

**BOARD OF DIRECTORS MEETING
MINUTES**

Meeting #101

Wednesday, October 26, 2022, 7:00 p.m.

Clareville Inn, Clareville, NL

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

Regrets: Councillor Ian Froude
Mayor Mark Vardy
Deputy Mayor Sheilagh O’Leary
Councillor Ophelia Ravencroft
Councillor Ron Ellsworth

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

1. **Call to Order**

Mr. Tessier, Chairperson, called the meeting to order at 7:00 p.m.

2. **Adoption of Agenda**

The agenda was tabled for approval.

MOTION 2022-059

Moved By Mr. Vaters

Seconded By Mr. Tilley

BE IT RESOLVED that the agenda be adopted as tabled.

Carried Unanimously

3. **Review of Minutes**

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

MOTION 2022-060

Moved By Mr. Ridgeley

Seconded By Ms. Whelan

BE IT RESOLVED that the minutes from the September 28, 2022 meeting be adopted as tabled.

Carried Unanimously

4. **Committee Reports**

a) **Finance & Audit Committee**

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

1. **Board Expenditures**

Board expenditures for the months of June and September were tabled for review and approval. There were no questions or concerns.

MOTION 2022-061

Moved By Mr. Hickman

Seconded By Mr. Antle

BE IT RESOLVED that the Board adopt the expenditures for the months of June and September as tabled.

Carried Unanimously

2. Incorporated Towns Payment Activity Report

An update on the incorporated towns' payment activity dated October 11, 2022, was provided. There were no questions or concerns.

3. Snow Clearing Tenders for Waste Recovery Facilities

The Board issued tenders for snow clearing and ice control services at five of its eleven waste recovery facilities. The tender results are included in tonight's meeting package.

MOTION 2022-062

Moved By Mr. Hickman

Seconded By Mr. Ryan

BE IT RESOLVED that the Board accept the lowest bid for the Bay Bulls, St. Joseph's, Renews-Cappahayden, Placentia, and Harbour Grace tenders related to the 2022-2023 snow clearing and ice control services at its waste recovery facilities.

Carried Unanimously

The Board declined the lowest bid for the Cavendish waste recovery facility due to exceedingly high costs and the possibility of closing this site for the winter months.

MOTION 2022-063

Moved By Mr. Hickman

Seconded By Mr. Korab

BE IT RESOLVED that the Board decline the lowest bid for the Cavendish facility tender related to the 2022-2023 snow clearing and ice control services at its waste recovery facilities.

Carried Unanimously

4. Whitbourne Waste Recovery Facility Maintenance

The Whitbourne waste recovery facility has experienced some settling in the central part of the site; Water accumulation has caused some drains to clog. In hopes to get ahead of the cold winter weather and prevent further freezing and damage, Staff issued a Tender for maintenance, grading, and installation of a new draining method.

MOTION 2022-064

Moved By Mr. Hickman

Seconded By Mr. Vaters

BE IT RESOLVED that the Board award the contract for maintenance, including grading and installation of drainage method, at the Whitbourne Waste Recovery Facility to Edward Collins Contracting Limited in the amount of \$7,475.00, HST included.

Carried Unanimously

5. Photocopier Replacement

The main multifunction printer at the Board's office on Majors Path has reached the end of its useful life and is no longer efficient to operate. Quotes were received, but as further information on industry advancements were obtained, venders were asked to provide updated information and quotations.

Once staff receives and reviews the revised quotes, a recommendation will be brought back to the Finance and Audit Committee for review.

b) Strategy & Policy Committee

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

1. Waste Recovery Facilities – Review of Policy Prohibiting Access to Double-Axle Trailers

Mr. Tilley referred to the briefing note that was provided in the meeting package and noted that the policy prohibiting double-axle trailers access to the

Board's waste recovery facilities was adopted in October 2015. This policy was necessary to address frequent and ongoing operational issues at these sites caused by users of double-axle trailers.

Due to enquires from towns, government, and users, this policy is being reviewed. Management as well as operations staff have considered this policy in detail and concluded that they would not recommend any change; However, Committee members suggested that the Board seek a meeting with the Minister of Digital Government and Service NL, which is scheduled to take place on October 31st to discuss how to identify commercial vehicles at these sites so that a resolution may be found.

2. 2023-2027 Strategic Plan Development - Update

Mr. Tilley reported that the strategic plan development is still ongoing and that that Board and Staff sessions were very successful. The next steps are to reach out to Joint Councils and other community leaders for their input.

3. Product Care Recycling – Update

Mr. Tilley referred to the briefing note that was included in the meeting package and reported on a meeting that took place with the Board's CAO, Director of Operations and Product Care.

It was noted that the infrastructure required to participate in the program would be provided by Product Care and that the Board's Waste Recovery Facility in Clarendville would be an excellent start for the pilot project if we were to qualify.

Staff will continue to investigate this request and bring more information back to the Committee as is becomes available.

4. Cavendish Waste Recovery Facility Winter Closure

Following the tender opening on October 7th for snow clearing and ice control services at the Board's waste recovery facilities, it was decided to recommend the closure of the Cavendish facility due to high costs of the services for this coming winter.

MOTION 2022-065

Moved By Mr. Tilley

Seconded By Ms. Bruce

BE IT RESOLVED that the Board close the Cavendish Waste Recovery Facility over the winter months from Tuesday, December 6, 2022, to re-open on Saturday, April 1, 2023.

Caried Unanimously

c) Governance Committee

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

1. Deferred Motions from ERSB Regular Meeting of September 28, 2022

At the September 28th Board meeting, it was decided to defer all motions pertaining to the format of future Board and Committee meetings as members felt that a hybrid meeting format should be offered for Board members who may be unable to attend meetings in person.

MOTION 2022-066

Moved By Mr. McDonald

Seconded By Mr. Vaters

BE IT RESOLVED that the Board rescind Motion No. 2022-024 adopted March 30, 2022. Motion No. 2022-024 states “It was moved and seconded (Mr. McDonald/Ms. Ravencroft) that the Board continue to hold its regular monthly meetings virtually and broadcast on YouTube. Monthly standing committee meetings will remain virtual except for one in-person meeting for each committee each quarter.

Carried Unanimously

As a hybrid format will be available for regular monthly public Board meetings, Members were still encouraged to make every effort to attend in-person where possible.

MOTION 2022-067

Moved By Mr. Antle

Seconded By Mr. Drodge

BE IT RESOLVED that the Board adopt a hybrid meeting format for its regular monthly public meetings, effective immediately.

Carried Unanimously

At the Committee meeting, it was decided to recommend that the Board purchase a Meeting Owl Camera system so that hybrid meetings may be held and broadcast live online. Staff were asked to acquire this equipment in a timely manner so that tonight's meeting could be hybrid.

MOTION 2022-068

Moved By Mr. McDonald

Seconded By Mr. Hickman

BE IT RESOLVED that the Board purchase a Meeting Owl 3 tool and the additional microphone pods required to facilitate hybrid public Board meetings.

Carried Unanimously

MOTION 2022-069

Moved By Mr. McDonald

Seconded By Mr. Antle

BE IT RESOLVED that the Board hold its monthly standing committee meetings in-person or virtually, at the call of the Chair, effective immediately.

Carried Unanimously

Mr. McDonald reported that the Committee discussed the idea moving several monthly public meetings to communities throughout the Eastern region. They felt that this was important to increase accessibility for any public who may want to attend and to provide local leaders with an opportunity to attend.

Any Members who are interested in hosting a Board meeting in their community was encouraged to reach out to the Board's Clerk to make arrangements.

MOTION 2022-070

Moved By Mr. McDonald

Seconded By Mr. Ridgeley

BE IT RESOLVED that the Board rotate its regular monthly public meetings so that two meetings annually are held in communities throughout the Eastern region. **Carried Unanimously**

2. Update on Communications Plan

Mr. McDonald introduced Mr. Will Hilliard, the Board's new Communications Coordinator.

Mr. Hilliard referred to the documents provided in the meeting package and highlighted some of the key components of the Communications Plan. This included topics such as branding and new signage; brochures and flyers including website information; magnets to include in the mail outs with calendars and invoices; and a larger presence on social media such as Twitter and increase activity on the Board's website.

Mr. Hillard expects to have the first draft of the Communications Plan delivered to the Board later this Fall.

3. Update on Campaign to Raise Recycling Participation

Mr. McDonald referred to the briefing note that was included in the meeting package. He reported that Staff recently met with the CEO and local manager of Scotia Recycling to discuss details of a possible partnership.

At the meeting, each organization outlined its objectives and short-term goals, and it quickly became apparent that Scotia is focused on raising participation and awareness of commercial cardboard; while the Board is focused on raising participation rates for regular household curbside recycling.

Therefore, it was decided that each organization would proceed with its own campaign but would be happy to assist the other with any information or resources available.

Currently the Board's Communications Coordinator is working on materials to raise recycling participation.

4. Sponsorship of 2022 MNL Conference and Trade Show, November 2-5, Gander, NL

The Board has been providing sponsorship to MNL for its annual Municipal Symposium held each spring as well as the conference and trade show held each fall for the past several years.

As overall costs continue to increase for the Board, the Committee felt it imperative to review former practices including sponsorship of MNL events. It was noted that the Board has not seen any direct increase in requests for services from MNL membership following these events.

The Governance Committee will continue to review each request for sponsorship individually and make recommendations to the Board.

MOTION 2022-071

Moved By Mr. McDonald

Seconded By Mr. Clarke

BE IT RESOLVED that the Board sponsor Municipalities Newfoundland and Labrador 2022 Conference and Trade Show, November 3-5, 2022 in Gander in the amount of \$2,500.

Caried Unanimously

5. Joint Council Report

Mr. McDonald reported that the Board's Clerk and Outreach Coordinator continues to provide administrative support to Joint Councils in the Eastern region.

In the coming months, she will be working with the Board's Director in the Smith Sound region to seek interest in getting their Joint Council to reconvene.

There has also been some interest in the St. Mary's Bay and Southwest Avalon areas to form Joint Councils, so this will be a priority for the Board's Clerk in the new year.

5. Correspondence

a. Letter to Request a Meeting with the Minister of Justice and Public Safety

Ms. Tucker referred to the letter that was included in the meeting package for information purposes and noted that there has been no response to-date.

b. **Letter to Request a Meeting with the Minister of Digital Government and Service NL**

Ms. Tucker referred to the letter that was included in the meeting package for information purposes and noted that a meeting has been scheduled for Monday, October 31st. She was pleased to report that the Department seems very active and engaged so Staff are looking forward to the discussions.

6. **New Business**

- a. It was suggested that the Board request meetings with the Minister of Municipal and Provincial Affairs as well as the Minister of Environment and Climate Change.

7. **Roundtable Discussion**

- a) Ms. Bruce reported that Clean St. John's has some very exciting projects coming up in efforts to keep the City clean and litter free.
- b) Mr. Antle was pleased to report that the Strike that's been ongoing with the City of Mount Pearl workers is now over. He also mentioned that the City has been working on a movement regarding respectful picketing and plans to bring a resolution to the floor at the upcoming MNL conference.
- c) Mr. Ryan was exciting to announce that the Town of Ferryland is partnering with the schools in looking for volunteers to assist with cleanup of illegal dumping and litter in the town. Ms. Dean noted that she will reach out with information on the Board's community cleanup program using the Board's waste recovery facilities.
- d) Ms. Dean was pleased with the tour of the Clarenville Transfer Station and Waste Recovery Facility that was provided to Board Members prior to the meeting. She also informed Members that any disruptions to service in the coming months related to weather, etc. would be announced on the Board's website and Twitter.
- e) Mr. Drodge informed the Board that the LSDs in his region are looking to becoming incorporated towns with the approval of Government. Mr. Tessier offered to attend any meeting that might require conversation around regional services.
- f) Mr. Breen was pleased to report that the City's new website launched today.

- g) Ms. Power reported that there still has been no uptake from communities in the Smith Sound region since sending the most recent letter. She will meet with Director Wesley Drodge to discuss the next steps forward.
- h) Mr. McDonald looks forward to working with Ms. Power in setting up a Joint Council in his region.
- i) Mr. Vaters was pleased to report that the Town of Paradise continues to see residential and commercial growth as reflected in the public engagement initiatives that were completed in advance of working on their 2023 budget.
- j) Mr. Delaney expressed his excitement for the Board's new Communications Plan and agrees that raising the Board's profile will play a major role in how we move forward.
- k) Mr. Tilley was pleased to report on the new tire recycling facility being constructed in the Conception Bay South industrial park.
- l) Mr. Clarke commented on a recent meeting that he had with the Joint Mayors of Trinity-Bay de Verde and advised that a report will be provided to Staff. He also questioned the workings of Regionalization within Government and how the Board will be a part of the proceedings. He feels that the Service Boards should play a leadership role in service delivery once Regionalization takes place.
- m) Ms. Whelan was pleased to announce that the Town of Whitbourne is thriving, especially since the installation of new water pipes, pavement, sidewalks and a new playground.
- n) Ms. Tucker was pleased to report that she will be meeting with the Board's Chair and representatives of Central Waste Management while at the MNL Conference in Gander. They will visit the facility in Norris Arm and suggest a meeting of all regional service boards in the near future.

8. **Upcoming Meetings**

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

- a) The next meeting of the Board of Directors will take place on Wednesday, November 30, 2022 at 7:00 p.m.

- b) The next meeting of the Finance & Audit Committee will take place on Thursday, November 17, 2022 at 12:30 p.m.
- c) The next meeting of the Strategy & Policy Committee will take place on Tuesday, November 15, 2022 at 1:30 p.m.
- d) The next meeting of the Governance Committee will take place on Tuesday, November 22, 2022 at 10:30 a.m.

9. **Adjournment**

MOTION 2022-072

Moved By Mr. Tilley

Seconded By Mr. Vaters

Seeing no further business to be discussed, **BE IT RESOLVED** that the meeting adjourned at 8:10 p.m.

Carried Unanimously

Ms. Holly Power

Board Clerk and Outreach Coordinator

Mr. Stephen Tessier

Chairperson

Eastern Regional Service Board

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

Cheques from 0000000001 to 0000010743 dated between 06-01-2022 and 06-30-2022

CHEQUE REGISTER

Printed: 12:10:53PM 07/04/2022

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Number	Issued		Amount	SC	Status	Status Date
0000010680	06/08/2022	Around The Bay Disposals Inc.	102,287.32	A/P	CLEARED	06/16/2022
0000010681	06/08/2022	Bell Aliant	2,107.53	A/P	OUT-STD	06/08/2022
0000010682	06/08/2022	Bell Mobility Inc.	1,172.70	A/P	CLEARED	06/20/2022
0000010683	06/08/2022	Christie Dean	829.93	A/P	OUT-STD	06/08/2022
0000010684	06/08/2022	Clowe's Construction Ltd.	4,485.00	A/P	OUT-STD	06/08/2022
0000010685	06/08/2022	CTT Tirecraft	117.90	A/P	CLEARED	06/28/2022
0000010686	06/08/2022	Dicks and Company Limited	201.46	A/P	CLEARED	06/16/2022
0000010687	06/08/2022	Dodd's Diesel Repair Ltd.	7,470.24	A/P	CLEARED	06/14/2022
0000010688	06/08/2022	Harbour ELECTRIC Ltd.	129.38	A/P	CLEARED	06/23/2022
0000010689	06/08/2022	Harris Ryan	13,742.50	A/P	CLEARED	06/15/2022
0000010690	06/08/2022	Kal Tire	39.56	A/P	CLEARED	06/20/2022
0000010691	06/08/2022	Kevin Butt	132.76	A/P	CLEARED	06/16/2022
0000010692	06/08/2022	Lynn Tucker	500.82	A/P	CLEARED	06/15/2022
0000010693	06/08/2022	McInnes Cooper	5,622.15	A/P	CLEARED	06/20/2022
0000010694	06/08/2022	Miller IT Limited	690.00	A/P	CLEARED	06/15/2022
0000010695	06/08/2022	Modern Business Equipment Limited	201.01	A/P	CLEARED	06/16/2022
0000010696	06/08/2022	North Atlantic	43,070.16	A/P	CLEARED	06/15/2022
0000010697	06/08/2022	Northern Business Intelligence	2,258.10	A/P	CLEARED	06/16/2022
0000010698	06/08/2022	OMB Parts & Industrial Ltd.	174.12	A/P	CLEARED	06/20/2022
0000010699	06/08/2022	Parts For Trucks Inc.	53.99	A/P	CLEARED	06/16/2022
0000010700	06/08/2022	Pitney Bowes	216.80	A/P	CLEARED	06/20/2022
0000010701	06/08/2022	Shred-it c/o Stericycle ULC	81.58	A/P	CLEARED	06/16/2022
0000010702	06/08/2022	Steele Clarendville Chrysler	289.51	A/P	CLEARED	06/21/2022
0000010703	06/08/2022	T2 Ventures Inc.	216,658.50	A/P	CLEARED	06/10/2022
0000010704	06/08/2022	Town of Clarendville	1,608.00	A/P	CLEARED	06/20/2022
0000010705	06/08/2022	Tulk Tire & Service Ltd.	1,519.12	A/P	CLEARED	06/15/2022
0000010706	06/08/2022	WAJAX (Power Systems)	2,042.40	A/P	CLEARED	06/20/2022
0000010707	06/08/2022	Canada Revenue Agency	576.44	G/L	CLEARED	06/23/2022
0000010708	06/08/2022	Newfoundland Exchequer Account	10.00	A/P	OUT-STD	06/08/2022
0000010713	06/22/2022	Receiver General of Canada	549.81	G/L	OUT-STD	06/22/2022
0000010714	06/22/2022	62167 Newfoundland and Labrador Inc	7,380.30	A/P	OUT-STD	06/22/2022
0000010715	06/22/2022	Bell Conferencing Inc.	177.33	A/P	OUT-STD	06/22/2022
0000010716	06/22/2022	City of St. John's	43,677.20	A/P	OUT-STD	06/22/2022
0000010717	06/22/2022	Coastline Specialities Limited	627.33	A/P	CLEARED	06/29/2022
0000010718	06/22/2022	Coish's Trucking & Excavating Ltd.	14,432.50	A/P	OUT-STD	06/22/2022
0000010719	06/22/2022	D&L Russell Limited	34.33	A/P	OUT-STD	06/22/2022
0000010720	06/22/2022	Dicks and Company Limited	59.78	A/P	OUT-STD	06/22/2022
0000010721	06/22/2022	Dodd's Diesel Repair Ltd.	18,054.98	A/P	OUT-STD	06/22/2022
0000010722	06/22/2022	Dodd's Diesel Repair Ltd.	14,464.18	A/P	OUT-STD	06/22/2022
0000010723	06/22/2022	Eastcom Inc.	518.19	A/P	OUT-STD	06/22/2022
0000010724	06/22/2022	GFL Environmental Services Inc.	18,216.00	A/P	OUT-STD	06/22/2022
0000010725	06/22/2022	Kal Tire	39.56	A/P	OUT-STD	06/22/2022
0000010726	06/22/2022	Kevin Butt	3,238.92	A/P	CLEARED	06/23/2022
0000010727	06/22/2022	Knightsbridge Robertson Surette	862.50	A/P	OUT-STD	06/22/2022
0000010728	06/22/2022	Leslie Squires	550.00	A/P	OUT-STD	06/22/2022
0000010729	06/22/2022	Lynn Tucker	548.55	A/P	OUT-STD	06/22/2022

** - Name on Check was modified

Eastern Regional Service Board

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

Cheques from 0000000001 to 0000010743 dated between 06-01-2022 and 06-30-2022

CHEQUE REGISTER

Printed: 12:10:53PM 07/04/2022

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Number	Issued		Amount	SC	Status	Status Date
0000010730	06/22/2022	Martin's Fire Safety Ltd	388.70	A/P	OUT-STD	06/22/2022
0000010731	06/22/2022	Newfoundland Power Inc.	1,124.76	A/P	CLEARED	06/29/2022
0000010732	06/22/2022	Nexgen Municipal Inc.	513.13	A/P	OUT-STD	06/22/2022
0000010733	06/22/2022	Northern Business Intelligence	580.75	A/P	OUT-STD	06/22/2022
0000010734	06/22/2022	OMB Parts & Industrial Ltd.	127.75	A/P	OUT-STD	06/22/2022
0000010735	06/22/2022	ORKIN Canada Corporation	424.35	A/P	OUT-STD	06/22/2022
0000010736	06/22/2022	Parts For Trucks Inc.	118.68	A/P	OUT-STD	06/22/2022
0000010737	06/22/2022	Pike's Pro Hardware & Building Supplies	80.48	A/P	OUT-STD	06/22/2022
0000010738	06/22/2022	Quikprint Services Ltd.	339.88	A/P	OUT-STD	06/22/2022
0000010739	06/22/2022	Robert Earle	42.06	A/P	CLEARED	06/24/2022
0000010740	06/22/2022	Tulk Tire & Service Ltd.	3,818.34	A/P	CLEARED	06/29/2022
0000010741	06/22/2022	Wedgwood Insurance Limited	16,825.00	A/P	CLEARED	06/29/2022
0000010742	06/22/2022	Will Hilliard	144.49	A/P	CLEARED	06/24/2022
Total Issued (59):			\$556,248.81			
Total Voided (0):			\$0.00			
Grand Total:			\$556,248.81			
Number of Cheques Listed:			59			

EASTERN REGIONAL SERVICE BOARD

PAYROLL EXPENSE

JUNE 2022

Payroll – Staff (<i>3 pay periods – 30 employees</i>).....	\$195,218.19
Payroll – Board (<i>21 members</i>)	<u>\$23,289.65</u>
Total Payroll (<i>51 employees</i>)	\$218,507.84
Payroll CRA Remittance	<u>\$66,976.27</u>
TOTAL GROSS PAYROLL	<u>\$285,484.11</u>

PREVIOUS MONTH

MAY 2022

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

Eastern Regional Service Board

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

Cheques from 0000000001 to 0000010914 dated between 09-01-2022 and 09-30-2022

CHEQUE REGISTER

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Printed: 9:50:49AM 10/11/2022

Number	Issued		Amount	SC	Status	Status Date
0000010851	09/14/2022	Receiver General of Canada	55.50	G/L	CLEARED	10/03/2022
0000010854	09/14/2022	Carbonear Volunteer Fire Department	1,000.00	A/P	CLEARED	09/23/2022
0000010855	09/14/2022	Seaside Fire Department	1,000.00	A/P	CLEARED	09/28/2022
0000010856	09/14/2022	North Shore Volunteer Fire Department	1,000.00	A/P	OUT-STD	09/14/2022
0000010857	09/14/2022	Long Harbour-Mount Arlington Heights Fire Department	1,000.00	A/P	OUT-STD	09/14/2022
0000010858	09/14/2022	Norman's Cove-Long Cove Volunteer Fire Department	1,000.00	A/P	CLEARED	10/03/2022
0000010859	09/14/2022	Come by Chance Volunteer Fire Department	1,000.00	A/P	OUT-STD	09/14/2022
0000010860	09/14/2022	Town of Georges Brook- Milton	1,000.00	A/P	CLEARED	09/26/2022
0000010861	09/14/2022	Northern Bight Fire Department	1,000.00	A/P	OUT-STD	09/14/2022
0000010862	09/14/2022	Jason Currie	1,000.00	A/P	CLEARED	10/04/2022
0000010863	09/14/2022	Green's Harbour Hopeall Fire Department	1,000.00	A/P	CLEARED	10/06/2022
0000010864	09/14/2022	Hant's Harbour Volunteer Fire Department	1,000.00	A/P	CLEARED	09/29/2022
0000010865	09/14/2022	Heart's Content Fire Department	1,000.00	A/P	OUT-STD	09/14/2022
0000010866	09/14/2022	62167 Newfoundland and Labrador Inc	7,380.30	A/P	OUT-STD	09/14/2022
0000010867	09/14/2022	Around The Bay Disposals Inc.	103,457.96	A/P	CLEARED	09/20/2022
0000010868	09/14/2022	Christie Dean	476.06	A/P	CLEARED	09/21/2022
0000010869	09/14/2022	City of St. John's	42,625.76	A/P	CLEARED	09/20/2022
0000010870	09/14/2022	Bell Aliant	2,119.52	A/P	CLEARED	09/27/2022
0000010871	09/14/2022	Bell Mobility Inc.	1,196.35	A/P	CLEARED	09/23/2022
0000010872	09/14/2022	D&L Russell Limited	80.19	A/P	CLEARED	09/23/2022
0000010873	09/14/2022	Dodd's Diesel Repair Ltd.	9,047.80	A/P	CLEARED	09/21/2022
0000010874	09/14/2022	Imperial Oil	156.70	A/P	CLEARED	09/23/2022
0000010875	09/14/2022	Kevin Butt	299.24	A/P	CLEARED	09/21/2022
0000010876	09/14/2022	Leslie Squires	440.00	A/P	CLEARED	09/26/2022
0000010877	09/14/2022	Miller IT Limited	1,207.50	A/P	CLEARED	09/21/2022
0000010878	09/14/2022	Modern Business Equipment Limited	181.11	A/P	CLEARED	09/20/2022
0000010879	09/14/2022	Newfoundland Power Inc.	806.77	A/P	CLEARED	09/23/2022
0000010880	09/14/2022	North Atlantic	32,475.73	A/P	CLEARED	09/21/2022
0000010881	09/14/2022	Northern Business Intelligence	1,751.28	A/P	CLEARED	09/29/2022
0000010882	09/14/2022	OMB Parts & Industrial Ltd.	2.98	A/P	CLEARED	09/28/2022
0000010883	09/14/2022	ORKIN Canada Corporation	194.35	A/P	CLEARED	09/27/2022
0000010884	09/14/2022	Pike's Pro Hardware & Building Supplies	229.33	A/P	CLEARED	10/03/2022
0000010885	09/14/2022	Shred-it c/o Stericycle ULC	100.17	A/P	CLEARED	09/27/2022
0000010886	09/14/2022	Tulk Tire & Service Ltd.	2,963.96	A/P	CLEARED	09/20/2022
0000010887	09/14/2022	WAJAX (Power Systems)	2,014.80	A/P	CLEARED	09/23/2022
0000010888	09/14/2022	Woodman's Welding Ltd.	874.00	A/P	CLEARED	09/27/2022
0000010889	09/28/2022	Bay de Grave Regional Municipal Services Corporation	1,000.00	A/P	OUT-STD	09/28/2022
0000010890	09/28/2022	Colliers Volunteer Fire Department	1,000.00	A/P	CLEARED	10/05/2022
0000010891	09/28/2022	Ferryland Fire Department	1,000.00	A/P	OUT-STD	09/28/2022
0000010892	09/28/2022	Town of St. Shott's	1,000.00	A/P	OUT-STD	09/28/2022
0000010893	09/28/2022	St. Joseph's Volunteer Fire Department	1,000.00	A/P	OUT-STD	09/28/2022
0000010894	09/28/2022	Around The Bay Disposals Inc.	26,778.53	A/P	OUT-STD	09/28/2022
0000010895	09/28/2022	Canadian Maritime Engineering	230.00	A/P	OUT-STD	09/28/2022
0000010896	09/28/2022	Clowe's Construction Ltd.	805.00	A/P	CLEARED	10/06/2022
0000010897	09/28/2022	Coish's Trucking & Excavating Ltd.	14,432.50	A/P	CLEARED	10/04/2022
0000010898	09/28/2022	Craig Drover	496.54	A/P	CLEARED	10/03/2022

** - Name on Check was modified

Eastern Regional Service Board

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

Cheques from 0000000001 to 0000010914 dated between 09-01-2022 and 09-30-2022

CHEQUE REGISTER

Printed: 9:50:49AM 10/11/2022

Page 2 of 2

Number	Issued		Amount	SC	Status	Status Date
0000010899	09/28/2022	D&L Russell Limited	17.72	A/P	OUT-STD	09/28/2022
0000010900	09/28/2022	Dodd's Diesel Repair Ltd.	17,610.42	A/P	CLEARED	10/04/2022
0000010901	09/28/2022	GFL Environmental Services Inc.	18,747.30	A/P	CLEARED	10/06/2022
0000010902	09/28/2022	Holly Coles	205.14	A/P	CLEARED	09/29/2022
0000010903	09/28/2022	Jenkins Anthony Inc.	6,469.74	A/P	CLEARED	10/05/2022
0000010904	09/28/2022	Kevin Butt	187.22	A/P	CLEARED	10/03/2022
0000010905	09/28/2022	Krysta Molloy	63.52	A/P	CLEARED	09/29/2022
0000010906	09/28/2022	Lynn Tucker	6,037.64	A/P	CLEARED	10/05/2022
0000010907	09/28/2022	Newfoundland Power Inc.	999.93	A/P	OUT-STD	09/28/2022
0000010908	09/28/2022	Rodney Delaney	86.00	A/P	CLEARED	10/04/2022
0000010909	09/28/2022	T2 Ventures Inc.	20,000.00	A/P	CLEARED	10/03/2022
0000010910	09/28/2022	Town of Ferryland	3,360.00	A/P	OUT-STD	09/28/2022
0000010911	09/28/2022	Tulk Tire & Service Ltd.	1,343.17	A/P	CLEARED	10/05/2022
0000010912	09/28/2022	WAJAX (Power Systems)	294.12	A/P	OUT-STD	09/28/2022
0000010913	09/28/2022	Wesley Drodge	186.83	A/P	OUT-STD	09/28/2022
Total Issued (61):			\$345,488.68			
Total Voided (0):			\$0.00			
Grand Total:			\$345,488.68			
Number of Cheques Listed:			61			

EASTERN REGIONAL SERVICE BOARD

PAYROLL EXPENSE

SEPTEMBER 2022

Payroll – Staff (<i>2 pay periods – 30 employees</i>).....	\$133,332.94
Payroll – Board (<i>21 members</i>)	<u>\$00,000.00</u>
Total Payroll (<i>30 employees</i>)	\$133,332.94
Payroll CRA Remittance	<u>\$40,195.99</u>
TOTAL GROSS PAYROLL	<u>\$173,528.93</u>

PREVIOUS MONTH

AUGUST 2022

Payroll – Staff (<i>2 pay periods – 30 employees</i>).....	\$132,184.96
Payroll – Board (<i>21 members</i>)	<u>\$00,000.00</u>
Total Payroll (<i>30 employees</i>)	\$132,184.96
Payroll CRA Remittance	<u>\$ 41,086.13</u>
TOTAL GROSS PAYROLL	<u>\$173,271.09</u>

TOWNS PAYMENT ACTIVITY 2022 - As of October 11, 2022 (Towns include all incorporated towns and those LSDs who pay collectively)										
CustCode	Town/Local Service District	Number of Units	Number of Units x \$200.00	Prior Year (Credit) Arrears *	Total Invoiced	Payments/ Adjustments	Arrears	Over 30 Days Past Due	Over 60 Days Past Due	Current Balance
LSDOF201	LSD of Georgetown	131	\$26,200	\$0	\$26,200	\$19,650	\$3,930	\$0	\$0	\$6,550
LSDOF202	LSD of Marysville	240	\$48,000	\$0	\$48,000	\$36,200	\$0	\$0	\$0	\$11,800
TOWN0003	Town of Clarke's Beach	586	\$117,200	\$0	\$117,200	\$117,200	\$0	\$0	\$0	\$0
TOWN301	Town of Come by Chance	118	\$23,600	\$0	\$23,600	\$23,600	\$0	\$0	\$0	\$0
TOWN302	Town of Norman's Cove-Long Cove	333	\$66,600	\$0	\$66,600	\$53,280	\$6,660	\$0	\$0	\$13,320
TOWN303	Town of Chapel Arm	254	\$50,800	\$0	\$50,800	\$45,868	\$0	\$0	\$0	\$4,932
TOWN304	Town of Southern Harbour	184	\$36,800	\$0	\$36,800	\$33,120	\$0	\$0	\$0	\$3,680
TOWN305	Town of Sunnyside	205	\$41,000	\$0	\$41,000	\$36,900	\$0	\$0	\$0	\$4,100
TOWN502	Town of Chance Cove	148	\$29,600	\$0	\$29,600	\$26,910	\$0	\$0	\$0	\$2,690
TOWN503	Town of Arnold's Cove	535	\$107,000	\$0	\$107,000	\$95,111	\$0	\$0	\$0	\$11,889
TOWN0203	Town of Colliers	320	\$64,000	\$0	\$64,000	\$25,487	\$28,513	\$28,513	\$0	\$38,513
TOWN0205	Town of Holyrood	1095	\$219,000	\$0	\$219,000	\$209,000	\$0	\$0	\$0	\$10,000
TOWN0401	Town of Aquaforte	69	\$13,800	\$0	\$13,800	\$10,350	\$0	\$0	\$0	\$3,450
TOWN0402	Town of Bay Bulls	617	\$123,400	\$0	\$123,400	\$111,040	\$0	\$0	\$0	\$12,360
TOWN0403	Town of Cape Broyle	276	\$55,200	\$0	\$55,200	\$49,563	\$0	\$0	\$0	\$5,637
TOWN0404	Town of Fermeuse-Kingman's Cove	179	\$35,800	\$0	\$35,800	\$24,165	\$0	\$0	\$0	\$11,635
TOWN0405	Town of Ferryland	272	\$54,400	\$0	\$54,400	\$54,400	\$0	\$0	\$0	\$0
TOWN0407	Town of Renew's-Cappahayden	234	\$46,800	\$0	\$46,800	\$29,250	\$12,870	\$8,190	\$4,680	\$17,550
TOWN0408	Town of St. Shott's	50	\$10,000	\$0	\$10,000	\$7,500	\$0	\$0	\$0	\$2,500
TOWN0410	Town of Witless Bay	744	\$148,800	\$0	\$148,800	\$111,600	\$0	\$0	\$0	\$37,200
TOWN0411	Town of Portugal Cove South	92	\$18,400	\$0	\$18,400	\$13,800	\$0	\$0	\$0	\$4,600
TOWN0504	Town of Long Harbour-Mount Arlington H	196	\$39,200	\$0	\$39,200	\$35,480	\$0	\$0	\$0	\$3,720
TOWN0505	Town of Fox Harbour	134	\$26,800	\$0	\$26,800	\$24,120	\$0	\$0	\$0	\$2,680
TOWN0507	Town of St. Bride's	139	\$27,800	\$0	\$27,800	\$27,800	\$0	\$0	\$0	\$0
TOWN0508	Town of Point Lance	47	\$9,400	\$0	\$9,400	\$7,050	\$0	\$0	\$0	\$2,350
TOWN0509	Town of Branch	161	\$32,200	\$0	\$32,200	\$25,200	\$0	\$0	\$0	\$7,000
TOWN0510	Town of Mount Carmel-Mitchell's Brook-St	299	\$59,800	\$0	\$59,800	\$44,850	\$0	\$0	\$0	\$14,950
TOWN0511	Town of St. Joseph's	107	\$21,400	\$0	\$21,400	\$16,050	\$0	\$0	\$0	\$5,350
TOWN0512	Town of Admiral's Beach	82	\$16,400	\$0	\$16,400	\$14,760	\$0	\$0	\$0	\$1,640
TOWN0514	Town of Colinet	75	\$15,000	\$0	\$15,000	\$11,000	\$0	\$0	\$0	\$4,000
TOWN0601	Town of Whiteway	163	\$32,600	\$0	\$32,600	\$32,600	\$0	\$0	\$0	\$0
TOWN0602	Town of Heart's Delight-Islington	409	\$81,800	\$0	\$81,800	\$70,800	\$0	\$0	\$0	\$11,000
TOWN0603	Town of Heart's Desire	125	\$25,000	\$0	\$25,000	\$19,520	\$2,980	\$0	\$0	\$5,480
TOWN0802	Town of Bay de Verde	221	\$44,200	\$0	\$44,200	\$30,144	\$0	\$0	\$0	\$14,056
TOWN0804	Town of New Perlican	162	\$32,400	\$0	\$32,400	\$29,160	\$0	\$0	\$0	\$3,240
TOWN0805	Town of Hant's Harbour	193	\$38,600	\$0	\$38,600	\$28,950	\$0	\$0	\$0	\$9,650
TOWN0806	Town of Heart's Content	239	\$47,800	\$0	\$47,800	\$35,850	\$0	\$0	\$0	\$11,950
TOWN0807	Town of Winterton	295	\$59,000	\$0	\$59,000	\$14,750	\$29,500	\$0	\$29,500	\$44,250 *
		9729	\$ 1,945,800	\$ -	\$ 1,945,800	\$ 1,602,079	\$ 84,453	\$ 36,703	\$ 34,180	\$ 343,721

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

TOWNS ACTIVITY - INVOICED MONTHLY (Jan - Dec 2022)										
CustCode	Town/LSD	No. Properties	Prior Year Balance	Total Invoices 2022	Payments Received	Arrears	Over 30 Days Past Due	Over 60 Days Past Due	Outstanding Balance	
TOWN0001	Town of Carbonear	2175	\$ -	\$ 297,793	\$ 264,592	\$ 33,201	\$ -	\$ -	\$ -	\$ 33,201

2022 TOTAL OUTSTANDING INCORPORATED TOWNS	\$ 376,922.54
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PAD* Set up for pre-authorized debit payments
SPAR** Special Payment Arrangement in Place

EASTERN REGIONAL SERVICE BOARD
BRIEFING NOTE / REPORT

TITLE:	Snow Clearing Tenders 2022-2023
MEETING DATE:	2022-10-13
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Christie Dean, Director Operations
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

It is recommended that Eastern Regional Service Board accept the lowest bid for Bay Bulls, St. Joseph's, Renews-Cappahayden, Placentia, and Harbour Grace tenders related to the 2022-2023 snow clearing at the Board's waste recovery facilities.

It is recommended that Eastern Regional Service Board decline the bid for snow clearing at the Cavendish Waste Recovery Facility for 2022-2023 due to its high cost and low usage of the facility during this period.

MOTION:

BE IT RESOLVED that the Finance & Audit Committee recommends that ERSB accept the lowest bid for Bay Bulls, St. Joseph's, Renews-Cappahayden, Placentia, and Harbour Grace tenders related to the 2022-2023 snow clearing at the Board's waste recovery facilities.

BE IT RESOLVED that the Finance & Audit Committee recommends that ERSB decline the lowest bid for the Cavendish facility tender related to the 2022-2023 snow clearing at the Board's waste recovery facilities.

BACKGROUND/DISCUSSION:

- The Board issued tenders for snow clearing and ice control services at six of the eleven waste recovery facilities that it operates.
- The Strategy & Policy Committee has recommended winter closure of the Cavendish location due to high cost per customer visit. Therefore, snow clearing will not be required.
- The remaining waste recovery facilities will be either cleared by internal staff, the onsite contractor or the facility will not be open during winter months.
- Unless otherwise noted, there was only one bid received for each location.
- The change between the winter of 2020-2021 to the winter 2021-2022 is approximately 5.3 percent increase over previously tendered locations.

- The change between the winter of 2021-2022 to the coming winter 2022-2023 is approximately a 19.5 percent increase in previously tendered locations.
- The low bid for each of the sites is detailed below and is followed by Table 1 that compares the 2022-2023 tender prices to the tendered amounts from the previous six years.
 - Cavendish (1 bidder) – Lowest bidder: G. Groves & Sons Ltd., \$16,850 plus \$2,527.50 HST for a total of \$19,377.50;
 - Renewa-Cappahayden (1 bidder) – Lowest bidder: Clowe's Construction Ltd., \$4,800.00 plus \$720.00 HST for a total of \$5,520.00;
 - Bay Bulls (2 bidders) – Lowest bidder: Harbour Construction Ltd., \$7,435.00 plus \$1,115.25.00 HST for a total of \$8,550.25;
 - St. Joseph's – (1 bidder) –Singleton's Mechanical, \$7,500.00 plus \$1,125.00 HST for a total of \$8,625.00;
 - Placentia (2 bidders) – KJH Dirtworks Ltd., \$5,600.00 plus \$840.00 HST for a total of \$6,440.00; and,
 - Harbour Grace (1 bidder) – Concord Paving Ltd., \$16,900.00 plus \$2,355.00 HST for a total of \$19,435.00.

Table 1: Snow Clearing Tenders for Waste Recovery Facilities. Bids Received – HST Not Included

Location	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Cavendish	\$7,349.00	\$13,200.00	\$15,705.00	\$13,200.00	\$13,260.00	\$13,760.00	\$16,850.00
Renewa-Cappahayden	\$3,375.00	\$3,590.00	\$3,590.00	\$3,590.00	\$3,900.00	\$3,900.00	\$4,800.00
Bay Bulls	\$8,394.00	\$7,101.12	\$5,880.00	\$4,576.00	\$4,272.00	\$5,900.00	\$7,435.00
St. Joseph's	\$5,000.00	\$5,500.00	\$5,500.00	\$6,000.00	\$6,000.00	6,500.00	\$7,500.00
Placentia	\$5,720.00	\$5,600.00	\$5,218.00	\$4,799.96	\$4,599.92	\$4,452.14	\$5,600.00
Harbour Grace	\$8,160.00	\$14,000.00	\$14,900.00	\$14,900.00	\$14,900.00	\$14,900.00	\$16,900.00
Sunnyside	no bid received	not tendered	\$24,750.00	not tendered	not tendered	not tendered	not tendered
Whitbourne	Internal resources	Internal resources	Internal resources	Internal resources	Internal resources	Internal resources	Internal resources
Clarenville	Internal resources	Internal resources	Internal resources	Internal resources	Internal resources	Internal resources	Internal resources
Old Perlican	Contractor Responsibility	Contractor Responsibility	Contractor Responsibility	Contractor Responsibility	Contractor Responsibility	Contractor Responsibility	Contractor Responsibility
Bell Island	N/A	N/A	N/A	N/A	N/A	\$4,790.00	not tendered

ATTACHMENTS:

- Tender Bid Results

Eastern Regional Service Board

Closing Date and Time:

Friday, Oct 7, 2022 - 10:00 am

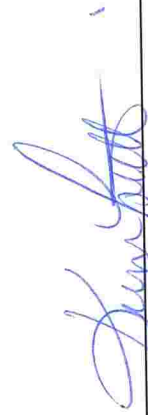
Tender Description:

Snow Clearing-Harbour Grace Waste Recovery Facility

Eastern Regional Service Board (ERSB)

Snow Clearing-Harbour Grace Waste Recovery Facility 2022-2023

Company	Base Bid	HST	Tender Total
Concord Paving Ltd	16 900 600	2535 90	19,435 690



Christie Dean

Director of Operations



Witness

Eastern Regional Service Board

Closing Date and Time:

Friday, Oct 7, 2022 - 10:00 am

Tender Description:

Snow Clearing-Placentia Waste Recovery Facility

Eastern Regional Service Board (ERSB)

Snow Clearing-Placentia Waste Recovery Facility 2022-2023

Company	Base Bid	HST	Tender Total
KJH Dirtworks	5600 125	840 18.75	6440 143.75
Meade's Services & Storage Ltd.	7825 525	1173.75 78.75	8998.75 603.75

Christie Dean

Christie Dean for
Director of Operations

Leona Squires

Witness

Eastern Regional Service Board

Closing Date and Time: Friday, Oct 7, 2022 - 10:00 am

Tender Description:
Snow Clearing-St. Joseph's Waste Recovery Facility
Eastern Regional Service Board (ERSB)
Snow Clearing-St. Joseph's Waste Recovery Facility 2022-2023

Company	Base Bid	HST	Tender Total
Singleton Mechanical	7500 4'00	1125 60	8625 460

Christie Dean
for
Christie Dean
Director of Operations

Leona Squires
Witness

Eastern Regional Service Board

Closing Date and Time:

Friday, Oct 7, 2022 - 10:00 am

Tender Description:

Snow Clearing-Bay Bulls Waste Recovery Facility

Eastern Regional Service Board (ERSB)

Snow Clearing-Bay Bulls Waste Recovery Facility 2022-2023

Company	Base Bid	HST	Tender Total
O'Brien's Trucking Ltd	9800 155	1470 23.25	11,270 178.25
Harbour Construction Ltd	7435 250	1115.25 37.50	8550.25 287.50

Christie Dean

Christie Dean

Director of Operations

Lena Squire

Witness

Eastern Regional Service Board

Closing Date and Time:

Friday, Oct 7, 2022 - 10:00 am

Tender Description:

Snow Clearing-Renews-Cappahayden Waste Recovery Facility

Eastern Regional Service Board (ERSB)

Snow Clearing-Renews-Cappahayden Waste Recovery Facility 2022-2023

Company	Base Bid	HST	Tender Total
Clowe's Construction Ltd.	4800 300	720 45	5520 345



Christie Dean
Director of Operations



Witness

Eastern Regional Service Board

Closing Date and Time:

Friday, Oct 7, 2022 - 10:00 am


Tender Description:

Snow Clearing-Cavendish Waste Recovery Facility

Eastern Regional Service Board (ERSB)

Snow Clearing-Cavendish Waste Recovery Facility 2022-2023

Company	Base Bid	HST	Tender Total
G. Groves & Son's Ltd.	16,850 380	2527.50 57.00	19,377.50 437.00



Christie Dean
Director of Operations



Witness

EASTERN REGIONAL SERVICE BOARD
BRIEFING NOTE / REPORT

TITLE:	Whitbourne Waste Recovery Facility – Maintenance
MEETING DATE:	2022-10-13
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Christie Dean, Director of Operations
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

It is recommended that the Board proceed with the award of contract to Edward Collins Contracting Limited for maintenance, including grading and installation of drainage method, at the Whitbourne Waste Recovery Facility.

MOTION:

BE IT RESOLVED that the Finance & Audit Committee recommends the Board award the contract for maintenance, including grading and installation of drainage method, at the Whitbourne Waste Recovery Facility to Edward Collins Contracting Limited in the amount of \$7,475.00, HST included.

BACKGROUND:

- The waste recovery facility portion of the Whitbourne property opened in May of 2016.
- Since then, the central part of the site has settled, and the site drains clogged. This has resulted in periodic water accumulation.
- In the spring of 2022, it was determined that this work must be completed before winter as frozen conditions at the site would be unsafe for the public who delivers materials to the waste recovery facility. In addition, it will be unsafe for the Board's staff and equipment that must pass through this area when leaving the adjacent depot to exit the property.
- Three (3) quotes were obtained to supply and compact class "A" stone:
 - Concord Paving \$5,350.00, plus HST.
 - Edward Collins Contracting Limited \$3,750.00, plus HST. In addition, Edward Collins supplied a quote for installation of catch basin frame and cover and associated work – pipe, concrete, etc. is \$2,750.00 plus HST. Total \$6,500 plus HST
 - MJ Hickey Construction \$7,200 plus HST.

Attachments:

- Photos of site conditions after rain event:



EASTERN REGIONAL SERVICE BOARD
BRIEFING NOTE / REPORT

TITLE:	Photocopier Replacement Update
MEETING DATE:	2022-10-13
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Craig Drover, Director Corporate Services
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

It is recommended that the Board proceed with obtaining further quotes on a new photocopier with a particular emphasis on environmental specifications for further review.

MOTION:

No motion required.

BACKGROUND:

- The main multifunction printer at the Board's office on Major's Path has reached the end of its useful life and is no longer efficient to operate. The printer was purchased from Modern Business Equipment in March 2017.
- The purchase/lease of a new multifunction printer meets the threshold for a limited call for bids based on the Public Procurement Act.
- Three quotes for a replacement were obtained based on research and review of specifications required.
- Quotes were obtained from Pinnacle Office Solutions, Modern Business Equipment and Staples.
- Further information on industry advancements was obtained after the initial series of quotes were acquired which would materially change the specific requirements of the replacement copier. Venders have been contacted to provide updated quotations.

Attachments:

No attachments

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Waste Recovery Facilities – Review of Policy Prohibiting Access to Double-Axle Trailers
MEETING DATE:	2022-10-11
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Christie Dean, Director Operations
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

It is recommended that the Board maintain the policy prohibiting double-axle trailers access to the Board's waste recovery facilities.

MOTION:

N/A

BACKGROUND:

- The policy prohibiting double-axle trailers access to the Board's waste recovery facilities was adopted in October 2015 by Motion No. 2015-060.
- This policy was necessary to address frequent and ongoing operational issues at these sites caused by users of double-axle trailers.
- These users would enter the waste recovery facility and rather than disposing of the waste in the appropriate berm area as directed by the Site Attendant on duty, they would simply tilt the dump and drive off the site strewing their waste everywhere as they went.
- Because this material was dumped in the traffic flow area, other customers could not access the site. This led to numerous complaints.
- The Site Attendant would receive verbal abuse from customers who had to be turned away even though their waste was acceptable due to lack of access to the site.
- Additional and significant costs were incurred by the Board to bring a backhoe and/or other equipment along with an operator to the site to clean it up.
- This also raised serious OH&S issues for the Site Attendant as well as the public as the materials strewn about contained nails, sharp items, etc.
- In addition to the above, it was felt that most users bringing double-axle trailers were contractors and/or landscapers who did not have commercial signage on their vehicle or trailer.
- When double-axle trailers were provided access to the sites, there were many more reports of prohibited commercial waste at these facilities.

- Since implementing this policy, the amount of commercial waste being disposed at these sites has reduced significantly; therefore, the policy is working as it should.
- The Board's Certificate of Approval to Operate these facilities does not allow any commercial waste to be accepted.
- All staff recently met to discuss strategic planning, policies, etc., and the operations staff were very clear that they fully support this policy and were NOT in favour of changing it. They felt that if the policy were changed, they would receive much more commercial materials like the past, especially asphalt shingles.
- Those who own double-axle trailers have trucks to haul them around; therefore, they can access the sites using their truck.
- Operations staff wondered why the Board would change a policy that is working well.

DRAFT

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Product Care Recycling Request to Accept Waste Paint Products at Waste Recovery Facilities
MEETING DATE:	2022-10-11
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Christie Dean, Director Operations
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

No action required at this time.

MOTION:

N/A

BACKGROUND/DISCUSSION

- As a result of discussion at committee in February 2022, staff contacted Product Care Recycling (PC) to clarify their request and what would be required of the Board if they agreed to accept these materials.
- On October 6, 2022 staff met with PC Operations Manager to clarify their request. PC advised that they are interested in having all waste recovery sites participate; however, the initial request pertains to Clarendville only. The discussion outlined what would be ERSB responsibility and what would be PC responsibility.
- As a result of the conversation, PC is looking at their ability to provide infrastructure. Proposed infrastructure could be a 16' sea can or similar.
- If this can be secured, they will then look at provincial legislation for storage and their equivalent safety certificates to ensure this would meet NL requirements. If it does, PC will then provide information to staff along with the legal agreement for review.
- As a result of the conversation ERSB has identified that our responsibility would include providing a location, staffing for the screening of material, ensuring staff are appropriately trained and purchasing forks for existing equipment.
- Once staff have the above-mentioned information it will be brought to the Board.

ATTACHMENTS:

- Brief Note tabled at Strategy & Policy Committee Meeting of February 8, 2022

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Product Care Recycling Request to have Waste Recovery Facilities Accept Waste Paint Products
MEETING DATE:	2022-02-08
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Christie Dean, Director Operations
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

For discussion. Staff does not recommend acceptance of paint or any HHW materials at the Board's waste recovery facilities.

MOTION:

Not applicable

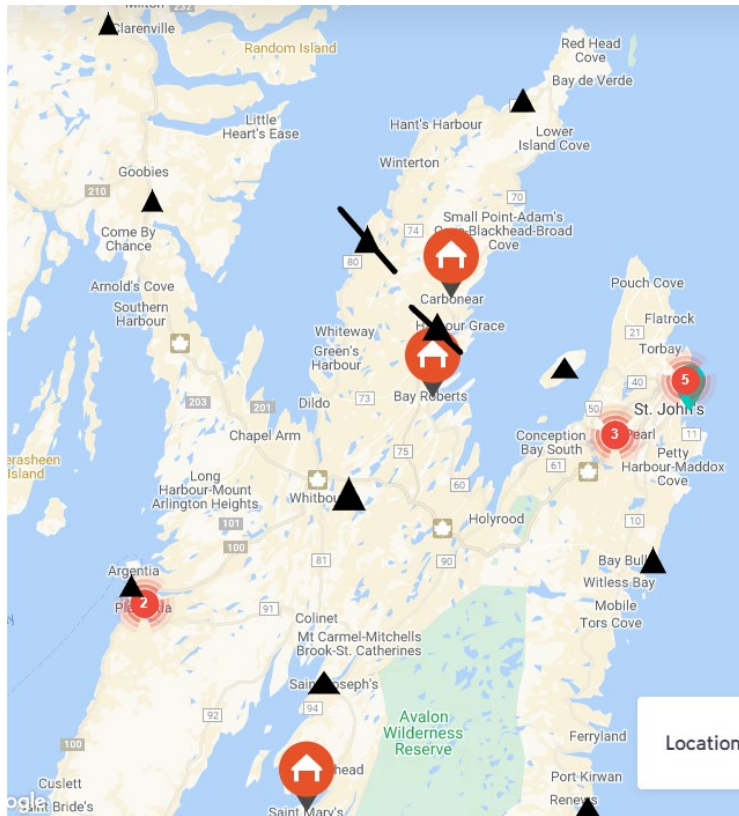
BACKGROUND/DISCUSSION

- In Newfoundland and Labrador, paint is addressed under Extended Producer Responsibility (EPR) programs to ensure that manufacturers are responsible for the collection, recycling, and disposal of their products when they reach the end of their use. This shifts the expenses associated with end-of-life product management from taxpayers to the producers and consumers/users of products.
- The EPR program is administered by the MMSB which works with the Department of Environment and Climate Change to research and develop EPR regulations.
- MMSB is also responsible for ensuring that industry complies with approved timelines, operational requirements, and diversion targets as established in EPR program plans.
- Product Care Recycling is the organization in the province that has been selected by the paint producers to meet the EPR targets.
- Director of Operations, Christie Dean, sits on NL Paint Advisory Committee and, as such, has repeatedly heard that stores such as Home Depot have stopped accepting the material due to contamination.

- Contamination includes any products not acceptable to the program that residents drop off such as oil, or other unacceptable products as listed below. Contaminated materials are costly to dispose of.
- Product Care has requested that ERSB consider accepting waste paint at waste recovery facilities (Since they are not meeting the requirements for permanent collection locations).
- As the WRFs are surface operations on environmentally closed landfills, acceptance of liquids has been identified as a restriction on our Certificate of Approval (CofA) to Operate these sites as provided by the provincial government.
- The CofA also restricts acceptance of aerosol cans which are hazardous waste (HHW) but accepted under the EPR program.
- If the Board went to the province to have the CofA altered to accept this material at our sites, infrastructure to ensure that spills do not occur would most likely be required.
- As many of you are aware, we cannot accept electronics at certain WRFs due to vandalism to infrastructure.
- Currently, site security meets the requirements under the CofA which was developed for acceptance of bulk waste only. Additional security and/or infrastructure would be required to accept this material.
- Most sites are not fully enclosed and may be accessed after hours.
- In addition, site attendants would need to be trained in the safe handling and acceptance of this material.
- In June 2021 at the guidance of the MMSB, the Director of Operations approached Product Care asking they provide financial compensation for collecting paint products at the ERSB mobile HHW collection events. She was told that the program is financially strapped and could not provide financial compensation.
- Staff is not recommending acceptance of paint at the waste recovery facilities.

ADDITIONAL INFORMATION:





Below is an excerpt from the *Product Care website* that outlines acceptable materials:

- Product Care accepts many types of paint, as well as empty paint containers. Paint must be in its original container, tightly sealed with the labels affixed. Do not mix different types of paint products together. Our recycling locations can't accept paint which has been mixed with other products
- You can bring up to 10 containers of paint or 50 spray cans at a time (no larger than 25 liters for paint or 680g/24 oz for paint aerosols) Household Paint.

Acceptable Paint products include:

- Interior and exterior water-based (latex, acrylic) and oil-based (alkyd, enamel) household paint
- Undercoat and primers (e.g., metal, wood, etc.)
- Empty containers of accepted products with original label (and original lid if liquid inside)
- Anti-rust paint
- Block filler
- Concrete and masonry paint
- Deck and floor paint or coatings (including elastomeric)

- Drywall paint
- Marine paint (unless registered under Pest Control Products Act)
- Melamine, stain, and shellac
- Stain blocking paint
- Stucco paint
- Swimming pool paint (only single component)
- Textured paint
- Varnish and urethane (only single component)
- Wood finishing oil
- Wood preservatives (unless registered under Pest Control Products Act)
- Wood, masonry, driveway sealer, and water repellant (not tar based, or bitumen based)

Aerosol Paint

All types of aerosol paint, including:

- Automotive
- Craft
- Industrial

Unacceptable Paint products include:

- Unidentifiable, unknown, unlabelled, and non-original containers
- Containers with poor integrity (e.g., badly rusted, leaking, bulging, improperly sealed)
- Brushes, rags, and rollers
- Caulking compound, epoxies, glues, and adhesives
- Colourants and tints
- Deck cleaners
- Household cleaners
- Non-aerosol automotive paint
- Non-aerosol craft and artistic paint
- Non-aerosol industrial paints and finishes (e.g., baked-on, heat resistant, etc.)
- Non-aerosol traffic or line marking paint
- Paint for skating rinks and curling club floors
- Paint in glass containers
- Paint mixed with other products
- Resins
- Paint thinner, mineral spirits or solvents
- Patching stucco and spackling compounds
- Products registered as a pesticide under the Pest Control Products Act (has a P.C.P. registration number on label)
- Resins
- Roof patch and repair

- Tar or tar/bitumen-based products
- Two-part or component paints containing catalyst or activator
- Waxes, polishes, sealants, and other household products

DRAFT

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Cavendish Waste Recovery Facility – Winter Closure 2022-2023
MEETING DATE:	2022-10-11
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Christie Dean, Director Operations
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

It is recommended that the Board close the Cavendish Waste Recovery Facility over the winter months. The recommended closure would be from Tuesday, December 6, 2022 to re-opening on Saturday, April 1, 2023. This closure would be communicated by site signage, ERSB website, and an ad on Channel 6 Ads.

MOTION:

BE IT RESOLVED that the Strategy & Policy Committee recommends that the Board close the Cavendish Waste Recovery Facility over the winter months from Tuesday, December 6, 2022 to re-open on Saturday, April 1, 2023.

BACKGROUND:

- Following the tender opening on Friday, October 7, 2022 for snow clearing and ice control services at the Board's waste recovery facilities, it was decided to recommend closure of the Cavendish facility due to the high costs of snow clearing for this coming winter.
- From December 2021 through the end of March 2022 (4 months) there were 508 visits. This is an average of 127 visits/month or two customers every hour.
- The Cavendish Waste Recovery Facility is 38 km from the Whitbourne facility and 63 km from the Old Perlican facility.
- Temporary winter closure will not result in residents traveling more than the prescribed 70 kilometers to visit a facility.
- The cost per visit at the Cavendish facility with most expenses and labour included equates to \$34.70.
- However, this increases to \$72.84 per customer visit when the cost of snow clearing is included for this facility for 2022-2023.
- This winter's cost of snow clearing equates to an additional \$38.14 per customer visit during the winter months.
- These costs do not include the cost to maintain the road to the facility; the cost to maintain the waste recovery site; or administration cost for the facility.
- These costs are not sustainable or fiscally responsible.

ADDITIONAL INFORMATION:

The cost of snow clearing and ice control services at Cavendish has been increasing as only one contractor in the area bids on the tender despite staff contacting multiple contractors to inform them of the tender.

Up to the 2017-2018 tender, we would receive a minimum of 2 bids for this work.

The Cavendish facility has seen a decrease in users following the opening of the Whitbourne facility as those residents south of the Cavendish facility tend to bring their materials to the Whitbourne facility.

For the 2022-2023 season, the tender price for snow clearing increased by \$3,553.50 or \$888.38 per month over last year.

With decreasing usage and rising snow clearing costs, it is recommended to temporarily close this facility for winter.

Table 1: Cavendish Waste Recovery Facility – Snow Clearing Costs Year Over Year

Year	Bid	Change (%)
2016-2017	\$8,451.35	n/a
2017-2018	\$15,180.00	80%
2018-2019	\$18,060.75	19%
2019-2020	\$15,180.00	(19%)
2020-2021	\$15,249.00	0.4%
2021-2022	\$15,824.00	4%
2022-2023	\$19,377.50	22%

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Camera System for Meeting Broadcast
MEETING DATE:	2022-10-06
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Craig Drover, Director Corporate Services
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

It is recommended that the Governance Committee proceed with the recommendation for the adoption of a hybrid meeting format for Board meetings upon the purchase of portable broadcasting equipment.

MOTION:

BE IT RESOLVED that the Governance Committee recommends that ERSB rescind Motion No. 2022-024 adopted March 30, 2022. Motion No. 2022-024 states "It was moved and seconded (Mr. McDonald/Ms. Ravencroft) that the Board continue to hold its regular monthly meetings virtually and broadcast on YouTube. Monthly standing committee meetings will remain virtual except for one in-person meeting for each committee each quarter.

BE IT RESOLVED that the Governance Committee recommends that ERSB adopt a hybrid meeting format for its regular monthly public meetings, effective immediately.

BE IT RESOLVED that the Governance Committee recommends that ERSB purchase a Meeting Owl 3 tool and the additional microphone pods required to facilitate hybrid public Board meetings.

BE IT RESOLVED that the Governance Committee recommends that ERSB hold its monthly standing committee meetings in-person or virtually, at the call of the Chair, effective immediately.

BE IT RESOLVED that the Governance Committee recommends that ERSB rotate its regular monthly public meetings so that two meetings annually are held in communities throughout the Eastern region.

BACKGROUND/DISCUSSION:

- At the September 28, 2022, meeting, the Board discussed a plan to hold three public Board meetings per year in communities outside St. John's. It is recommended that two meetings annually be held outside St. John's.
- Discussion regarding the inability for some Board members to travel outside the City led to a suggestion to adopt a hybrid meeting format.
- The Board currently does not have the ability to broadcast meetings without renting equipment or having an audio/video service provider set the meeting room up for recording and broadcasting.
- Following suggestions from Board members in the meeting, staff researched the various options available to purchase that would meet the Board's operational requirements. Three main conditions were assessed during the review.
 - 1. Cost, 2. Portability, and 3. Ease of Use
- After review of several products on the market, staff narrowed the choice down to the Logitech Rally Plus or the Meeting Owl 3.
 - Both are highly rated, and both are roughly the same cost.
 - The Logitech Rally Plus is approximately \$3,400 and would require the purchase of additional microphone pods.
 - The Meeting Owl 3 has a bundle of two devices for \$2,799 but would also require additional microphone pods at \$349.
 - Both systems appear easy to set up and use.
- The main decision-making factor then is portability.
 - The Logitech Rally is an excellent video conferencing system, but it is relatively stationary. This would be ideal for setup in the Boardroom on Majors Path for use with the television that is mounted on the wall. This would not be required for Committee meetings as they are not public and does not need to be broadcast.
 - However, Board members could consider setting this system up in their Boardroom so that those who cannot attend meetings being held throughout the region could attend the Boardroom on Majors Path to participate.
 - The Owl system appears to be more portable and thus could easily be set up in a meeting or conference room at a hotel.
 - The Board has a projector and screen that could be used in conjunction with the Owl to show who is speaking from outside of the meeting room (those participating remotely).
- Staff therefore recommends that the Owl system be purchased to facilitate the ability the Board to hold hybrid meetings.
- Other considerations are that these systems provide the ability to record and broadcast the Board's public meetings; however, they do not provide the ability for Board members to participate in the meeting from elsewhere.
 - The Board would still use Zoom to facilitate Board members participation in meetings when they cannot attend in person.

EASTERN REGIONAL SERVICE BOARD
BRIEFING NOTE / REPORT

TITLE:	Update on Communications Plan
MEETING DATE:	2022-10-26
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Will Hilliard, Communications Coordinator
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

No recommended action. For information purposes only.

MOTION:

N/A

BACKGROUND/DISCUSSION:

- The Communications Coordinator started on June 6th and is becoming familiar with the Board's structure and operations.
- He is researching the waste management and recycling sectors; delivery of fire and emergency services; as well as water and wastewater issues as he begins to outline a Communications Plan for the Board.
- He has conducted ongoing literature review, campaign planning, and writing towards a Communications Plan to broaden grassroots public engagement across the region; increase residential and commercial recycling customers; and enhance the Board's brand and position as a quality service provider and a 'green' leader.
- The plan will recommend external and internal communications and marketing strategies (including for website and social media applications) to further best practices in customer relations, public relations, information delivery, guidelines compliance, buy-in across demographics, sustainability, and circular economy.
- Articles planned to educate about waste collection guidelines, proper recycling methods, illegal dumping, employee value (for example, "A Day in the Life of a Garbage Collector"); and explore micro- and macro-picture issues and risks related to waste management. The articles will have an audio version option and video clips for website viewing and be adaptable for social media appeal.

- In addition to waste management, articles will be developed to inform the public and communities on fire and emergency services; as well as achievements in the Regional Water/Wastewater program.
- In conjunction with the Communications Plan, messaging is being developed for Twitter to grow brand recognition, a greater audience of followers who are customers, and to promote Twitter along with the website as key social media tools for information delivery.
- Acquired equipment/software suited to in-house design of communications materials for corporate signage, brochures, advertisements, social media, and other promotions.
- New signage for the Board's waste recovery facilities has been designed and will be installed before the end of the year. In addition, signage specific to the Harbour Grace site was designed and installed.
- For promotional purposes, a new roll-up banner for conferences, trade shows, etc, featuring our brand.
- During Waste Reduction Week, Oct. 17-23, highlighted the event with Twitter feed messaging and links to the corresponding national Circular Economy Month. Issued a news release for same and to thank our staff, collectors, and municipal and industry partners for the good work that they do.
- Working to expand Twitter audience and promoting it as a go-to social media tool in all our literature, as a source for news and updates about ERSB services, guidelines, and collection schedules.
- Conducting a survey of non-member municipalities to gauge their curbside bag limits and recycling efforts.
- A draft Communications Plan will be completed by November and a review will help further steer its direction and set priorities.
- In the meantime, the Communications Coordinator welcomes any suggestions and/or comments that Board members may have pertaining to this Communications Plan.

EASTERN REGIONAL SERVICE BOARD
BRIEFING NOTE / REPORT

TITLE:	Update on Campaign to Raise Recycling Participation
MEETING DATE:	2022-10-18
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Will Hilliard, Communications Coordinator
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

No recommended action. For information purposes only.

MOTION:

N/A

BACKGROUND/DISCUSSION:

- After some initial discussion, a meeting was held on October 5th with Board staff and senior management from Scotia Recycling to discuss the development of an Action Plan to explore a mutually beneficial public education partnership promoting recycling.
- Following discussion of objectives and short-term goals, it was determined that Scotia is focused on raising participation and awareness of commercial cardboard and/or fiberboard recycling while the Board is focused on raising participation rates for regular household curbside recycling.
- Scotia's plan would focus on paper and cardboard used in public spaces, then graduate to paper and cardboard resulting from increased online shopping, and onto Christmas giftwrap and packaging.
- ERSB's plan would focus on paper products as well as containers (plastics and metals) recycling with the objective of raising participation rates for weekly curbside collection.
- Therefore, it was decided that each organization would continue to develop their own recycling campaign.
- Each organization confirmed they would be happy to share information, resources and/or any other assistance that they may be able to provide the other for its campaign.
- The Board's Communications Coordinator continues to work on recycling education materials for our customers.

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	MNL Conference, Gander, November 2-5, 2022: Sponsorship Request
MEETING DATE:	2022-10-18
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:

That the Board approve the sponsorship of the 2022 MNL Conference in Gander in the amount of \$2,500.

MOTION:

BE IT RESOLVED that the Board sponsor Municipalities Newfoundland and Labrador 2022 Conference and Trade Show, November 3-5, 2022 in Gander in the amount of \$2,500.

BACKGROUND/DISCUSSION:

- The Board has been providing sponsorship to Municipalities Newfoundland and Labrador (MNL) for its annual Municipal Symposium held each spring as well as the MNL Conference and Trade Show held each fall for the past several years. This equates to \$5,000 annually.
- Prior to that the Board usually sponsored one event annually at \$1,000, except for one year that was at the \$2,500 level.
- Sponsorship has been at the Trade Show Exhibitor level; however, MNL provided the Board additional access passes, Board logo on printed materials as well as social media shout outs.
- As costs continue to increase for the Board, it is imperative to review former practices including sponsorship of MNL events.
- What benefit does the Board derive from sponsoring these events?
- The Board has not seen any direct increase in requests for services from MNL membership following these events.

- The Board is actively looking for professional development opportunities for its membership as well as senior staff and the money used to sponsor these events could be used to support other initiatives such as professional development.
- Going forward this Committee will review each request for sponsorship individually and make recommendation to the Board whether to support it or not.

ATTACHMENTS:

- 2022 MNL Conference and Trade Show Sponsorship and Exhibitor Information Package



2022 MNL CONFERENCE AND TRADE SHOW SPONSORSHIP AND EXHIBITOR INFORMATION PACKAGE

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INTRODUCTION

The 2022 Municipalities Newfoundland and Labrador Conference, Trade Show and Annual General Meeting will be held in Gander on November 2-5, 2022. The event gets underway on Wednesday evening with a welcome reception at the Gander International Airport. Then on Thursday, the trade show and sessions commence. Finally, Friday night is the Gala banquet. It all promises to be an excellent opportunity to engage with the municipal sector.

Event Overview

The MNL Conference and Trade Show is the largest annual gathering of municipal elected officials and municipal staff in the province. The event will bring together over 250 Mayors, Deputy Mayors, Councillors, CAOs, Town Managers/Clerks and others. They will participate in over 20 educational sessions, presentations, discussions, panels, and other networking opportunities. The MNL Trade Show will include 50 booths. The event will also be broadcast online.

Target Audience

Approximately 250 elected officials and municipal staff will be in attendance, including Mayors, Deputy Mayors, Councillors, CAOs, Town Managers/Clerk and many others. They will represent over 110 municipalities from across Newfoundland and Labrador, including communities with a population of 5 to 105,000. There will be a cross reference of every type of municipality in the province present at this event.

Sponsor Value Statement

As a sponsor, you add a lot of value to our event. Your contribution helps pay for equipment, book amazing speakers, and otherwise ensure our event has the resources it needs to succeed. However, our job is to give that value right back to you in terms of a return on your investment and exposure to our members. By working with us, you will get access to the municipal sector and key decision makers. There is no other event like it in Newfoundland and Labrador.

SPONSORSHIP OPPORTUNITIES

In the following tables you will see the various sponsorship and exhibitor opportunities that exist for the MNL Conference and Trade Show this year. Feel free to sign up for one of the pre-developed options listed below, or reach out for a customized approach specific to your needs and desires.

COST	TYPE OF SPONSORSHIP	AVAILABLE
\$15,000	Premiere Sponsorship Package	2
	<p>This sponsorship package is the highest tier sponsorship for the event:</p> <ul style="list-style-type: none"> • Pre-event email blast to delegates. • Presentation to delegates up to sixty (60) minutes in duration. • Opportunity to speak at the Grand Opening for up to five (5) minutes. • Access to a 10x10 trade show booth. • Custom email blast to registered delegates during the event highlighting your sponsorship and/or product, corporate messaging, etc. • Public recognition on all press releases and announcements distributed by MNL. • Corporate logo placement on all printed materials, sponsor rolls, MNL website. • Banner placement opportunity within the conference facility. • Inclusion in the World Café Session. • Social media shout outs (Facebook, Twitter and Instagram) during the event. • Two (2) Full Access Passes. • Post-event email blast to registered delegates. • Access to two (2) hotel rooms in the MNL reserved block. 	
\$12,500	Luncheon Sponsorship Package	3
	<p>This sponsorship package is the second highest tier for the event:</p> <ul style="list-style-type: none"> • Pre-event email blast to registered delegates. • Acknowledgement as provider of a luncheon, including your logo visible on all tables. • Luncheon speech for delegates up to thirty (30) minutes in duration connecting you directly with MNL members, with seats at the head table. • Access to a 10x10 trade show booth. • Custom email blast to registered delegates during the event highlighting your sponsorship and/or product, corporate messaging, etc. • Public recognition on all press releases and announcements distributed by MNL. 	

	<ul style="list-style-type: none"> • Corporate logo placement on all printed materials, sponsor rolls, MNL website. • Banner placement opportunity within the conference facility. • Inclusion in the World Café Session. • Social media shout outs (Facebook, Twitter and Instagram) during the event. • Two (2) Full Access Passes. • Post-event email blast to registered delegates. • Access to two (2) hotel rooms in the MNL reserved block. 	
\$10,000	Gold Sponsorship Package	4
	<ul style="list-style-type: none"> • Pre-event email blast to registered delegates. • Presentation to delegates up to thirty (30) minutes in duration connecting you directly with MNL members. • Access to a 10x10 trade show booth. • Custom email blast to registered delegates during the event highlighting your sponsorship and/or product, corporate messaging, etc. • Public recognition on all press releases and announcements distributed by MNL. • Corporate logo placement on all printed materials, sponsor rolls, MNL website. • Banner placement opportunity within the conference facility. • Inclusion in the World Café Session. • Social media shout outs (Facebook, Twitter and Instagram) during the event. • Two (2) Full Access Passes. • Post-event email blast to registered delegates. • Access to two (2) hotel rooms in the MNL reserved block. 	
\$7,500	Silver Sponsorship Package	2
	<ul style="list-style-type: none"> • Presentation to delegates up to thirty (30) minutes in duration connecting you directly with MNL members. • Access to a 10x10 trade show booth. • Custom email blast to registered delegates during the event highlighting your sponsorship and/or product, corporate messaging, etc. • Public recognition on all press releases and announcements distributed by MNL. • Corporate logo placement on all printed materials, sponsor rolls, MNL website. • Banner placement opportunity within the conference facility. • Inclusion in the World Café Session. 	

	<ul style="list-style-type: none"> • Social media shout outs (Facebook, Twitter and Instagram) during the event. • Two (2) Full Access Passes. • Access to one (2) hotel room in the MNL reserved block. 	
\$5,000	Nutrition Break Sponsorship Package	6
	<ul style="list-style-type: none"> • Acknowledgement as provider of a nutrition break, including your logo visible on all tables. • Access to a 10x10 trade show booth. • Inclusion in the World Café Session. • Public recognition on all press releases and announcements. • Corporate logo placement on all printed materials, sponsor rolls, and MNL website. • Social Media Shout Outs (Facebook, Twitter and Instagram). • Two (2) Full Access Passes. • Access to one (1) hotel room in the MNL reserved block. 	
\$3,500	Bronze Sponsorship	4
	<ul style="list-style-type: none"> • Public recognition on all press releases and announcements. • Corporate logo placement on all printed materials, sponsor rolls, and MNL website. • Social Media Shout Outs (Facebook, Twitter and Instagram). • Two (2) Full Access Passes. • Access to one (1) hotel room in the MNL reserved block. 	
\$2,500	Trade Show Exhibitor	50
	<ul style="list-style-type: none"> • Access to a 10x10 trade show booth. • Inclusion in the Trade Show listing in both the delegate packages and online. • Two (2) Full Access Passes. • Access to one (1) hotel room in the MNL reserved block. 	

General Advertising Opportunities

COST	ADVERTISING OPPORTUNITIES	AVAILABLE
\$250 (per day)	Website Banner Ads on the conference website.	6
\$250 (per day)	Pop up banner display in conference lobby.	2

WORLD CAFÉ

At the annual conference, a two-hour session will take place where organization and groups present a topic for discussion and delegates go from one table to the other to discuss. Each session is 15 minutes and delegates rotate from one table to the other. Sponsors should be ready with a topic in advance and will be expected to carry the discussion at the table with delegates. This is a great opportunity to discuss potential ideas with a captive audience.

ACCOMMODATIONS

Hotel rooms and accommodations for this event are limited. For participants, accommodations are available solely through MNL for hotels in the Gander area. If you get a booking on your own at one of the reserved hotels, that reservation may be cancelled without notice. Please reach out to MNL to discuss your accommodations needs.

PURCHASING PROCESS/PAYMENT

If you are interested in one of the sponsorship or advertising opportunities contained in this document, please reach out to Bradley Power, Director of Programs at MNL, at 709-753-6820 or email bpower@municipalnl.ca.

MNL accepts cash, cheque, and credit card through Stripe. Payment for all sponsorships and trade show booths must be received before the start of the event (November 2, 2022).

EASTERN REGIONAL SERVICE BOARD
BRIEFING NOTE / REPORT

TITLE:	Joint Council Update
MEETING DATE:	2022-10-18
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Holly Power, Board Clerk and Outreach Coordinator
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

No recommended action. For information purposes only.

MOTION:

N/A

BACKGROUND/DISCUSSION:

The Southern Shore Joint Council (SSJC) continues to meet on the first Thursday of every month and the last meeting took place on October 6th. The Community Business Development Corporation (CBDC) provided a presentation at this meeting, and it was very well received as there seems to be many small businesses in the area that makes use of their services. At the roundtable discussion there were positive reports of a successful summer with excellent turnouts for Come Home Year celebrations and festivities alike.

The Conception Bay North Joint Council (JCCBN) continues to meet on the last Thursday of every month and the last meeting took place on September 29th. MHA Helen Conway-Ottenheimer was in attendance, as well as Municipalities Newfoundland and Labrador's (MNL) Avalon Director, Tina Neary. Both ladies addressed the Joint Council with updates and information on new and ongoing topics within their jurisdictions. Mr. Gordon Stone, Chair of JCCBN regretted to submit his resignation at this meeting due to his busy schedule and other volunteer involvements. Therefore, the JCCBN will hold an election of officers at their next meeting which will be held in-person on October 27th.

The Northeast Avalon Joint Councils (NEAJC) continues to meet on the second Wednesday of every month and the last meeting took place on October 12th. As the MNL Avalon Director also attended this meeting, she reported on the workings of MNL as they plan and prepare for their upcoming conference and AGM in November. Everyone was encouraged to register and attend. ERSB's Chair, Mr. Stephen Tessier, attended this meeting on the Board's behalf and introduced himself in his new role. Mr. Tessier spoke of the services provided by the Board, as well as ongoing campaigns and potential growth. He encouraged all municipalities to review their current contracts and compare the pricing to that offered by ERSB, while noting that staff are always available for questions or concerns.

Discussions were held at all recent Joint Council meetings on the format for future meetings:

- SSJC agreed to remain virtual moving forward with the option to hold an in-person meeting once or twice per year, at the call of the Chair.
- JCCBN agreed to return to in-person meets as per normal practice prior to the pandemic.
- NEAJC agreed to remain virtual moving forward with the option to hold an in-person meeting once or twice per year, at the call of the Chair.

All Joint Councils continue to uphold an open and positive relationship with the RCMP and/or RNC. Representatives from both organizations makes every effort to attend these meetings and provides monthly reports of crime and other activities within each area. The Joint Council appreciates these efforts as they like to have knowledge of the 'happenings' within their communities, both good and bad, and to learn how they might be able to assist or improve the situations at the Council level.

Recently, the Joint Mayors of Trinity-Bay de Verde have reconvened monthly meetings. The Board's Clerk is communicating with their new Chair in hopes to provide administrative support and assistance, if needed.

The Board Clerk will be surveying the communities in the Smith Sound area in the coming months for interest in forming a Joint Councils group for the area.

There has been interest in St. Mary's Bay and the Southwest Avalon areas to re-establish a Joint Councils. This will be at the forefront for the Board's Clerk in the new year.

All MHAs, RCMP, RNC, MPs and other delegations will continue to receive ongoing invitations to Joint Council meetings throughout the Eastern Region as communication and working together is key.



FIRE | SOLID WASTE | WATER | WASTE WATER

October 18, 2022

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

Dear Mr. Minister,

Recently, the Eastern Regional Service Board has been reviewing its policies and operational practices at its network of eleven waste recovery facilities to increase efficiencies, reduce liabilities, and to improve the service for all users. In addition, the Board has been discussing ways to improve security at these sites to protect employees as well as the Board's property.

These waste recovery facilities accept bulk waste items only from residents. The Board's Certificate of Approval to Operate these sites does not permit the acceptance of commercial waste or access for commercial vehicles. These facilities do not charge a fee to residents to dispose of their bulk waste. Further information may be found at <https://easternregionalserviceboard.com/residents/waste-recovery-facilities/>.

To date the Board has discussed the installation of surveillance cameras to mitigate vandalism and unauthorized access after hours as well as providing protection for staff during operating hours; collection of license plate numbers to track vehicles accessing these facilities; requesting to see the driver's license and/or the vehicle's registration to access these facilities; etc.

These suggestions and subsequent discussions have raised concerns around the protection of privacy and what information the Board may collect and use.

The Board would welcome a meeting with you and your staff to discuss what measures the Board may implement to meet its objectives while maintaining the protection of privacy for all.

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

Sincerely yours,
EASTERN REGIONAL SERVICE BOARD

A handwritten signature in black ink, appearing to read "Stephen Tessier".

Stephen Tessier
Chairperson



FIRE | SOLID WASTE | WATER | WASTE WATER

October 18, 2022

Hon. Sarah Stoodley, MHA
Minister of Digital Government and Service NL
Government of Newfoundland & Labrador
Confederation Building
P.O. Box 8700
St. John's, NL A1B 4J6

Dear Ms. Minister,

Recently, the Eastern Regional Service Board has been reviewing its policies and operational practices at its network of eleven waste recovery facilities to increase efficiencies, reduce liabilities, and to improve the service for all users. In addition, the Board has been discussing ways to improve security at these sites to protect employees as well as the Board's property.

These waste recovery facilities accept bulk waste items only from residents. The Board's Certificate of Approval to Operate these sites provided by your Department does not permit the acceptance of commercial waste or access for commercial vehicles. These facilities do not charge a fee to residents to dispose of their bulk waste. Further information may be found at <https://easternregionalserviceboard.com/residents/waste-recovery-facilities/>.

An ongoing issue at these sites is the continued access by commercial operators/contractors who brings materials to these facilities from worksites in unmarked vehicles. In the past the province would issue license plates beginning with the letter 'C' to trucks being used for commercial or business purposes. This is no longer the practice, and it makes it impossible to determine commercial operators from private owners.

In addition to the above, the Board continues to have difficulty in identifying property ownership and/or transfers of property ownership in our service areas as the Province does not have a mandatory property registry system. A mandatory system, similar to other provinces, would be of great benefit to not only the regional service boards, but government as well when you begin to implement your regionalization plans.

The Board would welcome a meeting with you and your staff to discuss these matters.

Sincerely yours,
EASTERN REGIONAL SERVICE BOARD

A handwritten signature in black ink, appearing to read "Stephen Tessier".

Stephen Tessier
Chairperson