these symptoms:</p><ul style="list-style-type: none">• Fever or signs*• Cough• Headache• Diarrhea• Loss of sense of smell or taste<p>OR: Small red/purple spots on hands/feet</p><p>*(Chills, sweats, muscle aches, lightheadedness)</p><p>If you develop any of these signs get medical attention immediately. Emergency warning signs include*:</p><ul style="list-style-type: none">• Difficulty breathing or shortness of breath• Persistent pain or pressure in the chest• New confusion or inability to arouse• Bluish lips or face<p>This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.</p></div></div>
WHAT IS COVID-19?	WHAT ARE THE SYMPTOMS?

PERSONAL PROTECTIVE EQUIPMENT	SOCIAL DISTANCING
<p>In addition to current PPE requirements and similar protections for your job:</p> <ul style="list-style-type: none">• consider wearing a non-medical mask when physical distancing or barriers are not possible. Care must be taken when putting on and taking off masks to prevent contamination.• storage of personal gear such as jackets, vests and rain gear are not permitted on-site unless stored in a location where contact with individuals is not possible (an infected individual may have left respiratory droplets on their clothing, which could expose others if they touch the clothing).• use gloves, mask and eye protection when cleaning a suspected infected area.	<p>Is maintaining distance from other people.</p> <p>Staying at least 6’ away from other people lessens your chances of catching COVID-19. That is because when someone coughs or sneezes they spray small liquid droplets from their nose or mouth, which may contain the virus.</p> 
CAN COVID-19 SURVIVE ON A SURFACE?	MEETINGS
<p>The life span of the virus while outside of the body is unknown.</p> <p>Other human coronaviruses can live on contaminated surfaces for up to 7 days.</p> <p>With proper cleaning procedures, viruses present on surfaces can be killed. For guidance on proper cleaning procedures, please visit www.gov.nl.ca/covid-19</p>	<ul style="list-style-type: none">• Avoid when possible• Maintain separation of two arm lengths between people• Stagger breaks and lunches• Conduct meetings in work areas• Use electronic devices, email, text• No social or public events

HAND WASHING BEST PRACTICES
 <p>Wet your hands with clean, running water (warm or cold) turn off the tap and apply soap; Lather your hands by rubbing them together with the soap.</p> <p>Be sure to lather the backs of your hands, between your fingers and under your nails;</p> <p>Scrub your hands for at least 20 seconds.</p> <p>Rinse hands well under clean, running water;</p> <p>Dry hands using a clean towel or air drying them. Turn off taps with a paper towel.</p> <p>If hands are not visibly dirty, alcohol based hand sanitizer can be used in place of soap.</p>

HOW DOES COVID-19 SPREAD?
<ul style="list-style-type: none">• The virus is thought to spread through respiratory droplets.• Respiratory droplets may be produced through a cough or a sneeze.• These respiratory droplets may cause viral transmission from person to person when near one another.• The respiratory droplets may also land on clothing or other objects.• It may be possible for an individual to contract COVID-19 by first touching a surface or object that has the virus on it and then touching their own mouth, nose or possibly their eyes.• May transfer from working in close proximity of each other.

CLEAN YOUR SURFACES
<p>Diluted household bleach solutions can be used if appropriate for the surface.</p> <p>Follow manufacturer’s instructions for application and proper ventilation.</p> <p>Check to ensure the product is not past its expiration date.</p> <p>Never mix household bleach with ammonia or any other cleanser.</p> <p>Unexpired household bleach will be effective against COVID-19 when properly diluted.</p> <p>Mix a new diluted household bleach solution every 24 hours.</p> <p>Use only disinfectants that have a drug identification number which is an 8-digit number that confirms it is approved for use.</p>

EPA APPROVED PRODUCTS LIST TO USE AGAINST COVID-19
<p>https://www.americanchemistry.com/Novel-Coronavirus-Fighting-Products-List.pdf</p> <p>(CLICK THE LINK ABOVE)</p>



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Promote physical distancing (keeping a distance of 2 metres from others), which is one of the most effective ways to reduce the spread of illness.

- If possible, reduce all physical contact by enabling telework (e.g., work from home, use of email and teleconferencing)
- Adopt a contact-less business model (e.g., drive-through, delivery, curbside pickup)
- Establish 2 metre separation between employees and/or clients (e.g., desks, workstations, restaurant tables, or in meeting rooms)
- Avoid multi-person meetings by using video conferencing technology where possible
- Restrict occupant capacity of indoor spaces to reduce crowding
- In narrow hallways or aisles, encourage unidirectional travel where possible
- Use visual cues to encourage 2 metre distance (e.g., accessible signage, floor markings)
- Reinforce general practices to maintain physical distancing, such as avoiding greetings like handshakes
- Identify a space where employees or clients can be isolated from others if they develop symptoms and are not able to leave the facility