

BOARD OF DIRECTORS MEETING

MINUTES

Meeting #91

Wednesday, June 30, 2021, 7:00 p.m.

BROADCASTED LIVE – VIDEOCONFERENCE

In Attendance: Mayor Harold Mullooney
Mayor Danny Breen
Councillor Glenn Clarke
Councillor Wally Collins
Councillor Sandy Hickman
Councillor Kevin McDonald
Councillor Deanne Stapleton
Deputy Mayor Sam Whalen
Councillor Sterling Willis
Councillor Ian Froude
Councillor Bill Antle
LSD Chairperson Wesley Drodge
Mayor Gerald Snook

Regrets: Councillor Maggie Burton
Councillor Gerard Tilley
Councillor Shawn Skinner
Deputy Mayor Sheilagh O’Leary
Councillor Peggy Roche
Councillor Jamie Korab

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

1. **Call to Order**

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

2. **Adoption of Agenda**

The agenda was tabled for approval.

MOTION 2021-035

Moved By Mr. McDonald

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 2021-036

Moved By Mr. Antle

Seconded By Mr. Collins

BE IT RESOLVED that the minutes of the meeting of Wednesday, May 26, 2021 be adopted as tabled.

Carried Unanimously

4. **Committee Reports**

a) **Finance & Audit Committee**

Mr. Hickman delivered the Finance & Audit Committee report.

1. **Board Expenditures**

Board expenditures for the month of May 2021 were tabled for review and approval. There were no questions or concerns.

MOTION 2021-037

Moved By Mr. Hickman

Seconded By Mr. Antle

BE IT RESOLVED that the Board adopt the expenditures for May 2021 as tabled. **Carried Unanimously**

2. Incorporated Towns Payment Activity Report

An update on the incorporated towns payment activity was provided for May. There were no questions or concerns.

3. Collection of Fire & Emergency Service Fees for the Town of Carbonear

Mr. Hickman informed members that the Town of Carbonear requested that the Board assist them with the collection of fees for the provision of fire and emergency services to neighbouring unincorporated areas.

The Board's Chairperson sent a letter in October 2020 to the Minister of Municipal Affairs and Environment requesting ministerial approval to provide this service. Ministerial approval as well as the approval of the Provincial Fire Commissioner was received in early 2021.

As the areas of Old Highway, English Hill Extension and Gadden's Marsh are within receipt of waste services, the agreement for the collection of fire and emergency service fees is being finalized to be sent to the Town for review and signatures.

There were no questions or concerns.

MOTION 2021-038

Moved By Mr. Hickman

Seconded By Mr. Collins

BE IT RESOLVED that the Board enter into a service agreement to collect fees for the Town of Carbonear for the provision of fire and emergency services to the neighbouring areas of Old Highway, English Hill Extension and Gadden's Marsh for the period of June 1, 2021 to June 30, 2022.

Carried Unanimously

4. Collection of Fire & Emergency Service Fees for the Town of Ferryland

Mr. Hickman reported that in the summer of 2020 the Town of Ferryland requested that the Board assist them with the collection of service fees for the provision of fire and emergency services to the neighboring unincorporated community of Admiral's Cove.

The Board's Chairperson sent a letter to the Minister of Municipal Affairs and Environment in February 2021 requesting ministerial approval to provide this service. Ministerial approval as well as the approval of the Provincial Fire Commissioner was received in late March 2021.

As the Town of Ferryland and the unincorporated area of Admiral's Cove are in receipt of regional waste services, the agreement is being finalized to be sent to the Town for review and signatures.

There were no questions or concerns.

MOTION 2021-039

Moved By Mr. Hickman

Seconded By Mr. Willis

BE IT RESOLVED that the Board enter into a service agreement to collect fees for the Town of Ferryland for the provision of fire and emergency services to the neighbouring community of Admiral's Cove for the period of July 1, 2021 to June 30, 2022.

Carried Unanimously

5. Collection of Fire & Emergency Service Fees for the Town of Holyrood

Mr. Hickman reminded members that in January of 2017, ERSB entered an agreement with the Town of Holyrood to provide fire and emergency services to various neighboring areas including Salmonier Line and all side roads, Middle Gull Pond and Old Prison Camp Area.

Since that agreement, the Board has withdrawn waste services from Middle Gull Pond, Old Prison Camp Area, and all side roads off Salmonier Line in accordance with the Ministerial Directives of 2019. In addition, the Board has adopted a motion to only provide fire and emergency services to those areas in receipt of waste collection.

Therefore, Mr. Hickman notes that the agreement with the Town of Holyrood for 2021 onward is being amended to include only those properties on the Salmonier Line who remain in receipt of waste services.

The service agreement is now being finalized to be sent to the Town for review and signatures.

MOTION 2021-040

Moved By Mr. Hickman

Seconded By Mr. Breen

BE IT RESOLVED that the Board enter into a service agreement to collect service fees for the Town of Holyrood for the provision of fire and emergency services to the properties located on Salmonier Line for the period of January 1, 2021, to April 30, 2023.

Carried Unanimously

6. Renewal of Commercial General Liability Insurance Policy

Mr. Hickman reminded members that the Board carries commercial general liability insurance that covers items such as products/completed operations liability, property damage deductible, bodily injury deductible, employee benefits errors and omissions, tenant's legal liability, etc.

He noted that this policy is renewed annually and the cost for this year's renewal is \$33,800 plus fee and taxes for a total of \$39,020. This is an increase of 15 percent over last year's renewal.

The Board's broker advises that the increase is on the lower end for most liability policies because of the significant challenges facing many industries due to the global pandemic.

A review of the Board's insurance needs takes place every three years to ensure that the Board is receiving the best rates and the best coverage available.

MOTION 2021-041

Moved By Mr. Hickman

Seconded By Mr. McDonald

BE IT RESOLVED that the Board renew its Commercial General Liability insurance policy through Wedgwood Insurance Limited in the amount of \$33,800 plus fee and taxes for the period of June 1, 2021 through June 1, 2022.

Carried Unanimously

7. Tender for Lance Cove & Freshwater on Bell Island – Multi-Stream Waste Collection Including Recycling & Bulk Collection

Mr. Hickman referred to the brief note in the meeting package and noted that the current Bell Island Multi-Stream Waste Collection Including Recycling and Bulk Pick-up Agreement expires on June 30, 2021.

This past December, staff received notice that the Town of Wabana would not continue with the regional service after the current contract. At that time, staff reached out to the LSD of Lance Cove and it was confirmed they wanted to continue receiving regional waste services.

Bell Island consists of the Town of Wabana, the Local Service District of Lance Cove and the unincorporated area of Freshwater. A household count was completed in 2020, the LSD of Lance Cove and the unincorporated area of Freshwater had a total of 219 residential properties and 6 commercial properties. Staff believe these numbers are still accurate. Currently the Board has identified 153 properties for billing in these communities.

The tender for the LSD of Lance Cove and Freshwater on Bell Island closed on May 7, 2021. This tender was for 225 properties for 24 months beginning July 1, 2021. Three potential bidders picked up the tender package; however, only one bid was received.

The bid received from T2 Ventures Inc. represents a cost of \$398.67 (including HST) per household per year. This is a 79.5% increase from the current contract. The current contract annual cost is \$221.99 (HST included).

At the annual cost of \$398.67 per household, the Committee did not think it fiscally responsible to recommend award of the contract when the Board's current annual household fee is \$180. The contract amount does not include tip fees and when included would equate to an annual household fee of \$450. It is equally unlikely that residents would be willing to pay this amount as a fee for their waste service.

Mr. Hickman commented that Section 17 (3) of the NL Public Procurement Regulations provides statutory authority to the Board to negotiate for a better price when only one bid is received and the bid is outside what the Board considers a fair and reasonable increase. In addition, the amount bid is greater than what the Board budgeted for these contracts.

He noted the CAO discussed the bid received with T2 Ventures Inc. and they were willing to work with the Board; however, they noted that their costs to deliver the service to 225 properties on Bell Island is not much different than their costs to deliver the service to the approximately 1400 properties currently in receipt of service. The difference would be one pick-up truck for garbage collection week and two vehicles for recycling week. This would not reduce the contractor's costs significantly. The issue is the huge reduction in the number of properties for service.

Following negotiation, the lowest possible price that the contractor would be able to perform this work equates to an annual cost of \$318.93 (HST incl) per household and does not include tip fees. For full cost recovery, the Board would need to charge each household an annual fee of \$370. This equates to an increase of 105%. Also, if the Board decides not to award this tender, these 225 properties will be without waste collection services effective June 30. Staff notified the Chairperson for the LSD of Lance Cove that regional waste services will possibly end on June 30th.

This matter has been brought to the attention of the Minister's office as well as the MHA for Conception Bay East-Bell Island by the Board's Chairperson.

At Committee, it was recommended that staff confirm with the LSD of Lance Cove if they would accept the annual fee of \$370 for waste services before the Board makes a final decision on awarding this tender. The LSD of Lance Cove confirmed on Friday, June 25th that they will not accept a household fee of \$370 per year.

Therefore, as residents are not in favour of accepting the service at this fee, the recommendation is to not award the tender.

MOTION 2021-042

Moved By Mr. Hickman

Seconded By Mr. Antle

BE IT RESOLVED that the Board does not award the tender issued April 19, 2021, for multi-stream waste collection for Lance Cove & Freshwater on Bell Island.

Carried Unanimously

b) Strategy & Policy Committee

Mr. Whalen delivered the Strategy & Policy Committee Report.

1. New HR Policy to Address Vaccinations and Working in a COVID Environment

Mr. Whalen reported that questions have been raised by the Board's staff regarding what level of accommodation must be made for employees during the pandemic, specifically for anyone who refuses to wear a mask or to travel together in one vehicle, etc.

Referring to the brief note in the meeting package, he noted that public sector organizations must balance the requirement to provide a safe workplace while abiding by the rights of employees to maintain privacy with their medical information.

Based upon advice from legal counsel, direction from the federal and provincial governments and research from across Canada, staff recommends adding a pandemic-related section to the Board's HR Policy and Procedures Manual which can also be found in the brief note attached.

There were no questions or concerns.

MOTION 2021-043

Moved By Mr. Whalen

Seconded By Mr. McDonald

BE IT RESOLVED that the Board adopt the policy statement as tabled entitled "COVID-19 Safety and Practices". This policy statement that provides guidelines for working in a COVID environment will become Section 3.15 of the Board's Human Resources Policy and Procedure Manual.

Carried Unanimously

2. MMSB Regional Waste Forum 2021 – Update

Mr. Whalen informed the Board that the MMSB Regional Waste Forum took place on May 19th. Usually the Board's Chairperson attends; however, the MMSB rescheduled the event to a date that conflicted with the Chairperson's schedule. Therefore, the CAO and Manager Operations attended the event on behalf of the Board.

Mr. Whalen listed some items that were discussed:

- Provincial standard for waste collection services – it was generally agreed that it is required.
- St. John's is moving to a weekly 4-bag limit for regular garbage. Lower bag limits promote recycling.
- The Central and Western Regional Service Boards and the City of St. John's have or will shortly be implementing 'clear bag' policies. Clear bags allow inspection officers to assess recycling efforts.
- Central has eliminated the manual collection of waste from garbage boxes in areas that are not served by automated collection vehicles. While residents may use garbage boxes, they must remove their waste and place it outside the garbage box on collection day to have their waste collected.

Mr. Whalen also noted that discussion was held regarding regional service boards and their success with the provision of regional services and that it makes sense to use the service boards as a vehicle for regionalization.

3. Ongoing Issues with Town of Wabana Regarding ATV Usage at the Waste Recovery Facility

Mr. Whalen said that the Chairperson provided an update to the Committee on the recent communication received from the Town of Wabana requesting that the Board allow all-terrain vehicles to access and use the Bell Island Waste Recovery Facility. He explained that a meeting was held with the Town's Council to explain that the Board will not allow these vehicles on any of our sites in line with Provincial legislation.

c) Governance Committee

Mr. Clarke delivered the Governance Committee report.

1. Canada Revenue Agency Payroll Remittance Statement

Mr. Clarke referred to the documents in meeting package and noted that the Board continues to pay all remittances as required. The Board remains in good standing.

2. Letter to MHA for Conception Bay East-Bell Island and Leader of the Official Opposition regarding Bell Island Waste Collection, Etc.

Mr. Clarke referred to the letter that was included in the Board's meeting package for members' information. He noted that at this month's Finance & Audit Committee meeting, it was recommended that the Board's Chairperson write the MHA for Conception Bay East-Bell Island to make him aware that properties located outside the boundaries of the Town of Wabana on Bell Island will possibly be without waste collection following June 30th.

3. Signage for Waste Recovery Facilities

Mr. Clarke noted that discussion took place at this month's Governance Committee Meeting regarding the current signage for the Board's waste recovery facilities. It was noted that current signage is too small and too far from the road to be of benefit to the public.

Staff confirmed that the size and placement of the Board's signage is determined by Provincial Government regulations. Signage on provincial highways is regularly inspected by Service NL.

When signage was initially installed, the Board had applied for but was denied signage like those used on the highways for Provincial Parks, tourism operators, etc.

Staff confirmed that the Board's signage is fading as it ages and has become difficult to read. The Board needs to have these signs replaced soon; therefore, it may be a good time to re-visit the placement of signage with Service NL.

Staff will put together information regarding costs and messaging for new signage for the Board's consideration. In addition, staff will seek better placement for signage through Service NL.

4. Update on Joint Councils

Mr. Clarke informed Members that the Board Clerk reported at Committee that the Joint Council of Conception Bay North (JCCBN) has one meeting scheduled at the end of this month. Following that meeting, all Joint Councils will be on their summer break. Joint Councils' meetings will reconvene in September.

Since the Governance Committee meeting, Ms. Coles reported that quorum was not obtained for the previously mentioned JCCBN meeting; therefore, the meeting was cancelled.

5. Correspondence

Mr. Mullooney noted that copies of the following letters are included in the meeting package for members' information.

- a) Letter to the Town of Pouch Cove regarding bulk collection dates for 2021; and,
- b) Letter from the Town of Pouch Cove regarding bulk collection dates – May 2021.

6. New Business

a) Summer Meetings

Mr. Mullooney reminded members that the Board and its' committees usually break for the summer months and reconvene in the month of September. However, given the September municipal election, it will be necessary to hold meetings this summer.

Following the election, new members need to be reappointed and/or re-elected to the Board. This takes some time, and the Board is required to adopt a budget and set fees by October 31st each year; therefore, an all-Committee meeting and a Board meeting will be necessary this summer.

These meetings will be scheduled at the call of the Chair and the Board Clerk will notify members in advance of the scheduled meeting.

b) Councillor Glenn Clarke Will Not Seek Re-Election

Mr. Clarke informed the Board that he has decided not to seek re-election this Fall. He expressed his sincere thanks and appreciation to the Board and staff for their

continued support and friendship in recent years. He noted that he has thoroughly enjoyed his time serving on the Eastern Regional Service Board and wishes nothing but success to the future of the organization.

7. **Upcoming Meetings**

Board members were reminded that the next meetings of the Board and Committees will be held at the call of the Chairperson.

8. **Adjournment**

MOTION 2021-044

Moved By Mr. Mullaney

Seconded By Ms. Stapleton

Seeing no further business to be discussed, **BE IT RESOLVED** that the meeting adjourned at 7:33 p.m.

Carried Unanimously

Ms. Holly Coles

Board Clerk and Outreach Coordinator

Mayor Harold Mullaney

Chairperson

Eastern Regional Service Board

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

Cheques from 000001 to 009931 dated between 05-01-2021 and 05-31-2021

CHEQUE REGISTER

Printed: 3:56:22PM 06/09/2021

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Number	Issued		Amount	SC	Status	Status Date
009851	05/12/2021	Acklands Grainger Inc.	215.28	A/P	CLEARED	05/27/2021
009852	05/12/2021	Around The Bay Disposals Inc.	100,842.76	A/P	CLEARED	05/27/2021
009853	05/12/2021	Bell Mobility Inc.	1,077.14	A/P	CLEARED	05/27/2021
009854	05/12/2021	Blaketown Service Station	267.95	A/P	CLEARED	05/27/2021
009855	05/12/2021	Christie Dean	2,680.45	A/P	CLEARED	05/19/2021
009856	05/12/2021	City of St. John's	35,797.66	A/P	CLEARED	05/27/2021
009857	05/12/2021	Coish's Trucking & Excavating Ltd.	14,432.50	A/P	CLEARED	05/27/2021
009858	05/12/2021	Craig's Locksmithing & Auto Glass	1,132.75	A/P	CLEARED	05/27/2021
009859	05/12/2021	CTT Tirecraft	882.51	A/P	CLEARED	05/27/2021
009860	05/12/2021	Dodd's Diesel Repair Ltd.	20,932.74	A/P	CLEARED	05/27/2021
009861	05/12/2021	Fortis Concrete Inc.	552.00	A/P	CLEARED	05/31/2021
009862	05/12/2021	GCR Tires & Service	1,041.27	A/P	CLEARED	05/27/2021
009863	05/12/2021	Harbour ELECTRIC Ltd.	1,208.13	A/P	OUT-STD	05/12/2021
009864	05/12/2021	Imperial Oil	35.96	A/P	CLEARED	05/27/2021
009865	05/12/2021	Kevin Butt	17.18	A/P	CLEARED	05/19/2021
009866	05/12/2021	Leslie Squires	440.00	A/P	CLEARED	05/31/2021
009867	05/12/2021	Miller IT Limited	2,856.60	A/P	CLEARED	05/27/2021
009868	05/12/2021	Modern Business Equipment Limited	126.88	A/P	CLEARED	05/27/2021
009869	05/12/2021	Nexgen Municipal Inc.	5,019.51	A/P	OUT-STD	05/12/2021
009870	05/12/2021	North Atlantic	19,535.55	A/P	CLEARED	05/27/2021
009871	05/12/2021	Northern Business Intelligence	86.25	A/P	CLEARED	05/31/2021
009872	05/12/2021	OMB Parts & Industrial Ltd.	178.88	A/P	CLEARED	05/27/2021
009873	05/12/2021	Parts For Trucks Inc.	328.68	A/P	CLEARED	05/27/2021
009874	05/12/2021	Pat Singleton	1,725.00	A/P	OUT-STD	05/12/2021
009875	05/12/2021	PBA Industrial Supplies Ltd.	1,462.53	A/P	CLEARED	05/27/2021
009876	05/12/2021	Pitney Bowes	183.26	A/P	CLEARED	05/27/2021
009877	05/12/2021	Scope	96.53	A/P	CLEARED	05/27/2021
009878	05/12/2021	Shred-it c/o Stericycle ULC	74.23	A/P	CLEARED	05/27/2021
009879	05/12/2021	T2 Ventures Inc.	266,584.47	A/P	CLEARED	05/19/2021
009880	05/12/2021	Tulk Tire & Service Ltd.	517.50	A/P	CLEARED	05/27/2021
009881	05/12/2021	WAJAX (Power Systems)	251.85	A/P	CLEARED	05/27/2021
009882	05/13/2021	Lynn Tucker	5,081.37	A/P	CLEARED	05/19/2021
009883	05/26/2021	Dicks and Company Limited	272.60	A/P	OUT-STD	05/26/2021
009884	05/26/2021	Harris Ryan	11,500.00	A/P	OUT-STD	05/26/2021
009885	05/26/2021	Kevin Butt	355.16	A/P	CLEARED	05/31/2021
009886	05/26/2021	Lynn Tucker	723.00	A/P	OUT-STD	05/26/2021
009887	05/26/2021	NATIONAL Public Relations	120.75	A/P	OUT-STD	05/26/2021
009888	05/26/2021	Newfoundland Power Inc.	4,501.98	A/P	OUT-STD	05/26/2021
009889	05/26/2021	Newfoundland Power Inc.	1,197.87	A/P	OUT-STD	05/26/2021
009890	05/26/2021	Northern Business Intelligence	1,912.04	A/P	OUT-STD	05/26/2021
009891	05/26/2021	OMB Parts & Industrial Ltd.	18.39	A/P	OUT-STD	05/26/2021
009892	05/26/2021	Pat Singleton	1,725.00	A/P	OUT-STD	05/26/2021
009893	05/26/2021	Scotia Recycling Inc	298.14	A/P	OUT-STD	05/26/2021
009894	05/26/2021	WAJAX (Power Systems)	251.85	A/P	OUT-STD	05/26/2021

** - Name on Check was modified

Eastern Regional Service Board

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

Cheques from 000001 to 009931 dated between 05-01-2021 and 05-31-2021

CHEQUE REGISTER

Printed: 3:56:22PM 06/09/2021

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Number	Issued	Amount	SC	Status	Status Date
Cheque Totals Issued:		508,542.15			
Void:		0.00			
Total Cheques Generated:		508,542.15			
Total # of Cheques Listed:		44			

EASTERN REGIONAL SERVICE BOARD

PAYROLL EXPENSE

MAY 2021

Payroll – Staff (<i>2 pay periods – 29 employees</i>).....	\$116,279.30
Payroll – Board (<i>19 members</i>)	<u>\$00,000.00</u>
Total Payroll (<i>48 employees</i>)	\$116,279.30
Payroll CRA Remittance	<u>\$38,747.83</u>
TOTAL GROSS PAYROLL	<u>\$155,027.13</u>

PREVIOUS MONTH

APR 2021

Payroll – Staff (<i>2 pay periods – 29 employees</i>).....	\$116,508.45
Payroll – Board (<i>17 members</i>)	<u>\$21,044.48</u>
Total Payroll (<i>46 employees</i>)	\$137,552.93
Payroll CRA Remittance	<u>\$ 43,117.42</u>
TOTAL GROSS PAYROLL	<u>\$180,670.35</u>

TOWNS PAYMENT ACTIVITY 2021 - As of June 9, 2021 (Towns include all incorporated towns and those LSDs who pay collectively)									
		Number of Units	Number of Units x \$180.00	Prior Year (Credit) Arrears	Total Invoiced	Payments Received	Current Balance	Surplus (Arrears)	
CustCode	Town/Local Service District	Units							
TOWN305	Town of Sunnyside	205	\$36,900.00		\$36,900.00	\$18,450.00	\$18,450.00	0.00	
TOWN502	Town of Chance Cove	148	\$26,640.00		\$26,640.00	\$13,320.00	\$13,320.00	0.00	
TOWN503	Town of Arnold's Cove	535	\$96,300.00		\$96,300.00	\$48,150.00	\$48,150.00	0.00	
TOWN0403	Town of Cape Broyle	275	\$49,500.00		\$49,140.00	\$24,570.00	\$24,570.00	0.00	
TOWN0504	Town of Long Harbour-Mount Arlingt	196	\$35,280.00		\$35,280.00	\$17,640.00	\$17,640.00	0.00	
TOWN0514	Town of Colinet	75	\$13,500.00		\$13,500.00	\$6,750.00	\$6,750.00	0.00	
TOWN0517	Town of St. Vincent's-St. Stephen's-P	213	\$38,340.00		\$38,340.00	\$19,170.00	\$19,170.00	0.00	
TOWN0804	Town of New Perlican	162	\$29,160.00		\$29,160.00	\$14,580.00	\$14,580.00	0.00	
TOWN0809	Town of Wabana	1222	\$109,980.00		\$109,980.00	\$54,990.00	\$54,990.00	0.00	
TOWN0508	Town of Point Lance	47	\$8,460.00		\$8,460.00	\$4,230.00	\$4,230.00	0.00	
TOWN0511	Town of St. Joseph's	107	\$19,260.00		\$19,260.00	\$9,630.00	\$9,630.00	0.00	
LSD00002	LSD of Mobile (E Dalley, Treasurer)	131	\$23,580.00		\$23,580.00	\$11,790.00	\$11,790.00	0.00	
TOWN0003	Town of Clarke's Beach	592	\$106,560.00		\$106,560.00	\$53,280.00	\$53,280.00	0.00	
TOWN301	Town of Come by Chance	118	\$21,240.00		\$21,240.00	\$10,620.00	\$10,620.00	0.00	
TOWN302	Town of Norman's Cove-Long Cove	333	\$59,940.00		\$59,940.00	\$29,970.00	\$29,970.00	0.00	
TOWN303	Town of Chapel Arm	255	\$45,900.00		\$45,940.00	\$22,970.00	\$22,970.00	0.00	
TOWN304	Town of Southern Harbour	184	\$33,120.00		\$33,120.00	\$16,560.00	\$16,560.00	0.00	
TOWN0401	Town of Aquaforte	69	\$12,420.00		\$12,420.00	\$6,210.00	\$6,210.00	0.00	
TOWN0402	Town of Bay Bulls	545	\$98,100.00		\$98,100.00	\$49,050.00	\$49,050.00	0.00	
TOWN0404	Town of Fermeuse-Kingman's Cove	179	\$32,220.00		\$32,219.98	\$16,109.96	\$16,110.02	-0.03	
TOWN0405	Town of Ferryland	272	\$48,960.00		\$48,960.00	\$24,480.00	\$24,480.00	0.00	
TOWN0407	Town of Renew's-Cappahayden	234	\$42,120.00		\$42,120.00	\$21,060.00	\$21,060.00	0.00	
TOWN0408	Town of St. Shott's	50	\$9,000.00		\$9,000.00	\$4,500.00	\$4,500.00	0.00	
TOWN0410	Town of Witless Bay	685	\$123,300.00		\$123,300.00	\$61,650.00	\$61,650.00	0.00	
TOWN0411	Town of Portugal Cove South	92	\$16,560.00		\$16,560.00	\$8,280.00	\$8,280.00	0.00	
TOWN0505	Town of Fox Harbour	134	\$24,120.00		\$24,120.00	\$12,060.00	\$12,060.00	0.00	
TOWN0507	Town of St. Bride's	139	\$25,020.00		\$25,020.00	\$12,492.00	\$12,491.89	-18.00	
TOWN0509	Town of Branch	161	\$28,980.00		\$28,980.00	\$14,490.00	\$14,490.00	0.00	
TOWN0510	Town of Mount Carmel-Mitchell's Brr	299	\$53,820.00		\$53,820.00	\$26,910.00	\$26,910.00	0.00	
TOWN0512	Town of Admiral's Beach	82	\$14,760.00		\$14,760.00	\$7,380.00	\$7,380.00	0.00	
TOWN0513	Town of Gaskiers-Point LaHaye	144	\$25,920.00		\$25,920.00	\$12,960.00	\$12,960.00	0.00	
TOWN0515	Town of Riverhead	112	\$20,160.00		\$20,160.00	\$10,080.00	\$10,080.00	0.00	
TOWN0516	Town of St. Mary's	222	\$39,960.00		\$39,960.00	\$19,980.00	\$19,980.00	0.00	
TOWN0601	Town of Whiteaway	163	\$29,340.00		\$29,340.00	\$14,670.00	\$14,670.00	0.00	
TOWN0602	Town of Heart's Delight-Islington	409	\$73,620.00		\$73,620.00	\$36,810.00	\$36,810.00	0.00	
TOWN0603	Town of Heart's Desire	125	\$22,500.00		\$22,500.00	\$11,250.00	\$11,250.00	0.00	
TOWN0801	Town of Old Perlican	330	\$59,400.00		\$59,400.00	\$29,700.00	\$29,700.00	0.00	
TOWN0802	Town of Bay de Verde	221	\$39,780.00		\$39,736.00	\$19,890.00	\$19,890.00	0.00	
TOWN0805	Town of Hant's Harbour	193	\$34,740.00		\$34,740.00	\$17,370.00	\$17,370.00	0.00	
TOWN0806	Town of Heart's Content	239	\$43,020.00		\$43,020.00	\$21,510.00	\$21,510.00	0.00	
LSD0F201	LSD of Georgetown	131	\$23,580.00	1,606.79	\$25,186.79	\$12,593.39	\$12,593.40	-4,733.40	
LSD0F202	LSD of Marysville	240	\$43,200.00	3,600.00	\$46,800.00	\$23,400.00	\$23,400.00	-4,600.00	
TOWN0203	Town of Colliers	320	\$57,600.00	8,412.05	\$66,012.05	\$33,006.02	\$33,006.03	-14,169.27	
TOWN0205	Town of Holyrood	1071	\$192,780.00	40,141.65	\$232,921.65	\$116,460.82	\$116,460.83	-11,399.72	
TOWN0807	Town of Winterton	295	\$53,100.00		\$53,100.00	\$26,550.00	\$26,550.00	0.00	
		11954	1,998,720.00	62,369.50	2,060,729.50	1,164,531.63	896,161.76	135,745.97	

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 : \$ 101,760.94

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

EASTERN REGIONAL SERVICE BOARD
BRIEFING NOTE / REPORT

TITLE:	Fire and Emergency Services Agreement with Town of Carbonear
MEETING DATE:	2021-06-30
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Christie Dean, Manager 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 enter into a service agreement to collect service fees for the Town of Carbonear for the provision of fire and emergency services to the unincorporated area of Old Highway, English Hill Extension and Gadden's Marsh for the period of June 1, 2021 to June 30, 2022.

MOTION:

BE IT RESOLVED that Finance and Audit Committee recommend that the Board enter into a service agreement to collect fees for the Town of Carbonear for the provision of fire and emergency services to the neighbouring areas of Old Highway, English Hill Extension and Gadden's Marsh for the period of June 1, 2021 to June 30, 2022.

BACKGROUND/DISCUSSION

- In December of 2019, the Town of Carbonear contacted ERSB to request the Board assist them with the collection of service fees for the provision of fire and emergency services to neighbouring areas.
- As per the legislation, the Board's Chair sent a letter dated October 5, 2020 to the Minister of Municipal Affairs and Environment requesting ministerial approval to provide this service.
- Ministerial approval was received in January 2021.
- Following receipt of ministerial approval, staff has worked with the Town to ensure they meet all requirements as outlined in the Fire Protection Services Agreement including a map of the service area.
- The agreement is now being finalized to be sent to the Town for review and signatures.

- The Town of Carbonear, Old Highway, English Hill Extension and Gadden's Marsh are all in receipt of regional waste services.
- The Town of Carbonear's fee for Old Highway, English Hill Extension and Gadden's Marsh for fire and emergency services is \$65 annually and the Board's administrative fee is \$5 annually for a total fee of \$70.
- For the period of June 1-December 31, 2021, the fee will be prorated. For future years, this fee will be added to the customers' annual invoice that will include waste fees and this fee.

ATTACHMENTS:

n/a

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Fire and Emergency Services Agreement with Town of Ferryland
MEETING DATE:	2021-06-30
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Christie Dean, Manager 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 enter into a service agreement to collect service fees for the Town of Ferryland for the provision of fire and emergency services to the unincorporated area of Admiral's Cove for the period of July 1, 2021 to June 30, 2022.

MOTION:

BE IT RESOLVED that Finance and Audit Committee recommend that the Board enter into a service agreement to collect fees for the Town of Ferryland for the provision of fire and emergency services to the neighbouring community of Admiral's Cove for the period of July 1, 2021 to June 30, 2022.

BACKGROUND/DISCUSSION

- In the summer of 2020, the Town of Ferryland contacted ERSB to request the Board assist them with the collection of service fees for the provision of fire and emergency services to a neighbouring local service district.
- As per the legislation, the Board's Chair sent a letter dated February 26, 2021 to the Minister of Municipal Affairs and Environment requesting ministerial approval to provide this service.
- Ministerial approval was received in late March 2021.
- Following receipt of ministerial approval, staff has worked with the Town to ensure they meet all requirements as outlined in the Fire Protection Services Agreement including a map of the service area.
- The agreement is now being finalized to be sent to the Town for review and signatures.

- The Town of Ferryland and Admiral's Cove are in receipt of regional waste services.
- The Town of Ferryland's fee per property for Admiral's Cove for fire and emergency services is \$70 annually and the Board's administrative fee is \$5 annually for a total fee of \$75.
- For the period of July 1-December 31, 2021, the fee will be prorated. For future years, this fee will be added to the customers' annual invoice that will include waste fees and this fee.

ATTACHMENTS:

n/a

EASTERN REGIONAL SERVICE BOARD
BRIEFING NOTE / REPORT

TITLE:	Fire and Emergency Services Agreement with Town of Holyrood
MEETING DATE:	2021-06-30
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Christie Dean, Manager 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 enter into a service agreement to collect service fees for the Town of Holyrood for the provision of fire and emergency services to the properties located on Salmonier Line for the period of January 1, 2021, to April 30, 2023.

MOTION:

BE IT RESOLVED that Finance and Audit Committee recommend that the Board enter into a service agreement to collect service fees for the Town of Holyrood for the provision of fire and emergency services to the properties located on Salmonier Line for the period of January 1, 2021, to April 30, 2023.

BACKGROUND/DISCUSSION

- In January of 2017 ERSB entered an agreement with Holyrood to provide Fire and Emergency Services to various neighbouring areas including Salmonier Line and all side roads, Middle Gull Pond and Old Prison Camp Area.
- Since that agreement, the Board has withdrawn waste services from all side roads off Salmonier Line, Middle Gull Pond and Old Prison Camp Area in accordance with the Ministerial Directives.
- In addition, the Board has adopted a motion to only provide fire and emergency services to those areas in receipt of waste collection. Therefore, the agreement with the Town of Holyrood had to be modified to include only those properties on the Salmonier Line who remain in receipt of waste services.
- The Town of Holyrood is in receipt of regional waste services.

- The revised agreement is now being finalized to be sent to the Town for review and signatures.
- The Town of Holyrood fee for the properties located on Salmonier Line for the period of January 1, 2021, to April 30, 2023, for fire and emergency services is \$45 annually and the Board's administrative fee is \$5 annually for a total fee of \$50.

DRAFT

EASTERN REGIONAL SERVICE BOARD
BRIEFING NOTE / REPORT

TITLE:	Renewal of Commercial General Liability Insurance Policy
MEETING DATE:	2021-06-30
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Lynn Tucker, Chief Administrative Officer
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

It is recommended that Eastern Regional Service Board renew its Commercial General Liability insurance policy through Wedgwood Insurance Ltd. for the period of June 1, 2021 to June 1, 2022.

MOTION:

BE IT RESOLVED that Finance and Audit Committee recommend that the Board renew its Commercial General Liability insurance policy through Wedgwood Insurance Limited in the amount of \$33,800 plus fee and taxes for the period of June 1, 2021 through June 1, 2022.

BACKGROUND/DISCUSSION

- The Board carries a commercial general liability insurance policy that covers items such as products/completed operations liability, property damage deductible, bodily injury deductible, employee benefits errors and omissions, tenant's legal liability, etc.
- This policy is renewed annually and the cost for this year's renewal is \$33,800 plus fee and taxes for a total of \$39,020.
- This is an increase of 15% over last year's renewal.
- Our broker informs us that this increase is on the lower end for most liability policies because of the significant challenges facing many industries due to the global pandemic.

- The Board's insurance needs and costs are reviewed every three years. The next review is scheduled for 2022.

ATTACHMENTS:

- Commercial General Liability insurance renewal summary.

DRAFT



Anderson
McTague
& ASSOCIATES

COMMERCIAL INSURANCE POLICY

POLICY NUMBER 843-260291

REPLACES NUMBER

PURPOSE OF DOCUMENT Policy Renewal

COMMERCIAL INSURANCE EFFECTED WITH CERTAIN LLOYD'S UNDERWRITERS THROUGH

Anderson McTague & Associates Ltd.
154 Prince William St
Saint John, NB E2L 2B6

POLICY DECLARATIONS

Purpose of Document

Policy Renewal

In return for the agreement of the Insured to pay the premium stated, this insurance Document is continued in force for the period of insurance indicated. It is renewed subject to the limits of insurance and declarations shown herein. Should coverage wordings, riders or endorsements be attached hereto, they will replace the corresponding previous wordings. Otherwise all terms and conditions remain the same.

Name of Insured

Eastern Regional Service Board
O/A Eastern Waste Management

Mailing Address

255 Major's Path
St. John's, NL
A1A 0L5

Location Address

255 Major's Path
St. John's NL A1A 0L5

Policy Period

From June 01, 2021 **To** June 01, 2022
(12:01 a.m. Standard Time at the Mailing Address of the Insured)
If you have inquiries regarding your policy, please contact your broker

Broker

WEDGWOOD INSURANCE LIMITED
PO BOX 13370 St. John's, NL A1B 4B7
WEDG

Description of Business Operations

Operation of Waste Disposal Sites and the Collection of Fees for
Emergency Services provided by local municipalities.

Total Policy Premium

\$33,800

Minimum Retained Premium

\$350

Underwriting Fees (Non-Refundable)

\$150

Total Amount Due

\$33,950

THIS COMMERCIAL INSURANCE POLICY CONSISTS OF THIS (THESE) DECLARATIONS PAGE(S) ALONG WITH THE "GENERAL CONDITIONS" (OR "STATUTORY CONDITIONS"), AS WELL AS ALL COVERAGE WORDINGS, RIDERS OR ENDORSEMENTS THAT ARE ATTACHED HERETO.

For purposes of the Insurance Companies Act (Canada), this document was issued in the course of Lloyd's Underwriters' insurance business in Canada.

The insured is requested to read this policy and if incorrect return it immediately for alteration.

In the event of an occurrence likely to result in a claim under this insurance, immediate notice should be given to the Coverholder whose name and address appears above. All inquiries and disputes are also to be addressed to this Coverholder

THIS POLICY CONTAINS A CLAUSE THAT MAY LIMIT THE AMOUNT PAYABLE

In witness whereof this policy has been signed as authorized by the Underwriters/Insurers, by Anderson McTague & Associates Ltd.

Per

Agreement No.
AMTGLB2021
B1670AMTGLB2021

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Lance Cove & Freshwater on Bell Island: Multi-Stream Waste Collection Including Recycling & Bulk Collection
MEETING DATE:	2021-06-30
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 recommendation following the Finance & Audit Committee meeting was to:

BE IT RESOLVED that the Finance & Audit Committee recommends that the Board award the tender for the Lance Cove & Freshwater on Bell Island for Multi-Stream Waste Collection Including Recycling & Bulk Collection for 24 months beginning July 1, 2021 in the amount of \$143,520 (HST included) to T2 Ventures Inc. following receipt of confirmation that the LSD of Lance Cove accepts the new annual fee of \$370 per household.

Following the meeting staff contacted the LSD of Lance Cove to outline the situation and to seek a response regarding whether they would accept the waste service at an annual fee of \$370 per household. It was confirmed on June 22nd that they would not accept this annual fee for waste services.

Therefore, the recommendation is to not award the tender for multi-stream waste collection for Lance Cove and Freshwater on Bell Island.

MOTION:

BE IT RESOLVED that the Finance & Audit Committee recommends that the Board not award the tender issued April 19, 2021 for multi-stream waste collection for Lance Cove & Freshwater on Bell Island.

BACKGROUND/DISCUSSION

- The tender for the LSD of Lance Cove and Freshwater on Bell Island closed on May 7. This tender was for 225 properties for 24 months beginning July 1, 2021.
- Three potential bidders picked up the tender package; however, only ONE bid was received.
- The individual cost of the accepted bid is as follows: T2 Ventures Inc. - \$179,400 (including HST).
- The bid received from T2 Ventures Inc. represents a cost of \$398.67 (including HST) per household per year. This is a 79.5% increase from the current contract.
- The current contract annual cost is \$221.99 (HST included).
- At the annual cost of \$398.67 per household, it is not fiscally responsible to proceed with the award of contract when the Board's current annual household fee is \$180.
- It is equally unlikely that residents would be able to pay the full amount as a fee for their waste service.
- Section 17 of the NL *Public Procurement Regulations* provides statutory authority to the Board to negotiate for a better price as only one bid was received, and the bid is outside what the Board considers a fair and reasonable increase.
- In addition, the amount bid is greater than what the Board budgeted for these contracts.
- The CAO has discussed the bid received with T2 Ventures and they are willing to work with the Board; however, they noted that their costs to deliver the service to 225 properties on Bell Island is not much different than their costs to deliver the service to the approx. 1400 properties currently in receipt of service.
- The difference would be one pick-up truck for garbage collection week and two vehicles for recycling week. This would not reduce the contractor's costs significantly. The issue is the huge reduction in the number of properties for service.
- Following negotiation, the lowest possible price that the contractor would be able to perform this work is \$143,520 (HST included) or 25% less than initially bid.
- This equates to an annual cost of \$318.93 (HST incl) per household and does not include tip fees.
- For full cost recovery, the Board would need to charge each household an annual fee of \$370. This equates to an increase of 105%.
- If the Board decides to not award this tender, these 225 properties will be without waste collection services effective June 30.
- Staff has notified the Chairperson for the LSD of Lance Cove that regional waste services will possibly end on June 30.
- This matter has been brought to the attention of the Minister's office.
- The Minister has confirmed that the Board is not mandated to provide the waste collection service to these communities.

- On June 22nd the LSD of Lance Cove Chairperson confirmed that he canvassed his residents as well as several in the unincorporated area and they are not willing to accept waste services at \$370 per household.
- The Chairperson confirmed that they are now seeking waste service for these areas.

ADDITIONAL INFORMATION:

Below is an excerpt from the *Public Procurement Regulations – Newfoundland and Labrador*:

17. (1) A public body, after evaluating bids and determining that an award is to be made, shall award a contract to the preferred supplier in accordance with the framework.

(2) Where, as a result of an open call for bids, only one bid that meets the evaluation criteria is received, the public body may award a contract to the supplier who submitted that bid if it is determined that the price is fair and reasonable.

(3) Where a public body determines that a bid referred to in subsection (2) would not result in best value as the price is not fair and reasonable, the public body may negotiate the price of the contract with the supplier or may cancel the open call for bids.

From: <https://www.assembly.nl.ca/legislation/sr/annualregs/2018/nr180013.htm>

EASTERN REGIONAL SERVICE BOARD
BRIEFING NOTE / REPORT

TITLE:	HR Policy to address working in COVID environment and vaccinations - discussion
MEETING DATE:	2021-06-30
TO:	Board / Strategy & Policy / Finance & Audit / Governance
PREPARED BY:	Craig Drover, Manager Corporate Services
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

Based upon advise from legal counsel, direction from the federal and provincial governments and research from across Canada, we recommend adding the following pandemic-related section to the Board's HR Policy and Procedures Manual. As we move forward in this COVID environment while maintaining operations, guidance for supervisory staff was also necessary.

MOTION:

BE IT RESOLVED that the Strategy & Policy Committee recommends that ERSB adopt the policy statement as tabled entitled "COVID-19 Safety and Practices". This policy statement that provides guidelines for working in a COVID environment will become Section 3.15 of the Board's Human Resources Policy and Procedure Manual.

BACKGROUND/DISCUSSION:

- Questions have been raised by the Board's staff regarding what level of accommodation must be made for employees during the pandemic, specifically for anyone who refuses to wear a mask or to travel together in one vehicle, etc.
- Public sector organizations must balance the requirement to provide a safe workplace while abiding by the rights of employees to maintain privacy with regards to medical issues. The approach for many organizations is that they will review the issue on a case-by-case basis based on occupational requirements while the opinion of many union organizations is that the requirement for vaccination will conflict with human rights legislation.

- Most of the Board's facilities and operations can ensure that employees maintain safe working distances and, in most cases, allow for employees to work alone. As a result, it is not deemed a bona fide occupational requirement for employees to become vaccinated.
- The Board cannot require all employees to become vaccinated and cannot require that employees inform the organization if they are or not.
- While management believes that the majority of, if not all, employees will be vaccinated, direction has been provided to supervisors to: not ask if employees intend to make a vaccination appointment, to steer conversations at group meetings away from vaccination-related discussion, and to respect the rights and privacy of employees if they do approach the supervisor about vaccinations.
- The policy statement that has been developed and to be added to the HR Policy and Procedures Manual is as follows:
 - 3.15 COVID-19 Safety and Practices
 - Social Distancing
 - Social distancing measures recommended by the Chief Medical Officer of Health of Newfoundland and Labrador will be in effect at all ERSB facilities and will be based upon the current alert level in the province. Employees will maintain the recommended distance at both informal and formal internal gatherings and when dealing with the general public.
 - Personal Protective Equipment (PPE)
 - The use of PPE, including face masks, hand sanitizer and nitrile gloves will continue to be required as recommended by the Chief Medical Officer of Health. Employees are required to use masks inside common working areas at all ERSB workplaces as per directives. Employees will be provided with face masks, gloves and hand sanitizer as required. Employees are encouraged to speak with their supervisor regarding any accommodations required.
 - COVID-19 Vaccination
 - Employees are encouraged to book appointments to obtain the COVID-19 vaccine. Employees will be provided with up to two hours of paid leave if their vaccination appointment is scheduled during working hours. Employees are encouraged to speak with their supervisor regarding any accommodations that may be required.
 - COVID-19 Symptoms
 - Any employee showing symptoms that are commonly attributed to COVID-19 and listed on guidance from the Chief Medical Officer of Health, are to remain home or are to go home to ensure the safety of all employees. Employees are not to return to work until symptoms have subsided for 24 hours.

- Employee Travel
 - Employees traveling outside the province of Newfoundland and Labrador must follow all self-isolation protocols upon return as directed by the Chief Medical Officer of Health based on the applicable alert level.
- Employee Meetings
 - Meetings and gatherings are to be held in well-ventilated areas and all PPE, social distancing and maximum attendance requirements are to be adhered to as per the alert level determined by the Chief Medical Officer of Health.
- The policy statement is reflective with what has already been distributed to employees. It is in line with OH&S requirements; public health requirements; and privacy legislation. The vaccination piece is intentionally vague so that employees will not feel pressured, but rather accommodated by the employer to obtain a vaccination.
- Supervisors have been directed that documentation of vaccinations is not required and any doctor's notes or vaccination reports are not to be kept. As this type of document is a personal health record and is not a requirement of any position in the organization, it is not to be kept on file in accordance with privacy legislation.
- As per direction from the Chief Medical Officer of Health, certain positions within the organization will be eligible to work from home as determined by the CAO.
- Senior management will continue to monitor the changing COVID-19 situation and to recommend updated policies and procedures to the Board as conditions require.

EASTERN REGIONAL SERVICE BOARD
BRIEFING NOTE / REPORT

TITLE:	MMSB Regional Waste Management Forum 2021
MEETING DATE:	2021-06-30
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Christie Dean, Manager Operations
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

For information only.

MOTION:

N/A

BACKGROUND/DISCUSSION

- On May 19th the MMSB hosted the annual Regional Waste Management Forum.
- Updates were provided by Baie Verte–Green Bay, Burin, Central, Coast of Bays, Eastern, Lab West, Northern and Western Regional Service Boards as well as by the City of St. John's.
- Discussions were varied but several topics were brought forward that the committee may find interesting.
 - A Provincial standard for waste collection services was discussed and it was generally agreed that it is required.
 - St. John's is moving to a weekly 4-bag limit for regular garbage. The Board's current contracts provides bag limits of between 6 and 7 bags with the one exception – that being the Conception Bay Center contract which allows 5 bags weekly.
 - Lower bag limits are meant to promote recycling.
 - The Central and Western Regional Service Boards and the City of St. John's have or will shortly be implementing 'clear bag' policies. Clear bags allow inspection officers to assess recycling efforts.
 - Central has eliminated the manual collection of waste from garbage boxes in areas that are not served by automated collection vehicles. While residents

- may use garbage boxes, they must remove their waste and place it outside the garbage box on collection day to have their waste collected.
- Central spoke to the changing of Service Board boundaries, i.e., Central, Western and Northern possibly becoming one service area and one Board.
 - Lab West spoke to increased tip fees, increased control over commercial operations, and the use of free public drop-offs. They were happy to report that these have not resulted in increases in illegal dumping.
 - Staff from the Minister's office discussed regional service boards and their success with the provision of regional services and that it makes sense to consider the service boards as a vehicle for regionalization.

ATTACHMENTS:

n/a

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Letter to MHA for Conception Bay East-Bell Island regarding Bell Island Waste Collection, Etc.
MEETING DATE:	2021-06-30
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Lynn Tucker, Chief Administrative Officer
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

No action required as letter tabled for information only.

MOTIONS:

N/A

BACKGROUND/DISCUSSION:

- At this month's Finance & Audit Committee meeting, it was recommended that the Board's Chairperson write the MHA for Conception Bay East-Bell Island to make him aware that properties located outside the boundaries of the Town of Wabana on Bell Island will possibly be without waste collection following June 30th.
- The enclosed letter was sent to MHA Brazil on Thursday, June 10th and to date, no response has been received.
- This letter is tabled for information only.

ATTACHMENTS:

- Copy of letter sent to MHA for Conception Bay East-Bell Island.

May 31, 2021

MHA David Brazil
District of Conception Bay East – Bell Island
Government of Newfoundland and Labrador
PO Box 8700
St. John's, NL, A1B 4J6

Dear MHA Brazil,

Thank you very much for your discussion regarding issues with waste collection and the Board's waste recovery facility on Bell Island. As elected municipal representatives, each Eastern Regional Service Board member understands the challenges faced by communities across our province, especially during the COVID-19 pandemic.

The Board has had numerous discussions with Wabana Town Council with regards to service delivery and has maintained a constructive relationship with the Town. In late 2020 the Board received notification from the Town Clerk of Wabana that the Town would no longer be a part of the regional contract and that they would arrange their own waste collection. The LSD Chair of Lance Cove subsequently confirmed with the Board that the Town of Wabana would not be collecting any households outside of Council responsibility. The Board issued a public tender for waste collection services for the 240 properties outside of the Town of Wabana.

The Regional Service Board Act provides the ERSB with the legislative authority to deliver waste collection and other municipal services to communities in the Eastern Region. The Provincial Solid Waste Management Strategy was enacted to ensure a modern and efficient waste management service for residents of the province. While the Board has the authority to deliver waste collection services through regional contracts, based on the Municipalities Act, a town can opt out of a regional contract if it can provide waste management services to the residents of the town. Through the Provincial Solid Waste Management Strategy, all local landfills in the Eastern Region were to close and be replaced by the Robin Hood Bay Regional Waste Management Facility and a network of Waste Recovery Facilities across the region. The landfill on Bell Island was the last remaining landfill in the Eastern Region to close and be replaced by a Waste Recovery Facility.

The Town of Wabana has also expressed dissatisfaction with the Board's policy to not allow ATVs on any site operated by the Board. The Board sets the operational policies for all the facilities including the

.../2

MHA David Brazil
District of Conception Bay East – Bell Island
Page 2
May 31, 2021

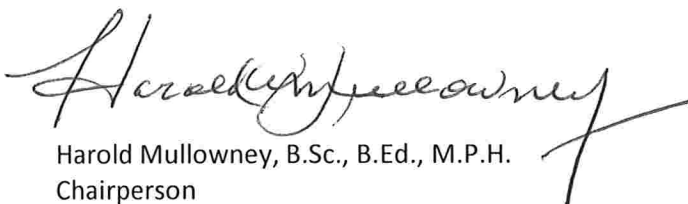
process for admission to the facility. The Board has determined that All Terrain Vehicles are not permitted at any site operated by the Board. The ATV policy dates to 2017 when the Board determined it to be both an insurance and OHS liability to allow access to sites operated by the Board. The Board will not revisit this policy at the request of the Wabana Town Council and the Waste Management Committee.

Allowing access to Board sites would be in violation of the Highway Traffic Act for an ATV to drive on a road within the province. Towns may pass by-laws providing permission to drive ATV's where the Town deems fit, but the Board will adhere to the Highway Traffic Act and only allow properly registered non-commercial vehicles access to the site. It is illegal to operate an ATV on a highway (road). If the unit is insured, licensed and the operator is wearing proper protection (helmet), you are permitted to cross a road, preferably at a designated crossing. You are never permitted to travel on the shoulder, roadway, or other public road. The sites operated by the Board are open to the public and to those operating vehicles that are licensed and insured to operate on the roads of the Province. ATV's do not fall within the category of vehicles licensed to operate on the roads of the Province and they are therefore not allowed on these public sites.

The Board would like to invite a meeting with you to further discuss the issues on Bell Island and what we believe can be done to remedy the situation. The Board is disheartened that the Town would leave out the 240 households outside of council area in the plans for waste collection after June 30. This is unfortunately not isolated to Bell Island as we have seen several municipalities in the region cease participation in regional contracts to contract locally or to take over responsibility themselves. The Board is a firm believer in regional cooperation and can demonstrate first hand the cost savings and efficiencies incurred if communities gather together as one to have the Board administer a large contract.

Thank you in advance for taking the time to review our letter and we look forward to working with you and the residents of Bell Island.

Sincerely yours,
EASTERN REGIONAL SERVICE BOARD



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

EASTERN REGIONAL SERVICE BOARD
BRIEFING NOTE / REPORT

TITLE:	Signage at Board's Waste Recovery Facilities
MEETING DATE:	2021-06-30
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:

Staff will prepare a report on the costs to replace the Board's highway and roadside signage for its waste recovery facilities.

MOTIONS:

N/A

BACKGROUND/DISCUSSION:

- Discussion took place at the June 17th Governance Committee regarding the current signage for the Board's waste recovery facilities. It was noted that current signage is too small and too far from the road to be of benefit to the public.
- Staff confirmed that the size and placement of the Board's signage is determined by Provincial Government regulations. Signage on provincial highways is regularly inspected by Service NL.
- When signage was initially installed, the Board had applied for but was denied signage like those used on the highways for Provincial parks, tourism operators, etc.

- Staff confirmed that the Board's signage is fading as it ages and has become difficult to read.
- The Board needs to have these signs replaced soon; therefore, it may be a good time to re-visit the placement of signage with Service NL.
- Staff will put together information regarding costs and messaging for new signage for the Board's consideration.
- Signage was discussed for use on the back roads with access to the waste recovery facilities, including the facility in Harbour Grace. It was suggested that the Board should erect a signage that states, 'Access to site from highway only.'
- However, it was noted that any signage within a town's boundaries requires permission and/or permits from the town.

ATTACHMENTS:

- None

May 21, 2021

Mayor Mark Vardy
Town of Pouch Cove
660 Main Road, P.O. Box 50
Pouch Cove, NL A0A 3L0

Dear Mayor Vardy and Pouch Cove Town Council:

In response to your letter dated May 7, 2021 regarding concerns pertaining to waste and bulk waste collection for the Town of Pouch Cove, the Eastern Regional Service Board (ERSB) would be happy to address the issues outlined in your letter and to ensure the understanding of responsibilities related to the new relationship between the Town and the Board.

The Board was extremely pleased to learn this year that the Town would be signing into the regional system. The Board is a tireless proponent of regional cooperation and the benefits that can be shared just from agreeing to work together. The Board has long looked to work with the communities on the Northeast Avalon and was very excited to begin working with your Town.

As was made clear prior to the acceptance of the Town into the regional system, the Town delegates authority for the contracting and subsequent administration of the waste collection contract to the Board. One of the main benefits that many communities derive from the relationship with the ERSB is that they no longer have to field calls from residents or deal directly with contractors. ERSB staff is available to answer questions or field complaints from residents and provide notice to the contractor in case any collections are missed. As the Board is responsible for the administration and oversight of all the regional contracts, the Board does not consult with individual towns or communities during the scheduling process. The scheduling process is completed in the fall of the previous year to ensure that the calendars can be finalized and printed for distribution with the yearly invoices. The schedules are completed through consultation between the contractors and Board staff and are based upon numerous factors including ensuring that the resources available are used most efficiently.

The Board and staff have no issue taking the Town's request for a later bulk date into advisement for 2022 as the schedules have not yet been discussed with the contractors. The Board cannot move the date of the 2021 fall bulk pick up as the schedules have been confirmed and sent to residents and communities across the region. As the schedules for 2021 have been set, in order for the second bulk date to change, another community's bulk collection date would have to be moved. This is both unfair to the community and logistically difficult to have schedules reprinted and proper notice given to residents.

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Mayor Mark Vardy
Town of Pouch Cove
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May 21, 2021


The contract in Pouch Cove has had a few growing pains that can be expected with a new contract and a new relationship. Both the contractor and Board staff toured the area during bulk collection and saw no signs that the Town was disadvantaged by having the bulk collection early in the spring. If anything, the Town is now in a more advantageous position where there will be no bulk put out curbside until the end of the summer/early fall.

It seems that the general concern was that your residents would not have been prepared and ready for the first bulk collection event. We have reviewed the tonnage collected and can assure the Town that the quantity of bulk collected in Pouch Cove in April's bulk collection is comparable to all other areas with similar population.

The Board has worked with its main waste collection contractors for several years. The Board listens to all sides of an issue and will hold any side accountable where it is deemed that the resident, the Town, or the contractor are in violation of the Board's service agreement. As you have stated, the issues from the first bulk collection are a result of residents not following proper guidelines detailing what items could be put out, how much bulk was acceptable, and when the items had to be curbside. Residents who contacted the Board's office were educated with regards to the amounts and items acceptable. We trust that subsequent bulk collections will go much more smoothly.

We would like to thank the Town for bringing your concerns forward so that we may continuously assess our waste services for quality control and improvements.

Sincerely yours,
EASTERN REGIONAL SERVICE BOARD

A handwritten signature in black ink, reading "Harold Mullowney". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

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



TOWN OF POUCH COVE

Eastern Regional Service Board
c/o Harold Mallowney
255 Majors Path, Suite 3
St. John's, NL
A1A 0L5

May 7th, 2021

Re: Waste Collection Update and Bulk Collection Date Request

Dear Mayor Mallowney,

As you are aware, the Town of Pouch Cove joined the Eastern Regional Service Board waste collection program in February 2021 on behalf of our citizens. Weekly waste collection services have been ongoing with minimal issue and residents with issues who have been calling our office are successfully being directed to the ERSB office to have their matters handled. With our first bulk collection, there were a number of issues and ultimately, we had to provide a supplementary bulk collection to collect the outstanding items. Our understanding from the ERSB office is that any bulk garbage not collected was due to residents not following guidelines, and the ERSB have been communicating with residents and educating them accordingly. We also trust that the ERSB is fairly listening to the words of our residents if they differ from the words of the contractor as we have had issues with the current contractor in the past. As we continue with the ERSB service and get through this first year, we expect this to only improve and we thank everyone involved who is helping to make that happen.

The main purpose of this letter today is to address the Board on the topic of the bulk garbage collection dates. Our 2021 bulk collection dates set by the ERSB were April 19th and August 23rd. In the weeks leading up to the April collection, council had been addressed by a great deal of community members expressing concern of these collections being too early in the year. The general concerns were that residents would not be ready for the 1st clean up or that there would be too long of a gap without a bulk collection during the Fall to provide a convenient disposal (which may increase the risk of illegal dumping up towards Cape St. Francis which is a known issue in our community).

Reflecting on the matter, council was disappointed that they were not consulted on the setting of the bulk garbage collection dates and as a result the Town has requested that our bulk collection dates be set to May and October each year. The ERSB office have indicated that this will be taken into consideration for the 2022 schedule. The council however feels very strongly about having the 2021 August bulk collection moved to late September or early October and would like for the Board to review this request and see if it can be accommodated.

Thank you,

Mark Vardy
Mayor of the Town of Pouch Cove