



## ERSB Board of Directors Virtual Meeting: Wednesday, September 27, 2023 at 7:00pm

### Minutes

Eastern Regional Service Board  
Sep 27, 2023 at 7:00 PM NDT  
@ Virtual: Zoom Video Conference

#### Attendance

##### Present:

Members: Bill Antle (remote), Daniel (Danny)  
Breen (remote), Jill Bruce (remote),  
Glenn Clarke (remote), Christie Dean (remote), Rodney Delaney  
(remote), Wesley Drodge (remote), Craig Drover (remote),  
Ronald Ellsworth (remote), T. Alexander  
Hickman (remote), Jamie Korab  
(remote), Kevin McDonald (remote), Holly Power (remote),  
Nathan Ryan (remote), Steve Tessier (remote), Gerard  
Tilley (remote), Lynn Tucker (remote), Mark Vardy  
(remote), Lawrence Vaters (remote), Hilda  
Whelan (remote)  
Guests: Charles Bown - MMSB (remote)

##### Absent:

Members: Maggie Burton, Ian Froude, Sheilagh  
OLeary, Ophelia Ravencroft, Carl Ridgeley

#### I. Call to Order

The Chair called the meeting to order at 7:02 p.m. and welcomed Mr. Charles Bown, Chief Executive Officer of the Multi-Materials Stewardship Board.

#### II. Adoption of Agenda

The agenda was tabled for approval.

 [Draft Agenda BOD September 27 2023 LT.docx](#)

##### Motion:

**BE IT RESOLVED that the agenda be adopted as tabled.**

Motion moved by Bill Antle and motion seconded by  
Gerard Tilley. Carried Unanimously.

### III. Review of Minutes

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

 [ERSB Board Meeting Minutes June 28.pdf](#)

#### **Motion:**

**BE IT RESOLVED that the minutes from June 28, 2023 be adopted as tabled.**

Motion moved by Lawrence Vaters and motion  
seconded by Nathan Ryan . 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 months of June, July, and August of 2023 were tabled for review and approval.

 [Meeting Package Cheque Register June 2023.pdf](#)

 [Meeting Package Payroll Expense JUNE 2023.pdf](#)

 [Meeting Package Cheque Register July 2023.pdf](#)

 [Meeting Package Payroll Expense JULY 2023.pdf](#)

 [Meeting Package Cheque Register Aug 2023.pdf](#)

 [Meeting Package Payroll Expense AUG 2023.pdf](#)

#### **Motion:**

**BE IT RESOLVED that the Board adopt the expenditures for the months of June, July, and August of 2023 as tabled.**

Motion moved by T. Alexander Hickman  
and motion seconded by Ronald Ellsworth  
. 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 Sept 11.pdf](#)

##### 3. Tipping Fee Increase Effective April 1, 2024 for the Regional Waste Facility at Robin Hood Bay

Mr. Hickman referred to the briefing note that was provided in the meeting package and noted that the Finance and Audit Committee welcomed Staff from the City of St.

John's to their meeting this month to discuss budget and tipping fees for 2024. Discussion ensued and there were no concerns from the Board.

 [BN - Tipping Fee Increase RHB LT.pdf](#)

**Motion:**

**BE IT RESOLVED that the Board set the tipping fees at the Regional Waste Facility at Robin Hood Bay for regular garbage at \$90.75 per metric tonne and for recyclables at \$28.75 per metric tonne effective April 1, 2024.**

Motion moved by T. Alexander Hickman  
and motion seconded by Bill Antle  
Carried Unanimously.

4. Increase of Transportation Fee at the Clarendville Transfer Station Effective April 1, 2024.

Mr. Hickman referred to the documents that were provided in the meeting package. He noted that significant increases in the cost of fuel, fleet maintenance, etc., has encouraged staff to recommend an increase to the transportation fee to ensure the cost of transporting the waste to Robin Hood Bay is covered; Especially considering that the fees has not been raised since the facility opened in 2016.

Members were reminded that a motion was not necessary as this fee is adopted with the annual fee scheduled.

There were no questions or concerns.

 [Briefing Note - Increase Transportation Fee at CTS Apr 1 2024.pdf](#)

5. Fee Schedule 2024

Mr. Hickman referred to the Fee Schedule that was included in the meeting package for Members' review.

He was pleased report that the annual household fee of \$200 remains unchanged. There were no questions or concerns.

 [Briefing Note - Fee Schedule 2024 LT.pdf](#)

 [2024 ERSB RHB Fee Schedule FINAL SEP 2023.pdf](#)

**Motion:**

**BE IT RESOLVED that the Board adopt the fee schedule for 2024 as tabled.**

Motion moved by T. Alexander Hickman  
and motion seconded by Glenn Clarke. Carried Unanimously.

6. Establishing a Special Projects Fund

Mr. Hickman referred to the briefing note that was included in the meeting package.

The Board's Chair explained the request for establishing a Special Projects Fund to be added to the 2024 Budget and there were no questions or concerns regarding his request.

 [BN - Establishing Special Projects Fund LT.pdf](#)

**Motion:**

**BE IT RESOLVED that the Board establish a Special Projects Fund in the 2024 Budget in the amount of \$30,000 to be used only with Board consent.**

Motion moved by T. Alexander Hickman  
and motion seconded by Wesley Drodge  
. Carried Unanimously.

7. Draft Budget 2024

Mr. Hickman referred to the documents that were provided in the meeting package and noted a 1.4% increase in expenditures over the budget for 2023. It was noted that if the Board were to take on any extra services or regions, the budget would have to be amended.

 [Briefing Note - 2024 Draft Budget LT.pdf](#)

 [2024 Budget Working.pdf](#)

**Motion:**

**BE IT RESOLVED that the Board adopt the budget for 2024 as tabled.**

Motion moved by T. Alexander Hickman  
and motion seconded by Gerard Tilley. Carried Unanimously.

8. Q2 2023 Financial Update Report

Mr. Hickman and Mr. Drover commented on the Q2 Financial Update while referring to the documents provided. There were no questions or concerns regarding this report.

 [Briefing Note - Q2 2023 Financial Update LT.pdf](#)

 [2023 Budget Vs Actual Q2.pdf](#)

9. Increasing Spending Limits for the Board's Management Team

Mr. Hickman referred to the briefing note that was included in the meeting package while Staff provided an explanation for the request to increase spending limits for the Board's management team and noted that the spending limits have not changed since 2012. There were no questions or concerns.

 [Brief Note - Increasing Spending Limits for Mgmt Team LT.pdf](#)

**Motion:**

**BE IT RESOLVED** that the Board amend Motion No. 2012-070, effective immediately, from:

**“It was moved and seconded (S Hickman/D Aker) that Eastern Regional Service Board (1) Delegate the authority of expenditures within the approved budget of the Board to senior staff as follows – the CAO shall have the authority to spend but not to exceed \$5,000.00 (excluding HST) per event and Managers shall have the authority to spend but not to exceed \$1,000.00 (excluding HST) per event; and; (2) Board signatories will continue to be the Chairperson or Vice-Chairperson as well as two (2) other Board members.”**

**To:**

**“It was moved and seconded that the Eastern Regional Service Board (1) Delegate the authority of expenditures within the approved budget of the Board to senior staff as follows – the CAO shall have the authority to spend but not to exceed \$20,000.00 (excluding HST) per event; Directors shall have the authority to spend but not to exceed \$10,000.00 (excluding HST) per event; Managers shall have the authority to spend but not to exceed \$5,000 (excluding HST) per event; and, Supervisor Operations shall have the authority to spend but not to exceed \$1,500 (excluding HST) per event. (2) Board signatories will include the Chairperson, Vice-Chairperson, the Chairperson of the Finance & Audit Committee, and the CAO.**

Motion moved by T. Alexander Hickman  
and motion seconded by Glenn Clarke. Carried Unanimously.

**10. Electrical Hookup at Bay Bulls Waste Recovery Facility**

Mr. Hickman referred to the briefing note that was included in the meeting package for Members' review. He reported that Staff continues to work on bringing electricity to all the Board's waste recovery facilities that remain open over the winter.

 [Briefing Note - Bay Bulls WRF Electricity LT.pdf](#)

 [Quotes 20230912.pdf](#)

**Motion:**

**BE IT RESOLVED** that the Board award the contract for electrical hookup at the Bay Bulls Waste Recovery Facility to Sullivan's Electrical Limited in the amount of \$2,347.83 plus HST.

Hickman  
Ryan

## 11. Placentia Waste Recovery Facility Site Upgrade Work

Mr. Hickman referred to the briefing note that was provided in the meeting package and reported that Staff provided a review of the work to complete upgrades to the Placentia Waste Recovery Facility. There were no questions or concerns.

 [Brief Note - Placentia WRF Site Upgrade 2023 LT.pdf](#)

 [20230906\\_154531.pdf](#)

**Motion:**


**BE IT RESOLVED** that the Board award the contract for site upgrade work at the Placentia Waste Recovery Facility to M.J. Hickey Ltd. in the amount of \$89,125.00 plus HST.

Hickman  
Bruce

## 12. Extra Expenses for CTS Auger Repairs – Motion by Email to be Ratified

Mr. Hickman reported that this motion was listed for ratification purposes only.

 [20230925\\_172400.pdf](#)

 [Those Who Responded to Motion to Approve Extra Expenses for CTS Auger Repairs.pdf](#)

 [Riverbend 20230817 133452.pdf](#)

**Motion:**

**BE IT RESOLVED that the Board approves the additional expenses of \$4,020.05 (HST included) to complete the ongoing repairs to Auger used on the trash line at the Clareville Transfer Station.**

## Hickman

13. MNL Conference, October 26-28, 2023 – Sponsorship Opportunity for Regional Service Boards

Ms. Power declared her conflict of interest as her spouse is the Director of Programs at MNL. She left the meeting at 7:20 p.m.

Mr. Breen declared his conflict of interest as he currently sits on the MNL Board of Directors. He omitted himself from the conversation at 7:21 p.m.

Mr. Clarke declared his conflict of interest as he currently sits on the MNL Board of Directors. He omitted himself from the conversation at 7:21 p.m.  
Discussion ensued.  
Ms. Power, Mr. Breen, and Mr. Clarke returned to the meeting and resumed conversation at 7:23 p.m.

 [Brief Note - MNL Conference 2023 Sponsorship LT.pdf](#)

 [MNL Conference .pdf](#)

B. Strategy & Policy Committee

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

V. Q2 Operations Report

Mr. Tilley referred to the briefing note that was included in the meeting package. He highlighted some key points of the Q2 Waste Operations Report and there were no questions or concerns.

 [Brief Note - Q2 Waste Operations Report LT.pdf](#)

 [Q2 Waste Operations Report 2023.pdf](#)

VI. Clear Bags Policy being implemented January 2024 - Update

Mr. Tilley referred to the briefing note that was included in the meeting package. He noted that informative materials have been sent to all communities within the Board's service areas, as well as posted on the Board's website and social media platforms.

 [Brief Note - Clear Garbage Bags-Update LT.pdf](#)

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

VII. Amendment of Service Delivery Policy Re: Clear Transparent Garbage Bags

Mr. Tilley referred to the briefing note that was included in the meeting package and noted that it's recommended that the Board update its Service Delivery Policy for waste to include the change to clear/transparent bags effective January 1, 2024.

 [BN - Service Delivery Update LT.pdf](#)

 [Service Delivery Policy REVISED Clear Bags LT.pdf](#)

**Motion:**

**BE IT RESOLVED that the Board amend its Service Delivery Policy for waste to include Section 6. (3) Effective January 1, 2024 all regular garbage must be in clear, colourless, transparent garbage bags except for one privacy bag (not transparent) each week.**

Motion moved by Gerard Tilley and motion seconded by Ronald Ellsworth . Carried Unanimously.

VIII. De-Commissioning Plan for the Permanent Closure of the Sunnyside Waste Recovery Facility – Update

A copy of the de-commissioning plan for the permanent closure of the Board's Waste Recovery Facility located in Sunnyside was included in the meeting package.

Mr. Tilley reported that the plan outlines the Board's rationale for the closure and was submitted to Digital Government and Service NL in early September.

 [DeCommissioning Plan for Sunnyside WRF.pdf](#)

IX. Electrification of Waste Recovery Facilities that remain open over winter – Update.

Mr. Tilley reported that Staff has been working on the process to bring electricity to the waste recovery facilities since Spring. This includes all facilities except Sunnyside, Old Perlican, Cavendish and Bell Island. An update on the progress of each site being electrified was included in the briefing note that was provided in the meeting package.

While Staff have been busy working with Newfoundland Power and local electricians to complete the process as soon as possible, the timeline for completion is proving to be much longer than expected.

 [Brief Note - Electrification of WRFs Update LT.pdf](#)

X. HR Policy Manual Update: Corporate Credit Cards

Mr. Tilley referred to the meeting package which included documents to support the implementation and use of Corporate Credit Cards.

It was recommended that the Board update its Human Resources Policy and Procedures Manual to address employees' use of corporate credit cards as outline in the HR policy manual revision and the employee agreement.

There were no questions or concerns.

 [Briefing Note - Corporate Credit Card LT.pdf](#)

 [Employee Agreement Form - Corporate Credit Card.pdf](#)

 [ERSB HR Policy Manual Corporate Credit Card Revision.pdf](#)

**Motion:**

**BE IT RESOLVED that the Board adopt the update to its HR Policy Manual to address employees' use of corporate charge cards as tabled.**

Motion moved by Gerard Tilley and motion seconded by Daniel (Danny)  
Breen . Carried Unanimously.

XI. HHW Program – Recommended Changes for Discussion

Mr. Tilley provided a brief overview of the Household Hazardous Waste Program and reminded Members that the Committee and Staff regularly review the effectiveness and necessity of all Board programs.

Discussion ensued and will be readdressed in future meetings as required.

 [Brief Note - HHW Program Sep 23 LT.pdf](#)

XII. Bulk Waste Collections – Continued Discussion



Mr. Tilley provided a brief overview of the Bulk Waste Collection process and explained the recent challenges of this service. He reminded Members that the Committee and Staff regularly review the effectiveness and necessity of all Board programs.

Discussion ensued and will be readdressed in future meetings as required.

 [Brief Note - Bulk Collections Discussion - SEP 2023.pdf](#)

 [Info - Requirements to do Internal Bulk Collections 2023.pdf](#)

A. Governance Committee

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

XIII. CRA Statement of Account as of July 19, 2023

Mr. McDonald referred to the Statement of Account that was included in the meeting package. He noted that the Board's account is up to date and all remittances have been paid on time.

 [ERSB Q2 CRA Payroll Statement.pdf](#)

XIV. Workplace NL Reports - Issues/Incidents

Mr. McDonald referred to the reports that were included in the meeting package. He was pleased to announce that there have been no workplace injury claims since 2019.

 [WorkplaceNL Report.pdf](#)

XV. Joint Council Report

Mr. McDonald referred to the briefing note that was included in the meeting package. He noted that several of the Joint Councils are scheduled to reconvene in the next few days, while others are reporting struggles with broadband connection and lack of cellular service, as well as planning to address the Eastern Regional Service Board in the near future with some questions and concerns.

Overall, the Board's support for the Joint Councils remains positive.

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

XVI. Other Business: Board Professional Development Opportunity

Mr. McDonald reminded the Board that an email was sent to all Members seeking interest in a professional development opportunity for a workshop entitled "The Latest on Waste - New Paths to Innovative Waste Excellence".

As there were no expressions of interest, the Board will not participate in the workshop.

XVII. Correspondence







The Board's Chair noted that the following Correspondence was provided for information purposes:

A. Letter from Town of Ferryland re: Fire and Emergency Services

 [DOC061423-06142023125856.pdf](#)

B. Letter from Town of Bay Roberts re: Fire and Emergency Services

 [Ltr - Town of Bay Roberts Requesting Fire Protection Services Aug 21 2023.pdf](#)

- C. Letter from Town of Bay Roberts re: Waste Management Services  
 [Ltr - Town of Bay Roberts Requesting Waste Management Services Aug 21 2023.pdf](#)
- D. Letter from Town of Arnold's Cove re: Permanent Closure of Sunnyside WRF  
 [Ltr fr Arnolds Cove to ERSB Requesting Mtg re Sunnyside WRF - 22-Aug-2023.pdf](#)
- E. Letter to Town of Arnold's Cove re: Permanent Closure of Sunnyside WRF  
 [Ltr to Town of Arnolds Cove re Sunnyside WRF Aug 9 2023.pdf](#)
- F. Letter from Town of Come by Chance re: Permanent Closure of Sunnyside WRF  
 [Ltr fr Come by Chance to ERSB re Sunnyside WRF Closure Aug 22 2023.pdf](#)
- G. Letter to Town of Come by Chance re: Permanent Closure of Sunnyside WRF  
 [Ltr - Town of Come By Chance et al Sep 14 2023.pdf](#)
- H. Email from Town of Colinet re: Collection of Waste Fees  
 [Email Town Colinet re Collection of Waste Management Fees 2023.pdf](#)
- I. Email to Town of Colinet re: Collection of Waste Fees  
 [Response to Colinet re Collection of Waste Management Fees.pdf](#)

XVIII. New Business

XIX. Upcoming Meetings

Board Members are reminded of the next Board and Committee Meetings.

 [Upcoming Meetings.docx](#)

XX. Roundtable

Mr. Charles Bown, MMSB - Mr. Bown reported that PPP is an enhanced producer responsibility program where recycling for product packaging, etc., will lie with the producer themselves. He noted that consultations are now complete and proposals have been submitted to government for review. He also provided a Waste Diversion Fund update and noted that applications for grants up to \$25,000 will be accepted up to October 27th. MMSB's Back Yard Compost Bin Program has been very successful as there has been an uptake on partnerships with municipalities so bins can be provided for composting programs. The MMSB continues to provide core funding to crime stoppers for illegal dumping issues; applications are now being accepted. Further to the issue of illegal dumping, covert cameras will be implemented to divert people from stock piling illegal dumping sites. There is also a Waste Hauler Education Program provided by the MMSB that helps to implement the clear bag policy at the collection stage. Mr. Bown closed his remarks by reminding everyone of the rehoming program for used furniture and other bulk items. More information can be provided on all of these topics upon request. Mr. Tilley reported that the Town of Conception Bay South is hosting an Agricultural Expo this coming weekend and all welcome to attend.

Mr. Vaters noted that the Town of Paradise has Seniors Day activities planned for this coming weekend. He also reported that the town's business is ongoing with budget prep, green goal initiatives, and regional economic development.

Mr. Ryan announced the 2nd Annual Celebrate Ferryland Day on Saturday, October 7th from 11:00 a.m. to 4:00 p.m., all are welcome to attend.

XXI. Adjournment

Seeing no further business to discuss, the meeting adjourned at 8:02 p.m.

**Motion:**

**BE IT RESOLVED that the meeting adjourned at 8:02 p.m.**

Motion moved by Glenn Clarke and motion seconded by Lawrence Vaters . Carried Unanimously.

**Eastern Regional Service Board**

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

Cheques from 0000000001 to 0000011628 dated between 06-01-2023 and 06-30-2023

**CHEQUE REGISTER**

Printed: 11:57:34AM 09/11/2023

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| Number                      | Issued     |   | Amount     | SC  | Status  | Status Date |
|-----------------------------|------------|---|------------|-----|---------|-------------|
| 0000011441                  | 06/08/2023 | 62167 Newfoundland and Labrador Inc           | 7,380.30   | A/P | CLEARED | 06/29/2023  |
| 0000011442                  | 06/08/2023 | Advantage Personnel Ltd.                      | 901.31     | A/P | CLEARED | 06/16/2023  |
| 0000011443                  | 06/08/2023 | Around The Bay Disposals Inc.                 | 83,860.29  | A/P | CLEARED | 06/13/2023  |
| 0000011444                  | 06/08/2023 | Bell Aliant                                   | 2,269.23   | A/P | CLEARED | 06/16/2023  |
| 0000011445                  | 06/08/2023 | Bell Mobility Inc.                            | 1,210.59   | A/P | CLEARED | 06/16/2023  |
| 0000011446                  | 06/08/2023 | Bill Antle                                    | 78.52      | A/P | CLEARED | 06/13/2023  |
| 0000011447                  | 06/08/2023 | Christie Dean                                 | 424.92     | A/P | CLEARED | 06/13/2023  |
| 0000011448                  | 06/08/2023 | D&L Russell Limited                           | 160.89     | A/P | CLEARED | 06/22/2023  |
| 0000011449                  | 06/08/2023 | Dodd's Diesel Repair Ltd.                     | 1,304.31   | A/P | CLEARED | 06/13/2023  |
| 0000011450                  | 06/08/2023 | Glenn Clarke                                  | 294.46     | A/P | CLEARED | 06/16/2023  |
| 0000011451                  | 06/08/2023 | Harbour ELECTRIC Ltd.                         | 1,874.73   | A/P | CLEARED | 06/15/2023  |
| 0000011452                  | 06/08/2023 | Harris Ryan                                   | 6,267.50   | A/P | CLEARED | 06/13/2023  |
| 0000011453                  | 06/08/2023 | Hilda Whelan                                  | 263.06     | A/P | CLEARED | 06/13/2023  |
| 0000011454                  | 06/08/2023 | Holly Power                                   | 35.00      | A/P | CLEARED | 06/09/2023  |
| 0000011455                  | 06/08/2023 | Jenkins Anthony Inc.                          | 6,642.67   | A/P | CLEARED | 06/16/2023  |
| 0000011456                  | 06/08/2023 | Kevin Butt                                    | 16.08      | A/P | CLEARED | 06/13/2023  |
| 0000011457                  | 06/08/2023 | Lynn Tucker                                   | 1,455.06   | A/P | CLEARED | 06/23/2023  |
| 0000011458                  | 06/08/2023 | Mark Vardy                                    | 117.78     | A/P | CLEARED | 06/16/2023  |
| 0000011459                  | 06/08/2023 | Miller IT Limited                             | 1,391.48   | A/P | CLEARED | 06/13/2023  |
| 0000011460                  | 06/08/2023 | North Atlantic                                | 27,639.52  | A/P | CLEARED | 06/14/2023  |
| 0000011461                  | 06/08/2023 | Northern Business Intelligence                | 97.75      | A/P | CLEARED | 06/19/2023  |
| 0000011462                  | 06/08/2023 | OMB Parts & Industrial Ltd.                   | 37.10      | A/P | CLEARED | 06/19/2023  |
| 0000011463                  | 06/08/2023 | Parts For Trucks Inc.                         | 252.26     | A/P | *VOID*  | 06/08/2023  |
| Void Reason: Printing Error |            |   |            |     |         |             |
| 0000011464                  | 06/08/2023 | Parts For Trucks Inc.                         | 252.26     | A/P | CLEARED | 06/15/2023  |
| 0000011465                  | 06/08/2023 | Pat Singleton                                 | 2,156.25   | A/P | CLEARED | 06/27/2023  |
| 0000011466                  | 06/08/2023 | Quikprint Services Ltd.                       | 562.84     | A/P | CLEARED | 06/22/2023  |
| 0000011467                  | 06/08/2023 | Rodney Delaney                                | 115.60     | A/P | CLEARED | 06/16/2023  |
| 0000011468                  | 06/08/2023 | Shred-it c/o Stericycle ULC                   | 93.18      | A/P | CLEARED | 06/19/2023  |
| 0000011469                  | 06/08/2023 | Tulk Tire & Service Ltd.                      | 1,349.92   | A/P | CLEARED | 06/15/2023  |
| 0000011470                  | 06/08/2023 | T2 Ventures Inc.                              | 278,291.50 | A/P | CLEARED | 06/09/2023  |
| 0000011472                  | 06/09/2023 | T2 Ventures Inc.                              | 10,000.00  | A/P | CLEARED | 06/09/2023  |
| 0000011473                  | 06/22/2023 | Advantage Personnel Ltd.                      | 1,048.80   | A/P | CLEARED | 07/05/2023  |
| 0000011474                  | 06/22/2023 | Bernice Hickey                                | 105.10     | A/P | CLEARED | 06/30/2023  |
| 0000011475                  | 06/22/2023 | Christie Dean                                 | 2,295.17   | A/P | CLEARED | 07/11/2023  |
| 0000011476                  | 06/22/2023 | City of St. John's                            | 43,056.78  | A/P | CLEARED | 06/29/2023  |
| 0000011477                  | 06/22/2023 | Coish's Trucking & Excavating Ltd.            | 17,895.50  | A/P | CLEARED | 07/10/2023  |
| 0000011478                  | 06/22/2023 | De Lage Landen Financial Services Canada Ltd. | 398.48     | A/P | CLEARED | 07/06/2023  |
| 0000011479                  | 06/22/2023 | Dodd's Diesel Repair Ltd.                     | 4,419.65   | A/P | CLEARED | 06/29/2023  |
| 0000011480                  | 06/22/2023 | Edmund Hynes                                  | 109.48     | A/P | CLEARED | 07/04/2023  |
| 0000011481                  | 06/22/2023 | Hilda Whelan                                  | 130.87     | A/P | CLEARED | 06/30/2023  |
| 0000011482                  | 06/22/2023 | Ivan Heath                                    | 28.69      | A/P | CLEARED | 08/16/2023  |
| 0000011483                  | 06/22/2023 | Jacqueline Crocker                            | 56.93      | A/P | CLEARED | 07/12/2023  |
| 0000011484                  | 06/22/2023 | Kevin Butt                                    | 295.87     | A/P | CLEARED | 06/23/2023  |
| 0000011485                  | 06/22/2023 | Leslie Squires                                | 550.00     | A/P | CLEARED | 08/03/2023  |
| 0000011486                  | 06/22/2023 | Lorraine Kaczmarczyk                          | 42.70      | A/P | OUT-STD | 06/22/2023  |

\*\* - Name on Check was modified

**Eastern Regional Service Board**

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

Cheques from 0000000001 to 0000011628 dated between 06-01-2023 and 06-30-2023

**CHEQUE REGISTER**

Printed: 11:57:34AM 09/11/2023

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| Number                    | Issued     |   | Amount       | SC  | Status  | Status Date |
|---------------------------|------------|---|--------------|-----|---------|-------------|
| 0000011487                | 06/22/2023 | Lynn Tucker                             | 2,512.46     | A/P | CLEARED | 07/04/2023  |
| 0000011488                | 06/22/2023 | Newfoundland Power Inc.                 | 4,708.07     | A/P | CLEARED | 06/29/2023  |
| 0000011489                | 06/22/2023 | Parts For Trucks Inc.                   | 92.46        | A/P | CLEARED | 07/06/2023  |
| 0000011490                | 06/22/2023 | Pennecon Hydraulic Systems Ltd.         | 13,125.44    | A/P | CLEARED | 07/05/2023  |
| 0000011491                | 06/22/2023 | Pik-Fast Express Inc.                   | 40.00        | A/P | CLEARED | 07/10/2023  |
| 0000011492                | 06/22/2023 | Pike's Pro Hardware & Building Supplies | 423.53       | A/P | CLEARED | 07/12/2023  |
| 0000011493                | 06/22/2023 | Pinnacle Office Solutions Ltd.          | 186.91       | A/P | CLEARED | 07/13/2023  |
| 0000011494                | 06/22/2023 | THOMAS TRAVERSE                         | 89.77        | A/P | CLEARED | 07/17/2023  |
| 0000011495                | 06/22/2023 | Town of Clarendville                    | 804.00       | A/P | CLEARED | 07/06/2023  |
| 0000011496                | 06/22/2023 | Tulk Tire & Service Ltd.                | 959.47       | A/P | CLEARED | 06/29/2023  |
| 0000011497                | 06/22/2023 | Wedgwood Insurance Limited              | 1,782.00     | A/P | CLEARED | 07/21/2023  |
| 0000011498                | 06/22/2023 | Kevin Butt                              | 7.20         | A/P | CLEARED | 07/17/2023  |
| 0000011502                | 06/23/2023 | T2 Ventures Inc.                        | 10,000.00    | A/P | CLEARED | 07/04/2023  |
| Total Issued (57):        |            |   | \$541,709.43 |     |         |             |
| Total Voided (1):         |            |   | \$252.26     |     |         |             |
| Grand Total:              |            |   | \$541,961.69 |     |         |             |
| Number of Cheques Listed: |            |   | 58           |     |         |             |

## EASTERN REGIONAL SERVICE BOARD

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### PAYROLL EXPENSE

#### JUNE 2023

|  |                            |
|--|----------------------------|
| Payroll – Staff ( <i>3 pay periods – 31 employees</i> )..... | \$213,502.37               |
| Payroll – Board ( <i>19 members</i> ) .....                  | <u>\$23,364.30</u>         |
| Total Payroll ( <i>50 employees</i> ) .....                  | \$236,866.67               |
| Payroll CRA Remittance .....                                 | <u>\$75,224.12</u>         |
| <b>TOTAL GROSS PAYROLL .....</b>                             | <b><u>\$312,090.79</u></b> |

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#### PREVIOUS MONTH

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#### 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>        |
| <b>TOTAL GROSS PAYROLL .....</b>                             | <b><u>\$185,431.85</u></b> |

**Eastern Regional Service Board**

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

Cheques from 0000000001 to 0000011628 dated between 07-01-2023 and 07-31-2023

**CHEQUE REGISTER**

Printed: 11:58:47AM 09/11/2023

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| Number     | Issued     |   | Amount     | SC  | Status  | Status Date |
|------------|------------|---|------------|-----|---------|-------------|
| 0000011503 | 07/06/2023 | Advantage Personnel Ltd.                      | 1,048.80   | A/P | CLEARED | 07/12/2023  |
| 0000011504 | 07/06/2023 | Around The Bay Disposals Inc.                 | 50,788.77  | A/P | CLEARED | 07/14/2023  |
| 0000011505 | 07/06/2023 | Bugden Signs Limited                          | 6,401.59   | A/P | CLEARED | 07/14/2023  |
| 0000011506 | 07/06/2023 | Channel 6 Ads - Avalon Region                 | 104.00     | A/P | CLEARED | 07/10/2023  |
| 0000011507 | 07/06/2023 | Clareville Home Hardware Building Center      | 818.48     | A/P | CLEARED | 07/17/2023  |
| 0000011508 | 07/06/2023 | Coastline Specialities Limited                | 1,722.13   | A/P | CLEARED | 07/10/2023  |
| 0000011509 | 07/06/2023 | CTT Tirecraft                                 | 2,324.39   | A/P | CLEARED | 07/10/2023  |
| 0000011510 | 07/06/2023 | Dicks and Company Limited                     | 495.75     | A/P | CLEARED | 07/11/2023  |
| 0000011511 | 07/06/2023 | Dodd's Diesel Repair Ltd.                     | 10,115.94  | A/P | CLEARED | 07/11/2023  |
| 0000011512 | 07/06/2023 | Fortis Concrete Inc.                          | 169.05     | A/P | CLEARED | 07/20/2023  |
| 0000011513 | 07/06/2023 | GFL Environmental Services Inc.               | 42,946.75  | A/P | CLEARED | 07/12/2023  |
| 0000011514 | 07/06/2023 | Glenn Clarke                                  | 109.48     | A/P | CLEARED | 07/11/2023  |
| 0000011515 | 07/06/2023 | Holly Power                                   | 47.99      | A/P | CLEARED | 07/06/2023  |
| 0000011516 | 07/06/2023 | Ivan Heath                                    | 78.04      | A/P | CLEARED | 08/16/2023  |
| 0000011517 | 07/06/2023 | Jenkins Anthony Inc.                          | 6,630.07   | A/P | CLEARED | 07/26/2023  |
| 0000011518 | 07/06/2023 | Kenneth Rollings                              | 235.10     | A/P | CLEARED | 07/14/2023  |
| 0000011519 | 07/06/2023 | Kevin McDonald                                | 117.14     | A/P | CLEARED | 07/12/2023  |
| 0000011520 | 07/06/2023 | Lynn Tucker                                   | 3,713.45   | A/P | CLEARED | 07/07/2023  |
| 0000011521 | 07/06/2023 | Martin's Fire Safety Ltd                      | 284.34     | A/P | CLEARED | 07/12/2023  |
| 0000011522 | 07/06/2023 | Miller IT Limited                             | 3,146.40   | A/P | CLEARED | 07/10/2023  |
| 0000011523 | 07/06/2023 | Nathan Ryan                                   | 93.06      | A/P | OUT-STD | 07/06/2023  |
| 0000011524 | 07/06/2023 | Northern Business Intelligence                | 1,406.74   | A/P | CLEARED | 07/14/2023  |
| 0000011525 | 07/06/2023 | OMB Parts & Industrial Ltd.                   | 14.94      | A/P | CLEARED | 07/17/2023  |
| 0000011526 | 07/06/2023 | ORKIN Canada Corporation                      | 209.90     | A/P | CLEARED | 07/17/2023  |
| 0000011527 | 07/06/2023 | Parts For Trucks Inc.                         | 14.95      | A/P | CLEARED | 07/12/2023  |
| 0000011528 | 07/06/2023 | Ron Ellsworth                                 | 127.76     | A/P | CLEARED | 07/12/2023  |
| 0000011529 | 07/06/2023 | Shred-it c/o Stericycle ULC                   | 189.43     | A/P | CLEARED | 07/12/2023  |
| 0000011530 | 07/06/2023 | Stephen Tessier                               | 4,060.49   | A/P | CLEARED | 07/06/2023  |
| 0000011531 | 07/06/2023 | T2 Ventures Inc.                              | 200,243.93 | A/P | CLEARED | 07/10/2023  |
| 0000011532 | 07/06/2023 | T2 Ventures Inc.                              | 56,082.44  | A/P | CLEARED | 07/10/2023  |
| 0000011533 | 07/06/2023 | Tulk Tire & Service Ltd.                      | 90.71      | A/P | CLEARED | 07/10/2023  |
| 0000011534 | 07/06/2023 | WAJAX Limited                                 | 2,202.48   | A/P | CLEARED | 07/13/2023  |
| 0000011535 | 07/06/2023 | Craig Drover                                  | 322.33     | A/P | CLEARED | 08/11/2023  |
| 0000011538 | 07/12/2023 | T2 Ventures Inc.                              | 18,101.14  | A/P | CLEARED | 07/17/2023  |
| 0000011539 | 07/20/2023 | 62167 Newfoundland and Labrador Inc           | 7,380.30   | A/P | CLEARED | 08/03/2023  |
| 0000011540 | 07/20/2023 | Acklands Grainger Inc.                        | 105.82     | A/P | CLEARED | 07/27/2023  |
| 0000011541 | 07/20/2023 | Advantage Personnel Ltd.                      | 1,048.80   | A/P | CLEARED | 07/27/2023  |
| 0000011542 | 07/20/2023 | Bell Conferencing Inc.                        | 29.90      | A/P | CLEARED | 07/31/2023  |
| 0000011543 | 07/20/2023 | Bell Mobility Inc.                            | 1,210.90   | A/P | CLEARED | 07/27/2023  |
| 0000011544 | 07/20/2023 | Big Erics Inc.                                | 430.47     | A/P | CLEARED | 08/01/2023  |
| 0000011545 | 07/20/2023 | City of St. John's                            | 37,330.83  | A/P | CLEARED | 07/25/2023  |
| 0000011546 | 07/20/2023 | De Lage Landen Financial Services Canada Ltd. | 398.48     | A/P | CLEARED | 07/27/2023  |
| 0000011547 | 07/20/2023 | Dodd's Diesel Repair Ltd.                     | 19,812.41  | A/P | CLEARED | 07/25/2023  |
| 0000011548 | 07/20/2023 | Eastlink Communications Channel 6 Ads         | 238.50     | A/P | CLEARED | 07/31/2023  |
| 0000011549 | 07/20/2023 | Hickman Chevrolet Cadillac                    | 1,712.30   | A/P | CLEARED | 07/28/2023  |
| 0000011550 | 07/20/2023 | Hospitality Newfoundland & Labrador           | 2,587.50   | A/P | CLEARED | 07/25/2023  |

\*\* - Name on Check was modified

**Eastern Regional Service Board**

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

Cheques from 0000000001 to 0000011628 dated between 07-01-2023 and 07-31-2023

**CHEQUE REGISTER**

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| Number                           | Issued     |   | Amount              | SC  | Status  | Status Date |
|----------------------------------|------------|---|---------------------|-----|---------|-------------|
| 0000011551                       | 07/20/2023 | Kevin Butt                              | 60.00               | A/P | CLEARED | 08/03/2023  |
| 0000011552                       | 07/20/2023 | Larry Vaters                            | 97.67               | A/P | CLEARED | 07/25/2023  |
| 0000011553                       | 07/20/2023 | Leslie Squires                          | 440.00              | A/P | CLEARED | 08/08/2023  |
| 0000011554                       | 07/20/2023 | Mike Murphy                             | 75.73               | A/P | CLEARED | 08/03/2023  |
| 0000011555                       | 07/20/2023 | Newfoundland Power Inc.                 | 2,013.93            | A/P | CLEARED | 07/24/2023  |
| 0000011556                       | 07/20/2023 | Pike's Pro Hardware & Building Supplies | 427.98              | A/P | OUT-STD | 07/20/2023  |
| 0000011557                       | 07/20/2023 | Pitney Bowes                            | 143.73              | A/P | CLEARED | 07/28/2023  |
| 0000011561                       | 07/20/2023 | Christie Dean                           | 540.49              | A/P | CLEARED | 08/14/2023  |
| 0000011562                       | 07/21/2023 | Newfoundland Power Inc.                 | 981.33              | A/P | CLEARED | 07/27/2023  |
| <b>Total Issued (55):</b>        |            |   | <b>\$491,525.03</b> |     |         |             |
| <b>Total Voided (0):</b>         |            |   | <b>\$0.00</b>       |     |         |             |
| <b>Grand Total:</b>              |            |   | <b>\$491,525.03</b> |     |         |             |
| <b>Number of Cheques Listed:</b> |            |   | <b>55</b>           |     |         |             |



## EASTERN REGIONAL SERVICE BOARD

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### PAYROLL EXPENSE

#### JULY 2023

|  |                            |
|--|----------------------------|
| Payroll – Staff ( <i>2 pay periods – 29 employees</i> )..... | \$144,444.45               |
| Payroll – Board ( <i>19 members</i> ) .....                  | <u>\$00,000.00</u>         |
| Total Payroll ( <i>29 employees</i> ) .....                  | \$144,444.45               |
| Payroll CRA Remittance .....                                 | <u>\$53,837.59</u>         |
| <b>TOTAL GROSS PAYROLL .....</b>                             | <b><u>\$198,282.04</u></b> |

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#### PREVIOUS MONTH

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#### JUNE 2023

|  |                            |
|--|----------------------------|
| Payroll – Staff ( <i>3 pay periods – 31 employees</i> )..... | \$213,502.37               |
| Payroll – Board ( <i>19 members</i> ) .....                  | <u>\$23,364.30</u>         |
| Total Payroll ( <i>50 employees</i> ) .....                  | \$236,866.67               |
| Payroll CRA Remittance .....                                 | <u>\$ 75,224.12</u>        |
| <b>TOTAL GROSS PAYROLL .....</b>                             | <b><u>\$312,090.79</u></b> |

**Eastern Regional Service Board**

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

Cheques from 0000000001 to 0000011628 dated between 08-01-2023 and 08-31-2023

**CHEQUE REGISTER**

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| Number     | Issued     |   | Amount     | SC  | Status  | Status Date |
|------------|------------|---|------------|-----|---------|-------------|
| 0000011563 | 08/02/2023 | Advantage Personnel Ltd.                      | 1,048.80   | A/P | OUT-STD | 08/02/2023  |
| 0000011564 | 08/02/2023 | Around The Bay Disposals Inc.                 | 65,466.42  | A/P | CLEARED | 08/16/2023  |
| 0000011565 | 08/02/2023 | Curtis Dawe                                   | 3,139.51   | A/P | CLEARED | 08/11/2023  |
| 0000011566 | 08/02/2023 | Dodd's Diesel Repair Ltd.                     | 9,628.92   | A/P | CLEARED | 08/11/2023  |
| 0000011567 | 08/02/2023 | Eastlink Communications Channel 6 Ads         | 20.25      | A/P | CLEARED | 08/14/2023  |
| 0000011568 | 08/02/2023 | Miller IT Limited                             | 1,654.05   | A/P | CLEARED | 08/14/2023  |
| 0000011569 | 08/02/2023 | Newfoundland Exchequer Account                | 57.50      | A/P | CLEARED | 08/10/2023  |
| 0000011570 | 08/02/2023 | Nexgen Municipal Inc.                         | 1,266.50   | A/P | OUT-STD | 08/02/2023  |
| 0000011571 | 08/02/2023 | Northern Business Intelligence                | 1,406.74   | A/P | CLEARED | 08/17/2023  |
| 0000011572 | 08/02/2023 | OMB Parts & Industrial Ltd.                   | 170.19     | A/P | CLEARED | 08/16/2023  |
| 0000011573 | 08/02/2023 | Parts For Trucks Inc.                         | 133.15     | A/P | CLEARED | 08/14/2023  |
| 0000011574 | 08/02/2023 | Princess Auto                                 | 551.99     | A/P | CLEARED | 08/14/2023  |
| 0000011575 | 08/02/2023 | T2 Ventures Inc.                              | 32,445.03  | A/P | OUT-STD | 08/02/2023  |
| 0000011576 | 08/02/2023 | T2 Ventures Inc.                              | 271,992.42 | A/P | CLEARED | 08/08/2023  |
| 0000011577 | 08/02/2023 | TELUS   | 4,657.72   | A/P | CLEARED | 08/21/2023  |
| 0000011589 | 08/17/2023 | 62167 Newfoundland and Labrador Inc           | 7,380.30   | A/P | OUT-STD | 08/17/2023  |
| 0000011590 | 08/17/2023 | Acklands Grainger Inc.                        | 274.33     | A/P | OUT-STD | 08/17/2023  |
| 0000011591 | 08/17/2023 | Advantage Personnel Ltd.                      | 917.70     | A/P | OUT-STD | 08/17/2023  |
| 0000011592 | 08/17/2023 | Bell Aliant                                   | 4,557.34   | A/P | OUT-STD | 08/17/2023  |
| 0000011593 | 08/17/2023 | Bell Mobility Inc.                            | 1,209.33   | A/P | OUT-STD | 08/17/2023  |
| 0000011594 | 08/17/2023 | City of St. John's                            | 33,121.56  | A/P | CLEARED | 08/24/2023  |
| 0000011595 | 08/17/2023 | Coish's Trucking & Excavating Ltd.            | 17,895.50  | A/P | CLEARED | 08/24/2023  |
| 0000011596 | 08/17/2023 | D&L Russell Limited                           | 10.45      | A/P | OUT-STD | 08/17/2023  |
| 0000011597 | 08/17/2023 | De Lage Landen Financial Services Canada Ltd. | 398.48     | A/P | OUT-STD | 08/17/2023  |
| 0000011598 | 08/17/2023 | Dodd's Diesel Repair Ltd.                     | 14,922.22  | A/P | CLEARED | 08/23/2023  |
| 0000011599 | 08/17/2023 | Holly Power                                   | 26.92      | A/P | CLEARED | 08/21/2023  |
| 0000011600 | 08/17/2023 | Jenkins Anthony Inc.                          | 5,943.64   | A/P | OUT-STD | 08/17/2023  |
| 0000011601 | 08/17/2023 | Leslie Squires                                | 550.00     | A/P | OUT-STD | 08/17/2023  |
| 0000011602 | 08/17/2023 | Lynn Tucker                                   | 288.46     | A/P | CLEARED | 08/24/2023  |
| 0000011603 | 08/17/2023 | Newfoundland Power Inc.                       | 759.40     | A/P | CLEARED | 08/23/2023  |
| 0000011604 | 08/17/2023 | OMB Parts & Industrial Ltd.                   | 75.14      | A/P | OUT-STD | 08/17/2023  |
| 0000011605 | 08/17/2023 | PBA Industrial Supplies Ltd.                  | 318.81     | A/P | OUT-STD | 08/17/2023  |
| 0000011606 | 08/17/2023 | Pike's Pro Hardware & Building Supplies       | 365.66     | A/P | OUT-STD | 08/17/2023  |
| 0000011607 | 08/17/2023 | Pik-Fast Express Inc.                         | 25.00      | A/P | OUT-STD | 08/17/2023  |
| 0000011608 | 08/17/2023 | Pinnacle Office Solutions Ltd.                | 151.88     | A/P | OUT-STD | 08/17/2023  |
| 0000011609 | 08/17/2023 | Pitney Bowes                                  | 216.80     | A/P | OUT-STD | 08/17/2023  |
| 0000011610 | 08/17/2023 | Princess Auto                                 | 25.29      | A/P | OUT-STD | 08/17/2023  |
| 0000011611 | 08/17/2023 | Shred-it c/o Stericycle ULC                   | 98.14      | A/P | OUT-STD | 08/17/2023  |
| 0000011612 | 08/17/2023 | Town of Clarendville                          | 1,608.00   | A/P | OUT-STD | 08/17/2023  |
| 0000011613 | 08/17/2023 | Tulk Tire & Service Ltd.                      | 5,362.22   | A/P | CLEARED | 08/23/2023  |
| 0000011614 | 08/30/2023 | Acklands Grainger Inc.                        | 50.06      | A/P | OUT-STD | 08/30/2023  |
| 0000011615 | 08/30/2023 | Advantage Personnel Ltd.                      | 1,835.40   | A/P | OUT-STD | 08/30/2023  |
| 0000011616 | 08/30/2023 | Bear Cleaners & Supply                        | 258.75     | A/P | OUT-STD | 08/30/2023  |
| 0000011617 | 08/30/2023 | Bell Aliant                                   | 2,417.26   | A/P | OUT-STD | 08/30/2023  |
| 0000011618 | 08/30/2023 | Dicks and Company Limited                     | 137.99     | A/P | OUT-STD | 08/30/2023  |
| 0000011619 | 08/30/2023 | Dodd's Diesel Repair Ltd.                     | 17,865.38  | A/P | OUT-STD | 08/30/2023  |

\*\* - Name on Check was modified

**Eastern Regional Service Board**

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

Cheques from 0000000001 to 0000011628 dated between 08-01-2023 and 08-31-2023

**CHEQUE REGISTER**

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| Number                    | Issued     |                          | Amount       | SC  | Status  | Status Date |
|---------------------------|------------|--------------------------|--------------|-----|---------|-------------|
| 0000011620                | 08/30/2023 | Holly Power              | 48.66        | A/P | OUT-STD | 08/30/2023  |
| 0000011621                | 08/30/2023 | Jenkins Anthony Inc.     | 6,362.56     | A/P | OUT-STD | 08/30/2023  |
| 0000011622                | 08/30/2023 | Lynn Tucker              | 222.26       | A/P | OUT-STD | 08/30/2023  |
| 0000011623                | 08/30/2023 | Newfoundland Power Inc.  | 952.53       | A/P | OUT-STD | 08/30/2023  |
| 0000011624                | 08/30/2023 | ORKIN Canada Corporation | 419.80       | A/P | OUT-STD | 08/30/2023  |
| 0000011625                | 08/30/2023 | Princess Auto            | 57.49        | A/P | OUT-STD | 08/30/2023  |
| 0000011626                | 08/30/2023 | Quikprint Services Ltd.  | 564.96       | A/P | OUT-STD | 08/30/2023  |
| 0000011627                | 08/30/2023 | Tulk Tire & Service Ltd. | 5,625.01     | A/P | OUT-STD | 08/30/2023  |
| Total Issued (54):        |            |                          | \$526,959.87 |     |         |             |
| Total Voided (0):         |            |                          | \$0.00       |     |         |             |
| Grand Total:              |            |                          | \$526,959.87 |     |         |             |
| Number of Cheques Listed: |            |                          | 54           |     |         |             |

## EASTERN REGIONAL SERVICE BOARD

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### PAYROLL EXPENSE

#### AUGUST 2023

|  |                            |
|--|----------------------------|
| Payroll – Staff ( <i>2 pay periods – 29 employees</i> )..... | \$135,359.65               |
| Payroll – Board ( <i>19 members</i> ) .....                  | <u>\$00,000.00</u>         |
| Total Payroll ( <i>29 employees</i> ) .....                  | \$135,359.65               |
| Payroll CRA Remittance .....                                 | <u>\$42,631.88</u>         |
| <b>TOTAL GROSS PAYROLL .....</b>                             | <b><u>\$177,991.53</u></b> |

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#### PREVIOUS MONTH

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#### JULY 2023

|  |                            |
|--|----------------------------|
| Payroll – Staff ( <i>2 pay periods – 29 employees</i> )..... | \$144,444.45               |
| Payroll – Board ( <i>19 members</i> ) .....                  | <u>\$00,000.00</u>         |
| Total Payroll ( <i>29 employees</i> ) .....                  | 144,444.45                 |
| Payroll CRA Remittance .....                                 | <u>\$ 53,837.59</u>        |
| <b>TOTAL GROSS PAYROLL .....</b>                             | <b><u>\$198,282.04</u></b> |

| TOWNS PAYMENT ACTIVITY 2023 - As of September 11, 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 Marysville                        | 240             | \$48,000                   | \$800                         | \$48,800       | \$38,000              | \$0     | \$0                   | \$0                   | \$10,800        |
| 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       | \$53,280              | \$0     | \$0                   | \$0                   | \$13,320        |
| TOWN303  | Town of Chapel Arm                       | 253             | \$50,600                   | \$0                           | \$50,600       | \$40,480              | \$0     | \$0                   | \$0                   | \$10,120        |
| TOWN304  | Town of Southern Harbour                 | 184             | \$36,800                   | \$0                           | \$36,800       | \$29,440              | \$0     | \$0                   | \$0                   | \$7,360         |
| TOWN305  | Town of Sunnyside                        | 205             | \$41,000                   | \$0                           | \$41,000       | \$32,800              | \$0     | \$0                   | \$0                   | \$8,200         |
| TOWN502  | Town of Chance Cove                      | 148             | \$29,600                   | \$0                           | \$29,600       | \$23,680              | \$0     | \$0                   | \$0                   | \$5,920         |
| TOWN503  | Town of Arnold's Cove                    | 535             | \$107,000                  | \$0                           | \$107,000      | \$85,600              | \$0     | \$0                   | \$0                   | \$21,400        |
| TOWN0203   | Town of Colliers                         | 293             | \$58,600                   | \$0                           | \$58,600       | \$46,880              | \$0     | \$0                   | \$0                   | \$11,720        |
| TOWN0205   | Town of Holyrood                         | 1095            | \$219,000                  | \$5,000                       | \$224,000      | \$205,180             | \$0     | \$0                   | \$0                   | \$18,820        |
| TOWN0401   | Town of Aquaforte                        | 70              | \$14,000                   | \$0                           | \$14,000       | \$10,550              | \$0     | \$0                   | \$0                   | \$3,450         |
| TOWN0402   | Town of Bay Bulls                        | 633             | \$126,600                  | \$20                          | \$126,620      | \$88,634              | \$0     | \$0                   | \$0                   | \$37,986        |
| TOWN0403   | Town of Cape Broyle                      | 277             | \$55,400                   | -\$83                         | \$55,317       | \$44,254              | \$0     | \$0                   | \$0                   | \$11,063        |
| TOWN0404   | Town of Fermeuse-Kingman's Cove          | 179             | \$35,800                   | \$0                           | \$39,380       | \$30,610              | \$0     | \$0                   | \$0                   | \$8,770         |
| TOWN0405   | Town of Ferryland                        | 272             | \$54,400                   | \$0                           | \$54,400       | \$40,800              | \$0     | \$0                   | \$0                   | \$13,600        |
| TOWN0407   | Town of Renew's-Cappahayden              | 234             | \$46,800                   | \$0                           | \$46,800       | \$35,100              | \$0     | \$0                   | \$0                   | \$11,700        |
| TOWN0408   | Town of St. Shott's                      | 50              | \$10,000                   | \$0                           | \$10,000       | \$7,500               | \$0     | \$0                   | \$0                   | \$2,500         |
| TOWN0410   | Town of Witless Bay                      | 744             | \$148,800                  | \$0                           | \$148,800      | \$111,600             | \$0     | \$0                   | \$0                   | \$37,200        |
| TOWN0411   | Town of Portugal Cove South              | 92              | \$18,400                   | \$0                           | \$18,400       | \$14,200              | \$0     | \$0                   | \$0                   | \$4,200         |
| TOWN0504   | Town of Long Harbour-Mount Arlington H   | 194             | \$38,800                   | \$0                           | \$38,800       | \$31,040              | \$0     | \$0                   | \$0                   | \$7,760         |
| TOWN0505   | Town of Fox Harbour                      | 134             | \$26,800                   | \$0                           | \$26,800       | \$21,440              | \$0     | \$0                   | \$0                   | \$5,360         |
| TOWN0507   | Town of St. Bride's                      | 139             | \$27,800                   | \$0                           | \$27,800       | \$20,850              | \$0     | \$0                   | \$0                   | \$6,950         |
| TOWN0508   | Town of Point Lance                      | 47              | \$9,400                    | \$0                           | \$9,400        | \$7,050               | \$0     | \$0                   | \$0                   | \$2,350         |
| TOWN0509   | Town of Branch                           | 161             | \$32,200                   | \$0                           | \$32,200       | \$27,200              | \$0     | \$0                   | \$0                   | \$5,000         |
| TOWN0510   | Town of Mount Carmel-Mitchell's Brook-St | 299             | \$59,800                   | \$0                           | \$59,800       | \$44,850              | \$0     | \$0                   | \$0                   | \$14,950        |
| TOWN0511   | Town of St. Joseph's                     | 107             | \$21,400                   | \$0                           | \$21,400       | \$16,050              | \$0     | \$0                   | \$0                   | \$5,350         |
| TOWN0512   | Town of Admiral's Beach                  | 82              | \$16,400                   | \$0                           | \$16,400       | \$13,120              | \$0     | \$0                   | \$0                   | \$3,280         |
| 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       | \$26,080              | \$0     | \$0                   | \$0                   | \$6,520         |
| TOWN0602   | Town of Heart's Delight-Islington        | 464             | \$92,800                   | \$0                           | \$92,800       | \$74,240              | \$0     | \$0                   | \$0                   | \$18,560        |
| TOWN0603   | Town of Heart's Desire                   | 139             | \$27,800                   | \$3,000                       | \$30,800       | \$24,640              | \$0     | \$0                   | \$0                   | \$6,160         |
| TOWN0802   | Town of Bay de Verde                     | 221             | \$44,200                   | \$14,056                      | \$58,256       | \$31,736              | \$0     | \$0                   | \$0                   | \$26,520        |
| TOWN0804   | Town of New Perican                      | 162             | \$32,400                   | \$0                           | \$32,400       | \$25,920              | \$0     | \$0                   | \$0                   | \$6,480         |
| TOWN0805   | Town of Hant's Harbour                   | 193             | \$38,600                   | \$0                           | \$38,600       | \$20,219              | \$0     | \$0                   | \$0                   | \$18,381        |
| TOWN0806   | Town of Heart's Content                  | 239             | \$47,800                   | \$0                           | \$47,800       | \$35,850              | \$0     | \$0                   | \$0                   | \$11,950        |
| 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   | \$ 1,559,423          | \$ -    | \$ -                  | \$ -                  | \$ 443,500      |

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

| TOWNS ACTIVITY - INVOICED MONTHLY (Jan - Dec 2022) |                   |                |            |               |           |         |              |              |             |  |
|--|-------------------|----------------|------------|---------------|-----------|---------|--------------|--------------|-------------|--|
| CustCode   | Town/LSD          | No. Properties | Prior Year | Total         | Payments  | Arrears | Over 30 Days | Over 60 Days | Outstanding |  |
|  |                   |                | Balance    | Invoices 2023 | Received  |         | Past Due     | Past Due     | Balance     |  |
| TOWN0001   | Town of Carbonear | 2175           | \$ -       | \$ 161,851    | \$ 93,961 | \$ -    | \$ -         | \$ -         | \$ 67,889   |  |

2023 TOTAL OUTSTANDING INCORPORATED TOWNS \$ 511,389.36

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

**EASTERN REGIONAL SERVICE BOARD**

**BRIEFING NOTE / REPORT**

|                      |  |
|----------------------|--|
| <b>TITLE:</b>        | <b>Tipping Fee Increase Effective April 1 2024 for the Regional Waste Facility at Robin Hood Bay</b> |
| <b>MEETING DATE:</b> | 2023-09-27   |
| <b>TO:</b>           | <b>Board</b> / Finance & Audit / Strategy & Policy / Governance                                      |
| <b>PREPARED BY:</b>  | Lynn Tucker, Chief Administrative Officer  |
| <b>REVIEWED BY:</b>  | Lynn Tucker, Chief Administrative Officer  |
| <b>APPROVED BY:</b>  | Lynn Tucker, Chief Administrative Officer  |

**RECOMMENDED ACTION:**

It is recommended that the tipping fees at the Regional Waste Facility at Robin Hood Bay be increased to \$90.75 per metric tonne for regular garbage and \$28.75 per metric tonne for recyclables effective April 1, 2024. This is an increase of approximately 2%.

**MOTION:**

**BE IT RESOLVED that the Board set the tipping fees at the Regional Waste Facility at Robin Hood Bay for regular garbage at \$90.75 per metric tonne and for recyclables at \$28.75 per metric tonne effective April 1, 2024.**

**BACKGROUND/DISCUSSION:**

- The 2023 budget for the regional waste facility at Robin Hood Bay (RHB) was \$16,713,348 in expenditures that would be fully recovered through revenues.
- Tip fees are the primary source of revenues at the RHB site accounting for 93% of all revenue sources; therefore, it is critical that the tip fees are reflective of operational expenditures and future expenditures (e.g., capital projects; site closure costs, etc.)
- For 2024 it is expected that very similar tonnages to 2023 will be received at the landfill.
- In 2020, the Board adopted an annual CPI adjustment to tip fees to reduce the need for a significant increase in one particular year.
- Following this approach, year over year change in CPI to the end of July 2023 is 3.45%.
- It is the recommendation of RHB management that the tip fee not be adjusted by the full CPI for 2024. Instead they are recommending that a more moderate increase of 2% be approved.

- This recommendation is being made as it is the midpoint of long-term projected inflation.
- With this recommendation in mind, the tip fee for regular garbage disposal at Robin Hood Bay will increase by \$1.75 per tonne from \$8 to \$90.75. The tip fee for recyclables will increase by \$1.75 per tonne from \$27 to \$28.75.
- These increases are necessary to cover rising costs at the regional landfill including salaries; contracted services including spotters, RDO bin hauling, litter control, etc.; and increasing fuel and maintenance costs.

**EASTERN REGIONAL SERVICE BOARD**

**BRIEFING NOTE / REPORT**

|                      |  |
|----------------------|--|
| <b>TITLE:</b>        | <b>Increase of Transportation Fee charged at Clarendville Transfer Station Effective April 1, 2024</b> |
| <b>MEETING DATE:</b> | 2023-09-27   |
| <b>TO:</b>           | <b>Board</b> / Finance & Audit / Strategy & Policy / Governance  |
| <b>PREPARED BY:</b>  | Lynn Tucker, Chief Administrative Officer  |
| <b>REVIEWED BY:</b>  | Lynn Tucker, Chief Administrative Officer  |
| <b>APPROVED BY:</b>  | Lynn Tucker, Chief Administrative Officer  |

**RECOMMENDED ACTION:**

- It is recommended that the Board increase its transportation fee charged at the Clarendville Transfer Station from \$20 per metric tonne to \$25 per metric tonne.
- No motion is required as this fee will be adopted with the Board's annual fee schedule.

**MOTION:**

n/a

**BACKGROUND/DISCUSSION:**

- To cover the costs of transporting waste from the Clarendville Transfer Station (CTS) to the regional landfill at Robin Hood Bay, the Board assessed a transportation fee of \$20 per metric tonne when the CTS opened in 2016.
- The transportation fee was determined by the Board's engineering consultants before CTS opened.
- Those who dispose of waste at CTS pay this fee in addition to the tipping fee. For example, the RHB tipping fee is now \$89 per tonne so those using CTS will pay \$89 per tonne PLUS \$20 transportation fee for a total of \$109 per tonne.
- The Board has not increased the transportation fee since its implementation in 2016.
- Due to significant increases in the cost of fuel, fleet maintenance, labour, etc., staff are recommending increasing the transportation fee to \$25 per metric tonne to ensure the cost of transporting the waste to RHB is covered.

**ATTACHMENTS:**

n/a



**EASTERN REGIONAL SERVICE BOARD**  
**BRIEFING NOTE / REPORT**

|                      |   |
|----------------------|---|
| <b>TITLE:</b>        | <b>Draft 2024 Fee Schedule</b>                                  |
| <b>MEETING DATE:</b> | 2023-09-27  |
| <b>TO:</b>           | <b>Board</b> / Finance & Audit / Strategy & Policy / Governance |
| <b>PREPARED BY:</b>  | Lynn Tucker, Chief Administrative Officer                       |
| <b>REVIEWED BY:</b>  | Lynn Tucker, Chief Administrative Officer                       |
| <b>APPROVED BY:</b>  | Lynn Tucker, Chief Administrative Officer                       |

**RECOMMENDED ACTION:**

Staff recommends the adoption of the fee schedule for 2024 as tabled.

**MOTION:**

**BE IT RESOLVED** that the Board adopt the fee schedule for 2024 as tabled.

**BACKGROUND/DISCUSSION:**

- Attached is a copy of the draft 2024 Fee Schedule for the Board, the regional landfill at Robin Hood Bay and the Clarendville Transfer Station for the period of January 1 through December 31 for all fees except the tipping fees which are effective from April 1, 2024 through March 31, 2025.
- The tip fee for regular garbage disposal at Robin Hood Bay will increase from \$89 per tonne to \$90.75 per tonne and the tip fee for recyclables will increase from \$27 per tonne to \$28.75 per tonne.
- These increases are necessary to cover rising costs including salaries; site services including spotters, RDO bin hauling, litter control, etc.; and increasing fuel and maintenance costs.
- As a result of increased vehicle fuel and operation costs, staff have recommended that the Clarendville Transfer Station Transportation Fee be raised from \$20 per tonne to \$25 per tonne. This fee has not increased since the facility opened in 2016.
- This fee is charged in addition to the tipping fee (which is the same as charged at the regional landfill) to cover the cost of transporting the waste from the Clarendville Transfer Station to RHB which is 186 kilometers.
- Once the fee schedule is adopted by the Board, it is sent to all communities in the Eastern region, published in local print media as well as published to our website.

**ATTACHMENTS:**

- Fee Schedule 2024 - DRAFT

## 2024 FEE SCHEDULE FOR EASTERN REGIONAL SERVICE BOARD & REGIONAL WASTE MANAGEMENT FACILITY AT ROBIN HOOD BAY

**Effective April 1, 2024 to March 31, 2025**

| ITEM/MATERIAL  | FEE                     |
|--|-------------------------|
| <b>Fire and Emergency Services Fees</b>  |                         |
| Per property fee for fire services in areas protected by ERSB  | Up to \$120.00          |
| Per commercial fire inspection   | \$200.00                |
| Per commercial fire inspection – subsequent visits within 12 months of initial visit - per event   | \$50.00                 |
| <b>Financial Services Fees</b>   |                         |
| Interest charged on overdue accounts, simple interest of 1.75% as of Jan 1 2019.<br>Prior to Jan 1 2019 - interest of 2%, compounding monthly is applicable  | 1.75%                   |
| Non-sufficient funds charge per event  | \$20.00                 |
| Small Claims Provincial Court Filing Fees  | As charged by the Court |
| Process Server – per event   | \$40.00                 |
| <b>Waste Services Fees</b>   |                         |
| Per property fee for waste services  | \$200.00                |
| Return to collect waste not properly set out – per event   | \$150.00                |
| <b>Regular Waste Disposal Fees</b>   |                         |
| Regular waste disposal fee at Clarendville Transfer Station and Robin Hood Bay per metric tonne  | \$90.75                 |
| Recyclables disposal fee at Clarendville Transfer Station and Robin Hood Bay per metric tonne  | \$28.75                 |
| Waste disposal permit for Clarendville Transfer Station or Robin Hood Bay  | \$30.00                 |
| Clarendville Transfer Station Commercial Users/Discovery Regional Service Board <u>transportation fee</u> per metric tonne in addition to the regular waste disposal fee of \$90.75 per metric tonne | \$25.00                 |
| <b>Asbestos (per metric tonne at Robin Hood Bay)*</b>  |                         |
| Asbestos (call to make arrangements prior to delivery to site)   | \$150.75                |
| Asbestos – Mixed Load (call to make arrangements prior to delivery to site)  | \$292.75                |
| <b>Off the Road Tires (tires that are NOT included in the tire recycling program of the Province - per metric tonne)</b>   |                         |
| OTR – Off the Road Tires (call to make arrangements prior to delivery to site)   | \$216.75                |
| <b>Rock (per metric tonne)*</b>  |                         |
| 6 inches minus   | Free                    |
| 18 inches minus  | \$33.75                 |
| 18 inches plus   | \$90.75                 |
| <b>Concrete &amp; brick (per metric tonne)*</b>  |                         |
| 6 inches minus (reinforced or unreinforced)  | Free                    |
| 6 inches plus (reinforced)   | \$90.75                 |
| 18 inches minus (unreinforced)   | \$33.75                 |
| 18 inches plus (unreinforced)  | \$90.75                 |
| <b>Asphalt (per metric tonne)*</b>   |                         |
| 6 inches minus   | Free                    |
| 18 inches minus  | \$33.75                 |
| 18 inches plus   | \$90.75                 |
| <b>Yard Waste (per metric tonne)**</b>   |                         |
| Contained in paper yard waste bags or loose  | Free                    |
| Contained in plastic waste bags  | \$90.75                 |
| <b>Special Wastes (per metric tonne)</b>   |                         |
| Wastes requiring special handling (requires pre-approval and arrangements must be made prior to delivery to site)  | \$150.75                |
| International wastes   | \$150.75                |
| <b>Unacceptable Wastes (per metric tonne)***</b>   |                         |
| Rejected Wastes or Recycling   | \$170.75                |

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

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

\*\*\*Unacceptable Wastes – the hauler will be responsible for all costs and coordination of work associated with the removal of rejected wastes from site. Rejected recyclables will be landfilled.

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

**EASTERN REGIONAL SERVICE BOARD**  
**BRIEFING NOTE / REPORT**

|                      |   |
|----------------------|---|
| <b>TITLE:</b>        | <b>Establishing a Special Projects Fund</b>                     |
| <b>MEETING DATE:</b> | 2023-09-27  |
| <b>TO:</b>           | <b>Board</b> / Finance & Audit / Strategy & Policy / Governance |
| <b>PREPARED BY:</b>  | Lynn Tucker, Chief Administrative Officer                       |
| <b>REVIEWED BY:</b>  | Lynn Tucker, Chief Administrative Officer                       |
| <b>APPROVED BY:</b>  | Lynn Tucker, Chief Administrative Officer                       |

**RECOMMENDED ACTION:**

The Board's Chair is recommending that a special project fund be set up and included in the 2024 budget for \$30,000 to be used for special projects that have been approved by the Board.

**MOTION:**

**BE IT RESOLVED that the Board establish a Special Projects Fund in the 2024 budget in the amount of \$30,000 to be used only with Board consent.**

**BACKGROUND/DISCUSSION:**

- The Chair recommends that the Board set up a fund for special projects and/or for pilot projects that it approves.
- On several occasions this year various issues have been raised that could possibly be addressed by a pilot project.
- The Chair suggests that \$30,000 be set aside for special projects.
- It is recommended that no monies from this fund be used without the Board's consent.
- With the Board's approval, this item will be included in the Board's 2024 budget.

**EASTERN REGIONAL SERVICE BOARD**  
**BRIEFING NOTE / REPORT**

|                      |   |
|----------------------|---|
| <b>TITLE:</b>        | <b>Draft 2024 Budget for Eastern Regional Service Board</b>     |
| <b>MEETING DATE:</b> | 2023-09-27  |
| <b>TO:</b>           | <b>Board</b> / Finance & Audit / Strategy & Policy / Governance |
| <b>PREPARED BY:</b>  | Craig Drover, Director Corporate Services                       |
| <b>REVIEWED BY:</b>  | Lynn Tucker, Chief Administrative Officer                       |
| <b>APPROVED BY:</b>  | Lynn Tucker, Chief Administrative Officer                       |

**RECOMMENDED ACTION:**

It is recommended that the Board adopt the 2024 budget as tabled.

**MOTION:**

**BE IT RESOLVED** that the Board adopt the budget for 2024 as tabled.

**BACKGROUND/DISCUSSION:**

- No change in the amount budgeted for Board remuneration.
- Salaries and Benefits have been increased for 2024 to reflect a 3.6% cost of living allowance increase.
- Almost all budget categories are similar to 2023 with the exception of Staff and Board Travel that has been increased to reflect the Board holding meetings in various locations across the region.
- Staff Professional Development has increased to reflect the rising cost of training courses and the increased interest in professional development by staff.
- Vehicle Maintenance and Operations expenses have been left the same after being increased by 50% in 2023 to reflect increased fuel and repair costs.
- Overall operating expenditure has increased by 1.4%.
- A new budget item is the Special Pilot Projects for \$30,000 that has been added to Regional Operations. This will potentially be used for Board sanctioned pilot projects that may take place in 2024.

**ATTACHMENTS:**

- 2024 Draft ERSB Budget

# EASTERN REGIONAL SERVICE BOARD

## 2024 PROPOSED BUDGET

|  | 2024 Draft | 2023 Adopted | % Budget Change |
|--|------------|--------------|-----------------|
|--|------------|--------------|-----------------|

### EXPENDITURES

|                                      |                     |                     |             |
|--------------------------------------|---------------------|---------------------|-------------|
| <b>Salaries</b>                      |                     |                     |             |
| Chair/Board Member Remuneration      | \$ 100,000          | \$ 100,000          | 0.0%        |
| Salaries (Corporate Administration)  | \$ 800,565          | \$ 742,315          | 7.8%        |
| Salaries (Regional Waste Operations) | \$ 1,326,150        | \$ 1,273,862        | 4.1%        |
| Salaries (Water)                     | \$ 59,031           | \$ 55,000           | 7.3%        |
| <b>Sub-total</b>                     | <b>\$ 2,285,746</b> | <b>\$ 2,171,177</b> | <b>5.3%</b> |

|                        |                   |                   |             |
|------------------------|-------------------|-------------------|-------------|
| <b>Benefits</b>        |                   |                   |             |
| Employment Insurance   | \$ 36,493         | \$ 36,493         | 0.0%        |
| CPP                    | \$ 101,916        | \$ 101,916        | 0.0%        |
| WHSCC                  | \$ 50,000         | \$ 50,000         | 0.0%        |
| Health & Life Benefits | \$ 29,705         | \$ 29,705         | 0.0%        |
| RRSP                   | \$ 131,666        | \$ 128,858        | 2.2%        |
| <b>Sub-total</b>       | <b>\$ 349,780</b> | <b>\$ 346,972</b> | <b>0.8%</b> |

|  |                   |                   |              |
|--|-------------------|-------------------|--------------|
| <b>Transportation &amp; Communications</b>                   |                   |                   |              |
| Board/Committee Local Travel & Meetings (mileage & expenses) | \$ 39,375         | \$ 31,500         | 25.0%        |
| Telephone  | \$ 33,075         | \$ 31,500         | 5.0%         |
| Staff Local Travel (mileage & expenses)                      | \$ 13,750         | \$ 11,000         | 25.0%        |
| Professional Development (Board)                             | \$ 30,000         | \$ 30,000         | 0.0%         |
| <b>Sub-total</b>   | <b>\$ 116,200</b> | <b>\$ 104,000</b> | <b>11.7%</b> |

|                       |                   |                   |             |
|-----------------------|-------------------|-------------------|-------------|
| <b>Supplies</b>       |                   |                   |             |
| Insurance             | \$ 174,000        | \$ 174,000        | 0.0%        |
| Office Expenses       | \$ 92,400         | \$ 88,000         | 5.0%        |
| Bank and Service Fees | \$ 46,305         | \$ 44,100         | 5.0%        |
| <b>Sub-total</b>      | <b>\$ 312,705</b> | <b>\$ 306,100</b> | <b>2.2%</b> |

|  |                   |                   |             |
|--|-------------------|-------------------|-------------|
| <b>Purchased and Professional Services</b>         |                   |                   |             |
| Audit  | \$ 39,730         | \$ 37,838         | 5.0%        |
| Professional Development Staff                     | \$ 59,400         | \$ 49,500         | 20.0%       |
| Communications                                     | \$ 50,000         | \$ 50,000         | 0.0%        |
| Professional Services-Legal,HR,IT,Engineering,etc. | \$ 140,000        | \$ 140,000        | 0.0%        |
| <b>Sub-total</b>                                   | <b>\$ 289,130</b> | <b>\$ 277,338</b> | <b>4.3%</b> |

|  |                   |                   |             |
|--|-------------------|-------------------|-------------|
| <b>Property, Furnishings &amp; Equipment</b> |                   |                   |             |
| Office Space (gross lease, Majors Path)      | \$ 86,000         | \$ 86,000         | 0.0%        |
| Computer Software/Software Licensing         | \$ 28,800         | \$ 28,800         | 0.0%        |
| Photocopier Fees                             | \$ 4,410          | \$ 4,410          | 0.0%        |
| Furniture & Equipment                        | \$ 19,000         | \$ 19,000         | 0.0%        |
| <b>Sub-total</b>                             | <b>\$ 138,210</b> | <b>\$ 138,210</b> | <b>0.0%</b> |

|  | 2024 Draft          | 2023 Adopted        | % Budget Change |
|--|---------------------|---------------------|-----------------|
| <b>Regional Operations &amp; Waste Recovery Facilities</b> |                     |                     |                 |
| Snow Clearing - All WRF                                    | \$ 50,944           | \$ 50,944           | 0.0%            |
| Site Maintenance - All WRF                                 | \$ 60,000           | \$ 60,000           | 0.0%            |
| Old Perican WRF (TCNWM)                                    | \$ 251,275          | \$ 251,275          | 0.0%            |
| Special Pilot Projects                                     | \$ 30,000           | \$ -                |                 |
| Vehicle Maintenance and Operations                         | \$ 604,476          | \$ 604,476          | 0.0%            |
| Whitbourne Depot Utilities and Phones                      | \$ 60,000           | \$ 60,000           | 0.0%            |
| <b>Sub-total</b>   | <b>\$ 1,056,695</b> | <b>\$ 1,026,695</b> | <b>2.9%</b>     |
| <b>CLARENVILLE REGIONAL TRANSFER STATION</b>               |                     |                     |                 |
| Utilities/phone  | \$ 51,287           | \$ 45,000           | 14.0%           |
| Site Maintenance   | \$ 40,000           | \$ 40,000           | 0.0%            |
| Vehicle Maintenance and Operations                         | \$ 314,697          | \$ 314,697          | 0.0%            |
| Tipping Fees At Regional Landfill for CTS                  | \$ 468,013          | \$ 462,870          | 1.1%            |
| <b>Sub-total</b>   | <b>\$ 873,997</b>   | <b>\$ 862,567</b>   | <b>1.3%</b>     |
| <b>HOUSEHOLD HAZDORDOUS WASTE PROGRAM</b>                  |                     |                     |                 |
| HHW Collection Contract and Fire Dept                      | \$ 100,312          | \$ 87,228           | 15.0%           |
| <b>Sub-total</b>   | <b>\$ 100,312</b>   | <b>\$ 87,228</b>    | <b>15.0%</b>    |
| <b>CURBSIDE WASTE COLLECTION PROGRAM</b>                   |                     |                     |                 |
| Tipping Fees Expense                                       | \$ 1,620,048        | \$ 1,568,625        | 3.3%            |
| Maintenance Costs Allocated to Curbside                    | \$ -                | \$ -                | 0.0%            |
| Waste Collection Contract Expense                          | \$ 2,402,026        | \$ 2,531,675        | -5.1%           |
| <b>Sub-Total</b>   | <b>\$ 4,022,074</b> | <b>\$ 4,100,300</b> | <b>\$ (0)</b>   |
| <b>WATER/WASTEWATER TREATMENT PROGRAM</b>                  |                     |                     |                 |
| <b>Sub-Total</b>   | <b>\$ 25,000</b>    | <b>\$ 25,000</b>    | <b>0.0%</b>     |
| <b>FIRE PROTECTION</b>                                     |                     |                     |                 |
| <b>Sub-Total</b>   | <b>\$ 103,359</b>   | <b>\$ 98,438</b>    | <b>5.0%</b>     |
| <b>TRANSFERS TO RESERVE</b>                                |                     |                     |                 |
| Regional Capital Reserve                                   | \$ -                | \$ -                |                 |
| Curbside Capital Reserve                                   | \$ -                | \$ -                |                 |
| Operational Reserve  | \$ -                | \$ -                |                 |

|                  | 2024 Draft | 2023 Adopted | % Budget Change |
|------------------|------------|--------------|-----------------|
| <b>Sub-Total</b> | \$ -       | \$ -         | 0.0%            |

|                       |              |              |      |
|-----------------------|--------------|--------------|------|
| <b>TOTAL EXPENSES</b> | \$ 9,673,208 | \$ 9,544,025 | 1.3% |
|-----------------------|--------------|--------------|------|

|                                  |              |      |      |
|----------------------------------|--------------|------|------|
| <b>ERSB CAPITAL EXPENDITURES</b> |              |      |      |
| WRF Development                  | \$ 1,000,000 | \$ - | 0.0% |
| Regional Equipment               | \$ -         | \$ - | 0.0% |
| <b>Sub-Total</b>                 | \$ 1,000,000 | \$ - | 0.0% |

|                                    |               |              |       |
|------------------------------------|---------------|--------------|-------|
| <b>TOTAL OPERATING AND CAPITAL</b> | \$ 10,673,208 | \$ 9,544,025 | 11.8% |
|------------------------------------|---------------|--------------|-------|

|   |              |              |       |
|---|--------------|--------------|-------|
| <b>REVENUE</b>  |              |              |       |
| Waste Collection Fees                                     | \$ 4,775,800 | \$ 4,525,800 | 5.5%  |
| Provision for Bad Debt                                    | \$ (90,000)  | \$ (90,000)  | 0.0%  |
| Clareville Transfer Station Tipping Fees/Permit Fees/Etc. | \$ 366,214   | \$ 318,447   | 15.0% |
| Transportation Charges - Clareville Transfer Station      | \$ 107,813   | \$ 86,250    | 25.0% |
| Fire Protection Services Fees                             | \$ 126,000   | \$ 105,000   | 20.0% |
| Recyclable Metals and Electronics                         | \$ 168,882   | \$ 160,840   | 5.0%  |
| Interest  | \$ 103,500   | \$ 90,000    | 15.0% |
| Miscellaneous Revenue                                     | \$ 40,000    | \$ 40,000    | 0.0%  |
| Regional Landfill Tipping Fee Derived                     | \$ 4,000,000 | \$ 4,000,000 | 0.0%  |
| Provincial Capital  | \$ 1,000,000 | \$ -         | 0.0%  |
| Reserve Funding   | \$ -         | \$ 250,000   | 0.0%  |
| Water / Wastewater Program                                | \$ 75,000    | \$ 75,000    | 0.0%  |

**EASTERN REGIONAL SERVICE BOARD**  
**BRIEFING NOTE / REPORT**

|                      |   |
|----------------------|---|
| <b>TITLE:</b>        | <b>Q2 Financial Update Report</b>                               |
| <b>MEETING DATE:</b> | 2023-09-27  |
| <b>TO:</b>           | <b>Board</b> / Finance & Audit / Strategy & Policy / Governance |
| <b>PREPARED BY:</b>  | Craig Drover, Director Corporate Services                       |
| <b>REVIEWED BY:</b>  | Lynn Tucker, Chief Administrative Officer                       |
| <b>APPROVED BY:</b>  | Lynn Tucker, Chief Administrative Officer                       |

**RECOMMENDED ACTION:**

No recommended action as report for information only.

**MOTION:**

*n/a*

**BACKGROUND/DISCUSSION:**

- Salaries and Benefits are below budget to June 30<sup>th</sup> at 41.9% and 37.5%, respectively. This is due to several approved positions that remain unfilled in 2023.
- Almost all budget categories as a whole are below budget for Q2. This could be a result of the timing of invoices.
- As expected, and previously discussed, Vehicle Maintenance and Operations expenses are well over budget due to the increase in fuel costs, which continue to rise.
- Vehicle maintenance operating costs attributed to Clarendville are 68% of the yearly budget while those attributed to regional and waste recovery facilities are 107%. Factors in the difference between the two are the distance travelled by the regional vehicles and the age of the respective vehicles.
- Overall operating expenditures as of June 30<sup>th</sup> is 42.4% of budget.
- Overall revenue invoiced as of June 30<sup>th</sup> is 76% of budget.

**ATTACHMENTS:**

- Q2 2023 Budget vs Actual Report



# EASTERN REGIONAL SERVICE BOARD

## 2023 ACTUAL VS BUDGET AS AT MARCH 31

|  | 2023 Budget | 2023 Actual | % Budget Used |
|--|-------------|-------------|---------------|
|--|-------------|-------------|---------------|

### EXPENDITURES

|                                      |                     |                   |              |
|--------------------------------------|---------------------|-------------------|--------------|
| <b>Salaries</b>                      |                     |                   |              |
| Chair/Board Member Remuneration      | \$ 100,000          | \$ 44,724         | 44.7%        |
| Salaries (Corporate Administration)  | \$ 742,315          | \$ 312,874        | 42.1%        |
| Salaries (Regional Waste Operations) | \$ 1,273,862        | \$ 444,766        | 34.9%        |
| Salaries (Water)                     | \$ 55,000           | \$ 28,164         | 51.2%        |
| <b>Sub-total</b>                     | <b>\$ 2,171,177</b> | <b>\$ 830,528</b> | <b>38.3%</b> |

|                        |                   |                   |              |
|------------------------|-------------------|-------------------|--------------|
| <b>Benefits</b>        |                   |                   |              |
| Employment Insurance   | \$ 36,493         | \$ 19,917         | 54.6%        |
| CPP                    | \$ 101,916        | \$ 50,264         | 49.3%        |
| WHSCC                  | \$ 50,000         | \$ 27,002         | 54.0%        |
| Health & Life Benefits | \$ 29,705         | \$ 14,707         | 49.5%        |
| RRSP                   | \$ 128,858        | \$ 51,117         | 39.7%        |
| <b>Sub-total</b>       | <b>\$ 346,972</b> | <b>\$ 163,007</b> | <b>47.0%</b> |

|  |                   |                  |              |
|--|-------------------|------------------|--------------|
| <b>Transportation &amp; Communications</b>                   |                   |                  |              |
| Board/Committee Local Travel & Meetings (mileage & expenses) | \$ 31,500         | \$ 15,507        | 49.2%        |
| Telephone  | \$ 31,500         | \$ 20,754        | 65.9%        |
| Staff Local Travel (mileage & expenses)                      | \$ 11,000         | \$ 15,507        | 141.0%       |
| Professional Development (Board)                             | \$ 30,000         | \$ 4,137         | 13.8%        |
| <b>Sub-total</b>   | <b>\$ 104,000</b> | <b>\$ 55,904</b> | <b>53.8%</b> |

|                  |                   |                  |              |
|------------------|-------------------|------------------|--------------|
| <b>Supplies</b>  |                   |                  |              |
| Insurance        | \$ 174,000        | \$ 7,052         | 4.1%         |
| Office Expenses  | \$ 88,000         | \$ 35,918        | 40.8%        |
| Bank Charges     | \$ 44,100         | \$ 13,813        | 31.3%        |
| <b>Sub-total</b> | <b>\$ 306,100</b> | <b>\$ 56,784</b> | <b>18.6%</b> |

|  |                   |                  |              |
|--|-------------------|------------------|--------------|
| <b>Purchased Services Administrative</b>           |                   |                  |              |
| Audit  | \$ 37,838         | \$ 24,450        | 64.6%        |
| Professional Development Staff                     | \$ 49,500         | \$ 15,288        | 30.9%        |
| Communications                                     | \$ 50,000         | \$ 2,020         | 4.0%         |
| Professional Services-Legal,HR,IT,Engineering,etc. | \$ 140,000        | \$ 29,593        | 21.1%        |
| <b>Sub-total</b>                                   | <b>\$ 277,338</b> | <b>\$ 71,351</b> | <b>25.7%</b> |

|  |                   |                  |              |
|--|-------------------|------------------|--------------|
| <b>Property, Furnishings &amp; Equipment</b> |                   |                  |              |
| Office Space (gross lease, Majors Path)      | \$ 86,000         | \$ 40,156        | 46.7%        |
| Computer Software/Software Licensing         | \$ 28,800         | \$ 2,603         | 9.0%         |
| Photocopier Fees                             | \$ 4,410          | \$ 723           | 16.4%        |
| Furniture & Equipment                        | \$ 19,000         | \$ 5,399         | 28.4%        |
| <b>Sub-total</b>                             | <b>\$ 138,210</b> | <b>\$ 48,881</b> | <b>35.4%</b> |

|  | 2023 Budget | 2023 Actual | % Budget Used |
|--|-------------|-------------|---------------|
|--|-------------|-------------|---------------|

**Regional Operations & Waste Recovery Facilities**

|                                       |                     |                   |              |
|---------------------------------------|---------------------|-------------------|--------------|
| Snow Clearing - All WRF               | \$ 50,944           | \$ 22,307         | 43.8%        |
| Site Maintenance - All WRF            | \$ 60,000           | \$ 9,299          | 15.5%        |
| Old Perican WRF (TCNWM)               | \$ 251,275          | \$ 39,264         | 15.6%        |
| Vehicle Maintenance and Operations    | \$ 604,476          | \$ 306,992        | 50.8%        |
| Whitbourne Depot Utilities and Phones | \$ 60,000           | \$ 21,051         | 35.1%        |
| <b>Sub-total</b>                      | <b>\$ 1,026,695</b> | <b>\$ 398,913</b> | <b>38.9%</b> |

**CLARENVILLE REGIONAL TRANSFER STATION**

|   |                   |                   |              |
|---|-------------------|-------------------|--------------|
| Utilities/phone                           | \$ 45,000         | 38,070            | 84.6%        |
| Site Maintenance                          | \$ 40,000         | \$ 8,557          | 21.4%        |
| Vehicle Maintenance and Operations        | \$ 332,009        | \$ 225,518        | 67.9%        |
| Tipping Fees At Regional Landfill for CTS | \$ 462,870        | \$ 203,877        | 44.0%        |
| <b>Sub-total</b>                          | <b>\$ 879,879</b> | <b>\$ 476,022</b> | <b>54.1%</b> |

**HOUSEHOLD HAZDORDOUS WASTE PROGRAM**

|                                       |                  |                  |              |
|---------------------------------------|------------------|------------------|--------------|
| HHW Collection Contract and Fire Dept | \$ 87,228        | \$ 38,946        | 44.6%        |
| <b>Sub-total</b>                      | <b>\$ 87,228</b> | <b>\$ 38,946</b> | <b>44.6%</b> |

**CURBSIDE WASTE COLLECTION PROGRAM**

|                      |                     |                     |              |
|----------------------|---------------------|---------------------|--------------|
| Tipping Fees Expense | \$ 1,568,625        | \$ 478,644          | 30.5%        |
| Contracted Services  | \$ 2,531,675        | \$ 1,279,534        | 50.5%        |
| <b>Sub-Total</b>     | <b>\$ 4,100,300</b> | <b>\$ 1,758,178</b> | <b>42.9%</b> |

**WATER/WASTEWATER TREATMENT PROGRAM**

|                  |                  |                 |              |
|------------------|------------------|-----------------|--------------|
| <b>Sub-Total</b> | <b>\$ 25,000</b> | <b>\$ 3,896</b> | <b>15.6%</b> |
|------------------|------------------|-----------------|--------------|

**FIRE PROTECTION**

|                  |                  |                 |             |
|------------------|------------------|-----------------|-------------|
| <b>Sub-Total</b> | <b>\$ 98,438</b> | <b>\$ 5,713</b> | <b>5.8%</b> |
|------------------|------------------|-----------------|-------------|

**TRANSFERS TO RESERVE**

|                          |      |      |      |
|--------------------------|------|------|------|
| Regional Capital Reserve | \$ - | \$ - | 0.0% |
| Curbside Capital Reserve | \$ - | \$ - | 0.0% |
| Operational Reserve      | \$ - | \$ - | 0.0% |

|                  | 2023 Budget | 2023 Actual | % Budget Used |
|------------------|-------------|-------------|---------------|
| <b>Sub-Total</b> | \$ -        | \$ -        | 0.0%          |

|                       |                     |                     |              |
|-----------------------|---------------------|---------------------|--------------|
| <b>TOTAL EXPENSES</b> | <b>\$ 9,561,337</b> | <b>\$ 3,908,121</b> | <b>40.9%</b> |
|-----------------------|---------------------|---------------------|--------------|

|                                  |             |             |           |
|----------------------------------|-------------|-------------|-----------|
| <b>ERSB CAPITAL EXPENDITURES</b> |             |             |           |
| WRF Development                  | \$ -        | \$ -        | 0.0%      |
| Regional Equipment               | \$ -        | \$ -        | 0.0%      |
| <b>Sub-Total</b>                 | <b>\$ -</b> | <b>\$ -</b> | <b>0%</b> |

|                                    |                     |                     |              |
|------------------------------------|---------------------|---------------------|--------------|
| <b>TOTAL OPERATING AND CAPITAL</b> | <b>\$ 9,561,337</b> | <b>\$ 3,908,121</b> | <b>40.9%</b> |
|------------------------------------|---------------------|---------------------|--------------|

|   |              |              |       |
|---|--------------|--------------|-------|
| <b>REVENUE</b>  |              |              |       |
| Waste Collection Fees                                     | \$ 4,525,800 | \$ 2,031,471 | 44.9% |
| Provision for Bad Debt                                    | \$ (90,000)  | \$ -         | 0.0%  |
| Clareville Transfer Station Tipping Fees/Permit Fees/Etc. | \$ 318,447   | \$ 343       | 0.1%  |
| Transportation Charges - Clareville Transfer Station      | \$ 86,250    | \$ 463       | 0.5%  |
| Fire Protection Services Fees                             | \$ 105,000   | \$ 11,764    | 11.2% |
| Recyclable Metals and Electronics                         | \$ 160,840   | \$ 40,104    | 24.9% |
| Interest Invoiced   | \$ 90,000    | \$ 6,738     | 7.5%  |
| Miscellaneous Revenue                                     | \$ 40,000    | \$ 200       | 0.5%  |
| Regional Landfill Tipping Fee Derived                     | \$ 4,000,000 | \$ 2,000,000 | 50.0% |
| Provincial Capital  | \$ -         | \$ -         | 0.0%  |
| Reserve Funding   | \$ 250,000   | \$ -         | 0.0%  |
| Water / Wastewater Program                                | \$ 75,000    | \$ -         | 0.0%  |

**EASTERN REGIONAL SERVICE BOARD**

**BRIEFING NOTE / REPORT**

|                      |   |
|----------------------|---|
| <b>TITLE:</b>        | <b>Increasing Spending Limits for the Board's Management Team</b> |
| <b>MEETING DATE:</b> | 2023-09-27  |
| <b>TO:</b>           | <b>Board</b> /Finance & Audit/Strategy & Policy/Governance/ALL    |
| <b>PREPARED BY:</b>  | Lynn Tucker, Chief Administrative Officer                         |
| <b>REVIEWED BY:</b>  | Lynn Tucker, Chief Administrative Officer                         |
| <b>APPROVED BY:</b>  | Lynn Tucker, Chief Administrative Officer                         |

**RECOMMENDED ACTION:**

Staff recommends that the delegation of authority of expenditures within the approved budget of the Board should be updated as follows: CAO \$20,000; Directors \$10,000; Managers \$5,000; and Supervisor Operations \$1,500. All amounts exclude HST.

**MOTION:**

**BE IT RESOLVED** that the Board amend Motion No. 2012-070, effective immediately to: (1) Delegate the authority of expenditures within the approved budget of the Board to senior staff as follows: Chief Administrative Officer shall have the authority to spend but not to exceed \$20,000 (excluding HST) per event; Directors shall have the authority to spend but not to exceed \$10,000 (excluding HST) per event; Managers shall have the authority to spend but not to exceed \$5,000 (excluding HST) per event; and Supervisor Operations shall have the authority to spend but not to exceed \$1,500 (excluding HST) per event. (2) Board signatories will include the Board Chairperson, Vice-Chairperson, the Chairperson of the Finance & Audit Committee, and the Chief Administrative Officer.

**BACKGROUND/DISCUSSION:**

- The Board adopted Motion No. 2012-070 eleven (11) years ago that delegated the authority for expenditures to senior staff and set spending limits for the CAO at \$5,000 (excl HST) and Managers at \$1,000 (excl HST).
- Motion No. 2012-070 states, "It was moved and seconded (S Hickman/D Aker) that Eastern Regional Service Board (1) Delegate the authority of expenditures within the approved budget of the Board to senior staff as follows – the CAO shall have the authority to spend but not to exceed \$5,000 (excluding HST) per event and Managers shall have the authority to spend but not to exceed \$1,000 (excluding HST) per event;

(2) Board signatories will continue to be the Chairperson, Vice-Chairperson, as well as two (2) Board members.”

- These spending limits have not been updated since 2012.
- Costs of materials and supplies have increased significantly since these amounts were adopted.
- The current spending limits means senior staff must seek the permission of the CAO before purchasing items that exceed their spending threshold. For example, the Board’s Facilities and Fleet Manager who regularly picks up parts for our heavy equipment must contact the CAO if any part(s) are over \$1,000 which is common. These are parts that must be purchased to maintain the Board’s fleet. Another example would be the annual renewal of the Board’s quad-axle permits that the CAO paid to ensure that the manager did not exceed his spending limits.
- There are ongoing and regular expenditures that are part of the management team’s role, and they should be provided with the spending limits within reason to make these purchases.
- The management team has now been provided with corporate credit cards and all expenditure on behalf of the Board must be charged to these cards. This ensures that expenditures may be easily tracked.
- All purchases made on behalf of the Board are reviewed and approved by the staffperson’s immediate supervisor. For example, the CAO reviews and approves all expenditures; the Director Operations reviews all expenditures made by the Facilities and Fleet Manager as well as the Facilities Manager at the Clarendville Transfer Station; etc.
- In addition, the Board’s signatories are provided all documents and information when signing cheques.
- NO expenditures are made without oversight.
- The Board’s Finance & Audit Committee has requested that the monthly corporate credit card statement be tabled for the committee’s and Board’s information and oversight.

**EASTERN REGIONAL SERVICE BOARD**

**BRIEFING NOTE / REPORT**

|                      |   |
|----------------------|---|
| <b>TITLE:</b>        | <b>Electrical Hookup at Bay Bulls Waste Recovery Facility</b>   |
| <b>MEETING DATE:</b> | 2023-09-27  |
| <b>TO:</b>           | <b>Board</b> / Finance & Audit / Strategy & Policy / Governance |
| <b>PREPARED BY:</b>  | Christie Dean, Director of Operations                           |
| <b>REVIEWED BY:</b>  | Lynn Tucker, Chief Administrative Officer                       |
| <b>APPROVED BY:</b>  | Lynn Tucker, Chief Administrative Officer                       |

**RECOMMENDED ACTION:**

It is recommended that the Board proceed to award the contract to Sullivan's Electrical Ltd. to provide the hookup to bring electricity to the Bay Bulls Waste Recovery Facility.

**MOTION:**

**BE IT RESOLVED** that the Board award the contract for electrical hookup at the Bay Bulls Waste Recovery Facility to Sullivan's Electrical Limited in the amount of \$2,347.83 plus HST.

**BACKGROUND:**

- In March 2023 it was identified by an OH&S officer that the waste recovery facilities require warming stations for staff once temperatures are minus 7°C (with windchill).
- Because of this, the Board made the decision to electrify its waste recovery facilities that remain open over winter.
- Staff have been working with Newfoundland Power and electricians to determine the work required to provide electricity to all the sites.
- Regarding the Bay Bulls site:
  - Newfoundland Power has provided drawings and confirmed that there will be no cost for them to provide the power.
  - Before they can proceed with obtaining easement agreements from the Town of Bay Bulls and Crown Lands, they require an electrician to be added to the file.
  - Service will be 60 amp. There will be one receptacle in the employee's hut, a light over the exterior door, and one light in the bathroom.
  - Although only a receptacle is needed, the lighting is required to meet code.

- Three (3) quotes were obtained from electricians:
  - Sullivan's Electrical Limited, \$2,347.83 plus HST
  - Terry Gillam, \$2,475.00 plus HST
  - 709 Electrical Ltd., \$4,876.00 plus HST
- In addition to the electrician there will be incidental costs such as purchasing space heaters, light bulbs, and the fees charged by Crown Lands and the Town of Bay Bulls for easement purchase. These costs are not currently known.

**Attachments:**

- Quotes received.

## QUOTE

# Sullivan's Electrical Limited

27 Country Path Drive

Site 2, Box 93

**Witless Bay, NL**

A0A 4K0

(709) 691-0157

**TO: Eastern Regional Service Board**

DATE: September 12, 2023

LOCATION: Bay Bulls

| DESCRIPTION  |                   |
|--|-------------------|
| Materials and Labour for Bay Bulls site (travel included)          | \$2,347.83        |
| -60 amp overhead service grounded with ground rods                 |                   |
| -1 20 amp receptacle   |                   |
| -1 light on exterior by door switched inside exterior door         |                   |
| -1 light in main area of building switched inside by exterior door |                   |
| -1 light in bathroom area switched inside bathroom door            |                   |
| -wire to be ran on the surface of interior walls                   |                   |
| HST ( 15%):  | \$352.17          |
| <b>Quote pricing good for 14 days</b>                              |                   |
| <b>TOTAL</b>   | <b>\$2,700.00</b> |



## Christie Dean

---

**From:** terry gillam <gillamterry25@gmail.com>  
**Sent:** September 5, 2023 12:44 PM  
**To:** Christie Dean  
**Subject:** as per request for separate pricing whitbourne 2175..00 placentia 2375.00 harbour grace 2375.00 st Joseph's 2475.00 bay bulls 2475.00 renews/cap. 2575.00

Sent from my iPhone

**Christie Dean**

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**From:** 709 Electrical Ltd. <donotreply@sageone.com>  
**Sent:** August 24, 2023 9:20 AM  
**To:** Christie Dean  
**Subject:** 709 Electrical Ltd. - Estimate (EST-5496) for \$4,876.00, on 24/08/2023 (Expires on 23/09/2023)  
**Attachments:** Sales\_Estimate\_EST-5496\_709 Electrical Ltd.pdf

## 709 Electrical Ltd.

### ESTIMATE EST-5496

TOTAL  
**\$4,876.00**

EXPIRY DATE  
**23/09/2023**

[View Estimate](#)

Hi Christie,

Sorry I thought this was already sent off, here is the quote for Bay Bulls.

thanks,  
Trevor

Thank you for your inquiry - we hope you'll like the estimate attached in PDF.  
Please let us know if you'd like to go ahead and accept it.  
If you have any questions or would like us to amend the estimate, please just let us know.  
Looking forward to hearing from you.  
Kind regards,  
709 Electrical Ltd.  
Trevor Leonard (709) 740-0556  
Mike Molloy (709) 685-8667

**EASTERN REGIONAL SERVICE BOARD**  
**BRIEFING NOTE / REPORT**

|                      |   |
|----------------------|---|
| <b>TITLE:</b>        | <b>Placentia Waste Recovery Facility – Site Upgrade Work</b>    |
| <b>MEETING DATE:</b> | 2023-09-27  |
| <b>TO:</b>           | <b>Board</b> / Finance & Audit / Strategy & Policy / Governance |
| <b>PREPARED BY:</b>  | Christie Dean, Director of Operations                           |
| <b>REVIEWED BY:</b>  | Lynn Tucker, Chief Administrative Officer                       |
| <b>APPROVED BY:</b>  | Lynn Tucker, Chief Administrative Officer                       |

**RECOMMENDED ACTION:**

It is recommended that the Board award the contract to M.J. Hickey Construction Ltd. for site upgrade work that includes the re-establishment of berms, grading and establishment of a fire guard at the Placentia Waste Recovery Facility.

**MOTION:**

**BE IT RESOLVED that the Board award the contract for site upgrade work at the Placentia Waste Recovery Facility to M.J. Hickey Ltd. in the amount of \$89,125.00 plus HST.**

**BACKGROUND:**

- In 2011 the Placentia site was environmentally closed as a landfill and the necessary ground work to open the site as a waste recovery facility was completed.
- The waste recovery facility opened in 2012.
- Since then, little maintenance has been performed and the site berms are no longer intact. In addition, brush has encroached on the site. The lack of berms makes site operations and annual maintenance difficult. The encroachment of brush has eliminated the firm break at the site.
- In addition, the footprint of the site has been challenging due to a portion of the site not being visible from the site attendant's hut, and therefore, not directly supervised.
- This tender reduces the footprint and eliminates this area as it is not needed for waste acceptance or storage.
- Three (3) bids were received:
  - K.J.H. Dirtwork's Ltd., \$91,933.00 plus HST;
  - Meade's Services & Storage Ltd., \$152,810.000 plus HST;
  - M.J. Hickey Construction Ltd., \$89,125.00 plus HST.

**Attached:** Bid sheet

# Eastern Regional Service Board

Closing Date and Time:

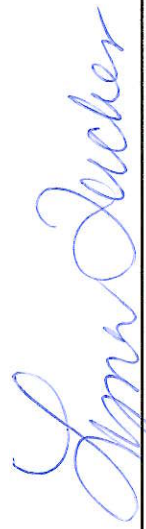
Wednesday, Sept 6, 2023 – 12:00pm

## Placentia Waste Recovery Facility Site Upgrade

| Company                         | Base Bid   | HST       | Tender Total |
|---------------------------------|------------|-----------|--------------|
| B.F.H. Dirtwork's Ltd.          | 91,933.00  | 13,789.95 | 105,722.95   |
| Meade's Services + Storage Ltd. | 152,810.00 | 22,921.50 | 175,731.50   |
| M.J. Hickey Construction Ltd.   | 89,125.00  | 13,368.75 | 102,493.75   |
|                                 |            |           |              |
|                                 |            |           |              |



Christie Dean  
Director of Operations



Witness

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

**Importance:**

Good morning, Everyone.

As explained in the emails below and the pictures attached, upon the deconstruction of the Auger at the Clarenville Transfer Station, there are additional repairs required. The damage to the auger was more extensive than originally anticipated and would only have been discovered after taking it apart. Therefore, it is asked that the Board approve additional funding of \$4,020.05 (HST included), in addition to the original quote that you approved in June (Motion No. 2023-048). See attached.

Typically, this type of spending would be tabled at the next Finance & Audit Committee meeting for recommendation to the Board; however, since the work is currently ongoing and this impacts our daily operations, it is important to deal with this matter as soon as possible. The attached information will be tabled at next month's meeting and the motion by email will be ratified at the public Board meeting scheduled for Wednesday, September 27, 2023.

**Would you please review the attached documents, then send along your response to the motion at your earliest convenience by 1:00 p.m. on Monday, August 28, 2023.**

**Motion:**

**BE IT RESOLVED that the Board approve the additional expenses of \$4,020.05 (HST included) to complete the ongoing repairs to Auger used on the trash line at the Clarenville Transfer Station.**

If you have any questions regarding the extra cost or repairs to the Auger, please do not hesitate to contact us at 709-579-7960 or by email. Christie or I will be happy to answer your questions.

Thank you in advance for your timely consideration.

Holly

**HOLLY POWER**

EASTERN REGIONAL SERVICE BOARD

Board Clerk | Outreach Coordinator

255 Majors Path, Suite 3, St. John's, NL A1A 0L5

O. 709-579-7960 | F. 709-579-5392 | [hpowers@ersbnl.ca](mailto:hpowers@ersbnl.ca) | [www.easternregionalserviceboard.com](http://www.easternregionalserviceboard.com)





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**From:** Colin Rideout <[crideout@ersbnl.ca](mailto:crideout@ersbnl.ca)>  
**Sent:** Thursday, August 17, 2023 12:25 PM  
**To:** Lynn Tucker <[ltucker@ersbnl.ca](mailto:ltucker@ersbnl.ca)>; Christie Dean <[cdean@ersbnl.ca](mailto:cdean@ersbnl.ca)>; Craig Drover <[cdrover@ersbnl.ca](mailto:cdrover@ersbnl.ca)>; Kevin Butt <[kbutt@ersbnl.ca](mailto:kbutt@ersbnl.ca)>  
**Subject:** FW: Auger Repairs

As you can see by the forwarded email, the auger is in much worse shape than we originally believed. As myself and Christie discussed, on a project of this scale, there were sure to be overruns and the cost of repairs were expected to increase once things were dismantled and exposed. What they are asking now is approval to carry on with the extra expense.

Colin Rideout, Facilities Manager - Clarenville  
Eastern Regional Service Board  
255 Majors Path, Suite 3  
St. John's, NL, A1A 0L5  
O: 709.579.7960 | F: 709.579.5392 | C: 709.427.3340 | [crideout@ersbnl.ca](mailto:crideout@ersbnl.ca) | [www.ersbnl.ca](http://www.ersbnl.ca)

*Everyone has a role in keeping our province clean and beautiful. At the Eastern Regional Service Board we're committed to delivering consistent, sustainable waste management services to thousands of people in eastern Newfoundland.*

🌱 Please consider the environment before printing this email.

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**From:** Brandon Peddle <[BPeddle@theriverbendgroup.ca](mailto:BPeddle@theriverbendgroup.ca)>  
**Sent:** Thursday, August 17, 2023 11:58 AM  
**To:** Colin Rideout <[crideout@ersbnl.ca](mailto:crideout@ersbnl.ca)>  
**Cc:** Mark Lane <[MLane@theriverbendgroup.ca](mailto:MLane@theriverbendgroup.ca)>  
**Subject:** Auger Repairs

Morning Colin,

As per our discussion, I have been in contact with Komar, they are the manufacturer of this auger. Nexgen hasn't been able to give us much help on Auger Spec but I got the spec from Komar this morning.

Couple things to Note, as per Komar Engineering.

-Hard Surfacing should be at least 3/8 of an inch thick on all surfaces, this includes full face of the flights.

- Full Surface hard surfacing should be welded on all flight surfaces.
- The edges of the flights should be at 90 degrees and flat surfaced with hard surfacing.
- Optimal clearance between the auger and the guides on the bottom of the bin is 3", right now its closer to 6".

Originally, Nexgen suggested hard surfacing on the augers edge but finding out today that the hard surfacing on the flights is as important. Keeping in mind that all the hard surfacing is gone off the face of the flights.

The smallest flight, is almost wore right through the shaft on the bottom as well, which we already have fixed. We need to know how you would like to proceed. We already have 20 hours used on welding as we found several cracks in some flights and some in the shaft. To resurface to spec, your looking at an additional 100 welding hours. We can back the hours, but you will cut back the amount of resurfacing material placed on the auger. The additional time will ensure that the flights are edged on the top and the faces will be completely hard surfaced. I have attached pictures of your auger and pictures of the new auger for reference. The the picture "Auger 2" the gap between the welding rod and the flight on the auger is what that edge needs to be built up on the front.

Cheers,

Brandon Peddle  
The Riverbend Group  
(p)709-466-1381 (m)709-427-5570 (f) 709-466-3641



*Please visit our website! <http://theriverbendgroup.ca>*





**THOSE WHO RESPONDED ELECTRONICALLY TO THE MOTION BY EMAIL  
TO APPROVE THE EXTRA EXPENSES FOR CTS AUGER REPAIRS**

**MOTION:** BE IT RESOLVED that the Board approve the additional expenses of \$4,020.05 (HST included) to complete the ongoing repairs to Auger used on the trash line at the Clarendville Transfer Station.

(Motion sent by email on Monday, August 28<sup>th</sup>, 2023)

**IN FAVOUR**

*(Alphabetical order)*

Bill Antle  
Jill Bruce  
Glenn Clarke  
Rod Delaney  
Wesley Drodge  
Ron Ellsworth  
Ian Froude  
Sandy Hickman  
Jamie Korab  
Kevin McDonald  
Sheilagh O'Leary  
Ophelia Ravencroft  
Carl Ridgeley  
Nathan Ryan  
Stephen Tessier  
Gerard Tilley  
Mark Vardy  
Larry Vaters

**AGAINST**

*(Alphabetical order)*

None

**NO RESPONSE**

*(Alphabetical order)*

Danny Breen  
Maggie Burton  
Hilda Whelan



## Classic Truck & Trailer Limited Machine Shop

7 Myers Ave. Clarenville, NL A5A 1T5

Phone: 709-466-7052 ~ Fax: 709-466-3641

Email: sholloway@theriverbendgroup.ca

www.theriverbendgroup.ca

HST #754826329 RT0001

### Authorization

Bill To Management, Eastern Waste  
NL  
Canada

Home  
Email

Work Order # 21  
Service Advisor Mark Lane  
Technician NA

Appointment 6/1/2023 11:01 AM  
Promised 6/1/2023 11:01 AM

### Service

#### Machine Shop

|  |         |                 |               |
|--|---------|-----------------|---------------|
| Description                              | 1 Unit  | \$0.00 / Unit   | \$0.00 H      |
| Machinist/Millwright/Labourer            | 0 Hour  | \$95.00 / Hour  | \$0.00 H      |
| Go to site and dismantle auger assembly. | 90 Unit | \$115.00 / Unit | \$10,350.00 H |
|  | Sub     |                 | \$10,350.00   |

#### Machine Shop

|  |        |                 |            |
|--|--------|-----------------|------------|
| Labor  | 0 Hour | \$95.00 / Hour  | \$0.00 H   |
| Lift sections off with boom truck and ship to shop for refit | 1 Unit | \$525.00 / Unit | \$525.00 H |
|  | Sub    |                 | \$525.00   |

#### Machine Shop

|   |         |                |              |
|---|---------|----------------|--------------|
| Labor   | 0 Hour  | \$95.00 / Hour | \$0.00 H     |
| 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 drive sprockets for wear/damage. | 80 Unit | \$95.00 / Unit | \$7,600.00 H |
|   | Sub     |                | \$7,600.00   |

#### Welding

|  |          |                 |               |
|--|----------|-----------------|---------------|
| Labor  | 0 Hour   | \$95.00 / Hour  | \$0.00 H      |
| Factory Hard Surfacing recommendations require 3/8's of an inch thick hard surfacing on all face surfaces of Auger Flights. This being different than the initial recommendation of spot surfacing and building up the edges. The tolerances between the guides and auger were not specified by customer nor Nexgen, tolerances were gathered by contacting manufacturer. Cracks in shaft and flights were also not visible by visual inspection while intact on site, they were found after thorough cleaning of both garbage and wear. The flight tops are all worn round, as seen in pictures, but is designed to be square. This requires build up of outside top flight in order to make the tops square and to add hard surfacing. Minimizing the amount of hard surfacing will minimize the life of Auger | 135 Unit | \$105.00 / Unit | \$14,175.00 H |
|  | Sub      |                 | \$14,175.00   |

#### Welding

|       |        |                |          |
|-------|--------|----------------|----------|
| Labor | 0 Hour | \$95.00 / Hour | \$0.00 H |
|       | Sub    |                | \$0.00   |

#### Machine Shop

Labor  
Transport Auger assembly back to site and reassemble  
complete unit.

0 Hour  
90 Unit

\$95.00 / Hour  
\$115.00 / Unit

\$0.00 H  
\$10,350.00 H

**Sub** **\$10,350.00**

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|   |      |                           |
|---|------|---------------------------|
| Total Parts                                 |      | \$43,000.00               |
| Total Labor                                 |      | <u>\$0.00</u>             |
| Total Before Taxes & Miscellaneous Charges  |      | \$43,000.00               |
| (H) Canadian Harmonized Sales Tax (15% HST) | 15 % | <u>\$6,450.00</u>         |
| <b>Grand Total</b>                          |      | <b><u>\$49,450.00</u></b> |

**EASTERN REGIONAL SERVICE BOARD**  
**BRIEFING NOTE / REPORT**

|                      |  |
|----------------------|--|
| <b>TITLE:</b>        | <b>MNL Conference, October 26-28, 2023 – Sponsorship Opportunity for Regional Service Boards</b> |
| <b>MEETING DATE:</b> | 2023-09-27   |
| <b>TO:</b>           | <b>Board</b> /Finance & Audit/Strategy & Policy/Governance/ALL                                   |
| <b>PREPARED BY:</b>  | Lynn Tucker, Chief Administrative Officer  |
| <b>REVIEWED BY:</b>  | Lynn Tucker, Chief Administrative Officer  |
| <b>APPROVED BY:</b>  | Lynn Tucker, Chief Administrative Officer  |

**RECOMMENDED ACTION:**

The annual MNL Conference is being held in St. John's from October 26-28, 2023 and Municipalities Newfoundland and Labrador (MNL) has proposed a sponsorship opportunity for the Board's consideration. The sponsorship opportunity could include Eastern, Central and Western Regional Service Boards collectively.

**MOTION:**

n/a

**BACKGROUND/DISCUSSION:**

- MNL provided ERSB and the other regional service boards with an opportunity to sponsor the Ministerial Breakfast at the conference. This breakfast takes place on October 27 from 7:30-9:00 a.m. The cost of sponsorship would be \$7,500 per service board for a total of \$22,500.
  - Sponsorship would also include:
    - One-hour session/panel on the MNL agenda, hosted by an individual of our choice;
    - Pre-event email to delegates
    - Trade show booth (for each of the service boards – 3 in total)
    - Email to delegates during event
    - Logo on conference materials
    - Banner placement at event site
    - Social media shout outs during event
    - Post-event email to delegates
    - Inclusion in World Café (three tables)
    - Six (6) Full Access Passes (meals included)
    - Six (6) Trade Show Access Passes (meal option available for \$450 pp)

- MNL anticipates over 600 participants to attend the conference representing 150 towns.
- Discussion at the Committee meeting noted that this is an expensive opportunity for the Board(s) and questions arose regarding what benefit(s) that would be derived from this event.
- The CAO was directed to reach out to the Central and Western Regional Service Boards (RSBs) to see if they would be interested in this opportunity.
- Both Central and Western RSBs noted the same concerns as Eastern with the high costs.
- Central RSB confirmed that they have already purchased a trade booth for the conference and that would be their participation.
- Western RSB is considering the purchase of a trade booth for the conference.
- Discussion at the committee meeting did not support the purchase of a trade booth for this conference.
- The Board's Chair and CAO will attend the conference on behalf of the Eastern region.

**ATTACHMENT:**

- Email from MNL's Director of Programs outlining proposal.

**From:** [Brad Power](#)  
**To:** [Lynn Tucker](#)  
**Cc:** [Holly Power](#)  
**Subject:** MNL Conference  
**Date:** September 12, 2023 11:05:28 AM  
**Attachments:** [image001.png](#)

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Hey Lynn! Thanks for meeting for lunch last week. It was great to finally catch up.

As promised, here is the follow-up regarding what we discussed in relation to the upcoming MNL event. MNL is interested in having ERSB (or a group of service boards) sponsor the Ministerial Breakfast at the upcoming MNL Conference and Trade Show, October 26-28, 2023, at the St. John's Convention Centre. This would be in addition to other sponsor benefits which are outlined below.

The Ministerial Breakfast is at 7:30-9:00AM on Friday, October 27. The cost of the sponsorship would be \$7,500 per service board, for a total of \$22,500.

This sponsorship includes the following benefits:

- Hosting of Ministerial Breakfast on Friday, October 27 @ 7:30AM
- One hour session/panel on the MNL agenda, hosted by an individual of your choice
- Pre-event email to delegates
- Trade show booth (for each of the service boards – 3 in total)
- Email to delegates during event
- Logo on conference materials
- Banner placement at event site
- Social media shout outs during event
- Post-event email to delegates
- Inclusion in World Café (three tables)
- 6 Full Access Passes (meals included)
- 6 Trade Show Access Passes (meal option available for \$450 pp)

If you are interested in this opportunity, we would be happy to work with you to maximize your exposure at the event. Having our service boards present would be of great value to MNL members and an excellent way for you all to get your message out.

We are anticipating over 600 participants in attendance, representing approximately 150 towns. It is shaping up to be our biggest event since the pandemic!

Please reach out if you have any questions. We look forward to your response.

## **BRADLEY POWER**

DIRECTOR OF PROGRAMS

(he/him/his) [Why is this here?](#)

Municipalities Newfoundland and Labrador  
79 Mews Place, St. John's, NL, Canada, A1B 4N2  
t. 709-753-6820 | c. 709-727-4044 | f. 709-738-0071  
e. [bpower@municipalnl.ca](mailto:bpower@municipalnl.ca)

**EASTERN REGIONAL SERVICE BOARD**  
**BRIEFING NOTE / REPORT**

|                      |   |
|----------------------|---|
| <b>TITLE:</b>        | <b>Q2 Waste Operations Report</b>                               |
| <b>MEETING DATE:</b> | 2023-09-27  |
| <b>TO:</b>           | <b>Board</b> / Finance & Audit / Strategy & Policy / Governance |
| <b>PREPARED BY:</b>  | Christie Dean, Director Operations                              |
| <b>REVIEWED BY:</b>  | Lynn Tucker, Chief Administrative Officer                       |
| <b>APPROVED BY:</b>  | Lynn Tucker, Chief Administrative Officer                       |

**RECOMMENDED ACTION:**

- For information only

**MOTION:**

N/A

**BACKGROUND/DISCUSSION**

- Community Waste Collections:
  - There were no disruptions to waste collections during the second quarter of 2023 due to weather conditions.
- Waste Recovery Facilities (WRFs):
  - Bell Island, Cavendish and Sunnyside facilities opened at the start of the quarter after being closed for the winter season.
  - Customer visits to the facilities are down from Q2 of 2022.
- Clarendville Transfer Station continues to operate at capacity.
  - No closures or delayed openings due to inclement weather.
- To date, 12 of the 17 Household Hazardous Waste (HHW) collection events scheduled for this year have been completed.
  - There has been a 21% decrease in the number of customers seen.
  - The volume of HHW collected has decreased.
  - 84% of the materials collected to date could have been dropped off at any time at a disposal site available year-round. The Province has EPR (extended producer responsibility) agreements in place so that manufacturers of HHW are responsible for its end-of-life collection and disposal costs.

## **2023 – Q2 Report (1Apr23 to 30Jun23)**

### **Community Waste Collections:**

- No disruptions to collections due to the weather during the second quarter.

### **Waste Recovery Facilities (WRFs):**

- Accepted metals from bulk day(s)
- Regulatory visits:
  - None
- Complaints
  - None
- No closures or delayed openings due to the weather.
- The facilities at Sunnyside, Cavendish and Bell Island re-opened on April 1<sup>st</sup> after being closed for the 2022/2023 winter season.

### **Clareville Transfer Station (CTS):**

- Regulatory visit:
  - None
- No closures or delayed openings due to the weather.
- Q2 waste moved from the CTS to the regional landfill at Robin Hood Bay (RHB):
  - 1,218,710 kg regular waste; and,
  - 94,110 kg recyclables.

**Table 2:**

| <b>Waste<br/>Recovery<br/>Facility</b> | <b>Waste*</b>    | <b>Removals</b> | <b>MMSB<br/>Tires</b> | <b>Electronic<br/>Waste<br/>(bags)</b> | <b>Metals<br/>(tonne)</b> | <b>Client<br/>Visits</b> |
|--|------------------|-----------------|-----------------------|--|---------------------------|--------------------------|
| Bay Bulls                              | 147,700          | 10              | 614                   | 0                                      | 33.32                     | 1,372                    |
| Renews-<br>Cappahayden                 | 328,520          | 17              | 85                    | 9                                      | 23.54                     | 714                      |
| St. Joseph's                           | 99,880           | 6               | 398                   | 0                                      | 26.37                     | 417                      |
| Placentia                              | 130,110          | 7               | 191                   | 12                                     | 7.66                      | 716                      |
| Sunnyside                              | 121,950          | 7               | 477                   | 9                                      | 0                         | 392                      |
| Cavendish                              | 144,670          | 7               | 201                   | n/a                                    | 29.15                     | 697                      |
| Harbour<br>Grace                       | 321,180          | 23              | 421                   | n/a                                    | 64.23                     | 3,029                    |
| Old Perlican                           | 217,110          | 15              | 0                     | n/a                                    | 31.59                     | 1,064                    |
| Clareville                             | 115,800          | 10              | 361                   | 11                                     | 59.9                      | 876                      |
| Whitbourne                             | 158,950          | 11              | 665                   | 30                                     | 42.21                     | 1,511                    |
| Bell Island                            | 16,340           | 1               | 0                     | 0                                      | 0                         | 80                       |
| <b>Total</b>                           | <b>1,802,210</b> | <b>114</b>      | <b>3,413</b>          | <b>71</b>                              | <b>317.97</b>             | <b>10,868</b>            |

*\*All weights in kilograms unless otherwise stated.*



Other:

- 140 non-MMSB tires were removed from the Harbour Grace WRF.

Household Hazardous Waste Events:

- To date this year, 12 events have been held and 406 people brought materials.
- In 2022 for the same period, 12 events were held and 492 people dropped off materials. This equates to a decrease of 21% in the number of customers seen.
- Overall, the per event participation and per event waste collected was lower than in 2022.
- The participation and waste collected was lower in 2022 than in 2019. We continue to see a decrease in participation and the waste collected year after year.
- Total volumes for this year's events will be reported in the 2023 year-end report.

**EASTERN REGIONAL SERVICE BOARD**  
**BRIEFING NOTE / REPORT**

|                      |   |
|----------------------|---|
| <b>TITLE:</b>        | <b>Clear Garbage Bags 2024 - Update</b>                         |
| <b>MEETING DATE:</b> | 2023-09-27  |
| <b>TO:</b>           | <b>Board</b> / Finance & Audit / Strategy & Policy / Governance |
| <b>PREPARED BY:</b>  | Will Hilliard, Communications Coordinator                       |
| <b>REVIEWED BY:</b>  | Lynn Tucker, Chief Administrative Officer                       |
| <b>APPROVED BY:</b>  | Lynn Tucker, Chief Administrative Officer                       |

**RECOMMENDED ACTION:**

No recommended action. For information purposes only.

**MOTION:**

N/A

**BACKGROUND/DISCUSSION:**

- As part of our “soft” launch leading up to the implementation of the Clear Garbage Bags in January 2024:
  - Information is on the Board’s website.
  - An email letter along with a one-page informational handout of the pending transition to clear bags was sent to the communities on June 9.
  - Social media messaging tagged Clear Bags 2024 has been running on ERSB X (formerly Twitter) and Facebook platforms, alternating Monday, Wednesday, and Friday one week, and Tuesday and Thursday the next.
  - These social media messages continue to be shared multiple times by municipalities and individuals and we have indication that customers are already shifting to the use of clear bags.
  - A media package has been drafted, including news release, Q&A for posting on the ERSB website, and speaking notes.
  - Advertisements consistent with social media materials for distribution over print and broadcast media.
  - Further audio/visual social media messaging being developed.
  - On standby for arranging media coverage.
  - Monitoring “soft” launch to target messaging around issues as required.

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

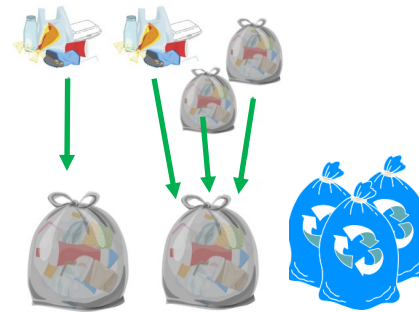
- On January 1, 2024, the ERSB will transition to clear bags for all the household garbage we collect.
- Customers will place their regular household waste out for collection in clear, see-through garbage bags.
- Every household will have the option to use one privacy bag each week.
- Using clear bags 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](mailto:info@ersbnl.ca)  
Web. [easternregionalserviceboard.com](http://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](mailto:info@ersbnl.ca) to request a brochure and join our regular email list for news and updates.

**EASTERN REGIONAL SERVICE BOARD**  
**BRIEFING NOTE / REPORT**

|                      |  |
|----------------------|--|
| <b>TITLE:</b>        | <b>Amendment to Service Delivery Policy Re: Clear/Transparent Garbage Bags</b> |
| <b>MEETING DATE:</b> | 2023-09-27   |
| <b>TO:</b>           | <b>Board</b> / Finance & Audit / Strategy & Policy / Governance                |
| <b>PREPARED BY:</b>  | Lynn Tucker, Chief Administrative Officer                                      |
| <b>REVIEWED BY:</b>  | Lynn Tucker, Chief Administrative Officer                                      |
| <b>APPROVED BY:</b>  | Lynn Tucker, Chief Administrative Officer                                      |

**RECOMMENDED ACTION:**

It is recommended that the Board update its Service Delivery Policy for waste to include the change to clear/transparent garbage bags effective January 1, 2024.

**MOTION:**

**BE IT RESOLVED that the Board amend its Service Delivery Policy for waste to include Section 6. (3) Effective January 1, 2024 all regular garbage must be in clear, colourless, transparent garbage bags except for one privacy bag (not transparent) each week.**

**BACKGROUND/DISCUSSION**

- The Board adopted Motion No. 2023-018 at its February 2023 regular monthly meeting to implement a policy that all curbside materials must be in clear/transparent bags, except for one privacy bag, effective January 1, 2024.
- The Board's Communications Coordinator developed materials to communicate this change and it was distributed to all communities and posted on the Board's website.
- The CAO and Director of Operations have met with the Board's contractors and passed this information on to them. They have been asked to provide a soft implementation in that they collect black bags from January through April 2024 but leave a tag behind to indicate the change to clear bags.
- Following April 30<sup>th</sup>, no black/non-transparent bags will be collected except for one black/non-transparent privacy bag from each property each week.
- The contractors were pleased with this change as it should increase safety for their waste collectors and raise recycling participation.
- The Board must update its Service Delivery Policy for waste so that the policy reflects this change.

## **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 20 kg (45 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) Effective January 1, 2024, all regular garbage must be in clear, colourless, transparent garbage bags except for one privacy bag (not transparent) each week.

(4) All Materials must be set out by 7 a.m. on the day of collection.

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

(6) 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.

(7) 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.

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

(9) 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.

(10) 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.

(11) 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.

(12) 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.

(13) Where an 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 and 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.

**DE-COMMISSIONING PLAN FOR THE PERMANENT CLOSURE OF  
THE SUNNYSIDE WASTE RECOVERY FACILITY  
OPERATED BY EASTERN REGIONAL SERVICE BOARD (ERSB)  
September 5, 2023**

Rationale for Permanent Closure:

The Eastern Regional Service Board (ERSB) adopted Motion No. 2023-040 on May 31, 2023 at their regular monthly meeting to begin the process to permanently close the Sunnyside Waste Recovery Facility. The motion was adopted unanimously.

The ERSB will permanently close the waste recovery facility at Sunnyside due to the low usage, the high cost of snow clearing and maintenance, and the proximity to other waste recovery facilities.

The ERSB operates eleven (11) of these facilities throughout the Eastern Region in Bay Bulls, Bell Island, Cavendish, Clarenville, Harbour Grace, Old Perlican, Placentia, Renews-Cappahayden, St. Joseph's, Sunnyside, and Whitbourne.

When ERSB determined where to locate its waste recovery facilities it was decided that the public should not have to drive more than 100 kilometers to dispose of their bulk type materials.

The decision to locate a waste recovery facility at Sunnyside was made before the opening of the Clarenville or the Whitbourne waste recovery facilities.

The Town of Sunnyside is located 22 km from the Clarenville facility; therefore, they are well within the travel distance deemed acceptable. In addition, residents in the areas between Clarenville and Whitbourne are within acceptable travel distances.

Historically the Sunnyside facility has very low winter usage. Before the opening of the Clarenville facility, the Sunnyside site would see about 60 to 74 visits per month from January through March. Since the opening of the Clarenville facility, the annual usage at Sunnyside continued to drop. The most significant drops were observed in the winter months. In 2019, the average number of visits from January through March was 36 visits per month. This equates to an average of one customer every two hours.

Another important consideration for the Sunnyside facility is the high cost of snow clearing at the facility. For the winter of 2018-2019, the Sunnyside site snow clearing contract was the highest cost snow clearing contract awarded. Since then, the Board has closed this facility for winter each year.

The high cost of snow clearing, and very low public usage resulted in a snow clearing cost of \$80.11 per customer visit for the winter of 2018-2019. This is snow clearing costs only. ERSB determined this is not sustainable or fiscally responsible.

This cost did not include the expense to maintain the road to the facility; the cost to maintain the site; staffing costs; waste removal costs; or administrative costs. When all expenses are included each customer visit for the winter of 2018-2019 costs about \$127.

For 2022, each customer visit to the Sunnyside facility costs \$59.37 despite the facility being closed for winter. For comparison, each customer visit for 2022 to Whitbourne was \$28.35, to Bay Bulls was \$23.83, and to Placentia was \$30.49. The average cost per customer visit overall at all sites was \$37.68. Each customer visit to the Sunnyside site cost 64 percent more than the average customer visit.

The Sunnyside facility sees about 3% of overall customer visits to all these facilities. For comparison, Harbour Grace receives 24%, Clarenville has 8%, Bay Bulls has 14% and Whitbourne has 13% of overall customer visits.

Residents in the Town of Sunnyside and all neighbouring communities have reasonable access to the Clarenville and Whitbourne facilities to dispose of their bulk waste. In fact, no resident from any community in this area would have to travel more than 40 km to access a waste disposal facility.

For comparison, residents of Branch must travel 100 km to access the Placentia Waste Recovery Facility or travel 80 km to access the Whitbourne Waste Recovery Facility; and residents of St. Shott's must travel 75 km to access the Renews-Cappahayden Waste Recovery Facility or 85 km to access the St. Joseph's Waste Recovery Facility. To access the Residential Drop-off at Robin Hood Bay, residents of Holyrood must travel 49 km.

Therefore, residents in the Sunnyside area having to travel 22 km to access another facility is very reasonable.

The ERSB feels that the continued operation of the Sunnyside Waste Recovery Facility is not financially sustainable nor is it fiscally responsible. In addition, residents in the area have access to other waste disposal sites within a reasonable travel distance.

The money allocated to run this facility annually will be allocated to the Board's remaining waste sites to improve operations and to ensure compliance with OHS regulations at those facilities. The Board will hire additional site attendants to work at the busier facilities and the Board will bring electricity to all sites that remain open over winter so that the attendants' hut on these sites will have electric heat. In addition, the installation of electricity at these facilities will facilitate the installation of security cameras.

The operation of the network of waste recovery facilities is a significant annual cost to the Board at more than \$1.4 million. These facilities are not paid for through the waste fees collected from customers but are funded through the regional tip fees paid at Robin Hood Bay.

There is no cost for the users of these facilities. They are permitted to drop off their bulk waste at no charge like the Residential Drop-off at Robin Hood Bay.

## De-Commissioning Plan:

### September 30, 2023:

- Communication to residents in the area to run from September 30 to November 30 with the message that the facility 'will close' on November 30.
- From November 30 to December 31, we will communicate that the facility 'is closed' permanently.
- Communication will be provided through the ERSB website; Channel 6 Ads; Onsite flyers and signage; X (formerly Twitter); Facebook; and written communication to all communities in the area.

### November 30, 2023:

- Site to close at 4:00 p.m.
- No additional material will be accepted onsite after this date.

### December 31, 2023:

- All onsite materials and structures are to be removed by this date.
- This will include removal of accepted materials to Robin Hood Bay; to metal recycler; MMSB (program tires); EPRA program (electronics); etc.
- This will include the removal of the Site Attendant's hut; sea can; and waste recovery facility signage at the highway and site entrance.
- As the fencing is part of the site security established by the province, this will remain in place.

### February 28, 2024:

- Onsite groundwork to be completed including removal of berms that subdivide the site.
- This will not include the removal of perimeter berms as they are part of the site security established by the province.
- Class A ¾ minus rock will be spread at 1.5 inches over the site. The site is defined by fence and perimeter berm.
- There have been no reports of spills or other releases to the environment at this site.
- The ERSB's Certificate of Approval to Operate these sites outlines that the agreement is for use of the surface only; therefore, no other groundwork will be required, and no monitoring will be required.

### April 1, 2024:

- We are requesting an inspection to confirm decommissioning requirements have been met by this date.
- Once confirmation of decommissioning requirements is received, ERSB will remove all locks and will no longer be responsible for the site.

**EASTERN REGIONAL SERVICE BOARD**  
**BRIEFING NOTE / REPORT**

|                      |   |
|----------------------|---|
| <b>TITLE:</b>        | <b>Electrification of Waste Recovery Facilities</b>             |
| <b>MEETING DATE:</b> | 2023-09-27  |
| <b>TO:</b>           | <b>Board</b> / Finance & Audit / Strategy & Policy / Governance |
| <b>PREPARED BY:</b>  | Christie Dean, Director Operations                              |
| <b>REVIEWED BY:</b>  | Lynn Tucker, Chief Administrative Officer                       |
| <b>APPROVED BY:</b>  | Lynn Tucker, Chief Administrative Officer                       |

**RECOMMENDED ACTION:**

- For information only

**MOTION:**

N/A

**BACKGROUND/DISCUSSION**

- Staff have been working on the process to bring electricity to the waste recovery facilities that remain open over winter. This includes all facilities except Old Perlican, Sunnyside, Cavendish, and Bell Island.
- The electrification of the waste recovery facilities has become necessary following an OH&S order from the spring of 2023 when it was determined that the propane heaters that were historically used in the Site Attendants huts are no longer suitable for use in Canada.
- Without an acceptable area for staff to warm up, these facilities cannot operate once the windchill reaches minus 7 degrees Celsius. Therefore, it is important to bring electricity to these facilities so that they may remain operational over winter.
- Below is an update on the process for each site:
  - Bay Bulls:
    - Newfoundland Power has confirmed that there will be no cost for them to bring electricity to the site; however, their technician did indicate that the easement cost of \$900 will be charged to the Board;
    - Electrician cost to complete final hookup: \$4,876 plus HST (estimate).
    - Easement agreement: No issues foreseen. Will require signatures of town officials and Crown Lands.



- Next step(s): Contact the Town to let them know that we will be undertaking this work so that when they receive the easement paperwork, they are aware of the request; and, seek Board approval to engage the electrician so that Newfoundland Power will begin the easement work – they will not proceed until we do.
- Placentia:
  - Newfoundland Power has confirmed the cost at approximately \$7,325 including HST. This cost does not include any easements that may be required (\$450 per easement) or any tree trimming that may be required (\$4.75 per meter).
  - Electrician cost not yet received.
  - Easement agreement: Newfoundland Power still determining.
  - Next step(s): Determine electrician costs; and, seek Board approval to engage electrician so Newfoundland Power will start easement work – they will not proceed until we do.
- St. Joseph's:
  - Newfoundland Power has confirmed that there will be no cost for them to bring electricity to the site.
  - Electrician cost not yet received.
  - Easement agreement: Not required as electricity will run from an existing pole.
  - Next step(s): Determine electrician costs; and, seek Board approval to engage electrician so Newfoundland Power will start easement work – they will not proceed until we do.
- Renewes-Cappahayden:
  - Newfoundland Power has not determined as they require property ownership information.
  - However, based on distance, staff estimates \$8,500 should be adequate. This cost does not include easements that may be needed (\$450 each) or any tree trimming that may be required (\$4.75 per meter).
  - Electrician cost not yet received.
  - Easement agreement: The Board has submitted an application to Crown Lands for a utility easement.
  - Next step(s): Land ownership or confirmation that it is Crown Land is required to proceed; once determined, the process will continue.
- Harbour Grace:
  - Newfoundland Power has confirmed verbally that there will be no cost to bring electricity to the site; however, we await written confirmation of same.
  - Electrician cost not yet received.
  - Easement agreement: Newfoundland Power has communicated verbally that none is required; awaiting written confirmation. One pole must be installed on site.
  - Next step(s): Determine electrician costs; and, seek Board approval to engage electrician so Newfoundland Power will start easement work – they will not proceed until we do.

- Whitbourne:
  - Awaiting a response from Newfoundland Power.
  - Electrician stated that because power is available at the site (the Board's depot has electricity), there should be no issue with running the electricity from the existing poles.
  - Cost estimated at less than \$2,500.00 for electrician.

**EASTERN REGIONAL SERVICE BOARD**

**BRIEFING NOTE / REPORT**

|                      |   |
|----------------------|---|
| <b>TITLE:</b>        | <b>HR Policy Manual Update: Corporate Credit Cards</b>          |
| <b>MEETING DATE:</b> | 2023-09-27  |
| <b>TO:</b>           | <b>Board</b> / Finance & Audit / Strategy & Policy / Governance |
| <b>PREPARED BY:</b>  | Craig Drover, Director Corporate Services                       |
| <b>REVIEWED BY:</b>  | Lynn Tucker, Chief Administrative Officer                       |
| <b>APPROVED BY:</b>  | Lynn Tucker, Chief Administrative Officer                       |

**RECOMMENDED ACTION:**

Corporate credit cards have been distributed to senior staff requiring one and we continue to monitor how the program is working.

**MOTION:**

**BE IT RESOLVED that the Board adopt the update to its HR Policy Manual to address employees' use of corporate charge cards as tabled.**

**BACKGROUND/DISCUSSION:**

- Senior staff began discussions about corporate credit cards with BMO (the Bank of Montreal) after identifying the benefits that could be derived from not having to require staff to make work related purchases and submit expense claims later.
- Cards were received from BMO that are specifically assigned to individual employees.
- Like the corporate gas cards, the corporate credit cards are the responsibility of the employee.
- Each eligible employee must sign a "Corporate Credit Card Agreement" when the card is distributed. The employee must keep applicable receipts for expenses incurred and provide them to the AP Specialist.
- The Corporate Credit Card policy is effectively an extension of the Corporate Gas Card policy, with the exception being that a wider range of work-related expenses can be incurred on it.
- The program has been very well received and is going well to date.

**Attachments:**

- Employee Agreement Form Corporate Credit Card
- ERSB HR Policy Manual Revision – Corporate Credit Card

**EASTERN REGIONAL SERVICE BOARD  
EMPLOYEE AGREEMENT FORM  
CORPORATE CREDIT CARD**

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The CORPORATE CREDIT CARD(S) represents Eastern Regional Service Board trust in you. You are empowered as a responsible agent to safeguard this organization's assets. Your signature below is verification that you have read the guidelines for the Corporate Credit Card, as below:

1. I understand the Corporate Credit Card(s) is for Eastern Regional Service Board's approved purchases only, and I agree not to charge purchases outside the parameters described in this agreement or provided by the Director Corporate Services and/or the Chief Administrative Officer.
2. Improper use of this Corporate Credit Card(s) can be considered misappropriation of this organization's funds. This will result in disciplinary action, up to and including termination of employment.
3. If the Corporate Credit Card(s) is lost or stolen, I will immediately notify the Director Corporate Services and/or Chief Administrative Officer by telephone as well as BMO (Bank of Montreal) at 1-800-263-2263.
4. I agree to surrender the Corporate Credit Card(s) immediately upon severance of employment.
5. I will not allow any other person to use the credit card(s). I am considered responsible for all charges against the credit card(s).
6. All charges will be billed directly to and paid by Eastern Regional Service Board. The credit card issuer cannot accept any monies from me directly; therefore, any personal charges billed to Eastern Regional Service Board could be considered misappropriation of the organization's funds.
7. As the Corporate Credit Card(s) is the property of Eastern Regional Service Board, I understand that I may be asked to produce the credit card(s) to validate its existence and the account number. I agree to obtain and forward to the Director Corporate Services all original receipts for every purchase.
8. I understand that the Corporate Credit Card(s) is not necessarily provided to all employees. The assignment is based on my need to purchase materials for Eastern Regional Service Board. The Corporate Credit Card(s) may be revoked based on change of assignment and/or location. I understand that the Corporate Credit Card(s) is not an entitlement nor reflective of title or position.

By signing below, you, the Corporate Credit Cardholder, are confirming that you have read the above, that you understand the above, that you agree with the above.

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Signature of Corporate Credit Cardholder

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Signature of Manager

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Print Name

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Signature of Chief Administrative Officer

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Credit Card Number

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Date

## **SECTION 5: CONFERENCES, TRAVEL AND TRAINING**

### **5.0 Corporate Credit Card**

The ERSB corporate charge card is available to employees who travel on ERSB business. This card may be used for all business travel expenses including the purchase of airline tickets (or other commercial transportation), car rentals, commercial accommodations, food, and other related business expenses.

The ERSB corporate charge card is also available to employees who are responsible for procuring supplies.

This policy applies to all employees of the ERSB who have been issued a corporate charge card.

#### **Definitions:**

Corporate Charge Card: a charge card issued to employees to provide a means to pay for expenses incurred while on ERSB business or to purchase supplies required by ERSB.

Subrogation Agreement: an agreement between card-holding employees and the employer, outlining the expectations for the use of the card and allowing the employer to recover monies for inappropriate expenditures from the employees' travel claims and/or pay cheques.

#### **Responsibilities:**

It is the responsibility of the CAO to:

Ensure that employees who travel on ERSB business are aware that they should use the corporate charge card instead of a personal card; notify the Director Corporate Services when employees terminate employment; and take the appropriate action to ensure that the cards are paid for in full upon receipt of the monthly statement.

It is the responsibility of the Director Corporate Services to:

Monitor the use of corporate charge cards and advise the CAO accordingly. Ensure signed agreements are in place for all employees provided with the corporate credit card. Ensure that the cards are paid for in full upon receipt of the monthly statement.

Employee: It is the responsibility of employees to:

Complete and sign the Employee Agreement Form–Corporate Credit Card form with the employer; be aware of and follow the terms of cardholder agreement;

safeguard the corporate card by signing new cards immediately and returning old cards to the Administrator; notify the Director of Corporate Services and BMO (Bank of Montreal) immediately if corporate charge cards are lost or stolen; use the card for intended business purposes and not personal expenses.

### **Using the Corporate Charge Card**

The card is not a personal credit card and, therefore, use of the card for personal expenses is not permitted.

The corporate charge card is issued for a 36-to-48-month period. Renewal cards will not be issued to employees whose cards have not been used in accordance with the subrogation agreement (Employee Agreement Form – Corporate Credit Card) signed by the employee.

Employees are encouraged to use corporate charge card cash advances where feasible. The fees associated with corporate charge card advances and interest fees can be claimed as a miscellaneous travel expense as per the Miscellaneous Expense Policy.

Corporate charge cards may be cancelled without notice if it is determined that the Employee used their corporate credit card inappropriately or not in accordance with the terms outlined in their signed subrogation agreement. Employees who lose charge card privileges, through non-compliance of their signed agreement, will not be provided with a travel advance to cover expenses which would normally be charged.

Employees whose corporate charge cards are lost or stolen should notify BMO (Bank of Montreal) immediately at the following toll-free number 1-800-263-2263.

**EASTERN REGIONAL SERVICE BOARD**  
**BRIEFING NOTE / REPORT**

|                      |   |
|----------------------|---|
| <b>TITLE:</b>        | <b>HHW Program – Recommended Changes for Discussion</b>         |
| <b>MEETING DATE:</b> | 2023-09-27  |
| <b>TO:</b>           | <b>Board</b> / Finance & Audit / Strategy & Policy / Governance |
| <b>PREPARED BY:</b>  | Christie Dean, Director Operations                              |
| <b>REVIEWED BY:</b>  | Lynn Tucker, Chief Administrative Officer                       |
| <b>APPROVED BY:</b>  | Lynn Tucker, Chief Administrative Officer                       |

**RECOMMENDED ACTION:**

Staff recommends a reduction in the number of HHW mobile events provided by the Board for 2024 and recommends that these events be held in more remote communities of the eastern region where residents may not have reasonable access to an Extended Producer Responsibility (EPR) disposal site.

**MOTION:**

n/a

**BACKGROUND/DISCUSSION**

- Staff regularly reviews the effectiveness and necessity of all Board programs.
- It is recommended that the Board reduce the number of HHW (household hazardous waste) events in 2024 as the province has developed Extended Producer Responsibility (EPR) agreements so that manufacturers of HHW are responsible to collect and dispose of these materials year-round in this province.
- There is no need for the public to wait for one of the Board's events to dispose of most of their HHW materials.
- For 2023 to date, 84% of the materials collected by the Board could have been dropped off at any time at disposal sites available throughout the region.
- **For paints, solvents, light bulbs, etc.:** Drop-off locations are available at:
  - The Green Depots at:
    - Bay Roberts
    - Carbonear
    - Mount Pearl
    - Paradise
    - Riverhead
  - Clarenville Home Hardware, Clarenville
  - Aylward's Home Hardware, Placentia
  - Handyman Home Hardware, Conception Bay South
  - St. John's (multiple locations besides the HHW Depot at RHB)

- **For used oils, coolants, etc.:** Drop-off locations are available at:
  - Placentia
  - Dunville
  - Cupids
  - Bay Roberts
  - Whiteway
  - Harbour Grace
  - Carbonear
  - Cape Broyle
  - Victoria
  - Heart's Content
  - Tilton
  - Clarenville
  - Petty Harbour
  - Flatrock
  - Portugal Cove-St. Philip's
  - Mount Pearl
  - St. John's (multiple locations besides the HHW Depot at RHB)
- The Board developed this program in 2012 because residents outside the urban area did not have reasonable access to dispose of HHW materials.
- Initially this program provided for 30 events annually; however, due to low attendance and reduced quantities of HHW materials collected at these events, the number of events has been reduced to 17 for the past several years.
- The costs to provide 17 events over the past several years are the same as providing 30 events historically. Each HHW event costs the Board approximately \$6,000.
- Because residents located in or near larger centers have access to drop-off locations year-round for HHW materials, staff is recommending a reduction in the number of events as well as focusing on providing these events in more remote communities that do not have reasonable access to a disposal site.
- The Board's staff has discussed compensation for the collection of these materials with the associated producers and to date, no compensation plan is in place.
- The Board is not responsible for collecting these materials for the benefit of the producers.
- **The producers of paint, solvents, light bulbs, used oils, glycol, coolants, etc., are legally responsible for collecting and disposing these materials in this province.**



**EASTERN REGIONAL SERVICE BOARD**  
**BRIEFING NOTE / REPORT**

|                      |   |
|----------------------|---|
| <b>TITLE:</b>        | <b>Bulk Waste Collection – Continued Discussion</b>             |
| <b>MEETING DATE:</b> | September 27, 2023  |
| <b>TO:</b>           | <b>Board</b> / Finance & Audit / Strategy & Policy / Governance |
| <b>PREPARED BY:</b>  | Lynn Tucker, Chief Administrative Officer                       |
| <b>REVIEWED BY:</b>  | Lynn Tucker, Chief Administrative Officer                       |
| <b>APPROVED BY:</b>  | Lynn Tucker, Chief Administrative Officer                       |

**RECOMMENDED ACTION:**

Staff recommends the reduction of bulk waste collections from two to one annually for all future tenders. The Board must decide how future bulk collections will be supplied.

**MOTION:**

*N/A*

**BACKGROUND/DISCUSSION:**

- The brief note regarding bulk waste collection that was discussed at the Committee's May 2023 meeting is included in today's meeting package to provide background information.
- The Board continues to receive complaints regarding its bulk waste collections. The most prevalent complaint is that it takes the contractors too long to complete.
- The Board's contract outlines that bulk waste collections shall be completed within five (5) working days.
- Due to staffing and equipment issues, the contractor(s) have taken longer to complete some of the scheduled bulk collections.
- Following discussion at the May committee meeting, staff were directed to provide the committee with information on the requirements to provide bulk collections internally.
- Attached is an email from the Director of Operations that outlines the requirements as follows:
  - Four (4) staff required:
    - 2 compactor drivers (approx. \$120,000 annually)
    - 2 labourers (approx. \$110,000 annually)
    - Supervision (approx. \$75,000 annually) (existing staff cannot provide)

- Equipment required:
  - 2 compactors (approx. \$1 to \$1.5 million)
  - 2 pickup trucks (approx. \$150,000)
  - 2 trailers (Board has these already)
 (Note: team would be a compactor and pickup truck; therefore, two teams required).
- Anticipated additional costs:
  - PPE for staff (safety vest; boots; gloves; hard hat; safety glasses; and rain gear)
  - First Aid Training; Harrassment Prevention Training; Power Line Hazard Training, etc.
  - Mobile phones with data plan
  - Insurance costs for equipment
  - Additional Workplace NL costs for additional staff
  - AVL monitoring for the associated vehicles
  - Fuel

**The Board must decide how future bulk collections will be supplied:**

1. Bulk waste collected by contractors (status quo).
  - Considerations: This is the lowest cost option, but current challenges and issues may continue.
2. Bulk waste collection to be contracted out separate from garbage and recycling collection contracts.
  - Considerations: The anticipated costs of bulk collections will increase, especially if contracted annually. May also impact the capacity of current waste contractors if they are the only bidders; therefore, there would be no improvement in service, just increased costs.
3. Bulk waste collection to be provided internally:
  - Considerations: The Board would be purchasing equipment that would be used at most for several months annually. In addition, staffing will be an issue as there is not enough work for full-time positions. Will the anticipated costs outweigh the benefits?

**ATTACHMENTS:**

- Email from Director Operations entitled "Requirements for Internal Bulk Collections"
- Brief Note: Bulk Waste Discussion – Change Required tabled at the May 2023 Committee meeting.

**From:** [Christie Dean](#)  
**To:** [Lynn Tucker](#)  
**Cc:** [Craig Drover](#)  
**Subject:** Requirements for internal Bulk collections  
**Date:** May 30, 2023 10:24:47 AM

---

Assumptions:

- 1 per community per year
- Bulk completed with in 5 days Mon. – Fri.
- Current communities involved no additional no purchase of additional, If allow additional Bulk would be on end shoulder
- Bulk to occur between April 1<sup>st</sup> and third week in Sept. = 25 Weeks
- Staff are not permitted vacation days

Requirements staff:

- 4 staff –
  - 2 compact drivers
  - 2 labourers
  - Supervision (existing staff maybe able to handle)

Requirements equipment:

- 2 compactors
- 2 pick up trucks
- 2 trailers

Note: Teams would be compactor and pick up so 2 teams

Additional cost:

PPE

First aid, harassment training,

Phones with data

Insurance

Fuel

Kevin and I think this is what would be required there maybe more soft expenses such as HR that we haven't but it's a good overview.

Christie Dean

Director Operations

Eastern Regional Service Board

255 Majors Path, Suite 3

St. John's, NL A1A 0L5

Tel: 709.579.7960

<https://easternregionalserviceboard.com/>

**\*\*Everyone has a role in keeping our province clean and beautiful. At the Eastern Regional Service Board we're committed to delivering consistent, sustainable waste management services to thousands of people in eastern Newfoundland.**

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

## Statement details

Account number

Date issued

Jul 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](https://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](https://canada.ca/payroll).

### Remittance account balances

| Date posted  | Description             | Date received | \$ Amount         | CR/DR     |
|--------------|-------------------------|---------------|-------------------|-----------|
|              | <b>Previous balance</b> |               | <b>147,082.15</b> | <b>CR</b> |
| Apr 28, 2023 | Payment Apr 2023        | Apr 25, 2023  | 27,090.39         | CR        |
| May 15, 2023 | Payment Apr 2023        | May 10, 2023  | 24,183.50         | CR        |
| May 11, 2023 | Payment Apr 2023        | Apr 17, 2023  | 939.42            | CR        |
| May 30, 2023 | Payment May 2023        | May 25, 2023  | 23,736.23         | CR        |
| Jun 15, 2023 | Payment May 2023        | Jun 12, 2023  | 23,466.44         | CR        |
| Jun 29, 2023 | Payment Jun 2023        | Jun 26, 2023  | 23,754.12         | CR        |
| Jun 29, 2023 | Payment Jun 2023        | Jun 26, 2023  | 23,257.91         | CR        |
| Jul 13, 2023 | Payment Jun 2023        | Jul 10, 2023  | 28,212.69         | CR        |
|              | <b>Current balance</b>  |               | <b>321,722.85</b> | <b>CR</b> |

### 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](https://canada.ca/taxes-business-online).

**EASTERN REGIONAL SERVICE BOARD**  
**BRIEFING NOTE / REPORT**

|                      |   |
|----------------------|---|
| <b>TITLE:</b>        | <b>Joint Councils Update</b>                                    |
| <b>MEETING DATE:</b> | 2023-09-27  |
| <b>TO:</b>           | <b>Board</b> / Finance & Audit / Strategy & Policy / Governance |
| <b>PREPARED BY:</b>  | Holly Power, Board Clerk and Outreach Coordinator               |
| <b>REVIEWED BY:</b>  | Lynn Tucker, Chief Administrative Officer                       |
| <b>APPROVED BY:</b>  | 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, September 7<sup>th</sup> in-person at the Ferryland Town Hall. Unfortunately, the group didn't acquire a quorum so discussion ensued but there was no business conducted at this meeting.
- The Conception Bay North Joint Council (JCCBN) will hold their first meeting of the Fall on Thursday, September 28<sup>th</sup> at the Council Chambers in the Town of Clarke's Beach.
- The Northeast Avalon Joint Council (NEAJC) continues to meet on the second Wednesday of every month; however, due to unforeseen circumstances, the September 13<sup>th</sup> meeting was cancelled.
- The next NEAJC meeting is scheduled to take place at The Annex in Mount Pearl on Wednesday, October 4<sup>th</sup>.
- The Sounds Joint Council (TSJC), previously known as Clarendville and the Sounds Joint Council, last met on Tuesday, September 11<sup>th</sup> in the Town of George's Brook-Milton.
- As TSJC struggles with lack of broadband connection and cellular service in their region, the group has decided to connect with Bell Aliant and their local MHA to lobby for adequate services. Updates will be provided as the discussions continue.
- The group also wishes to express their concerns around Household Hazardous Waste (HHW) events and bulk collection issues provided by Eastern Regional Service Board. A letter to the Board is forthcoming.

- The next meeting of TSJC will take place in the Town of Clarendville on October 3<sup>rd</sup>.
- The Board Clerk and the Board Director for the Southwest Avalon area, Deputy Mayor Kevin McDonald, continues to work towards establishing Joint Councils in the areas of the Cape Shore and St. Mary's Bay. A PowerPoint presentation along with a letter has been compiled and will soon go out to Communities in those areas. 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.



## DETAILED CLAIM FREQUENCY TO AUGUST 2023

**Firm Number : 2018349 - EASTERN REGIONAL SERVICE BOARD**

| NUMBER OF CLAIMS WITH COSTS FOR THE MONTH OF AUGUST 2023 AND YEAR TO DATE (Y-T-D) AS OF AUGUST 31, 2023 |  |  |   |  |   |       |
|---|--|--|---|--|---|-------|
| Year in which injury occurred   | Total Claims – PRIME and Non-PRIME with wage loss costs (see (a) below) during the month | Total Claims – PRIME and Non-PRIME with health care costs (see (b) below) during the month | Total Claims – PRIME and Non-PRIME with fatality costs (see (c) below) during the month | Total Claims – PRIME and Non-PRIME with other costs (see (d) below) during the month | Total Claims – PRIME and Non-PRIME with Costs |       |
|   |  |  |   |  | Month   | Y-T-D |
| Prior to 2021   | 2  | 1  | 0   | 0  | 3   | 2     |
| 2021  | 0  | 0  | 0   | 0  | 0   | 0     |
| 2022  | 0  | 0  | 0   | 0  | 0   | 0     |
| 2023  | 0  | 0  | 0   | 0  | 0   | 0     |
| Totals  | 2  | 1  | 0   | 0  | 3   | 2     |

### DEFINITIONS FOR ABOVE TABLE:

| Total claims participating in an early and safe return-to-work plan during the month, regardless of when these wages are paid    |   |                        |
|--|---|------------------------|
| Full payment of injured worker by employer   | Partial payment of injured worker by employer | Total number of claims |
| 0  | 0   | 0                      |
| These claims here are also included in the first table above if they incurred any cost in categories (a) – (d) during the month. |   |                        |

- (a) Claims with wage loss costs, included in PRIME (PRIME claims) and not included in PRIME (non-PRIME claims), are those claims for which wage loss benefits (Temporary Earnings Loss, Early and Safe Return to Work, Labour Market Re-Entry, or Extended Earnings Loss) or Labour Market Re-Entry non-wage loss costs were paid during the month, provided no fatality costs were paid.
- (b) Claims with health care costs, included in PRIME (PRIME claims) and not included in PRIME (non-PRIME claims) and formerly called medical aid only costs, are those claims for which health care costs were the only costs paid during the month, regardless of any cost adjustments.
- (c) Claims with fatality costs, included in PRIME (PRIME claims) and not included in PRIME (non-PRIME claims), are those claims for which fatality costs were paid during the month, regardless of any other cost paid.
- (d) Claims with other costs, included in PRIME (PRIME claims) and not included in PRIME (non-PRIME claims), are those claims not included in (a) to (c) above and for which permanent functional impairment, permanent partial disability, or pension replacement benefits were paid during the month, or for which cost adjustments without payments occurred during the month.

### NOTES:

These are the total number of claims with costs on Page 2 of this report. They include claims included in PRIME (PRIME claims) with PRIME cost and usually incurred cost and claims not included in PRIME (Non-PRIME claims) with only incurred cost.



- The next meeting of TSJC will take place in the Town of Clarendville on October 3<sup>rd</sup>.
- The Board Clerk and the Board Director for the Southwest Avalon area, Deputy Mayor Kevin McDonald, continues to work towards establishing Joint Councils in the areas of the Cape Shore and St. Mary's Bay. A PowerPoint presentation along with a letter has been compiled and will soon go out to Communities in those areas. 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.

DRAFT



# Town of Ferryland

P.O. Box 75

Ferryland, NL

A0A 2H0

P. 709.432.2127

F. 709.432.2209

[www.ferryland.com](http://www.ferryland.com)

[town.ferryland@nf.aibn.com](mailto: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.

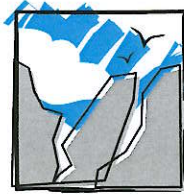
Thank you.

Yours truly,

Doris Kavanagh

Town Clerk

Rec'd Aug. 21, 2023



## BAY ROBERTS

CARVED BY THE SEA

August 17, 2023

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

Ref: Fire Protection Fees – Town of Bay Roberts

Dear Lynn,

At a meeting of the Town Council held on Tuesday, August 15<sup>th</sup>, 2023 a report from the Chief Administrative Officer, Nigel Black regarding Fire Protection Fees, was on the Agenda.

Council reviewed and discussed this report and in doing so made a motion to proceed with Eastern Regional Service Board for the collection of Fire Fees. The following is the Motion made by Council during that meeting.

***Fire Protection Fees***

***Motion 2023 – 656***

***Franey/Deering***

*Resolved, that Council request the Eastern Regional Service Board (ERSB) to enter into an agreement for provision of fire services in the unincorporated areas of Bareneed and Port de Grave effective January 1, 2024.*

*Carried Unanimously*

The Town looks forward to working with you to establish an agreement. You may contact Nigel Black, CAO by email [nigelblack@bayroberts.com](mailto:nigelblack@bayroberts.com) or by calling 709-786-2126 ext. 226.

Yours truly,

Christine Bradbury  
Town Clerk

Rocbl Aug. 21, 2023



## BAY ROBERTS

CARVED BY THE SEA

August 17, 2023

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

Ref: Waste Management Services – Town of Bay Roberts

Dear Lynn,

At a meeting of the Town Council held on Tuesday, August 15<sup>th</sup>, 2023 a report from the Chief Administrative Officer, Nigel Black regarding Waste Management, was on the Agenda.

Council reviewed and discussed this report and in doing so made a motion to proceed with Eastern Regional Service Board regarding Waste Management. The following Motion was made by Council during that meeting.

***Waste Management Services – Eastern Regional Service Board (ERSB)***

***Motion 2023 – 657                      Deering/Petten***

*Resolved, that Council request the Eastern Regional Service Board (ERSB) to enter into an agreement for provision of waste collection services within the Town of Bay Roberts with a targeted start date between April 1<sup>st</sup> and July 1<sup>st</sup>, 2024.*

*Carried Unanimously*

The Town looks forward to working with you to establish an agreement. You may contact Nigel Black, CAO by email [nigelblack@bayroberts.com](mailto:nigelblack@bayroberts.com) or by calling 709-786-2126 ext. 226.

Yours truly,

Christine Bradbury  
Town Clerk



# Town of Arnold's Cove

P.O. Box 70 | 270 Main Road  
Arnold's Cove, NL A0B 1A0  
Tel: (709) 463-2323 Fax: (709) 463-2326  
Email: [cao@townofarnoldscove.ca](mailto:cao@townofarnoldscove.ca)

August 22, 2023

Stephen Tessier  
Chair  
Eastern Regional Service Board  
255 Majors Path, Suite 3  
St. John's, NL A1A 0L5

Email: [info@ersbnl.ca](mailto:info@ersbnl.ca)

## **Re: Closure of Sunnyside Waste Recovery Facility**

Dear Stephen Tessier,

The Town of Arnold's Cove is requesting a meeting with the Eastern Regional Service Board to discuss the planned closure of the Sunnyside Waste Recovery Facility. Do you have availability in the week of August 28<sup>th</sup>?

We look forward to your reply and meeting with you to discuss this important regional matter.

Yours truly,  
**TOWN OF ARNOLD'S COVE**

Roxane Wane (for)  
The Town Council

cc. MHA Jeff Dwyer, Placentia West - Bellevue  
Mayor Edgar Crann, Chance Cove  
Mayor Carol Molloy, Come By Chance  
Mayor Phil Smith, Sunnyside  
Mayor Joe Brewer, Southern Harbour  
Hilda Whelan, Director - Trinity Bay South & Isthmus ERSB  
Lynn Tucker, CEO ERSB



August 9<sup>th</sup>, 2023

Town of Arnold's Cove  
Attn: Roxane Wareham, CAO  
P.O. Box 70  
Arnold's Cove, NL A0B 1A0

Dear Ms. Wareham:

I would like to thank you for your letter dated July 23, 2023, regarding the Town's concerns regarding the closure of the Sunnyside Waste Recovery Facility (WRF). When the Government of Newfoundland and Labrador brought the new Solid Waste Management Strategy into effect, all the landfills in the region were to be closed and the Robin Hood Bay Landfill was to become a regional facility. The concept of placing Waste Recovery Facilities in various locations in the region was to ensure that residents did not have to travel more than a hundred kilometres to dispose of bulk material.

The Sunnyside WRF was built prior to the commissioning of the Clarenville Transfer Station facility. The Sunnyside site had enabled the Board to meet the service standard for residents of the area but now residents are covered within the service area of three sites. Upon closure of the Sunnyside site, the residents of Arnold's Cove will only have to drive 42 km to the Clarenville site and 63 km to the Whitbourne site.

The Board continues to support all communities in our region to maintain a modern waste management system that provides an equitable service to all our communities. The WRF in Sunnyside became redundant upon the opening of the Clarenville Transfer Station as residents of the Town are still well within 100 km of either Clarenville or Whitbourne. It is against the Board's certificate of approval to accept commercial waste at any waste recovery facility so businesses in the area should not be impacted by the closure. We have anecdotally been advised that businesses may have been using the facility but that would have been in circumvention of the regulations of the Board and the Government of Newfoundland and Labrador.

Residents of the Town will still be able to avail of the two bulk collections annually as part of your regional service. Between curbside bulk collections, any residents of Arnold's Cove are free to take any acceptable bulk items to the nearest waste recovery facility located at Sunnyside, Clarenville or Whitbourne where they may be disposed at no charge. More information on these facilities may be found on our website at: <https://easternregionalserviceboard.com/residents/waste-recovery-facilities/>.

We hope this information has been beneficial to you and your Council. We certainly appreciate your support. If you require any further information, please do not hesitate to contact us again at [info@ersbni.ca](mailto:info@ersbni.ca) or (709) 579-7960.

Sincerely yours,  
EASTERN REGIONAL SERVICE BOARD



Lynn Tucker  
Chief Administrative Officer

- c Jeff Dwyer, MHA, Placentia West-Bellevue ([jeffdwyer@gov.nl.ca](mailto:jeffdwyer@gov.nl.ca))
- Stephen Tessier, Chair, Eastern Regional Service Board ([stessier@ersbni.ca](mailto:stessier@ersbni.ca))
- Hilda Whelan, Director, ERSB for Trinity Bay South & Isthmus East ([hildawhelan@gmail.com](mailto:hildawhelan@gmail.com))
- Basil Daley, Mayor, Town of Arnold's Cove ([basildaley.ac@eastlink.ca](mailto:basildaley.ac@eastlink.ca))
- Town Clerk, Town of Arnold's Cove ([acadmin@bellaliant.com](mailto:acadmin@bellaliant.com))



*P.O. Box 89  
Come By Chance, NL A0B 1N0  
(709)542-3240 ext. 1  
[townofcbc@outlook.com](mailto:townofcbc@outlook.com)*

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

[info@ersbnl.ca](mailto:info@ersbnl.ca)

Dear Mr. Tessier

**RE: The Closure of the ERSB Sunnyside Waste Recovery Facility**

The Town of Come By Chance would like to express their concern with the recent decision regarding the planned closure of the Eastern Regional Service Board Sunnyside Waste Recovery Facility.

If this facility is indeed closed, residents in the Isthmus area will have to travel a significant distance to properly dispose of their garbage. Both the Town Council and residents are concerned that this will lead to a substantial increase in illegal dumping in this area. There have already been residents of our community and area that have been turned away from other waste recovery facilities, such as the one located in Clarenville.

Not only will this closure cause additional travel and costs to our citizens, but with the anticipated increase in illegal dumping as mentioned above, this will have a considerable environmental impact as well.

The Town Council of Come By Chance would like to request a meeting with the Eastern Regional Service Board to discuss this important issue.

We look forward to hearing from you to schedule a meeting at your earliest convenience.



Sincerely

A handwritten signature in black ink that reads "Sarah Clarke". The signature is fluid and cursive, with the first name "Sarah" and last name "Clarke" clearly legible.

Sarah Clarke  
Town Clerk for  
The Town Council of Come By Chance

cc. MHA Jeff Dwyer, Placentia West – Bellevue  
Mayor Basil Daley, Arnold's Cove  
Mayor Edgar Crann, Chance Cove  
Mayor Phil Smith, Sunnyside  
Mayor Joe Brewer, Southern Harbour  
Hilda Whelan, Director – Trinity Bay South & Isthmus ERSB  
Lynn Tucker, CAO ERSB

September 14, 2023

Town of Come By Chance  
Attn: Council and Staff  
P.O. Box 89  
Come By Chance, NL A0B 1N0

By Email: [townofcbc@outlook.com](mailto:townofcbc@outlook.com)

Dear Council and Staff,

I would like to thank you for your interest in the Eastern Regional Service Board (the Board) and the proposed closure of the Sunnyside Waste Recovery Facility as outlined in your letter of August 23, 2023.

The Board made the decision to close this facility due to low usage, high costs of snow clearing and maintenance, and the proximity to other waste recovery facilities. When the Board determined where to locate its waste recovery facilities, it was decided that the public should not have to drive more than 100 kilometres to dispose of their bulk waste materials. The decision to locate a waste recovery facility at Sunnyside was made before the opening of the Clarenville or the Whitbourne waste recovery facilities.

While we appreciate your concerns with the Board's decision, we cannot agree that *"residents in the Isthmus area will have to travel a significant distance to properly dispose of their garbage."* The Town of Come By Chance is located 34 km from the Clarenville facility or approximately 22 minutes to drive there. This is well within the acceptable travel distances to access one of these facilities.

For comparison, residents of Branch must travel 100 km to access the Placentia facility or travel 80 km to access the Whitbourne facility and residents of Holyrood must travel 49 km to access the Residential Drop-off at Robin Hood Bay or 46 km to the Board's facility in Whitbourne.

The Board has closed the Sunnyside facility over winter due to the high costs of snow clearing. The last winter when this facility was operational was 2018-2019 and snow clearing costs only equated to \$80.11 per customer visit. That cost did not include the expense to maintain the road to the facility; the cost to maintain the site; staffing costs; waste removal costs; or administrative costs. When all expenses were included for that winter, the cost per customer visit equated to about \$127.

.../2

Town of Come By Chance  
Attn: Council and Staff  
Page 2  
September 14, 2023

For 2022, each customer visit to the Sunnyside facility costs the Board \$59.37. For comparison, each customer visit for 2022 to Whitbourne was \$28.35 and to Placentia was \$30.49. The average cost per customer visits overall at all sites was \$37.68. Each customer visit to the Sunnyside facility costs 64% more than the average customer visit.

The Board determined that these high costs were not sustainable or fiscally responsible. In addition, residents in the area have reasonable access to other facilities to dispose of their bulk waste.

In your letter you note that, *"residents of our community and area that have been turned away from other waste recovery facilities, such as the one located in Clarendville."* The Board operates all waste recovery facilities under the same guidelines; therefore, no resident would be turned away from the any waste recovery facility unless they presented with waste that did not meet the guidelines for use of these facilities or the vehicle and/or waste was determined to be commercial. The Board operates these facilities in accordance with our Certificate of Approval to operate as issued by Digital Government and Service NL. This certificate does not permit the Board to accept any commercial waste at these facilities.

All residents of the Eastern region may access any waste recovery facility as these facilities are for regional use. All guidelines for usage of the waste recovery facilities may be found on our website at: <https://easternregionalserviceboard.com/residents/waste-recovery-facilities/>.

The Board is pleased to report that the money budgeted to run the Sunnyside facility will be allocated to the Board's remaining facilities for improvements at these sites. The Board is currently working to bring electricity to its sites that remain open over winter so that heating, lighting, and security cameras may be installed. The Board has and/or will hire additional staff to work at the busier sites.

The Board does not see any correlation between closing the Sunnyside facility and illegal dumping as outlined in your letter. Unfortunately, illegal, or indiscriminate dumping of garbage is a problem for most of our communities in this province. The Board is not responsible for the reckless behaviour of those who choose to dispose of their waste indiscriminately or illegally. The public is asked to report illegal dumping to Crime Stoppers, and we encourage community leaders to contact the MMSB for support to address illegal dumping within their boundaries. This information may be found at: <https://mmsb.nl.ca/waste-diversion/illegal-dumping/>.

Unlike similar facilities in Central and Western Newfoundland, there is no cost for residents to drop off their residential bulk waste at the Board's facilities here in the Eastern region. In Central and Western Newfoundland residents must acquire a user card before accessing one of these facilities. The user card is scanned when they travel over the scales and the customer pays a disposal fee for



Town of Come By Chance  
Attn: Council and Staff  
Page 3  
September 14, 2023

most waste that they drop off. For example, to drop off 100 kg of waste in the Central region, it costs the customer \$14; to drop off 100 kg of waste in the Western region, it costs \$16.40 for the customer.

Our Board is pleased to provide free waste disposal to the residents of the Eastern region; however, it is important to understand that this service is not free for the Board as outlined earlier in this letter. The Board spends \$1.4 million a year to operate and maintain these facilities for the benefit of the residents in the region. We regularly review our programs, and we hope to continue to offer this service to residents at no cost; however, that is contingent on residents following guidelines so that the costs of operating these facilities may be maintained at a reasonable level.

In closing I would like to thank you for bringing your concerns forward and I hope that the information provided in this letter is beneficial to you.

Sincerely yours,  
EASTERN REGIONAL SERVICE BOARD



Stephen Tessier  
Chairperson

- c Jeff Dwyer, MHA, Placentia West-Bellevue (jeffdwyer@gov.nl.ca)
- Basil Daley, Mayor, Town of Arnold's Cove (basildaley.ac@eastlink.ca)
- Edgar Crann, Mayor, Town of Chance Cove (edgarcrann08@gmail.com)
- Phil Smith, Mayor, Town of Sunnyside (philsunnyside@eastlink.ca)
- Joe Brewer, Mayor, Town of Southern Harbour (joe\_brewer@hotmail.com)
- Hilda Whelan, Director, Trinity Bay South-Isthmus East, ERSB (whelanhilda0@gmail.com)
- Lynn Tucker, CAO, ERSB (ltucker@ersbnl.ca)

**From:** [Eastern Regional Service Board](#)  
**To:** [Lynn Tucker](#); [Craig Drover](#)  
**Subject:** FW: Collection of Waste Management Fees  
**Date:** September 12, 2023 1:11:39 PM

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Please see email below.

*Tracey Glasgow*

Accounts Specialist

Eastern Regional Service Board

255 Majors Path, Suite 3

St. John's, NL A1A 0L5

Tel: 709.579.7960

<https://easternregionalserviceboard.com/>

*\*\*Everyone has a role in keeping our province clean and beautiful. At the Eastern Regional Service Board we're committed to delivering consistent, sustainable waste management services to thousands of people in eastern Newfoundland. Visit our website <https://fairwaste.ca> for details.\*\**

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**From:** Brenda Pike <townofcolinet.nl@gmail.com>  
**Sent:** Tuesday, September 12, 2023 12:56 PM  
**To:** Eastern Regional Service Board <info@ersbnl.ca>  
**Subject:** Re: Collection of Waste Management Fees

Good afternoon,

I was wondering if you had an opportunity to review my previous email regarding collection of waste management fees in the town of Colinet. Would it be possible for you to respond today as our Town Council is meeting this evening and would like to have this information for their meeting. Thank you.

Kind Regards,  
Brenda Pike  
Town Clerk  
Town of Colinet  
P.O Box 8  
Colinet, NL  
A0B 1M0  
[townofcolinet.nl@gmail.com](mailto:townofcolinet.nl@gmail.com)  
Ph: (709) 521-2300

On Tue, Sep 5, 2023 at 2:09 PM Brenda Pike <[townofcolinet.nl@gmail.com](mailto:townofcolinet.nl@gmail.com)> wrote:

Good afternoon,

I am contacting you on behalf of the Town of Colinet.

At their last meeting, Council directed me to contact you regarding the collection of waste management fees in Colinet and the possibility of ERSB directly billing Colinet residents for their services. The collection of these fees is placing an additional burden on the Town which operates on very limited office hours. As the Town will be switching from poll taxes to property taxes in 2024, they see the next billing season as an ideal time to pass along the collection of Eastern Waste fees to your organization, if possible. If this is not possible, would you provide clarification for the reason towns are responsible for this billing.

We are very interested in your response at your earliest convenience. Thank you.

Kind Regards,  
Brenda Pike  
Town Clerk  
Town of Colinet  
P.O Box 8  
Colinet, NL  
A0B 1M0  
[townofcolinet.nl@gmail.com](mailto:townofcolinet.nl@gmail.com)  
Ph: (709) 521-2300

**From:** [Lynn Tucker](#)  
**To:** [townofcolinet.nl@gmail.com](mailto:townofcolinet.nl@gmail.com)  
**Bcc:** [Steve Tessier](#); [Craig Drover](#)  
**Subject:** Collection of Waste Management Fees  
**Date:** September 12, 2023 3:10:00 PM

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Good Afternoon Brenda,

Thank you very much for your recent emails that requests the Eastern Regional Service Board (the Board) direct bill individuals for their waste management fees in the Town of Colinet rather than billing the town for the service. The Board has received similar requests in the past and while we can appreciate the challenge your town is facing in respect to the collection of taxes, the Board has no role to play in the collection of waste management fees in an incorporated municipality.

As you know, under the *Municipalities Act, 1999*, Sections 176 and 177, the provision of waste services is the responsibility of the municipalities, as is the subsequent collection of fees. The Board does not anticipate taking responsibility for the billing of individual property owners in incorporated municipalities. It is worth noting, pursuant to legislative authorities, your municipality has more options available to collect fees than the Board.

The Board is governed by the *Regional Service Board Act, 2012*, Section 24 of the Act prescribes the Board's ability to charge fees for the provision of services. An amount owing under Section 24 of the Act is a debt due to the Board and the Board may recover it by civil action in a court.

By comparison, municipalities governed by the *Municipalities Act, 1999*, Sections 133 and 134, states the town may pursue civil action AND/OR place a lien on the property in question. Placing a lien on a property is an added tool that your community can employ for the collection of fees that the Board cannot pursue.

I hope this provides you the information you require for your Council. Please do not hesitate to contact us again if you require anything further.

Kindest regards,  
Lynn

Lynn Tucker  
*Chief Administrative Officer*  
Eastern Regional Service Board  
255 Majors Path, Suite 3  
St. John's, NL A1A 0L5  
Tel: 709-579-7960  
[www.easternregionalserviceboard.com](http://www.easternregionalserviceboard.com)

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**Subject:** Re: Collection of Waste Management Fees

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Town Clerk  
Town of Colinet  
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Kind Regards,  
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**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, October 25<sup>th</sup>, 2023, at 7:00 p.m., at The Annex at 365 Old Placentia Road in Mount Pearl. This meeting will have a hybrid format.
- b) The next meeting of the Finance & Audit Committee will take place virtually on Tuesday, October 10, 2023, at 9:00 a.m via Zoom Video Conference.
- c) The next meeting of the Strategy & Policy Committee will take place on Wednesday, October 11, 2023, at 1:30 p.m., format to be determined.
- d) The next meeting of the Governance Committee will take place on Wednesday, October 18, 2023, at 10:30 a.m., format to be determined.