

BOARD OF DIRECTORS MEETING

MINUTES

Meeting #90

Wednesday, May 26, 2021, 7:00 p.m.

BROADCASTED LIVE – VIDEOCONFERENCE

In Attendance: Mayor Harold Mullooney
Mayor Danny Breen
Councillor Peggy Roche
Councillor Glenn Clarke
Councillor Wally Collins
Councillor Sandy Hickman
Councillor Jamie Korab
Councillor Kevin McDonald
Councillor Deanne Stapleton
Deputy Mayor Sam Whalen
Councillor Sterling Willis
Councillor Ian Froude
Councillor Bill Antle

Regrets: Councillor Maggie Burton
Mayor Gerald Snook
LSD Chairperson Wesley Drodge
Councillor Gerard Tilley
Councillor Shawn Skinner
Deputy Mayor Sheilagh O’Leary

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

1. Call to Order

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

2. **Adoption of Agenda**

The agenda was tabled for approval.

MOTION 2021-024

Moved By Mr. Korab

Seconded By Mr. Collins

BE IT RESOLVED that the agenda be adopted as tabled.

Carried Unanimously

3. **Review of Minutes**

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

MOTION 2021-025

Moved By Mr. McDonald

Seconded By Mr. Antle

BE IT RESOLVED that the minutes of the meeting of Wednesday, April 28, 2021 be adopted as tabled.

Carried Unanimously

4. **Committee Reports**

a) **Finance & Audit Committee**

Mr. Hickman delivered the Finance & Audit Committee report.

1. **Board Expenditures**

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

MOTION 2021-026

Moved By Mr. Hickman

Seconded By Mr. Whalen

BE IT RESOLVED that the Board adopt the expenditures for April 2021 as tabled.

Carried Unanimously

2. **Incorporated Towns Payment Activity Report**

An update on the incorporated town's payment activity was provided for April. There were no questions or concerns on this report.

3. **Q1 Financial Update**

Mr. Hickman referred to the brief note in the meeting package and highlighted some key points from the first quarter:

- Salaries and benefits are on budget.
- Almost all budget categories are below budget for the first quarter.
- Capital Expenditures are over budget as they include the progress payments for the two new tractor trailers that were purchased in 2020. The budget allocation was transferred to the current year. Also included were the new SUV and Heavy-Duty Pickup to replace current fleet vehicles.
- Overall operating expenditures for the first quarter is at 20.3% of budget.
- Overall revenue invoiced up to the end of the first quarter was at 63.2% of budget.

There were no questions or concerns on the financial update for the first quarter.

4. **Bay de Grave Waste Collection Contract Extension**

Mr. Hickman referred to the brief note in the meeting package and noted that the current waste collection contract for the Bay de Grave area expires on June 30, 2021.

The contract provides for two possible one-year extensions and, to date, none of the extensions has been exercised.

The Committee recommends that the option for contract extension be exercised and the Board issue a one-year extension beginning July 1, 2021.

MOTION 2021-027

Moved By Mr. Hickman

Seconded By Mr. Willis

BE IT RESOLVED that the Board issue a one-year extension for waste collection services to T2 Ventures Inc. for the Bay de Grave waste collection contract beginning July 1, 2021.

Carried Unanimously

5. Extension to Contract for Metals Recyclable Collection

Mr. Hickman referred to the brief note in the meeting package and noted that the current contract for 36 months for Metals Collection, Transportation and Recycling Services at the Board's waste recovery facilities expires on June 30, 2021.

The contract provides for two possible one-year extensions and, to date, one of the extensions has been exercised.

The Committee recommends the option for contract extension be exercised and the Board issue its second and final one-year extension for metal recycling services.

MOTION 2021-028

Moved By Mr. Hickman

Seconded By Ms. Roche

BE IT RESOLVED that the Board issue the second and final one-year extension to the contract for Metals Collection, Transportation and Recycling Services at waste recovery facilities beginning July 1, 2021 to Newco Metal & Auto Recycling Ltd. **Carried Unanimously**

6. Old Perlican Waste Recovery Facility Contract Extension

Mr. Hickman referred to the brief note in the meeting package and noted that the Board contracts the operation of the Old Perlican Waste Recovery Facility and the current contract expires September 30, 2021.

The contract provides for three possible one-year extensions and, to date, two have been exercised.

The current contracted monthly cost is \$12,550.00 plus HST.

The Committee recommends that the option for contract extension be exercised and the Board issue its third and final one-year extension for operation of the Old Perlican Waste Recovery Facility beginning October 1, 2021.

MOTION 2021-029

Moved By Mr. Hickman

Seconded By Mr. Froude

BE IT RESOLVED that the Board issue a one-year extension to Coish's Trucking & Excavating Ltd. for operation of the Old Perlican Waste Recovery Facility contract beginning October 1, 2021.

Carried Unanimously

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

Mr. Hickman referred to the brief note in meeting package.

He noted that the current Bell Island Multi-Stream Waste Collection Including Recycling and Bulk Pick-up Agreement for Services expires on June 30, 2021 and the Town of Wabana has confirmed that they will not continue with the regional service after the current contract.

Bell Island consists of the Town of Wabana, the Local Service District of Lance Cove and the unincorporated area of Freshwater.

Staff reached out to the LSD of Lance Cove to confirm their interest in continued participation in the regional service and they confirmed they would like to continue past June 30, 2021.

The Board issued a tender for multi-stream waste collection services for the LSD of Lance Cove and the unincorporated area of Freshwater on Bell Island to commence July 1, 2021. The tender included 225 properties for 24 months.

Three potential bidders picked up the tender documents; however, only one bid was received for \$179,400, including HST, which equates to an annual unit price of \$398.67 including HST. The current contract was for a period of 24 months with an annual unit price of \$221.99 including HST. This is an increase of 79.5% per household annually.

The unit price of \$398.67 does not include tipping fees.

Mr. Hickman informed members that the Board's Chairperson has discussed this matter with the MHA for Conception Bay East-Bell Island.

In addition, the Board's staff has notified the Minister's office that waste services will be suspended effective June 30, 2021 to the LSD of Lance Cove and Freshwater on Bell Island.

Mr. Mullaney informed members that a meeting was held recently with the Town of Wabana to discuss their issues with waste services and the waste

recovery facility. The Town's main reason for the meeting was to once again request that ATVs be given access the Board's waste recovery facility on Bell Island. They also stated they have an issue with illegal dumping on the island. The rationale for not allowing ATVs on any of the Board's sites was outlined along with suggestions as to whom to contact to properly address illegal dumping.

Due to the significant increase in price, there is no recommendation from Committee to award this tender.

8. Southwest Avalon: Tender for Multi-Stream Waste Collection Including Recycling and Bulk Collection

Mr. Hickman referred to the brief note in the meeting package and noted that the current contract for the Southwest Avalon area expires June 30, 2021.

The tender issued for this area included the provision of service for 871 properties for the next 23 months. Two potential bidders picked up the tender and two bids were received.

The lowest bid of \$172,500.00 including HST for 23 months equates to an annual household cost of \$103.33 including HST. The previous contracted annual household cost for this area was \$98.14 including HST.

The Committee recommends the Board accept the lowest bid from T2 Ventures Inc.

MOTION 2021-030

Moved By Mr. Hickman

Seconded By Mr. Antle

BE IT RESOLVED that the Board accept the bid from T2 Ventures Inc. for Multi-Stream Waste Collection including Recycling and Bulk Collection in Southwest Avalon in the amount of \$150,000.00 (excludes HST) for the period of July 1, 2021 to May 31, 2023. **Carried Unanimously**

9. Trinity Bay South/Trinity Bay Center Waste Collection Contract Extension

Mr. Hickman referred to the brief note in the meeting package and noted that the current waste collection contract for the Trinity Bay South/Trinity Bay Center

area expired on September 30, 2020. However, the contract provided for two possible one-year extensions and the first extension was exercised effective October 1, 2020 through September 30, 2021.

The current contracted annual unit price for this area is \$99.14 including HST.

The Committee recommends the second and final option for contract extension be exercised and the Board issue a one-year extension beginning October 1, 2021.

MOTION 2021-031

Moved By Mr. Hickman

Seconded By Mr. Breen

BE IT RESOLVED that the Board issue a one-year extension to T2 Ventures Inc. for multi-stream waste collection including recycling, and bulk pick-up services for the Trinity Bay South/Trinity Bay Center contract beginning October 1, 2021.

Carried Unanimously

10. Southern Shore Waste Collections Contract Extension

Mr. Hickman referred to the brief note in the meeting package and noted that the current waste collection contract for the Southern Shore area expires on June 30, 2021. The contract provides for two possible one-year extensions and, to date, none of the extensions has been exercised.

The current contracted annual unit price for this area is \$111.79 including HST.

The Committee recommends the option for the first one-year contract extension be exercised and the Board issue a one-year extension beginning July 1, 2021.

MOTION 2021-032

Moved By Mr. Hickman

Seconded By Mr. McDonald

BE IT RESOLVED that the Board issue a one-year extension to T2 Ventures Inc. for waste collection services for the Southern Shore contract beginning July 1, 2021.

Carried Unanimously

11. Human Resources Policy and Procedure Manual and Salary Scales Review (Motion by Email to be Ratified)

Mr. Hickman referred to the brief note in the meeting package. The Request for Proposals (RFP) package was issued April 8, 2021. Four potential consulting firms picked up the RFP package and three proposals were received.

The Board's Chairperson, Vice Chairperson, Chief Administrative Officer, and Manager Corporate Services met on May 6th to evaluate the proposals received in accordance with the scoring criteria outlined in the RFP.

On Friday, May 14, 2021 Board members received a motion-by-email for the Request for Proposals: Human Resource Policy and Procedure Manual and Salary Scales Review 2021.

The motion sent by email included the brief note that was tabled at the Finance & Audit Committee meeting with details regarding the background for the RFP as well as the motion recommended by the Committee. This motion is to be ratified at tonight's meeting.

MOTION 2021-033

Moved By Mr. Hickman

Seconded By Ms. Stapleton

BE IT RESOLVED that the Board award the Request for Proposals: Human Resources Policy and Procedure Manual and Salary Scales Review Service Agreement to Knightsbridge Robertson Surette (KBRS) in the amount of \$16,000.00 plus HST.

Carried Unanimously

b) Strategy & Policy Committee

Mr. Whalen delivered the Strategy & Policy Committee Report.

1. Q1 2021 Waste Operations Report

Mr. Whalen referred to the 2021 Waste Operations first quarterly report included in tonight's meeting package.

He noted the following key points:

- There were no collection delays due to COVID-related issues.
- There appears to be no changes to diversion rates or participation.

- There appears to be an increase in curbside waste.
- Regarding the waste recovery facilities:
 - Staff continue to see and deal with illegal dumping at the gates of these facilities.
 - All these facilities were closed for a period due to the pandemic.
- Regarding the Clarendville Transfer Station:
 - Regular waste moved from CTS to Robin Hood Bay has increased by 17% compared to the first quarter of 2021.
 - Recyclables moved from CTS to Robin Hood Bay has decreased by 5% compared to the first quarter of 2021.

2. Regional Water/Wastewater Operator's Quarterly Report

Mr. Whalen referred to the Board's Regional Water/Wastewater Operator's first quarterly report for 2021 that is included in tonight's meeting package.

The Board's Operator continues to work with 19 communities within the Eastern region. Twelve of these communities remain on boil-water advisories.

The Operator continues to work with and receive reports from communities on their water readings, etc. In addition, the Operator has resumed community visits in the region.

Mr. Whalen was pleased to report that the Board continues to receive positive feedback on this program.

3. Human Resources (HR) Policy to Address COVID Vaccinations and Workplace Accommodation in COVID Environment

Mr. Whalen referred to the brief note in tonight's meeting package. He informed members that discussion at Committee noted that getting vaccinated for COVID-19 is a personal choice and not mandatory for most workplaces. While the Board encourages everyone to become vaccinated, it is not a requirement.

Staff noted that it may be beneficial for employees as well as supervisors to have a guidance document to address workplace accommodations arising

from the pandemic such as mandatory wearing of masks; having more than one employee travel in a vehicle; masks as PPE, etc.

The Committee agreed that staff will work on a policy document that will provide guidance on how to work safely in a pandemic environment. Once this policy is drafted, it will be brought back to Committee and then to the Board for approval.

c) Governance Committee

Mr. Clarke delivered the Governance Committee Report.

1. Canada Revenue Agency Payroll Remittance Statement

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

5. Correspondence

a) Letter of Minister of Environment and Climate Change

A copy of the letter sent to the Minister of Environment and Climate Change by the Board's Chairperson is included in tonight's meeting package for information.

Mr. Mullooney noted that several issues were raised in the letter including the ongoing issues around unrestricted access to the Harbour Grace Waste Recovery Facility. These issues will be discussed with the Minister once a meeting is arranged.

6. New Business

a) Roles and Responsibilities in Waste Management – Provincial Government Departments, May 2021

Mr. Mullooney informed members that a list of departments responsible for the Province's Roles and Responsibilities in Waste Management is included in tonight's meeting package.

7. **Upcoming Meetings**

- a) The next meeting of the Board of Directors will take place by videoconference on Wednesday, June 30, 2021 at 7:00 p.m.
- b) The next meeting of the Finance & Audit Committee will take place by videoconference on Thursday, June 17, 2021 at 12:30 p.m.
- c) The next meeting of the Strategy & Policy Committee will take place by videoconference on Tuesday, June 15, 2021 at 10:30 a.m.
- b) The next meeting of the Governance Committee will take place by videoconference on Thursday, June 17, 2021 at 10:30 a.m.

8. **Adjournment**

MOTION 2021-034

Moved By Mr. Mullaney

Seconded By Mr. Willis

Seeing no further business to be discussed, **BE IT RESOLVED** that the meeting adjourned at 7:36 p.m.

Carried Unanimously

Ms. Holly Coles

Board Clerk and Outreach Coordinator

Mayor Harold Mullowney
Chairperson

Eastern Regional Service Board

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

Cheques from 000001 to 009656 dated between 04-01-2021 and 04-30-2021

CHEQUE REGISTER

Printed: 3:18:31PM 05/04/2021

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Number	Issued		Amount	SC	Status	Status Date
009590	04/13/2021	62167 Newfoundland and Labrador Inc	7,380.30	A/P	OUT-STD	04/13/2021
009591	04/13/2021	Around The Bay Disposals Inc.	98,838.58	A/P	CLEARED	04/26/2021
009592	04/13/2021	Bell Mobility Inc.	1,076.99	A/P	CLEARED	04/26/2021
009593	04/13/2021	Christie Dean	403.28	A/P	CLEARED	04/26/2021
009594	04/13/2021	City of St. John's	38,001.66	A/P	CLEARED	04/26/2021
009595	04/13/2021	Clowe's Construction Ltd.	4,485.00	A/P	CLEARED	04/26/2021
009596	04/13/2021	Concord Enterprises Inc.	4,283.75	A/P	CLEARED	04/26/2021
009597	04/13/2021	Dicks and Company Limited	457.37	A/P	CLEARED	04/26/2021
009598	04/13/2021	Dodd's Diesel Repair Ltd.	6,096.72	A/P	CLEARED	04/26/2021
009599	04/13/2021	GCR Tires & Service	823.68	A/P	CLEARED	04/26/2021
009600	04/13/2021	G Groves & Sons Limited	7,624.50	A/P	OUT-STD	04/13/2021
009601	04/13/2021	Harbour Construction Limited	380,957.05	A/P	CLEARED	04/26/2021
009602	04/13/2021	Harris Ryan	13,368.75	A/P	CLEARED	04/26/2021
009603	04/13/2021	Hickman Chevrolet Cadillac	82,673.50	A/P	CLEARED	04/26/2021
009604	04/13/2021	Hurley's Trucking Ltd	5,738.50	A/P	CLEARED	04/30/2021
009605	04/13/2021	Kevin Butt	17.24	A/P	CLEARED	04/26/2021
009606	04/13/2021	Leslie Squires	550.00	A/P	CLEARED	04/26/2021
009607	04/13/2021	Lynn Tucker	356.88	A/P	CLEARED	04/26/2021
009608	04/13/2021	Meade's Services & Storage Ltd.	1,581.23	A/P	OUT-STD	04/13/2021
009609	04/13/2021	Miller IT Limited	517.50	A/P	CLEARED	04/26/2021
009610	04/13/2021	Modern Business Equipment Limited	72.83	A/P	CLEARED	04/26/2021
009611	04/13/2021	Nexgen Municipal Inc.	5,821.22	A/P	CLEARED	04/26/2021
009612	04/13/2021	NL Association of Fire Services	747.50	A/P	CLEARED	04/26/2021
009613	04/13/2021	North Atlantic	28,805.62	A/P	CLEARED	04/26/2021
009614	04/13/2021	Northern Business Intelligence	1,912.04	A/P	CLEARED	04/26/2021
009615	04/13/2021	O'Brien's Trucking Ltd	1,228.20	A/P	OUT-STD	04/13/2021
009616	04/13/2021	Pat Singleton	1,725.00	A/P	OUT-STD	04/13/2021
009617	04/13/2021	Provincial Fence Products Ltd.	93.56	A/P	CLEARED	04/30/2021
009618	04/13/2021	Scotia Recycling Inc	777.40	A/P	CLEARED	04/26/2021
009619	04/13/2021	Shred-it c/o Stericycle ULC	73.74	A/P	CLEARED	04/26/2021
009620	04/13/2021	Town of Clarendville	1,608.00	A/P	CLEARED	04/26/2021
009621	04/13/2021	Town of St. Joseph's	1,362.50	A/P	OUT-STD	04/13/2021
009622	04/13/2021	Wood Environment & Infrastructure Solutions	22,633.69	A/P	CLEARED	04/26/2021
009623	04/13/2021	Woodman's Welding Ltd.	339.25	A/P	OUT-STD	04/13/2021
009624	04/13/2021	Clowe's Construction Ltd.	448.50	G/L	CLEARED	04/26/2021
009625	04/13/2021	G Groves and Sons Ltd.	1,524.90	G/L	OUT-STD	04/13/2021
009626	04/13/2021	Meades Services & Storage	528.99	G/L	CLEARED	04/30/2021
009627	04/13/2021	O'Brien's Trucking Ltd.	491.28	G/L	OUT-STD	04/13/2021
009628	04/13/2021	Pat Singleton	690.00	G/L	OUT-STD	04/13/2021
009629	04/13/2021	Hurley's Trucking Ltd.	573.85	G/L	CLEARED	04/30/2021
009636	04/28/2021	Bell Aliant	1,963.47	A/P	OUT-STD	04/28/2021
009637	04/28/2021	Coish's Trucking & Excavating Ltd.	14,432.50	A/P	OUT-STD	04/28/2021
009638	04/28/2021	Craig Drover	1,753.75	A/P	OUT-STD	04/28/2021
009639	04/28/2021	CTT Tirecraft	668.46	A/P	OUT-STD	04/28/2021
009640	04/28/2021	Curtis Dawe	19,819.79	A/P	OUT-STD	04/28/2021
009641	04/28/2021	D&L Russell Limited	121.42	A/P	OUT-STD	04/28/2021

** - Name on Check was modified

Eastern Regional Service Board

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

Cheques from 000001 to 009656 dated between 04-01-2021 and 04-30-2021

CHEQUE REGISTER

Printed: 3:18:31PM 05/04/2021

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Number	Issued		Amount	SC	Status	Status Date
009642	04/28/2021	Dicks and Company Limited	17.24	A/P	OUT-STD	04/28/2021
009643	04/28/2021	Dodd's Diesel Repair Ltd.	3,774.54	A/P	OUT-STD	04/28/2021
009644	04/28/2021	Eastern Machining & Welding Inc.	2,233.88	A/P	OUT-STD	04/28/2021
009645	04/28/2021	Harold Mallowney	734.08	A/P	OUT-STD	04/28/2021
009646	04/28/2021	Harris Ryan	8,308.75	A/P	OUT-STD	04/28/2021
009647	04/28/2021	Jenkins Anthony Inc.	3,925.55	A/P	OUT-STD	04/28/2021
009648	04/28/2021	Kevin Butt	259.54	A/P	OUT-STD	04/28/2021
009649	04/28/2021	Newfoundland Power Inc.	6,680.34	A/P	OUT-STD	04/28/2021
009650	04/28/2021	Northern Business Intelligence	483.35	A/P	OUT-STD	04/28/2021
009651	04/28/2021	ORKIN Canada Corporation	194.35	A/P	OUT-STD	04/28/2021
009652	04/28/2021	Parts For Trucks Inc.	1,230.66	A/P	OUT-STD	04/28/2021
009653	04/28/2021	PBA Industrial Supplies Ltd.	375.67	A/P	OUT-STD	04/28/2021
009654	04/28/2021	Royal Freightliner	64.34	A/P	OUT-STD	04/28/2021
009655	04/28/2021	Sam Pike Masonry Ltd.	48.09	A/P	OUT-STD	04/28/2021
Cheque Totals Issued:			793,780.32			
Void:			0.00			
Total Cheques Generated:			793,780.32			
Total # of Cheques Listed:			60			

EASTERN REGIONAL SERVICE BOARD

PAYROLL EXPENSE

APR 2021

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

PREVIOUS MONTH

MAR 2021

Payroll – Staff (<i>2 pay periods – 23 employees</i>).....	\$106,217.64
Payroll – Board (<i>18 members</i>)	<u>\$00,000.00</u>
Total Payroll (<i>23 employees</i>)	\$106,217.64
Payroll CRA Remittance	<u>\$ 37,124.00</u>
TOTAL GROSS PAYROLL	<u>\$143,341.64</u>

TOWNS PAYMENT ACTIVITY 2021 – As of May 6, 2021
(Towns include all incorporated towns and those LSDs who pay collectively)

180

CustCode	Town/Local Service District	Number of Units	Number of Units x \$180.00	Prior Year (Credit) Arrears	Total Invoiced	Payments Received	Current Balance	Amount Due by 31-Jan	Surplus (Arrears)
TOWN305	Town of Sunnyside	205	\$36,900.00		\$36,900.00	\$ 14,760.00	\$22,140.00	\$ 14,760.00	0.00
TOWN502	Town of Chance Cove	148	\$26,640.00		\$26,640.00	\$ 10,656.00	\$15,984.00	\$ 10,656.00	0.00
TOWN503	Town of Arnold's Cove	535	\$96,300.00		\$96,300.00	\$38,520.00	\$57,780.00	\$ 38,520.00	0.00
TOWN0403	Town of Cape Broyle	275	\$49,500.00		\$49,500.00	\$19,656.00	\$29,844.00	\$ 19,656.00	0.00
TOWN0504	Town of Long Harbour-Mount Arlington	196	\$35,280.00		\$35,280.00	\$14,112.00	\$21,168.00	\$ 14,112.00	0.00
TOWN0514	Town of Colinet	75	\$13,500.00		\$13,500.00	\$ 5,400.00	\$8,100.00	\$ 5,400.00	0.00
TOWN0517	Town of St. Vincent's-St. Stephen's-P	213	\$38,340.00		\$38,340.00	\$34,506.00	\$3,834.00	\$ 15,336.00	19,170.00
TOWN0804	Town of New Perlican	162	\$29,160.00		\$29,160.00	\$11,664.00	\$17,496.00	\$ 11,664.00	0.00
TOWN0809	Town of Wabana	1222	\$109,980.00		\$109,980.00	\$87,984.00	\$21,996.00	\$ 43,992.00	43,992.00
TOWN0508	Town of Point Lance	47	\$8,460.00		\$8,460.00	\$ 4,230.00	\$4,230.00	\$ 4,230.00	0.00
TOWN0511	Town of St. Joseph's	107	\$19,260.00		\$19,260.00	\$ 9,630.00	\$9,630.00	\$ 9,630.00	0.00
LSD00002	LSD of Mobile (E Dalley, Treasurer)	131	\$23,580.00		\$23,580.00	\$16,375.20	\$7,204.80	\$ 9,432.00	6,943.20
TOWN0003	Town of Clarke's Beach	592	\$106,560.00		\$106,560.00	\$ 106,560.00	\$ 0.00	\$ 42,624.00	63,936.00
TOWN301	Town of Come by Chance	118	\$21,240.00		\$21,240.00	\$21,240.00	\$ 0.00	\$ 8,496.00	12,744.00
TOWN302	Town of Norman's Cove-Long Cove	333	\$59,940.00		\$59,940.00	\$23,976.00	\$35,964.00	\$ 23,976.00	0.00
TOWN303	Town of Chapel Arm	255	\$45,900.00	(180.00)	\$45,720.00	\$18,438.90	\$27,281.10	\$ 18,288.00	150.90
TOWN304	Town of Southern Harbour	184	\$33,120.00		\$33,120.00	\$15,235.20	\$17,884.80	\$ 13,248.00	1,987.20
TOWN0401	Town of Aquaforte	69	\$12,420.00	833.03	\$13,253.03	\$ 3,313.26	\$9,939.77	\$ 5,301.21	-1,987.95
TOWN0402	Town of Bay Bulls	545	\$98,100.00		\$98,100.00	\$39,240.00	\$58,860.00	\$ 39,240.00	0.00
TOWN0404	Town of Fermeuse-Kingman's Cove	179	\$32,220.00	(0.02)	\$32,219.98	\$ 8,054.98	\$24,165.00	\$ 16,109.99	-8,055.01
TOWN0405	Town of Ferryland	272	\$48,960.00		\$48,960.00	\$24,480.00	\$24,480.00	\$ 24,480.00	0.00
TOWN0407	Town of Renewes-Cappahayden	234	\$42,120.00		\$42,120.00	\$16,848.00	\$25,272.00	\$ 21,060.00	-4,212.00
TOWN0408	Town of St. Shott's	50	\$9,000.00		\$9,000.00	\$ 6,750.00	\$2,250.00	\$ 3,600.00	3,150.00
TOWN0410	Town of Witless Bay	685	\$123,300.00		\$123,300.00	\$61,650.00	\$61,650.00	\$ 61,650.00	0.00
TOWN0411	Town of Portugal Cove South	92	\$16,560.00		\$16,560.00	\$ 8,280.00	\$8,280.00	\$ 8,280.00	0.00
TOWN0505	Town of Fox Harbour	134	\$24,120.00		\$24,120.00	\$ 9,648.00	\$14,472.00	\$ 9,648.00	0.00
TOWN0507	Town of St. Bride's	139	\$25,020.00		\$25,020.00	\$12,492.00	\$12,491.89	\$ 12,510.00	-18.00
TOWN0509	Town of Branch	161	\$28,980.00		\$28,980.00	\$15,000.00	\$13,980.00	\$ 11,592.00	3,408.00
TOWN0510	Town of Mount Carmel-Mitchell's Br	299	\$53,820.00		\$53,820.00	\$13,455.00	\$40,365.00	\$ 21,528.00	-8,073.00
TOWN0512	Town of Admiral's Beach	82	\$14,760.00		\$14,760.00	\$ 5,904.00	\$8,856.00	\$ 5,904.00	0.00
TOWN0513	Town of Gaskiers-Point LaHaye	144	\$12,960.00		\$12,960.00	\$10,368.00	\$2,592.00	\$ 5,184.00	5,184.00
TOWN0515	Town of Riverhead	112	\$10,080.00		\$10,080.00	\$ 6,881.56	\$3,198.44	\$ 4,032.00	2,849.56
TOWN0516	Town of St. Mary's	222	\$19,980.00		\$19,980.00	\$ 9,990.00	\$9,990.00	\$ 7,992.00	1,998.00
TOWN0601	Town of Whiteaway	163	\$29,340.00		\$29,340.00	\$14,670.00	\$14,670.00	\$ 11,736.00	2,934.00
TOWN0602	Town of Heart's Delight-Islington	409	\$73,620.00		\$73,620.00	\$29,448.00	\$44,172.00	\$ 29,448.00	0.00
TOWN0603	Town of Heart's Desire	125	\$22,500.00		\$22,500.00	\$ 9,000.00	\$13,500.00	\$ 9,000.00	0.00
TOWN0801	Town of Old Perlican	330	\$59,400.00		\$59,400.00	\$6,382.60	\$3,017.40	\$ 23,760.00	32,622.60
TOWN0802	Town of Bay de Verde	221	\$39,780.00	7,956.00	\$47,736.00	\$11,934.00	\$35,802.00	\$ 19,094.40	-7,160.40
TOWN0805	Town of Hant's Harbour	193	\$34,740.00		\$34,740.00	\$14,475.00	\$20,265.00	\$ 12,632.73	1,842.27
TOWN0806	Town of Heart's Content	239	\$43,020.00		\$43,020.00	\$10,755.00	\$32,265.00	\$ 21,510.00	-10,755.00
LSD0F201	LSD of Georgetown	131	\$23,580.00	1,606.79	\$25,186.79	\$ 7,860.00	\$17,326.79	\$ 10,074.72	-2,214.72
LSD0F202	LSD of Marysvalle	240	\$43,200.00	3,600.00	\$46,800.00	\$14,100.00	\$32,700.00	\$ 18,720.00	-4,620.00
TOWN0203	Town of Colliers	320	\$57,600.00	8,412.05	\$66,012.05	\$12,557.84	\$53,454.21	\$ 26,404.82	-13,846.98
TOWN0205	Town of Holyrood	1071	\$192,780.00	40,141.65	\$232,921.65	\$56,981.11	\$175,940.54	\$ 93,168.66	-36,187.55
TOWN0807	Town of Winterton	295	\$53,100.00		\$53,100.00	\$26,550.00	\$26,550.00	\$ 26,550.00	0.00
		11954	1,998,720.00	62,369.50	2,060,729.50	970,011.65	1,090,681.74	864,230.53	105,781.12

TOWNS ACTIVITY - INVOICED MONTHLY (Jan - Dec 2021)							
CustCode	Town/LSD	No. Properties	Prior Year Balance	Total Invoices 2021	Payments Received	Outstanding Balance	
TOWN0001	Town of Carbonear	2175	-	163,201.63	129,683.62	33,518.01	
		2175	-	163,201.63	129,683.62	33,518.01	

2021 TOTAL SURPLUS (ARREARS) - INCORPORATED 1 \$ 139,299.13

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

EASTERN REGIONAL SERVICE BOARD
BRIEFING NOTE / REPORT

TITLE:	Q1 Financial Report
MEETING DATE:	2021-05-13
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Craig Drover, Manager Corporate Services
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

- No recommended action as report for information only.

MOTION:

No motion required as report for information only

BACKGROUND/DISCUSSION:

- Salaries and Benefits are on budget to March 31st at 25% and 27% respectively.
- Purchased Services as a whole is well under budget, but the invoices related to the audit and legal fees were received in early April.
- Almost all budget categories are below budget for Q1. This could be an issue with the timing of invoices.
- Capital Expenditures are over budget as they include the progress payments for the two new trailers that were purchased in 2020. The budget allocation was transferred to the current year. Also included were the new SUV and Heavy-Duty Pickup to replace current fleet vehicles.
- The Bell Island WRF project was completed and paid for in Q1. The project was completed underbudget.
- Overall Operating expenditures at March 31st is at 20.3% of budget.
- Overall revenue invoiced as at March 31st was at 63.2% of budget.

ATTACHMENTS:

- Q1 2021 Budget vs Actual Report

EASTERN REGIONAL SERVICE BOARD

2021 Q1 ACTUAL VS BUDGET

	2021 Budget	2021 Q1 Actual	% Budget Used
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EXPENDITURES

Salaries			
Chair/Board Member Remuneration	\$ 100,000	\$ 21,044	21.0%
Salaries (Corporate Administration)	\$ 574,582	\$ 163,286	28.4%
Salaries (Regional Waste Operations)	\$ 968,095	\$ 232,409	24.0%
Salaries (Water)	\$ 55,075	\$ 16,586	30.1%
Sub-total	\$ 1,697,752	\$ 433,326	25.5%

Benefits			
Employment Insurance	\$ 26,277	\$ 7,613	29.0%
CPP	\$ 61,972	\$ 18,154	29.3%
WHSCC	\$ 50,000	\$ 21,820	43.6%
Health & Life Benefits	\$ 29,705	\$ 5,433	18.3%
RRSP	\$ 94,746	\$ 19,327	20.4%
Sub-total	\$ 262,699	\$ 72,347	27.5%

Transportation & Communications			
Board/Committee Local Travel & Meetings (mileage & expenses)	\$ 30,000	\$ -	0.0%
Telephone	\$ 30,000	\$ 10,548	35.2%
Staff Local Travel (mileage & expenses)	\$ 10,000	\$ 90	0.9%
Professional Development (Board)	\$ 30,000	\$ -	0.0%
Sub-total	\$ 100,000	\$ 10,638	10.6%

Supplies			
Insurance	\$ 145,000	\$ 12,236	8.4%
Office Expenses	\$ 80,000	\$ 24,643	30.8%
Bank Charges	\$ 40,000	\$ 22,281	55.7%
Sub-total	\$ 265,000	\$ 59,160	22.3%

Purchased Services Administrative			
Audit	\$ 34,320	\$ -	0.0%
Professional Development Staff	\$ 33,000	\$ 302	0.9%
Communications	\$ 160,000	\$ 13,496	8.4%
Professional Services-Legal,HR,IT,Engineering,etc.	\$ 180,000	\$ 22,475	12.5%
Sub-total	\$ 407,320	\$ 36,273	8.9%

Property, Furnishings & Equipment			
Office Space (gross lease, Majors Path)	\$ 86,000	\$ 20,078	23.3%
Computer Software/Software Licensing	\$ 24,000	\$ -	0.0%
Photocopier Fees	\$ 4,000	\$ 3,203	80.1%
Furniture & Equipment	\$ 25,000	\$ 553	2.2%
Sub-total	\$ 139,000	\$ 23,834	17.1%

	2021 Budget	2021 Q1 Actual	% Budget Used
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Regional Operations & Waste Recovery Facilities

Snow Clearing - All WRF	\$ 71,500	\$ 19,176	26.8%
Site Maintenance - All WRF	\$ 100,000	\$ 516	0.5%
Old Perican WRF (TCNWM)	\$ 190,000	\$ 39,317	20.7%
Vehicle Maintenance and Operations	\$ 380,000	\$ 64,625	17.0%
Whitbourne Depot Utilities and Phones	\$ 70,000	\$ 8,442	12.1%
Sub-total	\$ 811,500	\$ 132,075	16.3%

CLARENVILLE REGIONAL TRANSFER STATION

Utilities/phone	\$ 45,000	12,662	28.1%
Site Maintenance	\$ 64,086	\$ 2,567	4.0%
Vehicle Maintenance and Operations	\$ 219,143	\$ 17,290	7.9%
Tipping Fees At Regional Landfill for CTS	\$ 400,000	\$ 94,121	23.5%
Sub-total	\$ 728,229	\$ 126,641	17.4%

HOUSEHOLD HAZDORDOUS WASTE PROGRAM

HHW Collection Contract and Fire Dept	\$ 80,000	\$ -	0.0%
Sub-total	\$ 80,000	\$ -	0.0%

CURBSIDE WASTE COLLECTION PROGRAM

Maintenance Depot Costs Allocated to Curbside	\$ 30,000	\$ -	0.0%
Contracted Services	\$ 4,100,000	\$ 912,235	22.2%
Sub-Total	\$ 4,130,000	\$ 912,235	22.1%

WATER/WASTEWATER TREATMENT PROGRAM

Sub-Total	\$ 25,000	\$ -	0.0%
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FIRE PROTECTION

Sub-Total	\$ 75,000	\$ 2,481	3.3%
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TRANSFERS TO RESERVE

Regional Capital Reserve	\$ 200,000	\$ -	0.0%
Curbside Capital Reserve	\$ -	\$ -	0.0%
Operational Reserve	\$ -	\$ -	0.0%
Sub-Total	\$ 200,000	\$ -	0.0%

	2021 Budget	2021 Q1 Actual	% Budget Used
TOTAL EXPENSES	\$ 8,921,500	\$ 1,809,012	20.3%
ERSB CAPITAL EXPENDITURES			
WRF Development	\$ 650,000	\$ 365,990	56.3%
Regional Equipment	\$ 150,000	\$ 655,806	437.2%
Sub-Total	\$ 800,000	\$ 1,021,796	128%

TOTAL OPERATING AND CAPITAL	\$ 9,721,500	\$ 2,830,808	29.1%
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REVENUE			
Waste Collection Fees	\$ 4,590,000	\$ 4,135,713	90.1%
Provision for Bad Debt	\$ (90,000)	\$ -	0.0%
Clareville Transfer Station Tipping Fees/Permit Fees/Etc.	\$ 190,000	\$ 101,301	53.3%
Transportation Charges - Clareville Transfer Station	\$ 60,000	\$ 480	0.8%
Fire Protection Services Fees	\$ 70,000	\$ 33,199	47.4%
Recyclable Metals and Electronics	\$ 112,500	\$ 30,278	26.9%
Interest	\$ 60,000	\$ 3,827	6.4%
Miscellaneous Revenue	\$ 35,000	\$ 2,065	5.9%
Regional Landfill Tipping Fee Derived	\$ 3,300,000	\$ 1,650,000	50.0%
HST Rebate	\$ 627,750	\$ 159,082	25.3%
Provincial Capital	\$ 700,000	\$ -	0.0%
Reserve Funding	\$ -	\$ -	0.0%
Water / Wastewater Program	\$ 25,000	\$ -	0.0%
TOTAL REVENUE	\$ 9,680,250	\$ 6,115,945	63.2%

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Contract Extension: Bay de Grave Multi-Stream Waste Collection Including Recycling and Bulk Pick up
MEETING DATE:	2021-05-13
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Christie Dean, Manager Operations
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

Staff recommends the option for contract extension be exercised and the Board issue a one-year extension for waste collection services for the Bay de Grave contract area beginning July 1, 2021.

MOTIONS:

BE IT RESOLVED that the Finance & Audit Committee recommend that the Board issue a one-year extension for waste collection services to T2 Ventures Inc. for the Bay de Grave waste collection contract beginning July 1, 2021.

BACKGROUND/DISCUSSION:

- The 36-month waste services contract for the Bay de Grave area expires on June 30, 2021.
- The contract provides for two possible one-year extensions and, to date, none of the possible extensions has been exercised.
- The contractor has agreed to the extension.
- The current contracted annual unit cost is \$128.31 including HST.
- The Board has been striving to ensure all service areas receive the same level of service including two (2) curbside bulk waste collections annually. This has assisted the Board in maintaining its waste fee.
- This contract area is consistent with this goal and staff feel that given the current uncertainty associated with the pandemic that going to tender may result in a higher costs.

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Extension to Contract for Metal Recyclables Collection
MEETING DATE:	2021-05-13
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Christie Dean, Manager Waste Operations
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

Staff recommends the option for contract extension be exercised and the Board issue an extension of one year for the Metals Collection, Transportation and Recycling Services at Waste Recovery Facilities contract.

MOTION:

BE IT RESOLVED that the Finance & Audit Committee recommend that the Board issue the second and final one-year extension to the contract for Metals Collection, Transportation and Recycling Services at Waste Recovery Facilities beginning July 1, 2021 to Newco Metal & Auto Recycling Ltd.

BACKGROUND/DISCUSSION:

- The current contract for 36-months Metals Collection, Transportation and Recycling Services at waste recovery facilities expires on June 30, 2020. The current contractor is Newco Metal & Auto Recycling Ltd.
- The contract provided for two possible one-year extensions and, to date, one of the possible extensions has been exercised.
- The contracted price, paid by Newco to the Board is adjusted up or down corresponding to the new achievable market value. For 2018 and early 2019, ERSB received \$56.50 per tonne; for spring and fall 2019, ERSB received \$45.74 per tonne; and, for late 2019 and early 2020, ERSB is receiving \$34.98 per tonne.

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Old Perlican Waste Recovery Facility Contract Extension
MEETING DATE:	2020-05-13
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Christie Dean, Manager Operations
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

Staff recommends the option for contract extension be exercised and the Board issue a one-year extension for operation of the Old Perlican waste recovery facility beginning October 1, 2021.

MOTIONS:

BE IT RESOLVED that the Finance & Audit Committee recommend that the Board issue a one-year extension to Coish's Trucking & Excavating Ltd. for operation of the Old Perlican Waste Recovery Facility contract beginning October 1, 2021.

BACKGROUND/DISCUSSION:

- The Board contracts the operation of the Old Perlican Waste Recovery Facility and the current contract expires September 30, 2021.
- The contract provides for three possible one-year extensions and, to date, two has been exercised.
- The current contracted annual cost is \$12,550.00, excluding HST.
- Given the contractor's agreement to extend the contract and that the facility operates effectively, the extension is recommended.

EASTERN REGIONAL SERVICE BOARD
BRIEFING NOTE / REPORT

TITLE:	Lance Cove & Freshwater on Bell Island – Tender for Multi–Stream Waste Collection including Recycling & Bulk Collection
MEETING DATE:	2021-05-13
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Christie Dean, Manager of Waste Operations
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

Due to the significant increase in price, staff is not comfortable making a recommendation to award this tender.

MOTION:

BACKGROUND/DISCUSSION

The Board recently tendered for multi-stream waste collection, including recycling and bulk pick-up for the LSD of Lance Cove and the unincorporated area of Freshwater on Bell Island to commence on July 1, 2021.

The tender did not include the Town of Wabana as they withdrew from regional waste services effective June 30, 2021.

The Tender for the Bell Island service agreement, that included 225 properties for the next two years (24 months), closed on Friday, May 7 at 12:00 p.m.

Three potential bidders picked up a Tender package. One bid was received.

The individual cost of the accepted bid is as follows:

1. T2 Ventures Inc. - \$179,400 (including HST)

The bid received from T2 Ventures Inc., represents a cost of \$797.33 per household (including HST) for a period of 24 months. This equates to \$398.67 (including HST) per household per year.

The previous contract value was \$443.98 per household (including HST) for a period of 24 months or \$221.99 per household annually.

This is an increase of 79.5% per household annually.

The annual rate of \$398.67 received does not include tipping fees.

Due to the significant increase in price, staff is not comfortable making a recommendation to award the tender.

ATTACHMENTS:

- Bid Results

Eastern Regional Service Board

Lance Cove & Freshwater on Bell Island- Multi-Stream Waste Collection including Recycling & Bulk Collection

Closing Date and Time: Friday, May 7, 2021 @ 12 noon

Tender Description: Lance Cove & Freshwater on Bell Island- Multi-Stream Waste Collection including Recycling & Bulk Collection

Company	Base Bid	HST	Tender Total
T2 Ventures Inc.	156,000.00	23,400.00	179,400.00



Christie Dean
Manager of Operations



Witness

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Southwest Avalon: Tender for Multi-Stream Waste Collection Including Recycling and Bulk Collection
MEETING DATE:	2021-05-13
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Christie Dean, Manager Waste Operations
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

It is recommended that the contract for multi-stream waste collection, including recycling and bulk pick up for Southwest Avalon, be awarded to T2 Ventures Inc. at a cost of \$150,000 (excludes HST) for the period of July 1, 2021 to May 31, 2023.

MOTION:

BE IT RESOLVED that the Finance & Audit Committee recommend that the Board accept the bid from T2 Ventures Inc. for waste collection in Southwest Avalon in the amount of \$150,000.00 (excludes HST) for the period of July 1, 2021 to May 31, 2023.

BACKGROUND/DISCUSSION:

The tender for multi-stream waste collection, including recycling and bulk pick up on the Southwest Avalon will commence on July 1, 2021.

The tender is for the provision of service for 871 properties for the next 23 months.

The tender closed on Friday May 7, 2021 at 12:00 noon.

Two potential bidders purchased a tender package. There were two bids received.

The individual cost of the two bids are as follows:

1. T2 Ventures Inc. - \$172,500.00 (including HST)
2. Around The Bay Disposal Inc. - \$198,126.37 (including HST)

The lowest bid from T2 Ventures Inc. represents a cost of \$198.05 per household (incl. HST) for a period of 23 months.

This equates to \$103.33 (incl. HST) per household per year.

The previous contract value was annually \$98.14 per household (incl. HST).

ATTACHMENTS:

- Tender Results

DRAFT

Eastern Regional Service Board

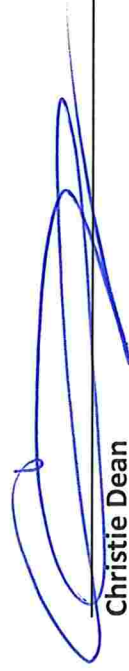
South West Avalon Multi-Stream Waste Collection including Recycling & Bulk Collection

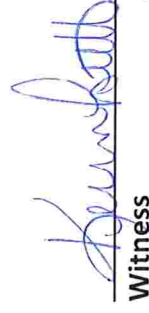
Closing Date and Time:

Friday, May 7, 2021 @ 12 noon

Tender Description: South West Avalon Multi-Stream Waste Collection including Recycling & Bulk Collection

Company	Base Bid	HST	Tender Total
T2 Ventures Inc	150,000.00	22,500.00	172,500.00
Around The Bay Disposal	172,283.80	25,842.57	198,126.37


Christie Dean
Manager of Operations


Witness

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Trinity Bay South/Trinity Bay Center Waste Collection Contract Extension
MEETING DATE:	2021-05-13
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Christie Dean, Manager Operations
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

Staff recommends the option for contract extension be exercised and the Board issue a second and final one-year extension for waste collection services for the Trinity Bay South/Trinity Bay Center contract area beginning October 1, 2021.

MOTIONS:

BE IT RESOLVED that the Finance & Audit Committee recommend that the Board issue a one-year extension to T2 Ventures Inc. for multi-stream waste collection including recycling, and bulk pick-up services for the Trinity Bay South/Trinity Bay Center contract beginning October 1, 2021.

BACKGROUND/DISCUSSION:

- The 45-month waste services contract for the Trinity Bay South/Trinity Bay Center area expired on September 30, 2020.
- The contract provides for two possible one-year extensions.
- The first one-year extension of the contract expires September 30, 2021.
- The contractor has agreed to the extension.
- Participating communities have agreed to the extension.
- The current contracted annual unit cost is \$99.14 including HST.
- The Board has been striving to ensure all service areas receive the same level of service including two (2) curbside bulk waste collections annually. This has assisted the Board in maintaining its waste fee.
- This contract area is not consistent with this goal as this area receives three (3) bulk waste collections annually; however, staff feel that given the current uncertainty associated with the pandemic that going to tender may result in much higher costs even with a reduction in the number of bulk collections to two.

EASTERN REGIONAL SERVICE BOARD
BRIEFING NOTE / REPORT

TITLE:	Southern Shore Waste Collection Contract Extension
MEETING DATE:	2021-05-13
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Christie Dean, Manager Operations
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

Staff recommends the option for contract extension be exercised and the Board issue a one-year extension for waste collection services to T2 Ventures Inc. for the Southern Shore contract area beginning July 1, 2021.

MOTIONS:

BE IT RESOLVED that the Finance & Audit Committee recommend that the Board issue a one-year extension to T2 Ventures Inc. for waste collection services for the Southern Shore contract beginning July 1, 2021.

BACKGROUND/DISCUSSION:

- The 36-month waste services contract for the Southern Shore area expires on June 30, 2021.
- The contract provides for two possible one-year extensions and, to date, none of the possible extensions has been exercised.
- The contractor has agreed to the extension.
- The current contracted annual unit cost is \$111.79 including HST.
- The Board has been striving to ensure all service areas receive the same level of service including two (2) curbside bulk waste collections annually. In addition, this has assisted the Board in maintaining its waste fee.
- This contract area is not consistent with this goal as it currently has 3 bulk collections. However, staff feel that given the current uncertainty associated with the pandemic that going to tender may result in a higher costs even when a bulk is removed.

EASTERN REGIONAL SERVICE BOARD
BRIEFING NOTE / REPORT

TITLE:	RFP: Human Resources Policy and Salary Scales Review 2021
MEETING DATE:	2021-05-13
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 award the contract for the Human Resources Policy and Procedure Manual and Salary Scales review to KBRS (Knightsbridge Robertson Surette).
- This review may be completed by the end of June or early July upon timely award of the contract, i.e., week of May 17th. To ensure timelier award of the contract, it is recommended that this motion be sent to all Board members by email for vote following today's Committee meeting.

MOTION:

BE IT RESOLVED that the Finance & Audit Committee recommend that the Board award the Request for Proposals: Human Resources Policy and Procedure Manual and Salary Scales Review Service Agreement to Knightsbridge Robertson Surette (KBRS) in the amount of \$16,000.00 plus HST.

BACKGROUND/DISCUSSION

- The Board adopted its current human resources policy document in 2012 and adopted amendments to the document in 2016 and 2017.
- The salary scales were last reviewed in 2016 and were scheduled for another review in 2019.
- However, in 2019 because of the Ministerial Directives, Provincial Waste Management Strategy Review, union certification, etc., the review was never begun.
- No collective agreement has been reached and there has been no contact with the union since early 2020.

- Staff are now recommending a review of the Board's HR policy and pay scales as per Section 4.8 of the HR policy that states, *"Salary scales and rates of pay will be reviewed every three years to be competitive with market."*
- The Board currently employs 18 full-time employees plus 10 part-time employees.
- By the end of 2020, 3 non-unionized employees out of the 18 full-time employees will be at the top of their pay scale.
- The current Human Resources policy document as well as pay scales will be reviewed for the non-union staff only.
 - Any recommended changes would not affect the collective bargaining unit as they await their own agreement under the collective bargaining process.
- The RFP was issued on April 8, 2021.
- Four potential consulting firms picked up the RFP package and proposals were received from three firms:
 - KBRs (Knightsbridge Robertson Surrrette)
 - HR Project Partners
 - Higher Talent
- The Board's Chairperson, Vice Chairperson, Chief Administrative Officer and Manager Corporate Services met on May 6th to evaluate the proposals.
- The evaluation was based on the scoring criteria outlined in the RFP – Technical Approach (40 points); Experience/Expertise of Key Personnel and/or Consultant (25 points); Management Approach including budget and schedule adherence (20 points); and Dedication of Resources (15 points).
- Evaluation Part #1 (*based on all items except budget and pricing*): KBRs proposal scoring was highest on each of the four scoring criteria for all four evaluators.
- Evaluation Part #2 (*budget and pricing*): KBRs proposal was the lowest price bid of the three received.
- Recommendation is to award the service agreement for the HR review to KBRs.
- This review may be completed by the end of June or early July upon timely award of the contract, i.e., week of May 17th. To ensure timelier award of the contract, it is recommended that this motion be sent to all Board members by email for vote following today's Committee meeting.

ATTACHMENTS:

- n/a

From: [Lynn Tucker](#)
To: [Danny Breen](#); [Deanne Stapleton](#); [Gerald Snook](#); [Gerard Tilley](#); [Glenn Clarke](#); [Harold Mullowney](#); [Ian Froude](#); [Jamie Korab](#); [Kevin McDonald](#); [Maggie Burton](#); [Peggy Roche \(Small Metro\)](#); [Sam Whalen](#); [Sandy Hickman](#); [Shawn Skinner](#); [Sheilagh O'Leary](#); [Sterling Willis \(Paradise\)](#); [Wally Collins](#); [Antle, Bill](#); wjdrodgc@eastlink.ca
Cc: [Holly Coles](#)
Subject: RESPONSE REQUIRED for Motion by Email: Award RFP: Human Resources Policy and Salary Scales Review
Date: May 14, 2021 4:45:57 PM
Attachments: [Brief Note - RFP HR Policy Review May 13 LT.pdf](#)
[HR Review - Scope of Work.pdf](#)

Good Afternoon,

Attached is a brief note that was tabled at this week's Finance & Audit Committee meeting that provides information on the recent Request for Proposals: Human Resources Policy and Salary Scales Review issued by the Board. As members may recall, this item was discussed at the Finance & Audit Committee and the regular monthly Board meeting of September 2020 where a motion was adopted (Motion #2020-062) to proceed with the review.

The Board adopted its current human resources policy document in 2012 and adopted amendments in 2016 and 2017. The Board's HR policy, Section 4.8, states that a review will be completed every three years. The HR policy and salary scales were scheduled for a review in 2019. However, due to the Ministerial Directives, Provincial Waste Management Strategy Review, union certification, etc., the review did not take place. In 2020 we had to deal with the global pandemic and this item once again was postponed. However, in September 2020 the Board did adopt a motion to proceed with the review for non-bargaining staff only.

I have attached the scope of work that was included in the RFP for members' information. As you can see, it includes a review, update and development of position descriptions, salary scales, and the organizational chart. As a part of the RFP, it is expected that existing Human Resources Policy and Procedure Manual will be updated to become consistent with industry best practices as well as compliant with all required legislation.

The RFP was completed and issued in April 2021. Four potential consulting firms picked up the RFP package and proposals were received from three (3) firms: KBRS (Knightsbridge); HR Project Partners; and, Higher Talent.

The Board's Chair, Vice Chair, CAO and Manager Corporate Services met on May 6th to open and evaluate the proposals. The evaluation was based on the scoring criteria outlined in the RFP – Technical Approach; Experience/Expertise of Key Personnel and/or Consultant; Management Approach including schedule and budget adherence; and, Dedication of Resources. The results of the evaluation are:

Part #1 (based on all criteria except budget and pricing): KBRS proposal scoring was highest on each of the four scoring criteria or all four evaluators.

Part #2 (budget and pricing): KBRS proposal was the lowest price of the three received.

The Finance & Audit Committee adopted a motion at its meeting of May 13, 2021 to recommend that the Board award the contract for the RFP to KBRS. Normally, this motion would have been brought to the Board by the Finance & Audit Committee Chairperson at the regular meeting

scheduled for May 26, 2021; however, if we wait until then, the consultant cannot begin their work until June and the work would not be completed until late July or some time in August. To ensure a more timely completion of this work, the Chair has approved this motion by email. In the proposal received from KBRS, the consultant indicated that this work could be completed by around June 30th with timely contract award. This motion will be ratified at the public Board meeting scheduled for May 26, 2021.

Would you please review the attached briefing note and information, then send along your response to the motion below at your earliest convenience to Holly at hcoles@ersbnl.ca.

MOTION: BE IT RESOLVED that the Eastern Regional Service Board award the Request for Proposals: Human Resources Policy and Procedure Manual and Salary Scales Review Service Agreement to Knightsbridge, Robertson and Surette (KBRS) in the amount of \$16,000 plus HST.

Thank you in advance for your timely consideration and response.

Kindest regards,
Lynn

Lynn Tucker
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Tel: 709-579-7960
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**THOSE WHO RESPONDED ELECTRONICALLY TO THE MOTION BY EMAIL
TO AWARD THE RFP: HUMAN RESOURCES POLICY AND SALARY SCALES
REVIEW**

MOTION: BE IT RESOLVED that the Eastern Regional Service Board award the Request for Proposals: Human Resources Policy and Procedure Manual and Salary Scales Review Service Agreement to Knightsbridge, Robertson and Surrette (KBRS) in the amount of \$16,000 plus HST.

(Motion sent by email on Friday, May 14, 2021)

IN FAVOUR

(Alphabetical order)

Bill Antle
Danny Breen
Maggie Burton
Glenn Clarke
Wesley Drodge
Ian Froude
Sandy Hickman
Kevin McDonald
Harold Mallowney
Sheilagh O'Leary
Shawn Skinner
Deanne Stapleton
Gerard Tilley
Sam Whalen
Sterling Willis

AGAINST

(Alphabetical order)

None

NO RESPONSE

(Alphabetical order)

Wally Collins
Jamie Korab
Peggy Roche
Gerald Snook

EASTERN REGIONAL SERVICE BOARD
BRIEFING NOTE / REPORT

TITLE:	Q1 Waste Operations Report
MEETING DATE:	2021-05-11
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Christie Dean, Manager of Waste Operations
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

- For information

MOTION:

N/A

BACKGROUND/DISCUSSION

- Community Waste Collections:
 - There were several disruptions to waste collections during the first quarter of 2021 due to weather conditions. The waste was then collected within the same week, unless collections was scheduled for Friday, then it was completed on Monday.
 - There were no collection delays due to COVID-related issues.
 - There appears to be no changes to diversion rates or participation.
 - There appears to be an increase in curbside waste.
- Waste Recovery Facilities (WRFs):
 - Staff continues to track efforts to deal with illegal dumping at gates of facilities.
 - Closed due to Provincial guidelines for COVID level 5, February 13. The WRF at Clarendville re-opened March 2. The remainder of the facilities re-opened on March 16.
 - Closed due to weather, March 27.
 - Sunnyside Facility was closed the entire quarter will re-open early in Q2.
 - Electronic Products Recycling Association (EPRA) – continued enhanced support of EPRA's electronics recycling program by not accepting eligible products during bulk collections and tagging with EPRA stickers items left curbside.

- Harbour Grace had approximately double the client visits than Whitbourne but approximately three times the removals. This is directly related to the amount of material that is delivered to the site after hours by illegal access.
- Clarenville Transfer Station:
 - Total waste moved from CTS to RHB:
 - Regular waste 1,664,846 kg;
 - Recyclables 93,760 kg.
 - 2019 Q1 waste moved from CTS to RHB:
 - Regular waste 1,421,230 kg;
 - Recyclables 98,900 kg.

2021 – Q1 Waste Operations Report (Jan 1 to Mar 31)

Community Waste Collections:

- Disruptions to regular curbside/roadside collections due to weather:
 - January 8, Bell Island
 - January 22, Bell Island
 - February 9, South West Avalon
 - February 10, South West Avalon
 - March 2, 3, 4 – All services areas were impacted.

All the above noted were collected later in the same week except Bell Island, which was completed the following workday, Monday.

In addition, there were several occasions where isolated community roads throughout the region could not be travelled due to icy conditions.

- There appears to be no changes to diversion rates or participation.
- There appears to be an increase in curbside waste.

Waste Recovery Facilities (WRF's):

- Accepted metals from bulk day(s)
- Regulatory visits:
 - None
- Complaints:
 - None
- All facilities closed due to Provincial Guidelines for COVID Alert Level 5 on February 13.
- The WRF at Clarendville re-opened March 2nd; the reminder of the facilities re-opened on March 16.
- Closed due to weather:
 - March 27 - closed early or did not re-open depending on the area.
- Electronic Products Recycling Association (EPRA) – continued enhanced support of EPRA's electronics recycling program by not accepting eligible products during bulk collections and tagging with EPRA stickers items left curbside.

Clarendville Transfer Station (CTS):

- One regulatory visit; however, no documentation received.
- Impact of weather at site:
 - 22 Jan – opened late due to snow (9:30 am)
 - 13 Feb - closed due to alert level 5.
 - 02 Mar – closed due to snow (all day)
 - 27 Mar - closed due to snow (all day)

- Total waste moved from CTS to RHB:
 - Regular waste 1,664,846 kg;
 - Recyclables 93,760 kg.
- 2019 Q1 waste moved from CTS to RHB:
 - Regular waste 1,421,230 kg;
 - Recyclables 98,900 kg.
- 2018 Q1 waste moved from CTS to RHB:
 - Regular waste 1,312,770 kg;
 - Recyclables 102,320 kg.
- 2017 Q1 waste moved from CTS to RHB:
 - Regular waste 1,192,470 kg;
 - Recyclables 101,950 kg.

Table 2:

WRFs	Waste	Removals	Tires	E- Waste (bags)	Client visits
Bay Bulls	150,380	10	193	12	555
Renews / Cappahayden	286,620	19	192	0	253
St. Joseph's	168,950	9	198	0	174
Placentia	157,800	9		0	373
Sunnyside	157,050	9		0	Na
Cavendish	218,110	12		Na	343
Harbour Grace	445,280	27	260	Na	940
Old Perlican	84,250	8		0	543
Clareville	268,890	17	70	0	433
Whitbourne	155,330	10	50	12	437
Total	2,092,660				4051

All weights in Kg

In summary:

- No metals were collected in Q1.
- Staff have continued to track efforts to deal with illegal dumping at facilities.
- Points of interest:
 - Of note is that the Harbour Grace facility which had approximately double the client visits than the Whitbourne facility, received approximately three times the removals. This is directly related to the amount of material that is delivered to the site after hours due to illegal access.
 - The Renew-Cappahayden facility no longer has a back load of material. The extra effort noted above has resulted in these materials being removed.

Community Name: Admiral's Beach

Water Supply: 2 Well Fields

1. Is the disinfection system operational? ☒ Yes ☐ No

2. Are chlorine residuals tested on a daily basis?

☐ Yes

☒ No

☐ Free Chlorine Only

☐ Total Chlorine Only

3. Provide the following information for the last quarter:

	Near 1 st User		Near End of Line	
	Free Chlorine (mg/L)	Total Chlorine (mg/L)	Free Chlorine (mg/L)	Total Chlorine (mg/L)
Average				
Minimum				
Maximum				

4. Is this system currently on a BWA? ☒ Yes ☐ No

If yes, select reason code: A

If yes, describe plan to address BWA:

5. Is the BWA reason code accurate? ☐ Yes ☒ No

If no, select the accurate reason code: C1

6. Are there other water quality issues? ☐ Yes ☐ No

If yes, describe the issues and the plan to address them: [Click or tap here to enter text.](#)

7. Provide the following information for the last quarter:

Average Daily Water Use	Maximum Day Demand	Unit of Measurement (i.e. USGPM, L/day, m ³ /day)
		USG per day

8. Select which of the following O&M Programs have been developed:

☐ Operational Monitoring Plan

☐ Standard Operating Procedures

☐ Maintenance Assurance Manual

☐ Emergency Plan

☐ Preventative Maintenance Programs

If not all are selected when will the remaining be completed? [Click or tap here to enter text.](#)

9. Select which of the following maintenance activities have been conducted during the last quarter?

☐ Distribution System Flushing

☐ Leak Detection

☐ Hydrant Inspection and Exercising

☐ Valve Inspection and Exercising

bo

Regional Water/Wastewater Operator Program
Quarterly Report
Drinking Water System

10. Number of days you visited the community during the last quarter? Choose an item.
11. Provide a summary of meetings or training held in the community during the last quarter. The council are interested in receiving some more one on one training that Darren Patey and Richard Harvey initiated. I will try to get them the training required.
12. Other comments?

Regional Operator Name: Ken Rollings
Date: 3/31/2021

Community Name: Aquaforte

Water Supply: Davies Pond

1. Is the disinfection system operational? ☒ Yes ☐ No
2. Are chlorine residuals tested on a daily basis?
☐ Yes ☐ No ☒ Free Chlorine Only ☐ Total Chlorine Only

3. Provide the following information for the last quarter: Cl readings every second day

	Near 1 st User		Near End of Line	
	Free Chlorine (mg/L)	Total Chlorine (mg/L)	Free Chlorine (mg/L)	Total Chlorine (mg/L)
Average			0.51	
Minimum			0.10	
Maximum			1.22	

4. Is this system currently on a BWA? ☐ Yes ☒ No
If yes, select reason code: Choose an item.
If yes, describe plan to address BWA: Click or tap here to enter text.

5. Is the BWA reason code accurate? ☐ Yes ☐ No
If no, select the accurate reason code: Choose an item.

6. Are there other water quality issues? ☐ Yes ☒ No
If yes, describe the issues and the plan to address them: Click or tap here to enter text.

7. Provide the following information for the last quarter:

Average Daily Water Use	Maximum Day Demand	Unit of Measurement (i.e. USGPM, L/day, m ³ /day)
1,810	6,350	USG per day

8. Select which of the following O&M Programs have been developed:
☒ Operational Monitoring Plan ☒ Standard Operating Procedures ☒ Maintenance Assurance Manual
☒ Emergency Plan ☒ Preventative Maintenance Programs
If not all are selected when will the remaining be completed? Click or tap here to enter text.

9. Select which of the following maintenance activities have been conducted during the last quarter?
☒ Distribution System Flushing
☐ Leak Detection
☐ Hydrant Inspection and Exercising
☐ Valve Inspection and Exercising



Regional Water/Wastewater Operator Program
Quarterly Report
Drinking Water System

10. Number of days you visited the community during the last quarter? [Choose an item.](#)
11. Provide a summary of meetings or training held in the community during the last quarter. [Click or tap here to enter text.](#)
12. Other comments? This water supply is operating well.

Regional Operator Name: Ken Rollings
Date: 3/31/2021

Community Name: Fermeuse

1. Number of public wastewater outfalls? 1

2. Are any of the outfalls discharging >100 m³/day? ☐ Yes ☒ No don't monitor flow, 41 services

If yes, are they registered under the *Wastewater Systems Effluent Regulations*? ☐ Yes ☐ No

3. Provide the following information for the last quarter (if available):

Outfall ID	Average Flow	Peak Flow	Unit of Measurement (i.e. m ³ /day, USGPM)

4. Number of lift stations? 0

5. Number of wastewater treatment plants? (include septic tanks) Choose an item.

6. Select any adverse events that may have occurred in the wastewater system during the past quarter

- ☐ Lift Station Overflow
 ☐ Leaks
 ☐ Blockages
☐ Equipment Malfunction
 ☐ Odour Complaints
☐ Other (provide details) [Click or tap here to enter text.](#)

7. Does the wastewater collection system have inflow/infiltration issues?

- ☐ Yes
 ☒ No

8. Select any maintenance activities that been undertaken on the wastewater system in the last quarter.

- ☐ Inspection of lift station
 ☐ Hand rodding to clear a blockage
☐ Flushing
 ☐ Septic tank clean-out
☐ Other (provide details) [Click or tap here to enter text.](#)

9. Note any required upgrades for the wastewater system: no problems

Regional Operator Name: Ken Rollings

Date: 3/31/2021

Community Name: Fermeuse

Water Supply: Bear Cove Pond

1. Is the disinfection system operational? ☒ Yes ☐ No

2. Are chlorine residual tested on a daily basis?

☐ Yes

☐ No

☒ Free Chlorine Only

☐ Total Chlorine Only

3. Provide the following information for the last quarter:

	Near 1 st User		Near End of Line	
	Free Chlorine (mg/L)	Total Chlorine (mg/L)	Free Chlorine (mg/L)	Total Chlorine (mg/L)
Average	1.01		0.51	
Minimum	0.86		0.33	
Maximum	1.22		0.66	

4. Is this system currently on a BWA? ☐ Yes ☒ No

If yes, select reason code: Choose an item.

If yes, describe plan to address BWA: Click or tap here to enter text.

5. Is the BWA reason code accurate? ☐ Yes ☐ No

If no, select the accurate reason code: Choose an item.

6. Are there other water quality issues? ☐ Yes ☐ No

If yes, describe the issues and the plan to address them: Click or tap here to enter text.

7. Provide the following information for the last quarter:

Average Daily Water Use	Maximum Day Demand	Unit of Measurement (i.e. USGPM, L/day, m ³ /day)
		USG per day

8. Select which of the following O&M Programs have been developed:

☒ Operational Monitoring Plan

☒ Standard Operating Procedures

☒ Maintenance Assurance Manual

☒ Emergency Plan

☒ Preventative Maintenance Programs

If not all are selected when will the remaining be completed? Click or tap here to enter text.

9. Select which of the following maintenance activities have been conducted during the last quarter?

☒ Distribution System Flushing

☐ Leak Detection

☐ Hydrant Inspection and Exercising

☐ Valve Inspection and Exercising



Regional Water/Wastewater Operator Program
Quarterly Report
Drinking Water System

10. Number of days you visited the community during the last quarter? [Choose an item.](#)
11. Provide a summary of meetings or training held in the community during the last quarter. Contacted operator.
All is well.
12. Other comments? [Click or tap here to enter text.](#)

Regional Operator Name: Ken Rollings
Date: 3/31/2021

Community Name: Ferryland

1. Number of public wastewater outfalls? 1

2. Are any of the outfalls discharging >100 m³/day? ☐ Yes ☒ No don't monitor flow, about 22 services

If yes, are they registered under the *Wastewater Systems Effluent Regulations*? ☐ Yes ☐ No

3. Provide the following information for the last quarter (if available):

Outfall ID	Average Flow	Peak Flow	Unit of Measurement (i.e. m ³ /day, USGPM)

4. Number of lift stations? 0

5. Number of wastewater treatment plants? (include septic tanks) Choose an item.

6. Select any adverse events that may have occurred in the wastewater system during the past quarter

- ☐ Lift Station Overflow
 ☐ Leaks
 ☐ Blockages
☐ Equipment Malfunction
 ☐ Odour Complaints
☐ Other (provide details) [Click or tap here to enter text.](#)

7. Does the wastewater collection system have inflow/infiltration issues?

- ☐ Yes
 ☒ No

8. Select any maintenance activities that been undertaken on the wastewater system in the last quarter.

- ☐ Inspection of lift station
 ☐ Hand rodding to clear a blockage
☐ Flushing
 ☐ Septic tank clean-out
☐ Other (provide details) [Click or tap here to enter text.](#)

9. Note any required upgrades for the wastewater system: no problems

Regional Operator Name: Ken Rollings

Date: 3/31/2021

Community Name: Ferryland

Water Supply: Deep Cove Pond

1. Is the disinfection system operational? ☒ Yes ☐ No

2. Are chlorine residuals tested on a daily basis?

☐ Yes

☐ No

☒ Free Chlorine Only

☐ Total Chlorine Only

3. Provide the following information for the last quarter:

	Near 1 st User		Near End of Line	
	Free Chlorine (mg/L)	Total Chlorine (mg/L)	Free Chlorine (mg/L)	Total Chlorine (mg/L)
Average	0.98		0.79	
Minimum	0.20		0.17	
Maximum	1.70		1.44	

4. Is this system currently on a BWA? ☐ Yes ☒ No

If yes, select reason code: Choose an item.

If yes, describe plan to address BWA: Click or tap here to enter text.

5. Is the BWA reason code accurate? ☐ Yes ☐ No

If no, select the accurate reason code: Choose an item.

6. Are there other water quality issues? ☐ Yes ☐ No

If yes, describe the issues and the plan to address them: Click or tap here to enter text.

7. Provide the following information for the last quarter: Flow data is erratic with new flow meter.

Average Daily Water Use	Maximum Day Demand	Unit of Measurement (i.e. USGPM, L/day, m ³ /day)
		USG per day

8. Select which of the following O&M Programs have been developed:

☒ Operational Monitoring Plan

☒ Standard Operating Procedures

☒ Maintenance Assurance Manual

☒ Emergency Plan

☒ Preventative Maintenance Programs

If not all are selected when will the remaining be completed? Click or tap here to enter text.

9. Select which of the following maintenance activities have been conducted during the last quarter?

☐ Distribution System Flushing

☐ Leak Detection

☐ Hydrant Inspection and Exercising

☐ Valve Inspection and Exercising



Regional Water/Wastewater Operator Program
Quarterly Report
Drinking Water System

10. Number of days you visited the community during the last quarter? Choose an item.
11. Provide a summary of meetings or training held in the community during the last quarter.
12. Other comments? All is well except for flow gauge.

Regional Operator Name: Ken Rollings
Date: 3/31/2021

Community Name: Garden Cove

Water Supply: Arch Cove Pond

1. Is the disinfection system operational? ☒ Yes ☐ No
2. Are chlorine residual tested on a daily basis?
☐ Yes ☐ No ☒ Free Chlorine Only ☐ Total Chlorine Only

3. Provide the following information for the last quarter:

	Near 1 st User		Near End of Line	
	Free Chlorine (mg/L)	Total Chlorine (mg/L)	Free Chlorine (mg/L)	Total Chlorine (mg/L)
Average				
Minimum				
Maximum				

4. Is this system currently on a BWA? ☐ Yes ☒ No
 If yes, select reason code: Choose an item.
 If yes, describe plan to address BWA: Click or tap here to enter text.

5. Is the BWA reason code accurate? ☐ Yes ☐ No
 If no, select the accurate reason code: Choose an item.

6. Are there other water quality issues? ☐ Yes ☐ No
 If yes, describe the issues and the plan to address them: Click or tap here to enter text.

7. Provide the following information for the last quarter:

Average Daily Water Use	Maximum Day Demand	Unit of Measurement (i.e. USGPM, L/day, m ³ /day)

8. Select which of the following O&M Programs have been developed:
☐ Operational Monitoring Plan ☐ Standard Operating Procedures ☐ Maintenance Assurance Manual
☐ Emergency Plan ☐ Preventative Maintenance Programs
 If not all are selected when will the remaining be completed? Click or tap here to enter text.

9. Select which of the following maintenance activities have been conducted during the last quarter?
☐ Distribution System Flushing
☐ Leak Detection
☐ Hydrant Inspection and Exercising
☐ Valve Inspection and Exercising

Regional Water/Wastewater Operator Program
Quarterly Report
Drinking Water System

10. Number of days you visited the community during the last quarter? [Choose an item.](#)
11. Provide a summary of meetings or training held in the community during the last quarter. Operator is not answering the phone.
12. Other comments? [Click or tap here to enter text.](#)

Regional Operator Name: Ken Rollings
Date: 3/31/2021

Community Name: Gaskiers – Point La Haye

Water Supply: Big Hare Hill Pond

1. Is the disinfection system operational? ☒ Yes ☐ No

2. Are chlorine residuals tested on a daily basis?

☐ Yes

☒ No

☐ Free Chlorine Only

☐ Total Chlorine Only

3. Provide the following information for the last quarter: Less than a month of sporadic data

	Near 1 st User		Near End of Line	
	Free Chlorine (mg/L)	Total Chlorine (mg/L)	Free Chlorine (mg/L)	Total Chlorine (mg/L)
Average				
Minimum				
Maximum				

4. Is this system currently on a BWA? ☒ Yes ☐ No

If yes, select reason code: C1

If yes, describe plan to address BWA: a new operator has taken over

5. Is the BWA reason code accurate? ☒ Yes ☒ No

If no, select the accurate reason code: Choose an item.

6. Are there other water quality issues? ☐ Yes ☒ No

If yes, describe the issues and the plan to address them: [Click or tap here to enter text.](#)

7. Provide the following information for the last quarter:

Average Daily Water Use	Maximum Day Demand	Unit of Measurement (i.e. USGPM, L/day, m ³ /day)
		USG per day

8. Select which of the following O&M Programs have been developed:

☐ Operational Monitoring Plan

☐ Standard Operating Procedures

☐ Maintenance Assurance Manual

☐ Emergency Plan

☐ Preventative Maintenance Programs

If not all are selected when will the remaining be completed? [Click or tap here to enter text.](#)

9. Select which of the following maintenance activities have been conducted during the last quarter?

☒ Distribution System Flushing

☐ Leak Detection

☐ Hydrant Inspection and Exercising

☐ Valve Inspection and Exercising

Regional Water/Wastewater Operator Program
Quarterly Report
Drinking Water System

10. Number of days you visited the community during the last quarter? Choose an item.
11. Provide a summary of meetings or training held in the community during the last quarter. Contacted Ron Dillon who is the Mayor of Gaskiers Point La Hay and is also the water supply operator. There was some training in mid Jan by Darrin Patey and Nancy Griffith. Ron started monitoring residuals on Jan 24. As of Feb 3, the residuals were in the 0.03 to 0.07 ppm range near the end of the line. Contacted again Mar 29. Ron has taken a job in Labrador. I do not know the status of monitoring currently.
12. Other comments?

Regional Operator Name: Ken Rollings
Date: 3/31/2021

Community Name: Georgetown
groundwater supply

Water Supply: Third Pond and smaller

1. Is the disinfection system operational? ☒ Yes ☐ No
2. Are chlorine residuals tested on a daily basis?
☒ Yes ☐ No ☐ Free Chlorine Only ☐ Total Chlorine Only

3. Provide the following information for the last quarter: 1st User is the water plant.

	Near 1 st User		Near End of Line	
	Free Chlorine (mg/L)	Total Chlorine (mg/L)	Free Chlorine (mg/L)	Total Chlorine (mg/L)
Average	1.12	1.17		
Minimum	0.67	0.72		
Maximum	1.40	1.94		

4. Is this system currently on a BWA? ☐ Yes ☒ No
If yes, select reason code: Choose an item.
If yes, describe plan to address BWA:
5. Is the BWA reason code accurate? ☐ Yes ☒ No
If no, select the accurate reason code: Choose an item.
6. Are there other water quality issues? ☐ Yes ☒ No
If yes, describe the issues and the plan to address them: Click or tap here to enter text.

7. Provide the following information for the last quarter: May is missing

Average Daily Water Use	Maximum Day Demand	Unit of Measurement (i.e. USGPM, L/day, m ³ /day)
9,122	12,600	USG per day

8. Select which of the following O&M Programs have been developed:
☒ Operational Monitoring Plan ☒ Standard Operating Procedures ☒ Maintenance Assurance Manual
☒ Emergency Plan ☒ Preventative Maintenance Programs
If not all are selected when will the remaining be completed? Click or tap here to enter text.
9. Select which of the following maintenance activities have been conducted during the last quarter?
☐ Distribution System Flushing
☐ Leak Detection
☐ Hydrant Inspection and Exercising
☐ Valve Inspection and Exercising

Regional Water/Wastewater Operator Program
Quarterly Report
Drinking Water System

10. Number of days you visited the community during the last quarter? Choose an item.
11. Provide a summary of meetings or training held in the community during the last quarter. [Click or tap here to enter text.](#)
12. Other comments? [Click or tap here to enter text.](#)

Regional Operator Name: Ken Rollings
Date: 3/31/2021

Regional Water/Wastewater Operator Program Quarterly Report Drinking Water System

Community Name: Goobies

Water Supply: Water Pond

1. Is the disinfection system operational? ☒ Yes ☐ No
2. Are chlorine residual tested on a daily basis?
☐ Yes ☒ No ☐ Free Chlorine Only ☐ Total Chlorine Only

3. Provide the following information for the last quarter: 7 data points only

	Near 1 st User		Near End of Line	
	Free Chlorine (mg/L)	Total Chlorine (mg/L)	Free Chlorine (mg/L)	Total Chlorine (mg/L)
Average				
Minimum				
Maximum				

4. Is this system currently on a BWA? ☒ Yes ☐ No
 If yes, select reason code: F3
 If yes, describe plan to address BWA: Operator resigned. Community needs a new operator.

5. Is the BWA reason code accurate? ☐ Yes ☒ No
 If no, select the accurate reason code: E1

6. Are there other water quality issues? ☐ Yes ☐ No
 If yes, describe the issues and the plan to address them: [Click or tap here to enter text.](#)

7. Provide the following information for the last quarter:

Average Daily Water Use	Maximum Day Demand	Unit of Measurement (i.e. USGPM, L/day, m ³ /day)

8. Select which of the following O&M Programs have been developed:
☒ Operational Monitoring Plan ☒ Standard Operating Procedures ☒ Maintenance Assurance Manual
☒ Emergency Plan ☒ Preventative Maintenance Programs
 If not all are selected when will the remaining be completed? [Click or tap here to enter text.](#)

9. Select which of the following maintenance activities have been conducted during the last quarter?
☐ Distribution System Flushing
☐ Leak Detection
☐ Hydrant Inspection and Exercising
☐ Valve Inspection and Exercising

Regional Water/Wastewater Operator Program
Quarterly Report
Drinking Water System

10. Number of days you visited the community during the last quarter? Choose an item.
11. Provide a summary of meetings or training held in the community during the last quarter. The new operator resigned. He had a job offer outside of the community. Unable to contact chair of LSD, his number is no longer in service.
12. Other comments? Click or tap here to enter text.

Regional Operator Name: Ken Rollings
Date: 3/31/2021

Community Name: Marysvale

Water Supply: Drilled

1. Is the disinfection system operational? ☒ Yes ☐ No

2. Are chlorine residual tested on a daily basis?

☐ Yes

☐ No

☒ Free Chlorine Only

☐ Total Chlorine Only

3. Provide the following information for the last quarter:

	Near 1 st User		Near End of Line	
	Free Chlorine (mg/L)	Total Chlorine (mg/L)	Free Chlorine (mg/L)	Total Chlorine (mg/L)
Average	0.42		0.20	
Minimum	0.34		0.14	
Maximum	0.51		0.34	

4. Is this system currently on a BWA? ☒ Yes ☐ No

If yes, select reason code: E1

If yes, describe plan to address BWA: The BWA could be lifted, however there is a Manganese exceedance.

5. Is the BWA reason code accurate? ☒ Yes ☐ No

If no, select the accurate reason code: Choose an item.

6. Are there other water quality issues? ☒ Yes ☐ No

If yes, describe the issues and the plan to address them: There was a manganese exceedance. The Consultants were contacted.

7. Provide the following information for the last quarter:

Average Daily Water Use	Maximum Day Demand	Unit of Measurement (i.e. USGPM, L/day, m ³ /day)
16,892	51,400	USG per day

8. Select which of the following O&M Programs have been developed:

☒ Operational Monitoring Plan

☒ Standard Operating Procedures

☒ Maintenance Assurance Manual

☒ Emergency Plan

☒ Preventative Maintenance Programs

If not all are selected when will the remaining be completed?

9. Select which of the following maintenance activities have been conducted during the last quarter?

☐ Distribution System Flushing

☐ Leak Detection

☐ Hydrant Inspection and Exercising

☐ Valve Inspection and Exercising

Regional Water/Wastewater Operator Program
Quarterly Report
Drinking Water System

10. Number of days you visited the community during the last quarter? 1
11. Provide a summary of meetings or training held in the community during the last quarter. I was advised Jan 14 that the water treatment system is malfunctioning. Jan 8 there was a report of a manganese exceedance.
12. Other comments? The operator advised that Welcon Construction installed the water treatment system. Francois Masse of KD Pratt replied to Brad Lush enquiry on the status during commissioning stage – problem not identified at commissioning. Brad Lush advised that there is no money left in the budget and the file is closed however Marysvale can apply for a Special Assistance Grant to fix the problem. Deneen Spracklin contacted Francois Masse with specific question on the water system. No reply yet. The Boil Water Advisory could be lifted, however there remains a manganese exceedance.

Regional Operator Name: Ken Rollings
Date: 3/31/2021

Community Name: North Harbour
(85 people) 2. Communal Well (5 people)

Water Supply: 1. Grandfather's Pond

1. Is the disinfection system operational? ☒ Yes ☐ No Grandfather's Pond

2. Are chlorine residual tested on a daily basis?

☐ Yes

☐ No

☒ Free Chlorine Only

☐ Total Chlorine Only

3. Provide the following information for the last quarter: data is sparse

	Near 1 st User		Near End of Line	
	Free Chlorine (mg/L)	Total Chlorine (mg/L)	Free Chlorine (mg/L)	Total Chlorine (mg/L)
Average	1.26		0.30	
Minimum	0.60		0.03	
Maximum	3.30		0.91	

4. Is this system currently on a BWA?

☒ Yes

☐ No

If yes, select reason code: E2

If yes, describe plan to address BWA: [Click or tap here to enter text.](#)

5. Is the BWA reason code accurate?

☒ Yes

☐ No

If no, select the accurate reason code: [Choose an item.](#)

6. Are there other water quality issues?

☐ Yes

☒ No

If yes, describe the issues and the plan to address them: [Click or tap here to enter text.](#)

7. Provide the following information for the last quarter:

Average Daily Water Use	Maximum Day Demand	Unit of Measurement (i.e. USGPM, L/day, m ³ /day)

8. Select which of the following O&M Programs have been developed:

☒ Operational Monitoring Plan

☒ Standard Operating Procedures

☒ Maintenance Assurance Manual

☒ Emergency Plan

☒ Preventative Maintenance Programs

If not all are selected when will the remaining be completed? [Click or tap here to enter text.](#)

9. Select which of the following maintenance activities have been conducted during the last quarter?

☒ Distribution System Flushing

☐ Leak Detection

☐ Hydrant Inspection and Exercising

☐ Valve Inspection and Exercising

10. Number of days you visited the community during the last quarter? 1
11. Provide a summary of meetings or training held in the community during the last quarter. Chased down the phone number for Sheldon Pardy the new Chair of the LSD. Site visit on Jan 12 with Sheldon. He collects Chlorine residual data as well as Max Barrett the operator. Pictures were taken at both pump houses. Still stuck on BlackBerry. Discussed operating guidelines for Chlorine residuals. Advised Sheldon that more data is required at the end of the line.
12. Other comments? The new chair of the LSD is keen on getting the BWA lifted.

Regional Operator Name: Ken Rollings
Date: 3/31/2021

Community Name: O'Donnell's

Water Supply: Well Field

1. Is the disinfection system operational? ☐ Yes ☐ No
2. Are chlorine residuals tested on a daily basis?
☐ Yes ☐ No ☐ Free Chlorine Only ☐ Total Chlorine Only

3. Provide the following information for the last quarter:

	Near 1 st User		Near End of Line	
	Free Chlorine (mg/L)	Total Chlorine (mg/L)	Free Chlorine (mg/L)	Total Chlorine (mg/L)
Average				
Minimum				
Maximum				

4. Is this system currently on a BWA? ☒ Yes ☐ No
 If yes, select reason code: E1
 If yes, describe plan to address BWA: increase Chlorine dose
5. Is the BWA reason code accurate? ☒ Yes ☐ No
 If no, select the accurate reason code: Choose an item.
6. Are there other water quality issues? ☐ Yes ☐ No
 If yes, describe the issues and the plan to address them: Click or tap here to enter text.

7. Provide the following information for the last quarter:

Average Daily Water Use	Maximum Day Demand	Unit of Measurement (i.e. USGPM, L/day, m ³ /day)
		USG per day

8. Select which of the following O&M Programs have been developed:
☐ Operational Monitoring Plan ☐ Standard Operating Procedures ☐ Maintenance Assurance Manual
☐ Emergency Plan ☐ Preventative Maintenance Programs
 If not all are selected when will the remaining be completed? Click or tap here to enter text.
9. Select which of the following maintenance activities have been conducted during the last quarter?
☐ Distribution System Flushing
☐ Leak Detection
☐ Hydrant Inspection and Exercising
☐ Valve Inspection and Exercising
10. Number of days you visited the community during the last quarter? Choose an item.

Regional Water/Wastewater Operator Program
Quarterly Report
Drinking Water System

11. Provide a summary of meetings or training held in the community during the last quarter. Contacted Town Clerk. Chair was in St. John's tending to his sick wife. I am still trying to get a first meeting with this community.
12. Other comments? [Click or tap here to enter text.](#)

Regional Operator Name: Ken Rollings
Date: 3/31/2021

Community Name: Portugal Cove South

Water Supply: Wrights Brook

1. Is the disinfection system operational? ☒ Yes ☐ No

2. Are chlorine residual tested on a daily basis?

☒ Yes ☐ No ☐ Free Chlorine Only ☐ Total Chlorine Only

3. Provide the following information for the last quarter: Jan data only

	Near 1 st User		Near End of Line	
	Free Chlorine (mg/L)	Total Chlorine (mg/L)	Free Chlorine (mg/L)	Total Chlorine (mg/L)
Average	0.14	0.20	0.06	0.10
Minimum	0.03	0.06	0.02	0.03
Maximum	0.62	0.70	0.20	0.32

4. Is this system currently on a BWA? ☒ Yes ☐ No

If yes, select reason code: E1

If yes, describe plan to address BWA: increase chlorine dose

5. Is the BWA reason code accurate? ☒ Yes ☐ No

If no, select the accurate reason code: Choose an item.

6. Are there other water quality issues? ☒ Yes ☐ No

If yes, describe the issues and the plan to address them: turbidity during heavy rainfall

7. Provide the following information for the last quarter:

Average Daily Water Use	Maximum Day Demand	Unit of Measurement (i.e. USGPM, L/day, m ³ /day)
51,869	163,000	USG per day

8. Select which of the following O&M Programs have been developed:

☐ Operational Monitoring Plan ☐ Standard Operating Procedures ☐ Maintenance Assurance Manual
☐ Emergency Plan ☐ Preventative Maintenance Programs

If not all are selected when will the remaining be completed? When BWA lifted

9. Select which of the following maintenance activities have been conducted during the last quarter?

☐ Distribution System Flushing
☐ Leak Detection
☐ Hydrant Inspection and Exercising
☐ Valve Inspection and Exercising



Regional Water/Wastewater Operator Program
Quarterly Report
Drinking Water System

10. Number of days you visited the community during the last quarter? [Choose an item.](#)
11. Provide a summary of meetings or training held in the community during the last quarter. An infiltration gallery is slated for this community next summer. In the meantime, Chlorine levels need to be adjusted up.
12. Other comments? [Click or tap here to enter text.](#)

Regional Operator Name: Ken Rollings
Date: 3/31/2021

Community Name: Renew-Cappahayden

Water Supply: #1 Dinn's Well

1. Is the disinfection system operational? ☒ Yes ☐ No

2. Are chlorine residual tested on a daily basis?

☐ Yes

☐ No

☒ Free Chlorine Only

☐ Total Chlorine Only

3. Provide the following information for the last quarter: operator does not provide data

	Near 1 st User		Near End of Line	
	Free Chlorine (mg/L)	Total Chlorine (mg/L)	Free Chlorine (mg/L)	Total Chlorine (mg/L)
Average				
Minimum				
Maximum				

4. Is this system currently on a BWA? ☐ Yes ☒ No

If yes, select reason code: Choose an item.

If yes, describe plan to address BWA: Click or tap here to enter text.

5. Is the BWA reason code accurate? ☐ Yes ☐ No

If no, select the accurate reason code: Choose an item.

6. Are there other water quality issues? ☐ Yes ☒ No

If yes, describe the issues and the plan to address them: Click or tap here to enter text.

7. Provide the following information for the last quarter:

Average Daily Water Use	Maximum Day Demand	Unit of Measurement (i.e. USGPM, L/day, m ³ /day)
		USG per day

8. Select which of the following O&M Programs have been developed:

☒ Operational Monitoring Plan

☒ Standard Operating Procedures

☒ Maintenance Assurance Manual

☒ Emergency Plan

☒ Preventative Maintenance Programs

If not all are selected when will the remaining be completed? Click or tap here to enter text.

9. Select which of the following maintenance activities have been conducted during the last quarter?

☐ Distribution System Flushing

☐ Leak Detection

☐ Hydrant Inspection and Exercising

☐ Valve Inspection and Exercising



Regional Water/Wastewater Operator Program
Quarterly Report
Drinking Water System

10. Number of days you visited the community during the last quarter? [Choose an item.](#)
11. Provide a summary of meetings or training held in the community during the last quarter. Operator is not sending in Chlorine residual data.
12. Other comments? [Click or tap here to enter text.](#)

Regional Operator Name: Ken Rollings
Date: 3/31/2021

Community Name: Riverhead

Water Supply: Well Field

1. Is the disinfection system operational? ☒ Yes ☐ No

2. Are chlorine residuals tested on a daily basis?

☐ Yes

☐ No

☒ Free Chlorine Only

☐ Total Chlorine Only

3. Provide the following information for the last quarter:

	Near 1 st User		Near End of Line	
	Free Chlorine (mg/L)	Total Chlorine (mg/L)	Free Chlorine (mg/L)	Total Chlorine (mg/L)
Average	1.09		0.47	
Minimum	0.80		0.33	
Maximum	1.53		0.64	

4. Is this system currently on a BWA? ☐ Yes ☒ No

If yes, select reason code: Choose an item.

If yes, describe plan to address BWA:

5. Is the BWA reason code accurate? ☐ Yes ☐ No

If no, select the accurate reason code: Choose an item.

6. Are there other water quality issues? ☐ Yes ☒ No

If yes, describe the issues and the plan to address them: [Click or tap here to enter text.](#)

7. Provide the following information for the last quarter:

Average Daily Water Use	Maximum Day Demand	Unit of Measurement (i.e. USGPM, L/day, m ³ /day)
		USG per day

8. Select which of the following O&M Programs have been developed:

☐ Operational Monitoring Plan

☐ Standard Operating Procedures

☐ Maintenance Assurance Manual

☐ Emergency Plan

☐ Preventative Maintenance Programs

If not all are selected when will the remaining be completed? [Click or tap here to enter text.](#)

9. Select which of the following maintenance activities have been conducted during the last quarter?

☐ Distribution System Flushing

☐ Leak Detection

☐ Hydrant Inspection and Exercising

☐ Valve Inspection and Exercising



Regional Water/Wastewater Operator Program
Quarterly Report
Drinking Water System

10. Number of days you visited the community during the last quarter? [Choose an item.](#)
11. Provide a summary of meetings or training held in the community during the last quarter. No problems in this community.
12. Other comments? [Click or tap here to enter text.](#)

Regional Operator Name: Ken Rollings
Date: 3/31/2021

Community Name: St. Joseph's

Water Supply: Drilled

1. Is the disinfection system operational? ☐ Yes ☐ No no disinfection system
2. Are chlorine residuals tested on a daily basis?
☐ Yes ☐ No ☐ Free Chlorine Only ☐ Total Chlorine Only

3. Provide the following information for the last quarter:

	Near 1 st User		Near End of Line	
	Free Chlorine (mg/L)	Total Chlorine (mg/L)	Free Chlorine (mg/L)	Total Chlorine (mg/L)
Average				
Minimum				
Maximum				

4. Is this system currently on a BWA? ☒ Yes ☐ No
If yes, select reason code: A
If yes, describe plan to address BWA: talk to council regarding the benefits of Chlorination
5. Is the BWA reason code accurate? ☒ Yes ☐ No
If no, select the accurate reason code: Choose an item.
6. Are there other water quality issues? ☐ Yes ☒ No
If yes, describe the issues and the plan to address them: Click or tap here to enter text.

7. Provide the following information for the last quarter:

Average Daily Water Use	Maximum Day Demand	Unit of Measurement (i.e. USGPM, L/day, m ³ /day)
		USG per day

8. Select which of the following O&M Programs have been developed:
☐ Operational Monitoring Plan ☐ Standard Operating Procedures ☐ Maintenance Assurance Manual
☐ Emergency Plan ☐ Preventative Maintenance Programs
If not all are selected when will the remaining be completed? Click or tap here to enter text.
9. Select which of the following maintenance activities have been conducted during the last quarter?
☐ Distribution System Flushing
☐ Leak Detection
☐ Hydrant Inspection and Exercising
☐ Valve Inspection and Exercising
10. Number of days you visited the community during the last quarter? Choose an item.

Regional Water/Wastewater Operator Program
Quarterly Report
Drinking Water System

11. Provide a summary of meetings or training held in the community during the last quarter. This community is now in favor of chlorination. Chlorination equipment was ordered, and the town clerk has requested training. Information was provided to get the necessary on-site training
12. Other comments?

Regional Operator Name: Ken Rollings
Date: 3/31/2021

Community Name: St. Mary's

1. Number of public wastewater outfalls? 1

2. Are any of the outfalls discharging >100 m³/day? ☒ Yes ☐ No don't monitor flow, about 100 services

If yes, are they registered under the *Wastewater Systems Effluent Regulations*? ☐ Yes ☒ No

3. Provide the following information for the last quarter (if available):

Outfall ID	Average Flow	Peak Flow	Unit of Measurement (i.e. m ³ /day, USGPM)

4. Number of lift stations? 1

5. Number of wastewater treatment plants? (include septic tanks) Choose an item.

6. Select any adverse events that may have occurred in the wastewater system during the past quarter

- ☐ Lift Station Overflow
 ☐ Leaks
 ☐ Blockages
☐ Equipment Malfunction
 ☐ Odour Complaints
☐ Other (provide details) [Click or tap here to enter text.](#)

7. Does the wastewater collection system have inflow/infiltration issues?

- ☐ Yes
 ☒ No

8. Select any maintenance activities that been undertaken on the wastewater system in the last quarter.

- ☐ Inspection of lift station
 ☐ Hand rodding to clear a blockage
☐ Flushing
 ☐ Septic tank clean-out
☐ Other (provide details) [Click or tap here to enter text.](#)

9. Note any required upgrades for the wastewater system: A flow gauge is needed.

Regional Operator Name: Ken Rollings
Date: 3/31/2021

Community Name: St. Mary's

Water Supply: Wellfield

1. Is the disinfection system operational? ☒ Yes ☐ No

2. Are chlorine residuals tested on a daily basis?

☐ Yes

☒ No

☐ Free Chlorine Only

☐ Total Chlorine Only

3. Provide the following information for the last quarter:

	Near 1 st User		Near End of Line	
	Free Chlorine (mg/L)	Total Chlorine (mg/L)	Free Chlorine (mg/L)	Total Chlorine (mg/L)
Average				
Minimum				
Maximum				

4. Is this system currently on a BWA? ☒ Yes ☐ No

If yes, select reason code: E1

If yes, describe plan to address BWA: increase Cl dose

5. Is the BWA reason code accurate? ☒ Yes ☐ No

If no, select the accurate reason code: Choose an item.

6. Are there other water quality issues? ☒ Yes ☐ No

If yes, describe the issues and the plan to address them: well yield is low

7. Provide the following information for the last quarter:

Average Daily Water Use	Maximum Day Demand	Unit of Measurement (i.e. USGPM, L/day, m ³ /day)

8. Select which of the following O&M Programs have been developed:

☐ Operational Monitoring Plan

☐ Standard Operating Procedures

☐ Maintenance Assurance Manual

☐ Emergency Plan

☐ Preventative Maintenance Programs

If not all are selected when will the remaining be completed? [Click or tap here to enter text.](#)

9. Select which of the following maintenance activities have been conducted during the last quarter?

☐ Distribution System Flushing

☐ Leak Detection

☐ Hydrant Inspection and Exercising

☐ Valve Inspection and Exercising

Regional Water/Wastewater Operator Program
Quarterly Report
Drinking Water System

10. Number of days you visited the community during the last quarter? Choose an item.
11. Provide a summary of meetings or training held in the community during the last quarter. The community is still waiting on the hook up of 2 new wells to bring the water supply up to adequate quantity. A new reservoir is also planned.
12. Other comments? Chlorine observation were limited to Total Chlorine (2.2 ppm) at the pump house. Left a message regarding the observing program. I will check again with the operator.

Regional Operator Name: Ken Rollings
Date: 3/31/2021

Community Name: St. Shotts

Water Supply: Unnamed Pond

1. Is the disinfection system operational? ☒ Yes ☐ No

2. Are chlorine residuals tested on a daily basis?

☒ Yes ☐ No ☐ Free Chlorine Only ☐ Total Chlorine Only

3. Provide the following information for the last quarter: (2 months of data)

	Near 1 st User		Near End of Line	
	Free Chlorine (mg/L)	Total Chlorine (mg/L)	Free Chlorine (mg/L)	Total Chlorine (mg/L)
Average	0.47	0.54	0.53	0.62
Minimum	0.00	0.03	0.12	0.20
Maximum	1.33	1.39	1.28	1.26

4. Is this system currently on a BWA? ☒ Yes ☐ No

If yes, select reason code: E1

If yes, describe plan to address BWA: increase Cl dose

5. Is the BWA reason code accurate? ☒ Yes ☐ No

If no, select the accurate reason code: Choose an item.

6. Are there other water quality issues? ☒ Yes ☐ No

If yes, describe the issues and the plan to address them: turbidity

7. Provide the following information for the last quarter:

Average Daily Water Use	Maximum Day Demand	Unit of Measurement (i.e. USGPM, L/day, m ³ /day)
		USG per day

8. Select which of the following O&M Programs have been developed:

☐ Operational Monitoring Plan ☐ Standard Operating Procedures ☐ Maintenance Assurance Manual
☐ Emergency Plan ☐ Preventative Maintenance Programs

If not all are selected when will the remaining be completed? As soon as possible

9. Select which of the following maintenance activities have been conducted during the last quarter?

☐ Distribution System Flushing
☐ Leak Detection
☐ Hydrant Inspection and Exercising
☐ Valve Inspection and Exercising

Regional Water/Wastewater Operator Program
Quarterly Report
Drinking Water System

10. Number of days you visited the community during the last quarter? [Choose an item.](#)
11. Provide a summary of meetings or training held in the community during the last quarter. The town is waiting on an infiltration gallery, which is scheduled to start in Apr 2020, before proceeding with BWA removal.
12. Other comments? [Click or tap here to enter text.](#)

Regional Operator Name: Ken Rollings
Date: 3/31/2021

Community Name: Swift Current

Water Supply: Drilled Well

1. Is the disinfection system operational? ☒ Yes ☐ No

2. Are chlorine residuals tested on a daily basis?

☐ Yes

☐ No

☐ Free Chlorine Only

☐ Total Chlorine Only

3. Provide the following information for the last quarter:

	Near 1 st User		Near End of Line	
	Free Chlorine (mg/L)	Total Chlorine (mg/L)	Free Chlorine (mg/L)	Total Chlorine (mg/L)
Average				
Minimum				
Maximum				

4. Is this system currently on a BWA? ☒ Yes ☐ No

If yes, select reason code: E1

If yes, describe plan to address BWA: This community needs an iron/manganese filter

5. Is the BWA reason code accurate? ☐ Yes ☐ No

If no, select the accurate reason code: Choose an item.

6. Are there other water quality issues? ☒ Yes ☐ No

If yes, describe the issues and the plan to address them: iron and manganese, filter

7. Provide the following information for the last quarter:

Average Daily Water Use	Maximum Day Demand	Unit of Measurement (i.e. USGPM, L/day, m ³ /day)

8. Select which of the following O&M Programs have been developed:

☐ Operational Monitoring Plan

☐ Standard Operating Procedures

☐ Maintenance Assurance Manual

☐ Emergency Plan

☐ Preventative Maintenance Programs

If not all are selected when will the remaining be completed? As soon as possible

9. Select which of the following maintenance activities have been conducted during the last quarter?

☐ Distribution System Flushing

☐ Leak Detection

☐ Hydrant Inspection and Exercising

☐ Valve Inspection and Exercising

Regional Water/Wastewater Operator Program
Quarterly Report
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10. Number of days you visited the community during the last quarter? Choose an item.
11. Provide a summary of meetings or training held in the community during the last quarter. Bill Scott, the secretary of the LSD, called / emailed several times to discuss getting the BWA removed. He is a retired engineer with experience in Chlorination. He is producing a report examining the various options in getting Manganese levels down to below the maximum acceptable concentration, unfortunately the operating costs would be \$101 per month per household. The province conducted some water quality sampling.
12. Other comments? I am hopeful that a solution can be obtained, but the operational costs are too high.

Regional Operator Name: Ken Rollings
Date: 3/31/2021

Community Name: Trepassey

1. Number of public wastewater outfalls? 1

2. Are any of the outfalls discharging >100 m³/day? ☒ Yes ☐ No don't monitor flow, about 250 services

If yes, are they registered under the *Wastewater Systems Effluent Regulations*? ☐ Yes ☒ No

3. Provide the following information for the last quarter (if available):

Outfall ID	Average Flow	Peak Flow	Unit of Measurement (i.e. m ³ /day, USGPM)

4. Number of lift stations? 3

5. Number of wastewater treatment plants? (include septic tanks) 2
2 septic tanks serve 5 homes

6. Select any adverse events that may have occurred in the wastewater system during the past quarter

- ☐ Lift Station Overflow
 ☐ Leaks
 ☐ Blockages
☐ Equipment Malfunction
 ☐ Odour Complaints
☐ Other (provide details) [Click or tap here to enter text.](#)

7. Does the wastewater collection system have inflow/infiltration issues?

- ☐ Yes
 ☒ No

8. Select any maintenance activities that been undertaken on the wastewater system in the last quarter.

- ☐ Inspection of lift station
 ☐ Hand rodding to clear a blockage
☐ Flushing
 ☐ Septic tank clean-out
☐ Other (provide details) removed section, cleared and reinstalled

9. Note any required upgrades for the wastewater system: This system needs a flow gauge.

Regional Operator Name: Ken Rollings

Date: 3/31/2021

Community Name: Trepassey

Water Supply: Miller's Pond, Broom Cove Pond

1. Is the disinfection system operational? ☒ Yes ☐ No
2. Are chlorine residuals tested on a daily basis?
☒ Yes ☐ No ☐ Free Chlorine Only ☐ Total Chlorine Only

3. Provide the following information for the last quarter:

	Near 1 st User		Near End of Line	
	Free Chlorine (mg/L)	Total Chlorine (mg/L)	Free Chlorine (mg/L)	Total Chlorine (mg/L)
Average	3.41	3.84	0.07	0.06
Minimum	0.47	0.48	0.01	0.00
Maximum	5.00	5.50	0.32	0.36

4. Is this system currently on a BWA? ☒ Yes ☐ No
 If yes, select reason code: E1
 If yes, describe plan to address BWA: Increase Cl dose
5. Is the BWA reason code accurate? ☐ Yes ☒ No
 If no, select the accurate reason code: E2
6. Are there other water quality issues? ☐ Yes ☒ No
 If yes, describe the issues and the plan to address them: [Click or tap here to enter text.](#)

7. Provide the following information for the last quarter:

Average Daily Water Use	Maximum Day Demand	Unit of Measurement (i.e. USGPM, L/day, m ³ /day)
307,787	374,500	USG per day

8. Select which of the following O&M Programs have been developed:
☐ Operational Monitoring Plan ☐ Standard Operating Procedures ☐ Maintenance Assurance Manual
☐ Emergency Plan ☐ Preventative Maintenance Programs
 If not all are selected when will the remaining be completed? After some other items get ironed out
9. Select which of the following maintenance activities have been conducted during the last quarter?
☐ Distribution System Flushing
☐ Leak Detection
☐ Hydrant Inspection and Exercising
☐ Valve Inspection and Exercising
10. Number of days you visited the community during the last quarter? [Choose an item.](#)

Regional Water/Wastewater Operator Program
Quarterly Report
Drinking Water System

11. Provide a summary of meetings or training held in the community during the last quarter. The operator increased the dosage by 1 ppd on Nov 25 to increase the residual at the end of the line. The October – November Chlorine values were compared December – January values. There was no significant difference in Chlorine residuals. Titia Praasma (Wood Consultant) hosted a conference call. In attendance were: the Mayor, Deputy Mayor, 2 Councilors, Operator, D. Spracklin, R. Harvey and myself. The result was that the town would think about a comprehensive program to deal with the Chlorine Residual problem as well as the high turbidity.

12. Other comments?

Regional Operator Name: Ken Rollings

Date: 3/31/2021

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	HR Policy to address working in COVID environment and vaccinations - discussion
MEETING DATE:	2021-05-11
TO:	Strategy & Policy
PREPARED BY:	Lynn Tucker, Chief Administrative Officer
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

As we move forward in this COVID environment while maintaining operations, a policy document providing guidance for staff is necessary.

MOTION:

N/A

BACKGROUND/DISCUSSION:

- Questions have been raised by the Board's staff regarding what level of accommodation must be made for anyone who refuses to wear a mask or to travel together in one vehicle, etc.
- It is difficult to find good information regarding whether an employer can ask an employee:
 - To become vaccinated for COVID;
 - If they intend to be vaccinated; or,
 - If they have been vaccinated;
 - To provide proof of vaccination.
 - If an employer has to accommodate an employee who refuses to wear a mask;
 - If an employer can ask two employees to travel together in a vehicle if one refuses on the basis of not knowing if the other employee has been vaccinated and/or will not wear a mask;
 - Etc.
- As we move forward in this COVID environment while maintaining operations, a policy document providing guidance for staff is necessary.

- The policy statement must be developed in line with all OH&S requirements; public health requirements; and legislation.
- Staff will work on a draft policy statement for the next Strategy & Policy Committee meeting.

DRAFT

Statement details

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

Account number

Date issued Apr 20, 2021

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 2021. 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	
Jan 28, 2021	Payment Jan 2021	Jan 25, 2021	24,045.81	CR
Feb 15, 2021	Payment Jan 2021	Feb 10, 2021	19,092.31	CR
Mar 02, 2021	Payment Feb 2021	Feb 25, 2021	19,203.38	CR
Mar 15, 2021	Payment Feb 2021	Mar 10, 2021	19,106.62	CR
Mar 30, 2021	Payment Mar 2021	Mar 25, 2021	18,250.80	CR
Apr 15, 2021	Payment Mar 2021	Apr 12, 2021	18,873.20	CR
	Current balance		118,572.12	CR

Explanation of changes and other important information

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

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.

May 14, 2021

Hon. Bernard Davis, MHA
Minister of Environment and Climate Change
Government of Newfoundland and Labrador
PO Box 8700
St. John's, NL A1B 4J6

Dear Minister Davis,

At recent general meetings of the Eastern Regional Service Board, we discussed several issues that are impacting the provision of waste services on a regional level. As elected municipal representatives, each board member understands the challenges faced by communities across our province especially during the COVID-19 pandemic, but we also understand how beneficial it is to work together toward a common goal.

The Regional Service Board Act provides the ERSB with the legislative authority to deliver waste collection and other municipal services to communities in the Eastern Region. The Municipalities Act allows for the incorporated towns to withdraw or opt out from services provided by the Board. As a result, the ERSB does not collect from or provide services to all communities in the Eastern Region.

The Board has followed the directives of the *Provincial Solid Waste Management Strategy* and have required contractors to adhere to the directives during the provision of services. All our contracts include recyclables collection. The ERSB does not have the authority to impose the *Provincial Solid Waste Management Strategy* guidelines on incorporated towns that have not contracted with the Board. As such, the Board cannot determine if those towns provide services such as recycling to their residents.

The Board believes that every resident in the region should have access to a modern, fair, and equitable waste collection service. We believe that there should be a standard set for waste collection that each contractor must abide by and that there should be economic consequences for failing to provide a standard level of service that is in accordance with the directives of the *Provincial Waste Management Strategy*. While the Board appreciates the ability for a town to be able to opt in or opt out of a regional service, the town should be required to ensure that the same level of service provided for in the regional service is provided to their residents.

.../2

Hon. Bernard Davis, MHA
Minister of Environment and Climate Change
Page 2
May 14, 2021

As a former member of the Eastern Regional Service Board and now as the Minister of Environment and Climate Change with responsibility for the *Provincial Waste Management Strategy*, we would very much like to discuss with you the Board's opinions on regional cooperation. The Board and I are concerned that some communities are starting to lose sight of the benefits of cooperation. The Board would very much appreciate assistance and support from your department to determine a strategy to increase regional cooperation. We can certainly also provide our expertise in municipal governance and regional cooperation.

Further to the regional cooperation issues we are seeing, the Board has had communication issues with a limited number of town councils in the region. The Board has had numerous documented issues regarding the Waste Recovery Facility in Harbour Grace and has written the Mayor and Council several times asking for a meeting to address the issues. The Town has yet to respond to the letters and the vandalism and indiscriminate dumping at our site continues. The Board has also seen some issues at our new site on Bell Island. The Board asks that we have a discussion with your department to determine the options available for our sites and the best course of action to ensure the safety of our sites and our employees.

The Board would like to request a meeting with you and your staff to discuss regional cooperation, the *Provincial Waste Management Strategy*, and the vandalism at several of our waste recovery facility sites.

Thank you in advance for taking the time to review our letter and we look forward to working with you and your staff.

Sincerely yours,
EASTERN REGIONAL SERVICE BOARD

A handwritten signature in black ink, appearing to read 'Harold Mallowney', with a stylized, cursive script.

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

ROLES AND RESPONSIBILITIES IN WASTE MANAGEMENT

Minister of Environment and Climate Change

- Administers *Environmental Protection Act*
- Pollution Prevention Division responsible for regulation of waste management
- Pollution Prevention Division receives and assesses Gas Tax Fund applications respecting waste management
- Primary point of contact for Regional Service Boards on waste management

Multi-Materials Stewardship Board

- Develops and implements recycling and waste diversion programs and promotes through public education
- Provides funding from Waste Management Trust Fund for eligible projects

Minister of Municipal and Provincial Affairs

- Administers *Regional Services Boards Act, 2012*
- Authorizes applications from Waste Management Boards to collect fire protection fees, on the advice of the Fire Commissioner
- Administers Federal/Provincial Gas Tax Fund

Minister of Transportation and Infrastructure

- Delivers municipal infrastructure programs including Municipal Capital Works and Investing in Canada Infrastructure Program

Minister of Digital Government and Service NL

- Carries out inspection and enforcement functions on behalf of Department of Environment and Climate Change

Minister of Fisheries, Forestry and Agriculture

- Carries out inspection and enforcement functions on behalf of Department of Environment and Climate Change

Minister of Justice and Public Safety

- Fire Commissioner advises Minister of Municipal and Provincial Affairs on requests from Regional Service Boards to collect fire protection fees