

**BOARD OF DIRECTORS MEETING
MINUTES**

Meeting #100

Wednesday, September 28, 2022, 7:00 p.m.

Capital Hotel, Kenmount Road, St. John's, NL

In Attendance: Chairperson Stephen Tessier
Vice Chairperson Mayor Danny Breen
Councillor Sandy Hickman
Deputy Mayor Kevin McDonald
Deputy Mayor Rod Delaney
Councillor Ian Froude
LSD Chairperson Wesley Drodge
Mayor Mark Vardy
Mayor Hilda Whelan
Councillor Ophelia Ravencroft
Councillor Larry Vaters
Councillor Carl Ridgeley
Councillor Jamie Korab
Councillor Gerard Tilley
Councillor Jill Bruce
Councillor Maggie Burton
Deputy Mayor Sheilagh O'Leary
Councillor Glenn Clarke

Regrets: Councillor Bill Antle
Councillor Nathan Ryan
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 2022-049

Moved By Mr. Tessier

Seconded By Mr. McDonald

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 2022-050

Moved By Mr. Tessier

Seconded By Mr. Clarke

BE IT RESOLVED that the minutes from the June 22, 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 July and August were tabled for review and approval. There were no questions or concerns.

MOTION 2022-051
Moved By Mr. Hickman
Seconded By Ms. Ravencroft

BE IT RESOLVED that the Board adopt the expenditures for the months of July and August as tabled.

Carried Unanimously

2. Incorporated Towns Payment Activity Report

An update on the incorporated towns' payment activity dated August 9, 2022 was provided. There were no questions or concerns.

3. 2023 Fee Schedule – Tip Fees and CTS Transportation Fee Increase

Mr. Hickman reported that an overview of the 2023 Robin Hood Bay Regional Landfill budget was provided to the Committee, and it outlined rising operational costs and the need for an increase in the tip fees for 2023. Therefore, it is proposed that the tip fee for regular garbage be increased from \$84 per tonne to \$89 per tonne and the tip fee for recyclables be increased from \$22 per tonne to \$27 per tonne, effective April 1, 2023.

An overview of the transportation fee charged at the Clarendville Transfer Station to transport waste from there to the Robin Hood Bay landfill was also provided. It was noted that this fee, currently at \$20 per tonne, has not increased since the facility opened in 2016. However, due to significant increases in fuel and maintenance costs, it is recommended to increase the fee by \$5 per metric tonne.

Board members recognized the impact these increases will have on smaller municipalities; however, costs are increasing for everyone, and the Board must raise these fees to ensure continued solvency.

It was decided that the fee schedule tabled for April 1, 2023 to March 31, 2024 should be adopted as tabled.

MOTION 2022-052
Moved By Mr. Hickman
Seconded By Ms. Burton

BE IT RESOLVED that the Board adopt the Fee Schedule for April 1, 2023 to March 31, 2024 as tabled.

Carried Unanimously

4. 2023 Budget

Mr. Hickman referred to the draft budget that was provided in the meeting package for members' review. He noted that quarterly reports for Q1 and Q2 were slightly under budget as the Board has taken a conservative approach to spending and budgeting since operating through the pandemic.

The major increases reflected in the draft budget are for the rising costs of fuel and vehicle maintenance, as well as anticipated increases in tenders and contracted services.

Discussion ensued with members recommending adoption of the 2023 budget as tabled.

MOTION 2022-053

Moved By Mr. Hickman

Seconded By Ms. Bruce

BE IT RESOLVED that the Board adopt the 2023 Budget as tabled.

Carried Unanimously

5. Q2 Financial Update Report

Mr. Hickman referred to the Q2 Financial Report that was included in the meeting package and noted that staff were pleased with the outcomes from the second quarter.

He was pleased to report that the Board is below budget at approximately 42 percent of its expenditures but noted that staff expects revenues to flatten as the year progresses to reflect timing of invoices and collections.

There were no questions or concerns regarding the Q2 Financial Report. The Committee did commend staff on their diligence and care with the Board's finances.

6. Extension of Office Lease at Majors Path

Mr. Hickman informed the Board that the lease for the Board's office space at Majors Path expired on March 31, 2021; however, the contract provided for three possible one-year extensions and the Board is currently exercising the first extension to March 31, 2023.

The Committee recommended exercising the second possible extension to March 31, 2024 as staff reports the current space continues to work well and meet the needs of the Board.

MOTION 2022-054

Moved By Mr. Hickman

Seconded By Ms. Whelan

BE IT RESOLVED that the Board extend its lease for office space at Majors Path to 62167 Newfoundland and Labrador Inc., for one year to March 31, 2024.

Caried Unanimously

b) Strategy & Policy Committee

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

1. Q2 Waste Operations Report

Mr. Tilley referred to the briefing note that was included in the meeting package. He reported that there were no closures of the Board's facilities due to weather. In addition, there has been a reduction in the illegal dumping at the Board's waste recovery facilities in the second quarter.

The major concern for operations is that the Electronic Products Recycling Association (EPRA) informed staff that they would no longer be providing pallets and packaging materials required to wrap electronic recyclables collected at the Board's waste recovery facilities. If electronic recyclables are not wrapped and stored properly, the Board does not receive compensation for handling and diverting this material.

Up until this year, the agreement was that the Board would provide the space to properly store this material as well as the labour to handle and package the materials. EPRA was responsible for supplying the pallets and packaging

materials required as well as collecting the electronic recyclables from the Board's sites.

When properly wrapped, the Board receives \$190 per tonne for its electronic recyclables .

Staff are not recommending that the Board purchase the pallets and packaging materials required due to the additional costs without compensation. The Board incurred significant upfront costs when the electronics recycling program was implemented by purchasing sea cans or storage containers for each of the eligible sites. Each of these costs the Board \$5,000 or more.

It seems the EPRA is now downloading its costs and responsibilities onto its collection partners.

The CAO and Director Operations met with the MMSB's Director of Programs to discuss this issue as the MMSB oversees the Extended Producer Responsibility (EPR) agreements for the province. The MMSB was surprised with this change in practice by EPRA; however, they did confirm that under the current EPR agreement, the Board is not obliged to participate in this program and EPRA is not obliged to use the Board's facilities to collect its electronic recyclables.

It was decided that staff will write the EPRA program to outline the Board's concerns with this change in practice and to request that they continue to supply the required pallets and packaging materials. Staff will update the Board following receipt of a response.

There were no questions or concerns on the Q2 Waste Operations Report.

2. Sunnyside Waste Recovery Facility – Winter Closure 2022-2023

Historically, the Sunnyside Waste Recovery Facility has low winter usage and snow clearing costs are high. As per past practice, it was recommended that the Board close this facility for the winter months.

MOTION 2022-054

Moved By Mr. Hickman

Seconded By Ms. Whelan

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

Caried Unanimously

3. Bell Island Waste Recovery Facility – Winter Closure 2022-2023

The Bell Island Waste Recovery Facility has seen low usage over the winter months and high snow clearing costs. Therefore, the recommendation is to temporarily close this facility for the winter months.

As this is the first time this facility is closing for winter, the Board requested that the communities on Bell Island be notified by letter; site signage be posted in advance of the closure; and notice to be posted on the Board's website. In addition, it was requested that a copy of the letter being sent to local communities be sent to the MHA for the area as well as the Department of Municipal and Provincial Affairs.

MOTION 2022-055

Moved By Mr. Tilley

Seconded By Mr. Ridgeley

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

Caried Unanimously

4. Update of ERSB Travel Expense Policy

Mr. Tilley referred to the briefing note that was provided in the meeting package and reminded members that the Board's Travel Expense Policy has not been revised since it was adopted in 2014.

An update is required due to the significant increase in the cost of living over the last couple of years. The proposed changes to the per diem for meals and incidentals is reflective of actual costs.

There were no questions or concerns on the update of this policy.

MOTION 2022-056

Moved By Mr. Tilley

Seconded By Ms. O'Leary

BE IT RESOLVED that the Board update its travel expense policy as tabled.

Caried Unanimously

5. Waste Collection Guidelines – Bag Size

Recently, the use of large contractor or bin liner bags has become an issue for the Board's waste collection contractors and was brought to the Committee for review.

The Board's contracts include collection guidelines that identifies a bag size for garbage and recycling bags. This guideline has been in place since 2013. In addition, the Board's Service Delivery Policy outlines that standard size garbage bags must be used. The requirement to use a standard sized bag is common practice in this province as well as across the country.

Discussion on Occupational Health and Safety (OH&S) concerns was outlined as a reason these larger bags are not permitted. In addition, it was suggested that the Board's contractors would accept these bags in the short term if residents would cut them off or roll them down, so they are the same height as a standard size bag. This will provide residents an opportunity to use up these bags.

It was agreed that no changes would be made to the Board's collection guidelines at this time.

6. Use of Surveillance Cameras at Board Facilities

Mr. Tilley reported on the discussion regarding the installation of surveillance cameras at the Board's waste recovery facilities to address ongoing illegal access, indiscriminate dumping, scavenging, and vandalism.

Staff completed research on the use of surveillance cameras by public bodies by reaching out to the Office of the Privacy Commissioner (OIPC) as well as Emergency & Safety Services Division at the City of St. John's. They discovered that the use of surveillance cameras falls under the Access to

Information and Protection of Privacy Act (ATIPPA) and the Canadian Charter of Rights and Freedoms.

A list of considerations was provided in the briefing note included in the meeting package, and more detailed information will be provided to the Committee before making any recommendations to the Board.

7. Update on Signage for Board's Waste Recovery Facilities

Mr. Tilley referred to the briefing note provided and reported that staff were asked to develop new signage to replace the signage at the Board's waste recovery facilities due to their poor condition.

The Committee was pleased with the proposed signage that will be located at the facility entrances and access roads, as well as on the highway leading to the facilities. The Committee directed staff to proceed with the production and installation of the signs.

c) Governance Committee

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

1. Q2 Canada Revenue Agency (CRA) Payroll Remittance Statement

Mr. McDonald referred to the second quarterly payroll remittance statement from CRA that was included in the meeting package. He noted that all payroll remittances have been made on time and the Board is up to date.

There were no questions or concerns on this report.

2. Update on Communications Plan

Mr. McDonald reported that the Board's new Communications Coordinator continues to familiarize himself with the Board's structure and operations. He is researching waste management; waste diversion; delivery of fire and emergency services; as well as water and wastewater issues as he begins to outline the Board's Communications Plan.

A draft plan should be brought to the Board later this Fall.

3. Update on Campaign to Raise Recycling Participation

Mr. McDonald reported that staff continue to communicate with Scotia Recycling to develop an Action Plan to explore mutually beneficial public education that promotes recycling.

A meeting is planned for some time in the coming weeks to more this campaign along and an update will be provided once progress is made.

4. Board Professional Development – SWANA Waste Conference, December 5-8, 2022

Mr. McDonald reminded members that historically the Board sent the Chairperson as well as two other Board members to the annual SWANA Waste Conference. In addition, the CAO and Director Operations also attend.

A motion was adopted in 2013 to make this waste conference a part of the Board's annual professional development plan.

Board members were surveyed, and four members expressed interest in attending. It was decided that Directors Jamie Korab and Kevin McDonald will attend, along with the Chair, CAO, and Director of Operations.

MOTION 2022-057

Moved By Mr. McDonald

Seconded By Mr. Froude

BE IT RESOLVED that the Board send the following Board members and staff to the Solid Waste Association of North America (SWANA) Annual Waste Conference being held in San Diego from December 5-8, 2022; Steve Tessier, Chair; Jamie Korab, Director; Kevin McDonald, Director; Lynn Tucker, CAO; and Christie Dean, Director Operations.

Caried Unanimously

5. Adding Joint Council Reports to Governance Meeting Agendas

Mr. McDonald reported that the Committee decided to add Joint Councils Reports to their monthly agenda. Members felt that this would

provide the Board with information on current issues and concerns in the region.

The Board's Clerk and Outreach Coordinator will provide an overview of the administrative support provided to the Joint Councils in the Eastern region. She feels that these monthly reports will assist the Board in its community involvement by providing information on what's important to our community partners.

In addition, the Board's Clerk and Outreach Coordinator will begin the process to establish Joint Councils in the areas of Smith Sound and Southwest Avalon. Currently, these areas do not have active joint councils.

6. Future Board Meeting Format:

Following discussion, the following motions were deferred to October's Committee meetings:

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."

BE IT RESOLVED that the Board hold its regular monthly public meetings in-person beginning September 28, 2022, onward.

BE IT RESOLVED that the Board hold its monthly standing committee meetings in-person or virtually, at the call of the Chair, beginning October 2022.

BE IT RESOLVED that the Board rotate its regular monthly public meetings so that a minimum of three meetings annually are held in communities throughout the Eastern region. –

7. Inquiry from the Town of Placentia Re: 2022 Household Hazardous Waste (HHW) Events

Mr. McDonald noted that an inquiry had been received from the Deputy Mayor of the Town of Placentia regarding this years' HHW collection events and why the Town was not chosen to host an event this year as in past years.

A response was prepared to the Town and a copy is included in tonight's meeting package for members' information.

8. Update on meeting with the Town of Bay Bulls

Mr. McDonald reported that a meeting was held with the Town of Bay Bulls and officials from the Departments of Municipal and Provincial Affairs; Environment and Climate Change; and Digital Government and Service NL. The meeting was to discuss issues raised by the Town pertaining to the Board's waste recovery facility in Bay Bulls.

The Chair and CAO were pleased with the meeting and a response from the Board to the Town will be prepared.

9. Update on meeting with the Town of Harbour Grace

The Board's Chair is pleased with the progress that has been made at the Harbour Grace Waste Recovery Facility following two meetings with the Town.

To date, the Town has completed the work they committed to doing at the site and the Board has installed signage on Selby Allen's Road as promised. Since meeting with town officials, there has been continued cooperation and a positive relationship.

5. Correspondence

There was no correspondence to review.

6. New Business

There was no new business to discuss.

7. **Roundtable Discussion**

- a) Ms. Dean reported a positive outcome for a recent landfill fire training course provided by the Board.
- b) Mr. Clarke inquired on a regional plan for multiple smaller fire departments in larger regions. The expansion of services was discussed and noted that it will be an important topic to discuss with the provincial government in future meetings. This will play an important role in raising the Board's profile.

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, October 26, 2022 at 7:00 p.m.
- b) The next meeting of the Finance & Audit Committee will take place on Thursday, October 13, 2022 at 12:30 p.m.
- c) The next meeting of the Strategy & Policy Committee will take place on Tuesday, October 11, 2022 at 1:30 p.m.
- d) The next meeting of the Governance Committee will take place on Tuesday, October 18, 2022 at 10:30 a.m.

9. **Adjournment**

MOTION 2022-058

Moved By Mr. Tessier

Seconded By Mr. Clarke

Seeing no further business to be discussed, **BE IT RESOLVED** that the meeting adjourned at 8:19 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 0000010805 dated between 07-01-2022 and 07-31-2022

CHEQUE REGISTER

Printed: 1:59:21PM 08/16/2022

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Number	Issued		Amount	SC	Status	Status Date
0000010743	07/06/2022	Receiver General of Canada	549.81	G/L	CLEARED	07/29/2022
0000010744	07/06/2022	Around The Bay Disposals Inc.	102,563.01	A/P	CLEARED	07/15/2022
0000010745	07/06/2022	Bell Aliant	2,037.03	A/P	CLEARED	07/19/2022
0000010746	07/06/2022	Big Erics Inc.	580.29	A/P	CLEARED	07/14/2022
0000010747	07/06/2022	Dodd's Diesel Repair Ltd.	3,232.80	A/P	CLEARED	07/13/2022
0000010748	07/06/2022	GFL Environmental Services Inc.	18,216.00	A/P	CLEARED	07/14/2022
0000010749	07/06/2022	Holly Coles	21.24	A/P	CLEARED	07/13/2022
0000010750	07/06/2022	Jenkins Anthony Inc.	4,221.82	A/P	CLEARED	07/14/2022
0000010751	07/06/2022	Kevin Butt	283.02	A/P	CLEARED	07/13/2022
0000010752	07/06/2022	KSV Soriano Inc.	2,570.75	A/P	CLEARED	07/15/2022
0000010753	07/06/2022	Miller IT Limited	6,575.07	A/P	CLEARED	07/13/2022
0000010754	07/06/2022	Modern Business Equipment Limited	112.83	A/P	CLEARED	07/13/2022
0000010755	07/06/2022	OMB Parts & Industrial Ltd.	12.64	A/P	CLEARED	07/18/2022
0000010756	07/06/2022	Robert Earle	70.99	A/P	OUT-STD	07/06/2022
0000010757	07/06/2022	Shred-it c/o Stericycle ULC	101.91	A/P	CLEARED	07/14/2022
0000010758	07/06/2022	T2 Ventures Inc.	232,639.54	A/P	CLEARED	07/13/2022
0000010759	07/06/2022	Town of Clarendville	1,608.00	A/P	CLEARED	07/14/2022
0000010760	07/06/2022	North Atlantic	38,581.15	A/P	CLEARED	07/13/2022
0000010761	07/06/2022	Northern Business Intelligence	2,359.90	A/P	CLEARED	07/15/2022
0000010763	07/19/2022	Receiver General of Canada	531.79	G/L	CLEARED	08/09/2022
0000010764	07/19/2022	62167 Newfoundland and Labrador Inc	7,380.30	A/P	CLEARED	08/05/2022
0000010765	07/19/2022	Bell Conferencing Inc.	31.97	A/P	CLEARED	08/04/2022
0000010766	07/19/2022	City of St. John's	46,815.10	A/P	CLEARED	07/29/2022
0000010767	07/19/2022	Colin Rideout	115.38	A/P	CLEARED	08/01/2022
0000010768	07/19/2022	D&L Russell Limited	32.18	A/P	OUT-STD	07/19/2022
0000010769	07/19/2022	Dodd's Diesel Repair Ltd.	4,101.13	A/P	CLEARED	07/29/2022
0000010770	07/19/2022	Leslie Squires	550.00	A/P	OUT-STD	07/19/2022
0000010771	07/19/2022	Newfoundland Power Inc.	5,390.63	A/P	CLEARED	08/01/2022
0000010772	07/19/2022	Nexgen Municipal Inc.	40,671.18	A/P	CLEARED	08/05/2022
0000010773	07/19/2022	OMB Parts & Industrial Ltd.	5.41	A/P	CLEARED	08/02/2022
0000010774	07/19/2022	ORKIN Canada Corporation	194.35	A/P	CLEARED	08/04/2022
0000010775	07/19/2022	Pike's Pro Hardware & Building Supplies	26.99	A/P	CLEARED	08/15/2022
0000010776	07/19/2022	Pitney Bowes	232.25	A/P	CLEARED	08/03/2022
0000010777	07/19/2022	Quikprint Services Ltd.	90.85	A/P	CLEARED	07/29/2022
0000010778	07/19/2022	T2 Ventures Inc.	44,001.96	A/P	CLEARED	07/29/2022
0000010779	07/19/2022	Tulk Tire & Service Ltd.	5,888.00	A/P	CLEARED	07/29/2022
Total Issued (36):			\$572,397.27			
Total Voided (0):			\$0.00			
Grand Total:			\$572,397.27			
Number of Cheques Listed:			36			

EASTERN REGIONAL SERVICE BOARD

PAYROLL EXPENSE

JULY 2022

Payroll – Staff (<i>2 pay periods – 30 employees</i>).....	\$137,097.29
Payroll – Board (<i>21 members</i>)	<u>\$00,000.00</u>
Total Payroll (<i>30 employees</i>)	\$137,097.29
Payroll CRA Remittance	<u>\$44,571.17</u>
TOTAL GROSS PAYROLL	<u>\$181,668.46</u>

PREVIOUS MONTH

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>

Eastern Regional Service Board

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

Cheques from 0000000001 to 0000010851 dated between 08-01-2022 and 08-31-2022

CHEQUE REGISTER

Printed: 2:42:58PM 09/07/2022

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Number	Issued		Amount	SC	Status	Status Date
0000010780	08/03/2022	Receiver General of Canada	604.13	G/L	CLEARED	08/22/2022
0000010784	08/03/2022	Around The Bay Disposals Inc.	98,609.73	A/P	CLEARED	08/09/2022
0000010785	08/03/2022	Bell Aliant	2,075.96	A/P	CLEARED	08/18/2022
0000010786	08/03/2022	Christie Dean	1,392.94	A/P	CLEARED	08/22/2022
0000010787	08/03/2022	Coish's Trucking & Excavating Ltd.	14,432.50	A/P	CLEARED	08/10/2022
0000010788	08/03/2022	Craig Drover	4,533.80	A/P	CLEARED	08/03/2022
0000010789	08/03/2022	Dicks and Company Limited	119.57	A/P	CLEARED	08/10/2022
0000010790	08/03/2022	Dodd's Diesel Repair Ltd.	5,161.47	A/P	CLEARED	08/09/2022
0000010791	08/03/2022	Gardiner Centre-Memorial University	511.75	A/P	OUT-STD	08/03/2022
0000010792	08/03/2022	Gerald Young	51.74	A/P	CLEARED	08/31/2022
0000010793	08/03/2022	Jenkins Anthony Inc.	6,209.56	A/P	CLEARED	08/15/2022
0000010794	08/03/2022	Kevin Butt	225.22	A/P	CLEARED	08/11/2022
0000010795	08/03/2022	Krysta Molloy	37.20	A/P	CLEARED	08/15/2022
0000010796	08/03/2022	Lynn Tucker	211.89	A/P	CLEARED	08/05/2022
0000010797	08/03/2022	Miller IT Limited	611.30	A/P	OUT-STD	08/03/2022
0000010798	08/03/2022	Modern Business Equipment Limited	264.85	A/P	CLEARED	08/10/2022
0000010799	08/03/2022	Newfoundland Power Inc.	997.83	A/P	CLEARED	08/12/2022
0000010800	08/03/2022	Parts For Trucks Inc.	1,871.28	A/P	CLEARED	08/11/2022
0000010801	08/03/2022	Provincial Fence Products Ltd.	2,944.00	A/P	CLEARED	08/11/2022
0000010802	08/03/2022	Robert Earle	58.62	A/P	CLEARED	08/30/2022
0000010803	08/03/2022	T2 Ventures Inc.	220,183.04	A/P	CLEARED	08/05/2022
0000010804	08/03/2022	Michael Lundrigan	51.72	A/P	CLEARED	08/24/2022
0000010805	08/17/2022	Receiver General of Canada	548.52	G/L	OUT-STD	08/17/2022
0000010806	08/17/2022	62167 Newfoundland and Labrador Inc	7,380.30	A/P	CLEARED	08/25/2022
0000010807	08/17/2022	Bell Conferencing Inc.	5.32	A/P	CLEARED	08/31/2022
0000010808	08/17/2022	Bell Mobility Inc.	2,452.43	A/P	CLEARED	08/26/2022
0000010809	08/17/2022	City of St. John's	41,343.34	A/P	CLEARED	08/24/2022
0000010810	08/17/2022	Coish's Trucking & Excavating Ltd.	14,432.50	A/P	CLEARED	08/29/2022
0000010811	08/17/2022	Dodd's Diesel Repair Ltd.	8,103.12	A/P	CLEARED	08/23/2022
0000010812	08/17/2022	Dodd's Diesel Repair Ltd.	13,450.11	A/P	CLEARED	08/23/2022
0000010813	08/17/2022	Dodd's Diesel Repair Ltd.	1,806.23	A/P	CLEARED	08/23/2022
0000010814	08/17/2022	Kal Tire	732.72	A/P	CLEARED	08/29/2022
0000010815	08/17/2022	Kevin Butt	449.56	A/P	CLEARED	08/25/2022
0000010816	08/17/2022	Leslie Squires	440.00	A/P	CLEARED	08/23/2022
0000010817	08/17/2022	Lynn Tucker	946.85	A/P	CLEARED	08/22/2022
0000010818	08/17/2022	McInnes Cooper	2,753.25	A/P	CLEARED	08/31/2022
0000010819	08/17/2022	Newfoundland Power Inc.	635.51	A/P	CLEARED	08/29/2022
0000010820	08/17/2022	Newfoundland Exchequer Account	59.60	A/P	OUT-STD	08/17/2022
0000010821	08/17/2022	Nexgen Municipal Inc.	205.49	A/P	CLEARED	08/31/2022
0000010822	08/17/2022	North Atlantic	28,278.36	A/P	CLEARED	08/24/2022
0000010823	08/17/2022	Northern Business Intelligence	1,705.28	A/P	CLEARED	08/30/2022
0000010824	08/17/2022	ORKIN Canada Corporation	194.35	A/P	CLEARED	08/30/2022
0000010825	08/17/2022	Parts For Trucks Inc.	46.18	A/P	CLEARED	08/26/2022
0000010826	08/17/2022	Pik-Fast Express Inc.	25.00	A/P	OUT-STD	08/17/2022
0000010827	08/17/2022	Pike's Pro Hardware & Building Supplies	30.78	A/P	CLEARED	08/26/2022
0000010828	08/17/2022	Pitney Bowes	685.97	A/P	CLEARED	08/30/2022

** - Name on Check was modified

Eastern Regional Service Board

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

Cheques from 0000000001 to 0000010851 dated between 08-01-2022 and 08-31-2022

CHEQUE REGISTER

Printed: 2:42:59PM 09/07/2022

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Number	Issued		Amount	SC	Status	Status Date
0000010829	08/17/2022	Robert Earle	130.74	A/P	CLEARED	08/30/2022
0000010830	08/17/2022	Shred-it c/o Stericycle ULC	202.42	A/P	CLEARED	08/26/2022
0000010831	08/17/2022	St. John Ambulance Council for NL Inc.	6,551.55	A/P	CLEARED	08/31/2022
0000010832	08/17/2022	Town of Holyrood	11,752.13	A/P	CLEARED	08/23/2022
0000010833	08/17/2022	Tulk Tire & Service Ltd.	2,904.53	A/P	CLEARED	08/25/2022
0000010834	08/31/2022	Big Erics Inc.	577.66	A/P	OUT-STD	08/31/2022
0000010835	08/31/2022	Dicks and Company Limited	51.74	A/P	OUT-STD	08/31/2022
0000010836	08/31/2022	Dodd's Diesel Repair Ltd.	2,761.59	A/P	OUT-STD	08/31/2022
0000010837	08/31/2022	Imperial Oil	131.80	A/P	OUT-STD	08/31/2022
0000010838	08/31/2022	Institute of Corporate Directors	454.25	A/P	OUT-STD	08/31/2022
0000010839	08/31/2022	Jenkins Anthony Inc.	6,212.44	A/P	OUT-STD	08/31/2022
0000010840	08/31/2022	Kevin Butt	1,390.98	A/P	OUT-STD	08/31/2022
0000010841	08/31/2022	Lynn Tucker	2,406.33	A/P	OUT-STD	08/31/2022
0000010842	08/31/2022	Newfoundland Power Inc.	1,010.70	A/P	OUT-STD	08/31/2022
0000010843	08/31/2022	Northern Business Intelligence	671.89	A/P	OUT-STD	08/31/2022
0000010844	08/31/2022	Quikprint Services Ltd.	90.85	A/P	OUT-STD	08/31/2022
0000010845	08/31/2022	Robert Earle	60.89	A/P	OUT-STD	08/31/2022
0000010846	08/31/2022	Salvation Army	75.00	A/P	OUT-STD	08/31/2022
0000010847	08/31/2022	T2 Ventures Inc.	221,123.94	A/P	OUT-STD	08/31/2022
0000010848	08/31/2022	Town of St. Joseph's	1,362.50	A/P	OUT-STD	08/31/2022
0000010849	08/31/2022	Town of Holyrood	5,220.00	A/P	OUT-STD	08/31/2022
0000010850	08/31/2022	Canada Revenue Agency	572.66	G/L	OUT-STD	08/31/2022
Total Issued (68):			\$753,587.46			
Total Voided (0):			\$0.00			
Grand Total:			\$753,587.46			
Number of Cheques Listed:			68			

EASTERN REGIONAL SERVICE BOARD

PAYROLL EXPENSE

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>

PREVIOUS MONTH

JULY 2022

Payroll – Staff (<i>2 pay periods – 30 employees</i>).....	\$137,097.29
Payroll – Board (<i>21 members</i>)	<u>\$00,000.00</u>
Total Payroll (<i>51 employees</i>)	\$137,097.29
Payroll CRA Remittance	<u>\$ 44,571.17</u>
TOTAL GROSS PAYROLL	<u>\$181,668.46</u>

TOWNS PAYMENT ACTIVITY 2022 - As of August 9, 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	\$0	\$0	\$0	\$6,550	
LSDOF202	LSD of Marysville	240	\$48,000	\$0	\$48,000	\$32,200	\$0	\$0	\$0	\$15,800	
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	\$46,620	\$0	\$0	\$0	\$19,980	
TOWN303	Town of Chapel Arm	254	\$50,800	\$0	\$50,800	\$40,788	\$0	\$0	\$0	\$10,012	
TOWN304	Town of Southern Harbour	184	\$36,800	\$0	\$36,800	\$29,440	\$0	\$0	\$0	\$7,360	
TOWN305	Town of Sunnyside	205	\$41,000	\$0	\$41,000	\$32,800	\$0	\$0	\$0	\$8,200	
TOWN502	Town of Chance Cove	148	\$29,600	\$0	\$29,600	\$23,680	\$0	\$0	\$0	\$5,920	
TOWN503	Town of Arnold's Cove	535	\$107,000	\$0	\$107,000	\$83,222	\$0	\$0	\$0	\$23,778	
TOWN0203	Town of Colliers	320	\$64,000	\$0	\$64,000	\$21,377	\$20,623	\$14,623	\$8,623	\$42,623	
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	\$98,700	\$0	\$0	\$0	\$24,700	
TOWN0403	Town of Cape Broyle	276	\$55,200	\$0	\$55,200	\$44,043	\$0	\$0	\$0	\$11,157	
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	\$40,800	\$0	\$0	\$0	\$13,600	
TOWN0407	Town of Renew's-Cappahayden	234	\$46,800	\$0	\$46,800	\$23,400	\$9,360	\$4,680	\$0	\$23,400 *	
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	\$31,560	\$0	\$0	\$0	\$7,640	
TOWN0505	Town of Fox Harbour	134	\$26,800	\$0	\$26,800	\$18,760	\$0	\$0	\$0	\$8,040	
TOWN0507	Town of St. Bride's	139	\$27,800	\$0	\$27,800	\$20,850	\$0	\$0	\$0	\$6,950	
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	\$13,120	\$0	\$0	\$0	\$3,280	
TOWN0514	Town of Colinet	75	\$15,000	\$0	\$15,000	\$10,500	\$0	\$0	\$0	\$4,500	
TOWN0601	Town of Whiteway	163	\$32,600	\$0	\$32,600	\$29,340	\$0	\$0	\$0	\$3,260	
TOWN0602	Town of Heart's Delight-Islington	409	\$81,800	\$0	\$81,800	\$54,440	\$0	\$0	\$0	\$27,360	
TOWN0603	Town of Heart's Desire	125	\$25,000	\$0	\$25,000	\$17,040	\$0	\$0	\$0	\$7,960	
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	\$25,920	\$0	\$0	\$0	\$6,480	
TOWN0805	Town of Hant's Harbour	193	\$38,600	\$0	\$38,600	\$25,733	\$0	\$0	\$0	\$12,867	
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	\$ 1,475,093	\$ 59,483	\$ 19,303	\$ 38,123	\$ 470,707	

* 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	\$ 196,216	\$ 67,359	\$ 33,317	\$ 34,043	\$ 101,577		

2022 TOTAL OUTSTANDING INCORPORATED TOWNS	\$ 572,284.28
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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:	2023 Draft Fee Schedule – Tip Fee and CTS Transportation Fee Increases
MEETING DATE:	2022-09-28
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Craig Drover, Director Corporate Services
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

It is recommended that the Board adopt the Fee Schedule for April 1, 2023 to March 31, 2024, as tabled.

MOTION:

BE IT RESOLVED that the Board adopt the Fee Schedule for April 1, 2023 to March 31, 2024, as tabled.

BACKGROUND/DISCUSSION:

- Attached is a copy of the 2023 Fee Schedule for both the regional landfill at Robin Hood Bay as well as at the Clarendville Transfer Station for the period of April 1, 2023 to March 31, 2024.
- The tip fee for regular garbage disposal at Robin Hood Bay will increase by \$5 per tonne from \$84 to \$89. The tip fee for recyclables will increase by \$5 per tonne from \$22 to \$27.
- These increases are necessary to cover rising costs at Robin Hood Bay including salaries; site services including spotters, RDO bin hauling, litter control, etc.; and increasing fuel and maintenance costs.
- As a result of increased vehicle fuel and operation costs, staff recommended that the Clarendville Transfer Station Transportation Fee be raised from \$20 per tonne to \$25 per tonne. This fee has not increased since the facility opened in 2016.
- This fee is charged in addition to the tipping fee (which is the same as charged at the regional landfill) to cover the cost of transporting the waste from the Clarendville Transfer Station to RHB which is 186 kilometers.

ATTACHMENTS:

- 2023 ERSB draft Fee Schedule

2023 FEE SCHEDULE FOR EASTERN REGIONAL SERVICE BOARD & REGIONAL WASTE MANAGEMENT FACILITY AT ROBIN HOOD BAY

Effective April 1, 2023 to March 31, 2024

ITEM/MATERIAL	FEE
Fire and Emergency Services Fees	
Per property fee for fire services in areas protected by ERSB	Up to \$120.00
Per commercial fire inspection	\$200.00
Per commercial fire inspection – subsequent visits within 12 months of initial visit - per event	\$50.00
Financial Services Fees	
Interest charged on overdue accounts, simple interest of 1.75% as of Jan 1 2019. Prior to Jan 1 2019 - interest of 2%, compounding monthly is applicable	1.75%
Non-sufficient funds charge per event	\$20.00
Small Claims Provincial Court Filing Fees	As charged by the Court
Process Server – per event	\$40.00
Waste Services Fees	
Per property fee for waste services	\$200.00
Return to collect waste not properly set out – per event	\$150.00
Regular Waste Disposal Fees	
Regular waste disposal fee at Clarendville Transfer Station and Robin Hood Bay per metric tonne	\$89.00
Recyclables disposal fee at Clarendville Transfer Station and Robin Hood Bay per metric tonne	\$27.00
Rejected Recyclables at Robin Hood Bay	\$169.00
Waste Disposal Permit for Clarendville Transfer Station or Robin Hood Bay	\$30.00
Clarendville Transfer Station Commercial Users/Discovery Regional Service Board <u>transportation fee</u> per metric tonne in addition to the regular waste disposal fee of \$89.00 per metric tonne	\$25.00
Asbestos (per metric tonne at Robin Hood Bay)*	
Asbestos (call to make arrangements prior to delivery to site)	\$149.00
Asbestos – Mixed Load (call to make arrangements prior to delivery to site)	\$291.00
Off the Road Tires (tires that are NOT included in the tire recycling program of the Province - per metric tonne)	
OTR – Off the Road Tires (call to make arrangements prior to delivery to site)	\$215.00
Rock (per metric tonne)*	
6 inches minus	Free
18 inches minus	\$32.00
18 inches plus	\$89.00
Concrete & brick (per metric tonne)*	
6 inches minus (reinforced or unreinforced)	Free
6 inches plus (reinforced)	\$89.00
18 inches minus (unreinforced)	\$32.00
18 inches plus (unreinforced)	\$89.00
Asphalt (per metric tonne)*	
6 inches minus	Free
18 inches minus	\$32.00
18 inches plus	\$89.00
Yard Waste (per metric tonne)**	
Contained in paper yard waste bags or loose	Free
Contained in plastic waste bags	\$89.00
Special Wastes (per metric tonne)	
Wastes requiring special handling (requires pre-approval and arrangements must be made prior to delivery to site)	\$149.00
International wastes	\$149.00

* The hauler is responsible to source separate into the various sizes or pay a tipping fee on the entire load. Materials of this type are subject to visual inspection to determine applicable fee.

** Yard Waste includes grass, leaves, sods, weeds, plant trimmings, and branches less than 1-inch diameter.

USEABLE FILL: Useable fill is material that can be used at the Clarendville Transfer Station or Robin Hood Bay sites. Size in the fill must not exceed 6-inches minus. Useable fill is accepted free of charge but depending on the volume the hauler will be required to float a loader/dozer to our site to stockpile the material. Bio-solids are not considered useable fill and the tipping fee applies. Haulers are advised to contact Clarendville Transfer Station or Robin Hood Bay prior to attempting to deliver these special waste streams and prior to bidding on tenders.

EASTERN REGIONAL SERVICE BOARD
BRIEFING NOTE / REPORT

TITLE:	2023 ERSB Draft Budget
MEETING DATE:	2022-09-28
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Craig Drover, Director Corporate Services
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

It is recommended that the Board adopt the 2023 budget as tabled.

MOTION:

BE IT RESOLVED that the Board adopt the 2023 budget as tabled.

BACKGROUND/DISCUSSION:

- Salaries and Benefits have been slightly increased in 2023 to reflect a 3.6% cost of living allowance increase.
- Almost all budget categories as a whole are similar to 2022 with the exception of Professional Services which have been reduced due to the hiring of a Communications Coordinator.
- As expected, Vehicle Maintenance and Operations expenses have been increased by 50% to reflect increased fuel and repair costs.
- Overall operating expenditures have increased by 3% to reflect the increased vehicle maintenance costs and the expected increase in waste collection contract costs.
- Overall revenue has been increased to reflect the increased total expenditures primarily through an increase in the tipping fee derived from Robin Hood Bay Regional Landfill. The ERSB has requested an increase from \$3.3 million to \$4 million in 2023.

ATTACHMENTS:

- 2023 Draft ERSB Budget

EASTERN REGIONAL SERVICE BOARD

2023 PROPOSED BUDGET

	2023 Proposed	2022 Budget	% Budget Change
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EXPENDITURES

Salaries			
Chair/Board Member Remuneration	\$ 100,000	\$ 100,000	0.0%
Salaries (Corporate Administration)	\$ 742,315	\$ 729,661	1.7%
Salaries (Regional Waste Operations)	\$ 1,273,862	\$ 1,184,084	7.6%
Salaries (Water)	\$ 55,000	\$ 55,000	0.0%
Sub-total	\$ 2,171,177	\$ 2,068,746	5.0%

Benefits			
Employment Insurance	\$ 36,493	\$ 35,957	1.5%
CPP	\$ 101,916	\$ 100,535	1.4%
WHSCC	\$ 50,000	\$ 50,000	0.0%
Health & Life Benefits	\$ 29,705	\$ 29,705	0.0%
RRSP	\$ 128,858	\$ 125,804	2.4%
Sub-total	\$ 346,972	\$ 342,001	1.5%

Transportation & Communications			
Board/Committee Local Travel & Meetings (mileage & expenses)	\$ 31,500	\$ 31,500	0.0%
Telephone	\$ 31,500	\$ 31,500	0.0%
Staff Local Travel (mileage & expenses)	\$ 11,000	\$ 11,000	0.0%
Professional Development (Board)	\$ 30,000	\$ 30,000	0.0%
Sub-total	\$ 104,000	\$ 104,000	0.0%

Supplies			
Insurance	\$ 174,000	\$ 174,000	0.0%
Office Expenses	\$ 88,000	\$ 88,000	0.0%
Bank Charges	\$ 44,100	\$ 42,000	5.0%
Sub-total	\$ 306,100	\$ 304,000	0.7%

Purchased and Professional Services			
Audit	\$ 37,838	\$ 36,036	5.0%
Professional Development Staff	\$ 49,500	\$ 49,500	0.0%
Communications	\$ 50,000	\$ 96,000	-47.9%
Professional Services-Legal,HR,IT,Engineering,etc.	\$ 140,000	\$ 189,000	-25.9%
Sub-total	\$ 277,338	\$ 370,536	-25.2%

Property, Furnishings & Equipment			
Office Space (gross lease, Majors Path)	\$ 86,000	\$ 86,000	0.0%
Computer Software/Software Licensing	\$ 28,800	\$ 28,800	0.0%
Photocopier Fees	\$ 4,410	\$ 4,200	5.0%
Furniture & Equipment	\$ 19,000	\$ 23,750	-20.0%
Sub-total	\$ 138,210	\$ 142,750	-3.2%

	2023 Proposed	2022 Budget	% Budget Change
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Regional Operations & Waste Recovery Facilities

Snow Clearing - All WRF	\$ 50,944	\$ 67,925	-25.0%
Site Maintenance - All WRF	\$ 60,000	\$ 110,000	-45.5%
Old Perican WRF (TCNWM)	\$ 251,275	\$ 218,500	15.0%
Vehicle Maintenance and Operations	\$ 604,476	\$ 402,984	50.0%
Whitbourne Depot Utilities and Phones	\$ 60,000	\$ 91,000	-34.1%
Sub-total	\$ 1,026,695	\$ 890,409	15.3%

CLARENVILLE REGIONAL TRANSFER STATION

Utilities/phone	\$ 45,000	\$ 47,250	-4.8%
Site Maintenance	\$ 40,000	\$ 80,108	-50.1%
Vehicle Maintenance and Operations	\$ 314,697	\$ 209,798	50.0%
Tipping Fees At Regional Landfill for CTS	\$ 462,870	\$ 432,012	7.1%
Sub-total	\$ 862,567	\$ 769,168	12.1%

HOUSEHOLD HAZDORDOUS WASTE PROGRAM

HHW Collection Contract and Fire Dept	\$ 87,228	\$ 84,000	3.8%
Sub-total	\$ 87,228	\$ 84,000	3.8%

CURBSIDE WASTE COLLECTION PROGRAM

Tipping Fees Expense	\$ 1,568,625	\$ 1,568,625	0.0%
Maintenance Costs Allocated to Curbside	\$ -	\$ 30,000	0.0%
Waste Collection Contract Expense	\$ 2,548,988	\$ 2,439,702	4.5%
Sub-Total	\$ 4,117,613	\$ 4,038,327	\$ 0

WATER/WASTEWATER TREATMENT PROGRAM

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

Sub-Total	\$ 98,438	\$ 93,750	5.0%
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TRANSFERS TO RESERVE

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

	2023 Proposed	2022 Budget	% Budget Change
TOTAL EXPENSES	\$ 9,561,337	\$ 9,232,687	3.4%
ERSB CAPITAL EXPENDITURES			
WRF Development	\$ -	\$ -	0.0%
Regional Equipment	\$ -	\$ -	0.0%
Sub-Total	\$ -	\$ -	0.0%

TOTAL OPERATING AND CAPITAL	\$ 9,561,337	\$ 9,232,687	3.6%
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REVENUE			
Waste Collection Fees	\$ 4,525,800	\$ 4,525,800	0.0%
Provision for Bad Debt	\$ (90,000)	\$ (90,000)	0.0%
Clareville Transfer Station Tipping Fees/Permit Fees/Etc.	\$ 318,447	\$ 237,500	34.1%
Transportation Charges - Clareville Transfer Station	\$ 86,250	\$ 69,000	25.0%
Fire Protection Services Fees	\$ 105,000	\$ 87,500	20.0%
Recyclable Metals and Electronics	\$ 160,840	\$ 123,750	30.0%
Interest	\$ 90,000	\$ 60,000	50.0%
Miscellaneous Revenue	\$ 40,000	\$ 35,000	14.3%
Regional Landfill Tipping Fee Derived	\$ 4,000,000	\$ 3,300,000	21.2%
Provincial Capital	\$ -	\$ -	0.0%
Reserve Funding	\$ 250,000	\$ 150,000	0.0%
Water / Wastewater Program	\$ 75,000	\$ 75,000	0.0%
TOTAL REVENUE	\$ 9,561,337	\$ 8,573,550	

EASTERN REGIONAL SERVICE BOARD
BRIEFING NOTE / REPORT

TITLE:	Q2 Financial Update Report
MEETING DATE:	2022-09-28
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:

- No recommended action as report for information only.

MOTION:

No motion required as report for information only

BACKGROUND/DISCUSSION:

- Salaries and Benefits are below budget to June 30th at 41.9% and 37.5% respectively. This is due to several approved positions that remain unfilled in 2022.
- Almost all budget categories as a whole are below budget for Q2. This could be a result of the timing of invoices.
- As expected, and previously discussed, Vehicle Maintenance and Operations expenses are well over budget due to the increase in fuel costs, which continue to rise. Vehicle maintenance operating costs attributed to Clarendville are 68% of the yearly budget while those attributed to Regional and WRF's are 107%. Factors in the difference between the two are the distance travelled by the regional vehicles and the age of the respective vehicles.
- Overall operating expenditures as of June 30th is 42.4% of budget.
- Overall revenue invoiced as of June 30th was at 76% of budget.

ATTACHMENTS:

- Q2 2022 Budget vs Actual Report

EASTERN REGIONAL SERVICE BOARD

2022 Q2 ACTUAL VS BUDGET

	2022 Budget	2022 Q2 Actual	% Budget Used
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EXPENDITURES

Salaries			
Chair/Board Member Remuneration	\$ 100,000	\$ 47,366	47.4%
Salaries (Corporate Administration)	\$ 729,661	\$ 315,202	43.2%
Salaries (Regional Waste Operations)	\$ 1,184,084	\$ 475,111	40.1%
Salaries (Water)	\$ 55,000	\$ 28,135	51.2%
Sub-total	\$ 2,068,746	\$ 865,814	41.9%

Benefits			
Employment Insurance	\$ 35,957	\$ 14,347	39.9%
CPP	\$ 100,535	\$ 27,211	27.1%
WHSCC	\$ 50,000	\$ 30,374	60.7%
Health & Life Benefits	\$ 29,705	\$ 10,999	37.0%
RRSP	\$ 125,804	\$ 45,299	36.0%
Sub-total	\$ 342,001	\$ 128,230	37.5%

Transportation & Communications			
Board/Committee Local Travel & Meetings (mileage & expenses)	\$ 31,500	\$ -	0.0%
Telephone	\$ 31,500	\$ 18,476	58.7%
Staff Local Travel (mileage & expenses)	\$ 11,000	\$ 2,000	18.2%
Professional Development (Board)	\$ 30,000	\$ 3,162	10.5%
Sub-total	\$ 104,000	\$ 23,638	22.7%

Supplies			
Insurance	\$ 174,000	\$ 32,634	18.8%
Office Expenses	\$ 88,000	\$ 33,701	38.3%
Bank Charges	\$ 42,000	\$ 24,554	58.5%
Sub-total	\$ 304,000	\$ 90,889	29.9%

Purchased Services Administrative			
Audit	\$ 36,036	\$ -	0.0%
Professional Development Staff	\$ 49,500	\$ 10,243	20.7%
Communications	\$ 96,000	\$ 1,773	1.8%
Professional Services-Legal,HR,IT,Engineering,etc.	\$ 189,000	\$ 50,493	26.7%
Sub-total	\$ 370,536	\$ 62,509	16.9%

Property, Furnishings & Equipment			
Office Space (gross lease, Majors Path)	\$ 86,000	\$ 40,156	46.7%
Computer Software/Software Licensing	\$ 28,800	\$ -	0.0%
Photocopier Fees	\$ 4,200	\$ 6,702	159.6%
Furniture & Equipment	\$ 23,750	\$ -	0.0%
Sub-total	\$ 142,750	\$ 46,858	32.8%

	2022 Budget	2022 Q2 Actual	% Budget Used
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Regional Operations & Waste Recovery Facilities

Snow Clearing - All WRF	\$ 67,925	\$ 22,307	32.8%
Site Maintenance - All WRF	\$ 110,000	\$ 8,807	8.0%
Old Perican WRF (TCNWM)	\$ 218,500	\$ 39,264	18.0%
Vehicle Maintenance and Operations	\$ 402,984	\$ 432,370	107.3%
Whitbourne Depot Utilities and Phones	\$ 91,000	\$ 21,051	23.1%
Sub-total	\$ 890,409	\$ 523,798	58.8%

CLARENVILLE REGIONAL TRANSFER STATION

Utilities/phone	\$ 47,250	22,668	48.0%
Site Maintenance	\$ 80,108	\$ 10,828	13.5%
Vehicle Maintenance and Operations	\$ 209,798	\$ 62,286	29.7%
Tipping Fees At Regional Landfill for CTS	\$ 432,012	\$ 273,217	63.2%
Sub-total	\$ 769,168	\$ 369,000	48.0%

HOUSEHOLD HAZDORDOUS WASTE PROGRAM

HHW Collection Contract and Fire Dept	\$ 84,000	\$ 33,038	39.3%
Sub-total	\$ 84,000	\$ 33,038	39.3%

CURBSIDE WASTE COLLECTION PROGRAM

Maintenance Depot Costs Allocated to Curbside	\$ 30,000	\$ 174	0.6%
Contracted Services	\$ 4,008,327	\$ 1,768,305	44.1%
Sub-Total	\$ 4,038,327	\$ 1,768,479	43.8%

WATER/WASTEWATER TREATMENT PROGRAM

Sub-Total	\$ 25,000	\$ 3,896	15.6%
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FIRE PROTECTION

Sub-Total	\$ 93,750	\$ 1,426	1.5%
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TRANSFERS TO RESERVE

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

	2022 Budget	2022 Q2 Actual	% Budget Used
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TOTAL EXPENSES	\$ 9,232,687	\$ 3,917,576	42.4%
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ERSB CAPITAL EXPENDITURES			
WRF Development	\$ -	\$ -	0.0%
Regional Equipment	\$ -	\$ -	0.0%
Sub-Total	\$ -	\$ -	0%

TOTAL OPERATING AND CAPITAL	\$ 9,232,687	\$ 3,917,576	42.4%
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REVENUE			
Waste Collection Fees	\$ 4,525,800	\$ 4,122,336	91.1%
Provision for Bad Debt	\$ (90,000)	\$ -	0.0%
Clareville Transfer Station Tipping Fees/Permit Fees/Etc.	\$ 237,500	\$ 225,353	94.9%
Transportation Charges - Clareville Transfer Station	\$ 69,000	\$ 1,170	1.7%
Fire Protection Services Fees	\$ 87,500	\$ 19,704	22.5%
Recyclable Metals and Electronics	\$ 123,750	\$ 29,871	24.1%
Interest Invoiced	\$ 60,000	\$ 107,788	179.6%
Miscellaneous Revenue	\$ 35,000	\$ 225	0.6%
Regional Landfill Tipping Fee Derived	\$ 3,300,000	\$ 2,475,000	75.0%
Public Sector HST Rebate	\$ 659,137	\$ 38,436	5.8%
Provincial Capital	\$ -	\$ -	0.0%
Reserve Funding	\$ 150,000	\$ -	0.0%
Water / Wastewater Program	\$ 75,000	\$ -	0.0%
TOTAL REVENUE	\$ 9,232,687	\$ 7,019,883	76.0%

EASTERN REGIONAL SERVICE BOARD
BRIEFING NOTE / REPORT

TITLE:	Office Lease Extension – Majors Path
MEETING DATE:	2022-09-28
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Lynn Tucker, Chief Administrative Officer
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

The current five-year lease for 2,615 square feet of office space at Majors Path expired on March 31, 2022. The lease provided for three one-year extensions. The first extension has been exercised for the period of April 1, 2022 to March 31, 2023. Staff recommends another one-year extension.

BE IT RESOLVED that the Board extend its lease for office space at Majors Path to 62167 Newfoundland & Labrador Inc., for one year to March 31, 2024.

BACKGROUND/DISCUSSION:

- The Board tendered for 2,615 square feet of office space in 2016.
- A five-year lease was signed for April 1, 2017 to March 31, 2022.
- The lease includes an option to extend annually at the same terms and conditions for up to an additional three years beyond the original term.
- The first one-year extension has been exercised for the period of April 1, 2022 to March 31, 2023.
- The current office space continues to be appropriate for staff and the Board.
- The cost of the current space is \$77,011.80 annually plus HST. This equates to \$29.45 per square foot plus HST.
- On October 20th, the CAO and landlord discussed extending the current lease for one year and the landlord agreed.
- Therefore, it is recommended that the Board adopt a motion to extend the lease for office space for one year to March 31, 2024.

ATTACHMENTS: N/A

EASTERN REGIONAL SERVICE BOARD
BRIEFING NOTE / REPORT

TITLE:	Q2 Waste Operations Report
MEETING DATE:	2022-09-28
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 information only.

MOTION:

N/A

BACKGROUND/DISCUSSION

- Community Waste Collections:
 - There were no disruptions to waste collections due to weather conditions.
 - There were no collection delays due to COVID-related issues.
- Waste Recovery Facilities (WRFs):
 - Staff noted a decrease in the illegal dumping at the gates of these facilities.
 - Vandalism is being tracked but does not seem to be increasing.
 - There were no closures related to COVID.
 - The Sunnyside facility re-opened April 2nd following winter closure.
 - Electronic Products Recycling Association (EPRA) – Continued enhanced support of EPRA's electronics recycling program by accepting materials at nine (9) waste recovery facilities.
 - Materials accepted by EPRA is not accepted during curbside bulk collections. Waste collectors tag curbside electronic waste with EPRA stickers and leaves the items curbside.
 - Effective Q2, EPRA changed how they administer their program. The most notable change is that they will no longer provide supplies including pallets for the Board's site attendants to package the electronic recyclable materials (the one exception is at Clarendville).
 - The additional cost for the Board to obtain and distribute pallets is \$35 or more per pallet. Continuing to package the accepted materials as desired

by EPRA will be costly to the Board so the short-term decision was made to accept materials without packaging.

- When EPRA accepts materials without packaging, there is no monetary benefit to the Board.
- For those electronic recyclables that are packaged appropriately, the Board receives \$190 per metric tonne.
- It seems EPRA is downloading costs to those who accept their material for recycling.
- ERSB staff met with MMSB staff to discuss the impact of these changes and sent the below email to Gary Ryan, Director of Programs, following the meeting:

Hi Gary,

Thanks for taking the time to discuss the EPRA program today. We understand that while the EPRA can decide to do business with whom they please within the contract limits, we feel that regional waste recovery facilities are ideal locations for accepting these materials and as such have been proud to offer drop-off locations to residents since 2015. For the most part, this program has been cost neutral to the Board. The additional costs that ERSB will incur effective immediately will be about \$30+ per pallet plus labour. Based on 2021 volumes, the estimated 2022 costs will be about \$6,000 in pallets plus labour and vehicle expenses. These are expenses that ERSB did not previously incur. Based on this change the Board will have to assess if they still wish to do business with the EPRA.

Attached is a summary of material collected at ERSB waste recovery facilities over the last 2 years. Based on feedback from EPRA, the tonnage would be estimated at 42.7 metric tonnes for 2021 and 37.8 metric tonnes for 2020. For 2020, waste recovery facilities were impacted by the pandemic as were many operations.

As recommended ERSB will write EPRA Atlantic office and copy you as well as Ms. Marley. Could you provide the appropriate Atlantic EPRA contact please.

In addition, education, feedback, and the hopes of continual improvement to EPR programs, we would welcome joint discussions on the e-waste and paint programs between MMSB and other regional service boards.

- Staff are developing correspondence for ERPA Atlantic office.
- Further assessment of the program as it is currently being administered and response from EPRA will be brought back to the Committee once received.
- Of note is that Harbour Grace had fewer client visits than the Bay Bulls and Whitbourne sites combined; however, Harbour Grace had approximately 50 percent more removals than Bay Bulls and Whitbourne combined. Staff feel the amount of material that is delivered to the Harbour Grace site after hours due to illegal access is the reason for this.
 - To address the illegal access, signage indicating that the site is not accessible by Selby Allen's Lane will be installed. The Town has indicated that boulders will be strategically placed on this road to prevent access for

regular vehicular traffic. Off-road vehicles will still have access to the site via Selby Allen's Lane. These measures should significantly reduce the ability for contractors to drop off waste through illegal access and after hours.

- Clarendville Transfer Station (CTS):
 - Total waste moved from the CTS to Robin Hood Bay:
 - Regular waste 1,557,620 kg; down from Q1.
 - Recyclables 103,680 kg; up from Q1.
- Household Hazardous Waste (HHW):
 - To June 30, 2022, 12 events were held and 492 people brought HHW.
 - In 2021, there were 10 events held by June 30 and 393 people brought waste.
 - Total HHW volumes will be reported in the 2022 year-end report.
 - Overall, the per event participation and per event waste collected was lower than in 2019.

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Sunnyside Waste Recovery Facility – Winter Closure 2022-2023
MEETING DATE:	2022-09-28
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 Sunnyside Waste Recovery Facility over the winter months similar to previous years. Date of closure would be from Tuesday, December 6, 2022 to re-opening on Saturday, April 1, 2023. Closure would be communicated by site signage, ERSB website, a letter being sent to the impacted communities, as well as ads in local newspapers.

MOTION:

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

BACKGROUND:

- Historically, the Sunnyside Waste Recovery Facility (WRF) has very low winter usage. Before the opening of the Clarendville Transfer Station, the Sunnyside WRF would see about 60 to 74 visits per month for the months of January, February, and March.
- Since the opening of the Clarendville Transfer Station, the annual usage at the Sunnyside WRF has continued to drop. The most significant drops were observed in the winter months of January through March. In 2019 the average number of visits for January through March was 36 visits per month. This equates to an average of one visit every two hours.
- The significant reduction in usage is likely due to the availability of the Clarendville Transfer Station to the public.
- The Clarendville Transfer Station and the Whitbourne Waste Recovery Facility is now operational and in close proximity for the public that historically used the Sunnyside facility.
- The annual number of visits at this facility increased during the pandemic with 5.5 percent more users in 2020 than in 2019 and 3.4% increase in users from 2020 to 2021.
- The amount of waste received in 2021 was almost three times the amount of waste received in 2020. However, for the first six months of 2022, waste volumes are down 33% from 2021.

- Another important consideration for the Sunnyside WRF is the high cost of snow clearing at the facility. For the winter of 2018–2019, the Sunnyside WRF snow clearing contract was the highest snow clearing contract awarded.
- The high cost of snow clearing, and very low public usage resulted in a snow clearing cost of \$80.11 per customer visit. This is not sustainable or fiscally responsible.
- 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.

OTHER CONSIDERATIONS:

The Board may want to consider permanent closure of the Sunnyside Waste Recovery Facility as the public in the area has access to either the Clarendville and/or the Whitbourne Waste Recovery Facilities.

When the Board determined where to locate its waste recovery facilities it was decided that the public should not have to drive more than 70 to 100 km to dispose of their bulk type materials.

The decision to locate a waste recovery facility at Sunnyside was made before the opening of the Clarendville Transfer Station or the Whitbourne Waste Recovery Facility.

The Towns of Come-by-Chance and Sunnyside are located 22 kilometers from the Clarendville Transfer Station; therefore, they are well within the travel distance deemed acceptable.

In addition, residents in the areas between Whitbourne and Clarendville are within acceptable travel distances.

The continuation of operations at Sunnyside Waste Recovery Facility must be evaluated:

- 2018 cost of snow clearing equated to an additional \$80.11 (plus HST) per customer visit during the winter months.
- 2021 total cost to operate the site equated to \$41.88 per customer visit (no snow clearing costs included – facility closed for winter)
- Customer visits increased from 2019 to 2020 by 5.5% and from 2020 to 2021 by 3.4%. Staff feels this is a result of the pandemic as activity increased at most of these facilities during this period.
- For comparison purposes:
 - 2021 – Placentia equated to \$25.47 per customer visit (includes snow clearing costs)
 - 2021 – Whitbourne equated to \$16.21 per customer visit (does not include snow clearing costs as ERSB staff performs this function).
 - 2021 – Cavendish equated to \$23.99 per customer visit (includes snow clearing costs).
- Is this facility required? No
- Is it fiscally responsible to keep this facility open?

EASTERN REGIONAL SERVICE BOARD
BRIEFING NOTE / REPORT

TITLE:	Bell Island Waste Recovery Facility – Winter Closure 2022-2023
MEETING DATE:	2022-09-28
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 Bell Island Waste Recovery Facility over the winter months. Date of closure would be from Tuesday, December 6, 2022 to re-opening on Saturday, April 1, 2023. Closure would be communicated by site signage, ERSB website, a letter being sent to Bell Island communities, as well as ads in the local newspapers.

MOTION:

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

BACKGROUND:

- Since opening in February 2021, the Bell Island Waste Recovery Facility (WRF) has very low usage especially during winter months.
- The site was closed several weeks in the winter of 2021 due to the pandemic.
- In 2021, for the months of February and March there were 25 visits. From February through December there were 694 customer visits to the facility.
- From December 2021 through the end of March 2022 (4 months) there were 122 visits. This is an average of 30.5 visits/month or one customer every two hours.
- The cost to staff the site equates to \$20.40 per customer visit.
- The cost per visit with most expenses included equates to \$34.70 per customer visit.
- Another very important consideration for the Bell Island WRF is the cost of snow clearing at the facility. The 2021–2022 cost of snow clearing equated to an additional \$39.26 (plus HST) per customer visit during the winter months. This equates to \$79.85 per customer visit in winter.
- 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.

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Update of ERSB Travel Expenses Policy
MEETING DATE:	2022-09-28
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 update its per diem meal allowances and incidentals expense for Board travel as follows:

	Breakfast	Lunch	Dinner	Total*
Newfoundland & Labrador/Canada	\$13.00	\$22.00	\$35.00	\$70.00 CAD
U.S.A.	\$13.00	\$22.00	\$35.00	\$70.00 USD

**Per Diem to be paid in local currency of country of travel. For example, for travel in Europe per diem will be paid in Euros.*

Incidentals expense to increase to \$10 for every night on overnight travel instead of \$5.

MOTION:

BE IT RESOLVED that the Board update its travel per diem allowances for Board travel as tabled.

BACKGROUND:

- The current travel expense policy was adopted in 2014. Since then, no revisions or updates have taken place.
- This update is required as the cost of living has changed significantly since 2014 and the proposed per diem for meals is more reflective of actual costs.
- Board members and staff will be reimbursed \$70 per day for meals, without receipts, when travelling within Canada. This amount will not change when travelling outside Canada; however, it will be paid in local currency. For example, when travelling in the U.S.A., the per diem will be \$70 paid in U.S. dollars.

- Members and staff may claim \$5 for every night on overnight travel for incidental expenses. It is proposed that this amount be increased to \$10.

ADDITIONAL INFORMATION:

Travel allowances in other jurisdictions:

Newfoundland and Labrador Government (In province / Canada / USA / Other):

Breakfast \$8.00 / \$10.15 / \$10.15 USD / \$11.25

Lunch \$14.00 / \$16.40 / \$16.40 USD / \$17.95

Dinner \$21.70 / \$23.65 / \$23.65 USD / \$26.00

Policy: Where individuals are obliged to incur meal costs that are higher than the established rates, they may be reimbursed the actual and reasonable expenses of the meal(s), based on receipts and the prior approval of the Deputy Minister.

Incidentals expense \$5 per overnight.

Nova Scotia:

Breakfast \$8.00 Lunch \$15.00 Dinner \$20.00

Policy: The per diem for meals while travelling provides an adequate allowance for each day. Employees travelling will be reimbursed his/her receipted costs per individual meal that exceeds the per diem only when the individual is exposed to unusually high costs and the expenses claimed are reasonable and justifiable in the circumstances.

New Brunswick (in province/out of province):

Breakfast \$10.25/\$13.60 Lunch \$14.35/\$16.30 Dinner \$26.60/\$32.95

Policy: For international travel – refer to National Joint Council allowances.

Incidentals expense \$5 per overnight.

Ontario:

Breakfast \$10.00 Lunch \$12.50 Dinner \$22.50

Policy: For travel to the USA, rates are the same as above but in US dollars.

British Columbia:

Breakfast \$12.75 Lunch \$14.75 Dinner \$25.50

Policy: For USA travel, the meal per diem rates will be in US dollars.

Incidentals expense \$12.25 per overnight

National Joint Council:

Breakfast \$21.90 Lunch \$22.15 Dinner \$54.40

Policy: Allowances for travel to the USA are the same as in Canada but paid in US dollars.

Incidentals expense \$17.30 per overnight

PSAC (Public Service Alliance of Canada):

Breakfast \$21.90 Lunch \$22.15 Dinner \$54.40

Policy: Rates in the USA are the same as in Canada but paid in US dollars.

**All \$ amounts are Canadian dollars*

ATTACHMENTS:

- ERSB Travel Expense Policy

IMPORTANT CONSIDERATIONS:

AIR TRAVEL (receipts required):

All air travel on scheduled flights will be economy class. Where available and practical, members should avail of special discounts and advanced booking discounts. Airline change fees incurred, or cancelled flights, are eligible for reimbursement where: (a) the conference concluded early, is cancelled, the date rescheduled, or location changed; or, (b) member is required to return home on an urgent matter.

SEA TRAVEL i.e. Marine Atlantic (receipts required):

Members travelling by sea may claim the following, with receipts: The cost of standard passenger fare; cost of cabin or berth accommodations, where required, and the cost of transportation of one vehicle, where required.

PRIVATE VEHICLE TRAVEL:

Private Vehicle Travel is reimbursed at the provincial government Designated Positions Rate:
http://www.exec.gov.nl.ca/exec/hrs/working_with_us/auto_reimbursement.html

RENTAL VEHICLE TRAVEL (receipts required):

Members are required to rent compact or sub-compact vehicles except where a larger vehicle is required.

USE OF TAXIS (receipts required):

Members may use taxis, limousines or airport buses for transportation to and from airports.

TOLL BRIDGE, FERRY AND PARKING FEES:

Members travelling in private vehicle may claim parking fees for parking a vehicle in a parking garage or parking lot. Members may claim for bridge, ferry and highway tolls, without receipts, where these tolls have been paid and a receipt is not normally issued. Where a receipt is issued, it must be submitted with expense claim.

PER DIEM ALLOWANCES/MEALS:

Meals are reimbursed as follows (*with or without receipts*):

	Breakfast	Lunch	Dinner	Total
Newfoundland & Labrador/Canada	\$ 10.00	\$ 18.00	\$ 25.00	\$ 53.00
Outside Canada	\$ 11.00	\$ 20.00	\$ 40.00	\$ 71.00

INCIDENTALS:

Members may claim \$5.00 for every night on overnight travel for incidental expenses.

ACCOMMODATIONS (receipts required):

Where overnight travel is required, accommodations will be reimbursed as per submitted receipts; however, if no receipt is submitted or if the claimant chooses private accommodations (non-commercial), the reimbursement rate is \$25.00 per day.

ENTERTAINMENT (receipts required):

Members may spend up to a maximum of \$300 for the provision of food and drink. Alcoholic beverages are allowed where appropriate and must be moderate and reasonable. Receipts are required and MUST identify who was in attendance and the purpose of the meal. Per diem cannot be claimed where an entertainment claim is submitted.

TELEPHONE EXPENSES/MOBILE (receipts required):

Members may claim mobile telephone expenses upon submission of appropriate documentation i.e. telephone invoice.

All expense claims must be signed, submitted in a timely manner (within 10 days), and include all required receipts. To ensure timely processing of your expense claim, please sign and ensure that ALL required receipts are attached.

EASTERN REGIONAL SERVICE BOARD
BRIEFING NOTE / REPORT

TITLE:	Waste Collection Guidelines – Bag Size
MEETING DATE:	2022-09-28
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.

MOTION:

N/A

BACKGROUND:

Recently the use of large 'contractor/bin' bags have become an issue for the Board's waste collection contractors.

The Eastern Regional Service Board has collection guidelines in place. These cover a variety of parameters including bag size. Collection guidelines identify a bag size for garbage and recycling bags. The guideline indicates bags must be standard size (66 cm x 82.5 cm). This guideline has been in place since 2013.

The Board's Service Delivery Policy, Section 6. (5), outlines that standard size garbage bags must be used.

Regulations surrounding bag size are in place to prevent lifting strains that create OH&S injuries for the collectors and claims for the contract holders. This measure is seen as a cost control for the Board as increased costs for contractors impact tender submissions. In addition, this regulated bag size means safe and positive employment for waste collectors.

The Board's staff recognise that over time waste collection guidelines may need to be modified to keep up with best practices. For instance, in 2019 when the Board reduced the permitted maximum bag weight was from 50 lbs per bag to 45 lbs per bag. Around

this time OH&S identified lifting 50 lbs. more likely to result in lifting strains/injuries than 45 lbs.

The Board's requirement for the use of standard-sized bags is common industry practice in other jurisdictions and communities in this province as well as across the country.

Below are excerpts from websites:

- Central Newfoundland Waste Management (CNWM): Guideline: Regular size garbage bags (66 cm x 82.5 cm or 26 inches x 32.5 inches).
- NORPEN – Northern Peninsula Regional Service Board: Must be in standard size garbage bags (approximately 26" x 36"). 'Grocery bags', 'kitchen catchers' and 'large yard' waste bags are not acceptable."
- City of St. John's: Four regular-size garbage bags per residence can be put at the curb each week. This applies to both manual (bags at curb) and automated (carts at curb) collection areas.
- Paradise: Kitchen catchers, shopping bags and larger industrial or yard work bags are not permitted for garbage collection.
- Conception Bay Center: Please place your garbage in regular sized garbage bags.
- Halifax, Nova Scotia: Each bag must be between 0.5–1 m long when empty.
- Peel Region, Ontario: Non-returnable plastic bag must be used with a width no greater than 26 inches; a height of no greater than 36 inches; be securely closed or tied when filled; no more than 20 kg or 44 lbs when lifted.

Over time the Board's staff have seen consumer trends change as items become available at local retailers and in some cases more cost effective for consumers. Currently the item under discussion is standard size bags (66 cm wide x 82.5 cm tall) verses contractor size bags (defined as larger than 66 cm x 82.5 cm). Typical contractor bags now available are 90 cm wide x 123 cm tall.

In areas where the Board collects waste, bags are manually lifted from the garbage receptacle/box and then thrown into a compactor or a pickup truck.

The contractor size bags mean the collectors must lift the bags of waste up an additional one foot or more. As this action is repeated hundreds of times throughout the collection day, this additional lifting will lead to injuries.

Below are pictures showing side-by-side lifts of standard bags and contractor size bags. The additional strain on the collector's body can be seen and it is reasonable to see that this would lead to additional strain/injuries. Increase in bag width does not appear to be an issue.

Supporting photos of standard bag (Clear, 66 cm wide x 82.5 cm tall and contractor bag [(90 cm wide x 123 cm tall (does not include ties)]]. The bags are the same weight at approx.15 lbs each.



Standard bag on top of a contractor bag.



Standing without lifting with both contractor bag and standard bag. Note that the standard bag clears the ground.



Same lift effort results in contractor bag just clearing ground and standard bag being lifted enough to be placed in garbage truck.



Effort required to lift the contractor bag to the height to get it in the garbage truck verses the standard bag.

ATTACHMENTS:

- ERSB Service Delivery Policy
- Email from Director Mark Vardy, Metro Region
- Letter of Response to Mark Vardy, Metro Region and Mayor, Town of Pouch Cove

EASTERN REGIONAL SERVICES BOARD

SERVICE DELIVERY POLICY

WHEREAS section 4(1) of the *Eastern Regional Service Board Regulations*, Nfld. Reg. 92/11 ("Regulations") provides the Eastern Regional Services Board with the power to charge user fees to a municipality in the Eastern Region, local service district in the Eastern Region, unincorporated area in the Eastern Region or other user of a facility or service provided by the Board;

AND WHEREAS section 4(2) of the Regulations deems an amount owing to the Eastern Regional Services Board to be a debt due to the Board and the Board may recover it by civil action in Court;

AND WHEREAS section 5 of the Regulations states that the Board may stop providing a service to a user of it where the user fails to comply with a policy of the Board respecting the service;

AND WHEREAS it is the consensus of the Eastern Regional Services Board to establish this policy to regulate the provision of waste management services, including the handling and collection of garbage and other waste materials, by the Board;

NOW THEREFORE the Eastern Regional Services Board establishes the following service delivery policy:

Definitions

1. In this policy,

(1) "Board" means the Eastern Regional Services Board established by the *Eastern Regional Services Board Order*, O.C. 2011-255 under the *Regional Service Boards Act*, RSNL 1990 c. R-89 ("Act").

(2) "Bulk Waste" means the following discarded materials: Furniture, mattresses, box springs; Televisions, electronics, computers; Carpet, flooring, bathroom fixtures, and additional renovation debris (All loose materials must be packaged in bags or bundles that are less than 22 kg and less than 1.5 m in length). Metals are included.

(3) "Commercial Property" means a Developed Property used or capable of being used in whole or in part for small businesses, retail establishments, service establishments, recreational purposes, entertainment purposes, or offices.

(4) "Commercial Unit" means a Dwelling Unit or office space situated on Commercial Property.

(5) "Commercial User" means an owner of Commercial Property permitted by the Board to use a Transfer Station.

(6) "Eastern Region" is the geographic region defined in the *Eastern Regional Service Board Order*, O.C. 2011-255.

(7) "Developed Property" means property eligible for Waste Management Services as determined by the Board.

(8) "Dwelling Unit" means a building, apartment, cabin, or trailer that is habitable either seasonally or permanently, situated on Developed Property.

(9) "Garbage" means waste from private or public property, within the Eastern Region, but does not include the following as defined within this Policy or the Schedule hereto:

- (a) Recyclable Materials;
- (b) Compostable Materials;
- (c) Hazardous, Pathological and Hazardous Household Wastes;
- (d) Liquid Waste;
- (e) Building Materials; and
- (f) Unsuitable Items.

(10) "Garbage Collection Services" means those Services provided by the Board or its agent(s) for the removal of Garbage from public or private property.

(11) "Hazardous Waste" means those items which are or may be harmful to the environment, persons or property including, but not limited to, those items designated in Schedule 1 of this policy, and shall include Household Hazardous Waste.

(12) "Household Hazardous Waste" means hazardous waste that would normally be used and kept in a household, which may include toxic substances or poisons that can result in illness and death; acidic or caustic corrosives that can cause severe burns to skin or mucous membranes; flammable and combustible substances which can pose a significant fire and burn risk at ambient temperatures or when exposed to a heat source; and items that are potentially explosive, e.g. gas cylinders or aerosol containers, and including, but not limited to, those items set out in Schedule 1 of this Policy.

(13) "Institutional Property" means a federal, provincial or municipal government building, including, but not limited to, a hospital, library, school, town hall, or community center.

(16) "Liquid Waste" means any waste in liquid form.

(17) "Materials" means any Garbage, Recyclable Materials or Bulk Waste as defined in this Policy or the Schedule hereto.

(18) "Materials Recovery Facility" means a materials recovery facility approved by the Board.

(18) "Multiple-unit Complex" means a building used primarily for residential purposes which contains multiple Dwelling Units, and shall include a Personal Care Home, townhouse complex, and a home based business requiring a separate Service Unit.

(19) "Personal Care Home" means a premises, place or private residence in which personal care is provided, for remuneration.

(20) "Property Owner" means an owner of a Dwelling Unit, Commercial Property, Institutional Property, Multi-unit Complex or Personal Care Home.

(21) "Recyclable Materials" means all non-Contaminated waste items which are recyclable or reusable, non-biodegradable and acceptable at the Materials Recovery Facility located at the Regional Integrated Facility at Robin Hood Bay.

(22) "Recycling Services" means those Services provided by the Board or its agent(s) for the collection of Recyclable Materials from public or private property.

(23) "Regulations" means the *Eastern Regional Service Board Regulations*, Nfld. Reg. 92/11.

(24) "Resident" means an occupant, lessee or tenant of a Dwelling Unit.

(25) "Roadside/curbside" means within the road right of way, at the edge of the property or no more than fifteen (15) feet from the edge of the paved roadway.

(26) "Service Unit" means a Dwelling Unit, Commercial Unit, Multi-unit Complex, Personal Care Home or Institutional Property or part thereof eligible to receive Waste Management Services and subject to the annual Waste Management Fee.

(27) "Tipping Fee" means the fee to be charged at a Regional Facility to dispose of waste as determined by the Board. This fee may vary by waste type, service offered, location of facility, volume, classification of users (commercial, residential, institutional) or any other means the Board determines in its structure of user fees for regional facilities and services.

(28) "Transfer Station" means a Regional Facility in the Eastern Region where waste may be disposed of or transferred from one waste disposal vehicle to another at such times and upon such terms and conditions as the Board may determine.

(29) "Unsuitable Items" means waste items unsuitable for collection by virtue of their size, shape, weight or because they are potentially dangerous to the safety of those persons providing Waste Management Services in the Eastern Region.

(30) "Waste Management Fee" is the annual user fee established by the Board to be charged to a Service Unit or Commercial Property for Waste Management Collection Services.

(31) "Waste Management Collection Services" means those services provided by the Board under this Policy, including, but not limited to, Garbage Collection Services, Recyclable Materials Collection and collection of Bulk Waste.

(32) "Waste Recovery Facility" means a Regional Facility where waste may be disposed of by Residents at such times and upon such terms and conditions as the Board may determine. No commercial or institutional users.

Waste Management Services

2. (1) The Board, or the Board's agent(s), shall provide Waste Management Services to all habitable properties in the Eastern Region including Dwelling Units, Commercial Property, Institutional Property, and Multi-unit Complexes.

(2) The Board, or the Board's agent(s), shall provide Waste Management Services to all Property Owners on public roadways of a Class IV designation or higher providing those roads are not un-serviced roads in unincorporated areas as determined by the Department of Transportation and Works in the Eastern Region.

(3) The Board shall provide Waste Management Services to Property Owners in the Eastern Region on those roads that are serviced as determined by the Department of Transportation and Works in the Eastern Region.

(4) Collection of Bulk Waste shall be by special collection only at such times and upon such terms and conditions as the Board may determine.

(5) The Board shall provide Transfer Stations in locations to be determined by the Board. Transfer Stations may be used by Residents and Commercial Users. Commercial Users shall pay the Tipping Fee to use the Transfer Station and abide by all rules, guidelines and policies for use of the Transfer Station. Commercial Users that fail to keep their account current and in good standing will

be refused entry to the Transfer Station until they are in good standing as determined by the Board.

(6) The Board shall provide Waste Recovery Facilities in locations to be determined by the Board. Waste Recovery Facilities are for the exclusive use of Residents for the purpose of disposing of household bulk items generated under normal household conditions. Use of the Waste Recovery Facility is allowed under the rules, guidelines and policies for use of the Waste Recovery Facility and anyone failing to abide by the rules, guidelines or policies for use will be refused entry. Waste Recovery Facilities do not accept commercial or institutional waste.

Exemption

3. (1) Property Owners may request an exemption from the provision of Waste Management Services.

(2) In order to qualify for an exemption Property Owners must demonstrate to the Board that the property is vacant and is not habitable.

(3) Factors the Board may consider in determining whether a property is habitable include: a) it has no electrical connection, b) it has no water connection, c) it is boarded up, d) it is vacant, and e) it is not structurally sound.

Service Units

4. (1) Each Dwelling Unit situated on a Developed Property or in a Multiple-unit Complex is a Service Unit.

(2) Property Owners of more than one property in the Eastern Region will pay the Waste Management Fee for each Dwelling Unit situated on the Developed Property that they own that is provided Waste Management Services.

(3) Owners of Commercial Property in the Eastern Region will pay the Waste Management Fee for each Commercial Unit situated on the Commercial Property they own that is provided Waste Management Services.

Garbage Boxes

5. (1) Any Service Units sharing a garbage box must be adjoining properties and must have prior approval from the Board to share the garbage box.

(2) Permanent garbage boxes must be maintained in a state of good repair, kept clean, free of snow and located on the Home Owner's property a distance of no more than 4.75 m (15 ft.) off the road right of way as measured from the edge of the pavement of the public road.

(3) If the requirements of s.5(1) are not met then Materials will not be collected from the garbage box but must be placed for collection in accordance with section 6 of this policy.

Materials Collection

6. (1) Materials must be covered or enclosed. Residents may use nets, tarpaulins, blankets, bins or other covering or enclosure.

(2) All Materials contained in garbage bags, recycling bags, organic carts/bags, and/or contained in cardboard boxes or tied in bundles that are less than 22 kg (50 lbs.) and less than 1.5 m (4 ft.) in length and placed at roadside/curbside, or contained in a bin will be collected.

(3) All Materials must be set out by 7 am on the day of collection.

(4) Property Owners are responsible to clean up Materials from broken bags or animals.

(5) Standard size garbage bags as determined by the Board must be used. They must be securely tied or closed at the top. Kitchen catchers or shopping bags will not be collected.

(6) Standard size recycling bags as determined by the Board must be used. They must be securely tied or closed at the top, transparent blue bags, non-biodegradable and acceptable at a Materials Recovery Facility at the Regional Integrated Facility at Robin Hood Bay.

(7) Broken glass and sharps must be in a puncture-proof packaging marked as BROKEN GLASS or SHARPS.

(8) Household Hazardous Waste, Liquid Waste, animal carcasses, construction waste, tires, excrement or small items that are not in garbage bags or recycling bags shall not be placed for collection.

(9) Placement of Garbage or Recyclable Materials or Bulk Waste for collection not in a garbage box shall be within the right of way of the public road at roadside/curbside in a manner that is accessible and in conformity with the rules, guidelines and policies for materials collection as determined by the Board.

(10) Bulk Waste in excess of normal household volume as determined by the Board of no more than 500 lbs. or one pick-up truck load will not be collected. Individual bulk items that an individual collector cannot load without the aid of mechanical means will not be collected.

(11) The Board shall establish limits for number or amount of bags, recyclables, organics, or bulk waste materials that it will collect from any service unit from time to time.

SCHEDULE 1 - WASTE PROHIBITED FOR COLLECTION

The following items shall not be placed for collection:

1. Hazardous Waste:

Hazardous waste chemicals;

Corrosive waste;

Hazardous Industrial waste;

Ignitable waste;

PCB waste;

Radioactive waste;

Reactive waste;

Toxic waste.

2. Pathological Waste:

- (a) bandages, poultices, dressings, drugs, vaccines, medicines, vials, vitamins. Other similar materials or substances which contain or could reasonably be expected to contain pathogenic bacteria or micro-organisms, or could reasonably be expected to be infectious, hazardous or dangerous.
- (b) Any part of the human body, including excrement, tissues and bodily fluids, but excluding extracted teeth, hair, nail clippings and the like that are not infectious.
- (c) Any part of the carcass of any animal infected with, or suspected to be infected with a communicable disease.
- (d) Non-anatomical waste infected with a communicable disease.

3. Household Hazardous Waste:

Any household product, material or item labeled as "corrosive", "toxic", "reactive" or "flammable" including, but not limited to, the following:

- (a) Chemicals: pool or photographic chemicals, laundry bleach, drain, oven, toilet and carpet cleaning solutions, paint thinner and paint remover;
- (b) Pesticides: rat and mouse poison, flea collars and powders, insect killers, moth balls;
- (c) Herbicides: weed killers, fungicides;
- (d) Cosmetics: hairspray or other aerosol sprays;
- (e) Paints: wood preservatives, acrylic and latex paints;
- (f) Oils & Grease: engine oil, brake and transmission fluid, anti-freeze;
- (g) Batteries: automotive batteries, nickel-cadmium rechargeable batteries;
- (h) Gas Tanks: propane tanks, other gas tanks, including lighters.

4. Building materials (including demolition debris) including, but not limited to the following:

soil, sod, earth, plaster, drywall, masonry and tile, bricks, concrete or cinder blocks, paving stones, asphalt, wood, windows and window glass (See Section 6 (7)), shingles, and insulation (such as fiberglass or styrofoam).

5. Liquid waste, hay, straw, manure or animal excrement.

6. Swill or other organic matter not properly drained and securely wrapped.

7. Any material which has become frozen to or otherwise attached to its garbage bag, recycling bag or garbage box which cannot be removed by shaking.

8. Industrial waste.

9. Manufacturer's or Trade Waste.

10. Unsuitable Items, except as otherwise may be designated by the Board from time to time.

11. Items which have been banned from disposal at landfill sites or for which reasonable alternative disposal methods are available, as determined by the Board.

12. Maggot infested garbage.

From: [Holly Power](#)
To: [Lynn Tucker](#); [Board Steve Tessier](#)
Cc: [Mark Vardy](#)
Subject: RE: Garbage bag size
Date: August 19, 2022 9:08:25 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)

No problem.

From: Lynn Tucker <ltucker@ersbnl.ca>
Sent: August 18, 2022 4:30 PM
To: Board Steve Tessier <steve@waterwerks.agency>
Cc: Mark Vardy <markvardy@pouchcove.ca>; Holly Power <hpower@ersbnl.ca>
Subject: Re: Garbage bag size

Hi Holly

Would you please add this item to the Strategy and Policy committee agenda for September.

Thank you
Lynn

Sent from my iPhone

On Aug 18, 2022, at 4:11 PM, Stephen Tessier <steve@waterwerks.agency> wrote:

Hi Mark

We can certainly add that to the agenda for discussion.



Stephen Tessier
Partner

709.738.5090
96 LeMarchant Road, St. John's, NL
www.waterwerks.agency



On Thu, Aug 18, 2022 at 4:06 PM Mark Vardy <markvardy@pouchcove.ca> wrote:

Hello,

Wondering if we can have bag size added to the next meeting agenda?

Costco sells the following bags:

Industrial Drum Liners (35"x47.5"x1.2mil)

Large Garbage Bags (30"x35.5"x1.2mil)

Garbage Bags (26"x33.5"x1.2mil)

I do believe that the large bags are the most popular, and when I looked at the price, they were actually 4.5 cents cheaper per bag. I propose that we increase the bag size limit to match these bags (30"x35.5"), while keeping the weight as is.

Thanks,

Mark



FIRE | SOLID WASTE | WATER | WASTE WATER

September 22, 2022

Mark Vardy, Mayor
Town of Pouch Cove
660 Main Road, P.O. Box 59
Pouch Cove, NL A0A 3L0

Dear Mayor Vardy,

Thank you for your email regarding the usage of extra large or industrial drum liners for waste collection. The Board's Strategy and Policy Committee discussed it on September 13, and I would like to explain the rationale for maintaining our current collection guidelines and bag size.

The use of standard-sized garbage bags in curbside collection is standard industry practice across Canada. In place since 2013, the Board's Service Delivery Policy follows OH&S guidelines to prevent lifting injuries. They require garbage bags placed at the curb weigh a maximum of 20 kg and be tied to a height of 91 cm. Standard-sized bags best suit the task of manually lifting garbage bags off the ground or out of a bin or box and tossing them into a compactor or pickup, efficiently and safely as possible for waste collectors.

In the Board's collection areas, workers manually lift bags. Larger bags require higher lifting to clear the ground, causing additional strain on the body. The risk of lifting injury is significant with hundreds of repeated lifts throughout a collection day. Injuries cause staff time off work and workplace claims for the contractors, and in turn increased costs to the Board.

Recently the use of contractor/bin bags have become an issue on collection routes. This size comprises the larger bag options mentioned in your email and while larger bags can be rolled down or cut off to the allowable height of 91 cm, standard-sized black, blue, and clear bags are readily available at any store.

The Board will provide residents who purchased these larger garbage bags a limited time to use them up by asking that they roll down or cut and tie the bags, so they are the height of a standard sized garbage bag.

In closing I would like to thank you for bringing this issue forward for the Board's consideration. We ensure the best possible service to our customers by ongoing review of our guidelines and policies.

Sincerely yours,
EASTERN REGIONAL SERVICE BOARD

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

Steve Tessier
Chairperson

EASTERN REGIONAL SERVICE BOARD
BRIEFING NOTE / REPORT

TITLE:	Use of Surveillance Cameras at Board Facilities
MEETING DATE:	2022-09-28
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 your information only.

MOTION:

N/A

BACKGROUND:

Recently discussion was held regarding installing surveillance cameras at the Board's waste recovery facilities to address ongoing illegal access, indiscriminate dumping, scavenging, and vandalism.

Staff contacted the Office of the Privacy Commissioner (OIPC) as well as the City of St. John's Emergency & Safety Services Division staff for information regarding the use of surveillance cameras. At this time, the information provided is for the actual use of cameras and what a public service body needs to do to be compliant.

Further research will be completed regarding what needs to be done when using no cameras but saying there are cameras in use.

The OIPC has published guidelines for video surveillance by public bodies. The document is meant to help public bodies in deciding whether collection of personal information by means of CCTV (cameras of any sort) is lawful and justifiable and, if so, what privacy protection measures must be considered/followed.

The use of cameras falls under the ATIPPA (Access to Information and Protection of Privacy Act) 2015, and the Canadian Charter of Rights and Freedoms.

From the OIPC guidelines some things could be applicable to all waste recovery facilities while other requirements would be site specific so it's not a matter of doing this once.

Considerations:

- Decide whether to use a “camera” – is there a real, pressing, and substantial problem which is ongoing in nature that has not and cannot be mitigated by other less privacy intrusive measures. Minor incidents do not constitute a real pressing or compelling circumstance to proceed.
- Crimes or public safety concerns must be specific, ongoing, and verifiable. The use of cameras must be for a clear reason to address identified specific incidents or problems
- Conduct due diligence and training with respect to privacy awareness among staff. The person responsible for accessing the video (pictures) must sign a confidentiality agreement.
- Undertake a privacy impact assessment prior to implementation.
- Suggest a public consultation with relevant stakeholders, prior to the installation.
- Notice of implementation requirements are outlined, this can be done on our website and with signage.
- Development of policies and procedures that outline roles and responsibilities (list of requirements in guidelines and a sample provided by the City). Practices are to be fair, restricted, disclosure controlled, retention limited, and destruction assured. Information can only be used for lawful enforcement. Information collected can only be used for purpose identified and this purpose must be documented, rational and specific.
- Policies and procedures must:
 - Clearly state who can view and use the information collected, this should be limited to appointed CCTV director and/or ATIPP Coordinator;
 - Ensure review of information is limited to times of when serious incident has been reported;
 - Provide reason for monitoring;
 - Log of who accessed videos and why;
 - Cannot be used to assess staff performance;
 - Clearly state who can disclose the information and under what circumstances to lawful body;
 - Log of disclosed information and to whom it was disclosed.
- Camera should be designed and operated so that intrusion is no greater than required to meet goals; for instance, in this case the cameras should not operate during regular hours of operation if the goal is to track illegal access, indiscriminate dumping, scavenging, etc. They should be used during times and in location where problem(s) occurring.
- The public is to be informed they are under surveillance with signs at the perimeter of surveillance area. Signage should indicate who is responsible for the surveillance, who is responsible for compliance with privacy laws, and who can be contacted to answer questions or provide information. This would be a name or title, for example, ATIPP Coordinator at ERSB. It cannot be just ERSB.
- Videos must be securely stored and not accessible by others.
- Anyone recorded can request and must be given access to their images and any other collected information.
- Regular compliance review is required, annual or when changes occur is suggested, which ever time frame is shorter.
- OIPC suggests third party review to ensure no negative impacts on privacy - independent of management.
- Sound/audio should not be recorded unless necessary as it requires additional layers of privacy.

- Wireless technology poses additional security and privacy risks. If using wireless technology, the Board must have privacy or security designed into the transmission of signals as the risk of unauthorized access is high.

The City of St. John's Emergency & Safety Services Division:

- Suggested cameras that are approximately \$5,000 to \$6,000; solar powered; motion activated; wireless operation up to 100 feet. Contact Johnson Controls for an assessment.
- Provided an example of a preliminary privacy impact assessment; risk assessment templates; sample policy; and operational manual, as well as an example of risk factors and mitigation options that will make the above easier to accomplish.
- Cameras to be at least 16 feet high to reasonably prevent anyone from obtaining the data from the camera or from vandalizing or stealing the camera.
- Suggestion to open police file for each incident no matter how insignificant if the activity has a pattern.
- Confirmed that they have never gotten images good enough to be used at court. Video data is used mostly as a deterrent and used in police chats.
- The person who has access to the video data, most likely the ATIPP Coordinator, must be able to testify at court.

Concerns:

- Should a non-wireless camera be stolen and the information on it accessed, this could be determined to be a breach of the Act as the information was not secured. Note the concerns is that the cameras collect all activity, not just the one you are trying to capture.
- Will the Privacy Commissioner agree that the acts we are experiencing are substantial and specific?

EASTERN REGIONAL SERVICE BOARD
BRIEFING NOTE / REPORT

TITLE:	Update on New Signage at the Board's Waste Recovery Facilities
MEETING DATE:	2022-09-28
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:

None.

MOTION:

N/A

BACKGROUND:

In 2012 when the first waste recovery facilities were being opened signage was developed and installed. Since then, the signage has faded due to weather, been vandalized and the format became outdated.

Therefore, staff have developed the attached two signs. The 48" x 96" (4 ft. x 8 ft.) signs will be located at the intersection of the facility entrance and main road as well as at the main gate. There are a few facilities with several gates that require an additional sign.

The 12" x 96" (1 ft. x 8 ft.) sign will be located on the highway within 1 km of the turn off to each of the facilities in both directions of approach. Following the committee meeting on September 13th the 12" x 96" signs will be submitted for approval by Digital Government and Service NL as they will be placed on highways.

These were designed to identify our brand and site information, and to instruct and direct users to an efficient and safe experience.

The goal is to convey the important information in the most direct and clear way. Equally important is that signs be as visible as possible.

The rule of thumb is that a 1-inch letter can be read 10 feet away. The font and font size used here maximizes this aspect.





Summerside PE C1N 5Z7

Statement details

Account number

Date issued

Jul 19, 2022

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

Statement of account for current source deductions

This is your statement of account for current source deductions for Eastern Regional Service Board. See the **Account summary** section for details.

As a threshold 1 remitter, you have to send us your remittance by the 25th if your pay period is from the 1st to the 15th. If your pay period is from the 16th to the end of the month, you have to send us your remittance by the 10th of the next month.

For more information about making your next remittance, go to canada.ca/payroll and select "Pay (remit) source deductions." If you will not be making a remittance, select **Report a nil remittance**.

Thank you,

Bob Hamilton
Commissioner of Revenue

Remittance account balance

This is your total year to date deductions at source.

2022 balance: \$292,805.90

Go paperless!

Get your mail online through
My Business Account.

1. Log in at
canada.ca/my-cra-business-account;
2. Select "Business Profile"; and
3. Select "Manage Notification Preferences".

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

Statement details

Account number ██████████

Date issued Jul 19, 2022

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 2022. 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		133,838.27	CR
Apr 28, 2022	Payment Apr 2022	Apr 25, 2022	21,372.44	CR
May 13, 2022	Payment Apr 2022	May 10, 2022	26,723.63	CR
May 30, 2022	Payment May 2022	May 25, 2022	21,878.09	CR
Jun 15, 2022	Payment May 2022	Jun 10, 2022	22,017.20	CR
Jun 30, 2022	Payment Jun 2022	Jun 27, 2022	21,495.74	CR
Jul 14, 2022	Payment Jun 2022	Jul 11, 2022	21,409.66	CR
Jul 14, 2022	Payment Jun 2022	Jul 11, 2022	<u>24,070.87</u>	CR
	Current balance		292,805.90	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 allows employers to reduce their remittances in 2020. For more information about the timeframes, reduction calculation and eligibility criteria, go to canada.ca/temporary-wage-subsidy.

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.

EASTERN REGIONAL SERVICE BOARD
BRIEFING NOTE / REPORT

TITLE:	Update on Communications Plan
MEETING DATE:	2022-09-28
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 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.
- The Communications Coordinator has visited the Clarendville Transfer Station, the Materials Recovery Facility (MRF) at Robin Hood Bay, and is visiting waste recovery facilities to gather information.
- Further 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. Vetting other social media platforms for fit.
- Acquired equipment/software suited to in-house design of communications materials for corporate signage, brochures, advertisements, social media, and other promotions.
- In line with corporate branding, the Communications Coordinator has designed new corporate signage maximizing the Board's brand and informing of user guidelines and traffic direction, for placement at the Board's waste recovery facilities, and at Selby Allen's Road in Harbour Grace to re-route waste recovery facility access to Incinerator Road.
- Drafted preliminary Action Plan to explore a mutually beneficial public education partnership with Scotia Recycling Limited.
- A draft Communications Plan should be available for the Board this fall. 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:	2022-09-28
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 we are planning to meet again with Scotia Recycling to devise an Action Plan to explore a mutually beneficial public education partnership promoting the recycling of paper and cardboard.
- The plan would focus on paper and cardboard used in public spaces, then graduate to paper and cardboard resulting from increased online shopping during the COVID-19 pandemic, and onto Christmas gift wrap and packaging.
- Following an initial meeting on July 14 between Scotia Recycling CEO Norm Mensour and General Manager Tammy Gulliver-Cleary, Craig Drover and Will Hilliard toured the Material Recovery Facility at Robin Hood Bay to familiarize themselves with the operation.
- On August 17 an email was received from Tammy Gulliver-Cleary with a list of questions about which businesses were the largest generators of cardboard product and other operational matters. This information is subject to an internal meeting about the proposed partnership.
- Now that summer is over and staff have returned from annual leave, the internal meeting will take place. An update will be provided to this Committee.

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Professional Development – SWANA Waste Conference, December 5-8, 2022
MEETING DATE:	2022-09-28
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 send the following members and staff to the annual SWANA WasteCon taking place in San Diego, December 5-8, 2022: Chairperson Steve Tessier; Director Jamie Korab; Director Kevin McDonald; CAO Lynn Tucker; and, Director Operations Christie Dean.

MOTION:

BE IT RESOLVED that the Board send the following members and staff to the Solid Waste Association of North America (SWANA) Annual Waste Conference being held in San Diego from December 5-8, 2022; Steve Tessier, Chair; Jamie Korab, Director; Kevin McDonald, Director; Lynn Tucker, CAO; and Christie Dean, Director Operations.

BACKGROUND/DISCUSSION:

- Historically or pre-COVID, the Board sent the Chairperson as well as two other Board members to this annual waste conference. In addition, the CAO and Director Operations attended as well.
- A motion was adopted in 2013 to make this waste conference a part of the Board's annual professional development plan.
- SWANA is the Solid Waste Association of North America – an organization of professionals committed to advancing from solid waste management to resource management through their shared emphasis on education, advocacy, and research.
- The theme of this year's conference is *Transforming the Waste Management Industry through Pioneering Leadership*. Leaders in the waste management industry gather to find solutions to challenges and to discover opportunities.
- The waste industry is going through exciting changes that bring both challenges and opportunity. With a mix of presentations addressing the hot topics in the industry,

development and learning sessions, and lots of networking time, this conference gives attendees what they need to best respond to change, seize opportunity, and keep stakeholders aligned and supportive.

- 2022 SWANA WasteCon takes place in San Diego from December 5-8. Those attending will have to travel either December 3rd for 4th and would return on either December 8th or 9th.
- SWANA WasteCon website: <https://swana.swoogo.com/wastecon2022/>
- Six expressions of interest were received from Board members to attend this event; however, priority is given to those who have not had an opportunity to attend an event on behalf of the Board in the past; therefore, the following were considered for this event:
 - Ian Froude, St. John's
 - Jamie Korab, St. John's
 - Larry Vaters, Paradise
 - Kevin McDonald, Southwest Avalon
- Sandy Hickman and Gerard Tilley also expressed interest but were not considered as both have travelled on behalf of the Board in the past.

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Adding Joint Council Updates to Future Governance Committee Meeting Agendas
MEETING DATE:	2022-09-28
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Holly Power, Board Clerk & Outreach Coordinator
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

It is recommended that the Governance Committee add 'Joint Council Updates' to future meeting agendas.

MOTION:

No motion required.

BACKGROUND/DISCUSSION:

- The Board's Clerk and Outreach Coordinator continues to provide administrative support and services to four active Joint Councils in the Eastern Region:
 - Northeast Avalon Joint Council
 - Southern Shore Joint Council
 - Conception Bay North Joint Council
 - Joint Mayors of Trinity Bay de Verde
- Efforts were made in past years to reconvene the Clarendville and the Sounds Joint Council who are currently inactive. These efforts will continue.
- Both Southwest Avalon and St. Mary's Bay have expressed interest in forming Joint Councils in their respective areas. The Board's Clerk will again survey communities to seek interest to form joint councils over the coming months.
- ERSB has representation on three of the four active Joint Councils. Representation includes and has included Chairperson, Vice Chairperson, Past-Chairperson, and Joint Council Member.
- The Board's Chair feels that communication is key in maintaining positive relationships with communities in the Eastern region including those who receive services from the Board as well as those who do not. Joint Councils provides the perfect avenue for building these relationships; therefore, the Chair will work with

the Board's Clerk and Joint Council Chairpersons to maintain a positive connection. This will be achieved by open invitations to Joint Council meetings and events.

- Adding 'Joint Council Updates' to future meeting agendas will allow for current issues and concerns to be communicated to the Board on a regular basis. This keeps ERSB in-the-know of what is happening in the region and keeps Board Directors active in their roles both with the Service Board and their respective Joint Councils.
- Should the Committee agree to this addition, the Board's Clerk would reach out to Board Members who are active Joint Council Members for input/suggestions on the brief monthly report.

ATTACHMENTS:

N/A

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Future Board Meetings: (a) In Person vs. Virtual; & (b) Rotation of Location
MEETING DATE:	2022-09-28
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 return to in-person meetings for its regular monthly public meetings beginning September 28, 2022. To do so, Motion No. 2022-024 adopted March 30, 2022 must be rescinded.

It is recommended that the Board hold its monthly standing committee meetings in-person or virtually, at the call of the Chair, beginning October 2022.

It is recommended that the Board rotate its regular monthly public meetings so that a minimum of three meetings annually are held in communities throughout the Eastern region.

MOTIONS:

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."

BE IT RESOLVED that the Board hold its regular monthly public meetings in-person beginning September 28, 2022, onward.

BE IT RESOLVED that the Board hold its monthly standing committee meetings in-person or virtually, at the call of the Chair, beginning October 2022.

BE IT RESOLVED that the Board rotate its regular monthly public meetings so that a minimum of three meetings annually are held in communities throughout the Eastern region.

BACKGROUND/DISCUSSION:

- Since the beginning of the pandemic, all regular public Board meetings have been held virtually using Zoom software and broadcast on YouTube to ensure member's safety and public access.
- Holding meetings virtually meant that anyone with internet access could observe the Board's regular monthly meetings.
- The Board is required to hold a minimum of six public meetings annually.
- Several members requested that the Board return to in-person meetings as public health restrictions lifted.
- Other members continue to express concern with return to in-person public meetings as the pandemic continues with regular hospitalizations and deaths.
- To return to all in-person meetings for regular monthly public meetings and standing committee meetings, members would be asked to follow provincial health guidelines including:
 - Physically distancing where possible and, when physical distancing is not possible as it would be for in-person meetings,
 - individuals should wear a mask as they will be exposed to others from outside their close consistent contacts.
- Meetings of the Board's standing committees are not public and may be held in the boardroom located on Majors Path as the maximum number of attendees is 10 or less.
- Following discussion, the Committee decided to recommend:
 - That Motion No. 2022-024 be rescinded to facilitate in-person regular Board meetings beginning September 28th;
 - That the Board's monthly standing committee meetings will be held either in-person or virtually, at the call of the Chair, beginning October 2022; and,
 - That the Board will hold a minimum of three meetings annually in communities throughout the Eastern region.
 - This will begin on October 26th when the regular monthly Board meeting will be held at The Clarendville Inn in Clarendville.

ADDITIONAL INFORMATION AS TABLED MARCH 30, 2022:

- The hybrid meeting format means that broadcasting of meetings is necessary to meet legislative requirements.

- Staff were asked to provide information on the costs of holding in-person meetings as well as the costs to hold hybrid meetings where members may choose to attend in person or virtually.
- The hybrid format monthly cost is about \$6,900 while the in-person-only format monthly cost is about \$3,000.
- The annual cost of hosting hybrid Board meetings would be about \$69,000 while the annual cost of hosting in-person-only meetings would be about \$30,000.
- The monthly cost for virtual meetings through Zoom is \$23 (HST incl) or \$5.75 per meeting (three standing committee meetings plus one Board meeting monthly).
- In addition, the Board Clerk uses the Zoom subscription for all meetings including with town councils, other government organizations as well as for joint council meetings at no additional costs.
- The costs to host hybrid meetings is prohibitive when compared to other meeting formats.
- The costs to host in-person-only meetings is significant and this format prohibits public access to Board meetings for those who live outside the metro area.
- Please note that none of the attached costs include Board member remuneration.

ATTACHMENTS:

- None

From: [kevin.mcdonald](#)
To: [Lynn Tucker](#)
Cc: [Holly Power](#); [Christie Dean](#); [Craig Drover](#)
Subject: Re: Eastern Waste - Hazardous Waste Collection in Placentia
Date: September 13, 2022 12:06:04 PM

Thanks so much.
Kevin

Sent from my iPad

On Sep 13, 2022, at 11:47 AM, Lynn Tucker <ltucker@ersbnl.ca> wrote:

Hi Kevin,

I will look into this and we will prepare a response for the Deputy Mayor and copy you in it. Off the cuff and without consulting with Christie, we do move these events around to be fair to all volunteer fire departments who want to participate.

Kindest regards,
Lynn

Lynn Tucker
Chief Administrative Officer
Eastern Regional Service Board
255 Majors Path, Suite 3
St. John's, NL A1A 0L5
Tel: 709-579-7960
www.easternregionalserviceboard.com

From: kevin mcdonald <kmcd_1954@hotmail.com>
Sent: September 13, 2022 11:42 AM
To: Lynn Tucker <ltucker@ersbnl.ca>; Holly Power <hpower@ersbnl.ca>
Subject: Fwd: Eastern Waste - Hazardous Waste Collection in Placentia

Please see note below from Wayne Power, can you shed some light on a response to Wayne or where we could direct him to.

Thanks
Kevin

Sent from my iPad

Begin forwarded message:

From: Wayne Power <wpower@placentia.ca>

Date: September 13, 2022 at 10:39:22 AM NDT

To: kmcd_1954@hotmail.com

Cc: Placentia Mayor <mayor@placentia.ca>

Subject: Eastern Waste - Hazardous Waste Collection in Placentia

Good morning Kevin,

Checking in with you on an Eastern Waste matter. We've just learned from the field person named Kevin (I don't recall his last name) that Placentia has been dropped from the annual household hazardous waste collection schedule this year.

I believe Placentia has been participating in this program since it's inception. The Fire Chief inquired this morning as to what the date would be this year and was advised that we have been dropped from the schedule this year. No reason or justification was provided only that Kevin and Christie decided there would not be an event in Placentia this year.

I just looked at the list of site for this year and it appears that the only site in our region was in Long Harbour. A site in Placentia could serve as a drop off point for the larger region - Placentia, Fox Harbour, Ship Harbour, Point Verde and even the Cape Shore. It is disappointing that a collection in Placentia has been dropped for no apparent reason.

Through this email I'm asking for your assistance as the regional representative for Southern Avalon to see why the Placentia collection event has been cancelled this year and also request that it be reinstated.

Diversion of household hazardous waste from our landfills is an important part of waste management in our province. Canceling a long standing collection site event in a regional hub such as Placentia seems like a misguided approach. It is eliminating an opportunity for collection and education in our region.

I appreciate your attention to this matter.

Regards,
Wayne

Wayne Power
Deputy Mayor
Placentia

Sent from my iPhone

September 14, 2022

Town of Placentia
Attn: Deputy Mayor Wayne Power
21 Patterson Drive
Placentia, NL A0B 2Y0

Dear Deputy Mayor Power,



I hope things are well with you and your family.

Thank you for inquiring about the Household Hazardous Waste (HHW) collection program. You are right that diverting HHW from the landfill is an important part of modern waste management practice. It is so good to see municipal leaders like yourself raising public awareness of the harm HHW can do to the environment, family members, firefighters, etc.

We very much appreciate the loyalty of the Placentia Fire Department and your Town over the years. Placentia has hosted nine consecutive HHW events! The reason no event is scheduled at Placentia for 2022 is that these HHW events are rotated among the 60 or so volunteer fire departments around Eastern Region. On June 4, Long Harbour-Mount Arlington Heights hosted its first HHW collection in three years. On September 17, St. Joseph's will host its second event ever.

Also, for your information, in the past four years the number of participants using the Placentia HHW drop off site decreased from 70 in 2018 to 41 residents in 2021. The amount of HHW materials dropped off has likewise decreased. These are regional events and HHW collection is certainly a regional effort. I am sure you are aware that in addition to residents being able to bring their HHW to any one of the fire halls around the region on their collection days, all residents of the region can drop off HHW materials at the Robin Hood Bay HHW Drop-off facility on Wednesdays and Saturdays from 8:00 a.m. to 4:00 p.m. (except statutory holidays).

I would like to reiterate how much we appreciate the long-standing involvement of your Town's fire department, and we will gladly rotate the event back to your station once as many stations as possible, who choose, have had a chance to host.

Wayne, I look forward to working with you and your Town over the next few years on such issues. We appreciate your continued support for the HHW program wherever events take place and ask that you and your Council promote this years' events as much as possible to ensure their continued success. We are pleased that towns and fire departments want to be actively involved in the safe disposal of HHW.

.../2

Town of Placentia
Attn: Deputy Mayor Wayne Power
Page 2
September 14, 2022

If you would like to discuss this further, please do not hesitate to call me at (709) 682-4090.

Sincerely yours,
EASTERN REGIONAL SERVICE BOARD

A handwritten signature in blue ink, appearing to be 'Stephen Tessier', with a long horizontal flourish extending to the right.

Stephen Tessier
Chairperson