

**BOARD OF DIRECTORS MEETING
MINUTES**

Meeting #97

Wednesday, April 27, 2022, 7:00 p.m.

BROADCASTED LIVE – VIDEOCONFERENCE

In Attendance: Chairperson Harold Mullooney
Mayor Danny Breen
Councillor Glenn Clarke
Councillor Sandy Hickman
Deputy Mayor Kevin McDonald
Deputy Mayor Rod Delaney
Councillor Ian Froude
Councillor Bill Antle
LSD Chairperson Wesley Drodge
Mayor Mark Vardy
Mayor Hilda Whelan
Councillor Ophelia Ravencroft
Councillor Larry Vaters
Councillor Jill Bruce
Deputy Mayor Sheilagh O’Leary
Councillor Nathan Ryan
Councillor Carl Ridgeley

Regrets: Councillor Ron Ellsworth
Councillor Maggie Burton
Councillor Gerard Tilley
Councillor Jamie Korab
Ms. Christie Dean

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

1. **Call to Order**

Mr. Mullooney, Chairperson, called the meeting to order at 7:01 p.m.

2. **Adoption of Agenda**

The agenda was tabled for approval.

MOTION 2022-026

Moved By Ms. Ravencroft

Seconded By Mr. Antle

BE IT RESOLVED that the agenda be adopted as tabled.

Carried Unanimously

3. **Review of Minutes**

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

MOTION 2022-027

Moved By Mr. McDonald

Seconded By Mr. Drodge

BE IT RESOLVED that the minutes from the March 30, 2022 meeting be adopted as tabled.

Carried Unanimously

4. **Committee Reports**

a) Finance & Audit Committee

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

1. **Board Expenditures**

Board expenditures for the month of March were tabled for review and approval. There were no questions or concerns.

MOTION 2022-028

Moved By Mr. Hickman

Seconded By Mr. Antle

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

Carried Unanimously

2. Incorporated Towns Payment Activity Report

An update on the incorporated towns' payment activity dated April 8, 2022 was provided.

There were no questions or concerns.

3. Clarendville Transfer Station – Garbage M60 Auger Rebuild

Mr. Hickman referred to the briefing note that was provided in the meeting package for Members' review.

He reported that the Board's EM60 Auger at the Clarendville Transfer Station has processed more than 32,878,00 kg of material, is worn out and needs to be rebuilt.

Mr. Hickman noted that a rebuild is the most cost-effective way to address the issue as the recycling auger cannot be used in its place as it was not designed for regular garbage.

A short discussion took place regarding the quote that was provided in the meeting package, and the fact that the labour charges would be an extra expense, especially considering that a crane would be required.

Once rebuilt, the auger is expected to process the same volume of material and should have a lifespan of five to six years, similar to the one that is now worn out.

MOTION 2022-029

Moved By Mr. Hickman

Seconded By Mr. Delaney

BE IT RESOLVED that the Board proceed with the rebuild of the EM60 garbage auger at the Clarendville Transfer Station in the amount of \$38,792.78 (HST included).

Carried Unanimously

4. 2022 HHW Collection, Transportation and Disposal Services Tender Results

Mr. Hickman referred to the briefing note in the meeting package and noted that the tendering process for 17 Household Hazardous Waste (HHW) collection events to be held in the Eastern Region during the spring and fall of 2022 has recently closed.

These events are held with the assistance of volunteer fire departments and each participating fire department received a stipend of \$1,000.00 for their assistance. Events are also rotated through interested fire departments each year to ensure that events are held evenly throughout the Eastern region so that as many people can participate as possible.

One bid was received from GFL Environment Services Inc. in the amount of \$44,880.00 (plus HST).

MOTION 2022-030

Moved By Mr. Hickman

Seconded By Ms. O'Leary

BE IT RESOLVED that the Board award the Household Hazardous Waste Collection, Transportation and Disposal Services contract to GFL Environmental Services Inc. for the value of \$44,880.00 (plus HST). **Carried Unanimously**

5. Motion by Email to be Ratified: Purchase of Replacement Pick-Up Truck

Mr. Hickman referred to the briefing note that was included in the meeting package. Documents for the purchase of a new replacement GMC Sierra 1500 were sent to all Board Members on March 21, 2022.

Approval was requested by email to purchase a replacement pick-up truck for the Whitbourne site and this decision must be ratified in this public format.

MOTION 2022-031

Moved By Mr. Hickman

Seconded By Ms. Whelan

BE IT RESOLVED that the Board approves the purchase of one 2022 GMC Sierra 1500 truck from Terra Nova Motors for \$66,009.70 (HST and registration fees included.) **BE IT RESOLVED** that the Board approves the purchase of one 2022 GMC Sierra 1500 truck from Terra Nova Motors for \$66,009.70 (HST and registration fees included.) **Carried Unanimously**

6. Increased Fuel Costs and Fuel Adjustment Payments

Mr. Hickman referred to a briefing note that was included in the meeting package for Members' information. He reported that Staff has completed an analysis on increased fuel costs and fuel adjustment payments for the Board.

The year-over-year review of fuel expenses found that the Board's fuel costs have increased by 63% for the first quarter of 2022 over the same period for 2021.

In addition, the Board's waste collection tenders have a fuel adjustment clause to address significant changes in fuel prices.

Rising fuel costs have impacted the Board's expenses and continues to do so.

b) Strategy & Policy Committee

Mr. Breen, the Board's Vice Chair, delivered the Strategy and Policy Committee report.

1. Ongoing Issues and Meeting Requests with the Town of Harbour Grace Regarding the Waste Recovery Facilities

Mr. Breen referred to the letters and documents that were included in the meeting package to inform Members that the issues with the Town of Harbour Grace are still ongoing. He proceeded to explain that the Board has been requesting a meeting with the Town for more than two years to address the concerns of unrestricted access, illegal dumping, vandalism, theft, etc.

In late March, Staff were surprised to see an article in The Shoreline News where the Town of Harbour Grace stated that they were awaiting a meeting with the Eastern Regional Service Board.

It was agreed that another letter would be sent to the Town to request a meeting as there is a new Council in place following last Fall's election, and that letter was included for Members' information as well.

2. 2023-2027 Strategic Plan Development

Mr. Breen referred to the 2018-2022 Strategic Plan that was included in the meeting package. He reported that the development of a new strategic plan

will be impacted by the government's recently released Regionalization Plan and the lack of details for the plan's implementation.

Discussion took place on how the regional service boards could be a vehicle for providing municipal services to the proposed counties. Mr. Breen asked that all Board Members send along any suggestions or recommendations to Staff that they would like to see in the Board's new strategic plan.

The Board has requested a meeting with Municipalities Newfoundland and Labrador to start the conversation on regionalization, but a response has yet to be received. An update will be provided as soon as one becomes available.

3. Update on Board's Signage and Brand

Mr. Breen reminded Members of a previous discussion regarding the Board updating its signage at its waste recovery facilities as many of them are faded, grown in with foliage and difficult to read. Some of them even still use the Board's former trade name of Eastern Waste Management. These need to be updated to the current name of Eastern Regional Service Board.

Staff reported that they have been working with NATIONAL Public Relations to create new signage; however, there has been significant staff turnover at NATIONAL since the onset of the pandemic which has caused delay in progress. Staff will continue to work with NATIONAL to update the signage and have this completed as soon as possible.

c) Governance Committee

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

1. 2022 Municipal Symposium Sponsorship (Gander – May 5-7)

Mr. McDonald reminded Members that, historically, the Board has supported Municipalities Newfoundland and Labrador (MNL) with sponsorship at the Gold Level of \$2,500.00 for their annual symposium and trade show event.

Upon the Board's approval to support MNL again this year, the Board's Clerk will attend the symposium and participate in the trade show. A second registration is included in the sponsorship, so the Board has been surveyed for interest, especially those are not already attending as representation of their

own respective council. Mr. Wesley Drodge will be attending as the Board's second representative.

MOTION 2022-032

Moved By Mr. McDonald

Seconded By Ms. O'Leary

BE IT RESOLVED that the Board sponsor Municipalities Newfoundland and Labrador 2022 Municipal Symposium taking place May 5-7, 2022, in Gander in the amount of \$2,500. **Carried Unanimously**

2. Harassment Prevention Plan Adoption

Mr. McDonald noted that, as an employer, the Board must develop, implement, and maintain a workplace harassment prevention plan in consultation with their occupational health and safety (OHS) committee. This plan must include employer responsibilities, worker's rights and responsibilities, reporting procedures, confirm investigation process, etc.

Committee recommended that training on harassment prevention, anti-bullying and violence in the workplace be made available to all employees, managers, and board members on this very timely and important issue.

The Board's OHS Committee will monitor the Harassment Prevention Plan (HPP) policy, review it annually, and make recommendations for adjustments whenever necessary.

MOTION 2022-033

Moved By Mr. McDonald

Seconded By Ms. Ravencroft

BE IT RESOLVED that the Board adopt the Harassment Prevention Plan policy as tabled that will be included in the Board's Employee's Safety Handbook **Carried Unanimously**

3. ERSB Communication Plan

Mr. McDonald reported that interviews for the new Communications Coordinator position will commence on Thursday April 21, 2022. Once this

position is filled, the newly hired Communications Coordinator will be tasked with developing the Board's Communication Plan.

4. Recycling Campaign

Mr. McDonald reported on a meeting that took place between ERSB Staff and managers of Scotia Recycling earlier this year. Following the meeting, Scotia Recycling expressed interest in partnering with the Board on a recycling campaign.

Staff will request another meeting with Scotia Recycling to begin the discussions on partnering and creating a recycling campaign as soon as possible. An update will be provided once progress is made.

A short discussion took place amongst Members on the importance of this campaign and the educational benefits of this initiative.

5. Directors and Officers Insurance Renewal

Mr. McDonald referred to the documents that were provided in the meeting package regarding the renewal of the Board's Directors and Officers Insurance.

The annual premium for this policy through Wedgwood Insurance Ltd. is \$4,350 plus HST for the period of April 30, 2022, to April 30, 2023. This is an increase over last year's premium of \$3,650 plus HST.

MOTION 2022-034

Moved By Mr. McDonald

Seconded By Mr. Vaters

BE IT RESOLVED that the Board renew its Directors and Officers Insurance through Wedgwood Insurance Ltd. in the amount of \$4,350 plus HST for the period of April 30, 2022, to April 30, 2023. **Carried Unanimously**

5. Correspondence

a) Letter from Minister Stoodley Re: 2022 Budget Announcement

Mr. Mullowney referred to the meeting package for a brief note and a copy of Minister Stoodley's letter regarding the province's decision to eliminate vehicle licensing and registration fees for vehicles used by Regional Service Boards.

The province recognizes that this will help reduce the costs of regional services and will also provide equal treatment of regional service boards and municipalities delivering similar services.

Mr. Mullowney reported an annual costs savings of \$29,405.00 for ERSB.

b) Letter from Product Care Recycling Re: Paint Stewardship Program

Mr. Mullowney reported that a request was submitted from Product Care Recycling for the Board to consider accepting paint products at the Clarenville waste recovery facility. The acceptance of paint is currently not permitted under the Board's Certificate of Approval to operate these sites.

He noted that the Strategy & Policy Committee has requested a cost analysis for the program before this request is brought forward to the Board for a final decision.

**c) Letter from Minister Howell Re: Special Assistance Grant
(Project #17-SAG-22-124) Regional Water/Wastewater Program**

Mr. Mullowney was pleased to report that the province has extended the funding for the Regional Water/Wastewater Program for another year to March 31, 2023.

A copy of Minister Howell's letter was included in the meeting package for members' information.

d) Response from Robin Hood Bay Re: MOU and Access to Regional Landfill

Confirmation has been received from the Director of Environmental Services for the City of St. John's that the changes in the hours of operation that took place this past December was unintentional and will not happen again.

As members may recall, the changes in the hours of operation led to serious issues for our contractors and, subsequently, numerous complaints to the Board.

e) Letter to MNL

Mr. Mullooney reported that a copy of the letter sent to MNL was circulated to Board members by email on March 31st and was included in the meeting package. The Board still awaits a response.

f) Letter to Minister Davis

Mr. Mullooney referred to a copy of the letter that was included in the meeting package. He notes that the Board awaits a meeting with Minister Davis and is following up on a request from May 2021. An update will be provided when we hear from the Minister.

6. New Business

There was no new business to discuss.

7. Upcoming Meetings

Board members were reminded of the following Board and Committees Meetings:

- a) The next meeting of the Board of Directors will take place by videoconference on Wednesday, May 25, 2022, at 7:00 p.m.
- b) The next meeting of the Finance & Audit Committee will take place on Thursday, May 12, 2022, at 12:30 p.m.
- c) The next meeting of the Strategy & Policy Committee will take place on Tuesday, May 10, 2022, at 10:30 a.m.
- d) The next meeting of the Governance Committee will take on Tuesday, May 17, 2022, at 10:30 a.m.

8. **Adjournment**

MOTION 2022-035

Moved By Ms. Bruce

Seconded By Mr. McDonald

Seeing no further business to be discussed, **BE IT RESOLVED** that the meeting adjourned at 7:41 p.m.

Carried Unanimously

Ms. Holly Coles

Board Clerk and Outreach Coordinator

Mr. Harold Mallowney

Chairperson

EASTERN REGIONAL SERVICE BOARD

PAYROLL EXPENSE

MARCH 2022

| | |
|--|----------------------------|
| Payroll – Staff (<i>2 pay periods – 29 employees</i>)..... | \$125,125.75 |
| Payroll – Board (<i>19 members</i>) | <u>\$0,000.00</u> |
| Total Payroll (<i>29 employees</i>) | \$125,125.75 |
| Payroll CRA Remittance | <u>\$42,857.72</u> |
| TOTAL GROSS PAYROLL | <u>\$167,983.47</u> |

PREVIOUS MONTH

FEBRUARY 2022

| | |
|--|----------------------------|
| Payroll – Staff (<i>2 pay periods – 29 employees</i>)..... | \$125,309.15 |
| Payroll – Board (<i>19 members</i>) | <u>\$0,000.00</u> |
| Total Payroll (<i>29 employees</i>) | \$125,309.15 |
| Payroll CRA Remittance | <u>\$ 43,031.12</u> |
| TOTAL GROSS PAYROLL | <u>\$168,340.27</u> |

Eastern Regional Service Board

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

Cheques from 0000000001 to 0000010566 dated between 03-01-2022 and 03-31-2022

CHEQUE REGISTER

Printed: 11:38:58AM 04/07/2022

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| Number | Issued | | Amount | SC | Status | Status Date |
|------------|------------|---|------------|-----|---------|-------------|
| 0000010481 | 03/02/2022 | Around The Bay Disposals Inc. | 94,421.95 | A/P | CLEARED | 03/07/2022 |
| 0000010482 | 03/02/2022 | Bell Aliant | 2,055.45 | A/P | CLEARED | 03/18/2022 |
| 0000010483 | 03/02/2022 | Curtis Dawe | 6,415.49 | A/P | CLEARED | 03/11/2022 |
| 0000010484 | 03/02/2022 | D&L Russell Limited | 85.57 | A/P | CLEARED | 03/10/2022 |
| 0000010485 | 03/02/2022 | Dodd's Diesel Repair Ltd. | 2,980.65 | A/P | CLEARED | 03/10/2022 |
| 0000010486 | 03/02/2022 | Eastern Machining & Welding Inc. | 1,265.00 | A/P | CLEARED | 03/11/2022 |
| 0000010487 | 03/02/2022 | Harris Ryan | 9,200.00 | A/P | CLEARED | 03/11/2022 |
| 0000010488 | 03/02/2022 | Hurley's Trucking Ltd | 2,754.25 | A/P | CLEARED | 03/18/2022 |
| 0000010489 | 03/02/2022 | Jenkins Anthony Inc. | 3,954.15 | A/P | CLEARED | 03/15/2022 |
| 0000010490 | 03/02/2022 | K.J.H. Dirtwork's Ltd. | 2,560.00 | A/P | CLEARED | 03/15/2022 |
| 0000010491 | 03/02/2022 | Kal Tire | 682.96 | A/P | CLEARED | 03/16/2022 |
| 0000010492 | 03/02/2022 | Kevin Butt | 201.06 | A/P | CLEARED | 03/04/2022 |
| 0000010493 | 03/02/2022 | Leona Squires | 17.24 | A/P | CLEARED | 03/03/2022 |
| 0000010494 | 03/02/2022 | Lynn Tucker | 822.33 | A/P | CLEARED | 03/03/2022 |
| 0000010495 | 03/02/2022 | Miller IT Limited | 3,152.15 | A/P | CLEARED | 03/11/2022 |
| 0000010496 | 03/02/2022 | NATIONAL Public Relations | 457.10 | A/P | CLEARED | 03/25/2022 |
| 0000010497 | 03/02/2022 | Newfoundland Power Inc. | 1,623.00 | A/P | CLEARED | 03/15/2022 |
| 0000010498 | 03/02/2022 | O'Brien's Trucking Ltd | 1,696.25 | A/P | CLEARED | 03/18/2022 |
| 0000010499 | 03/02/2022 | Parts For Trucks Inc. | 128.34 | A/P | CLEARED | 03/15/2022 |
| 0000010500 | 03/02/2022 | Pat Singleton | 1,868.75 | A/P | OUT-STD | 03/02/2022 |
| 0000010501 | 03/02/2022 | Pike's Pro Hardware & Building Supplies | 118.37 | A/P | CLEARED | 03/15/2022 |
| 0000010502 | 03/02/2022 | Robert Earle | 34.95 | A/P | CLEARED | 04/06/2022 |
| 0000010503 | 03/02/2022 | T2 Ventures Inc. | 203,817.66 | A/P | CLEARED | 03/04/2022 |
| 0000010504 | 03/02/2022 | Town of Ferryland | 1,426.37 | A/P | CLEARED | 03/25/2022 |
| 0000010511 | 03/02/2022 | Victoria United Church Cemetery Fund | 75.00 | G/L | CLEARED | 03/15/2022 |
| 0000010513 | 03/16/2022 | 62167 Newfoundland and Labrador Inc | 7,380.30 | A/P | CLEARED | 03/25/2022 |
| 0000010514 | 03/16/2022 | Around The Bay Disposals Inc. | 17,956.42 | A/P | CLEARED | 03/23/2022 |
| 0000010515 | 03/16/2022 | Bell Conferencing Inc. | 80.96 | A/P | CLEARED | 03/29/2022 |
| 0000010516 | 03/16/2022 | Bell Mobility Inc. | 1,043.50 | A/P | CLEARED | 03/25/2022 |
| 0000010517 | 03/16/2022 | Canadian Maritime Engineering | 3,829.50 | A/P | CLEARED | 03/24/2022 |
| 0000010518 | 03/16/2022 | Christie Dean | 943.54 | A/P | CLEARED | 03/28/2022 |
| 0000010519 | 03/16/2022 | City of St. John's | 46,790.36 | A/P | CLEARED | 03/23/2022 |
| 0000010520 | 03/16/2022 | Clarenville Rentals Ltd. | 282.89 | A/P | CLEARED | 03/29/2022 |
| 0000010521 | 03/16/2022 | Coish's Trucking & Excavating Ltd. | 14,432.50 | A/P | CLEARED | 04/04/2022 |
| 0000010522 | 03/16/2022 | Concord Enterprises Inc. | 4,283.75 | A/P | CLEARED | 03/22/2022 |
| 0000010523 | 03/16/2022 | D&L Russell Limited | 16.33 | A/P | CLEARED | 03/31/2022 |
| 0000010524 | 03/16/2022 | Dodd's Diesel Repair Ltd. | 43,477.15 | A/P | CLEARED | 03/22/2022 |
| 0000010525 | 03/16/2022 | Dodd's Diesel Repair Ltd. | 11,886.27 | A/P | CLEARED | 03/22/2022 |
| 0000010526 | 03/16/2022 | Holly Coles | 140.75 | A/P | CLEARED | 03/18/2022 |
| 0000010527 | 03/16/2022 | Kevin Butt | 525.53 | A/P | CLEARED | 03/23/2022 |
| 0000010528 | 03/16/2022 | Leslie Squires | 550.00 | A/P | OUT-STD | 03/16/2022 |
| 0000010529 | 03/16/2022 | McInnes Cooper | 572.80 | A/P | OUT-STD | 03/16/2022 |
| 0000010530 | 03/16/2022 | Modern Business Equipment Limited | 20.22 | A/P | CLEARED | 03/24/2022 |
| 0000010531 | 03/16/2022 | Newfoundland Power Inc. | 5,841.89 | A/P | CLEARED | 03/25/2022 |
| 0000010532 | 03/16/2022 | Newfoundland Exchequer Account | 10.00 | A/P | CLEARED | 03/23/2022 |
| 0000010533 | 03/16/2022 | Nexgen Municipal Inc. | 4,400.07 | A/P | CLEARED | 03/25/2022 |

** - Name on Check was modified

Eastern Regional Service Board

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

Cheques from 0000000001 to 0000010566 dated between 03-01-2022 and 03-31-2022

CHEQUE REGISTER

Printed: 11:38:58AM 04/07/2022

Page 2 of 2

| Number | Issued | | Amount | SC | Status | Status Date |
|---------------------------|------------|---|--------------|-----|---------|-------------|
| 0000010534 | 03/16/2022 | North Atlantic | 32,191.96 | A/P | CLEARED | 03/24/2022 |
| 0000010535 | 03/16/2022 | OMB Parts & Industrial Ltd. | 82.64 | A/P | CLEARED | 03/25/2022 |
| 0000010536 | 03/16/2022 | ORKIN Canada Corporation | 194.35 | A/P | CLEARED | 03/29/2022 |
| 0000010537 | 03/16/2022 | Parts For Trucks Inc. | 49.55 | A/P | CLEARED | 03/24/2022 |
| 0000010538 | 03/16/2022 | Pik-Fast Express Inc. | 40.00 | A/P | OUT-STD | 03/16/2022 |
| 0000010539 | 03/16/2022 | Pike's Pro Hardware & Building Supplies | 184.14 | A/P | OUT-STD | 03/16/2022 |
| 0000010540 | 03/16/2022 | Robert Earle | 34.49 | A/P | CLEARED | 04/06/2022 |
| 0000010541 | 03/16/2022 | Shred-it c/o Stericycle ULC | 83.30 | A/P | CLEARED | 03/25/2022 |
| 0000010542 | 03/16/2022 | Smith's Ambulance Service Limited | 115.00 | A/P | CLEARED | 04/06/2022 |
| 0000010543 | 03/16/2022 | Woodman's Welding Ltd. | 885.50 | A/P | CLEARED | 03/31/2022 |
| 0000010544 | 03/16/2022 | Workplace NL | 30,374.38 | A/P | CLEARED | 03/24/2022 |
| 0000010545 | 03/16/2022 | Town of St. Joseph's | 1,362.50 | A/P | OUT-STD | 03/16/2022 |
| 0000010546 | 03/30/2022 | Bell Aliant | 2,036.65 | A/P | OUT-STD | 03/30/2022 |
| 0000010547 | 03/30/2022 | College of the North Atlantic | 529.00 | A/P | CLEARED | 04/06/2022 |
| 0000010548 | 03/30/2022 | D&L Russell Limited | 263.64 | A/P | OUT-STD | 03/30/2022 |
| 0000010549 | 03/30/2022 | Dodd's Diesel Repair Ltd. | 11,912.70 | A/P | CLEARED | 04/04/2022 |
| 0000010550 | 03/30/2022 | Gardiner Centre-Memorial University | 1,086.75 | A/P | OUT-STD | 03/30/2022 |
| 0000010551 | 03/30/2022 | Harold Mallowney | 125.35 | A/P | OUT-STD | 03/30/2022 |
| 0000010552 | 03/30/2022 | Jenkins Anthony Inc. | 4,219.14 | A/P | CLEARED | 04/04/2022 |
| 0000010553 | 03/30/2022 | Kenneth Rollings | 767.92 | A/P | OUT-STD | 03/30/2022 |
| 0000010554 | 03/30/2022 | Kevin Butt | 2,356.58 | A/P | CLEARED | 04/04/2022 |
| 0000010555 | 03/30/2022 | Lynn Tucker | 131.63 | A/P | CLEARED | 04/06/2022 |
| 0000010556 | 03/30/2022 | Newfoundland Power Inc. | 1,452.32 | A/P | CLEARED | 04/06/2022 |
| 0000010557 | 03/30/2022 | Northern Business Intelligence | 1,969.43 | A/P | OUT-STD | 03/30/2022 |
| 0000010558 | 03/30/2022 | Provincial Fence Products Ltd. | 3,346.50 | A/P | CLEARED | 04/04/2022 |
| 0000010559 | 03/30/2022 | T2 Ventures Inc. | 203,214.52 | A/P | CLEARED | 03/31/2022 |
| 0000010560 | 03/30/2022 | Terra Nova Motors Ltd. | 66,009.70 | A/P | CLEARED | 04/05/2022 |
| 0000010561 | 03/30/2022 | WAJAX (Power Systems) | 1,987.20 | A/P | CLEARED | 04/06/2022 |
| Total Issued (74): | | | \$873,285.61 | | | |
| Total Voided (0): | | | \$0.00 | | | |
| Grand Total: | | | \$873,285.61 | | | |
| Number of Cheques Listed: | | | 74 | | | |

| TOWNS PAYMENT ACTIVITY 2022 - As of April 8, 2022 | | | | | | |
|--|--|-----------------|----------------------------|-------------------------------|---------------------|---------------------|
| (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 | Current Balance |
| LSDOF201 | LSD of Georgetown | 131 | \$26,200.00 | \$0.00 | \$26,200.00 | \$19,650.00 |
| LSDOF202 | LSD of Marysville | 240 | \$48,000.00 | \$0.00 | \$48,000.00 | \$35,800.00 |
| TOWN0003 | Town of Clarke's Beach | 586 | \$117,200.00 | \$0.00 | \$117,200.00 | \$0.00 |
| TOWN301 | Town of Come by Chance | 118 | \$23,600.00 | \$0.00 | \$23,600.00 | \$0.00 |
| TOWN302 | Town of Norman's Cove-Long Cove | 333 | \$66,600.00 | \$0.00 | \$66,600.00 | \$53,280.00 |
| TOWN303 | Town of Chapel Arm | 254 | \$50,800.00 | \$0.00 | \$50,800.00 | \$35,560.00 |
| TOWN304 | Town of Southern Harbour | 184 | \$36,800.00 | \$0.00 | \$36,800.00 | \$32,800.00 |
| TOWN305 | Town of Sunnyside | 205 | \$41,000.00 | \$0.00 | \$41,000.00 | \$28,700.00 |
| TOWN502 | Town of Chance Cove | 148 | \$29,600.00 | \$0.00 | \$29,600.00 | \$20,720.00 |
| TOWN503 | Town of Arnold's Cove | 535 | \$107,000.00 | \$0.00 | \$107,000.00 | \$83,222.22 |
| TOWN0203 | Town of Colliers | 320 | \$64,000.00 | \$0.00 | \$64,000.00 | \$63,172.85 |
| TOWN0205 | Town of Holyrood | 1095 | \$219,000.00 | \$52,860.54 | \$271,860.54 | \$210,795.00 |
| TOWN0401 | Town of Aquaforte | 69 | \$13,800.00 | \$0.00 | \$13,800.00 | \$10,349.99 |
| TOWN0402 | Town of Bay Bulls | 617 | \$123,400.00 | \$0.00 | \$123,400.00 | \$86,380.00 |
| TOWN0403 | Town of Cape Broyle | 276 | \$55,200.00 | \$0.00 | \$55,200.00 | \$38,640.00 |
| TOWN0404 | Town of Fermeuse-Kingman's Cove | 179 | \$35,800.00 | \$0.00 | \$35,800.00 | \$27,744.96 |
| TOWN0405 | Town of Ferryland | 272 | \$54,400.00 | \$0.00 | \$54,400.00 | \$27,200.00 |
| TOWN0407 | Town of Renew's-Cappahayden | 234 | \$46,800.00 | \$0.00 | \$46,800.00 | \$46,800.00 |
| TOWN0408 | Town of St. Shott's | 50 | \$10,000.00 | \$0.00 | \$10,000.00 | \$7,500.00 |
| TOWN0410 | Town of Witless Bay | 744 | \$148,800.00 | \$0.00 | \$148,800.00 | \$111,600.00 |
| TOWN0411 | Town of Portugal Cove South | 92 | \$18,400.00 | \$0.00 | \$18,400.00 | \$13,800.00 |
| TOWN0504 | Town of Long Harbour-Mount Arlington Heights | 196 | \$39,200.00 | \$0.00 | \$39,200.00 | \$27,240.00 |
| TOWN0505 | Town of Fox Harbour | 134 | \$26,800.00 | \$0.00 | \$26,800.00 | \$18,760.00 |
| TOWN0507 | Town of St. Bride's | 139 | \$27,800.00 | \$0.00 | \$27,800.00 | \$20,849.89 |
| TOWN0508 | Town of Point Lance | 47 | \$9,400.00 | \$0.00 | \$9,400.00 | \$7,050.00 |
| TOWN0509 | Town of Branch | 161 | \$32,200.00 | \$0.00 | \$32,200.00 | \$22,000.00 |
| TOWN0510 | Town of Mount Carmel-Mitchell's Brook-St. | 299 | \$59,800.00 | \$0.00 | \$59,800.00 | \$44,850.00 |
| TOWN0511 | Town of St. Joseph's | 107 | \$21,400.00 | \$0.00 | \$21,400.00 | \$16,050.00 |
| TOWN0512 | Town of Admiral's Beach | 82 | \$16,400.00 | \$0.00 | \$16,400.00 | \$11,480.00 |
| TOWN0514 | Town of Colinet | 75 | \$15,000.00 | \$0.00 | \$15,000.00 | \$13,500.00 |
| TOWN0601 | Town of Whiteway | 163 | \$32,600.00 | \$0.00 | \$32,600.00 | \$22,820.00 |
| TOWN0602 | Town of Heart's Delight-Islington | 409 | \$81,800.00 | \$0.00 | \$81,800.00 | \$76,440.00 |
| TOWN0603 | Town of Heart's Desire | 125 | \$25,000.00 | \$0.00 | \$25,000.00 | \$19,840.00 |
| TOWN0802 | Town of Bay de Verde | 221 | \$44,200.00 | \$0.00 | \$44,200.00 | \$44,200.00 |
| TOWN0804 | Town of New Perlican | 162 | \$32,400.00 | \$0.00 | \$32,400.00 | \$22,680.00 |
| TOWN0805 | Town of Hant's Harbour | 193 | \$38,600.00 | \$0.00 | \$38,600.00 | \$32,166.66 |
| TOWN0806 | Town of Heart's Content | 239 | \$47,800.00 | \$0.00 | \$47,800.00 | \$27,670.00 |
| TOWN0807 | Town of Winterton | 295 | \$59,000.00 | \$0.00 | \$59,000.00 | \$44,250.00 |
| | | 9729 | \$ 1,945,800 | \$ 52,861 | \$ 1,998,661 | \$ 1,425,562 |

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

| TOWNS ACTIVITY - INVOICED MONTHLY (Jan - Dec 2022) | | | | | |
|--|-------------------|----------------|--------------------|---------------------|---------------------|
| CustCode | Town/LSD | No. Properties | Prior Year Balance | Total Invoices 2022 | Outstanding Balance |
| TOWN0001 | Town of Carbonear | 2175 | - | 129,890.86 | 63,706.77 |
| | | 2175 | - | 129,890.86 | 63,706.77 |

| | |
|--|------------------------|
| 2022 TOTAL OUTSTANDING INCORPORATED TOWNS | \$ 1,489,268.34 |
|--|------------------------|

EASTERN REGIONAL SERVICE BOARD
BRIEFING NOTE / REPORT

| | |
|----------------------|---|
| TITLE: | Clareville Transfer Station Garbage M60 Auger Rebuild |
| MEETING DATE: | 2022-04-14 |
| TO: | Board / Finance & Audit / Strategy & Policy / Governance |
| PREPARED BY: | Christie Dean, Director Operations |
| REVIEWED BY: | Lynn Tucker, Chief Administrative Officer |
| APPROVED BY: | Lynn Tucker, Chief Administrative Officer |

RECOMMENDED ACTION:

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

MOTION:

BE IT RESOLVED that the Finance and Audit Committee recommends that the Board proceed with the rebuild of the EM60 garbage auger at the Clareville Transfer Station in the amount of \$38,792.78 (HST included).

BACKGROUND/DISCUSSION:

- The Clareville Transfer Station was built in 2015 and began accepting waste in January of 2016.
- Since then, the garbage side of the facility has processed more than 32,878,000 kg of waste.
- This has resulted in the EM60 Auger being worn out.
- The most cost-effective way to address this issue is to rebuild the auger.
- The recycling EM60 Auger does not require a rebuild as it does not process as much material and remains in good condition.
- The recycling side of the facility is used as a backup when the waste side is undergoing maintenance.
- It is not possible to permanently switch sides and use the recycling auger since this side was designed for recycling and aspects such as the conveyor angle are not conducive to addressing the waste volumes and types of waste that are regularly accepted on the garbage stream side.

ATTACHMENTS:

Quote from Nexgen Municipal Inc. for the EM60 Auger rebuild.



NEXGEN MUNICIPAL
turning vision into value™

Quote

NexGen Municipal Inc.
4430 Mainway Drive
Burlington ON L7L5Y5

Quote NM02411
Date 3/24/2022
Page 1

Bill To:

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

Ship To:

Eastern Waste Management
Colin Rideout
52 Thompson Street
Clareville NL A5A 0G8

| Purchase Order No. | | Customer ID | Salesperson ID | Shipping Method | Payment Terms | Req Ship Date | Master No. |
|--------------------|-------------|---|----------------|-----------------|---------------|---------------|------------|
| TBD | | C330 | PARTS | TRUCK PPD&CHG | NET30 | 0/0/0000 | 33,028 |
| Quantity | Item Number | Description | UOM | Discount | Unit Price | Ext. Price | |
| 1 | CONPN | EM-60 Drive Parts for Rebuild 2022 Kit Includes: EM-60 Drive Spacers, Two of (358-1) and One (358-2), Slack Tightener assembly w/ Fasteners. | ea | 0.00 | 8,233.68 | 8,233.68 | |
| 2 | KP-KEYSTOCK | EM-60 Keystock | ea | 0.00 | 172.93 | 345.86 | |
| 1 | CONPN | EM-60 Fastener Kit Incl. 24 SHCS 3/4-10x 1.75"lg | ea | 0.00 | 0.00 | 0.00 | |
| 2 | KP1011-047 | EM 60 Bearing with Solid Lube 50% Discount | ea | 8,803.63 | 17,607.26 | 17,607.26 | |
| 3 | KP1471-044 | EM-60 Seal | ea | 0.00 | 2,515.35 | 7,546.05 | |
| 1.00 | MIFREIGHT | Delivery Charges TBD at Shipping | Ea | 0.00 | 0.00 | 0.00 | |
| | | | | Subtotal | | 33,732.85 | |
| | | | | Misc | | 0.00 | |
| | | | | Tax | | 5,059.93 | |
| | | | | Freight | | 0.00 | |
| | | | | Trade Discount | | 0.00 | |
| | | | | Total | | 38,792.78 | |

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

| | |
|----------------------|---|
| TITLE: | 2022 Household Hazardous Waste (HHW) Tender Award for Eastern Region |
| MEETING DATE: | 2022-04-14 |
| TO: | Board / Finance & Audit / Strategy & Policy / Governance |
| PREPARED BY: | Christie Dean, Director Operations |
| REVIEWED BY: | Lynn Tucker, Chief Administrative Officer |
| APPROVED BY: | Lynn Tucker, Chief Administrative Officer |

RECOMMENDED ACTION:

Staff recommends award of Household Hazardous Waste (HHW) Collection, Transportation and Disposal Services contract to GFL Environmental Services Inc. in the amount of \$44,880.00 (plus HST).

MOTION:

BE IT RESOLVED that the Finance and Audit Committee recommend that ERSB award the Household Hazardous Waste (HHW) Collection, Transportation and Disposal Services contract to GFL Environmental Services Inc. for the amount of \$44,880.00 (plus HST).

BACKGROUND/DISCUSSION:

- The tender for 17 Household Hazardous Waste (HHW) collection events to be held in the Eastern Region the spring and fall of 2022 closed on March 30, 2022.
- One bid was from GFL Environmental Services Inc. (formerly Revolution Environmental Solutions LP) in the amount of \$51,612.00 (including HST).
- The per event rate is \$3,036.00 (including HST). This is a significant increase from 2021 and is mostly attributed to increase in fuel costs.
- The 2021 per event rate was \$2,521.95 through Revolution Environmental Solutions LP (including HST).

- The 2020 per event rate was \$2,167.75 (including HST) through Revolution Environmental Solutions.
- The 2019 per event rate was \$2,645.00 (including HST) through Revolution Environmental Solutions.

ATTACHMENTS:

- Bid Form

Eastern Regional Service Board

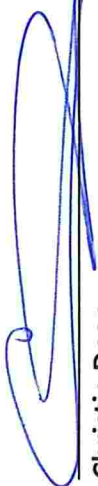
Household Hazardous Waste- Collection, Transportation and Disposal Services 2022


Closing Date and Time: Wednesday, March 30, 2022 - 11:00 am

Tender Description:

Household Hazardous Waste- Collection, Transportation and Disposal Services 2022

| Company | Base Bid | HST | Tender Total |
|---------------------------------|-----------|----------|--------------|
| GFL Environmental Services Inc. | 44,880.00 | 6,732.00 | 51,612.00 |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |


Christie Dean
Director of Operations


Witness

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

| | |
|----------------------|---|
| TITLE: | Purchase of Replacement Pickup Truck |
| MEETING DATE: | 2022-03-18 |
| TO: | Board / Finance & Audit / Strategy & Policy / Governance |
| PREPARED BY: | Craig Drover, Director Corporate Services |
| REVIEWED BY: | Lynn Tucker, Chief Administrative Officer |
| APPROVED BY: | Lynn Tucker, Chief Administrative Officer |

RECOMMENDED ACTION:

The Board approve the purchase of a 2022 GMC Sierra 1500 truck to replace the one damaged in the accident in Blaketown. Total cost is \$59,769.80 (HST and Registration Fees included). Amended amount - \$66,009.70.

MOTION:

BE IT RESOLVED that the Eastern Regional Service Board approves the purchase of one 2022 GMC Sierra 1500 truck from Terra Nova Motors for \$59,769.80 (HST and Registration Fees included)

Amended Motion - BE IT RESOLVED that the Eastern Regional Service Board approves the purchase of one 2022 GMC Sierra 1500 truck from Terra Nova Motors for \$66,009.70 (HST and Registration Fees included)

BACKGROUND/DISCUSSION:

- The Board's 2015 Dodge Ram 1500 pickup truck was recently involved in an accident and is anticipated to be written off by insurance. The employee was seen by a doctor who cleared him to return to work the next day. The Board does not have any spare vehicles to put back in service as the 2008 Ford F350, the 2013 GMC 3500 and the 2014 Dodge Ram 1500 are all in the process of being disposed of. The new vehicle will be used by the Supervisor of Operations to visit all of the WRFs and to be used as a backup to tow the recycling trailer in case the heavy-duty truck is not available.
- Upon physical inspection by the Manager of Facilities and Fleet, the original GMC Sierra 1500 quoted by Terra Nova Motors did not have an essential option required. This was not readily apparent from the specification sheet and was only identifiable from physical inspection. The difference in price is a result of having to proceed with a different option package to make sure the truck was both available and had the correct options.

- The Province's Standing Offer Agreement for vehicle acquisition through the public procurement process has been suspended due to the global shortage in microchips and available vehicles. Three quotes were obtained – Terra Nova Motors - \$59,769.80, Hickman Auto Group - \$66,142.67 and Hickman Chrysler - \$70,460.79

ATTACHMENTS:

- Quote from Terra Nova Motors for the 2022 GMC Sierra 1500.

DRAFT

LAST FIRST OFFICE EXT. **MERCER, TOMMY**

HOME CELL. TERRA NOVA GMC BUICK
595 KENMOUNT ROAD, P.O. BOX 13158
ST. JOHN'S, NEWFOUNDLAND
709-700-2023 A1B 3B9

FAX STOCK # K1500 SIERRA LTD DOUBLE CAB PRO STD/BOX (1SA)

| Selling price | | \$52,227.00 | |
|------------------|-------------|-------------|--|
| Cap. Options | \$0.00 | | |
| Credits | \$0.00 | | |
| Service contract | \$0.00 | | |
| Appearance Prot. | \$0.00 | | |
| Add. Equip. | \$0.00 | | |
| Adj. Retail | \$52,227.00 | | |
| Credits TX Inc. | \$500.00 | | |
| Cash TX Inc. | \$0.00 | | |
| GM Card | \$0.00 | | |
| Trade-In | \$0.00 | | |
| Lien | \$0.00 | | |
| Lease debt | \$0.00 | | |
| Other | \$0.00 | | |
| License Fees | \$180.00 | | |
| Other Fees | \$10.00 | | |
| KMs / Year | 24000 | | |
| Demo KMs | 15 | | |

| Manufacturer SCOTIA BANK Financing (BI-WEEKLY) | | | | | | |
|--|------------|------------|----------|----------|----------|----------|
| TERMS | 12 | 24 | 30 | 36 | 42 | 48 |
| RATE | 0.99% | 0.99% | 0.99% | 0.99% | 0.99% | 0.99% |
| PAYMENT \$ | \$2,313.27 | \$1,162.63 | \$932.46 | \$778.96 | \$669.43 | \$587.19 |

| Cash deal | | | | | |
|-----------|-------------|-----------------------------|--------|--------------|-------------|
| Total | \$59,769.80 | Down payment (Cash TX Inc.) | \$0.00 | Total Amount | \$59,769.80 |

REGISTRANT (COMPANY) ☐

WAIVE SEC. DEPOSIT ☒

NOTES

APPLIED CREDITS

Business Choice

GM Vehicle Locator

Dealer Information
TERRA NOVA MOTORS LIMITED
595 KENMOUNT ROAD
ST. JOHN'S, NF A1B3P9
Phone: 709-364-4130
Fax: 709-364-7705

IGTR9AEDTNZ178473

Model Year: 2022
Make: GMCL-GMC
Model: 1500 Sierra Limited
TK18753-Double Cab Standard Box, 4WD
PEG: 1SA-Sierra Pro
Primary Color: GAZ-Summit White
Trim: H0U-3SA/3SB/1SA-Cloth, Jet Black, Interior Trim
Engine: L84-Engine: 5.3L, EcoTec3 V-8, DI, Dynamic Fuel Mgt, V V T
Transmission: MQE-8-Speed Automatic

Event Code: 5000-Delivered to Dealer
Order #: ZWJMCK
MSRP:
Order Type: TRE-Retail Stock
Stock #: NONE

Additional Vehicle Information

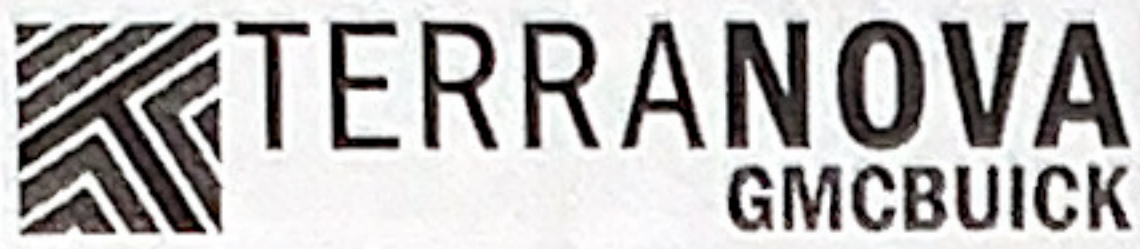
GM Marketing Information

Vehicle Options

| Chargeable Options | MSRP |
|--|------------|
| A2X-Power Seat Adjuster (Driver's Side) | \$500.00 |
| AIR-CONDITIONING CHARGE | \$100.00 |
| CGN-Bed Liner, Spray-on, Black Textured Polyurea | \$600.00 |
| K14-120 Volt Electrical Receptacle, In Cab | \$275.00 |
| L84-Engine: 5.3L, EcoTec3 V-8, DI, Dynamic Fuel Mgt, V V T | \$1,845.00 |
| PEB-Sierra Value Package | \$1,495.00 |
| R30-Tires: LT275/65 R18 "C" All Terrain, Blackwall | \$575.00 |
| UHN-Wheels: 18" 6-Spoke Machined w/ Dk Grey Accents, Alum. | \$690.00 |
| X31-Off-Road Package | \$1,250.00 |

No Cost Options

1SA-Sierra Pro
BG9-Floor Covering: Rubberized Vinyl, Graphite
C4P-AIR CONDITIONING, SEMI-AUTO.
C5W-3175 kg (7000 lbs)
GU5-3.23 Ratio
MQE-8-Speed Automatic
Z49-CANADIAN BASE EQUIPMENT



TERRA NOVA MOTORS LIMITED
595 KENMOUNT ROAD
ST. JOHN'S, NL, A1B 3P9

Rep: THOMAS MERCER
Phone: (709) 364-4130
Fax:

Date: 03/19/2022
Key: 18849
Tax: NL

Vehicle

2022 GMC SIERRA 1500 LIMITED SLE



Stock # 220197
VIN 1GTR9BED0NZ145496
Type New Vehicle
Model # TK18753
Exterior SUMMIT WHITE
Interior JET BLACK, CLOTH SEAT TRI
Engine 5.3L ECOTEC3 V8
Transmission 10-SPD AUTOMATIC TRANSM
Drive Four Wheel Drive
Body 4WD Double Cab 147"
Odometer 19

Customer

| | | | |
|----------------|--------------------------------|---------------|--------------------|
| Name | Eastern Regional Service Board | Source | Terra Nova Website |
| Address | 255 Majors Path , Suite 3 | Lead | Internet |
| City, Province | ST. John's, NL | Home Phone | |
| Code | 572261 | Business | |
| Email | cdrover@ersbnl.ca | Cell | |
| Postal Code | A1A 0L5 | Contract Date | 03/18/2022 |
| CoBuyer | | Payment Date | 03/18/2022 |

Cash Deal

| | | | |
|------------------|--------------------|----------------------------|--------------------|
| Selling Price | \$58,073.00 | HST Taxable | \$57,678.00 |
| FLEET DISCOUNT | (\$1,000.00) | HST 15% | \$8,651.70 |
| Fuel | \$0.00 | Payout Lien Amount | \$0.00 |
| License Fee | \$180.00 | Deposit | \$0.00 |
| Admin Fee New | \$10.00 | 2022 Business Choice Progr | (\$500.00) |
| Tire Levy | \$45.00 | Total Balance | \$66,009.70 |
| Other fee | \$0.00 | | |
| STEPS | \$550.00 | | |
| Trade | \$0.00 | | |
| Sub Total | \$57,858.00 | | |

I / We have reviewed the above disclosure and agree to the vehicle, price and payment information as declared.

X
Eastern Regional Service
Board
X
Dealer Acceptance

From: [Lynn Tucker](#)
To: [Holly Coles](#)
Subject: RESPONSE REQUIRED FOR AMENDED Motion by Email: Purchase of One 2022 GMC Sierra 1500
Date: March 21, 2022 2:38:42 PM
Attachments: [Briefing Note Draft 2022 Vehicle Purchase MARCH 18 2022 Amended.pdf](#)
Importance: High

Good Day,

On Friday you received a request for vote by email for the purchase of a new pickup truck for the Board. Thank you for your timely response; however, since sending the information it was noted that the GMC Sierra 1500 quoted by Terra Nova Motors did NOT have an essential option required (brake controller on dash). This was not readily apparent on the specifications sheet provided and was only identified upon physical inspection of the truck. Therefore, we had to request a quote on another pickup and this affected the price. The initial truck included in Friday's email was quoted at \$59,769.80 (HST and registration fees included). The only available truck with all required components has been quoted at \$66,009.70 (HST and registration fees included). This price remains the lowest of all quotes we've received from other dealerships. The truck is here and available as soon as we have the motion to purchase it; otherwise, we will have to wait for more trucks to be delivered to the dealership.

Attached is an amended briefing note and the quote from Terra Nova Motors. Would you please review this information and send along your response to the motion below at your earliest convenience to Holly at hcoles@ersbnl.ca.

Moved by Chair Harold Mallowney:

MOTION: BE IT RESOLVED that the Eastern Regional Service Board approves the purchase of one 2022 GMC Sierra 1500 truck from Terra Nova Motors for \$66,009.70 (HST and registration fees included).

Please do not hesitate to contact me at 579-7960 if you have any questions or concerns.

Kindest regards,

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

**THOSE WHO RESPONDED ELECTRONICALLY TO THE MOTION BY EMAIL
TO APPROVE THE PURCHASE OF A 2022 GMC SIERRA 1500**

THE VEHICLE IS: (1) 2022 GMC SIERRA 1500 TRUCK

MOTION: BE IT RESOLVED that the Eastern Regional Service Board approves the purchase of one 2022 GMC Sierra 1500 truck from Terra Nova Motors for \$66,009.70 (HST and registration fees included).

(Motion sent by email on Monday, March 21, 2022)

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
Nathan Ryan
Gerard Tilley
Mark Vardy
Larry Vaters

AGAINST

(Alphabetical order)

None

NO RESPONSE

(Alphabetical order)

Danny Breen
Maggie Burton
Harold Mulloney
Carl Ridgeley
Hilda Whelan

EASTERN REGIONAL SERVICE BOARD
BRIEFING NOTE / REPORT

| | |
|----------------------|---|
| TITLE: | Increased Fuel Costs and Fuel Adjustment Payments |
| MEETING DATE: | 2022-04-27 |
| TO: | Board / Finance & Audit / Strategy & Policy / Governance |
| PREPARED BY: | Lynn Tucker, Chief Administrative Officer |
| REVIEWED BY: | Lynn Tucker, Chief Administrative Officer |
| APPROVED BY: | Lynn Tucker, Chief Administrative Officer |

RECOMMENDED ACTION:

No recommended action. For information purposes only.

MOTION:

N/A

BACKGROUND/DISCUSSION:

- Following the recent and significant increases in fuel prices, especially diesel, a review of the Board's fuel costs, and fuel adjustment payments was completed.
- The Board's waste collection tenders have a fuel adjustment clause to address changing fuel prices.
- A fuel adjustment more than the base rate is paid to the Contractor while a fuel adjustment below the base rate is credited to the Board.
- **Fuel costs for the first quarter of 2022 was up 63% over the first quarter of 2021** (see Table 1, page 2).
- Fuel adjustment payments totalled \$48,131.88 for the period of Jan 1, 2010, through Dec 31, 2019 (120 mos.). This equates to an average of \$401.10 per month.
- Fuel adjustment payments of \$28,815.91 have been paid since January 1, 2020, or the contract start date if later (see Table 2 below). This equates to an average of \$1,108.30 per month.
- This is a significant monthly increase of 176% in fuel adjustment costs.

TABLE 1: Fuel Costs Comparison for the First Quarter 2021 and 2022

| Month | 2021 | 2022 | Difference (%) |
|----------|-------------|--------------|----------------|
| January | \$17,081.51 | \$29,027.46 | + 70% |
| February | \$18,807.30 | \$32,191.96 | + 71% |
| March | \$28,741.21 | \$44,096.36 | + 53% |
| Total | \$64,630.02 | \$105,315.78 | + 63% |

TABLE 2: Fuel Escalation Payments 2020-2022

| Contract | Period | Total |
|---------------------------------|---------------------------------------|--------------|
| Trinity Bay South/Center | Jan 1, 2020 to Dec 31, 2021 (24 mos.) | \$5,344.80 |
| Trinity Conception North | Apr 1, 2020 to Dec 31, 2021 (21 mos.) | \$10,133.55 |
| Conception Bay Center | Oct 1, 2020 to Dec 31, 2021 (14 mos.) | \$3,799.97 |
| Bay de Grave* | Jan 1, 2020 to Dec 31, 2021 (24 mos.) | (\$2,576.97) |
| Southern Shore* | Jan 1, 2020 to Dec 31, 2021 (24 mos.) | (\$2,063.37) |
| Southwest Avalon | Jul 1, 2021 to Dec 31, 2021 (6 mos.) | \$384.36 |
| Placentia Bay & Area* | Jan 1, 2020 to Dec 31, 2021 (24 mos.) | (\$1,488.64) |
| Smith Sound Area* | Feb 1, 2020 to Dec 31 2021 (23 mos.) | (\$2,674.20) |
| TOTAL PAID TO CONTRACTOR | | \$10,859.49 |
| Carbonear Area* | Jan 1, 2020 to Feb 28, 2022 (26 mos.) | (\$713.73) |
| Isthmus Area | Oct 1, 2020 to Feb 28, 2022 (17 mos.) | \$17,159.79 |
| Pouch Cove | Feb 1, 2021 to Feb 28, 2022 (13 mos.) | \$1,510.36 |
| TOTAL PAID TO CONTRACTOR | | \$17,956.42 |
| TOTAL PAID FOR FUEL ADJUSTMENTS | | \$28,815.91 |

* Resulted in credit to ERSB

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

| | |
|----------------------|--|
| TITLE: | Ongoing Issues and Requests for Meetings with Town Council of Harbour Grace Regarding Access at Harbour Grace Waste Recovery Facility |
| MEETING DATE: | 2022-04-13 |
| TO: | Board / Finance & Audit / Strategy & Policy / Governance |
| PREPARED BY: | Lynn Tucker, Chief Administrative Officer |
| REVIEWED BY: | Lynn Tucker, Chief Administrative Officer |
| APPROVED BY: | Lynn Tucker, Chief Administrative Officer |

RECOMMENDED ACTION:

- It is recommended that the Board send the attached letter dated April 7, 2022 to the Town of Harbour Grace to bring their attention once again to the ongoing issues at the waste recovery facility and to request a meeting.
- The Town is quoted in an article in The Shoreline News dated March 24, 2022, that *"they are anxious to discuss problems with the operating hours of the regional facility in Harbour Grace."* This is surprising to the Board as the Board has been requesting a meeting with the town to discuss the waste recovery facility since 2020.
- In addition to the access issues at this site, the Board continues to incur significant expense to address the vandalism at this site.
- **In absence of a permanent solution with the Town to restrict access to the waste recovery facility, it is recommended that the Board consider moving the facility.**

MOTION:

No motion required.

BACKGROUND:

- The Board has been requesting a meeting with the Town of Harbour Grace to discuss the ongoing issues at the waste recovery facility since September 18, 2020 (copy attached).

- When the Board did not receive a response to this letter, the Board followed up with another letter dated January 20, 2021 requesting a meeting with the Town Council (copy attached).
- The Town Clerk/Manager, Amy Parsons, acknowledged receipt of this letter and noted it would be included for their next meeting (copy of email attached).
- On February 25, 2022, the Town Clerk/Manager, Amy Parsons, again noted she would put forth the Board's request at their next council meeting (copy of email attached).
- **The Board still awaits a response to the letters and emails.**
- There continues to be prolonged significant increase to the amount of illegal dumping and illegal access at the Harbour Grace Waste Recovery Facility (WRF).
- While a solution has been developed in conjunction with Environmental Protection Officers and adjacent property owners that has seen success for Incinerator Road, illegal dumping at the Selby's Road side of the WRF has increased.
- Illegal dumping in the Selby's Road area continues since the Town of Harbour Grace prevents ERSB from securing that portion of the site.
- The Town has advised ERSB that the road cannot be blocked and thus there is no way to prevent illegal access to the site.
- Illegal dumping in this area includes materials placed inappropriately in the provided bins/berms or inappropriate material left at the WRF.
- Illegal dumping at this location presents numerous issues for ERSB including;
 - ERSB cannot control the type of material being dumped i.e. HHW materials, liquid waste, biomedical waste; etc.
 - ERSB has to ensure that all materials removed from the WRF is appropriately disposed of even when the material is not of the kind acceptable at the facility. This drives up costs for our Board.
 - Having inappropriate materials at the site or materials indiscriminately dumped everywhere at the location negatively impacts the experience of compliant clients using the site. They note that it makes the Harbour Grace facility "look like a dump".
 - Additional payroll costs for ERSB as staff must be removed from their regular job to complete cleanups at the site following illegal dumping, perimeter cleanups of windblown materials, preparing tires and electronics for removal to the regional facility.
 - Addressing illegal dumping is not part of ERSB's mandate.
 - As of January 2020 ERSB employs only one (1) Labourer and addressing illegal dumping issues at this site is most often not a one-person job.
 - ERSB does not have the heavy equipment required to address illegal dumping at these sites.
- During site selection and development, the road was an ATV path and staff were told it was wood path.
- In 2016 the road remained little more than an ATV path.
- In Spring of 2018, as the Town started to develop the road further, the ERSB underwent significant expense to secure the site using jersey barriers and chains.

The chains have subsequently been removed by vandals and the site continues to provide access through the Selby's Road access.

- In 2020 road improvements by the Town continue resulting in the site being increasingly less secure.
- Staff feel they can no longer maintain the parameters identified in the Certificate of Approval for the site. Namely, site security meant to ensure prohibited items such as HHW and food waste, etc., are diverted from the site and to ensure the safety of operators on duty while site may be accessed.
- On Monday May 11th, 2015 there was a fire at the WRF that was a result from illegal access to the site and scavenging of materials. In addition, commercial operators and non-commercial residents have full access anytime of the day.
- This impacts the segregation of material which is another requirement of the Certificate of Approval.
- In addition to the above, we continue to experience significant vandalism at this site. The Site Attendants who work at this facility are unable to use the hut provided that includes their washroom as the hut is so badly vandalized on a regular basis. The staff currently go home to avail of washroom facilities. In addition, this means they have no where to get inside to warm up during cold or wet periods.
- The site attendants cannot leave the propane heater, propane tank, or any supplies provided to them onsite when they leave. They must take everything with them every shift including pens, papers, hand sanitizers, masks, etc.
- This results in the Board having to do regular repairs on the gate at the facility as it is often vandalized. In addition, the Board replaces locks on the gate on a regular basis. Recently the Board had to replace the door box/frame to the hut as it was so badly damaged it could not be repaired.
- **The Environmental Protection Officer for the area is aware of ERSB's ongoing issues and suggested working with the Town. However, despite repeated efforts to communicate with the Town, road improvements continue and the job of maintaining the site becomes more difficult to impossible.**

Attachments:

- Letter dated April 7, 2022 to the Town of Harbour Grace
- Brief Note dated September 15, 2020
- Copy of Article from The Shoreline News, March 24, 2022, p.7
- Copy of email from Town of Harbour Grace dated February 25, 2022
- Copy of email from Town of Harbour Grace dated January 21, 2021
- Copy of letter sent to the Town of Harbour Grace from ERSB dated January 20, 2021
- Copy of letter sent to the Town of Harbour Grace from ERSB dated September 18, 2020

Picture 1 – Illegal Dumping August 2020



Picture 2 - Shelby's Road During Site Development



Picture 3 - Shelby's Road August 2020



April 7, 2022

Town of Harbour Grace
Attn: Mayor Don Coombs
112 Water Street
P.O. Box 310
Harbour Grace, NL A0A 2M0

Dear Mayor Coombs, Councillors and Staff,

I am following up again with Council after seeing the recent article in The Shoreline News (March 24, 2022) where under the NO DUMPING headline on page 7, Mayor Coombs says, *"that's another reason the town is anxious to meet with officials of Eastern Waste Management to discuss problems with the operating hours of the regional facility in Harbour Grace."*

The Eastern Regional Service Board (the Board) is pleased to hear that Council wants to meet as the Board has been requesting a meeting with Council since 2020 to discuss ongoing issues at the waste recovery facility. I am enclosing copies of letters sent to the town dated September 18, 2020 and January 20, 2021 as well as emails from Ms. Parsons confirming receipt of the letters. Ms. Parsons also confirmed that these letters would be tabled at upcoming Council meetings.

These letters will once again draw your attention to the ongoing issues at the Harbour Grace Waste Recovery Facility (WRF). The Board continues to experience issues as outlined in the enclosed letters and we had hoped to work with the Town to determine a permanent solution to the prolonged and significant increase to the amount of illegal dumping and illegal access to the site. Our Board is dedicated to finding a resolution to these issues to ensure that we are operating in accordance with our Certificates of Approval, legislation, etc.


The Board would appreciate a response to acknowledge receipt of this letter as well as confirmation of whether or not your Council is interested in working with our Board to address the ongoing issues at the Harbour Grace Waste Recovery Facility.

.../2

Town of Harbour Grace
Page 2
April 7, 2022

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

Sincerely yours,
EASTERN REGIONAL SERVICE BOARD



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

Enclosures

1. Email from Town Clerk/Manager Amy Parsons, February 25, 2022
2. Email from Town Clerk/Manager Amy Parsons, January 21, 2021
3. Letter to Town of Harbour Grace, January 20, 2021
4. Letter to Town of Harbour Grace, September 18, 2020
5. Letter to Town of Harbour Grace, May 29, 2018
6. Letter to Town of Harbour Grace, August 17, 2017
7. Copy of article from The Shoreline News, March 24, 2022

- c Deputy Mayor Keith Skinner (keithskinner@hrgrace.ca)
Councillor Brendan Chafe (brendanchafe@hrgrace.ca)
Councillor Sharon Reynolds (sharonreynolds@hrgrace.ca)
Councillor Lee Rogers (leerogers@hrgrace.ca)
Councillor Gordon Stone (gordonstone@hrgrace.ca)
Councillor Randy Wrice (randywrice@hrgrace.ca)
Amy Parsons, Town Clerk/Manager (amyparsons@hrgrace.ca)
Dianne Rees, Administrative Assistant (diannerees@hrgrace.ca)
Town's General Email: thg@hrgrace.ca
Glenn Clarke, ERSB Representative for Trinity Conception North Area
(glennclarke@townofvictoria.ca)
Bren Hanlon, Assistant Deputy Minister, Municipal Infrastructure & Support Branch, Municipal and
Provincial Affairs, Government of Newfoundland and Labrador(brenhanlon@gov.nl.ca)
Christa Curnew, Manager of Waste Management Infrastructure, Environment and Climate Change,
Government of Newfoundland and Labrador(christacurnew@gov.nl.ca)

Harbour Grace pasture can carry on as normal

By Craig Westcott
The Shoreline

What looked at first to be a negative decision has turned out to be okay for people to use the 'community pasture' on the southside of Harbour Grace.

At last week's public council meeting, Mayor Don Coombs referenced a letter from the provincial Minister of Forestry and Agriculture that seemed to put the kibosh on further use of the land. But after meeting with representatives of the animal owners the next day, Coombs was delighted to learn they will be able to carry on.

The group had written the minister asking for a licence which would have enabled them to apply for government funding. The Town had offered its support for the request. But after weighing it, officials in his department advised the Minister to say no.

"But they did give approval that they could look at working with the property owners and that they could continue to use the pasture, which they've done," Coombs said.

The pasture is used by people from Harbour Grace and surrounding areas who graze their livestock there during the summer. Coombs said it has been used that way "forever."

Coombs said the group told him they can carry on without the licence as they are self-sufficient financially.

by any residence, according to the Municipalities Act, the Town has to charge this tax to the resident," Skinner said. "For the residents on Fishermen's Road who are concerned about that, there is a two-inch line that runs in front of these properties, and this two-inch line was put there a number of years ago. And of course, when we put water and sewer in so far, we eliminated that well (that was there) and we hooked that two-inch line onto where the eight-inch main water lines are."

Mayor Coombs acknowledged the Town has heard from a number of people who are concerned about having to pay the tax.

"I'm prepared to sit down with the residents and explain it to them," he said. "We have no choice under the Municipalities Act but to charge when the water goes by the property, and I have asked for the committee to meet and review it. So, I'll reach out to the people and explain it to them if council is okay with that."

VACANT LAND TAX

As the result of a review of Harbour Grace's budget by the Department of Municipal Affairs, council has established a minimum Vacant Land Tax of \$50.

Finance committee chairperson Sharon Reynolds made the motion to amend the Town's Tax structure to accommodate the change. "Again, it was identified

& Wright have presented draft construction drawings on two heritage district walks, the Harbour Walk and the Shipyard Walk.

Councillor Randy Wrice, who chairs the tourism and heritage committee, noted the Harbour Grace Board of Culture successfully applied to Heritage NL for \$8,125 in funding to help supplement the completion of a third and final category of historic walks.

NO DUMPING

Council will look at placing No Dumping signs on the Old Kildare Road after a resident complained about garbage being left there.

Deputy Mayor Keith Skinner said sometimes when people come to town to drop off garbage at the Eastern Waste regional facility and find that it's closed for whatever reason they'll look for a back road to offload it.

Mayor Coombs said that's

another reason the Town is anxious to meet with officials of Eastern Waste Management to discuss problems with the operating hours of the regional facility in Harbour Grace. Coombs is hoping to host such a meeting at the Danny Cleary Community Centre shortly.

"Certainly, I don't think council would have a problem with putting up some signs and the sooner the better," he said.

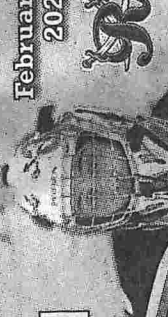
COVID SURGE

Meanwhile, the current coronavirus surge has impacted the operations of the Danny Cleary Centre.

Councillor Stone said some 60 per cent of the staff at the centre were off because of omicron recently.

"We've got a very dedicated staff and because they are dedicated and put a lot of time up there with our children and with the public,

they managed to keep the place going except for a day and a half," Stone said. "The manager and all the staff worked together, some long, hard work on our behalf under difficult conditions. I just want to reach out and say thank you to them and wish them all the best. They're doing a fantastic job of keeping the centre going. I'm sure every councillor appreciates that. It's a very important part of our town."



JORDAN BLACKWOOD

February 2022

CBR Junior Renegades

Tim Hortons

PLAYER of the MONTH

cbrjrenegades.ca

Saturday, June 11th

(Weather Permitting)

1pm - 4pm

at Honda One

1141 Topsail Road, Mount Pearl



Annual

TV Show

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

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

RECOMMENDED ACTION:

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

MOTION:

No motion required.

BACKGROUND:

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

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

From: amyparsons@hrgrace.ca
To: [Lynn Tucker](#)
Subject: RE: Eastern Waste Management - Incinerator/dump in Harbour Grace
Date: February 25, 2022 10:16:32 AM

Hi Ms. Tucker,

I will forward to accounts receivable the below & put forth for next council meeting the letter.

Amy Parsons

From: Lynn Tucker <ltucker@ersbnl.ca>
Sent: Friday, February 25, 2022 10:06 AM
To: amyparsons@hrgrace.ca
Subject: FW: Eastern Waste Management - Incinerator/dump in Harbour Grace

Good Morning Amy,

Extensive work on titles and deeds was completed at the time the waste recovery facility was being planned and built. I am gathering those materials and will have them for you soon.

For your information, as per Sections 118(b) and 120(2) of the *Municipalities Act*, the Board's sites and facilities cannot be assessed property or business taxes.

In closing, our Board sent several letters to the Harbour Grace Council over the past several years regarding the waste recovery facility. I have attached a copy of the latest sent in January 2021. We await a response.

Kindest regards,
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

From: amyparsons@hrgrace.ca <amyparsons@hrgrace.ca>
Sent: February 25, 2022 9:53 AM
To: Holly Coles <HColes@ersbnl.ca>
Subject: Eastern Waste Management - Incinerator/dump in Harbour Grace

Hi Holly,

We are emailing to request the deed of conveyance for the Eastern Waste Management Site in Harbour Grace. We have not received any tax payment for that site and wonder if you can look into this for us.

Thank you.

Amy Parsons Town Clerk/Manager

Town of Harbour Grace

P. O. Box 310

Harbour Grace, NL A0A 2M0

Phone: 709-596-3631

FAX: 709-596-1991

September 18, 2020

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

Dear Mayor Coombs, Councillors and Staff;

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

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

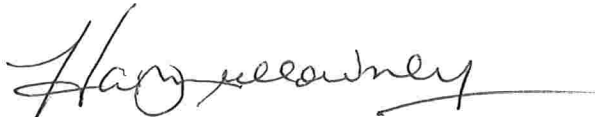
- o ERSB cannot control the type of material being dumped i.e. HHW materials, liquid waste, biomedical waste; etc.
- o ERSB has to ensure that all materials removed from the WRF are appropriately disposed of even when the material is not acceptable at the facility.
- o Having inappropriate materials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

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

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

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

Sincerely yours,

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

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

Chairperson

From: amyparsons@hrgrace.ca
To: [Lynn Tucker](#); doncoombs@hrgrace.ca; don.coombs@easternhealth.ca
Cc: sonia.williams@hrgrace.ca; lydabyrne@hrgrace.ca; paulfitzgerald@hrgrace.ca; kathy.tetford@hrgrace.ca; shawnvaters@hrgrace.ca; kevinwilliams@hrgrace.ca; diannerees@hrgrace.ca; thg@hrgrace.ca; [Harold Mullowney](#); [Holly Coles](#); [Glenn Clarke](#)
Subject: RE: Ongoing issues at Harbour Grace Waste Recovery Facility
Date: January 21, 2021 11:36:34 AM

Hi Ms. Tucker,

Thank you for your letter I will include in our next meeting.

Amy

From: Lynn Tucker <ltucker@ersbnl.ca>
Sent: Thursday, January 21, 2021 11:30 AM
To: doncoombs@hrgrace.ca; don.coombs@easternhealth.ca; amyparsons@hrgrace.ca
Cc: sonia.williams@hrgrace.ca; lydabyrne@hrgrace.ca; paulfitzgerald@hrgrace.ca; kathy.tetford@hrgrace.ca; shawnvaters@hrgrace.ca; kevinwilliams@hrgrace.ca; diannerees@hrgrace.ca; thg@hrgrace.ca; Harold Mullowney <hmullowney@irishloop.nf.ca>; Holly Coles <HColes@ersbnl.ca>; Glenn Clarke <glennclarke@eastlink.ca>
Subject: Ongoing issues at Harbour Grace Waste Recovery Facility

Dear Mayor Coombs, Councillors and Staff,

Please see attached letters from Mr. Harold Mullowney, Chairperson, Eastern Regional Service Board regarding ongoing issues at the Harbour Grace Waste Recovery Facility.

Kindest regards,

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

January 20, 2021

Town of Harbour Grace
Attn: Mayor Don Coombs
112 Water Street, P.O. Box 310
Harbour Grace, NL A0A 2M0

Dear Mayor Coombs, Councillors and Staff,

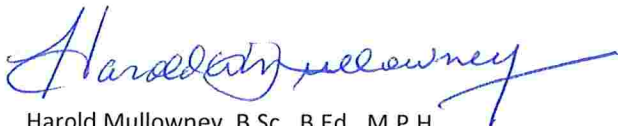
I am following up on a letter sent by the Eastern Regional Service Board (the Board) to the Town of Harbour Grace dated September 18, 2020 (copy enclosed). To date, we have not received a response to this letter.

The letter was sent to once again draw your attention to the ongoing issues at the Harbour Grace Waste Recovery Facility (WRF). The Board continues to experience issues as outlined in the enclosed letter and we had hoped to work with the Town to determine a permanent solution to the prolonged and significant increase to the amount of illegal dumping and illegal access to the site. Our Board is dedicated to finding a resolution to these issues to ensure that we are operating in accordance with our Certificates of Approval, legislation, etc.

The Board would appreciate a response to acknowledge receipt of these letters as well as confirmation of whether or not your Council is interested in working with our Board to address the ongoing issues at the Harbour Grace Waste Recovery Facility.

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

Sincerely yours,
EASTERN REGIONAL SERVICE BOARD



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

Enclosure: Copy of letter sent September 18, 2020

c Deputy Mayor Sonia F. Williams (Sonia.williams@hrgrace.ca)
Councillor Lyda Byrne (lydabyrne@hrgrace.ca)
Councillor Paul Fitzgerald (paulfitzgerald@hrgrace.ca)
Councillor Kathy Tetford (Kathy.tetford@hrgrace.ca)
Councillor Shawn Vaters (shawnvaters@hrgrace.ca)
Councillor Kevin Williams (kevinwilliams@hrgrace.ca)
Amy Parsons, Town Clerk/Manager (amyparsons@hrgrace.ca)
Dianne Rees, Administrative Assistant (diannerees@hrgrace.ca)
Town's General Email: thg@hrgrace.ca

September 18, 2020

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

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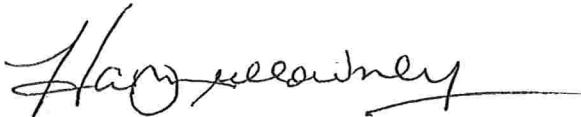
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In closing, please be assured that the ERSB continually works to maintain a high level of service excellence to our customers, our communities and our people. We have worked closely with property owners, the RCMP and government representatives to successfully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

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

Sincerely yours,

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

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

Chairperson

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

| | |
|----------------------|--|
| TITLE: | Sponsorship of MNL's 2022 Municipal Symposium May 5-7, 2022, Gander |
| MEETING DATE: | 2022-04-20 |
| TO: | Board / Finance & Audit / Strategy & Policy / Governance |
| PREPARED BY: | Lynn Tucker, Chief Administrative Officer |
| REVIEWED BY: | Lynn Tucker, Chief Administrative Officer |
| APPROVED BY: | Lynn Tucker, Chief Administrative Officer |

RECOMMENDED ACTION:

That the Board provide sponsorship of \$2,500 to MNL's 2022 Municipal Symposium taking place May 5-7, 2022 in Gander.

MOTION:

BE IT RESOLVED that the Governance Committee recommend that ERSB provide sponsorship in the amount of \$2,500.00 for MNL's 2022 Municipal Symposium taking place May 5-7, 2022 in Gander.

BACKGROUND/DISCUSSION:

- The Board has been providing sponsorship to MNL's municipal symposiums for several years.
- The Board historically provided sponsorship at the gold level of \$2,500.00
- For this sponsorship, the Board can expect:
 - Public recognition on all press releases and announcements.
 - Quarter page ad in the printed event guide.
 - Corporate logo placement on all printed materials, sponsor rolls, MNL symposium website, and sponsor card in delegate kits.
 - Social Media Shout Outs (Facebook, Twitter, and Instagram)
 - Up to two (2) complimentary registrations.
 - Post-symposium email blast to registered delegates.

ATTACHMENTS:

- MNL Sponsorship Package



SPONSORSHIP PACKAGE

2022 Municipal Symposium
May 5-7, 2022
Gander, NL

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INTRODUCTION

The Municipal Symposium is hosted annually by Municipalities Newfoundland and Labrador (MNL). In 2022, the event will be delivered both in-person and virtually in the Town of Gander.

Event Overview

The Municipal Symposium is the second largest annual gathering of municipal elected officials and municipal staff in the province. As in previous years, the event is being held at the Quality Inn in Gander on May 5-7, 2022. This event will bring together over 250 Mayors, Deputy Mayors, Councillors, CAOs, Town Managers/Clerks and others. They will participate in over 20 sessions and approximately 15 hours of presentations, discussions, panels, and other educational and networking opportunities. That content will be recorded and will be hosted On Demand at <http://mnlsymposium.ca> for 30 days following the live event.

Target Audience

Approximately 250 elected officials and municipal staff will be in attendance, including Mayors, Deputy Mayors, Councillors, CAOs, Town Managers/Clerk and many others. They will represent over 100 municipalities from across Newfoundland and Labrador, including communities with a population of 5 to 100,000.

Sponsor Value Statement

As a sponsor, you add a lot of value to our event. Your contribution helps pay for equipment, book amazing speakers, and otherwise ensure our event has the resources it needs to succeed. However, our job is to give that value right back to you in terms of a return on your investment and exposure to our members. By working with us, you will get access to the municipal sector and key decision makers. There is no other event like it in the spring in Newfoundland and Labrador.

SPONSORSHIP OPPORTUNITIES

In the following tables you will see the various sponsorship and advertising opportunities that exist for the Municipal Symposium this year. Feel free to sign up for one of the pre-developed opportunities listed below or reach out for a customized approach specific to your needs and desires.

| COST | TYPE OF SPONSORSHIP | AVAILABLE |
|---------|---|-----------|
| \$5,000 | Elite Sponsorship Package <ul style="list-style-type: none"> - Pre-symposium email blast to registered delegates. - Full page ad (inside front or back cover) in the printed event guide. - Access to a table at the Sponsor Showcase. - Presentation to delegates up to sixty (60) minutes in duration connecting you directly with MNL members. - Custom email blast during the symposium to registered delegates highlighting your sponsorship and/or product, corporate messaging, etc. - Public recognition on all press releases and announcements. - Corporate logo placement on all printed materials, sponsor rolls, and MNL symposium website. - Social Media Shout Outs (Facebook, Twitter and Instagram). - Up to six (6) complimentary registrations. - Post-symposium email blast to registered delegates. | 2 |
| \$4,500 | Premier Sponsorship Package <ul style="list-style-type: none"> - Pre-symposium email blast to registered delegates. - Full page ad in the printed event guide. - Access to a table at the Sponsor Showcase. - Presentation to delegates up to sixty (60) minutes in duration connecting you directly with MNL members. - Custom email blast during the symposium to registered delegates highlighting your sponsorship and/or product, corporate messaging, etc. - Public recognition on all press releases and announcements. - Corporate logo placement on all printed materials, sponsor rolls, and MNL symposium website. - Social Media Shout Outs (Facebook, Twitter and Instagram). - Up to four (4) complimentary registrations. - Post-symposium email blast to registered delegates. | 4 |
| \$3,500 | Diamond Sponsorship Package <ul style="list-style-type: none"> - Custom email blast during the symposium to registered delegates highlighting your sponsorship and/or product, corporate messaging, etc. - Half page ad in the printed event guide. | 6 |

| | | |
|---------|--|----|
| | <ul style="list-style-type: none"> - Public recognition on all press releases and announcements. - Corporate logo placement on all printed materials, sponsor rolls, and MNL symposium website. - Social Media Shout Outs (Facebook, Twitter and Instagram). - Up to three (3) complimentary registrations. - Post-symposium email blast to registered delegates. | |
| \$2,500 | Gold Sponsorship Package | 10 |
| | <ul style="list-style-type: none"> - Public recognition on all press releases and announcements. - Quarter page ad in the printed event guide. - Corporate logo placement on all printed materials, sponsor rolls, MNL symposium website, and sponsor card in delegate kits. - Social Media Shout Outs (Facebook, Twitter and Instagram). - Up to two (2) complimentary registrations. - Post-symposium email blast to registered delegates. | |
| \$1,500 | Silver Sponsorship Package | 10 |
| | <ul style="list-style-type: none"> - Public recognition on all press releases and announcements. - Corporate logo placement on all printed materials, sponsor rolls, and MNL symposium website. - Social Media Shout Outs (Facebook, Twitter and Instagram). - One (1) complimentary registration. | |

Other Sponsorship Opportunities

| COST | TYPE OF OTHER OPPORTUNITY | AVAILABLE |
|----------|---------------------------|-----------|
| \$10,000 | Presenting Sponsor | 1 |
| \$2,500 | Entertainment Sponsor | 2 |
| \$2,000 | Keynote Speaker Sponsor | 2 |

Maximize Your Benefits with An Annual MNL Sponsorship

If you are a new sponsor, you could be eligible for discounted sponsorship opportunities at future MNL events. Similarly, if you're a recurring sponsor, we will work with you to ensure you get added value for little-to-no increase in your annual contribution. Reach out to MNL for more information or to avail of a one-time 10% discount on a 2022 Municipal Symposium if you sign up now (pay later)!

Purchasing Process

If you are interested in purchasing one of the sponsorship opportunities outlined in this document, please email bpower@municipalnl.ca or call 709-753-6820. You will then receive a draft agreement for your consideration. Once the agreement is signed, the purchasing process is complete. MNL will then work with you to deliver on the agreement.

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

| | |
|----------------------|---|
| TITLE: | Harrassment Prevention Plan (HPP) Adoption |
| MEETING DATE: | 2022-04-20 |
| TO: | Board / Finance & Audit / Strategy & Policy / Governance |
| PREPARED BY: | Christie Dean, Director Operations |
| REVIEWED BY: | Lynn Tucker, Chief Administrative Officer |
| APPROVED BY: | Lynn Tucker, Chief Administrative Officer |

RECOMMENDED ACTION:

Staff recommends adoption of the *Harrassment Prevention Plan* policy statement that will be included in the Board's *Employee Safety Handbook*.

MOTION:

BE IT RESOLVED that the Governance Committee recommend that ERSB adopt the Harrassment Prevention Plan policy as tabled that will be included in the Board's Employee Safety Handbook.

BACKGROUND/DISCUSSION:

- As an employer, Eastern Regional Service Board (ERSB) must develop, implement, and maintain a workplace harrassment prevention plan in consultation with the occupational health and safety committee.
- The Harrassment Prevention Plan should state the commitment and obligations of the employer, supervisor and workers and outline the process and procedures for dealing with a harrassment complaint.
- These procedures include:
 - Reporting instances of complaints
 - Investigating complaints
 - Notifying those involved of the results of investigations and any actions taken
- The attached plan meets the requirements under OHS Regulations, Section 22 – 24.2.
- The Board's OHS Committee will monitor this plan, review it annually and make recommendations for adjustments whenever necessary.

ATTACHMENTS:

- Draft ERSB Harrassment Prevention Plan (HPP)
- Workplace NL: Workplace Harrassment FACTS leaflet
- Workplace NL: Workplace Violence and Harrassment Due Diligence Checklist

DRAFT

HARRASSMENT PREVENTION PLAN

FOR

EASTERN REGIONAL SERVICE BOARD

April 2022

Management at Eastern Regional Service Board (ERSB) is committed to providing a safe, respectful and harrassment free work environment for all staff and customers. No one has the right to harass anyone, at work or in any situation related to employment with this organization.

What is harrassment?

Workplace harrassment means inappropriate, vexatious conduct or comment by a person to a worker that the person knew or ought to have known would cause the worker to be humiliated, offended, and intimidated.

It can take place at work or in a situation connected to work; can happen repeatedly or only once; be intended or unintended; and can be written, verbal, physical, a gesture or display, or any combination of these. It can include electronic message to a person or social media posts.

Examples of harassing behaviour may include:

- Unwelcome conduct, comments, gestures or contact which causes offense or humiliation
- Misusing power or authority
- Referring to a person using terms or pronouns that do not align with the person's affirmed gender

- Physical or psychological bullying which creates fear or mistrust, or which ridicules or devalues the individual
- Excluding, intimidating, or isolating individuals
- Making inappropriate gestures/comments
- Making inappropriate sexual advances
- Discriminating based on gender
- Cyberbullying, such as posting offensive or intimidating messages through social media or email
- Deliberately setting the individual up to fail

Reasonable and fair actions taken by an employer or supervisor, in a respectful manner, to manage and direct workers is NOT harrassment. Examples of this includes:

- Changing work assignments
- Scheduling, assessing, and evaluating work performance
- Inspecting workplaces
- Implementing health and safety measures
- Taking disciplinary action such as dismissing, suspending, demoting, or reprimanding with just cause

Section 22 – 24.2 of the Newfoundland and Labrador OHS Regulations requires every workplace to have a harrassment prevention plan.

Employer/Supervisor Responsibilities

Management at the Eastern Regional Service Board (ERSB) is committed to eliminating, where possible, or otherwise, minimizing the hazard of workplace harassment.

Managers and supervisors are responsible for a safe work environment, free of harassment. The employer, supervisors, and managers are required to apply and comply with the harassment prevention plan and associated procedures.

Reported incidents of workplace harassment will be investigated in accordance with the procedure outlined below.

Eastern Regional Service Board will protect workers from retaliation and provide support to workers when workplace harassment occurs.

Worker Rights and Responsibilities

Workers are entitled to work free of harassment at Eastern Regional Service Board.

Workers have the responsibility to treat each other with respect and not engage in bullying or workplace harassment. We ask that anyone who experiences harassment or sees another person harassed report it to the Chairperson, OHS Committee, Christie Dean, Director Operations or Craig Drover, Director Corporate Services.

Workers are responsible to:

- Not engage in bullying or workplace harassment
- Report observations or experiences of bullying and harassment
- Participate in education and training
- Comply with the prevention plan and associated procedures

Confidentiality and Worker's Right Under Various Laws

The company and its managers will not identify a complainant, an alleged harasser, or any circumstances about a complaint, including personal information, to anyone, unless it is necessary:

- For the purpose of the investigation
- For corrective action relating to the complaint
- Where required by law

The plan is not intended to discourage a worker from exercising his or her legal rights under the Human Rights Act, 2010, the Criminal Code (Canada) or any other law of the province or of Canada.

The prohibited grounds outlined in the Human Rights Act, 2010, include discrimination based on:

- Race
- Colour
- Nationality
- Ethnic origin
- Social origin
- Religious creed
- Religion
- Disability (including perceived disability)
- Age
- Sex (including discrimination on the basis that a woman is or may become pregnant)
- Sexual orientation
- Gender identity
- Gender expression
- Marital status
- Family status
- Source of income
- Political opinion

Reporting Procedures

If you believe you are being harassed, tell the person harassing you to stop, if it is safe and you feel comfortable to do so. You can do this in person or in writing. If you cannot deal with them directly, or if your request is unsuccessful, follow the procedures for reporting harrasment. Complete the Harrasment Report Form (Appendix A) when making a formal complaint of harrasment.

Report the incident or situation to your Supervisor; or the Chairperson, OHS Committee, Christie Dean, Director Operations; or, Craig Drover, Director Corporate Services.

Harrasment by Employer/Supervisor

Report the incident or situation to the Chief Administrative Officer, Lynn Tucker.

Incidents of harrasment should be reported as soon as possible, but no later than 12 months after the most recent incident.

Investigation

The purpose of an investigation is to gather additional information related to the reported incident of harrasment and to determine whether or not harrasment has occurred.

Once the complaint has been received, it will be investigated thoroughly and promptly by an independent investigator/external third party within the following timelines:

- When a complaint is received by the supervisor or the external third party, a meeting will be scheduled with the complainant within five days to begin the investigation process.

- Interviews with the complainant the alleged harasser and any witnesses will be conducted to confirm the details of the alleged harrasment within 15 days.
- Investigation report will be available within 90 days to the complainant and the alleged harasser.
- Both parties will have 14 days to respond to report. After this time period has expired, corrective actions may be taken.

Where this timeline cannot be met, reasons for the delay and the projected new date of completion must be documented for the file.

Notification of Results

When the investigation is complete, the Director Operations and/or Director Corporate Services will inform the person who file the complaint and the alleged harasser of the results of the investigation in a timely manner.

Corrective Action for Harrassers

Employees who harass another person will be subject to corrective action by the employer. Corrective actions include, but are not limited to:

- Employer to identify corrective actions

Support for Workers

Employees who have been affected by workplace harrasment may be supported through:

- Employer to identify supports

Education and Training

Eastern Regional Service Board commits to making sure all of its employees, supervisors, and managers are trained in harrassment prevention and the company's harrassment prevention plan.

Monitoring

Eastern Regional Service Board will monitor this plan, review annually and make adjustments whenever necessary. If you have any concerns with this plan, please bring them to the attention of the Director Operations and/or Director Corporate Services.

Chief Administrative Officer

Date

FACTS

Harassment prevention plan

Occupational Health and Safety Legislation outlines the requirements for employers to develop, implement and maintain a written harassment prevention plan. This plan includes the obligations of workers, supervisors, and employers to prevent and address bullying and harassment.



Workplace harassment means inappropriate vexatious conduct or comment by a person to a worker that the person knew or ought to have known would cause the worker to be humiliated, offended or intimidated.

For additional information, please refer to WorkplaceNL's Harassment Prevention Plan

Contact us

WorkplaceNL t 1.800.563.9000 w workplacenl.ca

Checklist of Duties

Workers must

- ☐ Not engage in bullying and harassment
- ☐ Report observations or experiences of bullying and workplace harassment
- ☐ Comply with the employer's harassment prevention plan
- ☐ Participate in training

Supervisors must

- ☐ Not engage in bullying and harassment
- ☐ Ensure the health and safety of workers
- ☐ Apply and comply with the employer's harassment prevention plan
- ☐ Participate in training

Employers must

- ☐ Not engage in bullying and harassment
- ☐ Develop a harassment prevention plan
- ☐ Take steps to eliminate or minimize the hazard of workplace harassment
- ☐ Develop and implement procedures for reporting instances of harassment
- ☐ Develop and implement procedures for investigating complaints of harassment
- ☐ Set out procedures for notification of investigation results and any corrective actions
- ☐ Participate in harassment prevention training
- ☐ Train employees in harassment prevention and the harassment prevention plan
- ☐ Review the harassment prevention plan at least annually and revise as necessary
- ☐ Protect workers from retaliation and provide support when workplace harassment occurs

Workplace Violence and Harassment Due Diligence CHECKLIST

Conduct a Workplace Violence Risk Assessment

Consider:

- ☐ Previous experience in the workplace
- ☐ Occupational experience in similar workplaces
- ☐ The location and circumstances in which work may take place
- ☐ Workplace characteristics including demographics, culture and the presence of new workers
- ☐ Issues raised by the occupational health and safety committee, or the worker health and safety representative/designate
- ☐ Personal information will be kept confidential and shall not be disclosed except for the purpose of an investigation or where required by law

Develop and Implement a Harassment Prevention Plan

Include:

- ☐ Every worker is entitled to employment free from workplace harassment
- ☐ Employer is committed to eliminating, where possible, or otherwise, minimizing the hazard of workplace harassment
- ☐ Worker's obligation to take reasonable care to not engage in bullying or workplace harassment, report observations or experiences of bullying and workplace harassment, and comply with the harassment prevention plan

- ☐ Supervisor's obligation to ensure the health and safety of workers, including the supervisor's obligation to apply and comply with the harassment prevention plan
- ☐ A statement that any information obtained relating to workplace harassment, including personal information, will not be disclosed unless it is necessary for the purpose of an investigation, corrective action relating to the complaint or where required by law
- ☐ Procedures for reporting, investigation and notification of results
 - Procedures for workers to report instances of harassment to an employer or supervisor or where the employer or supervisor is the alleged harasser, the procedures to report harassment to an external third party
 - Procedures to be followed after a complaint of workplace harassment is received and the manner in which a complaint is investigated. An employer shall investigate complaints of workplace harassment
 - Procedures regarding notification of results of investigations and any actions to be taken as a result of an investigation
- ☐ A statement that the harassment prevention plan is not intended to discourage a worker from exercising his or her rights under the Human Rights Act, 2010, the Criminal Code (Canada) or any other law of the province or of Canada
- ☐ Include a statement that the employer shall protect workers from retaliation and provide support to workers when workplace harassment occurs
- ☐ Training on harassment prevention and the harassment prevention plan

The harassment prevention plan shall be:

- ☐ Accessible to all workers in the workplace
- ☐ Reviewed as necessary, but at least annually

Contact us

WorkplaceNL t 1.800.563.9000 w workplacenl.ca

WorkplaceNL

Health | Safety | Compensation

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

| | |
|----------------------|---|
| TITLE: | Directors and Officers Insurance Renewal |
| MEETING DATE: | 2022-04-20 |
| TO: | Board / Finance & Audit / Strategy & Policy / Governance |
| PREPARED BY: | Craig Drover, Director Corporate Services |
| REVIEWED BY: | Lynn Tucker, Chief Administrative Officer |
| APPROVED BY: | Lynn Tucker, Chief Administrative Officer |

RECOMMENDED ACTION:

Staff recommends proceeding with the renewal of the Directors and Officers insurance with Wedgwood Insurance for the yearly premium of \$4,350 plus HST.

MOTIONS:

BE IT RESOLVED that the Governance Committee recommends that ERSB renew its Directors and Officers Insurance through Wedgwood Insurance Ltd. in the amount of \$4,350 plus HST for the period of April 30, 2022 to April 30, 2023.

BACKGROUND/DISCUSSION:

- Staff have just received the renewal terms for the Directors and Officers Policy with Wedgwood Insurance.
- The yearly premium for the policy is \$4,350 plus HST.
- The 2020 and 2021 yearly premiums were \$3,650 plus HST.
- As expected, the cost of insurance policies has risen across the industry.



WEDGWOOD

An **Assurex** Global Partner

2022 Directors & Officers Renewal Terms

Eastern Regional Service Board

Prepared by:
Dana Meadus - Account Manager

Directors and Officers

| Named Insured | Operating As |
|--------------------------------|---------------|
| Eastern Regional Service Board | Eastern Waste |

| Insurer | Policy Number | Policy term |
|---------|---------------|---------------------------------|
| Trisura | HDO1001101 | April 30, 2022 – April 30, 2023 |

| Coverage | Amount of Insurance |
|------------------------|---|
| Per Claim | \$5,000,000 |
| Aggregate | \$5,000,000 |
| Deductible | \$5,000 |
| Defense Limit (In/Out) | Outside |
| Retroactive Date | Inception date of the first continuous D&O policy |
| Total Policy Premium | \$4,350 annually plus applicable taxes |
| Minimum Retained | 10% of annual premium (Minimum \$250) |

Additional Coverages

| | |
|---|-------------|
| Excess Directors or Officers Coverage (in addition to the limit of liability) | \$500,000 |
| Pollution Defence Costs Coverage (part of and not in addition to the limit of liability) | \$1,000,000 |
| Corporate Brand Protection/Crisis Management Expense Coverage (in addition to the limit of liability) | \$100,000 |
| Trisura Legal Assistance Hotline | Unlimited |
| Trisura HR Assist | Unlimited |
| 3 Year Policy Endorsement | |
| Communicable Disease Exclusion | |
| Cyber Exclusion | |
| Compliance with applicable sanction laws endorsement | |

April 7, 2022

DOC-2022-00602

Lynn Tucker
Chief Administrative Officer
Eastern Regional Service Board
Email: ltucker@ersbnl.ca
info@ersbnl.ca

Dear Lynn Tucker:

Re: 2022 Budget Announcement

As Minister responsible for the **Highway Traffic Act**, it is my pleasure to advise that effective April 7, 2022, the annual registration fees for vehicles used by the Regional Services Boards (RSBs) throughout this Province for purposes other than transportation services (e.g., waste management) have been permanently eliminated.

Budget 2022 includes numerous initiatives aimed to alleviate the high costs of living and doing business here in this Province that has come about because of the global COVID-19 pandemic. Eliminating vehicle licensing and registration fees for vehicles used by RSBs for purposes other than transportation services will help reduce the cost of regional services and also provide equal treatment of RSBs and municipalities delivering similar services. This decision also supports the recommendation of the Provincial Waste Management Strategy to “afford the same consideration to the RSBs as municipalities and exempt them from paying provincial vehicle licensing and registration fees”.

Please contact the Registrar of Motor Vehicles, Kelli Penney, (709-729-4175) to obtain additional information.

Sincerely,



SARAH STOODLEY, MHA
District of Mount Scio
Minister

cc: Honourable Krista Lynn Howell, Minister of Municipal and Provincial Affairs
Kelli Penney, Registrar of Motor Vehicles



420-2238 Yukon Street
Vancouver, BC, V5Y 3P2 604-592-2972
Toll Free: 1-877-592-2972
contact@productcare.org

Harold Mullooney, Chairperson
Eastern Regional Service Board
255 Majors Path, Suite 3
St. John's, NL A1A 0L5
709-579-7960; info@ersbnl.ca

February 11, 2022

Dear Chairperson Mullooney:

I write to discuss consumer access to paint recycling services in the eastern region of Newfoundland and Labrador. Product Care has successfully operated the NL Paint Stewardship Program since its inception in 2012, diverting more than 1.5 million litres of paint from landfills throughout the province and helping to preserve the environment.

The Program is currently seeking to provide a permanent location for collection services for residents in Clarendville and neighbouring communities. As the primary entity residents look to for waste management and recycling services, we believe the ERSB is well positioned to help address paint collection efforts in this area and improve recycling accessibility on a year-round basis.

Our understanding is that there may be concerns related to ERSB's Certificate of Approval that impact the ability to receive paint at municipal WMFs in the Eastern Region. Our team would like to meet with you to discuss the opportunity to participate in the paint stewardship program and address any concerns that you may have.

Please advise of your availability to meet with us to discuss at your earliest convenience. We are able to make a presentation to the ERSB if that is desired. We look forward to working with you to provide access to additional recycling services for the residents of eastern NL.

Sincerely,

Gil Yaron

Gil Yaron
Director of Programs



Government of Newfoundland and Labrador
Department of Municipal and Provincial Affairs
Office of the Minister

MAR 04 2022

DOC/2022/00343-02

Harold Mullowney, Chairperson
Eastern Waste Management
255 Majors Path
Suite 3
St. John's, NL A1A 0L5

Dear Mr. Mullowney:

Re: Special Assistance Grant, Project #17-SAG-22-124

I am pleased to inform you that the Department of Municipal and Provincial Affairs has approved a **Special Assistance Grant** for \$80,000.00 to assist with continuing of the Regional Water/Wastewater Operator Pilot Program in 2022-2023.

A payment in the amount of \$80,000 will be requisitioned with the Department of Finance and will be forwarded to your organization. Funds are repayable to government if not used in accordance with the purpose for which these funds have been approved.

Sincerely,

A handwritten signature in blue ink, appearing to read "Krista Lynn Howell".

HON. KRISTA LYNN HOWELL, MHA
District of St. Barbe - L'Anse aux Meadows
Minister

cc: Mr. Bren Hanlon, Assistant Deputy Minister

From: [Andrew Niblock](#)
To: [Lynn Tucker](#)
Cc: [Lynnann Winsor](#); [Harold Mallowney \(Vice Chair\)](#); [Christie Dean](#); [Danny Breen](#)
Subject: RE: (EXT) ERSB & Access to Robin Hood Bay
Date: April 11, 2022 9:15:57 AM

Hi Lynn

The situation that occurred over the 2021 Christmas holidays was not intentional. As I responded previously to your letter, the City of St. John's will continue to honour the MOU.

Robin Hood Bay will be closed on Monday December 26 in observance of Boxing Day and will be open on Tuesday December 27 for regular business. Users of the site can find our hours of operation at

<http://robinhoodbay.ca/information/hours-of-operation/>

No one will have access to the site on December 26.

If you would like to discuss, please feel free to give me a call.

Regards

Andrew Niblock B.Sc.

Director, Environmental Services
Public Works
(709) 576-8541

From: Lynn Tucker <ltucker@ersbnl.ca>
Sent: Thursday, April 7, 2022 3:23 PM
To: Andrew Niblock <aniblock@stjohns.ca>
Cc: Lynnann Winsor <lwinsor@stjohns.ca>; Harold Mallowney (Vice Chair) <hmallowney@irishloop.nf.ca>; Christie Dean <cdean@ersbnl.ca>
Subject: (EXT) ERSB & Access to Robin Hood Bay

Hi Andrew,

I hope all is well with you and your staff and that things are getting back to some type of 'normal' for you.

I've been asked to follow up with you regarding your response of January 25th (below) to the Board's letter of January 18th (copy attached). The Board has requested that I seek clarification on the response to ensure that all Eastern users have no less access to the regional landfill than the City of St. John's as per the MOU. Your response states you intend to continue to honour the MOU while

the Board feels the MOU was not honoured over the Christmas holidays of 2021. The Board would like assurance that this situation will not be reoccurring this year.

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

From: Andrew Niblock <aniblock@stjohns.ca>
Sent: January 25, 2022 12:28 PM
To: Lynn Tucker <ltucker@ersbnl.ca>
Cc: Lynnnann Winsor <lwinsor@stjohns.ca>; Harold Mullowney <hmullowney@irishloop.nf.ca>;
Danny Breen <dbreen@stjohns.ca>; Christie Dean <cdean@ersbnl.ca>
Subject: RE: (EXT) ERSB & Access to Robin Hood Bay

Hi Lynn,

I acknowledge receipt of your letter and the City will continue to honour the MOU between the parties.

Regards,

Andrew Niblock B.Sc.
Director, Environmental Services
Public Works
(709) 576-8541

From: Lynn Tucker <ltucker@ersbnl.ca>
Sent: Wednesday, January 19, 2022 11:09 AM
To: Andrew Niblock <aniblock@stjohns.ca>
Cc: Lynnnann Winsor <lwinsor@stjohns.ca>; Harold Mullowney <hmullowney@irishloop.nf.ca>;
Danny Breen <dbreen@stjohns.ca>; Christie Dean <cdean@ersbnl.ca>
Subject: (EXT) ERSB & Access to Robin Hood Bay

Good morning Andrew,

Please see the attached letter from Harold Mullaney, Chair, Eastern Regional Service Board.

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

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Any correspondence with employees, agents, or elected officials of the City of St. John's may be subject to disclosure under the provisions of the Access to Information and Protection of Privacy Act, 2015, S.N.L. 2015, c.A-1.2.

March 18, 2022

Councillor Amy Coady,
President
Municipalities Newfoundland and Labrador
79 Mews Place
St. John's, NL A1B 4N2

Dear Councillor Coady,

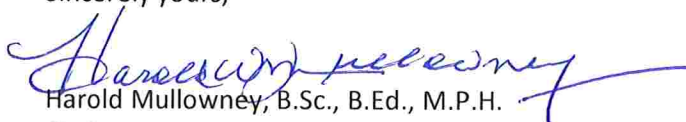
On behalf of the members of the Eastern Regional Service Board (ERSB) I would like to formally request a meeting with you and members of the board and staff of Municipalities Newfoundland and Labrador (MNL). The Report and Recommendations from the Joint Working Group on Regionalization, spear headed by MNL, is very timely and the ERSB shares many of the opinions contained within. The ERSB is comprised of twenty elected municipal representatives from communities in the Eastern Region of Newfoundland and Labrador, many of whom represent communities who are members of MNL. As elected representatives, ERSB board members are cognizant of the often complex relationship that municipalities have with each other, with Local Service Districts, and with Unincorporated Areas in their geographic areas.

By authority granted from the *Regional Service Board Act*, the Board is responsible for providing solid waste management, fire and emergency services and water/waste water services to upwards of thirty thousand properties in communities across the region. The ERSB is in an exceptional position to be able to offer a wider variety of services to communities across the Eastern Region and beyond. The ERSB is also in a particularly advantageous position to be able to manage the billing and collection of fees related to the increase in services and associated accounts.

The Board has enjoyed a very positive long-term working relationship with MNL. In 2012, the Hon. Kevin O'Brien moved for the adoption of Bill 36, the legislation that led to the creation of the Regional Service Boards in the province. The ERSB believes that by expanding this legislation, the ERSB can be used as a vehicle and a catalyst to achieve a number of the goals outlined in the report.

The Board is requesting a meeting with you, your board, and your staff to discuss the successful initiatives undertaken to date and provide some insight into the future plans of the Eastern Regional Service Board. We believe that a discussion between the two boards can help dispel some of the concerns and misconceptions about the ERSB that were highlighted in the report from the Joint Working Group.

Sincerely yours,



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



FIRE | SOLID WASTE | WATER | WASTE WATER

April 7, 2022

Hon. Bernard Davis, MHA
Minister of Environment and Climate Change
Government of Newfoundland and Labrador
PO Box 8700
St. John's, NL A1B 4J6

Dear Minister Davis,

This letter is in follow up to the attached letter sent on behalf of the Eastern Regional Service Board (the Board) on May 14, 2021. At the most recent general Board meeting, we discussed several issues that are continuing to impact the provision of waste services in the region. The Board would like to set up a time to meet with you and your senior staff to review several proposals and ideas that have been discussed at the board and committee level. We believe that, by strategically working together with our partners in the Government of Newfoundland and Labrador and other external stakeholders, we can further the goals of all parties.

As mentioned in the May 14th letter, the Board believes that every resident in the region should have access to a modern, fair, and equitable waste collection service. We believe that there should be a standard set for waste collection that each contractor must abide by and that there should be economic consequences for failing to provide a standard level of service that is in accordance with the directives of the *Provincial Waste Management Strategy*.

With the release of the report from the Joint Working Group on Regionalization, the Government of Newfoundland and Labrador has identified regionalization as a strategic goal for the province. As a board made up of elected municipal officials, the importance of the regionalization of municipal services is understood and supported by the Board. The service boards, and in particular the Eastern Regional Service Board, are in an advantageous position to be able to offer further municipal services to communities in the region and to be able to assume responsibility for the billing of an expanded list of services. We would be more than happy to discuss how we believe the service boards can be utilized as a catalyst to achieve the regionalization goals set by the Government of Newfoundland and Labrador.

Thank you in advance for taking the time to review our letter and we look forward to working with you and your staff.

Sincerely yours,
EASTERN REGIONAL SERVICE BOARD

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

May 14, 2021

Hon. Bernard Davis, MHA
Minister of Environment and Climate Change
Government of Newfoundland and Labrador
PO Box 8700
St. John's, NL A1B 4J6

Dear Minister Davis,

At recent general meetings of the Eastern Regional Service Board, we discussed several issues that are impacting the provision of waste services on a regional level. As elected municipal representatives, each board member understands the challenges faced by communities across our province especially during the COVID-19 pandemic, but we also understand how beneficial it is to work together toward a common goal.

The Regional Service Board Act provides the ERSB with the legislative authority to deliver waste collection and other municipal services to communities in the Eastern Region. The Municipalities Act allows for the incorporated towns to withdraw or opt out from services provided by the Board. As a result, the ERSB does not collect from or provide services to all communities in the Eastern Region.

The Board has followed the directives of the *Provincial Solid Waste Management Strategy* and have required contractors to adhere to the directives during the provision of services. All our contracts include recyclables collection. The ERSB does not have the authority to impose the *Provincial Solid Waste Management Strategy* guidelines on incorporated towns that have not contracted with the Board. As such, the Board cannot determine if those towns provide services such as recycling to their residents.

The Board believes that every resident in the region should have access to a modern, fair, and equitable waste collection service. We believe that there should be a standard set for waste collection that each contractor must abide by and that there should be economic consequences for failing to provide a standard level of service that is in accordance with the directives of the *Provincial Waste Management Strategy*. While the Board appreciates the ability for a town to be able to opt in or opt out of a regional service, the town should be required to ensure that the same level of service provided for in the regional service is provided to their residents.

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Hon. Bernard Davis, MHA
Minister of Environment and Climate Change
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As a former member of the Eastern Regional Service Board and now as the Minister of Environment and Climate Change with responsibility for the *Provincial Waste Management Strategy*, we would very much like to discuss with you the Board's opinions on regional cooperation. The Board and I are concerned that some communities are starting to lose sight of the benefits of cooperation. The Board would very much appreciate assistance and support from your department to determine a strategy to increase regional cooperation. We can certainly also provide our expertise in municipal governance and regional cooperation.

Further to the regional cooperation issues we are seeing, the Board has had communication issues with a limited number of town councils in the region. The Board has had numerous documented issues regarding the Waste Recovery Facility in Harbour Grace and has written the Mayor and Council several times asking for a meeting to address the issues. The Town has yet to respond to the letters and the vandalism and indiscriminate dumping at our site continues. The Board has also seen some issues at our new site on Bell Island. The Board asks that we have a discussion with your department to determine the options available for our sites and the best course of action to ensure the safety of our sites and our employees.

The Board would like to request a meeting with you and your staff to discuss regional cooperation, the *Provincial Waste Management Strategy*, and the vandalism at several of our waste recovery facility sites.

Thank you in advance for taking the time to review our letter and we look forward to working with you and your staff.

Sincerely yours,
EASTERN REGIONAL SERVICE BOARD

A handwritten signature in black ink, appearing to read 'Harold Mullooney', with a stylized flourish at the end.

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