

BOARD OF DIRECTORS MEETING

MINUTES

Meeting #96

Wednesday, March 30, 2022, 7:00 p.m.

BROADCASTED LIVE – VIDEOCONFERENCE

In Attendance: Chairperson Harold Mallowney
Mayor Danny Breen
Councillor Glenn Clarke
Councillor Sandy Hickman
Deputy Mayor Kevin McDonald
Deputy Mayor Rod Delaney
Councillor Ian Froude
Councillor Bill Antle
Councillor Jamie Korab
LSD Chairperson Wesley Drodge
Mayor Mark Vardy
Mayor Hilda Whelan
Councillor Ophelia Ravencroft
Councillor Larry Vaters
Councillor Jill Bruce
Councillor Ron Ellsworth

Regrets: Deputy Mayor Sheilagh O’Leary
Councillor Nathan Ryan
Councillor Carl Ridgeley
Councillor Maggie Burton
Councillor Gerard Tilley

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

1. **Call to Order**

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

2. **Adoption of Agenda**

The agenda was tabled for approval.

MOTION 2022-013

Moved By Mr. Delaney

Seconded By Mr. Vaters

BE IT RESOLVED that the agenda be adopted as tabled.

Carried Unanimously

3. **Review of Minutes**

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

MOTION 2022-014

Moved By Mr. Antle

Seconded By Ms. Ravencroft

BE IT RESOLVED that the minutes from the February 23, 2022 meeting be adopted as tabled.

Carried Unanimously

4. **Committee Reports**

a) **Finance & Audit Committee**

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

1. **Board Expenditures**

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

MOTION 2022-015

Moved By Mr. Hickman

Seconded By Ms. Whelan

BE IT RESOLVED that the Board adopt the expenditures for the month of February as tabled. **Carried**
Unanimously

2. Incorporated Towns Payment Activity Report

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

There were no questions or concerns.

3. 2021 DRAFT Financial Statements

Mr. Hickman informed Members that the 2021 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 fund 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 2021 draft Financial Statements.

MOTION 2022-016

Moved By Mr. Hickman

Seconded By Mr. Froude

BE IT RESOLVED that Board adopt the audited financial statements for the year ending December 31, 2021 as prepared by Harris Ryan Chartered Professional Accountants as tabled. **Carried Unanimously**

4. Placentia Bay and Area Waste Collection Contract Extension

Mr. Hickman referred to the brief note that was included in the meeting package. He noted that the waste services contract for Placentia Bay and Area expires on May 31, 2022. Staff are recommending that the Board issue a one-year extension to this contract beginning June 1st.

The contract provides for two possible one-year extensions, and this is the first extension. He explained that it is in the best interest of the Board to extend the contract as it ensures the price for another year.

MOTION 2022-017
Moved By Mr. Hickman
Seconded By Mr. Antle

BE IT RESOLVED that the Board issue a one-year extension for waste collection services for the Placentia Bay and Area contract beginning June 1, 2022. **Carried Unanimously**

5. Southern Shore Waste Collection Contract Extension

Mr. Hickman referred to the brief note that was included in the meeting package. The waste services contract for the Southern Shore area will expire on June 30, 2022 and Staff are recommending that the Board exercise the option to issue the second and last one-year extension to this contract beginning July 1, 2022.

MOTION 2022-018
Moved By Mr. Hickman
Seconded By Mr. Antle

BE IT RESOLVED that the Board issue a one-year extension for waste collection services for the Southern Shore contract beginning July 1, 2022. **Carried Unanimously**

6. Bay de Grave Area Waste Collection Contract Extension

Mr. Hickman referred to the brief note that was included in the meeting package. He noted that the waste services contract for the Bay de Grave area will expire on June 30, 2022 and Staff are recommending that the Board exercise the option to issue the second one-year extension to this contract beginning July 1, 2022 to the current contractor.

MOTION 2022-019
Moved By Mr. Hickman
Seconded By Mr. Antle

BE IT RESOLVED that the Board issue a one-year extension for waste collection services for the Bay de Grave contract beginning July 1, 2022.

Carried Unanimously

7. Carbonear Area Waste Collection Contract Extension

Mr. Hickman referred to the brief note that was included in the meeting package. The waste services contract for the Carbonear area will expire on June 30, 2022 and Staff are recommending that the Board exercise the option to issue the first one-year extension to this contract beginning July 1, 2022 to the current contractor.

MOTION 2022-020

Moved By Mr. Hickman

Seconded By Mr. Antle

BE IT RESOLVED that the Board issue a one-year extension for waste collection services for the Carbonear Area contract beginning July 1, 2022.

Carried Unanimously

8. Carbonear Fire and Emergency Services Agreement Extension

Mr. Hickman informed the Board that the fire and emergency services agreement with the Town of Carbonear expires on June 30, 2022. He notes that Staff are recommending that the Board issue a one-year extension to this agreement beginning July 1, 2022.

MOTION 2022-021

Moved By Mr. Hickman

Seconded By Mr. Antle

BE IT RESOLVED that the Board issue a one-year extension to the fire and emergency services agreement with the Town of Carbonear beginning July 1, 2022.

Carried Unanimously

9. Employee Involved in Motor Vehicle Accident

Mr. Hickman informed the Board that an external employee was recently involved in a motor vehicle accident. Fortunately, the employee was not

seriously injured; however, the pick-up truck that he was driving has been written off by insurance.

Due to recently supply issues for pick-up trucks, staff began the process to replace the vehicle immediately and Members should have received a motion by email regarding the replacement of the truck on March 21, 2022. This motion will be ratified at the Board's meeting in April.

b) Strategy & Policy Committee

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

c) Governance Committee

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

1. Canada Revenue Agency Payroll Remittance Statement

Mr. McDonald noted that the Board continues to pay all remittances as required.

As the Canada Revenue Agency sends payroll remittance statements on a quarterly basis, the Committee approved quarterly reporting on this item from now on.

The Board remains in good standing and there were no questions or concerns regarding payroll remittances.

Councillor Glenn Clarke joined the meeting at 7:12 p.m.

2. Annual Corporate Health & Safety Policy Renewal

Mr. McDonald 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 2022-022

Moved By Mr. McDonald

Seconded By Mr. Vaters

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. Corporate Environment Policy Adoption

Mr. McDonald referred to a brief 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 OH&S Manual includes an environment policy; however, following a recent review, it was noted that the Board hasn't formally adopted the Corporate Environment Policy.

MOTION 2022-023

Moved By Mr. McDonald

Seconded By Ms. Whelan

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

Carried Unanimously

4. Board Meetings: Virtual or In-Person

Mr. McDonald referred to the brief note that was included in the meeting package. He noted that following the province's announcement that they would be lifting all public health restrictions, the Committee took the time to

review the updated public health recommendations, as well as investigating the costs of returning to in-person meetings.

Several key points were made such as the Board remains a not-for-profit organization and; therefore, should continue to make fiscally responsible decisions. In addition, some agenda items may be sensitive and in-person meetings provides for more detailed and passionate discussions..

Members generally agreed that both virtual and in-person meetings could be utilized considering finances and safety.. It was agreed that the Committee would continue to monitor public health recommendations and make decisions regarding meeting format as needed.

MOTION 2022-024

Moved By Mr. McDonald

Seconded By Ms. Ravencroft

BE IT RESOLVED that the Board continue to hold its regular monthly meetings virtually and broadcast on YouTube. Monthly standing committee meetings will remain virtual except for one in-person meeting for each committee each quarter. **Carried: 15 Contrary: 1**

5. **Correspondence**

There was no correspondence to review.

6. **New Business**

a) **Funding Extended for Regional Water/Wastewater Program**

Mr. Mallowney was pleased to inform members that funding has been extended for the Regional Water/Wastewater Operation Program from April 1, 2022 to March 31, 2023.

This valuable program continues to be a tremendous help for rural communities within the Eastern region and is an excellent example of how a regional approach can benefit smaller communities.

7. **Upcoming Meetings**

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

- a) The next meeting of the Board of Directors will take place by videoconference on Wednesday, April 27, 2022, at 7:00 p.m.
- b) The next meeting of the Finance & Audit Committee will take place on Thursday, April 14, 2022, at 12:30 p.m.
- c) The next meeting of the Strategy & Policy Committee will take place on Tuesday, April 12, 2022, at 10:30 a.m.
- d) The next meeting of the Governance Committee will take on Tuesday, April 19, 2022, at 10:30 a.m.

8. **Adjournment**

MOTION 2022-025

Moved By Mr. Delaney

Seconded By Mr. Vardy

Seeing no further business to be discussed, **BE IT RESOLVED** that the meeting adjourned at 7:35 p.m.

Carried Unanimously

Ms. Holly Coles

Board Clerk and Outreach Coordinator

Mr. Harold Mallowney

Chairperson

Eastern Regional Service Board

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

Cheques from 0000000001 to 0000010512 dated between 02-01-2022 and 02-28-2022

CHEQUE REGISTER

Printed: 11:08:21AM 03/08/2022

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Number	Issued		Amount	SC	Status	Status Date
0000010424	02/01/2022	Around The Bay Disposals Inc.	98,249.58	A/P	CLEARED	02/14/2022
0000010425	02/01/2022	Bell Aliant	2,046.50	A/P	CLEARED	02/17/2022
0000010426	02/01/2022	Canadian Association of Municipal Administrators	345.00	A/P	CLEARED	02/28/2022
0000010427	02/01/2022	Concord Enterprises Inc.	4,283.75	A/P	CLEARED	02/14/2022
0000010428	02/01/2022	D&L Russell Limited	168.36	A/P	CLEARED	02/22/2022
0000010429	02/01/2022	Dicks and Company Limited	360.18	A/P	CLEARED	02/14/2022
0000010430	02/01/2022	Dodd's Diesel Repair Ltd.	3,312.77	A/P	CLEARED	02/14/2022
0000010431	02/01/2022	Kevin Butt	310.42	A/P	CLEARED	02/14/2022
0000010432	02/01/2022	Madsen Construction Equipment	156.42	A/P	CLEARED	02/16/2022
0000010433	02/01/2022	Modern Business Equipment Limited	88.12	A/P	CLEARED	02/15/2022
0000010434	02/01/2022	N & G Contracting Ltd.	580.75	A/P	CLEARED	02/28/2022
0000010435	02/01/2022	Newfoundland Power Inc.	1,660.69	A/P	CLEARED	02/15/2022
0000010436	02/01/2022	Northern Business Intelligence	838.02	A/P	CLEARED	02/17/2022
0000010437	02/01/2022	Newfoundland Exchequer Account	35.60	A/P	CLEARED	02/16/2022
0000010438	02/01/2022	O'Brien's Trucking Ltd	1,696.25	A/P	CLEARED	02/14/2022
0000010439	02/01/2022	OMB Parts & Industrial Ltd.	59.57	A/P	CLEARED	02/17/2022
0000010440	02/01/2022	Pitney Bowes	183.26	A/P	CLEARED	02/17/2022
0000010441	02/01/2022	Robert Earle	308.18	A/P	CLEARED	02/21/2022
0000010442	02/01/2022	T2 Ventures Inc.	213,005.94	A/P	CLEARED	02/04/2022
0000010443	02/01/2022	The Business Post	341.23	A/P	CLEARED	02/15/2022
0000010444	02/01/2022	Tulk Tire & Service Ltd.	529.03	A/P	CLEARED	02/16/2022
0000010445	02/01/2022	Wedgwood Insurance Limited	9,355.25	A/P	CLEARED	02/14/2022
0000010455	02/15/2022	62167 Newfoundland and Labrador Inc	7,380.30	A/P	OUT-STD	02/15/2022
0000010456	02/15/2022	Bell Mobility Inc.	1,033.29	A/P	CLEARED	02/25/2022
0000010457	02/15/2022	Christie Dean	606.52	A/P	CLEARED	02/21/2022
0000010458	02/15/2022	City of St. John's	47,273.30	A/P	CLEARED	02/22/2022
0000010459	02/15/2022	Coish's Trucking & Excavating Ltd.	14,432.50	A/P	CLEARED	02/25/2022
0000010460	02/15/2022	Concord Enterprises Inc.	4,283.75	A/P	CLEARED	02/23/2022
0000010461	02/15/2022	D&L Russell Limited	75.94	A/P	CLEARED	02/22/2022
0000010462	02/15/2022	Dodd's Diesel Repair Ltd.	27,574.31	A/P	CLEARED	02/21/2022
0000010463	02/15/2022	Harbour Construction Limited	4,554.00	A/P	CLEARED	02/24/2022
0000010464	02/15/2022	Holly Coles	29.48	A/P	CLEARED	02/17/2022
0000010465	02/15/2022	Jenkins Anthony Inc.	3,953.23	A/P	CLEARED	02/24/2022
0000010466	02/15/2022	Kevin Butt	274.34	A/P	CLEARED	02/23/2022
0000010467	02/15/2022	KSV Soriano Inc.	1,348.94	A/P	CLEARED	02/25/2022
0000010468	02/15/2022	Leslie Squires	440.00	A/P	CLEARED	03/03/2022
0000010469	02/15/2022	Miller IT Limited	1,242.00	A/P	CLEARED	02/22/2022
0000010470	02/15/2022	Modern Business Equipment Limited	112.64	A/P	CLEARED	02/21/2022
0000010471	02/15/2022	Newfoundland Power Inc.	6,375.70	A/P	CLEARED	02/23/2022
0000010472	02/15/2022	Nexgen Municipal Inc.	1,316.23	A/P	CLEARED	02/28/2022
0000010473	02/15/2022	North Atlantic	29,027.46	A/P	CLEARED	02/22/2022
0000010474	02/15/2022	Northern Business Intelligence	1,969.43	A/P	CLEARED	02/28/2022
0000010475	02/15/2022	O'Brien's Trucking Ltd	1,696.25	A/P	CLEARED	03/04/2022
0000010476	02/15/2022	ORKIN Canada Corporation	194.35	A/P	CLEARED	02/28/2022
0000010477	02/15/2022	Robert Earle	919.54	A/P	CLEARED	03/01/2022
0000010478	02/15/2022	Shred-it c/o Stericycle ULC	77.34	A/P	CLEARED	02/24/2022

Eastern Regional Service Board

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

Cheques from 0000000001 to 0000010512 dated between 02-01-2022 and 02-28-2022

CHEQUE REGISTER

Printed: 11:08:21AM 03/08/2022

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Number	Issued		Amount	SC	Status	Status Date
0000010479	02/15/2022	Tulk Tire & Service Ltd.	1,190.48	A/P	CLEARED	02/22/2022
0000010480	02/15/2022	Woodman's Welding Ltd.	339.25	A/P	CLEARED	02/24/2022
Total Issued (48):			\$495,635.44			
Total Voided (0):			\$0.00			
Grand Total:			\$495,635.44			
Number of Cheques Listed:			48			

EASTERN REGIONAL SERVICE BOARD

PAYROLL EXPENSE

FEBRUARY 2022

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

PREVIOUS MONTH

JANUARY 2022

Payroll – Staff (<i>2 pay periods – 29 employees</i>).....	\$134,294.57
Payroll – Board (<i>19 members</i>)	<u>\$0,000.00</u>
Total Payroll (<i>48 employees</i>)	\$134,294.57
Payroll CRA Remittance	<u>\$ 47,949.43</u>
TOTAL GROSS PAYROLL	<u>\$182,244.00</u>

TOWNS PAYMENT ACTIVITY 2022 - As of March 8, 2022
(Towns include all incorporated towns and those LSDs who pay collectively)

CustCode	Town/Local Service District	Number of Units	Number of Units x \$200.00	Prior Year (Credit) Arrears *	Total Invoiced	Current Balance			
LSDOF201	LSD of Georgetown	131	\$26,200.00	\$0.00	\$26,200.00	\$19,650.00			
LSDOF202	LSD of Marysvale	240	\$48,000.00	\$0.00	\$48,000.00	\$39,800.00			
TOWN0003	Town of Clarke's Beach	586	\$117,200.00	\$0.00	\$117,200.00	\$0.00			
TOWN301	Town of Come by Chance	118	\$23,600.00	\$0.00	\$23,600.00	\$23,600.00			
TOWN302	Town of Norman's Cove-Long Cove	333	\$66,600.00	\$0.00	\$66,600.00	\$53,280.00			
TOWN303	Town of Chapel Arm	254	\$50,800.00	\$0.00	\$50,800.00	\$40,640.00			
TOWN304	Town of Southern Harbour	184	\$36,800.00	\$0.00	\$36,800.00	\$32,800.00			
TOWN305	Town of Sunnyside	205	\$41,000.00	\$0.00	\$41,000.00	\$41,000.00			
TOWN502	Town of Chance Cove	148	\$29,600.00	\$0.00	\$29,600.00	\$23,680.00			
TOWN503	Town of Arnold's Cove	535	\$107,000.00	\$0.00	\$107,000.00	\$95,111.11			
TOWNO203	Town of Colliers	320	\$64,000.00	\$22,059.61	\$86,059.61	\$67,282.85			
TOWNO205	Town of Holyrood	1095	\$219,000.00	\$52,860.54	\$271,860.54	\$230,795.54			
TOWNO401	Town of Aquaforte	69	\$13,800.00	\$0.00	\$13,800.00	\$10,349.99			
TOWNO402	Town of Bay Bulls	617	\$123,400.00	\$0.00	\$123,400.00	\$98,720.00			
TOWNO403	Town of Cape Broyle	276	\$55,200.00	\$0.00	\$55,200.00	\$44,160.00			
TOWNO404	Town of Fermeuse-Kingman's Cove	179	\$35,800.00	\$8,055.04	\$43,855.04	\$27,744.96			
TOWNO405	Town of Ferryland	272	\$54,400.00	\$0.00	\$54,400.00	\$40,800.00			
TOWNO407	Town of Renews-Cappahayden	234	\$46,800.00	\$0.00	\$46,800.00	\$46,800.00			
TOWNO408	Town of St. Shott's	50	\$10,000.00	\$0.00	\$10,000.00	\$7,500.00			
TOWNO410	Town of Witless Bay	744	\$148,800.00	\$0.00	\$148,800.00	\$111,600.00			
TOWNO411	Town of Portugal Cove South	92	\$18,400.00	\$0.00	\$18,400.00	\$13,800.00			
TOWNO504	Town of Long Harbour-Mount Arlington He	196	\$39,200.00	\$0.00	\$39,200.00	\$31,160.00			
TOWNO505	Town of Fox Harbour	134	\$26,800.00	\$0.00	\$26,800.00	\$21,440.00			
TOWNO507	Town of St. Bride's	139	\$27,800.00	\$0.00	\$27,800.00	\$20,849.89			
TOWNO508	Town of Point Lance	47	\$9,400.00	\$0.00	\$9,400.00	\$7,050.00			
TOWNO509	Town of Branch	161	\$32,200.00	\$0.00	\$32,200.00	\$22,000.00			
TOWNO510	Town of Mount Carmel-Mitchell's Brook-St.	299	\$59,800.00	\$13,455.00	\$73,255.00	\$44,850.00			
TOWNO511	Town of St. Joseph's	107	\$21,400.00	\$0.00	\$21,400.00	\$10,650.00			
TOWNO512	Town of Admiral's Beach	82	\$16,400.00	\$0.00	\$16,400.00	\$13,120.00			
TOWNO514	Town of Colinet	75	\$15,000.00	\$0.00	\$15,000.00	\$15,000.00			
TOWNO601	Town of Whiteway	163	\$32,600.00	\$0.00	\$32,600.00	\$26,080.00			
TOWNO602	Town of Heart's Delight-Islington	409	\$81,800.00	\$0.00	\$81,800.00	\$65,440.00			
TOWNO603	Town of Heart's Desire	125	\$25,000.00	\$0.00	\$25,000.00	\$19,840.00			
TOWNO802	Town of Bay de Verde	221	\$44,200.00	\$3,978.00	\$48,178.00	\$44,200.00			
TOWNO804	Town of New Perlican	162	\$32,400.00	\$0.00	\$32,400.00	\$25,920.00			
TOWNO805	Town of Hant's Harbour	193	\$38,600.00	\$0.00	\$38,600.00	\$35,383.33			
TOWNO806	Town of Heart's Content	239	\$47,800.00	\$0.00	\$47,800.00	\$35,850.00			
TOWNO807	Town of Winterton	295	\$59,000.00	\$0.00	\$59,000.00	\$44,250.00			
9729		\$	1,945,800	\$	100,408	\$	2,046,208	\$	1,552,198

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

TOWNS ACTIVITY - INVOICED MONTHLY (Jan - Dec 2022)					
CustCode	Town/LSD	No. Properties	Prior Year Balance	Total Invoices 2022	Outstanding Balance
TOWN0001	Town of Carbonear	2175	-	66,184.08	32,141.55
2175			-	66,184.08	32,141.55

2022 TOTAL OUTSTANDING INCORPORATED TOWNS	\$ 1,584,339.22
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EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Placentia Bay and Area Waste Collection Contract Extension
MEETING DATE:	2022-03-17
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 that the option for contract extension be exercised and that the Board issue a one-year extension for waste collection services for the Placentia Bay and Area contract area beginning June 1, 2022.

MOTIONS:

BE IT RESOLVED that the Finance and Audit Committee recommends that the Board issue a one-year extension for waste collection services for the Placentia Bay and Area contract beginning June 1, 2022.

BACKGROUND/DISCUSSION:

- The 41-month waste services contract for Placentia Bay and Area expires on May 31, 2022.
- The contract provides for two possible one-year extensions.
- To date, none of the possible extensions has been exercised.
- The Towns have agreed to the extension.
- The contractor has agreed to the extension.
- The current contracted annual unit cost is \$140.07 including HST.
- This will assist the Board in maintaining its waste fee.

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Southern Shore Waste Collection Contract Extension
MEETING DATE:	March 17, 2022
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 that the option for contract extension be exercised and that the Board issue the second one-year extension for waste collection services for the Southern Shore contract area beginning July 1, 2022.

MOTIONS:

BE IT RESOLVED that the Finance & Audit Committee recommends that the Board issue a one-year extension for waste collection services for the Southern Shore area contract beginning July 1, 2022.

BACKGROUND/DISCUSSION:

- The 36-month waste services contract for the Southern Shore expired on June 30, 2021.
- The contract provides for two possible one-year extensions.
- To date, one of the possible extensions has been exercised. This second extension will expire on June 30, 2022.
- The Towns have agreed to the extension.
- The contractor has agreed to the extension.
- The current contracted annual unit cost is \$111.79 including HST.
- This will assist the Board in maintaining its waste fee.

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Bay De Grave Area Waste Collection Contract Extension
MEETING DATE:	2022-03-17
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 that the option for contract extension be exercised and that the Board issue the second one-year extension for waste collection services for the Bay De Grave Area contract area beginning July 1, 2022.

MOTIONS:

BE IT RESOLVED that the Finance & Audit Committee recommend that ERSB issue a one-year extension for waste collection services for the Bay de Grave contract beginning July 1, 2022.

BACKGROUND/DISCUSSION:

- The 36-month waste services contract for the Bay de Grave area expired on June 30, 2021.
- The contract provides for two possible one-year extensions.
- To date, one of the possible extensions has been exercised. This second extension will expire on June 30, 2022.
- The town has agreed to the extension.
- The contractor has agreed to the extension.
- The current contracted annual unit cost is \$128.31 including HST.
- This will assist the Board in maintaining its waste fee.

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Carbonear Area Waste Collection Contract Extension
MEETING DATE:	2022-03-17
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 that the option for contract extension be exercised and that the Board issue a one-year extension for waste collection services for the Carbonear Area contract beginning July 1, 2022.

MOTIONS:

BE IT RESOLVED that all Committees recommend that ERSB issue a one-year extension for waste collection services for the Carbonear Area contract beginning July 1, 2022.

BACKGROUND/DISCUSSION:

- The 30-month waste services contract for the Carbonear area expires on June 30, 2022.
- The contract provides for two possible one-year extensions.
- To date, none of the possible extensions has been exercised.
- The Town has agreed to the extension.
- The contractor has agreed to the extension.
- The current contracted annual unit cost is \$120.75 including HST.
- This will assist the Board in maintaining its waste fee.

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Carbonear Fire and Emergency Services Agreement Extension
MEETING DATE:	2022-03-17
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 that the Board issue a one-year extension for the Fire and Emergency Services Agreement with the Town of Carbonear beginning July 1, 2022.

MOTIONS:

BE IT RESOLVED that the Finance & Audit Committee recommend that ERSB issue a one-year extension to the fire and emergency services agreement with the Town of Carbonear beginning July 1, 2022.

BACKGROUND/DISCUSSION:

- The fire and emergency services agreement with the Town of Carbonear expires on June 30, 2022.
- The contract provides for extensions.
- To date, none of the possible extensions has been exercised.
- The Town has agreed to the extension.
- The unincorporated areas included in the agreement as well as the Town of Carbonear are in receipt of regional waste services.

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Occupational Health & Safety Policy Review and Adoption
MEETING DATE:	2022-03-22
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 Governance Committee recommend that ERSB 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 Adoption
MEETING DATE:	2022-03-22
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 Governance Committee recommend that ERSB 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. During a recent review it was noted that the policy had not been formally adopted by the Board.

ATTACHMENTS:

- ERSB Corporate Environment Policy

ENVIRONMENT POLICY

Eastern Regional Service Board (the 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 Board has formulated the following guiding principles.

The Board 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 Board, 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.

Signature of Chief Administrative Officer

Date

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Board Meetings: Virtual or In-Person
MEETING DATE:	2022-03-22
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Lynn Tucker, Chief Administrative Officer
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

It is recommended that the Board continue to hold its regular monthly meetings virtually and broadcast on YouTube. Monthly standing committee meetings will remain virtual except for one in-person meeting for each committee each quarter.

MOTION:

BE IT RESOLVED that the Board continue to hold its regular monthly meetings virtually and broadcast on YouTube. Monthly standing committee meetings will remain virtual except for one in-person meeting for each committee each quarter.

BACKGROUND/DISCUSSION:

- Since the beginning of the pandemic, all regular Board meetings have been held virtually using Zoom software and broadcast on YouTube to ensure member’s safety and public access.
- ERSB is required to hold a minimum of six public meetings annually.
- Several members requested that the Board return to in-person meetings as public health restrictions have been lifted.
- Other members have expressed concern with return to in-person public meetings.
- The hybrid meeting format means that broadcasting of meetings is necessary to meet legislative requirements.
- Staff were asked to provide information on the costs of holding in-person meetings as well as the costs to hold hybrid meetings where members may choose to attend in person or virtually.
- Attached is the breakdown of costs for hybrid meetings and in-person only meetings.

- The hybrid format monthly cost is about \$6,900 while the in-person-only format monthly cost is about \$3,000.
- The annual cost of hosting hybrid Board meetings would be about \$69,000 while the annual cost of hosting in-person-only meetings would be about \$30,000.
- The monthly cost for virtual meetings through Zoom is \$23 (HST incl) or \$5.75 per meeting (three standing committee meetings plus one Board meeting monthly).
- In addition, the Board Clerk uses the Zoom subscription for all meetings including with town councils, other government organizations as well as for joint council meetings at no additional costs.
- The costs to host hybrid meetings is prohibitive when compared to other meeting formats.
- The costs to host in-person-only meetings is significant and this format prohibits access to Board meetings for those who live outside the metro area.
- Meetings of the Board's standing committees are not public and may be held in the boardroom located on Majors Path as the maximum number of attendees is 10 or less.
- Costs to host in-person committee meetings is attached.
- Please note that none of the attached costs include Board member remuneration.

ATTACHMENTS:

- Breakdown of Costs: Virtual vs. In-Person Meetings

In-Person Only Governance Committee Meeting Cost

(Prices based upon returning to Head Office at 255 Major's Path - Suite 3, St. John's, NL)

Meals	\$110.00	Based on 10 people
Per Diem	\$72.00	\$18/Lunch - based on 4 Out-Of-Town Board Members
Travel	\$456.28	\$0.5297/km - based on kms travelled by Out-of-Town Board Members
Monthly Sub-Total	\$638.28	(plus HST & gratuity)
Gratuity (15%)	\$95.74	
HST	\$110.10	
Total: (per meeting)	\$844.13	

***IN-PERSON ONLY FORMAT:**

Members must attend in person
This is NOT a public meeting

In-Person Only Finance & Audit Committee Meeting Cost

(Prices based upon returning to Head Office at 255 Major's Path - Suite 3, St. John's, NL)

Meals	\$150.00	Based on 10 people
Travel	\$139.94	\$0.5297/km - based on kms travelled by Out-of-Town Board Members
Monthly Sub-Total	\$289.94	(plus HST & gratuity)
Gratuity (15%)	\$43.49	
HST	\$50.01	
Total: (per meeting)	\$383.45	

***IN-PERSON ONLY FORMAT:**

Members must attend in person
This is NOT a public meeting

In-Person Only Strategy & Policy Committee Meeting Cost

(Prices based upon returning to Head Office at 255 Major's Path - Suite 3, St. John's, NL)

Meals	\$110.00	Based on 10 people
Per Diem	\$36.00	\$18/Lunch - based on 2 Out-Of-Town Board Members
Travel	\$170.67	\$0.5297/km - based on kms travelled by Out-of-Town Board Members and staff
Monthly Sub-Total	\$316.67	(plus HST & gratuity)
Gratuity (15%)	\$47.50	
HST	\$54.63	
Total: (per meeting)	\$418.80	

***IN-PERSON ONLY FORMAT:**

Members must attend in person
This is NOT a public meeting

GUIDELINES FOR VIDEO CONFERENCE MEETINGS

1. Do Not Wait Until Meeting Time to Join the Video Conference

To ensure seamless connection, please connect early. It is recommended that you join the meeting five to ten minutes early so that if you do have an issue connecting, someone will have time to assist you before the meeting starts.

The Board Clerk will not be available to assist you once the meeting begins.

2. Video MUST be Turned On

The use of video is crucial in building trust and engagement in virtual communications. When the Board held its monthly meetings in person, Board members physically attended and, therefore, met the requirements for remuneration.

To ensure that other Board members and the public can see you actively participating at meetings, members must be seen on video to be considered in attendance and for remuneration. This ensures that members may be seen voting on the motions put forth and engaged in the Board's business.

Everyone understands that there are occasions when your video may have to be turned off (i.e. unanticipated interruptions, washroom break; etc.); however, this would be for a short time only.

3. Attendance at Meetings

Video meetings make it obvious when members show up late. This is disruptive and wastes the time of those who were on time. If you must be late, please let the Board Clerk know in advance.

For remuneration purposes, members should be in attendance for the majority of the meeting.

4. Set Up Your Space at Home

If you can, find a private place to participate in video conference meetings. This will ensure as few disruptions as possible. Set up your device/camera so that it has a clear, unobstructed view of you.

In addition, be mindful that you have a professional work-appropriate background. We want the focus to be on the meeting content, not your background.

You should attend the meeting from a quiet area that has minimal background noise, interruptions and movement.

5. Use the Mute Feature Unless You Are Speaking

Please use the mute feature unless you are speaking. Your microphone can pick up a lot of background noise, so muting allows others on the call to easily hear who's speaking.

6. Signal by Raising Your Hand When You Want to Speak

During video conferences it may be difficult to know when to speak. To avoid more than one person speaking at a time, anyone wanting to ask a question or make a comment should signal by raising your hand and keeping it raised until the Chairperson acknowledges you by name. Once your name is called, please un-mute and proceed. Members may choose to use the "Raise Hand" feature in Zoom instead.

7. Stay Seated and Focused

Be attentive and engaged during the meeting. As tempting as it may be, please try not to do other work, read articles, check your phone for messages, etc.

Please keep in mind that you are more visible on video calls than in offline meetings as a close-up of everyone's face is displayed. Always be mindful that you are on camera and being broadcast live on the internet.



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

MAR 04 2022

DOC/2022/00343-02

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

Dear Mr. Mallowney:

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

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

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

Sincerely,

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

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

cc: Mr. Bren Hanlon, Assistant Deputy Minister

From: [Holly Coles](#)
To: [Lynn Tucker](#)
Subject: FW: NLIS 2 - Investment to Support Water Operators and Systems Throughout Province
Date: March 22, 2022 2:23:55 PM

From: Releases, News <news@gov.nl.ca>
Sent: March 22, 2022 2:21 PM
To: Releases, News <news@gov.nl.ca>
Subject: NLIS 2 - Investment to Support Water Operators and Systems Throughout Province

NLIS 2
Municipal and Provincial Affairs
Environment and Climate Change
March 22, 2022

Investment to Support Water Operators and Systems Throughout Province

Today, the Honourable Krista Lynn Howell, Minister of Municipal and Provincial Affairs and the Honourable Bernard Davis, Minister of Environment and Climate Change, announced \$240,000 to support the Regional Water and Wastewater Operator Program in Newfoundland and Labrador.

The program is focused on building local capacity and knowledge for the delivery of water services. Under the program, regional operators work with communities to address challenges associated with operating and monitoring modern drinking water and wastewater systems.

There are currently three regional water operators working in 56 communities across the province. The Regional Water and Wastewater Operator Program was initiated in 2015 as part of a Community Sustainability Partnership and was expanded in 2017 to include more communities. The program is delivered by the Eastern, Central, and Western Regional Service Boards.

Quotes

“The work of regional water operators is a tremendous asset for many rural communities throughout the province. They help build capacity and knowledge within the participating communities on the operation and maintenance of their water and wastewater systems. The program is an excellent example of how a regional approach, something we can expand upon under regionalization, can benefit small, rural communities.”

Honourable Krista Lynn Howell
Minister of Municipal and Provincial Affairs

“Under the Regional Water and Wastewater Operator Program, we have seen a decrease in the number of boil water advisories in participating communities, and an increase in disinfection systems and daily chlorine monitoring, which are critical elements to a well-maintained, fully functioning system. I commend all of the regional water operators throughout the province who make a vitally important contribution to communities every day.”

Honourable Bernard Davis

Minister of Environment and Climate Change

- 30 -

Learn more

[Drinking Water and Wastewater Systems](#)

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Like us on [Facebook](#)

Media contact

Lynn Robinson

Municipal and Provincial Affairs

Environment and Climate Change

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lynnrobinson@gov.nl.ca

2022 03 22

2:20 p.m.