



ERSB Board Meeting Minutes

Eastern Regional Service Board

Jun 28, 2023 at 6:00 PM NDT

@ Manuel's River Interpretation Centre, 7 Conception Bay Highway, Conception Bay

South, NL

Attendance

Present:

Members: Daniel (Danny)	Breen, Jill	Bruce, Glenn Clarke,
Christie Dean, Rodney	Delaney	(remote), Wesley
Dodge	(remote), Craig Drover, Ronald	Ellsworth, T.
Alexander	Hickman, Jamie	Korab, Kevin
McDonald, Sheilagh	OLeary, Holly Power, Carl	Ridgeley,
Nathan	Ryan, Steve Tessier, Gerard Tilley, Lynn Tucker, Mark	
Vardy, Lawrence	Vaters, Hilda	Whelan
Guests: Darrin Bent		

Absent:

Members: William R.	Antle, Maggie	Burton, Ian
Froude, Ophelia	Ravencroft	

I. Call to Order

The meeting was called to order at 6:03 p.m.

Mayor Darrin Bent welcomed the Board to the beautiful Town of Conception Bay South and thanked the Board for the invite. He highlighted some summer festivities taking place in the Town over the next few months and all are welcome.

II. Adoption of Agenda

The agenda was tabled for approval.

 [Draft Agenda BOD June 28 2023 LT.docx](#)

Motion:

BE IT RESOLVED that the agenda be adopted as tabled.

Motion moved by Steve Tessier and motion seconded by Lawrence Vaters . Carried Unanimously.

III. Review of Minutes

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

 [OnBoard ERSB Board of Directors Meeting - Ferryland Minutes.pdf](#)

Motion:

BE IT RESOLVED that the minutes from May 31, 2023 be adopted as tabled.

Motion moved by Steve Tessier and motion seconded by T. Alexander
Hickman . Carried Unanimously.

IV. Committee Reports

A. Finance & Audit Committee

Mr. Hickman, Committee Chair, delivered the Finance and Audit Committee report.

1. Board Expenditures

Board expenditures for the month of May of 2023 were tabled for review and approval. There were questions or concerns.

 [Cheque Register May 2023.pdf](#)

 [Payroll Expense MAY 2023.pdf](#)

Motion:

BE IT RESOLVED that the Board adopt the expenditures for the month of May of 2023 as tabled.

Motion moved by T. Alexander Hickman
and motion seconded by Carl Ridgeley
. Carried Unanimously.

2. Incorporated Towns Payment Activity Report

An update on the incorporated towns' payment activity was provided.

 [2023 Incorporated Towns Payment Activity Report at June 6.pdf](#)

3. Supply and Installation of PTO on Tractor for Hauling Clarendville Transfer Station's New Compaction Trailer

Mr. Hickman referred to the briefing note that was included in the meeting package. He noted that the Power Take-Off component is required for the Board's new tractor so that the tractor and trailer can work together. There were no questions or concerns.

 [Briefing Note - pto for tractor CTS award 2023 LT.docx](#)

 [EWM PTO Quote May 20 2023.pdf](#)

Motion:

BE IT RESOLVED that the Board arrange for supply and install of One (1) Power Take Off kit in the amount of \$14,560.00 (including HST).

Motion moved by T. Alexander
and motion seconded by Ronald
. Carried Unanimously.

Hickman
Ellsworth

4. Rebuild of Auger at Clarendville Transfer Station

Mr. Hickman referred to the briefing note that was provided in the meeting package. He reminded Members of the motion that was passed in April of 2022 to rebuild the garbage auger at the Clarendville Transfer Station; However, the amount approved at that time was for the cost of the auger itself and not for the labour required for installation. This motion approves the quote that was provided in the meeting package for the rebuild of the Auger provided by Riverbend Mechanical.

 [Brief Note - CTS Garbage EM60 Auger Rebuild 28Jun23 LT.docx](#)

 [Riverbend Quote 20230605 095046.pdf](#)

Motion:

BE IT RESOLVED that the Board award a contract to Riverbend Mechanical in the amount of \$39,504.30 (plus HST) to rebuild the auger used on the trash line at the Clarendville Transfer Station.

Motion moved by T. Alexander
and motion seconded by Nathan
. Carried Unanimously.

Hickman
Ryan

B. Strategy & Policy Committee

Mr. Tilley, Committee Chair, delivered the Strategy and Policy Committee Report.

V. Clear Bags Policy being implemented January 2024 - Update

Mr. Tilley referred to the briefing note that was provided in the meeting package. He noted that multi-platform materials have been developed with consistent messaging for communication the Clear Bag Policy that will begin in January 2024. There were no questions or concerns on the documents that were attached.

 [Brief Note- Clear Bags June 28 2023 LT.docx](#)

 [Clear Bags \(final\) Letter to communities.pdf](#)

 [Clear bags- Handout \(final\).pdf](#)

VI. Service Delivery Policy Re: Curbside Waste Receptable

Mr. Tilley referred to the briefing note that was provided in the meeting package. He reviewed the recommended guidelines that have been adopted by other municipalities across the province. Mr. Tilley informed the Board that an information letter has been prepared and will be sent to all communities and posted to the Board's website, following adoption at tonight's meeting. There were no questions or concerns on the update to the Board's Service Delivery Policy.

 [Brief Note - Update Service Policy June 28 LT.docx](#)

 [Service Delivery Policy DRAFT June 6 2023 Revision.docx](#)

 [Garbage box- Letter communities \(final\).docx](#)

 [Garbage box tag- final.pdf](#)

 [Garbage box- Social media \(final\).docx](#)

Motion:

BE IT RESOLVED that the Board change its Service Delivery Policy for waste as follows:

- **Section 5(3) changed to “Permanent garbage boxes must not be refrigerators, freezers, or any appliances and/or containers in which a child or animal could become trapped.”**
- **Add Section 5(4) “If the requirements of S.5(1), S.5(2), and S.5(3) are not met then Materials will not be collected from the garbage box but must be placed for collection in accordance with section 6 of this policy.”**
- **Add Section 6(12) “Where a household bulk item contains a door, lid, latch, or movable surfaces permitting access to the inside, the bulk item shall not be placed for collection unless the door, lid, latch, or movable surface has been removed by the owner.”**

Motion moved by Gerard Tilley and motion seconded by Mark Vardy . Carried Unanimously.

A. Governance Committee

Mr. McDonald, Committee Chair, delivered the Governance Committee Report.

VII. CRA Statement of Account at March 31, 2023

Mr. McDonald referred to the first quarter statement that was included in the meeting package and noted that the Board's account is up to date as all remittances have been paid in time.

 [CRA Statement of Account at March 31 2023.pdf](#)

VIII. Board Professional Development: SWANA WasteCon 2023 (September 26-29), Boston, USA

Mr. McDonald informed Members that the Agenda for this year's SWANA WasteCon Event was attached to the meeting package and that the Committee feels that this conference does not include sessions that would be valuable to our Members; Therefore, it was recommended that the Board not participate in this year's event.

 [Brief Note - Board PD SWANA WasteCon Sep 2023 LT.docx](#)

 [SWANA WasteCon Agenda SEP 26-29 2023 Boston.pdf](#)

IX. Board's Annual Reports 2018, 2019 and 2020

Mr. McDonald referred to the documents that were provided in the meeting package and noted that all Board annual reports are complete. Once the attached 2018, 2019, and 2020 reports are adopted, they will be sent to the Ministers office and the ERSB submissions will be up to date.

 [Brief Note - ERSB Outstanding Annual Report 2018, 2019 and 2020.docx](#)

 [ERSB Annual Report 2018 Final Draft LT.pdf](#)

 [ERSB Annual Report 2019 Final Draft LT.pdf](#)

 [ERSB Annual Report 2020 Final Draft LT.pdf](#)

Motion:

BE IT RESOLVED that the Board adopt the Annual Reports for 2018, 2019, and 2020 as tabled.

Motion moved by Kevin McDonald and motion seconded by Gerard Tilley. Carried Unanimously.

X. Reminder for all Board Members Regarding Fiduciary Duty and Confidentiality

Mr. McDonald briefly reviewed the Fiduciary Duties and Confidentiality aspects of the Board Director role. Members were reminded that any discussions held at Board or Committee meetings outside of public Board meetings are confidential.

 [Brief Note - Reminder Fiduciary Duty and Confidentiality JUNE 22 2023 LT 2.docx](#)

XI. Joint Council Report


Mr. McDonald highlighted some key points of the Joint Council Report that was provided in the meeting package.

 [Brief Note - Joint Council Update LT.docx](#)

XII. Correspondence

Mr. Tessier referred to the correspondence attached. There were no questions or concerns.

- A. Letter to Minister Howell, Municipal and Provincial Affairs regarding the permanent closure of the Sunnyside Waste Recovery Facility, June 2nd

 [Ltr - Min Krista Lynn Howell MAPA re Permanent Closure of Sunnyside WRF JUN 2 2023.pdf](#)

- B. Letter from Town of Ferryland requesting Fire & Emergency Service Protection for Town of Cape Broyle, LSD of Calvert, LSD of Brigus South and Horsechops Fire Committee Area

 [Ltr Town of Ferryland - DOC061423-06142023125856.pdf](#)

- C. Letter to Minister Haggie, Municipal and Provincial Affairs requesting ministerial approval for Ferryland Fire Protection Services.

XIII. New Business

- A. Meeting Requested with New Minister of Department of Municipal and Provincial Affairs, Hon. Dr. John Haggie

XIV. Roundtable

Mr. Wesley Drodge reported that The Sounds Joint Council welcomed a presentation on Tourism in the area from the Town of Clarendville.

Mr. Danny Breen reported that the City has received a major sponsorship from Fortis for construction of a new track and planning for Summer Games 2023 is going well.

Ms. Lynn Tucker noted that she recently attended the Solid Waste Association of North America's (SWANA) Conference in Yellowknife. Excellent sessions included information about Extended Producer Responsibility Programs made this one of the most interesting and productive conferences that she's attended to-date.

Ms. Christie Dean noted that she also attended the SWANA event in Yellowknife and particularly enjoyed the information sessions on illegal dumping.

Mr. Jamie Korab elaborated on the illegal dumping situation and asked if conversations should take place with the Minister regarding identifying and contacting individuals for fining purposes.

Mr. Larry Vaters reported that the Town of Paradise has had an excellent start to their traffic cams pilot project. The data shows an outstanding approximation of 500 infractions per day on just one street.

Mr. Steve Tessier thanked the Board and Staff for their support in the last year as his celebrated is first anniversary as Chair in June.

XV. Upcoming Meetings

Mr. Tessier reminded Members that the next scheduled Board and Committee meetings will take place in September.

 [Upcoming Meetings.docx](#)

XVI. Adjournment

Motion:

BE IT RESOLVED that the meeting adjourned at 6:36 p.m.

Motion moved by Gerard Tilley and motion seconded by Lawrence Vaters . Carried Unanimously.

Eastern Regional Service Board

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

Cheques from 0000000001 to 0000011441 dated between 05-01-2023 and 05-31-2023

CHEQUE REGISTER

Printed: 9:44:43AM 06/06/2023

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Number	Issued	Amount	SC	Status	Status Date
0000011369	05/11/2023 62167 Newfoundland and Labrador Inc	7,380.30	A/P	OUT-STD	05/11/2023
0000011370	05/11/2023 Around The Bay Disposals Inc.	127,674.27	A/P	CLEARED	05/16/2023
0000011371	05/11/2023 Bell Aliant	2,203.26	A/P	CLEARED	05/25/2023
0000011372	05/11/2023 Bell Conferencing Inc.	144.90	A/P	CLEARED	05/24/2023
0000011373	05/11/2023 Bell Mobility Inc.	1,340.14	A/P	CLEARED	05/23/2023
0000011374	05/11/2023 Christie Dean	1,653.48	A/P	CLEARED	06/01/2023
0000011375	05/11/2023 City of St. John's	29,438.42	A/P	CLEARED	05/16/2023
0000011376	05/11/2023 Clowe's Construction Ltd.	552.00	A/P	OUT-STD	05/11/2023
0000011377	05/11/2023 Coish's Trucking & Excavating Ltd.	17,895.50	A/P	CLEARED	05/19/2023
0000011378	05/11/2023 Craig Drover	3,535.74	A/P	CLEARED	05/29/2023
0000011379	05/11/2023 D&L Russell Limited	18.39	A/P	CLEARED	05/24/2023
0000011380	05/11/2023 Dodd's Diesel Repair Ltd.	18,460.59	A/P	CLEARED	05/17/2023
0000011381	05/11/2023 Glenn Clarke	333.33	A/P	CLEARED	05/19/2023
0000011382	05/11/2023 Harbour Construction Limited	1,035.00	A/P	OUT-STD	05/11/2023
0000011383	05/11/2023 Jenkins Anthony Inc.	7,056.08	A/P	CLEARED	05/19/2023
0000011384	05/11/2023 K.J.H. Dirtwork's Ltd.	644.00	A/P	CLEARED	05/29/2023
0000011385	05/11/2023 Kal Tire	1,340.04	A/P	CLEARED	05/23/2023
0000011386	05/11/2023 Kevin Butt	532.70	A/P	CLEARED	05/15/2023
0000011387	05/11/2023 Kevin McDonald	126.95	A/P	CLEARED	05/16/2023
0000011388	05/11/2023 Leslie Squires	440.00	A/P	CLEARED	05/15/2023
0000011389	05/11/2023 Lynn Tucker	4,571.99	A/P	CLEARED	05/15/2023
0000011390	05/11/2023 McInnes Cooper	806.06	A/P	CLEARED	05/23/2023
0000011391	05/11/2023 Miller IT Limited	1,508.80	A/P	CLEARED	05/16/2023
0000011392	05/11/2023 Newfoundland Exchequer Account	10.00	A/P	CLEARED	05/26/2023
0000011393	05/11/2023 Nexgen Municipal Inc.	160.24	A/P	CLEARED	05/26/2023
0000011394	05/11/2023 North Atlantic	25,374.24	A/P	CLEARED	05/17/2023
0000011395	05/11/2023 Northern Business Intelligence	1,873.63	A/P	CLEARED	05/24/2023
0000011396	05/11/2023 OMB Parts & Industrial Ltd.	130.47	A/P	CLEARED	05/24/2023
0000011397	05/11/2023 ORKIN Canada Corporation	209.90	A/P	CLEARED	05/26/2023
0000011398	05/11/2023 Parts For Trucks Inc.	1,886.94	A/P	CLEARED	05/18/2023
0000011399	05/11/2023 Pat Singleton	6,181.25	A/P	OUT-STD	05/11/2023
0000011400	05/11/2023 Pat Singleton	750.00	A/P	OUT-STD	05/11/2023
0000011401	05/11/2023 Pike's Pro Hardware & Building Supplies	136.65	A/P	CLEARED	05/18/2023
0000011402	05/11/2023 Pinnacle Office Solutions Ltd.	144.80	A/P	CLEARED	05/19/2023
0000011403	05/11/2023 Pitney Bowes	216.80	A/P	CLEARED	05/25/2023
0000011404	05/11/2023 Princess Auto	74.65	A/P	CLEARED	05/18/2023
0000011405	05/11/2023 Rodney Delaney	128.85	A/P	CLEARED	05/16/2023
0000011406	05/11/2023 Shred-it c/o Stericycle ULC	93.89	A/P	CLEARED	05/23/2023
0000011407	05/11/2023 T2 Ventures Inc.	208,744.44	A/P	CLEARED	05/12/2023
0000011408	05/11/2023 Tulk Tire & Service Ltd.	5,465.08	A/P	CLEARED	05/16/2023
0000011409	05/11/2023 Wedgwood Insurance Limited	267.95	A/P	CLEARED	05/19/2023
0000011410	05/11/2023 Wesley Drodge	365.05	A/P	CLEARED	05/19/2023
0000011411	05/11/2023 William Earle - Private Process Server	100.00	A/P	CLEARED	05/16/2023
0000011416	05/12/2023 Northern Business Intelligence	1,705.34	A/P	CLEARED	05/24/2023
0000011417	05/15/2023 Hickman Chevrolet Cadillac	3,596.24	A/P	CLEARED	05/19/2023
0000011418	05/24/2023 Advantage Personnel Ltd.	786.60	A/P	CLEARED	05/31/2023

** - Name on Check was modified

Eastern Regional Service Board

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

Cheques from 0000000001 to 0000011441 dated between 05-01-2023 and 05-31-2023

CHEQUE REGISTER

Printed: 9:44:44AM 06/06/2023

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Number	Issued		Amount	SC	Status	Status Date
0000011419	05/24/2023	Big Erics Inc.	296.07	A/P	OUT-STD	05/24/2023
0000011420	05/24/2023	Channel 6 Ads - Avalon Region	84.00	A/P	CLEARED	05/29/2023
0000011421	05/24/2023	Christie Dean	542.73	A/P	CLEARED	06/01/2023
0000011422	05/24/2023	D&L Russell Limited	160.99	A/P	OUT-STD	05/24/2023
0000011423	05/24/2023	De Lage Landen Financial Services Canada Ltd.	398.48	A/P	CLEARED	05/31/2023
0000011424	05/24/2023	Dodd's Diesel Repair Ltd.	9,460.78	A/P	CLEARED	05/31/2023
0000011425	05/24/2023	Eastlink Communications Channel 6 Ads	155.25	A/P	CLEARED	06/02/2023
0000011426	05/24/2023	GFL Environmental Services Inc.	3,264.60	A/P	CLEARED	05/31/2023
0000011427	05/24/2023	Holly Power	99.11	A/P	CLEARED	05/25/2023
0000011428	05/24/2023	Kal Tire	121.67	A/P	CLEARED	06/02/2023
0000011429	05/24/2023	Kenneth Rollings	86.25	A/P	CLEARED	06/02/2023
0000011430	05/25/2023	Kevin Butt	160.72	A/P	CLEARED	05/29/2023
0000011431	05/25/2023	Lynn Tucker	542.29	A/P	OUT-STD	05/25/2023
0000011432	05/25/2023	Newfoundland Power Inc.	5,797.23	A/P	CLEARED	05/29/2023
0000011433	05/25/2023	Pinnacle Office Solutions Ltd.	213.22	A/P	OUT-STD	05/25/2023
0000011434	05/25/2023	Princess Auto	68.98	A/P	CLEARED	05/31/2023
0000011435	05/25/2023	Quikprint Services Ltd.	904.92	A/P	CLEARED	05/31/2023
0000011436	05/25/2023	Town of Clarendville	1,206.00	A/P	CLEARED	06/01/2023
0000011437	05/25/2023	Tulk Tire & Service Ltd.	4,362.25	A/P	CLEARED	05/29/2023
0000011438	05/25/2023	Wedgwood Insurance Limited	5,002.50	A/P	CLEARED	05/30/2023
0000011439	05/25/2023	Reefer Repair Services Limited	248,658.07	A/P	CLEARED	05/26/2023
Total Issued (67):			\$768,681.06			
Total Voided (0):			\$0.00			
Grand Total:			\$768,681.06			
Number of Cheques Listed:			67			

EASTERN REGIONAL SERVICE BOARD

PAYROLL EXPENSE

MAY 2023

Payroll – Staff (<i>2 pay periods – 30 employees</i>).....	\$138,229.18
Payroll – Board (<i>20 members</i>)	<u>\$00,000.00</u>
Total Payroll (<i>30 employees</i>)	\$138,229.18
Payroll CRA Remittance	<u>\$47,202.67</u>
TOTAL GROSS PAYROLL	<u>\$185,431.85</u>

PREVIOUS MONTH

APRIL 2023

Payroll – Staff (<i>2 pay periods – 29 employees</i>).....	\$134,363.83
Payroll – Board (<i>20 members</i>)	<u>\$21,359.65</u>
Total Payroll (<i>49 employees</i>)	\$158,723.48
Payroll CRA Remittance	<u>\$ 51,273.89</u>
TOTAL GROSS PAYROLL	<u>\$209,997.37</u>

TOWNS PAYMENT ACTIVITY 2023 - As of June 6, 2023											
(Towns include all incorporated towns and those LSDs who pay collectively)											
CustCode	Town/Local Service District	Number of Units	Number of Units x \$200.00	Prior Year (Credit) Arrears *	Total Invoiced	Payments/ Adjustments	Arrears	Over 30 Days Past Due	Over 60 Days Past Due	Current Balance	
LSDOF201	LSD of Georgetown	131	\$26,200	\$0	\$26,200	\$19,650	\$0	\$0	\$0	\$6,550	
LSDOF202	LSD of Marysvale	240	\$48,000	\$800	\$48,800	\$20,400	\$0	\$0	\$0	\$28,400	
TOWN0003	Town of Clarke's Beach	609	\$121,800	\$0	\$121,800	\$121,800	\$0	\$0	\$0	\$0	
TOWN301	Town of Come by Chance	118	\$23,600	\$0	\$23,600	\$23,600	\$0	\$0	\$0	\$0	
TOWN302	Town of Norman's Cove-Long Cove	333	\$66,600	\$0	\$66,600	\$26,640	\$0	\$0	\$0	\$39,960	
TOWN303	Town of Chapel Arm	253	\$50,600	\$0	\$50,600	\$25,300	\$0	\$0	\$0	\$25,300	
TOWN304	Town of Southern Harbour	184	\$36,800	\$0	\$36,800	\$18,400	\$0	\$0	\$0	\$18,400	
TOWN305	Town of Sunnyside	205	\$41,000	\$0	\$41,000	\$20,500	\$0	\$0	\$0	\$20,500	
TOWN502	Town of Chance Cove	148	\$29,600	\$0	\$29,600	\$14,800	\$0	\$0	\$0	\$14,800	
TOWN503	Town of Arnold's Cove	535	\$107,000	\$0	\$107,000	\$53,500	\$0	\$0	\$0	\$53,500	
TOWN0203	Town of Colliers	293	\$58,600	\$0	\$58,600	\$29,300	\$0	\$0	\$0	\$29,300	
TOWN0205	Town of Holyrood	1095	\$219,000	\$5,000	\$224,000	\$190,180	\$0	\$0	\$0	\$33,820	
TOWN0401	Town of Aquaforte	70	\$14,000	\$0	\$14,000	\$7,100	\$0	\$0	\$0	\$6,900	
TOWN0402	Town of Bay Bulls	633	\$126,600	\$20	\$126,620	\$63,310	\$0	\$0	\$0	\$63,310	
TOWN0403	Town of Cape Broyle	277	\$55,400	-\$83	\$55,317	\$27,658	\$0	\$0	\$0	\$27,659	
TOWN0404	Town of Fermeuse-Kingman's Cove	179	\$35,800	\$0	\$39,380	\$21,660	\$0	\$0	\$0	\$17,720	
TOWN0405	Town of Ferryland	272	\$54,400	\$0	\$54,400	\$30,200	\$0	\$0	\$0	\$24,200	
TOWN0407	Town of Renewes-Cappahayden	234	\$46,800	\$0	\$46,800	\$17,550	\$0	\$0	\$0	\$29,250	
TOWN0408	Town of St. Shott's	50	\$10,000	\$0	\$10,000	\$5,000	\$0	\$0	\$0	\$5,000	
TOWN0410	Town of Witless Bay	744	\$148,800	\$0	\$148,800	\$74,400	\$0	\$0	\$0	\$74,400	
TOWN0411	Town of Portugal Cove South	92	\$18,400	\$0	\$18,400	\$10,000	\$0	\$0	\$0	\$8,400	
TOWN0504	Town of Long Harbour-Mount Arlington He	194	\$38,800	\$0	\$38,800	\$19,400	\$0	\$0	\$0	\$19,400	
TOWN0505	Town of Fox Harbour	134	\$26,800	\$0	\$26,800	\$13,400	\$0	\$0	\$0	\$13,400	
TOWN0507	Town of St. Bride's	139	\$27,800	\$0	\$27,800	\$13,900	\$0	\$0	\$0	\$13,900	
TOWN0508	Town of Point Lance	47	\$9,400	\$0	\$9,400	\$4,700	\$0	\$0	\$0	\$4,700	
TOWN0509	Town of Branch	161	\$32,200	\$0	\$32,200	\$16,200	\$0	\$0	\$0	\$16,000	
TOWN0510	Town of Mount Carmel-Mitchell's Brook-St	299	\$59,800	\$0	\$59,800	\$29,900	\$0	\$0	\$0	\$29,900	
TOWN0511	Town of St. Joseph's	107	\$21,400	\$0	\$21,400	\$10,700	\$0	\$0	\$0	\$10,700	
TOWN0512	Town of Admiral's Beach	82	\$16,400	\$0	\$16,400	\$8,200	\$0	\$0	\$0	\$8,200	
TOWN0514	Town of Colinet	75	\$15,000	\$0	\$15,000	\$6,000	\$0	\$0	\$0	\$9,000	
TOWN0601	Town of Whiteway	163	\$32,600	\$0	\$32,600	\$16,300	\$0	\$0	\$0	\$16,300	
TOWN0602	Town of Heart's Delight-Islington	464	\$92,800	\$0	\$92,800	\$55,680	\$0	\$0	\$0	\$37,120	
TOWN0603	Town of Heart's Desire	139	\$27,800	\$3,000	\$30,800	\$15,400	\$0	\$0	\$0	\$15,400	
TOWN0802	Town of Bay de Verde	221	\$44,200	\$14,056	\$58,256	\$18,476	\$0	\$0	\$0	\$39,780	
TOWN0804	Town of New Perican	162	\$32,400	\$0	\$32,400	\$16,200	\$0	\$0	\$0	\$16,200	
TOWN0805	Town of Hant's Harbour	193	\$38,600	\$0	\$38,600	\$12,867	\$0	\$0	\$0	\$25,733	
TOWN0806	Town of Heart's Content	239	\$47,800	\$0	\$47,800	\$20,900	\$0	\$0	\$0	\$26,900	
TOWN0807	Town of Winterton	295	\$59,000	\$14,750	\$73,750	\$29,500	\$0	\$0	\$0	\$44,250	
		9809	\$ 1,961,800	\$ 37,543	\$ 2,002,923	\$ 1,128,671	\$ -	\$ -	\$ -	\$ 874,252	

* Each of the Towns with outstanding balances have been contacted.

TOWNS ACTIVITY - INVOICED MONTHLY (Jan - Dec 2022)											
CustCode	Town/LSD	No. Properties	Prior Year Balance	Total Invoices 2023	Payments Received	Arrears	Over 30 Days Past Due	Over 60 Days Past Due	Outstanding Balance		
TOWN0001	Town of Carbonear	2175	\$ -	\$ 198,266	\$ 161,851	\$ -	\$ -	\$ -	\$ 36,415		

2023 TOTAL OUTSTANDING INCORPORATED TOWNS	\$ 910,666.83
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PAD* Set up for pre-authorized debit payments
SPAR** Special Payment Arrangement in Place

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Supply and install of PTO on Tractor to be used for hauling new compaction trailer at Clarendville Transfer Station
MEETING DATE:	06-28-2023
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Christie Dean, Director Operations
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

Staff recommends supply and installation of one (1) Power Take-Off (PTO) kit in the amount of \$14,560 (plus HST) for the Kenworth Tractor.

MOTION:

BE IT RESOLVED that the Board award the supply and installation of one (1) Power Take-Off kit in the amount of \$14,560 (including HST) to Nexgen Municipal.

BACKGROUND/DISCUSSION:

- This PTO (power take-off) kit is required to make the tractor and trailer purchased in May 2023 compatible.
- The unit is to replace one tractor of the three tractors that service the Clarendville Transfer Station (CTS). CTS went into operation in January of 2016.
- In May staff communicated: Staff will deliver the tractor to Ontario for installation of a PTO (Power Take Off) kit by Nexgen Municipal. The recommended supply and installation of the PTO will be submitted to the Finance Committee at its June meeting for review. This kit is required to make the tractor function with the trailer from Nexgen that has been recommended by the Finance & Audit Committee at their May meeting and was presented to the Board at their May 31, 2023 meeting.
- The kit is not available from other suppliers as it is a specialized item specific to the trailers used at the transfer station.

ATTACHMENTS:

- Supply and installation quote from Nexgen Municipal

NexGen Municipal Inc.
4430 Mainway Drive
Burlington, Ontario
Canada L6K 3N3



NEXGEN MUNICIPAL
turning vision into value™

Tel: 800-567-0103
Fax: 905-336-3035
dcv@nexgenmunicipal.com
www.nexgenmunicipal.com

SALES QUOTATION

For: Eastern Waste Management

Date: May 20, 2023

By: Doug Vanderlinden

Attn: Kevin Butt

<i>Qty.</i>	<i>Description</i>		<i>Unit Price</i>
1	Wet Kit	80 gallon steel tank with pressure, return and relief, fill and breather PTO to suit Kenworth tractor - electric activated TRACTOR MUST HAVE PTO RPM LIMIT PROGRAMMED 30 gpm severe service hydraulic pump 3500 psi pressure relief valve, set at 3,000 psi 10 micron hydraulic return filter and gauge Hydraulic hoses for all functions Tank shutoff valves Hydraulic hoses - pressure and return to trailer connections	\$ 14,560
TOTAL QUOTATION - TAXES EXTRA			\$ 14,560

Warranty: NEXGEN 6 Month Parts & Labour, FOB Installation Site, Excluding Damage or Wear

Terms: This Quotation Binding for 30 Days

All Pricing in Cdn Funds, Taxes Extra Where Applicable

Payment: Net 30 Days

Delivery: 2 Weeks After Tractor Delivery to Nexgen

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Clarenville Transfer Station Garbage EM60 Auger Rebuild – Labour Supply
MEETING DATE:	2023-06-28
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Christie Dean, Director Operations
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

Staff recommends the rebuild of the garbage EM60 auger at the Clarenville Transfer Station.

MOTION:

BE IT RESOLVED that the Board award the rebuild of the EM60 garbage auger at the Clarenville Transfer Station to Riverbend Mechanical for the value of \$39,504.30 plus HST.

BACKGROUND/DISCUSSION:

- On April 27, 2022 the Board passed Motion No. 2022-029: BE IT RESOLVED that the Board proceeds with the rebuild of the EM60 garbage auger at the Clarenville Transfer Station for the value of \$33,732.85 plus HST to Nexgen for the parts associated with the EM60 auger.
- Following the adoption of that motion, staff worked with Nexgen to develop a work procedure and to secure an installer.
- In October 2022, five (5) companies in the area were asked to provide an installation quote. No quotes were received.
- Since then, staff continued to contact suppliers in the area requesting a quote but was unsuccessful.
- Recently Riverbend Mechanical was at the transfer station looking at other work when the Manager asked if the auger rebuild was something they could complete. They reviewed the scope of work and provided a quote, as tabled.
- The Clarenville Transfer Station was built in 2015 and began accepting waste in January of 2016. Since then, the garbage side of the facility has processed more than 32,878,000 kg of waste. This has resulted in the EM60 Auger wearing out. The most cost-effective way to address this is to rebuild.

- The recycling EM60 auger does not require a rebuild currently as it does not process as much material and is still in good shape.
- The recycling side of the facility is used as back up when the waste side is undergoing maintenance. It is not possible to permanently switch sides and use the recycling auger since this side was designed for recycling and aspects including conveyor angle are not conducive to addressing the waste volumes and types of waste regularly accepted at the garbage stream side.

ATTACHMENTS:

- Quote from Riverbend Mechanical for the EM60 auger rebuild.



Classic Truck & Trailer Limited Machine Shop

7 Myers Ave. Clarendville, NL A5A 1T5
Phone: 709-466-7052 ~ Fax: 709-466-3641
Email: sholloway@theriverbendgroup.ca
www.theriverbendgroup.ca
HST #754826329 RT0001

Estimate

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

Business (709) 579-7960
Email crideout@ersbnl.ca

Estimate # 26
Service Advisor Mark Lane
Technician NA

Appointment 6/2/2023 9:08 AM
Promised 6/2/2023 9:08 AM

Service

Machine Shop

Machinist/Millwright	90 Hour	\$115.00 / Hour	\$10,350.00 H
Go to site and dismantle Auger assembly			
		Sub	\$10,350.00

Machine Shop

Lift sections of auger hopper off with boom truck and ship to shop for refit.	1 Hour	\$525.00 / Hour	\$525.00 H
Labor		Sub	\$525.00

Machine Shop

Dismantle Auger assembly in shop to replace bearing. Includes: Case tear down, remove bearing from shaft, remove auger, inspect bottom of shoot (expect resurface/repair), reassemble auger with new bearing, change all gear oil in gear boxes, inspect chain and sprockets for wear/damage.

Labor	100 Hour	\$95.00 / Hour	\$9,500.00 H
		Sub	\$9,500.00

Welding

Hard surface Auger, repairs to bottom of shoot	40 Hour	\$105.00 / Hour	\$4,200.00 H
Labor		Sub	\$4,200.00

Machine Shop

Transport auger assembly back to site and reassemble complete unit.	90 Hour	\$115.00 / Hour	\$10,350.00 H
Labor		Sub	\$10,350.00

Machine Shop

Disconnect and re-connect all electrical for the removal and re-installation of auger hopper.	8 Hour	\$123.50 / Hour	\$988.00 H
Labor		Sub	\$988.00

Shop supplies and speciality equipment purchase for this job. IE, Stooddy rods, manufacturing tooling to remove bearings etc.	1 Hour	\$3,591.30 / Hour	\$3,591.30 H
		Sub	\$3,591.30

All hours based on manufactures recommendation. Any unused quoted hours will be credited. Any additional hours required will be re-quoted and sent for approval.

Total Parts	\$0.00
Total Labor	\$39,504.30
Total Before Taxes & Miscellaneous Charges	\$39,504.30
(*) Shop Supplies	\$100.00 H

(H) Canadian Harmonized Sales Tax (15% HST)
Grand Total

15 %

\$5,940.65
\$45,544.95

This Estimate is based on visual inspection, and does not include additional items which may be required after disassembly. Occasionally, after work is started, worn, broken, or damaged parts maybe discovered which were not evident upon the initial inspection. Prices on parts and labor are current and subject to change. All parts are assumed to be New Part not provided by the original equipment manufacturer unless otherwise noted. Estimates are valid for 30 days.

Date _____ Prepared By _____

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Implementing use of Clear/Transparent Garbage Bags – Messaging Plan
MEETING DATE:	2023-06-28
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Will Hilliard, Communications Coordinator
REVIEWED BY:	Craig Drover, Director Corporate Services
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

No recommended action. For information purposes only.

MOTION:

N/A

BACKGROUND/DISCUSSION:

- Multi-platform materials are being developed with consistent messaging for communicating to communities the shift to the use of clear garbage bags for January 2024.
- A letter announcing the policy change has been drafted for distribution to regional mayors and chairpersons.
- The letter will be accompanied by a one-page pamphlet, explaining the rationale for using clear bags and how to use clear bags and privacy bags.

ATTACHMENTS:

- Letter to community partners
- Clear Bags—the Next Big Step’ handout

Dear Mayor, Chairperson and Staff,

The Eastern Regional Service Board will transition to clear bags beginning January 1, 2024.

Customers will place their regular household waste out for collection in clear, see-through garbage bags. Every household will have the option to use one privacy bag each week. Clear bags have been in use in Central Newfoundland since 2015, Western Newfoundland and Mount Pearl since 2017, and St. John's since 2022.

Studies show that using clear bags encourages proper sorting of materials, keeping recyclable items out of the garbage. This reduces the amount of waste going to landfill. Increasing recycling will ensure effective use of the fees collected from communities.

Using clear bags also helps protect the collectors and staff, allowing them to see and avoid any sharp or dangerous objects in the bag.

Although clear bags are months away from implementation, there is no better time to start than now. The ERSB would like to thank you in advance for your support in getting the message out to your residents and getting everyone involved in keeping our communities clean and healthy.

Sincerely,

EASTERN REGIONAL SERVICE BOARD

Let's Be **Clear** with Our Waste

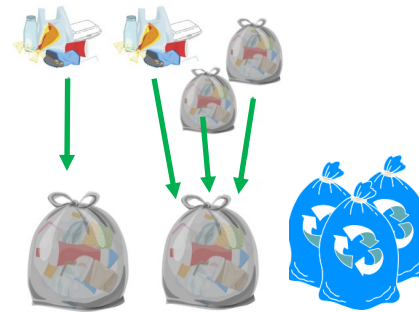
- On January 1, 2024, the ERSB will transition to clear bags for all the household garbage we collect.
- Customers will place their regular household waste out for collection in clear, see-through garbage bags.
- Every household will have the option to use one privacy bag each week.
- Using clear bags encourages proper sorting of materials, keeping recyclable items out of the garbage.
- Clear bags also encourage proper diversion of electronics and hazardous waste material, such as batteries from landfill.



- Proper sorting of discarded items will reduce the amount of waste going to landfill, reducing the cost paid to dispose of materials collected.
- Keeping operating costs down will help keep collection fees low.
- Using clear bags protects the collectors, allowing them to see and avoid sharp or dangerous objects in the bag.
- There is no limit on the number of blue bags you can place curbside on your recycling day.
- Sort mixed plastic and metal containers into one blue bag and paper and cardboard into a separate blue bag.

Clear Bags

- Place loose garbage inside a clear bag.
- Place any items that can be recycled inside blue bags.
- Smaller bags, for example, from a kitchen or bathroom waste bin must also be clear and see-through.
- Place smaller clear bags inside a larger clear bag.



Privacy Bags

- Maximum 1 per week.
 - Put waste items you would like to keep private and for others not to see inside any colour opaque (non-see-through) waste bag.
- What makes a privacy bag?**
- Discarded items inside an opaque bag.



**EASTERN REGIONAL
SERVICE BOARD**

We're here to help. Contact us
Tel. 709-579-7960
Email. info@ersbnl.ca
Web. easternregionalserviceboard.com
Twitter. @ERSBNL

- To see what discards you can or cannot recycle in your area, check our website or email us at info@ersbnl.ca to request a brochure and join our regular email list for news and updates.

EASTERN REGIONAL SERVICE BOARD
BRIEFING NOTE / REPORT

TITLE:	Update of the Service Delivery Policy for Waste to Include Guidelines for Disposal and/or Use of Refrigerators, Freezers and Other Items That Could Trap a Child or Animal
MEETING DATE:	2023-06-28
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Christie Dean, Director of Operations
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

It is recommended that the Board's Service Delivery Policy for waste be updated to include guidelines for the disposal and/or use of refrigerators, freezers and other items that could trap a child and/or animal as well as prohibiting the use of these containers as permanent garbage boxes.

MOTIONS:

BE IT RESOLVED that the Board change its Service Delivery Policy for waste as follows:

- **Section 5(3) changed to "Permanent garbage boxes must not be refrigerators, freezers, or any appliances and/or containers in which a child or animal could become trapped."**
- **Add Section 5(4) "If the requirements of S.5(1), S.5(2), and S.5(3) are not met then Materials will not be collected from the garbage box but must be placed for collection in accordance with section 6 of this policy."**
- **Add Section 6(12) "Where a household bulk item contains a door, lid, latch, or movable surfaces permitting access to the inside, the bulk item shall not be placed for collection unless the door, lid, latch, or movable surface has been removed by the owner."**

BACKGROUND/DISCUSSION:

- This item was discussed at the last Committee meeting, but no motion was adopted as the Service Delivery Policy had to be revised for the Board's consideration.
- Included in today's meeting package is the updated Service Delivery Policy with the following revisions highlighted in yellow:

- Section 5(3) changed to "Permanent garbage boxes must be refrigerators, freezers, or any appliances and/or containers in which a child or animal could become trapped."
- Add Section 5(4) "If the requirements of S.5(1), S.5(2), and S.5(3) are not met then Materials will not be collected from the garbage box but must be placed for collection in accordance with section 6 of this policy."
- Add Section 6(12) "Where a household bulk item contains a door, lid, latch, or movable surfaces permitting access to the inside, the bulk item shall not be placed for collection unless the door, lid, latch, or movable surface has been removed by the owner."
- Other municipalities in Canada have similar guidelines or by-laws that prohibit the use of refrigerators and freezers for example:
 - Halifax By-law S-600; Solid Waste Resource Collection and Disposal By-law: Restrictions on bulky items: For safety reasons, please remove any refrigerator and freezer doors that have latches.
 - Toronto Municipal Code, Chapter 659 deals with the collection of "refrigerator, freezer, clothes washer or dryer, dishwasher, ice box, or similar appliance or container in which a child or animal could become trapped." It prohibits "the disposing of an appliance or container in a place that is accessible to children/animals without first removing the doors and taking adequate precautions to prevent any person or animal from being trapped."
 - The City of St. John's Sanitation Regulations, By-law 1637 (2021) (d) where a bulk item contains a door, lid, latch, or movable surface permitting access to the inside, the bulk item shall not be placed for collection unless the door, lid, latch, or movable surface has been removed.
- Staff have produced an information letter for communities, a post for social media as well as a sticker that will be used by the waste collection crews that will inform impacted property owners that their current garbage box is no longer acceptable and must be replaced if it meets the criteria in Section 5(3).
- Once the revised Service Delivery Policy has been approved by the Board, it will be uploaded to our website and the information sent to all communities.

ATTACHMENTS:

- Revised Service Delivery Policy for waste, June 6, 2023
- Letter to Communities informing them of these revisions
- Sticker that will be affixed to all impacted garbage boxes
- Social media post regarding these revisions

EASTERN REGIONAL SERVICES BOARD

SERVICE DELIVERY POLICY

WHEREAS section 4(1) of the *Eastern Regional Service Board Regulations*, Nfld. Reg. 92/11 ("Regulations") provides the Eastern Regional Services Board with the power to charge user fees to a municipality in the Eastern Region, local service district in the Eastern Region, unincorporated area in the Eastern Region or other user of a facility or service provided by the Board;

AND WHEREAS section 4(2) of the Regulations deems an amount owing to the Eastern Regional Services Board to be a debt due to the Board and the Board may recover it by civil action in Court;

AND WHEREAS section 5 of the Regulations states that the Board may stop providing a service to a user of it where the user fails to comply with a policy of the Board respecting the service;

AND WHEREAS it is the consensus of the Eastern Regional Services Board to establish this policy to regulate the provision of waste management services, including the handling and collection of garbage and other waste materials, by the Board;

NOW THEREFORE the Eastern Regional Services Board establishes the following service delivery policy:

Definitions

1. In this policy,

(1) "Board" means the Eastern Regional Services Board established by the *Eastern Regional Services Board Order*, O.C. 2011-255 under the *Regional Service Boards Act*, RSNL 1990 c. R-89 ("Act").

(2) "Bulk Waste" means the following discarded materials: Furniture, mattresses, box springs; Televisions, electronics, computers; Carpet, flooring, bathroom fixtures, and additional renovation debris (All loose materials must be packaged in bags or bundles that are less than 22 kg and less than 1.5 m in length). Metals are included.

(3) "Commercial Property" means a Developed Property used or capable of being used in whole or in part for small businesses, retail establishments, service establishments, recreational purposes, entertainment purposes, or offices.

(4) "Commercial Unit" means a Dwelling Unit or office space situated on Commercial Property.

(5) "Commercial User" means an owner of Commercial Property permitted by the Board to use a Transfer Station.

(6) "Eastern Region" is the geographic region defined in the *Eastern Regional Service Board Order*, O.C. 2011-255.

(7) "Developed Property" means property eligible for Waste Management Services as determined by the Board.

(8) "Dwelling Unit" means a building, apartment, cabin, or trailer that is habitable either seasonally or permanently, situated on Developed Property.

(9) "Garbage" means waste from private or public property, within the Eastern Region, but does not include the following as defined within this Policy or the Schedule hereto:

- (a) Recyclable Materials;
- (b) Compostable Materials;
- (c) Hazardous, Pathological and Hazardous Household Wastes;
- (d) Liquid Waste;
- (e) Building Materials; and
- (f) Unsuitable Items.

(10) "Garbage Collection Services" means those Services provided by the Board or its agent(s) for the removal of Garbage from public or private property.

(11) "Hazardous Waste" means those items which are or may be harmful to the environment, persons or property including, but not limited to, those items designated in Schedule 1 of this policy, and shall include Household Hazardous Waste.

(12) "Household Hazardous Waste" means hazardous waste that would normally be used and kept in a household, which may include toxic substances or poisons that can result in illness and death; acidic or caustic corrosives that can cause severe burns to skin or mucous membranes; flammable and combustible substances which can pose a significant fire and burn risk at ambient temperatures or when exposed to a heat source; and items that are potentially explosive, e.g. gas cylinders or aerosol containers, and including, but not limited to, those items set out in Schedule 1 of this Policy.

(13) "Institutional Property" means a federal, provincial or municipal government building, including, but not limited to, a hospital, library, school, town hall, or community center.

(16) "Liquid Waste" means any waste in liquid form.

(17) "Materials" means any Garbage, Recyclable Materials or Bulk Waste as defined in this Policy or the Schedule hereto.

(18) "Materials Recovery Facility" means a materials recovery facility approved by the Board.

(18) "Multiple-unit Complex" means a building used primarily for residential purposes which contains multiple Dwelling Units, and shall include a Personal Care Home, townhouse complex, and a home based business requiring a separate Service Unit.

(19) "Personal Care Home" means a premises, place or private residence in which personal care is provided, for remuneration.

(20) "Property Owner" means an owner of a Dwelling Unit, Commercial Property, Institutional Property, Multi-unit Complex or Personal Care Home.

(21) "Recyclable Materials" means all non-Contaminated waste items which are recyclable or reusable, non-biodegradable and acceptable at the Materials Recovery Facility located at the Regional Integrated Facility at Robin Hood Bay.

(22) "Recycling Services" means those Services provided by the Board or its agent(s) for the collection of Recyclable Materials from public or private property.

(23) "Regulations" means the *Eastern Regional Service Board Regulations*, Nfld. Reg. 92/11.

(24) "Resident" means an occupant, lessee or tenant of a Dwelling Unit.

(25) "Roadside/curbside" means within the road right of way, at the edge of the property or no more than fifteen (15) feet from the edge of the paved roadway.

(26) "Service Unit" means a Dwelling Unit, Commercial Unit, Multi-unit Complex, Personal Care Home or Institutional Property or part thereof eligible to receive Waste Management Services and subject to the annual Waste Management Fee.

(27) "Tipping Fee" means the fee to be charged at a Regional Facility to dispose of waste as determined by the Board. This fee may vary by waste type, service offered, location of facility, volume, classification of users (commercial, residential, institutional) or any other means the Board determines in its structure of user fees for regional facilities and services.

(28) "Transfer Station" means a Regional Facility in the Eastern Region where waste may be disposed of or transferred from one waste disposal vehicle to another at such times and upon such terms and conditions as the Board may determine.

(29) "Unsuitable Items" means waste items unsuitable for collection by virtue of their size, shape, weight or because they are potentially dangerous to the safety of those persons providing Waste Management Services in the Eastern Region.

(30) "Waste Management Fee" is the annual user fee established by the Board to be charged to a Service Unit or Commercial Property for Waste Management Collection Services.

(31) "Waste Management Collection Services" means those services provided by the Board under this Policy, including, but not limited to, Garbage Collection Services, Recyclable Materials Collection and collection of Bulk Waste.

(32) "Waste Recovery Facility" means a Regional Facility where waste may be disposed of by Residents at such times and upon such terms and conditions as the Board may determine. No commercial or institutional users.

Waste Management Services

2. (1) The Board, or the Board's agent(s), shall provide Waste Management Services to all habitable properties in the Eastern Region including Dwelling Units, Commercial Property, Institutional Property, and Multi-unit Complexes.

(2) The Board, or the Board's agent(s), shall provide Waste Management Services to all Property Owners on public roadways of a Class IV designation or higher providing those roads are not un-serviced roads in unincorporated areas as determined by the Department of Transportation and Works in the Eastern Region.

(3) The Board shall provide Waste Management Services to Property Owners in the Eastern Region on those roads that are serviced as determined by the Department of Transportation and Works in the Eastern Region.

(4) Collection of Bulk Waste shall be by special collection only at such times and upon such terms and conditions as the Board may determine.

(5) The Board shall provide Transfer Stations in locations to be determined by the Board. Transfer Stations may be used by Residents and Commercial Users. Commercial Users shall pay the Tipping Fee to use the Transfer Station and abide by all rules, guidelines and policies for use of the Transfer Station. Commercial Users that fail to keep their account current and in good standing will

be refused entry to the Transfer Station until they are in good standing as determined by the Board.

(6) The Board shall provide Waste Recovery Facilities in locations to be determined by the Board. Waste Recovery Facilities are for the exclusive use of Residents for the purpose of disposing of household bulk items generated under normal household conditions. Use of the Waste Recovery Facility is allowed under the rules, guidelines and policies for use of the Waste Recovery Facility and anyone failing to abide by the rules, guidelines or policies for use will be refused entry. Waste Recovery Facilities do not accept commercial or institutional waste.

Exemption

3. (1) Property Owners may request an exemption from the provision of Waste Management Services.

(2) In order to qualify for an exemption Property Owners must demonstrate to the Board that the property is vacant and is not habitable.

(3) Factors the Board may consider in determining whether a property is habitable include: a) it has no electrical connection, b) it has no water connection, c) it is boarded up, d) it is vacant, and e) it is not structurally sound.

Service Units

4. (1) Each Dwelling Unit situated on a Developed Property or in a Multiple-unit Complex is a Service Unit.

(2) Property Owners of more than one property in the Eastern Region will pay the Waste Management Fee for each Dwelling Unit situated on the Developed Property that they own that is provided Waste Management Services.

(3) Owners of Commercial Property in the Eastern Region will pay the Waste Management Fee for each Commercial Unit situated on the Commercial Property they own that is provided Waste Management Services.

Garbage Boxes

5. (1) Any Service Units sharing a garbage box must be adjoining properties and must have prior approval from the Board to share the garbage box.

(2) Permanent garbage boxes must be maintained in a state of good repair, kept clean, free of snow, and located on the Home Owner's property a distance of no more than 4.75 m (15 ft.) off the road right of way as measured from the edge of the pavement of the public road.

(3) Permanent garbage boxes must not be refrigerators, freezers, or any appliances and/or containers in which a child or animal could become trapped.

(4) If the requirements of s.5(1), s.5(2), and s.5(3) are not met then Materials will not be collected from the garbage box but must be placed for collection in accordance with section 6 of this policy.

Materials Collection

6. (1) Materials must be covered or enclosed. Residents may use nets, tarpaulins, blankets, bins or other covering or enclosure.

(2) All Materials contained in garbage bags, recycling bags, organic carts/bags, and/or contained in cardboard boxes or tied in bundles that are less than 22 kg (50 lbs.) and less than 1.5 m (4 ft.) in length and placed at roadside/curbside, or contained in a bin will be collected.

(3) All Materials must be set out by 7 am on the day of collection.

(4) Property Owners are responsible to clean up Materials from broken bags or animals.

(5) Standard size garbage bags as determined by the Board must be used. They must be securely tied or closed at the top. Kitchen catchers or shopping bags will not be collected.

(6) Standard size recycling bags as determined by the Board must be used. They must be securely tied or closed at the top, transparent blue bags, non-biodegradable and acceptable at a Materials Recovery Facility at the Regional Integrated Facility at Robin Hood Bay.

(7) Broken glass and sharps must be in a puncture-proof packaging marked as BROKEN GLASS or SHARPS.

(8) Household Hazardous Waste, Liquid Waste, animal carcasses, construction waste, tires, excrement or small items that are not in garbage bags or recycling bags shall not be placed for collection.

(9) Placement of Garbage or Recyclable Materials or Bulk Waste for collection not in a garbage box shall be within the right of way of the public road at roadside/curbside in a manner that is accessible and in conformity with the rules, guidelines and policies for materials collection as determined by the Board.

(10) Bulk Waste in excess of normal household volume as determined by the Board of no more than 500 lbs. or one pick-up truck load will not be collected. Individual bulk items that an individual collector cannot load without the aid of mechanical means will not be collected.

(11) The Board shall establish limits for the number or amount of bags, recyclables, organics, or bulk waste materials that it will collect from any service unit from time to time.

(12) Where a household bulk item contains a door, lid, latch, or movable surfaces permitting access to the inside, the bulk item shall not be placed for collection unless the door, lid, latch, or movable surface has been removed by the owner.

SCHEDULE 1 - WASTE PROHIBITED FOR COLLECTION

The following items shall not be placed for collection:

1. Hazardous Waste:

Hazardous waste chemicals;

Corrosive waste;

Hazardous Industrial waste;

Ignitable waste;

PCB waste;

Radioactive waste;

Reactive waste;

Toxic waste.

2. Pathological Waste:

- (a) bandages, poultices, dressings, drugs, vaccines, medicines, vials, vitamins. Other similar materials or substances which contain or could reasonably be expected to contain pathogenic bacteria or micro-organisms, or could reasonably be expected to be infectious, hazardous or dangerous.
- (b) Any part of the human body, including excrement, tissues and bodily fluids, but excluding extracted teeth, hair, nail clippings and the like that are not infectious.
- (c) Any part of the carcass of any animal infected with, or suspected to be infected with a communicable disease.
- (d) Non-anatomical waste infected with a communicable disease.

3. Household Hazardous Waste:

Any household product, material or item labeled as "corrosive", "toxic", "reactive" or "flammable" including, but not limited to, the following:

- (a) Chemicals: pool or photographic chemicals, laundry bleach, drain, oven, toilet and carpet cleaning solutions, paint thinner and paint remover;
- (b) Pesticides: rat and mouse poison, flea collars and powders, insect killers, moth balls;
- (c) Herbicides: weed killers, fungicides;
- (d) Cosmetics: hairspray or other aerosol sprays;
- (e) Paints: wood preservatives, acrylic and latex paints;
- (f) Oils & Grease: engine oil, brake and transmission fluid, anti-freeze;
- (g) Batteries: automotive batteries, nickel-cadmium rechargeable batteries;
- (h) Gas Tanks: propane tanks, other gas tanks, including lighters.

4. Building materials (including demolition debris) including, but not limited to the following:

soil, sod, earth, plaster, drywall, masonry and tile, bricks, concrete or cinder blocks, paving stones, asphalt, wood, windows and window glass (See Section 6 (7)), shingles, and insulation (such as fiberglass or styrofoam).

5. Liquid waste, hay, straw, manure or animal excrement.

6. Swill or other organic matter not properly drained and securely wrapped.

7. Any material which has become frozen to or otherwise attached to its garbage bag, recycling bag or garbage box which cannot be removed by shaking.

8. Industrial waste.

9. Manufacturer's or Trade Waste.

10. Unsuitable Items, except as otherwise may be designated by the Board from time to time.

11. Items which have been banned from disposal at landfill sites or for which reasonable alternative disposal methods are available, as determined by the Board.

12. Maggot infested garbage.

GARBAGE BOX- LETTER TO COMMUNITIES

Dear Mayor, Chairperson and Staff,

The Eastern Regional Service Board will no longer do weekly waste collections from refrigerators, freezers, or any appliances or containers in which a child or animal could become trapped. Going forward, collectors will tag the prohibited items.

In addition, household appliances placed out for bulk waste collection must have doors, lids, latches, or movable surfaces permitting access to the inside removed by the owner before being placed curbside. Otherwise, these items will not be collected.

The Board has updated the collection guidelines in line with similar public safety precautions taken by the cities of St. John's, Halifax, and Toronto and other jurisdictions. Collection guidelines are available on our website.

We appreciate your support in promoting these guidelines in your community and throughout the region. We ensure the best possible service by ongoing review of our guidelines and policies, and by listening to our customers.

If you have any questions about this new collection guideline, reach out to us at info@ersbnl.ca.

Sincerely,

EASTERN REGIONAL SERVICE BOARD



**EASTERN REGIONAL
SERVICE BOARD**

**This tagged item is
not acceptable as
a garbage box.**

**Waste will no longer
be collected from
this container until
it is replaced.**

**This garbage box
does not meet
collection guidelines.**

**Visit our website for
more information.**

easternregionalserviceboard.com



Contact us:
Email. info@ersbnl.ca
Tel. 709-579-7960

SOCIAL MEDIA

We've updated our collection guidelines to enhance public safety— the ERSB will no longer do weekly waste collections from refrigerators, freezers, or any appliances or containers used as garbage boxes that can trap a child or animal. Prohibited items will be tagged.

We've updated our collection guidelines to enhance public safety— household appliances placed out for bulk waste collection will not be collected unless doors, lids, latches, or movable surfaces permitting access to the inside have been removed before placing curbside.



+





Summerside PE C1N 5Z7

000003224

Statement details

Account number

Date issued

Apr 19, 2023

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

Statement of account for current source deductions

This is your statement of account for current source deductions for Eastern Regional Service Board. See the **Account summary** section for details.

As a threshold 1 remitter, you have to send us your remittance by the 25th if your pay period is from the 1st to the 15th. If your pay period is from the 16th to the end of the month, you have to send us your remittance by the 10th of the next month.

For more information about making your next remittance, go to **canada.ca/payroll** and select "Pay (remit) source deductions." If you will not be making a remittance, select **Report a nil remittance**.

Thank you,

Bob Hamilton
Commissioner of Revenue

Remittance account balance

This is your total year to date deductions at source.

2023 balance: **\$147,082.15**

Go paperless!

Get your mail online through
My Business Account.

1. Log in at
canada.ca/my-cra-business-account;
2. Select "Business Profile"; and
3. Select "Manage Notification Preferences".

Statement details

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

Account number

Date issued Apr 19, 2023

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 2023. For more information on withholding requirements and calculating your deduction and remittance amounts, go to canada.ca/payroll.

Remittance account balances

Date posted	Description	Date received	\$ Amount	CR/DR
	Previous balance		0.00	
Jan 30, 2023	Payment Jan 2023	Jan 25, 2023	28,504.10	CR
Feb 15, 2023	Payment Jan 2023	Feb 10, 2023	23,757.85	CR
Mar 02, 2023	Payment Feb 2023	Feb 27, 2023	23,422.49	CR
Mar 15, 2023	Payment Feb 2023	Mar 10, 2023	23,840.44	CR
Mar 30, 2023	Payment Mar 2023	Mar 27, 2023	23,624.75	CR
Apr 13, 2023	Payment Mar 2023	Apr 10, 2023	23,932.52	CR
	Current balance		147,082.15	CR

Explanation of changes and other important information

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.

EASTERN REGIONAL SERVICE BOARD (ERSB)

BRIEFING NOTE / REPORT

TITLE:	Board Members' Professional Development – SWANA WasteCon, September 26-29, Boston
MEETING DATE:	2023-06-28
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:

Following review of the agenda for the annual SWANA Waste Conference being held in Boston in September, it is recommended that the Board not participate in this event this year.

MOTION:

N/A

BACKGROUND/DISCUSSION:

- Each year the Board identifies possible professional development opportunities for members. The Board's professional development annual budget for 2023 is \$30,000.
- The SWANA WasteCon event was identified as a possible professional development opportunity for Board members for this year and the motion adopted in February included sending the Chair and two members to this event.
- The agenda for this conference was made available in late May and following review, it was noted that the conference does not include sessions that would be valuable for members.
- It is recommended that the Board not participate in this event this year.

ATTACHMENT:

- Agenda for SWANA WasteCon, September 26-29, 2023, Boston, USA

WASTECON 2023: SWANA's Executive Leadership Summit

Full Agenda

WASTECON® 2023's full agenda is designed to provide attendees with numerous opportunities for networking and learning throughout the week. The robust schedule features an unparalleled array of thought-provoking presentations, panel discussions, and workshops that aim to advance sustainable waste management best practices and address emerging industry issues.

Speakers from a diverse range of backgrounds will share insights and innovative solutions regarding the collection, processing, marketing, and management of compost, recyclables, and solid waste. The event's agenda also includes a trade show floor where exhibitors will highlight the latest innovative products, technologies, and services.

Whether you are a seasoned industry professional or just starting in the field, attending WASTECON® provides you with the opportunity to learn from and network with peers and experts, gaining valuable knowledge and experience to advance your career.

Tuesday, September 26, 2023

8:00 AM - 11:00 AM (EDT)	SWANA Governance: Board of Directors Meeting
11:30 AM - 1:00 PM (EDT)	SWANA Governance: Standing Committee Meetings: Planning & Membership Finance Policy
1:00 PM - 3:00 PM (EDT)	SWANA Governance-Advisory Board Meeting
3:00 PM - 5:00 PM (EDT)	SWANA Governance: Board of Directors Meeting

6:00
PM -
9:00
PM
(EDT)

Chapter Connect: Opening Event
6:00 PM - 9:00 PM (EDT)

Wednesday, September 27, 2023

7:00
AM -
7:00
PM
(EDT)

WASTECON Registration Desk Open
7:00 AM - 7:00 PM (EDT)

7:30
AM -
12:30
PM
(EDT)

Chapter Connect
7:30 AM - 12:30 PM (EDT)

8:00
AM -
2:00
PM
(EDT)

Tours & Experiences
8:00 AM - 2:00 PM (EDT)

12:00
PM -
1:00
PM
(EDT)

ARF Luncheon
12:00 PM - 1:00 PM (EDT)

1:00
PM -
2:00
PM
(EDT)

Safety Ambassador Meeting
1:00 PM - 2:00 PM (EDT)

Road-E-O Meeting
1:00 PM - 2:00 PM (EDT)

2:00
PM -
2:45
PM
(EDT)

Safety Summit: The Solid Waste Industry & OSHA
2:00 PM - 2:45 PM (EDT)
Galen Blanton - OSHA

2:00 PM - 8:30 PM (EDT)	Exhibit Hall Open 2:00 PM - 8:30 PM (EDT)			
3:00 PM - 4:30 PM (EDT)	Leadership Intensive International Prospective on Sustainable Materials Recovery 3:00 PM - 4:30 PM (EDT) Gunilla Carlsson - SYSAV (ISWA Member Sweden)	Leadership Intensive: SB 1383: A High-Level Overview of California's Methane Reduction Bill 3:00 PM - 4:30 PM (EDT) Haley Kunert - HF&H Consultants, LLC	Leadership Intensive: Innovative Communications Strategies 3:00 PM - 4:30 PM (EDT)	Leadership Intensives and Workshops 3:00 PM - 4:30 PM (EDT)
3:30 PM - 4:15 PM (EDT)	Safety Summit 3:30 PM - 4:15 PM (EDT)			
5:00 PM - 6:30 PM (EDT)	Opening Ceremonies & Keynote 5:00 PM - 6:30 PM (EDT)			
6:30 PM - 8:30 PM (EDT)	Opening Reception - Exhibit Hall Open 6:30 PM - 8:30 PM (EDT)			
8:30 PM - 11:00 PM (EDT)	YP Networking Event 8:30 PM - 11:00 PM (EDT)			

Thursday, September 28, 2023

8:00 AM - 5:00 PM (EDT)	WASTECON Registration Desk Open
9:00 AM - 10:30 AM (EDT)	Keynote: We the Possibilities 9:00 AM - 10:30 AM (EDT) Mitch Weiss - Harvard Business School
10:00 AM - 3:00 PM (EDT)	Exhibit Hall Open 10:00 AM - 3:00 PM (EDT)
10:45 AM - 11:30 AM (EDT)	Keynote: The Conscious Workplace 10:45 AM - 11:30 AM (EDT) Shaara Roman - The Silverreen Group LLC
11:45 AM - 12:30 PM (EDT)	Keynote: New Innovations 11:45 AM - 12:30 PM (EDT)
12:30 PM - 1:30 PM (EDT)	Lunch 12:30 PM - 1:30 PM (EDT)
1:30 PM - 2:15 PM (EDT)	Safety Summit: Award-Winning Safety Programs 1:30 PM - 2:15 PM (EDT)

2:00 PM - 3:15 PM (EDT)	Leadership Intensive: We the Possibilities Workshop 2:00 PM - 3:15 PM (EDT) Mitch Weiss - Harvard Business School	Leadership Intensive: International Perspective 2:00 PM - 3:15 PM (EDT)	Leadership Intensive: The Conscious Workplace Workshop 2:00 PM - 3:15 PM (EDT) Shaara Roman - The Silverein Group LLC
2:30 PM - 3:15 PM (EDT)	Safety Summit 2:30 PM - 3:15 PM (EDT)		
3:30 PM - 4:30 PM (EDT)	Keynote & 2023 Lawrence Lecturer: Gunilla Carlsson 3:30 PM - 4:30 PM (EDT) Gunilla Carlsson - SYSAV (ISWA Member Sweden)		
4:30 PM - 8:30 PM (EDT)	WASTECON Networking Event 4:30 PM - 8:30 PM (EDT)		

Friday, September 29, 2023

9:00 AM - 9:45 AM (EDT)	Safety Summit 9:00 AM - 9:45 AM (EDT)	Keynote 9:00 AM - 9:45 AM (EDT)
10:00 AM - 10:45 AM (EDT)	Safety Summit 10:00 AM - 10:45 AM (EDT)	Keynote: Product Stewardship 10:00 AM - 10:45 AM (EDT) Scott Cassel - Product Stewardship Institute

11:00 AM - **Keynote: Where do we go from here?**
 11:00 AM - 12:00 PM (EDT)
 12:00 PM - **Dr. Kathryn (Katie) Sandoe - Light Echo Co.**
 PM (EDT)

EASTERN REGIONAL SERVICE BOARD (ERSB)

BRIEFING NOTE / REPORT

TITLE:	ERSB Outstanding Annual Reports for 2018, 2019 and 2020
MEETING DATE:	2023-06-28
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Lynn Tucker, Chief Administrative Officer
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

It is recommended the Board adopt the tabled annual reports for 2018, 2019 and 2020 to bring the Board's annual reporting up to date.

MOTION:

BE IT RESOLVED that the Board adopt the Annual Reports as tabled for 2018, 2019 and 2020.

BACKGROUND/DISCUSSION:

- The Board is required to prepare and submit to the Minister of Municipal and Provincial Affairs a report on the activities of the Board in the previous year before June 30th each year.
- The Board's annual report for 2018 had been started by the former CAO before he resigned in May 2019; however, it was never completed as the new CAO was busy working with the Provincial Government to address the Ministerial Directives of late 2018 and early 2019.
- In late 2019, an agreement was reached regarding the Ministerial Directives; however, the Chair and CAO were then tasked with participating in the Provincial Waste Management Strategy Review.
- In early 2020 the CAO was asked to prepare the Board's response to the *Solid Waste Management Report: Finishing What We Started* that was released in late January 2020.
- In early 2020, the CAO continued to work with the province to identify un-serviced roads in unincorporated areas and to ensure compliance with the Ministerial Directives.

- In addition, in early 2020 the CAO and management team were dealing with the global COVID-19 pandemic and its subsequent effects on hours of work, workplace safety, staffing, etc.
- The pandemic kept staff busy through 2020 while they developed safe work practice plans for employees; sourced masks, hand sanitizers, as well as appropriate PPE; etc.
- The Board complied with all provincial health guidelines/regulations during this period and for 2020:
 - The main office was closed from March through June; and,
 - The waste recovery facilities were closed from March through June.
- The CAO ensured that the Board's annual reports for 2021 and 2022 were submitted on time and has been working to complete the outstanding reports.
- These reports are included for members' review and adoption.

ATTACHMENTS:

- Annual Report 2018
- Annual Report 2019
- Annual Report 2020

EASTERN REGIONAL SERVICE BOARD (ERSB)

BRIEFING NOTE / REPORT

TITLE:	Reminder: Board Fiduciary Duty and Confidentiality
MEETING DATE:	2023-06-28
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Lynn Tucker, Chief Administrative Officer
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Stephen Tessier, Chair

RECOMMENDED ACTION:

For information

MOTION:

N/A

BACKGROUND/DISCUSSION:

- As a reminder to all Board members, please note that when you were elected and/or appointed to the Board, you signed an agreement letter that states:
 - All directors of ERSB have a fiduciary duty to exercise due care in how they manage the Board's affairs and also have a duty of loyalty to the organization; and,
 - All Board members are responsible to take care and not release any information which may adversely affect the reputation of the Board or violate the confidentiality of the Board's business matters.
- Recently during a conversation with someone outside the Board, the Chair heard information disclosed from a discussion that was held at a meeting other than a public Board meeting.
- Fiduciary duty requires members to act solely in the best interest of the Board.
- Members are reminded that any discussions held at Board or Committee meetings outside of public Board meetings are considered confidential.

EASTERN REGIONAL SERVICE BOARD
BRIEFING NOTE / REPORT

TITLE:	Joint Councils Update
MEETING DATE:	2023-06-28
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Holly Power, Board Clerk and Outreach Coordinator
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

No recommended action. For information purposes only.

MOTION:

N/A

BACKGROUND/DISCUSSION:

- The Southern Shore Joint Council (SSJC) last met on Thursday, June 15th in-person at the Ferryland Town Hall. This is the first in-person meeting for this group since the onset of the COVID-19 pandemic.
- The SSJC was pleased to accept a report at this meeting from the Southern Shore Climate Initiative Team which consists of Environmental Engineering students from Memorial University and MNL on their pilot project regarding the effects of climate change specific to their region.
- The SSJC will break for summer and reconvene on Thursday, September 7th.
- The Conception Bay North Joint Council (JCCBN) held their last meeting on Thursday, March 30th as both April and May meetings were cancelled due to lack of quorum.
- The JCCBN Executive plans to conduct a survey in the coming weeks for all community representatives in the region. The hope is that survey results will provide feedback and insight as to why members are losing interest; if there is a day better suited for higher attendance rates; if all community reps are aware of the joint council; and, how to rectify these issues moving forward.
- The JCCBN's next meeting is scheduled to take place in-person at the Clarke's Beach Town Hall on Thursday, June 29th.

- The Northeast Avalon Joint Council (NEAJC) continues to meet on the second Wednesday of every month; however, for June a meeting and summer social is taking place on June 21st at St. John's City Hall.
- NEAJC continues to plan for a Joint Council Summit for 2023. They continue to work on the agenda and other preparations.
- The Sounds Joint Council (TSJC), previously known as Clarendville and the Sounds Joint Council, last met on Tuesday, June 6th in the Town of Clarendville.
- TSJC had an excellent attendance with guests including a MHA and the RCMP.
- TSJC welcomed a presentation from Clarendville's Economic Development Officer on the Strategic Tourism Expansion Program (STEP).
- The next meeting of TSJC will take place in George's Brook-Milton on September 11th.
- The Board Clerk and the Board Director for the Southwest Avalon area, Deputy Mayor Kevin McDonald, continues to work on a contact list and reaching out to communities in the areas of the Cape Shore and St. Mary's Bay. An update will be provided as details unfold.
- All MHAs, RCMP, RNC, MPs and other delegates will continue to receive ongoing invitations to joint council meetings throughout the Eastern Region as communication and working together is key.

June 2, 2023

Hon. Krista Lynn Howell, MHA
Minister of Municipal and Provincial Affairs
Government of Newfoundland & Labrador
P.O. Box 8700
St. John's, NL A1B 4J6

Dear Ms. Minister,

At the regular monthly meeting of the Eastern Regional Service Board last evening, May 31st, a motion was adopted to begin the process to permanently close the Sunnyside Waste Recovery Facility.

This decision was not easy for the Board and resulted from an in-depth review of the operations at all its facilities to ensure continued compliance with OH&S regulations. This past winter we were notified by OH&S Order that the huts used by our Site Attendants at all waste recovery facilities must be heated and that the propane heater being used up to this past winter is no longer acceptable.

Therefore, following the review the Board is now proceeding with bringing electricity to the sites that remain open over winter (Bay Bulls, Harbour Grace, Placentia, Renews/Cappahayden, and St. Joseph's facilities).

We do not intend to keep the Cavendish and Bell Island sites open this coming winter due to low usage and the high cost of snow clearing at these facilities. In addition, residents in these areas have access to other facilities, for example residents in the Cavendish area may use the Whitbourne, Harbour Grace or Old Perlican sites while residents of Bell Island may use the Residential Drop-off at Robin Hood Bay.

The Board feels that continuing operations at the Sunnyside facility would not be sustainable or fiscally responsible. For 2022, each customer visit to this facility costs the Board \$59.37 despite the facility being closed over winter. This is 57% higher than the average cost per customer overall. The total cost to operate all 11 waste recovery facilities in 2022 was \$1.4 million. These facilities are not paid through the waste fees collected from customers but is funded through the regional tipping fees paid at Robin Hood Bay.

We are aware that a detailed decommissioning plan must be submitted to the Department of Digital Government and Service NL no less than six months prior to the planned date of site closure. We are currently working to complete that plan.

.../2

Hon. Krista Lynn Howell, MHA
Minister of Municipal and Provincial Affairs
Page 2
June 2, 2023

Once the Board's plan has been accepted by Digital Government and Service NL, we will begin the formal process for decommissioning at this site.

If you have any concerns regarding this plan, please do not hesitate to reach out to me.

Sincerely yours,
EASTERN REGIONAL SERVICE BOARD

A handwritten signature in black ink, appearing to read 'Stephen Tessier', with a stylized, cursive script.

Stephen Tessier
Chairperson

- c Christa Curnew, Manager of Waste Management Infrastructure, Environment and Climate Change, Government of Newfoundland and Labrador, PO Box 8700, St. John's, NL A1B 4J6

Mayor G. Philip Smith, Town of Sunnyside, P.O. Box 89, Sunnyside, NL A0B 3J0

Jeff Dwyer, MHA, Placentia West-Bellevue, 5th Floor, East Block, Confederation Building,
P.O. Box 8700, St. John's, NL A1B 4J6



Town of Ferryland

P.O. Box 75

Ferryland, NL

A0A 2H0

P. 709.432.2127

F. 709.432.2209

www.ferryland.com

town.ferryland@nf.aibn.com

June 14, 2023

Eastern Regional Service Board

255 Major's Path

Suite 3

St. John's, NL.

A1A 0L5

Attention: Lynn Tucker, CAO

Dear Lynn;

As per our telephone conversation of last month, The Town of Ferryland requests that you please collect **Fire Protection Service Fees** from the following communities that are being serviced by the Ferryland Fire Department. As well we have provided an updated household count, while understanding that you will be doing your own count in the near future.

Community	Household Count
1. Town of Cape Broyle	315
2. LSD Calvert	185
3. Town of Aquaforte	72
4. LSD Brigus South	65
5. Horsechops Fire Committee	62

We also note that you are presently collecting Fire Protection Fees from the unincorporated community of Admirals Cove with The Fire Protection Services Agreement signed up to June 30, 2026. Please note that the updated household count as of June 2023 is 64 households and not 48 as stated.

We will be in contact should you require any further information.

Thank you.

Yours truly,

Doris Kavanagh

Town Clerk



June 22, 2023

Hon. John Haggie, M.H.A.
Minister of Municipal and Provincial Affairs
West Block, Confederation Building
P.O. Box 8700
St. John's, NL A1B 4V6

Dear Minister Haggie:

The Eastern Regional Service Board (Board) has been providing fire and emergency services since 2017 and the program has been successful.

The Town of Ferryland recently sent a request (copy attached) that the Board collect fire and emergency service fees from the Town of Cape Broyle, the Local Service Districts of Calvert and Brigus South as well as the unincorporated area overseen by the Horsechops Fire Committee. The Board will provide this service with your approval. The annual fee requested by the Town of Ferryland for fire and emergency services for these communities outside its boundaries is \$77.42 per household.

The attached request from the Town of Ferryland includes the Town of Aquaforte and a letter was sent to Minister Howell recently requesting ministerial approval to provide the service there.

The Town of Ferryland currently provides this service to these communities and has an agreement ending December 31, 2023. Therefore, any agreement with the Board would begin at January 1, 2024 for a period of 30 months ending June 30, 2026.

The Town has been informed of its requirement to carry additional insurance, including, but not limited to Automobile Third Party liability policy, Commercial General Liability Insurance policy, and Environmental Protection Liability policy, Fire Fighter Member Insurance policy, Officers and Directors Liability policy, etc.

.../2

Hon. John Haggie, M.H.A.
Minister of Municipal and Provincial Affairs
Page 2
June 22, 2023

I have copied Mr. Robert Fowler, Fire Commissioner/Director of Fire Services for the Province as required.

In closing, we respectfully await your response providing the Board consent to proceed with the collection of fire and emergency services fees from the Town of Cape Broyle, Local Service Districts of Calvert and Brigus South as well as the unincorporated area overseen by the Horsechops Fire Committee for the Town of Ferryland beginning January 1, 2024.

If you require further information, please do not hesitate to contact me.

Sincerely yours,
EASTERN REGIONAL SERVICE BOARD



Stephen Tessier
Chairperson

c Robert Fowler, Fire Commissioner/Director of Fire Services, Government of Newfoundland & Labrador, 45 Majors Path, 2nd Floor, P.O. Box 8700, St. John's, NL A1B 4J6
Doris Kavanagh, Town Clerk, Town of Ferryland – town.ferryland@nf.aibn.com



Town of Ferryland

P.O. Box 75
Ferryland, NL
A0A 2H0

P. 709.432.2127

F. 709.432.2209

www.ferryland.com

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June 14, 2023

Eastern Regional Service Board

255 Major's Path

Suite 3

St. John's, NL.

A1A 0L5

Attention: Lynn Tucker, CAO

Dear Lynn;

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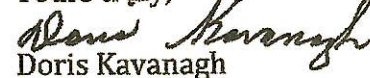
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5. Horsechops Fire Committee	62

We also note that you are presently collecting Fire Protection Fees from the unincorporated community of Admirals Cove with The Fire Protection Services Agreement signed up to June 30, 2026. Please note that the updated household count as of June 2023 is 64 households and not 48 as stated.

We will be in contact should you require any further information.

Thank you.

Yours truly,



Doris Kavanagh

Town Clerk

Upcoming Meetings

Board Members are reminded of the next Board and Committee meetings:

- a) The next meeting of the Board of Directors will take place on Wednesday, September 27, 2023 at 7:00pm, location to be determined.
- b) The next meeting of the Finance & Audit Committee will take place on Thursday, September 14, 2023 at 12:30 p.m.
- c) The next meeting of the Strategy & Policy Committee will take place on Tuesday, September 12, 2023 at 1:30 p.m.
- d) The next meeting of the Governance Committee will take place on Tuesday, September 19, 2023 at 10:30 a.m.