

**BOARD OF DIRECTORS MEETING
MINUTES**

Meeting #93

Wednesday, October 27, 2021, 7:00 p.m.

BROADCASTED LIVE – VIDEOCONFERENCE

In Attendance: Mayor Harold Mullooney
Mayor Danny Breen
Councillor Glenn Clarke
Deputy Mayor Sheilagh O’Leary
Councillor Maggie Burton
Councillor Gerard Tilley
Councillor Sandy Hickman
Councillor Kevin McDonald
Deputy Mayor Sam Whalen
Councillor Ian Froude
Councillor Bill Antle
LSD Chairperson Wesley Drodge

Regrets: Mayor Gerald Snook
Councillor Shawn Skinner
Councillor Deanne Stapleton
Councillor Wally Collins
Councillor Jamie Korab
Councillor Peggy Roche
Councillor Sterling Willis

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

1. **Call to Order**

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

2. **Adoption of Agenda**

The agenda was tabled for approval.

MOTION 2021-052

Moved By Mr. Antle

Seconded By Mr. Whalen

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 2021-053

Moved By Mr. Clarke

Seconded By Mr. Hickman

BE IT RESOLVED that the minutes of the meeting of Monday, August 16, 2021 be adopted as tabled.

Carried Unanimously

4. **Board Expenditures**

Board expenditures for the months of August and September were tabled for review and approval. There were no questions or concerns.

MOTION 2021-054

Moved By Mr. Mullaney

Seconded By Mr. Breen

BE IT RESOLVED that the Board adopt the expenditures for August and September as tabled.

Carried Unanimously

5. **Incorporated Towns Payment Activity Report**

An update on the incorporated towns payment activity ending on September 30, 2021 was provided. There were no questions or concerns.

6. **2021-2022 Winter Closure of Sunnyside Waste Recovery Facility**

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

A short discussion took place on the possible permanent closure of this facility; however, it was decided that the new Board will readdress this topic at a later date.

MOTION 2021-055

Moved By Mr. Mullaney

Seconded By Mr. Tilley

BE IT RESOLVED that the Board close the Sunnyside Waste Recovery Facility over the winter months from Monday, December 13, 2021 to re-open on Saturday, April 2, 2022.

Carried Unanimously

Councillor Maggie Burton joined the meeting at 7:06 p.m.

7. **Fee Schedule 2022**

Mr. Mullaney reminded members that a motion adopted at the August board meeting for its annual waste fee and several of the disposal fees at the Robin Hood Bay Regional Landfill (RHB). However, on October 19 the Board received information from RHB following the City of St. John's budgetary review that operational expenditures at the landfill should remain stable for 2022 to 2024. Therefore, the tipping fee for regular waste should be raised from \$82 per tonne to \$84 per tonne. This increase matches the increase to the Consumer Price Index for the current year. In addition, it is being recommended that the new tipping fees for waste disposal at RHB begin on April 1, 2022 for one year as per past practice. The motion adopted in August has the new fees beginning January 1, 2022.

The Board operates as not-for-profit; therefore, all fees are set to cover costs and reserves only. For 2022, it is recommended that the Board raise its annual residential fee for waste collection services from \$180 to \$200 per property. The current fee for waste services has not increased since 2011 or 10 years.

To address changes to the Board's annual waste fee, the tipping fees, and the change in the implementation date at RHB, it is recommended that the Board rescind the motion adopted in August and adopt a new motion for the 2022 fee schedule as tabled.

MOTION 2021-056

Moved By Mr. Mullowney

Seconded By Mr. Hickman

BE IT RESOLVED that the Board rescind Motion No. 2021-050 as adopted at the Board meeting of August 16, 2021. **Carried Unanimously**

MOTION 2021-057

Moved By Mr. Mullowney

Seconded By Mr. Hickman

BE IT RESOLVED that the Board adopt the Fee Schedule for 2022 as tabled. **Carried Unanimously**

8. Snow Clearing Tenders

The Board issued tenders for snow clearing and ice control services at seven of its eleven waste recovery facilities. The tender results are included in tonight's meeting package.

MOTION 2021-058

Moved By Mr. Mullowney

Seconded By Ms. O'Leary

BE IT RESOLVED that the Board accept the lowest bid for each tender related to the 2021-2022 snow clearing at the Board's Waste Recovery Facilities. **Carried Unanimously**

9. Office Lease Extension

Mr. Mullowney reported that the Board tendered for office space in 2016 for a five-year lease from April 1, 2017 through March 31, 2022. The lease includes an option to extend annually at the same terms and conditions for up to an additional three years beyond the original term.

As the current office space at Majors Path continues to be appropriate for staff and the Board, it is recommended that the Board adopt a motion to extend the office lease for one year.

MOTION 2021-059

Moved By Mr. Mullowney

Seconded By Mr. Whalen

BE IT RESOLVED that the Board extend its lease for office space at Majors Path to 62167 Newfoundland & Labrador Inc., for one year to March 31, 2023.

Carried Unanimously

10. **Correspondence**

There was no correspondence to review.

11. **New Business**

- a) **Thank You:** Mr. Mullowney expressed his sincere thanks and appreciation to all Board members for their continued support, dedication, and hard work through his tenure as Chair. He expressed sincere gratitude to those Board members who will not be returning following the current Board election. He will continue to support the Board's initiatives and looks forward to seeing the future work of the organization.

Mr. Mullowney informed members that the province has advertised the position of Chairperson through the Independent Appointments Commission.

- b) **In-Person Meetings:** Discussion took place on the possibility of returning to in-person meetings. Due to ongoing public health orders, it was agreed that meetings will remain virtual for the rest of this year. The Board will review how future meetings will occur in line with public health orders.

- c) **Thank you to Chairperson for Service:** Mr. Hickman thanked Mr. Mullowney for his dedication to the Board since its inception and noted that he will truly be missed if replaced as Chairperson. Board members expressed their thanks before the meeting adjourned.

12. **Upcoming Meetings**

The next meetings of the Board and its committees will be held at the call of the Chairperson.

13. **Adjournment**

MOTION 2021-060

Moved By Mr. McDonald

Seconded By Ms. O’Leary

Seeing no further business to be discussed, **BE IT RESOLVED** that the meeting
adjourned at 7:24 p.m. **Carried Unanimously**

Ms. Holly Coles

Board Clerk and Outreach Coordinator

Mayor Harold Muldowney

Chairperson

Eastern Regional Service Board

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

Cheques from 0000000001 to 0000010235 dated between 08-01-2021 and 08-31-2021

CHEQUE REGISTER

Printed: 3:55:27PM 10/14/2021

Page 1 of 1

Number	Issued		Amount	SC	Status	Status Date
0000010102	08/04/2021	A1 Glass	227.47	A/P	CLEARED	08/12/2021
0000010103	08/04/2021	Around The Bay Disposals Inc.	99,851.39	A/P	CLEARED	08/12/2021
0000010104	08/04/2021	Bell Aliant	1,961.57	A/P	CLEARED	08/18/2021
0000010105	08/04/2021	Dodd's Diesel Repair Ltd.	38,528.16	A/P	CLEARED	08/12/2021
0000010106	08/04/2021	Dodd's Diesel Repair Ltd.	22,209.08	A/P	CLEARED	08/12/2021
0000010107	08/04/2021	Imperial Oil	55.32	A/P	CLEARED	08/18/2021
0000010108	08/04/2021	Kevin Butt	967.21	A/P	CLEARED	08/12/2021
0000010109	08/04/2021	Knightsbridge Robertson Surrette	18,400.00	A/P	CLEARED	08/18/2021
0000010110	08/04/2021	Leona Squires	9.99	A/P	OUT-STD	08/04/2021
0000010111	08/04/2021	Lynn Tucker	873.00	A/P	CLEARED	08/12/2021
0000010112	08/04/2021	Martin's Fire Safety Ltd	190.90	A/P	CLEARED	08/12/2021
0000010113	08/04/2021	Miller IT Limited	207.00	A/P	CLEARED	08/12/2021
0000010114	08/04/2021	Modern Business Equipment Limited	97.92	A/P	CLEARED	08/12/2021
0000010115	08/04/2021	North Atlantic	17,615.14	A/P	CLEARED	08/12/2021
0000010116	08/04/2021	Northern Business Intelligence	3,824.08	A/P	CLEARED	08/18/2021
0000010117	08/04/2021	OMB Parts & Industrial Ltd.	68.98	A/P	CLEARED	08/18/2021
0000010118	08/04/2021	Scope	46.64	A/P	CLEARED	08/18/2021
0000010119	08/04/2021	T2 Ventures Inc.	217,735.85	A/P	CLEARED	08/12/2021
0000010128	08/19/2021	62167 Newfoundland and Labrador Inc	7,380.30	A/P	CLEARED	09/08/2021
0000010129	08/19/2021	Bell Mobility Inc.	1,091.82	A/P	CLEARED	08/31/2021
0000010130	08/19/2021	Big Erics Inc.	246.41	A/P	CLEARED	08/31/2021
0000010131	08/19/2021	Christie Dean	454.57	A/P	CLEARED	09/21/2021
0000010132	08/19/2021	City of St. John's	38,101.64	A/P	CLEARED	09/08/2021
0000010133	08/19/2021	CTT Tirecraft	1,491.38	A/P	CLEARED	08/31/2021
0000010134	08/19/2021	Dodd's Diesel Repair Ltd.	3,853.10	A/P	CLEARED	08/31/2021
0000010135	08/19/2021	Eastern Machining & Welding Inc.	967.73	A/P	CLEARED	08/31/2021
0000010136	08/19/2021	GCR Tires & Service	1,195.18	A/P	CLEARED	08/31/2021
0000010137	08/19/2021	Jenkins Anthony Inc.	3,926.87	A/P	CLEARED	09/08/2021
0000010138	08/19/2021	Leslie Squires	440.00	A/P	CLEARED	08/31/2021
0000010139	08/19/2021	Martin's Fire Safety Ltd	641.70	A/P	CLEARED	08/31/2021
0000010140	08/19/2021	Newfoundland Power Inc.	1,036.96	A/P	CLEARED	08/31/2021
0000010141	08/19/2021	Nexgen Municipal Inc.	3,223.53	A/P	CLEARED	09/08/2021
0000010142	08/19/2021	Northern Business Intelligence	522.81	A/P	CLEARED	09/08/2021
0000010143	08/19/2021	Pike's Pro Hardware & Building Supplies	101.51	A/P	CLEARED	09/08/2021
0000010144	08/19/2021	Pitney Bowes	183.26	A/P	CLEARED	09/08/2021
0000010145	08/19/2021	Newfoundland Power Inc.	966.91	A/P	CLEARED	08/31/2021

Total Issued (36): \$488,695.38

Total Voided (0): \$0.00

Grand Total: \$488,695.38

Number of Cheques Listed: 36

Eastern Regional Service Board

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

Cheques from 0000000001 to 0000010235 dated between 09-01-2021 and 09-30-2021

CHEQUE REGISTER

Printed: 3:56:20PM 10/14/2021

Page 1 of 2

Number	Issued		Amount	SC	Status	Status Date
0000010146	09/02/2021	Around The Bay Disposals Inc.	103,640.17	A/P	CLEARED	09/08/2021
0000010147	09/02/2021	Bell Aliant	1,958.12	A/P	CLEARED	09/14/2021
0000010148	09/02/2021	Blaketown Service Station	1,682.37	A/P	OUT-STD	09/02/2021
0000010149	09/02/2021	Christie Dean	7,147.20	A/P	CLEARED	09/14/2021
0000010150	09/02/2021	Coish's Trucking & Excavating Ltd.	14,432.50	A/P	CLEARED	09/14/2021
0000010151	09/02/2021	Dodd's Diesel Repair Ltd.	2,634.79	A/P	CLEARED	09/14/2021
0000010152	09/02/2021	Ivan Heath	286.36	A/P	CLEARED	09/21/2021
0000010153	09/02/2021	Kevin Butt	42.95	A/P	CLEARED	09/14/2021
0000010154	09/02/2021	Lynn Tucker	762.04	A/P	CLEARED	09/30/2021
0000010155	09/02/2021	Northern Business Intelligence	369.15	A/P	CLEARED	09/14/2021
0000010156	09/02/2021	OMB Parts & Industrial Ltd.	302.15	A/P	CLEARED	09/14/2021
0000010157	09/02/2021	ORKIN Canada Corporation	194.35	A/P	CLEARED	09/21/2021
0000010158	09/02/2021	Parts For Trucks Inc.	1,429.68	A/P	CLEARED	09/14/2021
0000010159	09/02/2021	T2 Ventures Inc.	163,876.96	A/P	CLEARED	09/08/2021
0000010160	09/02/2021	Tulk Tire & Service Ltd.	1,690.94	A/P	CLEARED	09/14/2021
0000010161	09/02/2021	Woodman's Welding Ltd.	2,232.51	A/P	CLEARED	09/30/2021
0000010165	09/02/2021	Kevin Butt	53.89	A/P	CLEARED	09/14/2021
0000010167	09/15/2021	62167 Newfoundland and Labrador Inc	7,380.30	A/P	OUT-STD	09/15/2021
0000010168	09/15/2021	Bell Conferencing Inc.	42.32	A/P	CLEARED	09/30/2021
0000010169	09/15/2021	Christie Dean	3,409.00	A/P	CLEARED	09/30/2021
0000010170	09/15/2021	City of St. John's	44,284.02	A/P	CLEARED	09/30/2021
0000010171	09/15/2021	D&L Russell Limited	68.43	A/P	OUT-STD	09/15/2021
0000010172	09/15/2021	Dicks and Company Limited	51.74	A/P	CLEARED	09/30/2021
0000010173	09/15/2021	Dodd's Diesel Repair Ltd.	85,318.04	A/P	CLEARED	09/30/2021
0000010174	09/15/2021	Eastern Machining & Welding Inc.	483.87	A/P	CLEARED	09/30/2021
0000010175	09/15/2021	GCR Tires & Service	407.56	A/P	CLEARED	09/30/2021
0000010176	09/15/2021	Ivan Heath	80.01	A/P	CLEARED	09/30/2021
0000010177	09/15/2021	Kevin Butt	1,610.00	A/P	CLEARED	09/30/2021
0000010178	09/15/2021	Miller IT Limited	724.50	A/P	CLEARED	09/30/2021
0000010179	09/15/2021	Modern Business Equipment Limited	41.37	A/P	CLEARED	09/30/2021
0000010180	09/15/2021	Newfoundland Power Inc.	874.69	A/P	CLEARED	09/30/2021
0000010181	09/15/2021	North Atlantic	26,281.06	A/P	CLEARED	09/30/2021
0000010182	09/15/2021	Northern Business Intelligence	2,032.62	A/P	CLEARED	09/30/2021
0000010183	09/15/2021	OMB Parts & Industrial Ltd.	22.98	A/P	CLEARED	09/30/2021
0000010184	09/15/2021	Parts For Trucks Inc.	179.58	A/P	CLEARED	09/30/2021
0000010185	09/15/2021	Pike's Pro Hardware & Building Supplies	55.72	A/P	OUT-STD	09/15/2021
0000010186	09/15/2021	Quikprint Services Ltd.	494.26	A/P	CLEARED	09/30/2021
0000010187	09/15/2021	T2 Ventures Inc.	53,083.10	A/P	CLEARED	09/21/2021
0000010188	09/15/2021	Tulk Tire & Service Ltd.	975.08	A/P	CLEARED	09/30/2021
0000010189	09/15/2021	WAJAX (Power Systems)	621.00	A/P	CLEARED	09/30/2021
0000010190	09/28/2021	Bell Aliant	1,956.87	A/P	OUT-STD	09/28/2021
0000010191	09/28/2021	Bell Mobility Inc.	1,082.71	A/P	OUT-STD	09/28/2021
0000010192	09/28/2021	Christie Dean	1,275.26	A/P	OUT-STD	09/28/2021
0000010193	09/28/2021	Coish's Trucking & Excavating Ltd.	14,432.50	A/P	OUT-STD	09/28/2021
0000010194	09/28/2021	D&L Russell Limited	4.35	A/P	OUT-STD	09/28/2021
0000010195	09/28/2021	Dodd's Diesel Repair Ltd.	9,591.64	A/P	OUT-STD	09/28/2021

Eastern Regional Service Board

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

Cheques from 0000000001 to 0000010235 dated between 09-01-2021 and 09-30-2021

CHEQUE REGISTER

Printed: 3:56:20PM 10/14/2021

Page 2 of 2

Number	Issued		Amount	SC	Status	Status Date
0000010196	09/28/2021	Ivan Heath	106.33	A/P	OUT-STD	09/28/2021
0000010197	09/28/2021	Kevin Butt	48.23	A/P	OUT-STD	09/28/2021
0000010198	09/28/2021	Leslie Squires	550.00	A/P	OUT-STD	09/28/2021
0000010199	09/28/2021	Michael Lundrigan	11.49	A/P	OUT-STD	09/28/2021
0000010200	09/28/2021	NATIONAL Public Relations	120.75	A/P	OUT-STD	09/28/2021
0000010201	09/28/2021	Newfoundland Power Inc.	1,026.98	A/P	OUT-STD	09/28/2021
0000010202	09/28/2021	ORKIN Canada Corporation	172.50	A/P	OUT-STD	09/28/2021
0000010203	09/28/2021	Parts For Trucks Inc.	23.89	A/P	OUT-STD	09/28/2021
0000010204	09/28/2021	Revolution Environmental Solutions LP	17,653.65	A/P	OUT-STD	09/28/2021
0000010205	09/28/2021	T2 Ventures Inc.	218,786.00	A/P	OUT-STD	09/28/2021
0000010206	09/28/2021	Town of Clarendville	1,608.00	A/P	OUT-STD	09/28/2021
0000010207	09/28/2021	Colinet Volunteer Fire Department	1,000.00	A/P	OUT-STD	09/28/2021
0000010208	09/28/2021	Fermeuse Volunteer Fire Department	1,000.00	A/P	OUT-STD	09/28/2021
0000010209	09/28/2021	Fox Harbour Volunteer Fire Department	1,000.00	A/P	OUT-STD	09/28/2021
0000010210	09/28/2021	Placentia Volunteer Fire Department	1,000.00	A/P	OUT-STD	09/28/2021
0000010211	09/28/2021	Town of St. Joseph's	1,000.00	A/P	OUT-STD	09/28/2021
0000010212	09/28/2021	Trepassey Volunteer Fire Department	1,000.00	A/P	OUT-STD	09/28/2021
0000010213	09/28/2021	Whitbourne Volunteer Fire Department	1,000.00	A/P	OUT-STD	09/28/2021
Total Issued (64):			\$806,708.53			
Total Voided (0):			\$0.00			
Grand Total:			\$806,708.53			
Number of Cheques Listed:			64			

EASTERN REGIONAL SERVICE BOARD

PAYROLL EXPENSE

AUGUST 2021

Payroll – Staff (<i>2 pay periods – 29 employees</i>).....	\$120,196.35
Payroll – Board (<i>18 members</i>)	<u>\$00,000.00</u>
Total Payroll (<i>47 employees</i>)	\$120,196.35
Payroll CRA Remittance	<u>\$36,651.82</u>
TOTAL GROSS PAYROLL	<u>\$156,848.17</u>

PREVIOUS MONTH

JULY 2021

Payroll – Staff (<i>3 pay periods – 29 employees</i>).....	\$180,445.49
Payroll – Board (<i>18 members</i>)	<u>\$20,969.73</u>
Total Payroll (<i>47 employees</i>)	\$201,415.22
Payroll CRA Remittance	<u>\$ 61,964.96</u>
TOTAL GROSS PAYROLL	<u>\$263,380.18</u>

EASTERN REGIONAL SERVICE BOARD

PAYROLL EXPENSE

SEPTEMBER 2021

Payroll – Staff (<i>2 pay periods – 30 employees</i>).....	\$123,898.98
Payroll – Board (<i>18 members</i>)	<u>\$00,000.00</u>
Total Payroll (<i>48 employees</i>)	\$123,898.98
Payroll CRA Remittance	<u>\$36,752.64</u>
TOTAL GROSS PAYROLL	<u>\$160,651.62</u>

PREVIOUS MONTH

AUGUST 2021

Payroll – Staff (<i>2 pay periods – 29 employees</i>).....	\$120,196.35
Payroll – Board (<i>18 members</i>)	<u>\$00,000.00</u>
Total Payroll (<i>47 employees</i>)	\$120,196.35
Payroll CRA Remittance	<u>\$ 36,651.82</u>
TOTAL GROSS PAYROLL	<u>\$156,848.17</u>

TOWNS PAYMENT ACTIVITY 2021 - As of October 14, 2021

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

CustCode	Town/Local Service District	Number of Units	Number of Units x \$180.00	Prior Year (Credit) Arrears	Total Invoiced	Payments Received	Current Balance	Surplus (Arrears)
LSDO0002	LSD of Mobile (E Dalley, Treasurer)	131	\$23,580.00		\$23,580.00	\$ 23,580.00	\$0.00	0.00
LSDOF201	LSD of Georgetown	131	\$23,580.00	\$ 1,606.79	\$25,186.79	\$ 20,453.80	\$4,732.99	-4,732.99
LSDOF202	LSD of Marysville	240	\$43,200.00	\$ 3,600.00	\$46,800.00	\$ 37,600.00	\$9,200.00	-9,200.00
TOWN0003	Town of Clarke's Beach	592	\$106,560.00		\$106,560.00	\$ 106,560.00	\$0.00	0.00
TOWN301	Town of Come by Chance	118	\$21,240.00		\$21,240.00	\$ 21,240.00	\$0.00	0.00
TOWN302	Town of Norman's Cove-Long Cove	333	\$59,940.00		\$59,940.00	\$ 59,940.00	\$0.00	0.00
TOWN303	Town of Chapel Arm	255	\$45,900.00	180.00	\$45,720.00	\$ 41,298.90	\$4,421.10	-4,421.10
TOWN304	Town of Southern Harbour	184	\$33,120.00		\$33,120.00	\$ 34,279.20	-\$1,159.20	1,159.20
TOWN305	Town of Sunnyside	205	\$36,900.00		\$36,900.00	\$ 33,210.00	\$3,690.00	-3,690.00
TOWN502	Town of Chance Cove	148	\$26,640.00		\$26,640.00	\$ 23,976.00	\$2,664.00	-2,664.00
TOWN503	Town of Arnold's Cove	535	\$96,300.00		\$96,300.00	\$ 86,670.00	\$9,630.00	-9,630.00
TOWNO203	Town of Colliers	320	\$57,600.00	8,412.05	\$66,012.05	\$ 31,394.60	\$34,617.45	-34,617.45
TOWNO205	Town of Holyrood	1071	\$192,780.00	40,141.65	\$232,921.65	\$ 170,061.11	\$62,860.54	-62,860.54
TOWNO401	Town of Aquaforte	69	\$12,420.00	833.03	\$13,253.03	\$ 13,253.03	\$0.00	0.00
TOWNO402	Town of Bay Bulls	545	\$98,100.00		\$98,100.00	\$ 88,290.00	\$9,810.00	-9,810.00
TOWNO403	Town of Cape Broyle	275	\$49,500.00		\$49,140.00	\$ 44,226.00	\$4,914.00	-4,914.00
TOWNO404	Town of Fermeuse-Kingman's Cove	179	\$32,220.00	0.02	\$32,219.98	\$ 24,164.94	\$8,055.04	-8,055.04
TOWNO405	Town of Ferryland	272	\$48,960.00		\$48,960.00	\$ 48,960.00	\$0.00	0.00
TOWNO407	Town of Renewes-Cappahayden	234	\$42,120.00		\$42,120.00	\$ 42,120.00	\$0.00	0.00
TOWNO408	Town of St. Shott's	50	\$9,000.00		\$9,000.00	\$ 6,750.00	\$2,250.00	-2,250.00
TOWNO410	Town of Witless Bay	685	\$123,300.00		\$123,300.00	\$ 123,300.00	\$0.00	0.00
TOWNO411	Town of Portugal Cove South	92	\$16,560.00		\$16,560.00	\$ 12,420.00	\$4,140.00	-4,140.00
TOWNO504	Town of Long Harbour-Mount Arlingt	196	\$35,280.00		\$35,280.00	\$ 31,752.00	\$3,528.00	-3,528.00
TOWNO505	Town of Fox Harbour	134	\$24,120.00		\$24,120.00	\$ 21,708.00	\$2,412.00	-2,412.00
TOWNO507	Town of St. Bride's	139	\$25,020.00		\$25,020.00	\$ 24,983.89	\$0.00	-36.11
TOWNO508	Town of Point Lance	47	\$8,460.00		\$8,460.00	\$ 6,345.00	\$2,115.00	-2,115.00
TOWNO509	Town of Branch	161	\$28,980.00		\$28,980.00	\$ 28,980.00	\$0.00	0.00
TOWNO510	Town of Mount Carmel-Mitchell's Br	299	\$53,820.00		\$53,820.00	\$ 26,910.00	\$26,910.00	-26,910.00
TOWNO511	Town of St. Joseph's	107	\$19,260.00		\$19,260.00	\$ 14,445.00	\$4,815.00	-4,815.00
TOWNO512	Town of Admiral's Beach	82	\$14,760.00		\$14,760.00	\$ 13,284.00	\$1,476.00	-1,476.00
TOWNO513	Town of Gaskiers-Point LaHaye	144	\$12,960.00		\$12,960.00	\$ 12,960.00	\$0.00	0.00
TOWNO514	Town of Colinet	75	\$13,500.00		\$13,500.00	\$ 12,150.00	\$1,350.00	-1,350.00

TOWN0515	Town of Riverhead	112	\$10,080.00	\$10,080.00	\$	10,080.00	\$0.00	0.00
TOWN0516	Town of St. Mary's	222	\$19,980.00	\$19,980.00	\$	19,921.72	\$58.28	-58.28
TOWN0517	Town of St. Vincent's-St. Stephen's-P	213	\$19,170.00	\$19,170.00	\$	19,170.00	\$0.00	0.00
TOWN0601	Town of Whiteway	163	\$29,340.00	\$29,340.00	\$	29,340.00	\$0.00	0.00
TOWN0602	Town of Heart's Delight-Islington	409	\$73,620.00	\$73,620.00	\$	73,620.00	\$0.00	0.00
TOWN0603	Town of Heart's Desire	125	\$22,500.00	\$22,500.00	\$	20,250.00	\$2,250.00	-2,250.00
TOWN0801	Town of Old Perlican	330	\$59,400.00	\$59,400.00	\$	56,382.60	\$3,017.40	-3,017.40
TOWN0802	Town of Bay de Verde	221	\$39,780.00	\$ 7,956.00	\$	39,780.00	\$7,956.00	-7,956.00
TOWN0804	Town of New Perlican	162	\$29,160.00	\$29,160.00	\$	26,244.00	\$2,916.00	-2,916.00
TOWN0805	Town of Hant's Harbour	193	\$34,740.00	\$34,740.00	\$	34,740.00	\$0.00	0.00
TOWN0806	Town of Heart's Content	239	\$43,020.00	\$43,020.00	\$	43,020.00	\$0.00	0.00
TOWN0807	Town of Winterton	295	\$53,100.00	\$53,100.00	\$	26,550.00	\$26,550.00	-26,550.00
TOWN0809	Town of Wabana	1222	\$109,980.00	\$109,980.00	\$	109,980.00	\$0.00	0.00
		11954	1,979,550.00	62,369.50	2,041,559.50	1,796,343.79	245,179.60	-245,215.71

TOWNS ACTIVITY - INVOICED MONTHLY (Jan - Dec 2021)						
CustCode	Town/LSD	No. Properties	Prior Year Balance	Total Invoices 2021	Payments Received	Outstanding Balance
TOWN0001	Town of Carbonear	2175	-	197,186.68	163,201.65	33,985.03
		2175	-	197,186.68	163,201.65	33,985.03

2021 TOTAL SURPLUS (ARREARS) - INCORPORATED 1 \$ (279,200.74)

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Sunnyside Waste Recovery Facility – Winter Closure 2021-2022
MEETING DATE:	2021-10-27
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Christie Dean, Director of Operations
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

It is recommended that the ERSB close the Sunnyside Waste Recovery Facility over the winter months. Date of closure would be from Monday, December 13, 2021 to re-opening on Saturday, April 2, 2022. Closure would be communicated by site signage, a letter being sent to potentially impacted communities, as well as ads in local newspapers.

MOTION:

BE IT RESOLVED that the Board close the Sunnyside Waste Recovery Facility over the winter months from Monday, December 13, 2021 to re-open on Saturday, April 2, 2022.

BACKGROUND:

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

Since the opening of the Clarendville Transfer Station, the annual usage at the Sunnyside WRF has continued to drop. The most significant drops were observed in the winter months of January through March. In 2019 the average number of visits for January through March was 36 visits per month. This equates to an average of one visit every two hours.

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

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

Another very important consideration for the Sunnyside WRF is the high cost of snow clearing at the facility. For the winter of 2018–2019, the Sunnyside WRF snow clearing contract was the highest snow clearing contract awarded.

The high cost of snow-clearing and very low public usage resulted in a snow clearing cost of \$80.11 per client visit. This is not sustainable or fiscally responsible.

OTHER CONSIDERATIONS:

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

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

The Towns of Come-by-Chance and Sunnyside are located 22 kilometers from the Clarenville Transfer Station; therefore, they are well within the travel distance deemed acceptable. In addition, residents in the areas between Whitbourne and Clarenville are within acceptable travel distances.

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

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

EASTERN REGIONAL SERVICE BOARD
BRIEFING NOTE / REPORT

TITLE:	ERSB Fee Schedule 2022-2023
MEETING DATE:	2021-10-27
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:

Due to the municipal election this year, the Board adopted Motion #2021-050 (below) at its August meeting to ensure compliance with legislation. On October 19th the Board received information from the Robin Hood Bay regional landfill following the City of St. John's budgetary review that operational expenditures at the regional landfill should remain relatively stable from 2022 to 2024. Therefore, the tipping fee for regular waste should be raised from \$82 per tonne to \$84 per tonne. In addition, it is being recommended that the new fee schedule begin at April 1, 2022 as per past practice.

It is recommended that the Board rescind Motion No. 2021-050 and adopt a new motion as outlined below.

MOTION #2021-050 TO BE RESCINDED:

BE IT RESOLVED that the Board rescind Motion No. 2021-050 adopted at the board meeting of August 16, 2021.

MOTION #2021-050: BE IT RESOLVED that the Board adopt the 2022 Fee Schedule as tabled for the annual waste services fees; fire and emergency services fees; financial services fees; and, regular waste disposal fees. The remaining fees for disposal of recyclables, asbestos, off road tires, rock, concrete, asphalt, yard waste, special waste, etc., will be set in accordance with the recommendations from the Robin Hood Bay regional landfill for January 1 through December 31, 2022.

MOTION:

BE IT RESOLVED that the Board adopt the Fee Schedule for April 1, 2022 through March 31, 2023 as tabled.

BACKGROUND/DISCUSSION:

- Due to the municipal election this year, the Board adopted Motion #2021-050 at its August meeting to ensure compliance with legislation to adopt a fee schedule and budget by October 31st each year.
- On October 19th the Board received information from the Robin Hood Bay regional landfill following the City of St. John's budgetary review that operational expenditures at the regional landfill should remain relatively stable from 2022 to 2024. Therefore, the tipping fee for regular waste should be raised from \$82 per tonne to \$84 per tonne.
- In addition, it is being recommended that the new fee schedule begin at April 1, 2022 as per past practice.
- ERSB is required by the *Regional Service Boards Act, 2012* to set its annual fees and to adopt a budget by October 31st each year.
- The annual household fee for regional waste services will increase from \$180 to \$200 for 2022.
- This is the first increase in the household fee since 2011 (10 years).
- All financial services fees will remain the same for 2022.
- Members may recall that the tip fee for regular waste had been unchanged for the seven (7) years prior to 2021 due to tip fee stabilization by ERSB. This was possible due to increased revenues received 2012 through 2014.
- Once the Fee Schedule has been adopted for 2022-2023, the Board will publish this information and will distribute this information to all communities in the Eastern region.

Process for Establishing Fees:

The process for establishing fees is outlined in the MOU between the Board and the City of St. John's as follows:

- The City shall, on or before September 15 of each year, provide the Board with a tonnage report for the RHB facility for the preceding fiscal year; a tonnage forecast for the upcoming fiscal year; and its estimated operating costs for the RHB facility as determined pursuant to the principles set forth in S.5(A)(i) for the upcoming fiscal year.
- The Board shall, on or before October 15 of each year, provide the City with its Eligible Costs for the preceding fiscal year as determined pursuant to S.5(A)(ii); and its estimated Eligible Costs for the upcoming fiscal year;
- The Board shall, on or before October 31 of each year and in accordance with the principles set forth in section 5A, establish the user fees that will be assessed at the RHB facility for all classes of waste accepted at the RHB facility starting April 1 of the subsequent year.
- Should the Board fail to approve the user fees on or before the date set forth in S.5(B)(iii), then the user fees at the RHB facility shall be as established by the City in accordance with the principles set forth in S.5(A) that states "User fees for disposing of waste materials at RHB facility shall be established by the Board under the authority granted in Sections 24 and 26 of the *Regional Service Boards Act*."

ATTACHMENTS:

- Fee Schedule for Eastern Regional Service Board & Regional Waste Management Facility at Robin Hood Bay – Effective April 1, 2022 to March 31, 2023.
- ERSB Fee Schedule 2022 – Rationale for increases

2022 FEE SCHEDULE FOR EASTERN REGIONAL SERVICE BOARD & REGIONAL WASTE MANAGEMENT FACILITY AT ROBIN HOOD BAY

Effective April 1, 2022 to March 31, 2023

ITEM/MATERIAL	FEE
Fire and Emergency Services Fees	
Per property fee for fire services in areas protected by ERSB	Up to \$120.00
Per commercial fire inspection	\$200.00
Per commercial fire inspection – subsequent visits within 12 months of initial visit - per event	\$50.00
Financial Services Fees	
Interest charged on overdue accounts, simple interest of 1.75% as of Jan 1 2019. Prior to Jan 1 2019 - interest of 2%, compounding monthly is applicable	1.75%
Non-sufficient funds charge per event	\$20.00
Small Claims Provincial Court Filing Fees	As charged by the Court
Process Server – per event	\$40.00
Waste Services Fees	
Per property fee for waste services	\$200.00
Return to collect waste not properly set out – per event	\$150.00
Regular Waste Disposal Fees	
Regular waste disposal fee at Clarendville Transfer Station and Robin Hood Bay per metric tonne	\$84.00
Recyclables disposal fee at Clarendville Transfer Station and Robin Hood Bay per metric tonne	\$22.00
Waste disposal permit for Clarendville Transfer Station or Robin Hood Bay	\$30.00
Clarendville Transfer Station Commercial Users/Discovery Regional Service Board transportation fee per metric tonne in addition to the regular waste disposal fee of \$82.00 per metric tonne	\$20.00
Asbestos (per metric tonne at Robin Hood Bay)*	
Asbestos (call to make arrangements prior to delivery to site)	\$144.00
Asbestos – Mixed Load (call to make arrangements prior to delivery to site)	\$286.00
Off the Road Tires (tires that are NOT included in the tire recycling program of the Province - per metric tonne)	
OTR – Off the Road Tires (call to make arrangements prior to delivery to site)	\$210.00
Rock (per metric tonne)*	
6 inches minus	Free
18 inches minus	\$27.00
18 inches plus	\$84.00
Concrete & brick (per metric tonne)*	
6 inches minus (reinforced or unreinforced)	Free
6 inches plus (reinforced)	\$84.00
18 inches minus (unreinforced)	\$27.00
18 inches plus (unreinforced)	\$84.00
Asphalt (per metric tonne)*	
6 inches minus	Free
18 inches minus	\$27.00
18 inches plus	\$84.00
Yard Waste (per metric tonne)**	
Contained in paper yard waste bags or loose	Free
Contained in plastic waste bags	\$84.00
Special Wastes (per metric tonne)	
Wastes requiring special handling (requires pre-approval and arrangements must be made prior to delivery to site)	\$144.00
International wastes	\$144.00
Unacceptable Wastes (per metric tonne)***	
Rejected wastes or recycling	\$164.00

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

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

*** Hauler will be responsible for all costs and coordination of work associated with removal of rejected wastes from site. Rejected recyclables will be landfilled.

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

ERSB Fee Schedule 2022

TIP FEE INCREASE AT ROBIN HOOD BAY AND RESIDENTIAL FEE INCREASE SPEAKING POINTS

ERSB consists of 20 elected municipal officials who collectively have more than 200 years' experience in municipal administration; therefore, any increase in the residential waste management fees or the commercial tipping fee at Robin Hood Bay Regional Landfill are not undertaken without considerable deliberation.

The residential fee for waste collection services has not changed since January 1, 2011 – that is 10 years without an increase.

ERSB operates as not-for-profit; therefore, all fees (including the tip fee at Robin Hood Bay) are set to cover costs and reserves only. The residential waste collection fee is currently \$180. The tip fee for regular garbage is \$82 and for recyclables it is \$22 per metric tonne.

During the economic boom period of 2013 to 2015; Robin Hood Bay received more waste than expected and, therefore, more revenues than budgeted. The surplus revenue received during this period has been used in full to stabilize the tip fees to the end of 2019. At that time the Board was also able to efficiently use the revenue from the residential waste fees to maintain operations and account for any increases to regional contracts. In 2022, up to seven large contracts for regional services and operations will have to be tendered. The Eastern Region is a geographically large area and the Board's trucks must transport material from our Clarenville site and from our ten other sites in the region. The increase in fuel prices in 2021 has seen a drastic increase in vehicle expenses incurred. It is expected that the increase in fuel prices will remain at these levels into 2022. While the Board purchased two new tractors and trailers in 2020-2021, several trucks in the fleet are up to eight years old. The costs to maintain these large assets has also dramatically increased over the last number of years. These maintenance and operation costs are also expected to increase due to the worldwide shortage in certain vehicle and electrical parts.

Just as costs have increased for municipalities across the province, so too have costs at the Robin Hood Bay facility. As a result, the tip fee is being increased by \$2 to match the increase to the Consumer Price Index. The commercial tipping fee will be \$84 for regular garbage and \$22 for recycling effective April 1, 2022.

As a result of the increased expected operational and contract costs, the Board has approved an annual increase of \$20 to the yearly household waste management fee. It is hoped that this increase will allow for a stabilization of the fee for several years.

Additional Information:

The tip fee at Robin Hood Bay remains one of the lowest in Atlantic Canada for regular garbage disposal (per metric tonne):

- Central Nfld. Waste Management - \$136
- Western Nfld. Waste Management - \$164
- Halifax Regional Municipality - \$127
- St. John NB Regional Landfill - \$108
- Island Waste Management – Prince Edward Island - \$100

EASTERN REGIONAL SERVICE BOARD
BRIEFING NOTE / REPORT

TITLE:	Snow Clearing Tenders for Waste Recovery Facilities 2021-2022
MEETING DATE:	2021-10-27
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Christie Dean, Director of Operations
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

It is recommended that Eastern Regional Service Board accept the lowest bid for each tender related to the 2021-2022 snow clearing at the Board's waste recovery facilities.

MOTION:

BE IT RESOLVED that the Board accept the lowest bid for each tender related to the 2021-2022 snow clearing at the Board's waste recovery facilities.

BACKGROUND/DISCUSSION:

- The Board issued tenders for snow clearing and sanding at seven of the eleven waste recovery facilities that it operates.
- The remaining four waste recovery facilities will be cleared by our internal staff; by the onsite contractor; or will not be required as the WRF is closed during winter months.
- Unless otherwise noted, there was only one bid received for each location.
- The change between the winter of 2019-2020 to the coming winter 2020-2021 was approximately a 0.5 percent overall decrease.
- The change between last winter and the coming winter is approximately 5.3 percent increase from previously tendered locations. In other words, the Bell Island WRF is not included as this is the first year it is operational. When the Bell Island WRF snow clearing costs is included, the overall increase for the Board is approximately 15.5 percent.
- The low bid for each of the sites is detailed below and is followed by Table 1 that compares the 2021-2022 tender prices to the tender amounts from the previous five years.

- Cavendish (1 bidder) – G. Groves & Sons Ltd., \$13,760 plus \$2,064 HST for a total of \$15,824;
- Renews-Cappahayden (1 bidder) – Clowe's Construction Ltd., \$3,900 plus \$585.50 HST for a total of \$4,485;
- Bay Bulls (1 bidder) – O'Brien's Trucking Ltd., \$5,900 plus \$885 HST for a total of \$6,785;
- St. Joseph's – (1 bidder) –Singleton's Mechanical, \$6,500 plus \$975 HST for a total of \$6,975;
- Placentia (2 bidders) – Lowest bidder: KJH Dirtworks Ltd., \$4,452.14 plus \$667.84 HST for a total of \$5,120.09; and,
- Harbour Grace (1 bidder) – Concord Paving Ltd., \$14,900 plus \$2,235 HST for a total of \$17,135.
- Bell Island (2 bidders) – Lowest bidder: Hurley's Trucking Ltd., \$4,790 plus \$718.50 HST for a total of \$5,508.50.

Table 1:

Location	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Cavendish	\$7,349.00	\$13,200.00	\$15,705.00	\$13,200.00	\$13,260.00	\$13,760.00
Renews-Cappahayden	\$3,375.00	\$3,590.00	\$3,590.00	\$3,590.00	\$3,900.00	\$3,900.00
Bay Bulls	\$8,394.00	\$7,101.12	\$5,880.00	\$4,576.00	\$4,272.00	\$5900.00
St. Joseph's	\$5,000.00	\$5,500.00	\$5,500.00	\$6,000.00	\$6,000.00	6,500.00
Placentia	\$5,720.00	\$5,600.00	\$5,218.00	\$4,799.96	\$4,599.92	\$4,452.14
Harbour Grace	\$8,160.00	\$14,000.00	\$14,900.00	\$14,900.00	\$14,900.00	\$14,900.00
Sunnyside	no bid received	not tendered	\$24,750.00	not tendered	not tendered	not tendered
Whitbourne	internal resources	internal resources	internal resources	Internal resources	Internal resources	Internal resources
Clarenville	internal resources	internal resources	internal resources	Internal resources	Internal resources	Internal resources
Old Perlican	contractor responsibility	contractor responsibility	contractor responsibility	contractor responsibility	contractor responsibility	contractor responsibility
Bell Island	NA	NA	NA	NA	NA	\$4,790.00

ATTACHMENTS:

- Tender Results

Eastern Regional Service Board

Snow Clearing-Cavendish Waste Recovery Facility 2021-2022

Closing Date and Time:

Wednesday, Oct 14, 2021--1:00pm

Tender Description:

Snow Clearing-Cavendish Waste Recovery Facility 2021-2022

Company	Base Bid	HST	Tender Total
G. Groves + Sons Ltd.	13760.00	2064.00	15824.00



Christie Dean

Manager of Operations



Witness

LYNN TUCKER

A Commissioner for Oaths in and for
the Province of Newfoundland and Labrador
My commission expires on December 31, 2021

Eastern Regional Service Board

Snow Clearing-Renews-Cappahayden Waste Recovery Facility 2021-2022

Closing Date and Time:

Wednesday, Oct 13, 2021--1:00pm

Tender Description:

Snow Clearing-Renews-Cappahayden Waste Recovery Facility 2021-2022

Company	Base Bid	HST	Tender Total
Clowes Construction Ltd.	3900.00	585.00	4485.00

Christie Dean
Manager of Operations

Witness

LYNN TUCKER

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

Eastern Regional Service Board

Snow Clearing-Bay Bulls Waste Recovery Facility 2021-2022

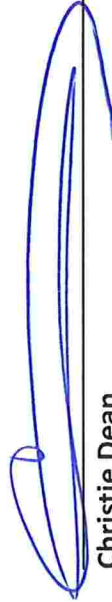
Closing Date and Time:

Wednesday, Oct 12, 2021--1:00pm

Tender Description:

Snow Clearing-Bay Bulls Waste Recovery Facility 2021-2022

Company	Base Bid	HST	Tender Total
O'Brien's Trucking Ltd.	5900.00	885.00	6785.00


Christie Dean
Manager of Operations


Witness

LYNN TUCKER

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

Eastern Regional Service Board

Snow Clearing-St. Joseph's Waste Recovery Facility 2021-2022

Closing Date and Time:

Wednesday, Oct 20, 2021-2:00pm

Tender Description:

Snow Clearing-St. Joseph's Waste Recovery Facility 2021-2022

Company	Base Bid	HST	Tender Total
Singleton's Mechanical	6500.00	975.00	7475.00

Christie Dean
Manager of Operations

Witness

LYNN TUCKER

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

Eastern Regional Service Board

Snow Clearing-Placentia Waste Recovery Facility 2021-2022

Closing Date and Time:

Wednesday, Oct 12 2021--1:00pm

Tender Description:

Snow Clearing-Placentia Waste Recovery Facility 2021-2022

Company	Base Bid	HST	Tender Total
Meades Services + Storage Ltd.	7539.06	1130.86	8669.92
KJH Dirtworks Ltd.	4452.14	667.84	5120.09

Christie Dean
Manager of Operations

Witness

LYNN TUCKER

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

Eastern Regional Service Board

Snow Clearing-Harbour Grace Waste Recovery Facility 2021-2022

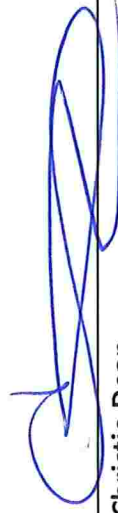
Closing Date and Time:

Wednesday, Oct 12, 2021--1:00pm

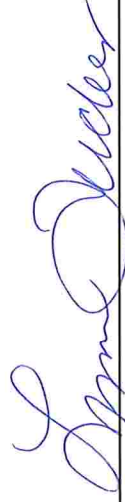
Tender Description:

Snow Clearing-Harbour Grace Waste Recovery Facility 2021-2022

Company	Base Bid	HST	Tender Total
Concord Paving Ltd.	14900. ⁰⁰	2235. ⁰⁰	17135. ⁰⁰



Christle Dean
Manager of Operations



Witness

LYNN TUCKER

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

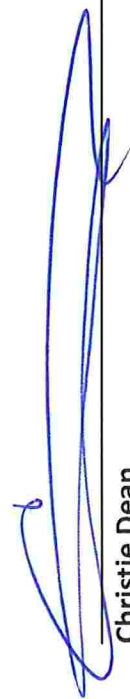
Eastern Regional Service Board


Snow Clearing-Bell Island Waste Recovery Facility 2021-2022

Closing Date and Time: Wednesday, Oct 18 2021-1:00pm

Tender Description: Snow Clearing-Bell Island Waste Recovery Facility 2021-2022

Company	Base Bid	HST	Tender Total
Hurley's Trucking Ltd.	4790. ⁰⁰	718.50	5508.50
Lynx Holdings Inc.	6989. ⁰⁰	1048.35	8037.35


Christie Dean
Manager of Operations


Witness

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

EASTERN REGIONAL SERVICE BOARD
BRIEFING NOTE / REPORT

TITLE:	Office Lease Extension – Majors Path
MEETING DATE:	2021-10-27
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:

The current five-year lease for 2,615 square feet of office space at Majors Path will expire on March 31, 2022. Staff recommends exercising the option to extend the lease for one year to March 31, 2023.

BE IT RESOLVED that the Board extend its lease for office space at Majors Path to 62167 Newfoundland & Labrador Inc., for one year to March 31, 2023.

BACKGROUND/DISCUSSION:

- The Board tendered for 2,615 square feet of office space in 2016.
- A five-year lease was signed for April 1, 2017 to March 31, 2022.
- The lease includes an option to extend annually at the same terms and conditions for up to an additional three years beyond the original term.
- The current office space continues to be appropriate for staff and the Board.
- The cost of the current space is \$77,011.80 annually plus HST. This equates to \$29.45 per square foot plus HST.
- On October 20th, the CAO and landlord discussed extending the current lease for one year and the landlord agreed.
- Therefore, it is recommended that the Board adopt a motion to extend the lease for office space for one year to March 31, 2023.

ATTACHMENTS: N/A