

**BOARD OF DIRECTORS MEETING
MINUTES**

Meeting #105

Wednesday, March 29, 2023, 7:00 p.m.

Bay Roberts Hotel, Bay Roberts, NL

In Attendance: Chairperson Stephen Tessier
Vice Chairperson Mayor Danny Breen
Councillor Sandy Hickman
Deputy Mayor Kevin McDonald
LSD Chairperson Wesley Drodge
Mayor Hilda Whelan
Councillor Carl Ridgeley
Councillor Jamie Korab
Councillor Glenn Clarke
Councillor Bill Antle
Councillor Nathan Ryan
Councillor Larry Vaters
Mayor Mark Vardy
Mayor Rod Delaney
Councillor Jill Bruce
Councillor Ron Ellsworth
Councillor Ophelia Ravencroft
Councillor Gerard Tilley

Regrets: Councillor Ian Froude
Councillor Maggie Burton
Deputy Mayor Sheilagh O'Leary

Other Attendees: Ms. Lynn Tucker
Mr. Craig Drover
Ms. Christie Dean
Ms. Holly Power
Mayor Walter Yetman
Mr. Charles Bown

1. **Call to Order**

Mr. Tessier, Chairperson, called the meeting to order at 7:02 p.m. and welcomed Mayor Yetman of Bay Roberts and MMSB CEO, Mr. Bown to the meeting.

2. **Adoption of Agenda**

The agenda was tabled for approval.

MOTION 2023-022

Moved By Mr. Clarke

Seconded By Mr. Korab

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 2023-023

Moved By Mr. Drodge

Seconded By Mr. Ridgeley

BE IT RESOLVED that the minutes from the February 22, 2023 meeting be adopted as tabled.

Carried Unanimously

4. **Committee Reports**

a) Finance & Audit Committee

Mr. Delaney, Committee Member, delivered the Finance and Audit Committee report.

1. **Board Expenditures**

Board expenditures for the month of February 2023 were tabled for review and approval. There were no questions or concerns.

MOTION 2023-024

Moved By Mr. Delaney

Seconded By Mr. Antle

BE IT RESOLVED that the Board adopt the expenditures for the month of February 2023 as tabled.

Carried Unanimously

2. Incorporated Towns Payment Activity Report

An update on the incorporated towns' payment activity dated March 7, 2023, was provided. There were no questions or concerns.

3. DRAFT Financial Statements

Mr. Delaney informed Members that the 2022 draft Financial Statements were included in the meeting package.

He was pleased to report that the Board is in good financial standing and compliant with Canadian Public Sector Account Standards. The Eastern Regional Service Board has worked hard to create a strong financial position by utilizing operational surpluses to find capital and operational reserve accounts. The Board's reserves are set up to ensure future obligations of the Board can be met and are internally restricted by the Board to be used only for the purpose for which they are set up.

There were no questions or concerns on the 2022 draft Financial Statements.

MOTION 2023-025

Moved By Mr. Delaney

Seconded By Mr. Hickman

BE IT RESOLVED that the Board adopt the audited financial statements for the year ending December 31, 2022 as prepared and tabled by Harris Ryan Chartered Professional Accountants.

Carried Unanimously

4. New Scale Software and Automated Kiosk for the Clarenville Transfer Station

Mr. Delaney referred to the briefing note that was included in the meeting package for members' review.

He noted that the Committee recommended purchasing new scale software for the Clarenville Transfer Station as well as an automated kiosk to provide timely and better data to the Board as well as clients; to speed up the process to drop off waste at the facility; and provide paperless transactions.

In addition, it was recommended the Board purchase an app to input license plate numbers at waste recovery facilities so they may be tracked digitally.

MOTION 2023-026

Moved By Mr. Delaney

Seconded By Mr. Clarke

BE IT RESOLVED that the Board purchase new weigh scale software for the Clarenville Transfer Station and a mobile software license app for use at waste recovery facilities at the cost of \$17,580 plus HST annually; plus, one touchscreen kiosk with QR reader; branded QR cards for use at the transfer station as outlined in the tabled quote in the amount of \$47,425.00 plus HST from Strong Data Automation. The quote includes all implementation labour, onsite training and kiosk installation, business analysis, implementation consulting along with customized export for integration with the Board's current accounting software.

Carried Unanimously

b) Strategy & Policy Committee

There was no Strategy & Policy Committee Meeting held in the month of March.

c) Governance Committee

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

1. 2022 Canada Revenue Agency Payroll Remittance Statement

Mr. McDonald referred to the 2022 payroll remittance statement from CRA that was included in the meeting package. He noted that all payroll remittances were made on time and the Board was up to date as of 2022 year's end.

There were no questions or concerns regarding this report.

2. Annual Occupational Health and Safety Policy Renewal

Mr. McDonald referred to the briefing note that was included in the meeting package. He reminded members that the Board is required to have policies in the workplace governing occupational health and safety and early and safe return-to-work.

Employers are responsible for their employees and have a legal and moral obligation to provide for their safety and well-being.

Motion 2023-027

Moved By Mr. McDonald

Seconded By Mr. Delaney

BE IT RESOLVED that the Board adopt the Corporate Health & Safety Policy; the Occupational Health & Safety Policy; and the Early and Safe Return-to-Work Policy that is included in the Board's Employee Safety Handbook.

Carried Unanimously

3. Annual Corporate Environment Policy Renewal

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

He reported that the Board is not officially required to have policies in the workplace governing its attitude toward protecting the environment; however, the Board has historically shown a moral commitment to the protection of the environment, as well as the safety and well-being of its staff and the public.

The Board's Vision Statement addresses environmental stewardship. The vision of the 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.

Motion 2023-028

Moved By Mr. McDonald

Seconded By Mr. Breen

BE IT RESOLVED that the Board adopts the Corporate Environment Policy that is included in the Board's Employee Safety Handbook.

Carried Unanimously

4. Inquiry regarding Municipal Code of Conduct and Conflict of Interest Requirements

Mr. McDonald reported a request for clarification on the recent changes to conflict of interest under the new Municipal Code of Conduct.

The CAO reached out to the Deputy Minister at Municipal and Provincial Affairs and the Deputy Minister's response is included in tonight's meeting package.

As members will see they will not be in conflict discussing the Board's services being provided to the region because of subsection 5(2)(b) of the Act that states, "a decision does not affect, directly or indirectly, a private interest where the decision affects the municipal official or a relative of a municipal official as one of a broad class of the public."

Mr. McDonald thanked the CAO and Deputy Minister for this information.

5. Joint Council Report

Mr. McDonald referred to the briefing note that was provided in the meeting package for members' information. An update on the Joint Councils across the Eastern region was provided and it was noted that the Board's support for the Joint Councils remains positive.

6. **Correspondence**

Mr. Tessier informed the Board that copies of the following letters were included in the meeting package for their information. There were no updates to provide on the letters at this time.

- a. Letter to Hon. John Hogan, Minister of Justice and Public Safety
- b. Letter to Ryan Snow, Chair, Conception Bay North Joint Council
- c. Letter to Sam Slade, Vice Chair, Conception Bay North Joint Council

7. **New Business**

There was no new business to be discussed.

8. **Roundtable Discussion**

- a. Mr. Bown provided a report to members on the recent work of the MMSB. This report included four main points: Blue Bag Campaign; Regional Waste Management Forum; PPP Update; and Waste Audit Reports. Members were encouraged to reach out for further information.
- b. Mr. Drodge noted that education is key when it comes to promoting recycling and getting residents to participate. He was informed that the Board recently developed a new brochure on recycling and bulk waste guidelines which will be released this coming week.
- c. Ms. Whelan was disappointed to hear about the low recycling rates in this province. She commented on the number of separate bins that are used in other provinces (six different bins in Ontario for example) and expressed that Newfoundland and Labrador should be further advanced.
- d. Mr. Vardy noted the reality that some people are just not interested in recycling and will not make it a priority in their home. He questioned how the Board can engage the public to change behaviour and asked if an information app such as “Curb It” might be an option for the Board to reach residents directly.
- e. Mr. Korab spoke of his own experience when it comes to separating waste and agrees that education is key.

- f. Mr. Antle reported that the City of Mount Pearl has been pleased with their recycling rates thus far. The city sends reminders and information on the program with their tax invoices every six months.
- g. Ms. Dean advised members that staff are currently distributing information on the Board's annual Community Clean-up Program. The program information will be Tweeted and is available on the Board's website. This program provides community volunteer groups with the ability to drop off acceptable waste that was picked up in their public areas at one of the Board's waste recovery facilities free of charge.

9. **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 on Wednesday, April 26, 2023 at 7:00 p.m.
- b) The next meeting of the Finance & Audit Committee will take place on Thursday, April 13, 2023 at 12:30 p.m.
- c) The next meeting of the Strategy & Policy Committee will take place on Tuesday, April 11, 2023 at 1:30 p.m.
- d) The next meeting of the Governance Committee will take place on Tuesday, April 18, 2023 at 10:30 a.m.

10. **Adjournment**

MOTION 2023-029

Moved By Mr. Clarke

Seconded By Mr. Antle

Seeing no further business to be discussed, **BE IT RESOLVED** that the meeting adjourn at 7:42 p.m.

Carried Unanimously

Ms. Holly Power
Board Clerk and Outreach Coordinator

Mr. Stephen Tessier
Chairperson

Eastern Regional Service Board

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

Cheques from 0000000001 to 0000011259 dated between 02-01-2023 and 02-28-2023

CHEQUE REGISTER

Printed: 10:42:58AM 03/07/2023

Page 1 of 2

Number	Issued		Amount	SC	Status	Status Date
0000011163	02/01/2023	Around The Bay Disposals Inc.	101,551.37	A/P	CLEARED	02/06/2023
0000011164	02/01/2023	Bell Aliant	2,206.29	A/P	CLEARED	02/13/2023
0000011165	02/01/2023	Bell Mobility Inc.	1,587.98	A/P	CLEARED	02/10/2023
0000011166	02/01/2023	CTT Tirecraft	134.18	A/P	CLEARED	02/07/2023
0000011167	02/01/2023	Curtis Dawe	19,333.90	A/P	CLEARED	02/08/2023
0000011168	02/01/2023	Dicks and Company Limited	415.15	A/P	CLEARED	02/08/2023
0000011169	02/01/2023	Dodd's Diesel Repair Ltd.	5,824.50	A/P	CLEARED	02/07/2023
0000011170	02/01/2023	Glenn Clarke	246.71	A/P	CLEARED	02/13/2023
0000011171	02/01/2023	Hilda Whelan	236.39	A/P	CLEARED	02/08/2023
0000011172	02/01/2023	Jenkins Anthony Inc.	7,053.44	A/P	CLEARED	02/07/2023
0000011173	02/01/2023	Kal Tire	211.43	A/P	CLEARED	02/13/2023
0000011174	02/01/2023	Kevin Butt	55.06	A/P	CLEARED	02/13/2023
0000011175	02/01/2023	Kevin McDonald	236.32	A/P	CLEARED	02/09/2023
0000011176	02/01/2023	Lynn Tucker	1,497.17	A/P	CLEARED	02/03/2023
0000011177	02/01/2023	Miller IT Limited	182.52	A/P	CLEARED	02/07/2023
0000011178	02/01/2023	Newfoundland Power Inc.	1,577.49	A/P	CLEARED	02/07/2023
0000011179	02/01/2023	Northern Business Intelligence	1,728.28	A/P	CLEARED	02/13/2023
0000011180	02/01/2023	OMB Parts & Industrial Ltd.	14.19	A/P	CLEARED	02/21/2023
0000011181	02/01/2023	Parts For Trucks Inc.	169.86	A/P	CLEARED	02/09/2023
0000011182	02/01/2023	Pik-Fast Express Inc.	30.00	A/P	CLEARED	02/15/2023
0000011183	02/01/2023	Pike's Pro Hardware & Building Supplies	5.75	A/P	CLEARED	02/13/2023
0000011184	02/01/2023	Pinnacle Office Solutions Ltd.	153.61	A/P	CLEARED	02/15/2023
0000011185	02/01/2023	Pitney Bowes	216.80	A/P	CLEARED	02/15/2023
0000011186	02/01/2023	T2 Ventures Inc.	208,538.89	A/P	CLEARED	02/06/2023
0000011187	02/01/2023	Tulk Tire & Service Ltd.	2,952.63	A/P	CLEARED	02/07/2023
0000011188	02/16/2023	62167 Newfoundland and Labrador Inc	7,380.30	A/P	CLEARED	02/28/2023
0000011189	02/16/2023	Bell Mobility Inc.	1,205.82	A/P	CLEARED	02/24/2023
0000011190	02/16/2023	City of St. John's	35,880.54	A/P	CLEARED	02/21/2023
0000011191	02/16/2023	Concord Enterprises Inc.	4,858.75	A/P	CLEARED	02/23/2023
0000011192	02/16/2023	De Lage Landen Financial Services Canada Ltd.	417.23	A/P	CLEARED	02/23/2023
0000011193	02/16/2023	Dodd's Diesel Repair Ltd.	16,151.68	A/P	CLEARED	02/21/2023
0000011194	02/16/2023	Harris Ryan	10,350.00	A/P	CLEARED	02/21/2023
0000011195	02/16/2023	K.J.H. Dirtwork's Ltd.	1,610.00	A/P	CLEARED	03/01/2023
0000011196	02/16/2023	Kal Tire	510.95	A/P	CLEARED	02/27/2023
0000011197	02/16/2023	Leslie Squires	550.00	A/P	CLEARED	02/20/2023
0000011198	02/16/2023	Newfoundland Exchequer Account	10.00	A/P	OUT-STD	02/16/2023
0000011199	02/16/2023	Newfoundland Power Inc.	6,088.05	A/P	CLEARED	02/22/2023
0000011200	02/16/2023	Northern Business Intelligence	1,728.28	A/P	CLEARED	02/28/2023
0000011201	02/16/2023	North Atlantic	41,045.51	A/P	CLEARED	02/22/2023
0000011202	02/16/2023	OMB Parts & Industrial Ltd.	56.33	A/P	CLEARED	02/27/2023
0000011203	02/16/2023	Parts For Trucks Inc.	71.25	A/P	CLEARED	02/27/2023
0000011204	02/16/2023	PBA Industrial Supplies Ltd.	217.01	A/P	CLEARED	02/27/2023
0000011205	02/16/2023	Pike's Pro Hardware & Building Supplies	96.14	A/P	OUT-STD	02/16/2023
0000011206	02/16/2023	Pinnacle Office Solutions Ltd.	197.35	A/P	CLEARED	02/28/2023
0000011207	02/16/2023	Pitney Bowes	2,901.75	A/P	CLEARED	03/01/2023
0000011208	02/16/2023	Princess Auto	45.96	A/P	CLEARED	02/24/2023

** - Name on Check was modified

Eastern Regional Service Board

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

Cheques from 0000000001 to 0000011259 dated between 02-01-2023 and 02-28-2023

CHEQUE REGISTER

Printed: 10:42:58AM 03/07/2023

Page 2 of 2

Number	Issued		Amount	SC	Status	Status Date
0000011209	02/16/2023	Quikprint Services Ltd.	202.08	A/P	CLEARED	02/28/2023
0000011210	02/16/2023	Shred-it c/o Stericycle ULC	99.12	A/P	CLEARED	02/23/2023
0000011211	02/16/2023	Town of Clarendville	1,608.00	A/P	CLEARED	02/24/2023
0000011212	02/16/2023	Town of Carbonear	1,625.00	A/P	CLEARED	02/23/2023
0000011213	02/16/2023	Tulk Tire & Service Ltd.	1,171.71	A/P	CLEARED	02/21/2023
0000011214	02/16/2023	Workplace NL	27,001.92	A/P	CLEARED	02/21/2023
0000011221	02/16/2023	Central Cashier's Office	108.54	G/L	CLEARED	02/24/2023
Total Issued (53):			\$519,349.18			
Total Voided (0):			\$0.00			
Grand Total:			\$519,349.18			
Number of Cheques Listed:			53			

EASTERN REGIONAL SERVICE BOARD

PAYROLL EXPENSE

FEBRUARY 2023

Payroll – Staff (<i>2 pay periods – 27 employees</i>).....	\$133,903.95
Payroll – Board (<i>20 members</i>)	<u>\$00,000.00</u>
Total Payroll (<i>27 employees</i>)	\$133,903.95
Payroll CRA Remittance	<u>\$47,262.93</u>
TOTAL GROSS PAYROLL	<u>\$181,166.88</u>

PREVIOUS MONTH

JANUARY 2023

Payroll – Staff (<i>2 pay periods – 27 employees</i>).....	\$143,268.82
Payroll – Board (<i>20 members</i>)	<u>\$00,000.00</u>
Total Payroll (<i>27 employees</i>)	\$143,268.82
Payroll CRA Remittance	<u>\$ 52,261.95</u>
TOTAL GROSS PAYROLL	<u>\$195,530.77</u>

TOWNS PAYMENT ACTIVITY 2023 - As of March 7, 2023										
(Towns include all incorporated towns and those LSDs who pay collectively)										
CustCode	Town/Local Service District	Number of Units	Number of Units x \$200.00	Prior Year (Credit) Arrears *	Total Invoiced	Payments/ Adjustments	Arrears	Over 30 Days Past Due	Over 60 Days Past Due	Current Balance
LSDOF201	LSD of Georgetown	131	\$26,200	\$0	\$26,200	\$6,550	\$0	\$0	\$0	\$19,650
LSDOF202	LSD of Marysvale	240	\$48,000	\$800	\$48,800	\$8,000	\$0	\$0	\$800	\$40,800
TOWN0003	Town of Clarke's Beach	609	\$121,800	\$0	\$121,800	\$121,800	\$0	\$0	\$0	\$0
TOWN301	Town of Come by Chance	118	\$23,600	\$0	\$23,600	\$23,600	\$0	\$0	\$0	\$0
TOWN302	Town of Norman's Cove-Long Cove	333	\$66,600	\$0	\$66,600	\$0	\$13,320	\$6,660	\$6,660	\$66,600
TOWN303	Town of Chapel Arm	253	\$50,600	\$0	\$50,600	\$10,120	\$0	\$0	\$0	\$40,480
TOWN304	Town of Southern Harbour	184	\$36,800	\$0	\$36,800	\$7,360	\$0	\$0	\$0	\$29,440
TOWN305	Town of Sunnyside	205	\$41,000	\$0	\$41,000	\$8,200	\$0	\$0	\$0	\$32,800
TOWN502	Town of Chance Cove	148	\$29,600	\$0	\$29,600	\$5,920	\$0	\$0	\$0	\$23,680
TOWN503	Town of Arnold's Cove	535	\$107,000	\$0	\$107,000	\$21,400	\$0	\$0	\$0	\$85,600
TOWN0203	Town of Colliers	293	\$58,600	\$0	\$58,600	\$11,720	\$0	\$0	\$0	\$46,880
TOWN0205	Town of Holyrood	1095	\$219,000	\$5,000	\$224,000	\$0	\$48,800	\$21,900	\$26,900	\$224,000
TOWN0401	Town of Aquaforte	70	\$14,000	\$0	\$14,000	\$3,650	\$0	\$0	\$0	\$10,350
TOWN0402	Town of Bay Bulls	633	\$126,600	\$20	\$126,620	\$25,324	\$0	\$0	\$0	\$101,296
TOWN0403	Town of Cape Broyle	277	\$55,400	-\$83	\$55,317	\$11,063	\$0	\$0	\$0	\$44,254
TOWN0404	Town of Fermeuse-Kingman's Cove	179	\$35,800	\$0	\$39,380	\$12,710	\$0	\$0	\$0	\$26,670
TOWN0405	Town of Ferryland	272	\$54,400	\$0	\$54,400	\$13,600	\$0	\$0	\$0	\$40,800
TOWN0407	Town of Renew's-Cappahayden	234	\$46,800	\$0	\$46,800	\$8,775	\$0	\$0	\$0	\$38,025
TOWN0408	Town of St. Shott's	50	\$10,000	\$0	\$10,000	\$2,500	\$0	\$0	\$0	\$7,500
TOWN0410	Town of Witless Bay	744	\$148,800	\$0	\$148,800	\$37,200	\$0	\$0	\$0	\$111,600
TOWN0411	Town of Portugal Cove South	92	\$18,400	\$0	\$18,400	\$5,800	\$0	\$0	\$0	\$12,600
TOWN0504	Town of Long Harbour-Mount Arlington H	194	\$38,800	\$0	\$38,800	\$7,760	\$0	\$0	\$0	\$31,040
TOWN0505	Town of Fox Harbour	134	\$26,800	\$0	\$26,800	\$5,360	\$0	\$0	\$0	\$21,440
TOWN0507	Town of St. Bride's	139	\$27,800	\$0	\$27,800	\$6,950	\$0	\$0	\$0	\$20,850
TOWN0508	Town of Point Lance	47	\$9,400	\$0	\$9,400	\$2,350	\$0	\$0	\$0	\$7,050
TOWN0509	Town of Branch	161	\$32,200	\$0	\$32,200	\$8,200	\$0	\$0	\$0	\$24,000
TOWN0510	Town of Mount Carmel-Mitchell's Brook-St	299	\$59,800	\$0	\$59,800	\$0	\$11,960	\$5,980	\$5,980	\$59,800
TOWN0511	Town of St. Joseph's	107	\$21,400	\$0	\$21,400	\$5,350	\$0	\$0	\$0	\$16,050
TOWN0512	Town of Admiral's Beach	82	\$16,400	\$0	\$16,400	\$3,280	\$0	\$0	\$0	\$13,120
TOWN0514	Town of Colinet	75	\$15,000	\$0	\$15,000	\$0	\$3,000	\$1,500	\$1,500	\$15,000
TOWN0601	Town of Whiteway	163	\$32,600	\$0	\$32,600	\$3,260	\$6,520	\$3,260	\$3,260	\$29,340
TOWN0602	Town of Heart's Delight-Islington	464	\$92,800	\$0	\$92,800	\$18,560	\$0	\$0	\$0	\$74,240
TOWN0603	Town of Heart's Desire	139	\$27,800	\$3,000	\$30,800	\$0	\$8,560	\$2,780	\$5,780	\$30,800
TOWN0802	Town of Bay de Verde	221	\$44,200	\$14,056	\$58,256	\$0	\$22,896	\$4,420	\$18,476	\$58,256
TOWN0804	Town of New Perican	162	\$32,400	\$0	\$32,400	\$6,480	\$0	\$0	\$0	\$25,920
TOWN0805	Town of Hant's Harbour	193	\$38,600	\$0	\$38,600	\$6,200	\$0	\$0	\$0	\$32,400
TOWN0806	Town of Heart's Content	239	\$47,800	\$0	\$47,800	\$11,950	\$0	\$0	\$0	\$35,850
TOWN0807	Town of Winterton	295	\$59,000	\$14,750	\$73,750	\$29,500	\$0	\$0	\$0	\$44,250
		9809	\$ 1,961,800	\$ 37,543	\$ 2,002,923	\$ 460,492	\$ 115,056	\$ 46,500	\$ 69,356	\$ 1,542,431

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

TOWNS ACTIVITY - INVOICED MONTHLY (Jan - Dec 2022)										
CustCode	Town/LSD	No. Properties	Prior Year Balance	Total Invoices 2023	Payments Received	Arrears	Over 30 Days Past Due	Over 60 Days Past Due	Outstanding Balance	
TOWN0001	Town of Carbonear	2175	\$ -	\$ 96,176	\$ 66,653	\$ -	\$ -	\$ -	\$ -	\$ 29,523

2023 TOTAL OUTSTANDING INCORPORATED TOWNS \$ 1,571,953.44

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

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Draft Financial Statements for Year Ended December 31, 2022
MEETING DATE:	2022-03-29
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Craig Drover, Director Corporate Services
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

It is recommended that the Board adopt the independent auditor's financial statements for 2022 as prepared by Harris Ryan Professional Corporation.

MOTION:

BE IT RESOLVED that the Board adopt the Financial Statements for the year ended December 31, 2022 prepared by Harris Ryan Professional Corporation as tabled.

BACKGROUND/DISCUSSION:

- The Board's independent external auditor, Harris Ryan, prepared the 2022 financial statements in accordance with Canadian Public Sector Accounting Standards (PSAS). The statements were audited in accordance with generally accepted Canadian auditing standards and an audit report accompanies the statements.
- At December 31, 2022 the Board's Current Assets total \$5.5 million and the Board's Tangible Capital Assets are valued at \$5.3 million;
- Since 2015, ERSB has worked to create a strong financial position by utilizing operational surpluses to fund capital and operational reserve accounts. This ensures that ERSB can continue to operate in the event of unforeseen circumstances.
- Statement of Financial Position shows an accumulated surplus of approximately \$9.8 million. This amount is comprised of, \$5.3 million of Tangible Capital Assets (includes land, buildings, furniture, computers, heavy equipment, motor vehicles, etc.) and \$4.3 million in Capital and Operational Reserves as per Note 9.

ATTACHMENTS:

- Eastern Regional Service Board Financial Statements for Year Ended December 31, 2022

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	New Scale Software and Hardware for Clarenville Transfer Station and App to Input License Plates for Waste Recovery Facilities
MEETING DATE:	2023-03-29
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Christie Dean, Director Operations
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

Staff recommends the Committee purchase new scale software for the Clarenville Transfer Station to provide timely and better data to the Board as well as our clients; faster process to drop off waste at the facility; and, paperless transactions. In addition, it is recommended that the Board purchase an app to input license plate numbers at waste recovery facilities so they may be tracked digitally.

MOTION:

BE IT RESOLVED that the Board purchase new weigh scale software for the Clarenville Transfer Station and a mobile software license plate app for use at waste recovery facilities at the cost of \$17,580 plus HST annually; plus, one touchscreen kiosk with QR reader; branded QR cards for use at the transfer station as outlined in the tabled quote from Strong Data Automation in the amount of \$47,425 plus HST. The quote includes all implementation labour, onsite training and kiosk install, business analysis, implementation consulting along with customized export for integration with the Board's current accounting software.

BACKGROUND/DISCUSSION:

Clarenville Transfer Station:

- **Current process:**
 - Clarenville Transfer Station (CTS) software is Smartone program which requires clients to wait on the scale while codes are entered, tip fee ticket printed, and then the associated tip fee ticket is delivered to the vehicle by CTS staff.

- The information associated with the visit is saved on a unit at the facility; downloaded at the end of the last day of each month; transferred to a portable USB drive; brought to the head office in St. John's; uploaded for invoicing purpose; however, each ticket must be manually assessed before invoicing is completed.
- The Smartone program requires manual correction of any errors. For instance, if the wrong product code is entered, there is no way to correct that except to email the Director of Corporate Services requesting that when they receive the information by USB drive, it must be corrected. Manual correction is also required when tare weight is not correct; for instance, if a truck has removed a snowplow from its front, etc.
- Information is always a month old when received; for instance, a customer dropping off waste has to wait a month or more for an invoice and staff have to wait to see associated data such as busy times and other useful client information.
- **Proposed software:**
 - Strong Data Automation software will allow the customer to self-check at the scales by scanning their QR user card and entering the waste type they are disposing of (which will be confirmed by the attendant while offloading). Therefore, paperless interaction, which ensures all information is immediately available to all parties.
 - Corrections deemed acceptable by senior staff will be made at the site by the Facility Manager.
 - Invoicing will be linked to current financial software (TownSuite) and will not require the Director Corporate Services to manually input the scale data. This makes the process much more efficient and accurate for all parties.
 - As the transfer station becomes busier and the time demands on staff and managers increase, these efficiencies will be vital to allow for continued cost effectiveness and the provision of service at the facility.

Waste Recovery Facilities (WRFs):

- **Current process:**
 - Site visits are tracked on paper and input into a spreadsheet. This results in the supervisor spending approximately 700 hours a year inputting data instead of doing more valuable work. In addition, there is a significant risk of errors with data entry.
 - The current process does not provide the ability to determine if residents are visiting more than one site and accessing these facilities more than the permitted 16 times a year.
 - In addition, it is not possible to determine assessment of busy times or other valuable information.
- **Proposed process:**
 - Strong Data Automation software will eliminate the need for data entry which frees up the supervisor for more valuable work. It will provide additional

information regarding access, time of visit, etc., readily to staff so that the site can be managed better.

- This will be achieved by using an app to enter license plate numbers upon entry.
- In addition to the cost of the software, the Board will incur additional costs to provide smart phones for all site attendants and any full-time staff that work at the facilities. Several site attendants continue to use the flip phones that were provided to them years ago.
- With the excessive time required for data entry, invoice production, manual adjustments, etc., staff sees benefit to implementing this app as soon as possible.

ADDITIONAL INFORMATION:

- Strong Data Automation Quote dated March 17, 2023
- Strong Data Automation Brochure

- Branded-QR User Cards: During discussion with the software provider, the use of branded QR user cards was considered. These could be issued to each household in the eastern region and would be required for access to any waste recovery facility. Before entering the WRF, the user card would be scanned. At the meeting it was noted that this would eliminate any need for future data entry. Applications for user cards will provide contact information. It was noted that the user cards could be transferred between people and households and would track household usage as opposed to vehicle usage.
- The branded user cards can be introduced at any time and do not need to be part of the initial scale software program implementation.

Item Description	Price / Unit	UOM	Qty	Ext Price
SOFTWARE COST (UNLIMITED CONCURRENT USERS)				
MANAGE SOFTWARE (HOSTED ON A SHARED CLOUD SERVER)	250.00	MTH	1	\$250.00
Includes: Enter Management Features, Accounts Receivable, General Ledger, Administration) Does not include Customer Portal Standard Support - Includes email and support portal support Included updates. Never left in an old version. Server located in Canada				
ENTER PC Automated License PER SCALE	250.00	MTH	1	\$250.00
Includes Employee-Operated Software License and Standard Support				
ENTER MOBILE Software License PER UNSCALED SITE	50.00	MTH	11	\$550.00
Employee-Operated Software License and Standard Support				
Extended Service Package				
- \$50 per Manage and Enter PC software license	50.00	MTH	2	\$100.00
- \$15 per Load Enter/Enter Mobile site	15.00	MTH	11	\$165.00
- Includes calling - Unlimited support evenings and weekends (3:30am - 6:00pm PST Daily)				
Customer Portal	150.00	MTH	1	150.00
TOTAL RECURRING COSTS PER MONTH (dependant on number of sites / scales)				\$1,465.00
TOTAL ANNUAL SOFTWARE COST (dependant on number of sites / scales)				\$17,580.00

IMPLEMENTATION LABOUR				
Implementation including:				
- Business Analysis and Implementation Consulting	175.00	HR	80	14,000.00
Accounting Setup and Training				
- Including customized export for integration with accounting software.	175.00	HR	40	7,000.00
Automated Kiosk Project Management				
- Time for coordinating with local contractor.	175.00	HR	15	2,625.00
TOTAL IMPLEMENTATION FOR ALL APPLICABLE SITES				\$23,625.00

CARDS

Branded QR code cards

QR Cards 500 - 2500	1.75	EA	1000	1,750.00
QR Cards 2500 - 9999	1.50	EA	0	0.00
QR Cards 10,000+	1.25	EA	0	0.00

CARDS

\$1,750.00

HARDWARE COST

Touchscreen Kiosk with QR Reader

15,000.00 EA 1 15,000.00

- Computer
- QR Code scanner
- 14" Daylight readable touch monitors
- Receipt printer
- Climate controlled stands including heater
- Minimum 1 year warranty on parts

Add Ons

- RFID reader for scan in	2,500.00	EA	1	2,500.00
- Truck and Bin RFID scanning Speeds up selection of tare weights and truck and bin selection Requires RFID reader above.	1,500.00	EA	0	0.00
- One traffic light on entrance	250.00	EA	1	250.00

TOTAL IMPLEMENTATION FOR ALL APPLICABLE SITES

\$17,750.00

ONSITE KIOSK INSTALL

On site training and Kiosk Install

Day rate (meals and lodging included) 1,600.00 DAY 1 1,600.00

Mobilization/Demobilization per person 2,700.00 EA 1 2,700.00

- Includes travel, preparation, and tool shipment.

TOTAL ONSITE KIOSK INSTALL

\$4,300.00

TOTAL ESTIMATED CAPITAL SPEND

\$47,425.00

OPTIONAL SERVICES

Programing time 175.00 HR 0 0.00

Custom Reports 2,500.00 EA 0 0.00

Sandbox software license 250.00 MTH 0 0.00

- Training environment

Note: Local computer required for "Enter" scale software.

Dedicated Cloud Server	1,000.00	MTH	0	0.00
- Software on data hosted on a private server.				
Camera Estimate for Load Photos	2,000.00	EA	0	0.00
License Plate Scanner - Initial setup (camera not included)	1,300.00	EA	0	0.00
License Plate Scanner - Software License per camera	45.00	MTH	0	0.00
- integrates with scale software to identify and capture license plates for each load.				
- Does not include the camera.				

TERMS

All pricing in CAD

Tax and Duties not included.

Quote valid for 90 days from proposal date.

Installation related costs have not been quoted for implementation of optional equipment unless stated otherwise

Installation of equipment and extras does not include the following:

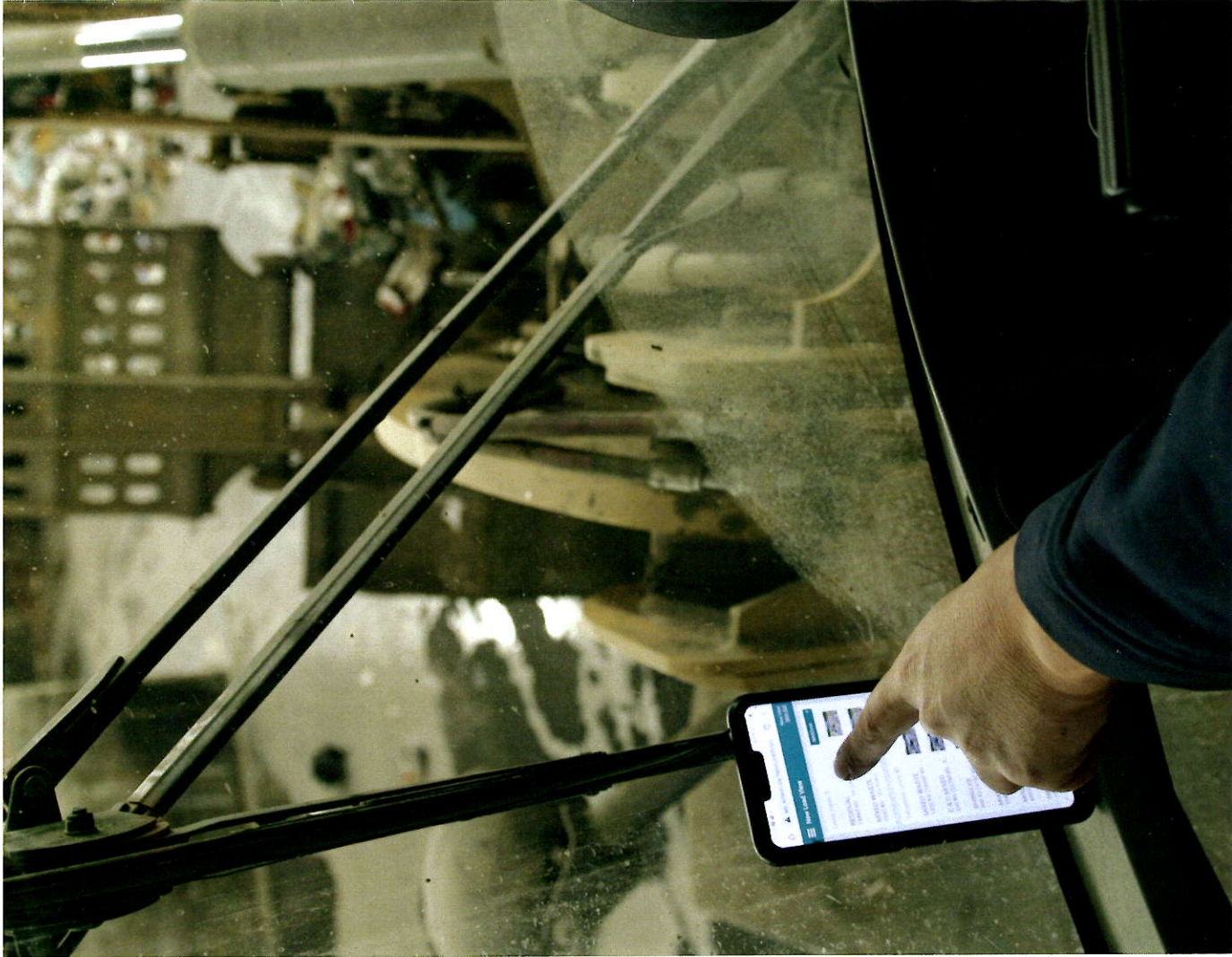
- Electrical work.
- Underground conduit if needed.
- Running of Cat5e (can be discussed during negotiations)
- Suitable mounting surface for all equipment
- Other costs not explicitly stated

† Additional 10% administration fee applied if paid monthly rather than annually.

- † Scale software license is required for each individual scale.
- † Hardware invoiced on order.
- † Hourly and day rates billed monthly.
- † License and Support fees to begin once logins are provided.
- † Monthly fees begin upon server startup

The best scale management software doesn't stop at getting a load weighed in.

After it captures that data, accurately and effortlessly, the software distributes it instantly to everybody in your organization who needs it. In the format they want.



WAIT, DON'T THROW THIS OUT!

If you're considering new weigh scale software, **booking a live demo with us could be the most useful 60 minutes** of your week.

By the end you'll know what the best weigh scale platforms are capable of delivering - and how much easier everyone's job can be with the right system. Including yours.

**Email us to book
your demo at
sales@strongdata.ca**



STRONG
DATA AUTOMATION

**Thinking about
new WEIGH SCALE
software?**

THINK BEYOND THE SCALE HOUSE.



STRONG
DATA AUTOMATION

**What if your next
weigh scale software
system never became
obsolete?**

**Not your same old
weigh scale software
company**

Easy, accurate scale-in

Whether your scales are manned, partially automated, or fully automated, Strong's system quickly captures weight, load type, customer ID, and visual confirmation. Check-in is fast and accurate.

Enter once, use everywhere

The data captured at scale-in is the data that flows to all functions, everywhere, with no re-entering. It's instant; there's no manual syncing needed. It's available everywhere, including mobile phones.

Customised reporting, your way

Data only becomes useful when it's formatted to meet the needs of the people who use it. We're experts at that. Management summary reports, exporting cleanly to Excel to create invoices, tracking receivables and receipts - we've got it covered.

Strong Data Automation consists of a tight team of programmers and engineers with an uncommon enthusiasm for revolutionising how technology can do the work, so you can concentrate on making good decisions.

We provide the best of today's scale software on a platform that continuously updates to the latest advances in technology and provides the features you need - when you need them.

STRONG
DATA AUTOMATION

**EMAIL US TO BOOK
YOUR DEMO AT
SALES@STRONGDATA.CA**



Statement details

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

Account number

Date issued

Jan 19, 2023

Account summary

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

The **Remittance account balances** section below includes paid and unpaid amounts for 2023. For more information on withholding requirements and calculating your deduction and remittance amounts, go to canada.ca/payroll.

Remittance account balances

Date posted	Description	Date received	\$ Amount	CR/DR
	Previous balance		0.00	
Oct 28, 2022	Payment Oct 2022	Oct 25, 2022	19,589.72	CR
Nov 16, 2022	Payment Oct 2022	Nov 10, 2022	21,618.54	CR
Nov 30, 2022	Payment Nov 2022	Nov 25, 2022	18,907.09	CR
Dec 15, 2022	Payment Nov 2022	Dec 12, 2022	18,795.31	CR
Jan 03, 2023	Payment Dec 2022	Dec 28, 2022	18,346.79	CR
Jan 03, 2023	Payment Dec 2022	Dec 28, 2022	17,374.54	CR
Jan 13, 2023	Payment Dec 2022	Jan 10, 2023	19,103.64	CR
	Current balance		0.00	

Explanation of changes and other important information

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

Your 2022 remittance account balance is \$552,394.82.

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Occupational Health & Safety Policy Review and Adoption
MEETING DATE:	2023-03-29
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Christie Dean, Director Operations
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

Staff recommends adoption of the *Corporate Health & Safety Policy* statement as well as the Occupational Health & Safety Policy and the Early and Safe Return-to-Work that is included in the Board's *Employee Safety Handbook*.

MOTION:

BE IT RESOLVED that the Board adopt the Corporate Health & Safety Policy; the Occupational Health & Safety Policy; and the Early and Safe Return-to-Work Policy that is included in the Board's Employee Safety Handbook.

BACKGROUND/DISCUSSION:

- As an employer, Eastern Regional Service Board (ERSB) is required to have policies in the workplace governing occupational health and safety and early and safe return-to-work.
- Employers are responsible for their employees and have a legal and moral obligation to provide for their safety and well-being.
- An occupational health and safety policy helps the employer meet this responsibility and is required under Provincial OH&S legislation (Section 36.2 of the *OH&S Act*, Section 4.1 of the OH&S Regulations and under federal OH&S legislation (Section 125.1(ii) of the *Canada Labour Code*, Part II).
- In April 2013, Atlantic Safety Centre was contracted to develop the Board's occupational health and safety policy; an early and safe return to work policy as well as a safety manual. In addition, they provided first aid training, committee training, etc., at that time to staff. The occupational health and safety policy has been reviewed annually as required. The early and safe return to work policy as well as a safety

manual have been reviewed and revised if needed at least every three (3) years. Safety training continues to be provided as certificates expire or new hires are made.

- The OH&S policy has been updated when and as required.
- OH&S training and/or re-certification occurs when required and when new staff are hired.
- The Board's OH&S Policy MUST:
 - Be written in consultation with the health and safety representative/designate or committee;
 - State your health and safety related goals;
 - State the activities required to support these goals and the roles and responsibilities necessary to ensure the activities are implemented;
 - Be posted in a prominent area (physically and/or electronically);
 - Be signed by the highest level of management; and,
 - Be dated, reviewed every year, and updated as required.
- The Board has an active Occupational Health & Safety Committee that meets quarterly;
- The Committee reviews the OH&S policies regularly and they do not recommend any changes.

ATTACHMENTS:

- ERSB Corporate Health & Safety Policy

1.1 CORPORATE HEALTH & SAFETY POLICY

Eastern Regional Service Board is committed to a strong health, safety and environment program which will protect its employees, its property, and the public from fire and accidents, which can cause injuries, damage to property or the environment and prevent industrial disease.

To ensure the workplace maintains the highest safety standards a formal and informal workplace safety inspection(s) will be held on a regular basis by management and the OH&S Committee to detect substandard acts and conditions. These inspections will be documented.

The organization will have an OH&S Committee as per the OH&S Act. The organization is committed to cooperation with the OH&S Committee in carrying out his/her collective responsibility for occupational health and safety.

Supervisors will be held accountable for the health and safety of workers under their supervision. Responsibility includes ensuring that machinery and equipment are safe and that workplace practices are in compliance with established legislation, work practices and procedures. To protect their health and safety, workers must receive adequate specific work task training.

Every worker must protect his/her health and safety and the health and safety of other workers by working in compliance with legislation and established workplace practices and procedures.

Contractors will be expected to operate according to legislative requirements using best practices and following the organization's policies and procedures regarding health and safety.

All employees are oriented to the organization's general safety rules upon hire and will abide by these rules. Disciplinary action will be implemented for failure to obey these rules.

As part of ensuring a safe and healthy workplace for all its employees the organization has a policy of zero tolerance toward any employee harassment.

All employees will work in accordance with established safe work practices, procedures, applicable government legislation and will take all responsible care to protect their own health and safety, the safety and health of their co-workers and other persons at or near the workplace.

Safety must be a way of life!

Signature of Chief Administrative Officer

Date

EASTERN REGIONAL SERVICE BOARD
BRIEFING NOTE / REPORT

TITLE:	Corporate Environment Policy Statement Adoption
MEETING DATE:	2023-03-29
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Christie Dean, Director Operations
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

Staff recommends adoption of the *Corporate Environment Policy* statement that is included in the Board's Employee Safety Handbook.

MOTION:

BE IT RESOLVED that the Board adopt the Corporate Environment Policy that is included in the Board's Employee Safety Handbook.

BACKGROUND/DISCUSSION:

- As an employer, Eastern Regional Service Board (the Board) is not required to have policies in the workplace governing its attitude toward protecting the environment; however, the Board has historically shown a moral commitment to the protection of the environment as well as the safety and well-being of its staff and the public.
- The Board's Vision Statement addresses environmental stewardship. The vision of ERSB is to improve the quality of life, provide leadership and to protect the environment in the eastern region by ensuring cost effective, sustainable services
- In April 2013, Atlantic Safety Centre was contracted to develop the Board's occupational health and safety manual. This manual included an environment policy. The manual has been updated every three years or as needed by staff.

ATTACHMENTS:

- ERSB Corporate Environment Policy



ENVIRONMENT POLICY

Eastern Regional Service Board is committed to the protection of the environment. Recognizing that all management and employees have a role to play in achieving environmental protection, the company has formulated the following guiding principles.

The Company will:

Ensure that operations comply with government legislation, corporate policy and applicable industry standards concerning the protection of the environment and the public.

Ensure during project planning, implementation, and operation, that environmental issues associated with the business are identified, evaluated and mitigated.

Ensure that the appropriate waste management programs are developed and implemented.

Ensure that all employees, and others engaged on behalf of the Company, are informed, and trained regarding protection of the environment.

Ensure that operations allow for the efficient use of energy and other resources.

Deal openly and fairly with members of the public regarding environmental concerns.

Signed:

(Signature of Chief Administrative Officer)

Date:

From: Hearn, Judith <JudithHearn@gov.nl.ca>

Sent: March 3, 2023 2:44 PM

I have consulted with our team with respect to your question related to the Municipal Code of Conduct requirements.

I am advised that councillors would not be in conflict discussing ERSBs services being provided to the region because of subsection 5(2) of the Act: “(b) a decision does not affect, directly or indirectly, a private interest where the decision affects the municipal official or a relative of a municipal official as one of a broad class of the public.” So although they do have a private interest, decisions related to services impacts the public as a whole so they are not in conflict.

In other words, a council member would not be in a conflict of interest discussing services such as waste management issues related to the ERSB since that issue effects all the residents in the community and does not benefit them specifically as a board member.

Hoping this assists!

Thanks kindly,

Judith

Judith Hearn

Deputy Minister

Department of Municipal and Provincial Affairs

Government of Newfoundland and Labrador

Phone: 729-3049

Email: judithhearn@gov.nl.ca

Pronouns: She/Her/Hers

EASTERN REGIONAL SERVICE BOARD
BRIEFING NOTE / REPORT

TITLE:	Joint Councils Update
MEETING DATE:	2023-03-29
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Holly Power, Board Clerk and Outreach Coordinator
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

No recommended action. For information purposes only.

MOTION:

N/A

BACKGROUND/DISCUSSION:

- The Southern Shore Joint Council (SSJC) last met on Thursday, February 2nd, as the March 2nd meeting was cancelled due to unavailable Executive members. The SSJC will consider switching the day in which their meeting takes place each month. A survey of the membership will provide results at the next meeting scheduled for Thursday, April 6th.
- The Conception Bay North Joint Council (JCCBN) held their last meeting on Thursday, February 23rd. This was their first in-person meeting since the onset of the pandemic and they decided to have a minimum of three in-person meetings a year with the remaining virtual, or at the call of the Chair. The group looks forward to a presentation from Mariner Resource Opportunities Network at their next meeting on March 30th, as well as partnering with the RCMP and MHAs to continue advocating for a Mental Health Mobile Crisis Response Unit for the region.
- The Northeast Avalon Joint Council (NEAJC) continues to meet on the second Wednesday of every month with the next meeting being scheduled for April 12th. Last month, the group was proud to provide a support letter to the Regional SPCA for funding under the Green and Inclusive Community Buildings Program for its new Humane Services Community Centre Project.
- The NEAJC Executive will be hold its second Summit planning session soon to begin making headway on the event.

- Following a meeting in the Smith Sound and Isthmus area with community representatives on January 31st, a meeting has been scheduled for April 3rd at 7:30 p.m. to discuss re-establishing a joint council for the area, to review the former constitution, discuss future meetings, and establish a schedule for the group.
- There has been interest in St. Mary's Bay and the Southwest Avalon area to re-establish their joint council. The Board Clerk will work on this and reach out to the communities in the area in the coming months.
- All MHAs, RCMP, RNC, MPs and other delegates will continue to receive ongoing invitations to joint council meetings throughout the Eastern Region as communication and working together is key.

February 13, 2023

Hon. John Hogan, K.C., MHA
Minister of Justice and Public Safety and Attorney General
Government of Newfoundland & Labrador
4th Floor, East Block, Confederation Bldg.
P.O. Box 8700
St. John's, NL A1B 4J6

Dear Minister Hogan,

Thank you again for meeting with representatives of the Board on November 28, 2022. Your time was very much appreciated. One of the key elements of the discussion during the meeting was the need for legislative changes to the *Regional Service Boards Act*. The necessary need for change has become more apparent since the new year and after the annual invoices of the Board being sent to property owners and communities in the region.

Due to the limited remedies available to the Board with regards to the imposition and collection of service fees, the Board, supported by prior decisions in Small Claims Court, long held the position that a property owner is responsible for service fees irrespective of residency.

The approach to service fees has had to be revisited after a Provincial Court ruling and the subsequent dismissal of the appeal to the Supreme Court of Newfoundland in its entirety. One of the main points in the decision related to the term 'occupancy' in the Board's legislation and how the term can be applied to an identified property owner who hasn't resided in their property for a length of time. The decision assigned a timeframe to be considered when determining if a property owner has occupied a property with respect to the usage of services and for the imposition of service fees by the Board for said services.

The Board is requesting that the *Regional Service Boards Act* be amended to provide the regional service boards with similar authority granted to municipalities under *Part V* of the *Municipalities Act*. With the ability to impose an actual tax on a property, the regional service boards will have reasonable remedies available to collect unpaid taxes as opposed to having to rely on the Small Claims Court process to collect delinquent service fees. This issue also further illustrates the necessity for a mandatory land registration system in the province.

The Board received correspondence from Gregory French with regards to the Board's ability to impose service fees on rural properties where the determination of occupancy is at question. As you are probably aware, Mr. French is a strong proponent of legislative revisions to the *Lands Act*, especially where property registration related to Crown Land is concerned. Amendments to the *Lands Act* could complement proposed

.../2

Hon. John Hogan, K.C., MHA
Minister of Justice and Public Safety and Attorney General
Page 2
February 13, 2023

changes to the *Regional Service Boards Act* in that a mandatory property registration would identify all properties in a region. This would then provide the ability to issue a tax on a property, and not have to rely on issuing service fees to a specific owner or occupier.

This issue will be further complicated if the regional service boards are granted the authority to provide further municipal services such as snow clearing, municipal enforcement, or municipal planning. With the continued dependence on the current legislation, regional service boards will be hampered by the inability to identify property owners in rural areas.

The Boards will also be reliant on Small Claims Court to collect delinquent fees once they are identified and if they refuse to pay. It is very much expected that the imposition of fees for services such as snow clearing, currently provided by the Department of Transportation and Infrastructure to rural communities at no cost to individuals, will be very contentious. The ability for the Board to impose a tax that encompasses the municipal services provided to a property will be key in the Board's successful implementation of further services. Having the statutory provision to allow for service taxes to be attached to real property in the same manner as municipal taxes, will avoid many of the issues currently faced with the imposition of waste management fees on rural properties.

In summary, in its current form the *Regional Service Boards Act* is becoming deficient in the ability for the regional service boards to impose and collect service fees in rural areas of the province. With legislative amendments that would allow for the regional service boards to impose a tax on a property, like the authority provided under *Part V* of the *Municipalities Act*, the Boards will be provided definitive means to collect outstanding receivables through the use of property liens. The imposition of taxes, and even a minimum mandatory property tax, would only be possible with amendments to the *Lands Act*. While this piece of legislation is currently under review, the Board would like to affirm the benefits that would be derived from a mandatory property registration system. With such a system in place, combined with the regional service board's ability to issue a tax on real property, the Boards will be in excellent position to administer additional services to properties in the province.

The Board would welcome another meeting with you and your staff to discuss the proposed legislative changes to identify what measures the Board may implement to meet its objectives.

We look forward to the opportunity to work with you and your staff.

Sincerely yours,
EASTERN REGIONAL SERVICE BOARD



Stephen Tessier
Chairperson

February 16, 2023

Mr. Ryan Snow
P. O. Box 40
South River, NL A0A 3W0

Dear Mr. Snow,

On behalf of the Eastern Regional Service Board, I would like to congratulate you on your new position as Chair of the Conception Bay North Joint Council (JCCBN).

The Joint Council has proven to be a very strong advocate for its region, and I am sure we will continue to see positive change under your leadership. We look forward to continued collaboration, sharing of information, and the advancement of common goals. All key when trying to make a difference.

Please do not hesitate to contact the Board's Directors for your region, Mr. Glenn Clarke for Trinity Conception North, and Mr. Rod Delaney for Conception Bay Center; or Ms. Holly Power, Board Clerk and Outreach Coordinator; and myself if there is any way that we can be of assistance.

We look forward to working with you and the Joint Council of Conception Bay North.

Sincerest Congratulations,
EASTERN REGIONAL SERVICE BOARD



Stephen Tessier
Chairperson

- c Holly Power, Board Clerk and Outreach Coordinator, Eastern Regional Service Board (ERSB)
 Glenn Clarke, ERSB Representative for Trinity Conception North area
 Rod Delaney, ERSB Representative for Conception Bay Center area

P. O. Box 999
256 Water Street
Carbonear, NL
A1Y 1C5

February 22, 2023

Dear Mr. Slade,

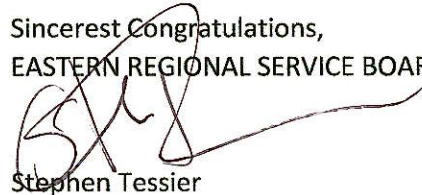
On behalf of the Eastern Regional Service Board, I would like to congratulate you on your new position as Vice Chair of the Conception Bay North Joint Council (JCCBN).

The Joint Council has proven to be a very strong advocate for it's region and I'm sure we will continue to see positive change under your leadership. We look forward to continued collaboration, sharing of information, and the advancement of common goals. All key when trying to make a difference.

Please do not hesitate to contact the Board's Directors for your region, Mr. Glenn Clarke for Trinity Conception North, and Mr. Rod Delaney for Conception Bay Center; or Ms. Holly Power, Board Clerk and Outreach Coordinator; and myself if there is any way that we can be of assistance.

We look forward to working with you and the Joint Council of Conception Bay North.

Sincerest Congratulations,
EASTERN REGIONAL SERVICE BOARD



Stephen Tessier
Chairperson

- c. Holly Power, Board Clerk and Outreach Coordinator, Eastern Regional Service Board (ERSB)
Glenn Clarke, ERSB Representative for Trinity Conception North area
Rod Delaney, ERSB Representative for Conception Bay Center area