

## **BOARD OF DIRECTORS MEETING**

### **MINUTES**

#### **Meeting #99**

**Wednesday, June 22, 2022, 7:00 p.m.**

#### **BROADCASTED LIVE – VIDEOCONFERENCE**

In Attendance: Chairperson Stephen Tessier  
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 Nathan Ryan  
Councillor Carl Ridgeley  
Councillor Ron Ellsworth  
Councillor Jamie Korab  
Councillor Gerard Tilley  
Councillor Jill Bruce

Regrets: Mayor Danny Breen  
Councillor Maggie Burton  
Deputy Mayor Sheilagh O’Leary  
Councillor Glenn Clarke

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

**Mr. Hickman introduced Mr. Stephen Tessier, the Board's new Chair, and provided a brief biography to welcome him into his new role.**

**1. Call to Order**

Mr. Tessier, Chairperson, called the meeting to order at 7:04 p.m.

**2. Adoption of Agenda**

The agenda was tabled for approval.

**MOTION 2022-040**

**Moved By** Mr. McDonald

**Seconded By** Ms. Ravencroft

**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 2022-041**

**Moved By** Ms. Whelan

**Seconded By** Mr. Antle

**BE IT RESOLVED** that the minutes from the May 25, 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 May were tabled for review and approval. There were no questions or concerns.

**MOTION 2022-042**

**Moved By** Mr. Hickman

**Seconded By** Mr. Antle

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

**Carried Unanimously**

2. **Incorporated Towns Payment Activity Report**

An update on the incorporated towns' payment activity dated June 7, 2022 was provided.

There were no questions or concerns.

3. **Motion by Email to be Ratified: 2022 Commercial General Liability Insurance Policy Renewal**

Mr. Hickman referred to the briefing note that was included in the meeting package. Documents for renewal of the 2022 Commercial General Liability Insurance policy were sent to all Board Members on May 17, 2022.

Approval was requested by email to renew this insurance policy with an expiry date of October 31, 2022 and this decision must be ratified in this public format.

**MOTION 2022-043**

**Moved By** Mr. Hickman

**Seconded By** Mr. Delaney

**BE IT RESOLVED** that the Board renew its Commercial General Liability Insurance Policy through Wedgwood Insurance Limited in the amount of \$14,500 plus fee and taxes for the period of June 1, 2022 through October 31, 2022.

#### 4. **Change in Board Signatories**

Eastern Regional Service Board requires two (2) signatures for its cheques. In line with legislation, the Chairperson and Vice Chairperson sign all cheques unless one of them is unavailable. The Board has two others designated as signatories – one Board member and the CAO. It is recommended that the Board update its signatories so that the former Chairperson is removed, and the current Chairperson is added.

##### **MOTION 2022-044**

**Moved By** Mr. Hickman

**Seconded By** Mr. Ryan

**BE IT RESOLVED that the Board change its signatories from former Chairperson Harold Mullooney; Vice Chairperson Danny Breen; Director Sandy Hickman; and CAO, Lynn Tucker to current Chairperson Stephen Tessier; Vice Chairperson Danny Breen; Director Sandy Hickman; and, CAO, Lynn Tucker.**

#### 5. **Award Tender for Metals Recyclables**

Mr. Hickman referred to the briefing note that was provided in the meeting package and explained that the contract for Metals Collection, Transportation and Recycling Services at the Board's waste recovery facilities expires June 30, 2022. As a result of the tendering process, the contract will be awarded to Newco Metal & Auto Recycling Ltd. for a period of 36 months beginning July 1, 2022.

##### **MOTION 2022-045**

**Moved By** Mr. Hickman

**Seconded By** Mr. Tilley

**BE IT RESOLVED that the Board award the contract for 36 months for Metals Collection, Transportation and Recycling Services at waste recovery facilities beginning July 1, 2022 to Newco Metal & Auto Recycling Ltd.**

#### 6. **Investment Possibilities**

Mr. Hickman reported that staff were contacted by the Bank of Montreal (BMO) who provided information regarding investment possibilities such as short-term

GICs. BMO is recommending that the Board open a Business Premium Rate Savings Account to earn some interest on cash holdings. Analysis will be completed on the accounts to ensure that we are doing as well as possible with interest rates and terms.

**MOTION 2022-046**

**Moved By** Mr. Hickman

**Seconded By** Mr. Antle

**BE IT RESOLVED that the Board open a Business Premium Rate Savings Account with BMO.**

**b) Strategy & Policy Committee**

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

**1. Q1 Waste Operations Report**

Mr. Tilley referred to the briefing note that was provided in the meeting package with the first quarterly waste operations report.

He noted that there were only a few disruptions in waste collection this year due to weather conditions and no disruptions due to the pandemic. The Board is also pleased to report that there were no closures due to the pandemic.

Staff continue to track and monitor illegal dumping situations, as well as vandalism in and around the Board's waste recovery facilities.

Ms. Dean reported that the waste recovery facility located in Harbour Grace continues to see twice the amount of client visits than other waste recovery facilities and about three times the amount of waste removals.

The Clarenville Transfer Station (CTS) reports an increase of about 44% in regular waste for transport to Robin Hood Bay, while the amount of recycling transported has decreased by approximately 2%. CTS is currently operating at or near its capacity.

There were no questions or concerns regarding the waste operations report for the first quarter.

## **2. 2023-2027 Strategic Plan Development – Discussion Regarding Process and Strategic Directions**

Mr. Tilley noted that the process for the Board's strategic plan development was discussed, and the CAO has already canvassed Board members for suggestions and input.

The CAO will also reach out to stakeholders and will use the Board's current plan, as well as the provincial government's strategic directions to prepare materials for brainstorming session with Board members early this Fall.

## **3. Partnering with Scotia Recycling to Raise Diversion Rates through an Education Campaign**

Mr. Tilley reported that a meeting has already taken place with Scotia Recycling's President and their local Controller/Operations Manager to discuss partnering on a campaign to raise recycling participation in the Eastern region. Scotia Recycling is very enthusiastic to partner with the Board on this campaign.

He noted that the Board has recently hired a Communications Coordinator who will collaborate with senior staff and Scotia Recycling to develop materials for the campaign.

During the initial meeting, Scotia Recycling suggested that Board members may benefit from a tour of the Materials Recovery Facility (MRF) and the President offered to do a presentation for Board members.

Scotia is successfully recycling materials and they would welcome the opportunity to show members the facility at Robin Hood Bay; to explain how recyclables are processed; and, how recyclables get to market.

The Board's Clerk will canvass members in the coming weeks to determine who is interested in this tour.

Mr. Breen reported that the City of St. John's saw a significant increase in recycling participation rates since implementing their clear bag program. He suggested the Board may want to look at the use of clear bags for future collection contracts as a way to increase recycling participation.

**c) Governance Committee**

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

**1. Q1 Canada Revenue Agency (CRA) Payroll Remittance Statement**

Mr. McDonald referred to the first quarterly payroll remittance statement from CRA that was included in the meeting package. He noted that all payroll remittances have been made on time and the Board is up to date.

There were no questions or concerns on this report.

**2. DRAFT Annual Report 2021**

Mr. McDonald referred to the Board's draft 2021 Annual Report that was included in the meeting package.

He noted that the report outlines the Board's lines of business; highlights and accomplishments; as well as opportunities and challenges ahead.

Mr. McDonald reported that the Board continues to advocate on the need to address some of the administrative tools that are not included in the enabling legislation for regional service boards such as having the same authority as municipalities regarding liens on properties, etc. Having these administrative tools would provide the Board another way to collect fees other than through litigation as small claims court.

In addition, the Board is once again identifying the need for Provincial Standards for Waste Collection that would ensure all licensed waste haulers would have to offer waste diversion options in line with the Provincial Waste Management Strategy.

The Board would like to see the province implement a mandatory property registry or adopt land titles systems like other provinces. This would assist the Board, municipalities, and local service districts to identify the property owners within their boundaries.

Mr. McDonald concluded that the Board continues to work with its partners in regional service delivery including municipalities, local service districts, businesses, Provincial Departments, and others in the development of quality and cost-effective services to the Eastern region.

**MOTION 2022-047**

**Moved By** Mr. McDonald

**Seconded By** Ms. Whelan

**BE IT RESOLVED that the Board adopt the Annual Report for 2021 as tabled.**

**3. Update on Harassment Prevention Training**

Mr. McDonald reminded members that the Board adopted its Harassment Prevention Policy at the May 25<sup>th</sup> regular Board meeting.

In addition to the policy document, the Board was required to provide Harassment Prevention Training to all staff and Board members before the end of June.

Mr. McDonald noted that the Board's Harassment Prevention Plan contains information and protocols that specifically relate to the Board's setup and business; therefore, this training is mandatory regardless of whether staff and Board members have already completed similar training elsewhere.

At this time, one staff and seven Board members have not completed the training. The training must be completed before the end of June to satisfy OH&S requirements. Those who have not completed the training will be contacted soon to set up a time for training.

**4. Update on Communications Plan**

Mr. McDonald noted that the Board now has a Communications Coordinator who has been hard at work becoming familiar with the Board, its legislation, mandate, services, etc. He will work closely with senior staff to develop a communications plan. Once drafted, it will be brought to the Board for consideration.

**5. Update on Partnering with Scotia Recycling on Campaign to Raise Recycling Participation**

Mr. McDonald reminded members that this item was already reported on by the Chair of the Strategy and Policy Committee. It was discussed at Governance Committee as an information item only.



**6. Update on Meeting Requested with Municipalities Newfoundland and Labrador (MNL)**

Mr. McDonald reported that the meeting that was requested with MNL has been cancelled for now at the request of the Board's new Chair. Mr. Tessier would like to discuss regionalization and the Board's role with the province before sitting down with other stakeholders.

**7. Summer Break**

Mr. McDonald noted that it is common practice for the Board to suspend all meetings for the months of July and August.

The Board's Chair may call a meeting if necessary. If a meeting is required during this period, members will be notified by email. Otherwise, all meetings will commence in September.

**5. Correspondence**

There was no correspondence to review.

**6. New Business**

- a) Mr. Tessier requested that a 'Roundtable Discussion' be added to future Board meeting agendas.

**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 at the call of the Chair.
- b) The next meeting of the Finance & Audit Committee will take place at the call of the Chair.
- c) The next meeting of the Strategy & Policy Committee will take place at the call of the Chair.

d) The next meeting of the Governance Committee will take at the call of the Chair.

8. **Adjournment**

**MOTION 2022-048**

**Moved By** Mr. Hickman

**Seconded By** Mr. McDonald

Seeing no further business to be discussed, **BE IT RESOLVED** that the meeting adjourned at 7:28 p.m.

**Carried Unanimously**

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**Ms. Holly Coles**

Board Clerk and Outreach Coordinator

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**Mr. Stephen Tessier**

Chairperson

**Eastern Regional Service Board**

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

Cheques from 0000000001 to 0000010680 dated between 05-01-2022 and 05-31-2022

**CHEQUE REGISTER**

Printed: 2:52:32PM 06/01/2022

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Number	Issued		Amount	SC	Status	Status Date
0000010626	05/11/2022	Around The Bay Disposals Inc.	96,217.83	A/P	CLEARED	05/18/2022
0000010627	05/11/2022	Bell Aliant	2,034.98	A/P	OUT-STD	05/11/2022
0000010628	05/11/2022	Bell Mobility Inc.	1,218.44	A/P	CLEARED	05/26/2022
0000010629	05/11/2022	Brandt Tractor Ltd.	224.25	A/P	CLEARED	05/24/2022
0000010630	05/11/2022	City of St. John's	43,359.00	A/P	CLEARED	05/19/2022
0000010631	05/11/2022	Concord Enterprises Inc.	4,283.75	A/P	CLEARED	05/20/2022
0000010632	05/11/2022	Craig Drover	1,769.31	A/P	CLEARED	05/13/2022
0000010633	05/11/2022	D&L Russell Limited	22.56	A/P	CLEARED	05/26/2022
0000010634	05/11/2022	Dicks and Company Limited	66.68	A/P	CLEARED	05/20/2022
0000010635	05/11/2022	Dodd's Diesel Repair Ltd.	7,009.27	A/P	CLEARED	05/19/2022
0000010636	05/11/2022	ER Heating and Refrigeration (2017) Ltd.	172.50	A/P	CLEARED	05/25/2022
0000010637	05/11/2022	G Groves & Sons Limited	15,824.00	A/P	OUT-STD	05/11/2022
0000010638	05/11/2022	Acklands Grainger Inc.	162.89	A/P	CLEARED	05/26/2022
0000010639	05/11/2022	Holly Coles	549.88	A/P	CLEARED	05/16/2022
0000010640	05/11/2022	Jenkins Anthony Inc.	4,219.14	A/P	CLEARED	05/24/2022
0000010641	05/11/2022	Kevin Butt	114.96	A/P	CLEARED	05/16/2022
0000010642	05/11/2022	Leslie Squires	440.00	A/P	OUT-STD	05/11/2022
0000010643	05/11/2022	Lynn Tucker	545.59	A/P	OUT-STD	05/11/2022
0000010644	05/11/2022	MARK GILL - HR CONSULTING SERVICES	4,355.63	A/P	CLEARED	05/25/2022
0000010645	05/11/2022	Martin's Fire Safety Ltd	693.45	A/P	CLEARED	05/19/2022
0000010646	05/11/2022	McInnes Cooper	1,691.94	A/P	CLEARED	05/30/2022
0000010647	05/11/2022	Miller IT Limited	2,258.84	A/P	CLEARED	05/20/2022
0000010648	05/11/2022	Modern Business Equipment Limited	199.17	A/P	CLEARED	05/19/2022
0000010649	05/11/2022	Nexgen Municipal Inc.	442.51	A/P	CLEARED	05/27/2022
0000010650	05/11/2022	North Atlantic	45,453.98	A/P	CLEARED	05/20/2022
0000010651	05/11/2022	Northern Business Intelligence	2,167.91	A/P	CLEARED	05/25/2022
0000010652	05/11/2022	OMB Parts & Industrial Ltd.	230.87	A/P	CLEARED	05/30/2022
0000010653	05/11/2022	Parts For Trucks Inc.	219.89	A/P	CLEARED	05/24/2022
0000010654	05/11/2022	Pik-Fast Express Inc.	30.00	A/P	OUT-STD	05/11/2022
0000010655	05/11/2022	Pike's Pro Hardware & Building Supplies	98.49	A/P	OUT-STD	05/11/2022
0000010656	05/11/2022	Shred-it c/o Stericycle ULC	81.58	A/P	CLEARED	05/25/2022
0000010657	05/11/2022	T2 Ventures Inc.	224,746.18	A/P	CLEARED	05/13/2022
0000010658	05/11/2022	Wedgwood Insurance Limited	5,359.00	A/P	CLEARED	05/25/2022
0000010659	05/25/2022	Receiver General of Canada	521.47	G/L	OUT-STD	05/25/2022
0000010662	05/25/2022	62167 Newfoundland and Labrador Inc	7,380.30	A/P	OUT-STD	05/25/2022
0000010663	05/25/2022	Blaketown Service Station	1,606.51	A/P	OUT-STD	05/25/2022
0000010664	05/25/2022	Coish's Trucking & Excavating Ltd.	14,432.50	A/P	OUT-STD	05/25/2022
0000010665	05/25/2022	CTT Tirecraft	441.60	A/P	OUT-STD	05/25/2022
0000010666	05/25/2022	Dodd's Diesel Repair Ltd.	16,917.11	A/P	OUT-STD	05/25/2022
0000010667	05/25/2022	Gardiner Centre-Memorial University	598.00	A/P	OUT-STD	05/25/2022
0000010668	05/25/2022	Jenkins Anthony Inc.	4,219.14	A/P	OUT-STD	05/25/2022
0000010669	05/25/2022	Kevin Butt	45.89	A/P	OUT-STD	05/25/2022
0000010670	05/25/2022	Knightsbridge Robertson Surette	1,437.50	A/P	OUT-STD	05/25/2022
0000010671	05/25/2022	Newfoundland Power Inc.	5,828.68	A/P	OUT-STD	05/25/2022
0000010672	05/25/2022	OMB Parts & Industrial Ltd.	123.79	A/P	OUT-STD	05/25/2022
0000010673	05/25/2022	ORKIN Canada Corporation	194.35	A/P	OUT-STD	05/25/2022

Eastern Regional Service Board

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

Cheques from 0000000001 to 0000010680 dated between 05-01-2022 and 05-31-2022

CHEQUE REGISTER

Printed: 2:52:32PM 06/01/2022

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Number	Issued		Amount	SC	Status	Status Date
0000010674	05/25/2022	Parts For Trucks Inc.	13.78	A/P	OUT-STD	05/25/2022
0000010675	05/25/2022	Robert Earle	57.49	A/P	OUT-STD	05/25/2022
0000010676	05/25/2022	Tulk Tire & Service Ltd.	64.26	A/P	OUT-STD	05/25/2022
0000010677	05/25/2022	Wayde Higdon	75.00	A/P	OUT-STD	05/25/2022
0000010678	05/25/2022	Wesley Drodge	561.70	A/P	OUT-STD	05/25/2022
0000010679	05/25/2022	Woodman's Welding Ltd.	621.00	A/P	OUT-STD	05/25/2022
Total Issued (52):			\$521,404.54			
Total Voided (0):			\$0.00			
Grand Total:			\$521,404.54			
Number of Cheques Listed:			52			

## EASTERN REGIONAL SERVICE BOARD

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### PAYROLL EXPENSE

#### MAY 2022

Payroll – Staff ( <i>2 pay periods – 29 employees</i> ).....	\$127,668.11
Payroll – Board ( <i>20 members</i> ) .....	<u>\$00,000.00</u>
Total Payroll ( <i>29 employees</i> ) .....	\$127,668.11
Payroll CRA Remittance .....	<u>\$43,895.29</u>
<b>TOTAL GROSS PAYROLL .....</b>	<b><u>\$171,563.40</u></b>

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#### PREVIOUS MONTH

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#### APRIL 2022

Payroll – Staff ( <i>2 pay periods – 29 employees</i> ).....	\$126,401.47
Payroll – Board ( <i>20 members</i> ) .....	<u>\$24,076.80</u>
Total Payroll ( <i>49 employees</i> ) .....	\$150,478.27
Payroll CRA Remittance .....	<u>\$ 48,096.07</u>
<b>TOTAL GROSS PAYROLL .....</b>	<b><u>\$198,574.34</u></b>

TOWNS PAYMENT ACTIVITY 2022 - As of June 7, 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	Total Invoiced	Current Balance
LSDOF201	LSD of Georgetown	131	\$26,200.00	\$26,200.00	\$13,100.00
LSDOF202	LSD of Marysville	240	\$48,000.00	\$48,000.00	\$27,800.00
TOWN0003	Town of Clarke's Beach	586	\$117,200.00	\$117,200.00	\$0.00
TOWN301	Town of Come by Chance	118	\$23,600.00	\$23,600.00	\$0.00
TOWN302	Town of Norman's Cove-Long Cove	333	\$66,600.00	\$66,600.00	\$33,300.00
TOWN303	Town of Chapel Arm	254	\$50,800.00	\$50,800.00	\$25,252.05
TOWN304	Town of Southern Harbour	184	\$36,800.00	\$36,800.00	\$29,440.00
TOWN305	Town of Sunnyside	205	\$41,000.00	\$41,000.00	\$20,500.00
TOWN502	Town of Chance Cove	148	\$29,600.00	\$29,600.00	\$14,800.00
TOWN503	Town of Arnold's Cove	535	\$107,000.00	\$107,000.00	\$59,444.44
TOWN0203	Town of Colliers	320	\$64,000.00	\$64,000.00	\$54,952.85
TOWN0205	Town of Holyrood	1095	\$219,000.00	\$219,000.00	\$20,000.00
TOWN0401	Town of Aquaforte	69	\$13,800.00	\$13,800.00	\$6,899.99
TOWN0402	Town of Bay Bulls	617	\$123,400.00	\$123,400.00	\$63,929.84
TOWN0403	Town of Cape Broyle	276	\$55,200.00	\$55,200.00	\$27,717.26
TOWN0404	Town of Fermeuse-Kingman's Cove	179	\$35,800.00	\$35,800.00	\$19,689.92
TOWN0405	Town of Ferryland	272	\$54,400.00	\$54,400.00	\$27,200.00
TOWN0407	Town of Renew's-Cappahayden	234	\$46,800.00	\$46,800.00	\$40,950.00
TOWN0408	Town of St. Shott's	50	\$10,000.00	\$10,000.00	\$5,000.00
TOWN0410	Town of Witless Bay	744	\$148,800.00	\$148,800.00	\$74,400.00
TOWN0411	Town of Portugal Cove South	92	\$18,400.00	\$18,400.00	\$9,200.00
TOWN0504	Town of Long Harbour-Mount Arlington He	196	\$39,200.00	\$39,200.00	\$19,400.00
TOWN0505	Town of Fox Harbour	134	\$26,800.00	\$26,800.00	\$13,400.00
TOWN0507	Town of St. Bride's	139	\$27,800.00	\$27,800.00	\$13,899.89
TOWN0508	Town of Point Lance	47	\$9,400.00	\$9,400.00	\$4,700.00
TOWN0509	Town of Branch	161	\$32,200.00	\$32,200.00	\$7,000.00
TOWN0510	Town of Mount Carmel-Mitchell's Brook-St.	299	\$59,800.00	\$59,800.00	\$29,900.00
TOWN0511	Town of St. Joseph's	107	\$21,400.00	\$21,400.00	\$10,700.00
TOWN0512	Town of Admiral's Beach	82	\$16,400.00	\$16,400.00	\$8,200.00
TOWN0514	Town of Colinet	75	\$15,000.00	\$15,000.00	\$10,500.00
TOWN0601	Town of Whiteway	163	\$32,600.00	\$32,600.00	\$19,560.00
TOWN0602	Town of Heart's Delight-Islington	409	\$81,800.00	\$81,800.00	\$60,080.00
TOWN0603	Town of Heart's Desire	125	\$25,000.00	\$25,000.00	\$15,400.00
TOWN0802	Town of Bay de Verde	221	\$44,200.00	\$44,200.00	\$30,940.00
TOWN0804	Town of New Perlican	162	\$32,400.00	\$32,400.00	\$16,200.00
TOWN0805	Town of Hant's Harbour	193	\$38,600.00	\$38,600.00	\$22,516.65
TOWN0806	Town of Heart's Content	239	\$47,800.00	\$47,800.00	\$27,670.00
TOWN0807	Town of Winterton	295	\$59,000.00	\$59,000.00	\$44,250.00
		<b>9729</b>	<b>\$ 1,945,800</b>	<b>\$ 1,945,800</b>	<b>\$ 927,893</b>

TOWNS ACTIVITY - INVOICED MONTHLY (Jan - Dec 2022)				
CustCode	Town/LSD	No. Properties	Total Invoices 2022	Outstanding Balance
TOWN0001	Town of Carbonear	2175	129,890.86	32,788.70
		<b>2175</b>	<b>129,890.86</b>	<b>32,788.70</b>

<b>2022 TOTAL OUTSTANDING INCORPORATED TOWNS</b>	<b>\$ 960,681.59</b>
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**From:** [Holly Coles](#)  
**To:** [Holly Coles](#)  
**Cc:** [Bill Antle](#); [Carl Ridgeley](#); [Danny Breen](#); [Gerard Tilley](#); [Glenn Clarke](#); [Glenn Clarke](#); [Harold Mullooney](#); [Hilda Whelan](#); [Ian Froude](#); [Jamie Korab](#); [jamiekorab@nf.sympatico.ca](mailto:jamiekorab@nf.sympatico.ca); [Jill Bruce](#); [Kevin McDonald](#); [Larry Vaters](#); [Maggie Burton](#); [Mark Vardy](#); [nathan@nathanryan.ca](mailto:nathan@nathanryan.ca); [Ophelia R.](#); [Ophelia Ravencroft](#); [Rod Delaney](#); [Ron Ellsworth](#); [Sandy Hickman](#); [Sheilagh O'Leary](#); [wjdrodger@eastlink.ca](mailto:wjdrodger@eastlink.ca)  
**Subject:** RESPONSE REQUIRED FOR Motion by Email: Renewal of ERSB's Commercial General Liability Insurance  
**Date:** May 17, 2022 11:22:15 AM  
**Attachments:** [Brief Note - Renewal of Commercial General Liability Insurance Policy June 1.pdf](#)  
[2022 Liability Renewal Terms.pdf](#)

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Good morning everyone,

On Friday, the Board received its Commercial General Liability Insurance Policy Renewal, as attached. The Policy expires on Tuesday, May 31<sup>st</sup>.

The quote was received too late to be tabled at the May Finance and Audit Committee meeting as this Committee is responsible for the Board's insurance policies. Therefore, we are asking Board Members to vote by email on this item so that we can renew the Board's policy by the deadline of May 31, 2022. The attached documents will be tabled at June's Finance and Audit Committee meeting and ratified at the Board meeting on June 22<sup>nd</sup>.

The recommendation is that the Board renew its Commercial General Liability Insurance Policy with Wedgwood Insurance Limited so that it expires on October 31, 2022. This will bring the renewal date in line with the Board's other insurance renewal policy dates, with the exception of the Directors and Officers Insurance.

**Would you please review the attached briefing note and information, then send along your response to the motion below before 4:00 p.m. Thursday, May 19<sup>th</sup> to myself at [hcoles@ersbnl.ca](mailto:hcoles@ersbnl.ca).**

**BE IT RESOLVED that that the Board renew its Commercial General Liability insurance policy through Wedgwood Insurance Limited in the amount of \$14,500 plus fee and taxes for the period of June 1, 2022 through October 31, 2022.**

Thank you,

Holly

## **HOLLY COLES**

EASTERN REGIONAL SERVICE BOARD

Board Clerk | Outreach Coordinator

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

O. 709-579-7960 | C. 709-697-2633 | F. 709-579-5392 | [hcoles@ersbnl.ca](mailto:hcoles@ersbnl.ca) |

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



**THOSE WHO RESPONDED ELECTRONICALLY TO THE MOTION BY EMAIL  
TO RENEW THE BOARD'S COMMERCIAL GENERAL LIABILITY INSURANCE**

**MOTION: BE IT RESOLVED that that the Board renew its Commercial General Liability insurance policy through Wedgwood Insurance Limited in the amount of \$14,500 plus fee and taxes for the period of June 1, 2022 through October 31, 2022.**

(Motion sent by email on Tuesday, May 17, 2022)

**IN FAVOUR**

*(Alphabetical order)*

Bill Antle  
Danny Breen  
Jill Bruce  
Maggie Burton  
Glenn Clarke  
Rod Delaney  
Wesley Drodge  
Ron Ellsworth  
Ian Froude  
Sandy Hickman  
Jamie Korab  
Kevin McDonald  
Harold Mullooney  
Sheilagh O'Leary  
Ophelia Ravencroft  
Carl Ridgeley  
Nathan Ryan  
Gerard Tilley  
Mark Vardy  
Larry Vaters  
Hilda Whelan

**AGAINST**

*(Alphabetical order)*

None

**NO RESPONSE**

*(Alphabetical order)*





WEDGWOOD

An **Assurex** Global Partner

# 2022 Liability Renewal Terms

Eastern Regional Service Board

Prepared by:  
Dana Meadus - Account Manager

## Property and Casualty

Named Insured	Operating As	Address
Eastern Regional Service Board	ERSB	255 Major's Path, St. John's, NL, A1A 0L5

Insurer	Policy Number	Policy Term
Anderson McTague & Associates	843-260291	June 1, 2022 to June 1, 2023
Minimum Retained Premium	\$350	
Total Annual Premium	\$33,800 plus \$150 underwriting fee and applicable taxes	
2021 Premium	\$33,800 plus \$150 underwriting fee and applicable taxes	
Policy June 1, 2022 – October 31, 2022	\$14,500 plus \$150 underwriting fee and applicable taxes	

## General Liability

Adjustable Basis	
Claims Made or Occurrence	Occurrence

	Deductible	Liability Limit
Each Occurrence		\$5,000,000
Property Damage	\$2,500	
Products and Completed Operations		\$5,000,000
Aggregate		\$5,000,000
Tenants Legal Liability	\$250	\$250,000
Medical Payments		\$25,000
SPF 6 - Standard Non-Owned Automobile		\$5,000,000
SEF 94 - Legal Liability for Damage to Hired Automobiles Endorsement	\$500	\$50,000
SEF 99 - Excluding Long Term Leased Vehicle Endorsement		
Professional Liability		
Errors and Omissions		\$5,000,000
Aggregate Limit applies to Products/Completed Operations, Firefighting Expense, Employee Benefits Errors and Omissions		
Excluding Asbestos/ Excluding Terrorism		
Errors and Omission Extension		\$100,000
Faulty or Improper Workmanship Endorsement		\$15,000
Fungi and Fungal Derivatives Exclusion/Cyber and Data Exclusion		\$250,000
Total Pollution Exclusion - Retroactive Date: June 1, 2012		

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

<b>TITLE:</b>	<b>Change in ERSB Signatories</b>
<b>MEETING DATE:</b>	2022-06-09
<b>TO:</b>	Board / <b>Finance &amp; Audit</b> / Strategy & Policy / Governance
<b>PREPARED BY:</b>	Lynn Tucker, Chief Administrative Officer
<b>REVIEWED BY:</b>	Lynn Tucker, Chief Administrative Officer
<b>APPROVED BY:</b>	Lynn Tucker, Chief Administrative Officer

**RECOMMENDED ACTION:**

Staff is recommending that the Board update its signatories so that former Chairperson Harold Mallowney is removed and the current Chairperson, Stephen Tessier, is added.

**MOTION:**

***BE IT RESOLVED that the ERSB Finance & Audit Committee recommend that the Board change its signatories from former Chairperson Harold Mallowney; Vice Chairperson Danny Breen; Director Sandy Hickman; and CAO, Lynn Tucker to current Chairperson Stephen Tessier; Vice Chairperson Danny Breen; Director Sandy Hickman; and, CAO, Lynn Tucker.***

**BACKGROUND/DISCUSSION:**

- ERSB requires two (2) signatures for its cheques.
- As outlined in the Board's legislation, the Chairperson and Vice Chairperson MUST sign all cheques unless one of them is unavailable.
- Currently the Board's signatories are former Chairperson Harold Mallowney, Vice Chair Danny Breen, Director Sandy Hickman, and the CAO, Lynn Tucker.
- Following the recent appointment of Stephen Tessier as the Board's new Chairperson, it is necessary to replace Mr. Mallowney as a signatory.
- In 2013, the Board adopted Motion #2013-071: It was moved and seconded (D Breen/J Dobbie) that the signatories for the ERSB bank account be changed to the Chairperson; Vice Chairperson; Chairperson of the Finance & Audit Committee; and, the Chief Administrative Officer.
- Therefore, it is recommended that the Board update its signing officers to include new Chairperson Stephen Tessier; Vice Chairperson Danny Breen; Director Sandy

Hickman (current Chairperson of the Finance & Audit Committee); and, CAO Lynn Tucker.

- The Chairperson and Vice Chairperson will continue to sign all cheques unless one of them is unavailable.

### **ADDITIONAL INFORMATION:**

#### **Excerpted from Regional Service Boards Act:**

##### **Bank account**

**23.** (1) A board shall open accounts in a financial institution approved by the board and shall deposit to its credit all money received by it.

(2) Cheques or orders withdrawing money from an account of a board shall be signed by the chairperson or vice-chairperson or in the absence or incapacity of both of them, by a member designated for that purpose by the board, and countersigned by another member or an officer, clerk or employee of the board designated for that purpose by the board.

**EASTERN REGIONAL SERVICE BOARD**

**BRIEFING NOTE / REPORT**

<b>TITLE:</b>	<b>Contract for Metal Collection, Transportation and Recycling Services at Waste Recovery Facilities</b>
<b>MEETING DATE:</b>	2022-06-09
<b>TO:</b>	Board / <b>Finance &amp; Audit</b> / Strategy & Policy / Governance
<b>PREPARED BY:</b>	Christie Dean, Director Operations
<b>REVIEWED BY:</b>	Lynn Tucker, Chief Administrative Officer
<b>APPROVED BY:</b>	Lynn Tucker, Chief Administrative Officer

**RECOMMENDED ACTION:**

Staff recommends award of the tender for metals collection, transportation and recycling services at waste recovery facilities to Newco Metal & Auto Recycling Ltd. for the value of \$56.50 (plus HST) per tonne. The contract start date is July 1, 2022.

**MOTION:**

*BE IT RESOLVED that the ERSB Finance & Audit Committee recommend that the Board award the contract for Metals Collection, Transportation and Recycling Services at Waste Recovery Facilities beginning July 1, 2022 to Newco Metal & Auto Recycling Ltd.*

**BACKGROUND/DISCUSSION:**

- The current contract for 36-months for metals collection, transportation and recycling services at waste recovery facilities expires on June 30, 2022. The current contractor is Newco Metal & Auto Recycling Ltd. The contract provided for two possible one-year extensions, and to date, both of those extensions have been exercised.
- The historic contracted price, paid by Newco to the Board was adjusted up or down corresponding to achievable market value. For 2020, ERSB received \$34.98 per tonne; for early 2021 ERSB received \$36.32 per tonne; for fall 2021 ERSB received \$47.08; and for early 2022, ERSB received \$56.50 per tonne.

**ATTACHMENTS:**

- Bid Form

Eastern Regional Service Board  
REQUEST FOR QUOTES

SUPPLY OF

*Metals Collection, Transportation*

Closing Date and Time:  
Tender Description:

June 6, 2022-11:00am

Supply of Metals Collection, Transportation and Recycling Services at Waste Recovery Facilities.

Project Number:

Name	Base Bid	HST	Tender Total
<i>Newco Metal &amp; Auto Recycling Ltd</i>	<i>56.50</i>	<i>8.48</i>	<i>64.98</i>



Christie Dean  
Operations Director  
Eastern Regional Service Board



Lynn Tucker  
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**

<b>TITLE:</b>	<b>Investment Discussion with BMO</b>
<b>MEETING DATE:</b>	2022-06-09
<b>TO:</b>	Board / <b>Finance &amp; Audit</b> / Strategy & Policy / Governance
<b>PREPARED BY:</b>	Craig Drover, Director Corporate Services
<b>REVIEWED BY:</b>	Lynn Tucker, Chief Administrative Officer
<b>APPROVED BY:</b>	Lynn Tucker, Chief Administrative Officer

**RECOMMENDED ACTION:**

After discussion with BMO, staff recommends that the Board open a BMO Business Premium Rate Savings Account which would enable the transfer of funds between the two accounts and the accumulation of interest.

**MOTION:**

***BE IT RESOLVED that the ERSB Finance & Audit Committee recommend that the Board open a Business Premium Rate Savings Account with BMO.***

**BACKGROUND/DISCUSSION:**

- High Interest Savings Account – Alex Jurbala, Portfolio Manager at BMO, recommends that the Board open a Business Premium Rate Savings account. This would be a fully liquid, interest-paid-by-balance tier account that allows for online viewing and transfers for quick access. Regardless of what GIC/laddering approach is determined, it is recommend opening the savings account for future use.
- GIC Laddering – It is recommended that a ladder approach be determined for the Board's cash on hand. Redeemable GIC's, short term GIC's, and up to an 18-month maturity time horizon.
- Rates as of June 7, 2022, and subject to change.
  - Redeemable GIC (RSTIC). Available to redeem after 30 days and keep all accrued interest. 1 year term. - 1.45%
  - 90 Day Short Term GIC – 1.50%
  - 180 Day Short Term GIC – 2.10%
  - 270 Day Short Term GIC – 2.50%
  - 1 Year GIC – 3.25%
  - 18 Month GIC – 3.75%
- Staff will complete cash flow analysis and work with BMO to determine the best course of action to bring to the committee.

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

<b>TITLE:</b>	<b>2022 Q1 Waste Operations Report</b>
<b>MEETING DATE:</b>	2022-06-07
<b>TO:</b>	Board / Finance & Audit / <b>Strategy &amp; Policy</b> / Governance
<b>PREPARED BY:</b>	Christie Dean, Director Operations
<b>REVIEWED BY:</b>	Lynn Tucker, Chief Administrative Officer
<b>APPROVED BY:</b>	Lynn Tucker, Chief Administrative Officer

**RECOMMENDED ACTION:**

- For information only

**MOTION:**

N/A

**BACKGROUND/DISCUSSION**

- Community Waste Collections:
  - There were several disruptions to waste collections during the first quarter of 2021 due to weather conditions. The waste was then collected within the same week.
  - There were no collection delays due to COVID-related issues.
- Waste Recovery Facilities (WRFs):
  - Staff continues to track efforts to deal with illegal dumping at gates of facilities.
  - Vandalism is increasing, ERSB experienced first closure due to vandalism on January 18<sup>th</sup>.
  - There were no closures related to COVID.
  - Sunnyside Facility was closed the entire quarter will re-open early in Q2.
  - Electronic Products Recycling Association (EPRA) – continued enhanced support of EPRA's electronics recycling program by not accepting eligible products during bulk collections and tagging with EPRA stickers items left curbside.
  - Harbour Grace had approximately double the client visits than Whitbourne but had approximately 10 times the waste removals. Last year Harbour Grace had approximately double the client visits than Whitbourne and had approximately 3



times the removals. Staff feel this is directly related to the amount of material that is delivered to the site after hours or through illegal access to the site.

- Clarendville Transfer Station:
  - Total waste moved from CTS to RHB:
    - Regular waste 1,754,850 kg;
    - Recyclables 92,090 kg.
  - 2021 Q1 waste moved from CTS to RHB:
    - Regular waste 1,217,640 kg;
    - Recyclables 93,760 kg.

## **2022 – Q1 Report (1 Jan to 31 Mar)**

### **Community Waste Collections:**

- Disruptions to collections due to weather during quarter:
  - 4Jan
  - 5Jan
  - 7Feb
  - 14Feb
  - 15Feb

All the above noted were collected later in the same week.

There appears to be no significant changes to diversion rates or participation.

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

- Accepted metals from bulk day(s)
- Regulatory visit:
  - 10Feb - Resulted in Order to provide suitable washroom facility for Whitbourne site attendant
- Complaints
  - None
- Closed due to weather:
  - 4Jan - Bell Island and Bay Bulls, closed early
- Closed due to vandalism
  - 18Jan - Cavendish
- Sunnyside closed for winter season – re-opened April 2

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

- Regulatory visit:
  - none
- Impact of weather at site:
  - 2Feb – closed as facilities equipment frozen
- Total waste moved from CTS to RHB = 1,754,850 kg
- Total recycling moved to RHB was 92,090 kg

In Q1 of 2021 total waste moved from CTS to RHB was 1,217,640 kg and total recycling moved was 93,760 kg.

In Q1 of 2019 the total waste moved from CTS to RHB was 1,421,230 kg and total recycling moved from CTS to RHB was 98,900 kg.

In Q1 of 2018 the total waste moved from CTS to RHB was 1,312,770 kg and total recycling moved from CTS to RHB 102,320 kg.

**Table 2:**

<b>WRFs</b>	<b>Waste</b>	<b>Removals</b>	<b>Tires</b>	<b>E- Waste (bags)</b>	<b>Client visits</b>
Bay Bulls	87,800	5	153	11	770
Renews / Cappahayden	157,390	9	278	0	334
St. Joseph's	179,590	9	327	0	209
Placentia	103,890	5	138	0	413
Sunnyside	98,390	5	0	0	0
Cavendish	92,490	5	111	0	371
Harbour Grace	1,126,480	56	437	0	1,208
Old Perlican	117,240	11	0	0	754
Clareville	336,800	18	168	11	472
Whitbourne	111,820	7	181	8	590
Bell Island	0	0	0	0	75
<b>Total</b>	<b>2,411,800</b>	<b>130</b>	<b>1,793</b>	<b>30</b>	<b>5,121</b>

*All weights in kilograms*

In summary:

- Metals collected at Bell Island WRF = 26,290 kg. No other sites had metal removals;
- 345 non-MMSB tires were removed from Harbour Grace;
- Staff have continued to track effort to deal with illegal dumping at facilities;
- Increase in vandalism is being tracked;
- Point of interest:
  - The Harbour Grace WRF had approximately double the client visits than the Whitbourne WRF but approximately 10 times the removals.
  - Last year Harbour Grace had approximately double the client visits than Whitbourne had and approximately 3 times the removals.
  - Staff feel this is directly related to the amount of material that is delivered to the site after hours or through illegal access to the site.

**EASTERN REGIONAL SERVICE BOARD**

**BRIEFING NOTE / REPORT**

<b>TITLE:</b>	<b>2023-2027 Strategic Plan Development – Discussion regarding process and strategic directions</b>
<b>MEETING DATE:</b>	2022-06-07
<b>TO:</b>	Board / Finance & Audit / <b>Strategy &amp; Policy</b> / Governance
<b>PREPARED BY:</b>	Lynn Tucker, Chief Administrative Officer
<b>REVIEWED BY:</b>	Lynn Tucker, Chief Administrative Officer
<b>APPROVED BY:</b>	Lynn Tucker, Chief Administrative Officer

**RECOMMENDED ACTION:**

- For information and discussion

**MOTION:**

N/A

**BACKGROUND/DISCUSSION**

- At the May Board meeting, discussion was held regarding the process for the development of the Board's strategic plan for 2023-2027.
- It was determined that the CAO would develop a draft outline for Board members' consideration based on:
  - The Board's current strategic plan 2018-2022;
  - ERSB Engagement Study of 2018-2019;
  - Municipal and Provincial Affairs: Strategic Plan 2021-2023; and,
  - Recommendations received from Board members.
- Once the draft outline is ready, the Board will host a brainstorming session for members to determine future strategic directions and the final draft of the plan.
- The final draft will be distributed to all members for input before finalization.

## Statement details

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

Account number

Date issued

Apr 20, 2022

## Account summary

This statement shows transactions posted to your account since your last statement. To view all transactions related to your account, go to [canada.ca/my-cra-business-account](https://canada.ca/my-cra-business-account).

The **Remittance account balances** section below includes paid and unpaid amounts for 2022. For more information on withholding requirements and calculating your deduction and remittance amounts, go to [canada.ca/payroll](https://canada.ca/payroll).

### Remittance account balances

Date posted	Description	Date received	\$ Amount	CR/DR
	<b>Previous balance</b>		<b>0.00</b>	
Jan 28, 2022	Payment Jan 2022	Jan 25, 2022	21,030.20	CR
Feb 15, 2022	Payment Jan 2022	Feb 10, 2022	26,919.23	CR
Mar 02, 2022	Payment Feb 2022	Feb 25, 2022	21,586.74	CR
Mar 15, 2022	Payment Feb 2022	Mar 10, 2022	21,444.38	CR
Mar 30, 2022	Payment Mar 2022	Mar 25, 2022	21,383.70	CR
Mar 28, 2022	Payment Feb 2022 late	Mar 16, 2022	583.94	CR
Apr 04, 2022	Credit transferred from 2022		583.94	DR
Apr 14, 2022	Payment Mar 2022	Apr 11, 2022	21,474.02	CR
	<b>Current balance</b>		<b>133,838.27</b>	<b>CR</b>

### Explanation of changes and other important information

Are you eligible to take advantage of the temporary wage subsidy? To help Canadians with the economic impact of the COVID-19 pandemic, the Canada Revenue Agency allows employers to reduce their remittances in 2020. For more information about the timeframes, reduction calculation and eligibility criteria, go to [canada.ca/temporary-wage-subsidy](https://canada.ca/temporary-wage-subsidy).

Did you know you can submit payroll documents online? The "Submit documents" service lets you or your representative securely send documents electronically to the CRA. You can access this service directly through My Business Account or Represent a Client. If you have not already registered for My Business Account or Represent a Client, go to [canada.ca/taxes-business-online](https://canada.ca/taxes-business-online).



**EASTERN REGIONAL  
SERVICE BOARD**

# **ANNUAL REPORT 2021**

**JUNE 2022**

## Contents

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Opportunities and Challenges Ahead .....	13
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DRAFT

**Message from the Chairperson**

I am pleased to present the 2021 annual report for the Eastern Regional Service Board. This report covers the period January 1 to December 31, 2021.

The Board continues to be active in the advancement of the Provincial Waste Management Strategy and the promotion of waste diversion in the eastern region. All waste infrastructure for the eastern region is fully operational including 11 waste recovery facilities, a solid waste transfer station at Clarendville and an equipment depot at Whitbourne. In addition, the Board continues to offer fire and emergency protection services and regional water/wastewater services.

The COVID-19 pandemic impacted operations at waste recovery facilities in 2019 and 2020; however, there were no closures due to the pandemic in 2021.

The Board continues to focus its attention on service delivery improvements, operational efficiencies and preparing for our next opportunities in regional service delivery.

We will continue to work closely with stakeholders and government to identify and improve on emerging operational issues.

As chairperson, I am pleased to report to the various stakeholders in the eastern region that the Board has had another successful year and is positioning itself to deliver other essential and value-added services in the future.

Sincerely,  
Harold Mallowney, B.Sc., B.Ed., M.P.H.  
Chairperson  
Eastern Regional Service Board



## Overview

The Eastern Regional Service Board (the “Board”) was charged with implementing the regional plan developed by its predecessor committee – Eastern Waste Management for the 163 communities and 270,000 people in the eastern region. The plan was developed to accomplish three broad goals:

- advance the implementation of modern waste management practices,
- divert materials from disposal in the landfill, and
- close the 42 community landfills that operated in the region.

As of December 31, 2018, there is no community landfill operating in the eastern region. The landfill on Bell Island closed in 2018. In accordance with the Eastern Regional Plan, all 42 community landfills that were operational in the eastern region have been closed. The province chose the Robin Hood Bay facility to be the focus for landfill and diversion services/facilities. The City of St. John’s operates the Robin Hood Bay facility for the benefit of the region.

While many of the larger urban communities have dedicated waste fleets, for the most part the smaller municipalities, local service districts and unincorporated areas have regional service delivery provided by the Board. The regional service allows for an efficient and effective collection, transport, and diversion of waste materials. In accordance with the Ministerial Directives of 2018/2019, the Board does not provide services to properties located on un-serviced roads in unincorporated areas.

The Board provides direct service to approximately 23,000 households and businesses. This includes weekly waste collection, biweekly recyclables collection (fiber and containers), and regular bulk garbage collection events.

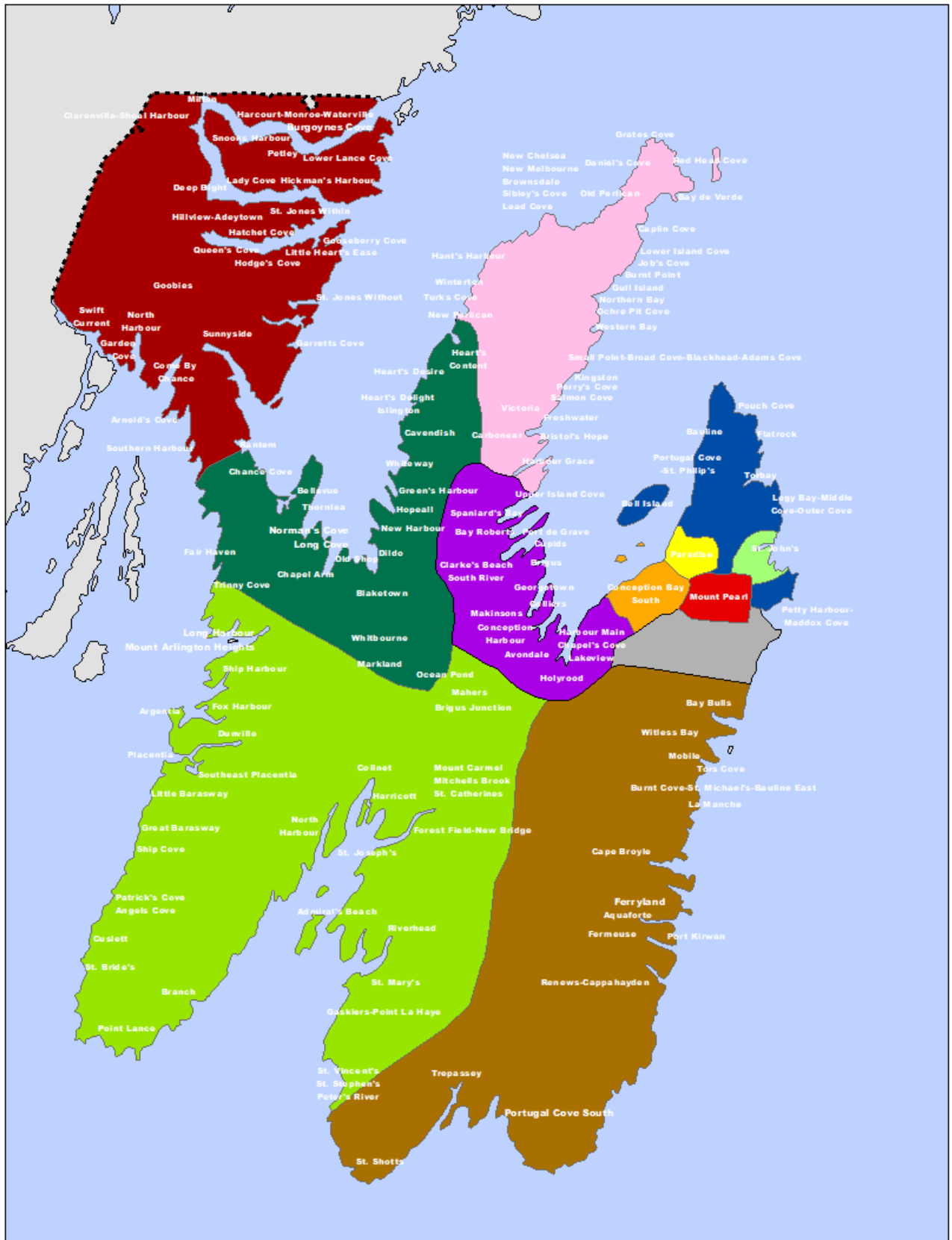
In addition to the roadside/curbside collection, the Board also operates a series of waste recovery facilities throughout the region and a transfer station in Clarendville to ensure that residents have ready access to services and facilities to dispose of household bulk items. Throughout the year, household hazardous waste collection events take place to allow residents to properly dispose of these materials.

In addition to waste services, the Board has contracts with five towns for the delivery of fire and emergency services to neighbouring communities.

The Board continues to provide consultative services to 19 communities in the Eastern region through the Province’s Regional Water and Wastewater Operator Program. This program began in 2015 and it has been a tremendous asset to rural communities in the eastern region.

Operations are overseen by a board of twenty municipal government representatives led by a chairperson. These twenty members are either nominated by their respective Council or are elected by the Councils in a sub region to represent the sub region on the Eastern Regional Service Board. The map on the following page illustrates the representation for each area in the eastern region.

The staff complement includes a total of 20 full-time employees and 12 part-time employees. ERSB is governed by a board of 20 local municipal representatives and an independent Chairperson.



<b>EASTERN REGIONAL SERVICE BOARD MEMBERS 2021</b>		
<b>Position</b>	<b>Name</b>	<b>Community</b>
Chair	Harold Mallowney	
Vice Chair	Danny Breen	St. John's
Member	Bill Antle	Mount Pearl
Member	Jill Bruce	St. John's
Member	Maggie Burton	St. John's
Member	Glenn Clarke	Trinity Conception North
Member	Rod Delaney	Conception Bay Center
Member	Wesley Drodge	Smith Sound & Isthmus
Member	Ron Ellsworth	St. John's
Member	Ian Froude	St. John's
Member	Sandy Hickman	St. John's
Member	Jamie Korab	St. John's
Member	Kevin McDonald	Southwest Avalon
Member	Sheilagh O'Leary	St. John's
Member	Ophelia Ravencroft	St. John's
Member	Carl Ridgeley	St. John's
Member	Nathan Ryan	Southern Shore
Member	Gerard Tilley	Conception Bay South
Member	Mark Vardy	Metro Area
Member	Larry Vaters	Paradise
Member	Hilda Whelan	Trinity Bay South & Isthmus East

## Revenue and Expenditures

The Board is accountable for the funds it receives from government and the funds that are generated through fees that are levied on property owners, occupiers, and users. Each year it has audited financial statements prepared.

Below is the Board's Statement of Operations at December 31, 2021.

### **EASTERN REGIONAL SERVICE BOARD**

#### **Statement of Operations**

**Year Ended December 31, 2021**

	Budget (Note 14) 2021	Total 2021	Total 2020
<b>REVENUES</b>			
Clareville transfer station	\$ 250,000	\$ 477,884	\$ 427,217
Government grants	25,000	54,710	115,213
Tipping fees	3,300,000	3,300,000	3,300,331
Waste management fees	4,590,000	4,066,827	4,138,718
Metals recycling revenue	112,500	64,990	105,382
Capital government grants	700,000	-	399,770
Fire and emergency services revenue	70,000	35,106	28,847
	9,047,500	7,999,517	8,515,478
<b>EXPENSES</b>			
Advertising and promotion	160,000	20,362	78,404
Amortization	525,169	525,169	408,074
Bad debts	90,000	291,264	303,156
Business taxes, licenses and memberships	24,000	25,643	27,881
Directors fees	100,000	63,519	78,076
Insurance	145,000	148,591	117,086
Interest and bank charges	40,000	27,317	22,835
Office	84,000	35,412	38,961
Outreach program	-	-	57
Professional fees	214,320	121,746	191,575
Regional waste management operations	441,500	350,157	342,166
Rental	86,000	80,313	80,313
Repairs and maintenance	164,086	33,832	60,774
Salaries and wages	1,819,201	1,673,882	1,620,770
Telephone	145,000	35,827	38,342
Tipping fees Clareville	400,000	463,782	358,363
Training	33,000	11,524	11,806
Travel	70,000	6,645	9,992
Vehicle	599,143	836,478	716,834
Waste collection operations	4,130,000	3,690,105	3,546,385
	9,270,419	8,441,568	8,051,850
<b>SURPLUS (DEFICIT) FROM OPERATIONS</b>	<b>(222,919)</b>	<b>(442,051)</b>	<b>463,628</b>
<b>OTHER INCOME</b>			
Gain on disposal of tangible capital assets	-	-	26,977
Interest income	60,000	222,380	221,516
Miscellaneous revenue	35,000	3,148	21,791
	95,000	225,528	270,284
<b>ANNUAL SURPLUS (DEFICIT)</b>	<b>\$ (127,919)</b>	<b>\$ (216,523)</b>	<b>\$ 733,912</b>

Audited Financial statements are submitted to the Provincial Government on an annual basis under the requirements of our legislation – *Regional Service Boards Act, 2012*.

## Mandate

In accordance with section 3 of the *Eastern Regional Service Board Regulations, 2013*, the authority granted to the Eastern Regional Service Board is to:

### Prescribed services

3. (1) The board has the power to construct, acquire, maintain and operate a waste management system within the Eastern Region.

(2) The board has the power to provide operational oversight of water and wastewater systems owned by municipal authorities within the Eastern Region which have been identified through the Community Sustainability Partnership Initiative.

(3) The board has the power to provide fire protection services within the Eastern region.

The boundaries of the Eastern Regional Service Board are from St. John's in the East, Clarendville in the West and down the Burin Peninsula to Swift Current and Random Island.

These regulations can be viewed in their entirety on the following website:

<http://www.assembly.nl.ca/Legislation/sr/Regulations/rc130008.htm>

## Lines of Business

### 1) Operation of Waste Facilities

- a) The Board operates eleven (11) waste recovery facilities across the region – Bay Bulls, Bell Island, Renew's-Cappahayden, St. Joseph's, Placentia, Cavendish, Harbour Grace, Sunnyside, Clarendville, Whitbourne and Old Perlican. These facilities accept residential bulk garbage at no charge, including appliances, tires, construction and demolition materials, furniture, shingles, etc.
- b) The Board operates a solid waste transfer station with weigh scales at Clarendville that accepts commercial waste from the Smith Sound area. This waste is then transferred to the regional landfill at Robin Hood Bay by the Board's staff. Equipment at the facility includes three tractors and four walking floor trailers (53 ft); backhoe; pickups; and one double-axle trailer. This facility won SWANA's (Solid Waste Association of North America) Silver Excellence Award in 2016 for a facility that advances and promotes the practice of environmentally and economically sound solid waste management.
- c) The Board maintains an equipment depot at Whitbourne to house the Board's waste equipment that includes five tractors with grapple hooks and three compacting trailers (53 ft) used to remove waste from the waste recovery facilities and transport to Robin Hood Bay; two double-axle trailers used for special waste removals, ex. tires (non-MMSB) removals; loader used at the waste recovery facilities and for snow clearing on site; and pickup trucks.

2) Management of Waste Collection Contracts:

Waste collection services are provided by the Board to approx. 23,000 homes and businesses in 119 communities. This includes weekly waste collection, biweekly recyclables collection and two bulk waste collections annually. All communities serviced by the Board have curbside recycling.

Currently waste collection services through the Board are contracted. The Board maintained an internal waste collection division for five years from 2015 through 2019; however, this division was shut down when approx. 5,700 properties on un-serviced roads in unincorporated areas was removed from the Board's service area.

The Board provides household hazardous waste (HHW) collection events throughout the eastern region annually.

In addition, the Board offers a community clean-up program annually for community-based volunteer groups to access and dispose of waste at the waste recovery facilities. Program information and guidelines are sent to every community in the eastern region each year.

3) Education and Promotion of the Provincial Waste Management Strategy:

Through its regular contact with municipal stakeholders as well as through supporting joint councils, the Board supports the education and promotion of the Provincial Waste Management Strategy in the eastern region. The Board's website provides all information regarding the Board and its services. The Board's staff regularly discuss the importance of waste diversion with customers. In addition, the Board conducts household education campaigns in service areas to increase the participation of residents in the recycling program. The Board continues to focus on the education of residents to increase recycling participation.

4) Water and Wastewater Systems:

The Board's Regional Water/Wastewater Operator has been an expert resource to 19 communities in the eastern region. Many of these communities have been experiencing longstanding boil-water advisories and the assistance of an expert resource has been helpful for them to address these issues and move toward removal of boil-water advisory.

5) Fire and Emergency Protection

Under the authority granted to the Board in 2016; five towns have been contracted to provide fire and emergency services to neighbouring local service districts and unincorporated areas.

## Vision

The vision of the Eastern Regional Service Board is to improve the quality of life, provide leadership and to protect the environment in the eastern region by ensuring cost effective, sustainable services.

## Highlights and Accomplishments

### REGIONAL WATER/WASTEWATER PROGRAM:

During 2021 additional communities were added to the Regional Water/Wastewater Operator program. The table below summarizes the status of these communities for 2021 and the removal of Boil Water Advisories (BWA).

Regional Water and Wastewater Systems Operator Pilot Program

Participating Communities

December 31, 2021

Cluster	Community Name	Community Type	Participating?	BWA?	Certification?	Remarks
Southern Shore	Aquaforte	Town	Yes	No	No	all is well
	Biscay Bay	Local Service District	No	Yes	No	not interested, dropped
	Brigus South	Local Service District	No	Yes	No	not interested, dropped
	Fermeuse	Town	Yes	No	Yes	new water supply 2018 is working well
	Ferryland	Town	Yes	No	No	new WTP 2018 is working well
	Renews-Cappahayden	Town	Yes	No	No	cross-connections resolved
CBC	Avondale	Town	No	No	No	not interested, dropped
	Georgetown	Local Service District	Yes	No	No	new water supply 2018, both working well
	Marysvalle	Local Service District	Yes	Yes	No	new WTP 2018, problem with Manganese
Isthmus	Garden Cove	Local Service District	Yes	No	No	not interested, dropped
	Goobies	Local Service District	Yes	Yes	No	lost contact with Chair of LSD
	North Harbour	Local Service District	Yes	Yes	No	insufficient Chlorine monitoring
	Swift Current	Local Service District	Yes	Yes	No	LSD is considering alternative sources of water
South Coast	Portugal Cove South	Town	Yes	Yes	No	infiltration gallery to be installed next year
	Trepassey	Town	Yes	Yes	No	low Chlorine residuals near the end of the line
	St. Shott's	Town	Yes	Yes	No	infiltration gallery installed in the spring
	Gaskiers	Town	Yes	Yes	No	struggling to get first meeting
	St. Mary's	Town	Yes	Yes	No	efforts on hold, new tank to be installed
	Admiral's Beach	Town	Yes	Yes	No	resolved water leaks, Chlorine data requested

This program is scheduled to finish in March of 2023 and is currently being reviewed by the Department of Environment and Climate Change. With some revisions and additional activities, the program could become more valuable and potentially address the needs of more communities.

### WASTE RECOVERY FACILITIES:

Waste Recovery Facilities (WRF) received material from approximately 37,654 clients in 2021, which is a 10% increase from the previous year. It is worthwhile to note that in 2020 these facilities were closed for two months due to the COVID-19 pandemic. In 2019 prior to the pandemic, these facilities saw 40,350 client visits.

The materials collected included household appliances, furniture, electronics, residential construction material, tires, metal, shingles, floor coverings, trees, and branches, etc.

Waste diversion activities in 2021 included:

- 946,600 kg of metals was diverted to an approved metal recycler versus 1,340,360 kg in 2020 and 1,020,260 kg in 2019;
- 13,095 tires were collected, as accepted by the Used Tire Recycling Program of the MMSB, versus 13,932 in 2020 and 12,924 in 2019; and,
- 226 pallets of electronic waste were collected by the Recycle My Electronics Program of the Electronic Products Recycling Association (EPRA) versus 200 in 2020 and 246 in 2019.

In 2021, 8,760,730 kg of waste was transferred from the various waste recovery facilities to the regional landfill located at Robin Hood Bay. In comparison, there was 8,326,540 kg of waste transferred in 2020 and 7,908,400 kg in 2019.

Changes to the operations of the waste recovery facilities in 2021 included:

- No closures due to COVID-19 pandemic.
- The Sunnyside WRF was closed from December 11, 2020 to April 2, 2021, and again from December 12, 2021 to April 2, 2022.

#### HHW EVENTS:

The Board hosted 17 Household Hazardous Waste (HHW) events in 2021. Approximately 701 clients took advantage of this service, which saw 5,906 liters of liquid waste, 40 paint boxes (approximately 8,480 L of paint), 369 compressed gas tanks, and 373 fluorescent light bulbs collected.

Overall, the participation rate and the volume of HHW collected was lower than in 2020.

#### SCHOOL PILOT PROJECT:

The Recycle@School Pilot Program officially ended at the end of the school year, June 2021. The Board was pleased to offer this program to the following participating schools for the past nine (9) years.

Since the Eastern School District has included paper recycling collection in its tendered waste collection services, the Board will no longer need to pick up recyclables at the following schools.

SCHOOL	COMMUNITY	SCHOOL	COMMUNITY
Dunne Memorial Academy	St. Mary's	St. Bernard's Elementary	Witless Bay
Crescent Collegiate	Blaketown	Baltimore School	Ferryland
Woodland Elementary	Dildo	Laval High School	Placentia
Stella Maris Academy	Trepassey	St. Anne's Academy	Placentia
Mobile Central High	Mobile	Random Island Academy	Hickman's Harbour

#### WASTE COLLECTIONS:

There was no significant change in curbside waste diversion rates between 2019 and 2021; however, there was a 2 percent decrease in the amount of waste collected in 2020. The slight increase in waste received



in 2020 was most likely due to the COVID-19 pandemic when more people were working from home, students were at home and many were involved in home improvement activities, etc.

The Board withdrew waste collections from un-serviced roads in unincorporated effective December 31, 2019 in accordance with the Ministerial Directives.

The Board currently has 10 contracts for the collection and transportation of waste in the eastern region as outlined in the table below:

ACRONYM	AREA	PROPERTIES
BDGA	Bay de Grave (Clarke's Beach, Port de Grave, Bristol's Hope)	1,004
CBC	Conception Bay Center	1,786
SMITH	Smith Sound Area	1,543
ISTHMUS	Isthmus & South West Arm	3,226
SSWMI	Southern Shore	3,576
TCNWM	Trinity Conception North	2,641
TBS&C	Trinity Bay South/Center	2,964
SWA	Southwest Avalon and St. Mary's Bay	2,662
CARB	Carbonear and Area	2,320
POUC	Pouch Cove	910
		<b>22,632</b>

#### **CLARENVILLE TRANSFER STATION:**

In 2021, 5,614,320 kg of waste and 401,530 kg of recyclables was received at the commercial portion of the Clarenville solid waste transfer facility. This required about 224 trips to transport the waste to the Robin Hood Bay regional landfill.

For 2021, there was 20 percent increase in waste and 24 percent increase in recyclables over 2020. From 2019, it is a 2 percent increase in waste and 4 percent increase in recyclables. The significant difference for 2021 over 2020 is a result of the impact on local businesses due to the COVID-19 pandemic.

For comparative purposes, in 2020 there was 4,665,350 kg of waste and 323,690 kg of recyclables received at the commercial portion of the facility. In 2019, 5,520,840 kg of waste and 386,950 kg of recyclables was received at the commercial portion of the facility.

Please see the Waste Recovery Facilities (WRFs) section of this report for residential drop-off information at this location.

#### **FIRE AND EMERGENCY PROTECTION SERVICES:**

In 2017 the Board implemented fire and emergency services by partnering with the Town of Holyrood to expand its fire services boundary to include unincorporated areas outside its municipal boundary. This program is being provided through a contract with the town and its volunteer fire department to deliver the service.

Following the success of the initial contract, the Board now has the following contracts for this service:

- a) Town of Holyrood to provide fire and emergency services to an unincorporated area along Salmonier Line - 102 properties.
- b) Town of St. Joseph's to provide fire and emergency services to the Local Service Districts of O'Donnell's, Forest Field-New Bridge - 111 properties.
- c) Town of Carbonear to provide fire and emergency services to the unincorporated areas of Gadden's Marsh and English Hill Extension – 16 properties.
- d) Town of Winterton to provide fire and emergency services to the unincorporated community of Turk's Cove – 24 properties.
- e) Town of Ferryland to provide fire and emergency services to the unincorporated community of Admiral's Cove – 47 properties.

## Opportunities and Challenges Ahead

### Support of Joint Councils

The Board continues to provide administrative support of the joint councils in the region, and this has been well received by the member communities. These joint councils provide the forum for discussions amongst neighbouring communities to relay their activities and concerns as well as being an avenue for the exchange of information and ideas about local government and provincial municipal legislation.

### Legislative Tools

The Board continues to advocate to the province on the need to address some of the administrative tools that are not included in the enabling legislation for regional service boards such as having the same authority as municipalities regarding liens on properties, etc. Having these administrative tools would provide the Board another way to collect fees other than through litigation at small claims court.

### Provincial Mandatory Property Registry/Land Titles System

The Board would like to see the province implement a mandatory property registry or adopt land titles systems. This would enable the Board, municipalities and local service districts identify the property owners within their boundaries for fees assessment and/or property taxes. Without a mandatory system it is very difficult to identify property ownership.

### Provincial Standards for Waste Collection

The province does not have standards for waste collection; therefore, communities may choose to opt out of waste diversion programs and simply send all their waste to the landfill. This is not in line with the Provincial Waste Management Strategy that outlines clear diversion targets for the province. The Board would like to see all licensed waste haulers having to offer waste diversion options as opposed to just collecting black bag waste for landfilling. For example, the Board has had communities opt out of regional waste services to purchase these services from a contractor for a slighter lower price for regular garbage/black bag only waste collection.

### Regional Service Boards and Regionalization

The Board continues to be active in its contribution to the discussion of developing regional governance in the province. The Board has developed a conceptual model based on its work with the joint councils and municipalities as the basis for regional government. The Board will continue to promote regional governance.

## SUMMARY

The Board will continue to work with its partners in regional service delivery including municipalities, local service districts, businesses, Provincial Departments and others in the development of quality and cost-effective services to the eastern region.

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