



# ERSB Board of Directors Meeting - Ferryland

## Minutes

Eastern Regional Service Board

May 31, 2023 at 7:00 PM NDT

@ Southern Shore Folk Arts Council & Dinner Theatre (15-25 Pool Rd, Ferryland NL A0A2H0)

### Attendance

#### Present:

Members: William R.	Antle, Daniel (Danny)	Breen
(remote), Jill	Bruce, Glenn Clarke, Christie Dean (remote), Rodney	
Delaney, Wesley	Drodge	(remote), Craig Drover, Ronald
Ellsworth, Ian	Froude	(remote), Kevin
McDonald	(remote), Holly Power, Carl	Ridgeley, Nathan
Ryan, Steve Tessier, Gerard Tilley, Lynn Tucker, Mark		Vardy, Lawrence
Vaters, Hilda	Whelan	

Guests: Aidan Costello, Rudy Embury, Jack Lawlor, Clarence Molloy, Andrea O'Brien

#### Absent:

Members: Maggie	Burton, T. Alexander	Hickman, Jamie
Korab, Sheilagh	O'Leary, Ophelia	Ravencroft

#### I. Call to Order

Mr. Tessier called the meeting to order at 7:04 p.m.

He passed thoughts and prayers along to Deputy Mayor Nicole Kieley of Mount Pearl on a quick recovery after the recent accident.

Mr. Tessier also congratulated Deputy Mayor Sheilagh O'Leary and Councillor Larry Vaters on their new appointments with the Federation of Canadian Municipalities.

He then extended a warm welcome to the Mayors and Councillors that were observing the meeting in person.

#### II. Adoption of Agenda

The agenda was tabled for approval.

 [Draft Agenda BOD May 31 2023 LT.docx](#)

#### Motion:

**BE IT RESOLVED that the agenda be adopted as tabled.**

Motion moved by Steve Tessier and motion seconded by William R.

Antle . Carried Unanimously.

#### III. Review of Minutes

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

 [Draft Minutes BOD April 26 2023 LT Approved.docx](#)

**Motion:**

**BE IT RESOLVED that the minutes from April 26, 2023 be adopted as tabled.**

Motion moved by Steve Tessier and motion seconded by Hilda Whelan . Carried Unanimously.

IV. Committee Reports

A. Finance & Audit Committee

Mr. Delaney, Committee Member, will deliver the Finance and Audit Committee report.

1. Board Expenditures

Board Expenditures for the month of April of 2023 were tabled for review and approval.

 [Cheque Register Apr 2023.pdf](#)

 [Payroll Expense APR 2023.pdf](#)

**Motion:**

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

Motion moved by Rodney Delaney  
and motion seconded by Nathan Ryan  
. Carried Unanimously.

2. Incorporated Towns Payment Activity Report

An update on the incorporated towns' payment activity was be provided.

 [2023 Incorporated Towns Payment Activity Report at May 9.pdf](#)

3. Award the Supply of High-Capacity Compaction Trailer for Clarendville Transfer Station

Mr. Delaney referred to the briefing note that was provided in the meeting package. There were no questions or concerns on this item.

 [20230427\\_141211.pdf](#)

 [Brief Note - Award of Compaction Trailer for CTS MAY 2023 LT Approved.docx](#)

**Motion:**

**BE IT RESOLVED that the Board award the supply of one (1) high-capacity compaction trailer contract to Nexgen Municipal Inc. for the value of \$292,229.00 (plus HST).**

Motion moved by Rodney Delaney  
and motion seconded by Lawrence Vaters  
. Carried Unanimously.

**B. Strategy & Policy Committee**

Mr. Tilley, Committee Chair, will provide the Strategy and Policy Committee Report.

**V. Permanent Closure of Waste Recovery Facilities – Sunnyside**

Mr. Tilley referred to the briefing note that was provided in the meeting package. He confirmed that the recommendation to close the Board's Waste Recovery Facility located in Sunnyside is a result of low usage, high cost of snow clearing and maintenance, as well as the proximity of the site to other Waste Recovery Facilities. After some financial explanation and operational statistics were shared, it was agreed that the Board would begin the process to permanently close the Sunnyside site. There were no questions or concerns.

 [Briefing Note - Permanent Closure of Sunnyside WRF Discussion LT Approved.docx](#)

**Motion:**

**BE IT RESOLVED that the Board begin the process to permanently close the Sunnyside Waste Recovery Facility.**

Motion moved by Gerard Tilley and motion seconded by Glenn Clarke. Carried Unanimously.

**VI. Q1 Waste Operations Report**

Mr. Tilley referred to the Q1 Waste Operations Report that was provided in the meeting package. He highlighted some key components of the report and there were no questions or concerns.

 [Brief Note - Q1 Waste Operations Report.docx](#)

 [Waste Operations Q1 report 2023.docx](#)

**VII. Q1 Water/Wastewater Report**

Mr. Tilley reminded Members that the Q1 Water/Wastewater Report was included in their meeting package for information purposes. He was pleased to report that the Board's Water/Wastewater Regional Operator is currently working with 18 communities throughout the Eastern region and continued to provide positive updates on the program.

 [Q1 Regional Water Wastewater Quarterly Report - Mar 31 2023.pdf](#)

**VIII. Discussion on Bulk Waste Collection**

Mr. Tilley referred to the briefing note that was provided in the meeting package. He reported that the Board continues to receive complaints from communities and individuals regarding the bulk collection. The complaints have increased significantly over the past several years; therefore, discussions are ongoing and the Committee plans to find solutions to these issues for future contracts. Any input or concerns from Board Members were encouraged to be passed along to the CAO.

 [Brief Note - Bulk Collections Discussion - May 2023.docx](#)

A. Governance Committee

Ms. Bruce, Committee Member, will deliver the Governance Committee Report.

IX. Update of Professional Development Guidelines

Ms. Bruce referred to the briefing note that was included in the meeting package. She noted that the Board's Guidelines for Professional Development have not been updated in approximately six years and that it is now time for a review. Suggestions were offered by the Committee and there were no questions or concerns.

 [Brief Note - Update of Professional Development Guidelines MAY 16 2023.docx](#)

 [Email R Ellsworth re Professional Development Apr 26 2023.pdf](#)

 [A - Professional Development Guidelines Revised 2023 DRAFT.docx](#)

 [B - Board Professional Development Guidelines 2022.docx](#)

X. Board Professional Development 2023

Ms. Bruce provided an update to last month's report on the Board's attendance at the SWANA Northern Lights Annual Conference coming up in Yellowknife in June of this year. As several attempts were made and selected Members were unable to attend this event, it was decided that the Chair will be the only representative attending on behalf of the Board.

 [Brief Note - Board Professional Development MAY 16 2023 LT.docx](#)

XI. Board's Annual Report 2022

Ms. Bruce noted that the Board's Annual Report for 2022 was included in the meeting package for Members' review. There were no questions or concerns on the report.

 [Annual Report 2022 Final Draft MAY 10 2023.pdf](#)

**Motion:**

**BE IT RESOLVED that the Board adopt the Annual Report for 2022 as tabled.**

Motion moved by Jill Bruce and motion seconded  
by Ronald Ellsworth . Carried Unanimously.

XII. Joint Council Report

Ms. Bruce highlighted some key points of the Joint Council Report that was provided in the meeting package. The Board congratulated Director Wesley Drodge on his appointment as Chairperson of the Clarendville and the Sounds Joint Council. There were no questions or concerns on the report.


### XIII. Correspondence

Mr. Tessier noted that the following correspondence was provided for information purposes.

- A. Article – The Shoreline, “Conception Harbour mayor miffed by Province’s rejection of regionalization.”, May 5, 2023

 [Correspondence - Article Conception Harbour mayor miffed by Province May 5 2023.pdf](#)

- B. ERSB Response: The Shoreline, Letter to the Editor, May 26, 2023, p.6

 [Correspondence - Letter The Shoreline re Conception Hr Article May 5 2023.pdf](#)

### XIV. New Business

- A. Motion by Email to be Ratified: Supply of One Kenworth Tractor T880

Mr. Tessier referred to the briefing note that was included in the meeting package. Ms. Tucker provided detail on the purchasing methods used for both the Tractor and the Trailer mentioned previously. There were no questions or concerns on the ratification of this motion.

 [EMAIL\\_Supply of One Kenworth Tractor T880.pdf](#)

 [KENWORTHINFOFORMATION.pdf](#)

 [Those Who Responded to Motion to Supply One Kenworth Tractor T880.pdf](#)

#### **Motion:**

**BE IT RESOLVED that the Board purchase one (1) 2023 Kenworth T880 Tractor in the amount of \$248,658.07 (including HST) for Kenworth Newfoundland & Labrador.**

Motion moved by Steve Tessier and motion seconded by Ronald Ellsworth . Carried Unanimously.

### XV. Roundtable

Mayor Aiden Costello of Ferryland welcomed the Board to the Town of Ferryland and thanked them for choosing the Town for their May meeting.

Mayor Jack Lawlor of Renews-Cappahayden - welcomed the Board to the Southern Shore and thanked them for the invite.

Mayor Clarence Molloy of Portugal Cove South thanked the Board for the invite and highlighted attractions of the Town of Portugal Cove South for those who would like to visit.

Director Kevin McDonald thanked Ms. Jill Bruce for providing the Governance Committee Report in his absence and noted that he very much looks forward to working with the Board's Clerk on setting up Joint Councils in his area.

Director Wesley Drodge commented that the Clarendville and the Sounds Joint Council finally has some momentum and he is pleased to report that things are going well.

Director of Operations, Christie Dean reminded attendees of the upcoming Household Hazardous Waste Events on June 3 and 17. She encouraged everyone to visit the Board's website at [www.easternregionalserviceboard.com](http://www.easternregionalserviceboard.com) for more info. Ms. Dean also noted that there are several paint recycling programs offered where local business that can accept some Household Hazardous Waste products.

Director Mark Vardy informed Members of the East Coast Trail-Trail Blazer Fundraiser coming up this Saturday in Pouch Cove. All are welcome to attend.

Director Hilda Whelan reported that 3.5 Million dollars of funding is coming to Whitbourne and area for Sewer upgrades which is well deserved and long overdue for the Town.

Director Glenn Clarke took the opportunity to highlight some key attractions of the Town of Victoria.

Director Gerard Tilley reported that the summer of 2023 will make for the 50th Anniversary in Conception Bay South. There will be lots of upcoming events including a visits from the Snow Birds and a music Festival, to highlight a few. Mr. Tilley looks forward to next months meeting that will be hosted by his own Town.

Director Ron Ellsworth thanked the Town of Ferryland for hosting the Board Meeting and also thanked and observers for attending.

Director Bill Antle announced Mount Pearl City Days coming up in July and encouraged everyone to visit and take part.

Directory Larry Vaters thanked the Southern Shore for having the Board visit this month. He reported that the Town of Paradise is in the middle of consultations for the Paradise Park master plan. The Town continues to finalize their strategic plan and are in the midst of the speed radar pilot program. The Town's Lift Station program is progressing very well. Mr. Vaters closed with noting his new position at the Federation of Canadian Municipalities table and looks forward the positive work to be done.

Director Nathan Ryan welcomed everyone to his hometown. He invited the Southern Shore representatives that observed the meeting to attend the Southern Shore Joint Council meeting that will also be held in Ferryland on the 15th of this month. The Town of Ferryland will hold their Community Cleanup Program this coming weekend and their East Coast Trail event the following weekend.

CAO Lynn Tucker continues to encouraged recycling. She noted that certain renovation materials, furniture, light fixtures, etc. can often be repurposed through Habitat for Humanity.

Board Clerk Holly Power noted that Multi-Materials Stewardship Board's CEO Mr. Charles Bown will provide an update via email which will be distributed amongst the Board tomorrow.

Chair Steve Tessier commented on the ongoing forest fires in the Northwest Territories. There was a recent request for Mandatory Property Registration in the Territories and Mr. Tessier feels that this a reflection of what's needed in Newfoundland and Labrador. Definitely a topic of current and future discussion.

#### XVI. Upcoming Meetings

Board Members were reminded of the next Board and Committee meetings.

 [ERSB Upcoming Meetings.pdf](#)

#### XVII. Adjournment

##### **Motion:**

BE IT RESOLVED that the meeting adjourned at 7:56 p.m.

Motion moved by Gerard Tilley and motion seconded by Lawrence Vaters . Carried Unanimously.

**Eastern Regional Service Board**

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

Cheques from 0000000001 to 0000011369 dated between 04-01-2023 and 04-30-2023

**CHEQUE REGISTER**

Printed: 2:57:30PM 05/04/2023

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Number	Issued		Amount	SC	Status	Status Date
0000011312	04/12/2023	62167 Newfoundland and Labrador Inc	7,380.30	A/P	OUT-STD	04/12/2023
0000011313	04/12/2023	Ace Locksmithing	181.13	A/P	CLEARED	04/25/2023
0000011314	04/12/2023	Around The Bay Disposals Inc.	98,169.29	A/P	CLEARED	04/18/2023
0000011315	04/12/2023	Bell Mobility Inc.	1,295.59	A/P	CLEARED	04/25/2023
0000011316	04/12/2023	Christie Dean	4,202.11	A/P	CLEARED	04/28/2023
0000011317	04/12/2023	City of St. John's	34,957.62	A/P	CLEARED	04/19/2023
0000011318	04/12/2023	Clowe's Construction Ltd.	5,520.00	A/P	CLEARED	04/20/2023
0000011319	04/12/2023	Concord Enterprises Inc.	4,858.75	A/P	CLEARED	04/25/2023
0000011320	04/12/2023	Craig Drover	2,190.45	A/P	CLEARED	04/14/2023
0000011321	04/12/2023	Dalton Occupational Therapy Services	437.50	A/P	CLEARED	04/20/2023
0000011322	04/12/2023	Dodd's Diesel Repair Ltd.	11,292.28	A/P	CLEARED	04/18/2023
0000011323	04/12/2023	Harbour Construction Limited	2,137.57	A/P	CLEARED	04/28/2023
0000011324	04/12/2023	Hilda Whelan	158.44	A/P	CLEARED	04/19/2023
0000011325	04/12/2023	Holly Power	60.00	A/P	CLEARED	04/17/2023
0000011326	04/12/2023	Jenkins Anthony Inc.	7,056.08	A/P	CLEARED	04/21/2023
0000011327	04/12/2023	K.J.H. Dirtwork's Ltd.	1,610.00	A/P	CLEARED	04/20/2023
0000011328	04/12/2023	Kal Tire	236.61	A/P	CLEARED	04/25/2023
0000011329	04/12/2023	Kenneth Rollings	771.36	A/P	CLEARED	04/14/2023
0000011330	04/12/2023	Kevin Butt	539.15	A/P	CLEARED	04/17/2023
0000011331	04/12/2023	Kevin McDonald	202.63	A/P	CLEARED	04/19/2023
0000011332	04/12/2023	Leona Squires	6.47	A/P	CLEARED	04/14/2023
0000011333	04/12/2023	Leslie Squires	440.00	A/P	CLEARED	04/25/2023
0000011334	04/12/2023	Lynn Tucker	3,356.75	A/P	CLEARED	04/14/2023
0000011335	04/12/2023	Madsen Construction Equipment	10,310.27	A/P	CLEARED	04/19/2023
0000011336	04/12/2023	Mark Vardy	117.48	A/P	CLEARED	04/18/2023
0000011337	04/12/2023	Miller IT Limited	1,532.80	A/P	CLEARED	04/20/2023
0000011338	04/12/2023	Municipal Assessment Agency Inc.	250.00	A/P	CLEARED	04/19/2023
0000011339	04/12/2023	Newfoundland Exchequer Account	43.50	A/P	CLEARED	04/19/2023
0000011340	04/12/2023	North Atlantic	30,008.36	A/P	CLEARED	04/18/2023
0000011341	04/12/2023	OMB Parts & Industrial Ltd.	242.39	A/P	CLEARED	04/27/2023
0000011342	04/12/2023	Parts For Trucks Inc.	116.22	A/P	CLEARED	04/21/2023
0000011343	04/12/2023	Pik-Fast Express Inc.	25.00	A/P	CLEARED	04/28/2023
0000011344	04/12/2023	Princess Auto	73.43	A/P	CLEARED	04/21/2023
0000011345	04/12/2023	Shred-it c/o Stericycle ULC	95.98	A/P	CLEARED	04/21/2023
0000011346	04/12/2023	T2 Ventures Inc.	211,891.87	A/P	CLEARED	04/14/2023
0000011347	04/12/2023	Town of St. Joseph's	4,087.50	A/P	OUT-STD	04/12/2023
0000011348	04/12/2023	Wesley Drodge	146.59	A/P	CLEARED	04/25/2023
0000011351	04/26/2023	Carl Ridgeley	92.69	A/P	OUT-STD	04/26/2023
0000011352	04/26/2023	Christie Dean	368.00	A/P	CLEARED	04/28/2023
0000011353	04/26/2023	Coish's Trucking & Excavating Ltd.	17,895.50	A/P	OUT-STD	04/26/2023
0000011354	04/26/2023	D&L Russell Limited	54.02	A/P	OUT-STD	04/26/2023
0000011355	04/26/2023	Dalton Occupational Therapy Services	1,281.25	A/P	OUT-STD	04/26/2023
0000011356	04/26/2023	De Lage Landen Financial Services Canada Ltd.	398.48	A/P	OUT-STD	04/26/2023
0000011357	04/26/2023	Dodd's Diesel Repair Ltd.	9,378.22	A/P	CLEARED	05/03/2023
0000011358	04/26/2023	G Groves & Sons Limited	345.00	A/P	OUT-STD	04/26/2023
0000011359	04/26/2023	Kevin Butt	5,527.94	A/P	CLEARED	04/27/2023

**Eastern Regional Service Board**

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

Cheques from 0000000001 to 0000011369 dated between 04-01-2023 and 04-30-2023

**CHEQUE REGISTER**

Printed: 2:57:31PM 05/04/2023

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Number	Issued		Amount	SC	Status	Status Date
0000011360	04/26/2023	McInnes Cooper	1,094.20	A/P	OUT-STD	04/26/2023
0000011361	04/26/2023	Newfoundland Power Inc.	6,605.47	A/P	OUT-STD	04/26/2023
0000011362	04/26/2023	ORKIN Canada Corporation	209.90	A/P	OUT-STD	04/26/2023
0000011363	04/26/2023	Pike's Pro Hardware & Building Supplies	28.68	A/P	OUT-STD	04/26/2023
0000011364	04/26/2023	Pitney Bowes	6,179.48	A/P	OUT-STD	04/26/2023
0000011365	04/26/2023	Rodney Delaney	93.91	A/P	CLEARED	05/03/2023
0000011366	04/26/2023	Tulk Tire & Service Ltd.	632.50	A/P	CLEARED	05/02/2023
0000011367	04/26/2023	Quikprint Services Ltd.	342.32	A/P	CLEARED	05/03/2023
0000011368	04/26/2023	HiTech Communications Inc.	431.31	A/P	OUT-STD	04/26/2023
<b>Total Issued (55):</b>			<b>\$496,960.34</b>			
<b>Total Voided (0):</b>			<b>\$0.00</b>			
<b>Grand Total:</b>			<b>\$496,960.34</b>			
<b>Number of Cheques Listed:</b>			<b>55</b>			



## EASTERN REGIONAL SERVICE BOARD

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### PAYROLL EXPENSE

#### APRIL 2023

Payroll – Staff ( <i>2 pay periods – 29 employees</i> ).....	\$134,363.83
Payroll – Board ( <i>20 members</i> ) .....	<u>\$21,359.65</u>
Total Payroll ( <i>49 employees</i> ) .....	\$158,723.48
Payroll CRA Remittance .....	<u>\$51,273.89</u>
<b>TOTAL GROSS PAYROLL .....</b>	<b><u>\$209,997.37</u></b>

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#### PREVIOUS MONTH

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#### MARCH 2023

Payroll – Staff ( <i>2 pay periods – 27 employees</i> ).....	\$134,325.97
Payroll – Board ( <i>20 members</i> ) .....	<u>\$00,000.00</u>
Total Payroll ( <i>27 employees</i> ) .....	\$134,325.97
Payroll CRA Remittance .....	<u>\$ 47,557.27</u>
<b>TOTAL GROSS PAYROLL .....</b>	<b><u>\$181,883.24</u></b>

TOWNS PAYMENT ACTIVITY 2023 - As of April 10, 2023 (Towns include all incorporated towns and those LSDs who pay collectively)											
CustCode	Town/Local Service District	Number of Units	Number of Units x \$200.00	Prior Year (Credit) Arrears *	Total Invoiced	Payments/ Adjustments	Arrears	Over 30 Days Past Due	Over 60 Days Past Due	Current Balance	
LSDOF201	LSD of Georgetown	131	\$26,200	\$0	\$26,200	\$13,100	\$0	\$0	\$0	\$13,100	
LSDOF202	LSD of Marysville	240	\$48,000	\$800	\$48,800	\$16,000	\$0	\$0	\$0	\$32,800	
TOWN0003	Town of Clarke's Beach	609	\$121,800	\$0	\$121,800	\$121,800	\$0	\$0	\$0	\$0	
TOWN301	Town of Come by Chance	118	\$23,600	\$0	\$23,600	\$23,600	\$0	\$0	\$0	\$0	
TOWN302	Town of Norman's Cove-Long Cove	333	\$66,600	\$0	\$66,600	\$19,980	\$0	\$0	\$0	\$46,620	
TOWN303	Town of Chapel Arm	253	\$50,600	\$0	\$50,600	\$20,240	\$0	\$0	\$0	\$30,360	
TOWN304	Town of Southern Harbour	184	\$36,800	\$0	\$36,800	\$14,720	\$0	\$0	\$0	\$22,080	
TOWN305	Town of Sunnyside	205	\$41,000	\$0	\$41,000	\$16,400	\$0	\$0	\$0	\$24,600	
TOWN502	Town of Chance Cove	148	\$29,600	\$0	\$29,600	\$11,840	\$0	\$0	\$0	\$17,760	
TOWN503	Town of Arnold's Cove	535	\$107,000	\$0	\$107,000	\$42,800	\$0	\$0	\$0	\$64,200	
TOWN0203	Town of Colliers	293	\$58,600	\$0	\$58,600	\$23,440	\$0	\$0	\$0	\$35,160	
TOWN0205	Town of Holyrood	1095	\$219,000	\$5,000	\$224,000	\$124,000	\$0	\$0	\$0	\$100,000	
TOWN0401	Town of Aquaforte	70	\$14,000	\$0	\$14,000	\$7,100	\$0	\$0	\$0	\$6,900	
TOWN0402	Town of Bay Bulls	633	\$126,600	\$20	\$126,620	\$50,648	\$0	\$0	\$0	\$75,972	
TOWN0403	Town of Cape Broyle	277	\$55,400	-\$83	\$55,317	\$22,127	\$0	\$0	\$0	\$33,190	
TOWN0404	Town of Fermeuse-Kingman's Cove	179	\$35,800	\$0	\$39,380	\$21,660	\$0	\$0	\$0	\$17,720	
TOWN0405	Town of Ferryland	272	\$54,400	\$0	\$54,400	\$13,600	\$0	\$0	\$0	\$40,800	
TOWN0407	Town of Renew's-Cappahayden	234	\$46,800	\$0	\$46,800	\$13,163	\$0	\$0	\$0	\$33,638	
TOWN0408	Town of St. Shott's	50	\$10,000	\$0	\$10,000	\$5,000	\$0	\$0	\$0	\$5,000	
TOWN0410	Town of Witless Bay	744	\$148,800	\$0	\$148,800	\$74,400	\$0	\$0	\$0	\$74,400	
TOWN0411	Town of Portugal Cove South	92	\$18,400	\$0	\$18,400	\$10,000	\$0	\$0	\$0	\$8,400	
TOWN0504	Town of Long Harbour-Mount Arlington He	194	\$38,800	\$0	\$38,800	\$15,520	\$0	\$0	\$0	\$23,280	
TOWN0505	Town of Fox Harbour	134	\$26,800	\$0	\$26,800	\$10,720	\$0	\$0	\$0	\$16,080	
TOWN0507	Town of St. Bride's	139	\$27,800	\$0	\$27,800	\$13,900	\$0	\$0	\$0	\$13,900	
TOWN0508	Town of Point Lance	47	\$9,400	\$0	\$9,400	\$4,700	\$0	\$0	\$0	\$4,700	
TOWN0509	Town of Branch	161	\$32,200	\$0	\$32,200	\$8,200	\$0	\$0	\$0	\$24,000	
TOWN0510	Town of Mount Carmel-Mitchell's Brook-St	299	\$59,800	\$0	\$59,800	\$29,900	\$0	\$0	\$0	\$29,900	
TOWN0511	Town of St. Joseph's	107	\$21,400	\$0	\$21,400	\$10,700	\$0	\$0	\$0	\$10,700	
TOWN0512	Town of Admiral's Beach	82	\$16,400	\$0	\$16,400	\$6,560	\$0	\$0	\$0	\$9,840	
TOWN0514	Town of Colinet	75	\$15,000	\$0	\$15,000	\$4,500	\$0	\$0	\$0	\$10,500	
TOWN0601	Town of Whiteway	163	\$32,600	\$0	\$32,600	\$16,300	\$0	\$0	\$0	\$16,300	
TOWN0602	Town of Heart's Delight-Islington	464	\$92,800	\$0	\$92,800	\$46,400	\$0	\$0	\$0	\$46,400	
TOWN0603	Town of Heart's Desire	139	\$27,800	\$3,000	\$30,800	\$12,320	\$0	\$0	\$0	\$18,480	
TOWN0802	Town of Bay de Verde	221	\$44,200	\$14,056	\$58,256	\$4,420	\$22,896	\$0	\$22,896	\$53,836	
TOWN0804	Town of New Perlican	162	\$32,400	\$0	\$32,400	\$12,960	\$0	\$0	\$0	\$19,440	
TOWN0805	Town of Hant's Harbour	193	\$38,600	\$0	\$38,600	\$9,650	\$0	\$0	\$0	\$28,950	
TOWN0806	Town of Heart's Content	239	\$47,800	\$0	\$47,800	\$11,950	\$0	\$0	\$0	\$35,850	
TOWN0807	Town of Winterton	295	\$59,000	\$14,750	\$73,750	\$29,500	\$0	\$0	\$0	\$44,250	
		9809	\$ 1,961,800	\$ 37,543	\$ 2,002,923	\$ 913,818	\$ 22,896	\$ -	\$ 22,896	\$ 1,089,105	

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

TOWNS ACTIVITY - INVOICED MONTHLY (Jan - Dec 2022)											
CustCode	Town/LSD	No. Properties	Prior Year Balance	Total Invoices 2023	Payments Received	Arrears	Over 30 Days Past Due	Over 60 Days Past Due	Outstanding Balance		
TOWN0001	Town of Carbonear	2175	\$ -	\$ 161,851	\$ 129,475	\$ -	\$ -	\$ -	\$ 32,375		

2023 TOTAL OUTSTANDING INCORPORATED TOWNS	\$ 1,121,480.72
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PAD\*      Set up for pre-authorized debit payments  
SPAR\*\*    Special Payment Arrangement in Place

# Eastern Regional Service Board

Closing Date and Time: Friday April 21, 2023 – 1:00pm

Tender Description:  
Supply of One (1) High Capacity Compaction Trailer  
Eastern Regional Service Board (ERSB)

Company	Base Bid	HST	Tender Total
Nexgen Municipal Inc.	292,229.00	43,834.35	336,063.35



Witness



Christie Dean  
Director of Operations

**EASTERN REGIONAL SERVICE BOARD**  
**BRIEFING NOTE / REPORT**

<b>TITLE:</b>	<b>Supply of High-Capacity Compaction Trailer for Clarenville Transfer Station</b>
<b>MEETING DATE:</b>	May 31, 2023
<b>TO:</b>	<b>Board</b> / Finance & Audit / Strategy & Policy / Governance
<b>PREPARED BY:</b>	Christie Dean, Director Operations
<b>REVIEWED BY:</b>	Lynn Tucker, Chief Administrative Officer
<b>APPROVED BY:</b>	Lynn Tucker, Chief Administrative Officer

**RECOMMENDED ACTION:**

Staff recommends award of supply of one (1) high-capacity compaction trailer contract to Nexgen Municipal Inc. for the value of \$292,229.00 (plus HST).

**MOTION:**

**BE IT RESOLVED** that the Board award supply of one (1) high-capacity compaction trailer contract to Nexgen Municipal Inc. for the value of \$292,229.00 (plus HST).

**BACKGROUND/DISCUSSION:**

- The tendering process for the supply of one high-capacity compaction trailer closed on April 21, 2023.
- One bid was received from Nexgen Municipal Inc. in the amount of \$336,063.35 (including HST).
- This tender is to replace one of the three trailers that services the Clarenville Transfer Station.
- The transfer station has been operational since January 2016.
- In December of 2016 a similar unit was purchased for the price of \$265,996.15 (including HST).

**ATTACHMENTS:**

- Bid Form

**EASTERN REGIONAL SERVICE BOARD**  
**BRIEFING NOTE / REPORT**

<b>TITLE:</b>	<b>Permanent Closure of Sunnyside Waste Recovery Facility</b>
<b>MEETING DATE:</b>	2023-05-31
<b>TO:</b>	<b>Board</b> / Finance & Audit / Strategy & Policy / Governance
<b>PREPARED BY:</b>	Lynn Tucker, Chief Administrative Officer
<b>REVIEWED BY:</b>	Lynn Tucker, Chief Administrative Officer
<b>APPROVED BY:</b>	Lynn Tucker, Chief Administrative Officer

**RECOMMENDED ACTION:**

It is recommended that the Board permanently close the waste recovery facility at Sunnyside due to their low usage, high cost of snow clearing and maintenance, and their proximity to other waste recovery facilities.

**MOTION:**

**BE IT RESOLVED the Board begin the process to permanently close the Sunnyside Waste Recovery Facility.**

**BACKGROUND:**

- This item was discussed at a past meeting and the Committee requested that a full cost analysis be completed for all facilities. This information is included in the table on page 3.
- The Board should 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 100 km to dispose of their bulk type materials.
- The decision to locate a waste recovery facility at Sunnyside (and Cavendish) was made before the opening of the Clarendville or the Whitbourne Waste Recovery Facilities.
- The Town of Sunnyside is located 22 kilometers from the Clarendville facility; 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.
- 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.
- 2021 total cost to operate the site equated to \$41.88 per customer visit (no snow clearing costs included – facility closed for winter)

- Since the opening of the Clarendville facility, 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 from January through March was 36 visits per month. This equates to an average of one visit every two hours.
- 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. Since then, the Board has closed this facility for winter each year.
- The high cost of snow clearing, and very low public usage resulted in a snow clearing cost of \$80.11 per customer visit in 2018. 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; staffing costs, or administration cost for the facility.
- **For 2022, each customer visit to the Sunnyside facility costs the Board \$59.37** despite the facility being closed for winter.
- The Sunnyside facility sees only 3% of overall customer visits to all the waste recovery facilities. For comparison, the Harbour Grace site sees 24% and Whitbourne site sees 13% of overall customer visits.
- The Clarendville and the Whitbourne Waste Recovery Facilities are fully operational and in close proximity for the public that historically used the Sunnyside facility.
- The Board must consider:
  - What facilities are necessary?
  - What facilities can be most easily secured and upgraded (electricity and surveillance cameras)
  - Should the Sunnyside facility be closed permanently, and the monies used to operate the facility used to upgrade the remaining facilities?
  - Etc.

#### **FOR ADDITIONAL CONSIDERATION – PERMANENT CLOSURE OF CAVENDISH WRF:**

- The Cavendish WRF is located between two other facilities. The Whitbourne WRF is located 40 kilometers away while the Old Perlican WRF is located 70 kilometers away.
- The LSD of Cavendish is located 40 kilometers from the Whitbourne facility – well within the travel distance deemed acceptable. In addition, residents may choose to use the Old Perlican Waste Recovery Facility which is located 70 kilometers away.
- The Cavendish facility is regularly vandalized, and the Board had to remove the collection of electronic recyclables from this facility due to the ongoing vandalism, scavenging and theft of materials.
- The Cavendish facility was put in place before the Whitbourne site was developed. Now that Whitbourne is fully operational, there is no need to maintain a facility at Cavendish.
- Due to the high cost of snow clearing, the Cavendish WRF was closed from January through March this year.
- The Cavendish facility sees 8% of overall customer visits.
- The bid received for snow clearing at Cavendish for winter 2022-2023 was \$19,377.50. This is a 22.5% increase over the previous year.
- Snow clearing at Cavendish for 2021-2022 was \$15,824 and the facility saw less than 2 customers per hour of operation. This equates to \$34.33 per customer visit for snow clearing costs only. With all costs included each customer visit to the Cavendish WRF over winter of 2021-2022 costs the Board \$65.07. This is not fiscally responsible or sustainable.

**NOTE:** The province paid the capital costs to develop all the Board's waste recovery facilities. Therefore, any decision to close a facility would have to be brought to the attention of the Minister's office.

### **OTHER INFORMATION/CONSIDERATIONS:**

- For 2022, total annual costs to operate all 11 WRFs = \$1,413,526.90
- Average cost per site for annual operations 2022 = \$128,502.45
- Average cost per customer visit overall at 11 sites for 2022 = \$41.86
- See the table below for 2022 operating costs, customer visits and cost per customer visit at all the waste recovery facilities.

Waste Recovery Facility	Annual Operations Costs* (\$)	No. Customer Visits	Cost per Customer Visit (\$)
Bay Bulls	121,658.01	5105	23.83
Cavendish	88,790.80	2888	30.74
Harbour Grace	377,629.10	9091	41.54
Placentia	82,879.76	2718	30.49
Renews/Cappahayden	91,324.60	2419	37.75
St. Joseph's	94,852.33	1444	65.69
Sunnyside	74,327.53	1252	59.37
Clareville	131,518.18	3095	42.49
Whitbourne	132,199.39	4663	28.35
Bell Island	38,783.51	680	57.03
Old Perlican (Contracted)	179,563.68	4160	43.16

*\*Annual Operations Costs include tip fees, insurance, supplies, vehicle expenses, fuel, telephones, AVL/GPS monitoring, wages (Highway Transport Equipment Operators and Site Attendants), etc.*

### **NOTES:**

- Sunnyside closed for winter from December 2022 through March 2023 – no snow clearing costs included.
- Cavendish closed for winter from January through March 2023.
- The Whitbourne site labour costs were higher than usual due to staffing issues. The Labourer at the Whitbourne Depot filled in for Site Attendant.
- Sunnyside site is expensive to operate with each customer visit costing \$59.37.
- Bell Island site is expensive to operate with each customer visit costing \$57.03. The Board may want to review the continued operation of this site.
- The Board may want to review the continued operations at Cavendish due to its proximity to Whitbourne and Old Perlican.
- Total cost to transport waste in 2022 from waste recovery facilities to RHB was \$0.12 per kg or \$120 a tonne.
- Bay Bulls and Harbour Grace have two site attendants on duty when open while all other facilities have one site attendant. As of 2023, the Whitbourne site will have two site attendants.
- **The operation of the waste recovery facilities is a significant annual cost to the Board at more than \$1.4 million. These facilities are not paid through the waste fees collected from customers but is funded through the regional tip fees paid at Robin Hood Bay.**

**EASTERN REGIONAL SERVICE BOARD**  
**BRIEFING NOTE / REPORT**

<b>TITLE:</b>	<b>Q1 Waste Operations Report</b>
<b>MEETING DATE:</b>	2023-05-31
<b>TO:</b>	<b>Board</b> / Finance & Audit / Strategy & Policy / Governance
<b>PREPARED BY:</b>	Christie Dean, Director Operations
<b>REVIEWED BY:</b>	Lynn Tucker, Chief Administrative Officer
<b>APPROVED BY:</b>	Lynn Tucker, Chief Administrative Officer

**RECOMMENDED ACTION:**

- For information only

**MOTION:**

N/A

**BACKGROUND/DISCUSSION**

- Community Waste Collections:
  - There were several disruptions to waste collections during the first quarter of 2023 due to weather conditions.
  - In most cases the waste was collected within the same week; however, one exception occurred in Clarke's Beach when after several days of inclement weather, the waste was collected the following week.
- Waste Recovery Facilities (WRFs):
  - Staff continue to track efforts to deal with illegal dumping at the gates of these facilities.
  - The Bell Island, Cavendish and Sunnyside facilities were closed the entire quarter due to low winter usage and the high cost of snow clearing at these sites.
  - Electronic Products Recycling Association (EPRA) – continued enhanced support of EPRA's electronics recycling program by not accepting eligible products during bulk collections and tagging with EPRA stickers items left curbside.
- Clarendville Transfer Station continues to operate at capacity.



## WASTE OPERATIONS 2023 – Q1 Report (January 1-March 31)

### Community Waste Collections:

- Disruptions to collections due to weather during quarter:
  - 1<sup>st</sup> week of January
  - 2<sup>nd</sup> week of January
  - 4<sup>th</sup> week of January
  - 2<sup>nd</sup> week February
  - 2<sup>nd</sup> week in March

### Waste Recovery Facilities (WRFs):

- Accepted metals from bulk collection day(s);
- Regulatory visits:
  - Placentia – March 27<sup>th</sup> – by OHS Officer II, Department of Digital Government and Service NL – findings issued & resolved;
  - Bay Bulls – January 19<sup>th</sup> – by Environmental Protection Officer from Digital Government & Service NL – no findings.
- Complaints
  - None
- Closed or delayed openings due to weather:
  - January 10<sup>th</sup>
  - January 21<sup>st</sup>
  - February 4<sup>th</sup>
  - February 14<sup>th</sup>
  - February 18<sup>th</sup>
  - March 11<sup>th</sup>
  - March 16<sup>th</sup>
- Sunnyside, Cavendish, and Bell Island facilities were closed for the winter season.

**Table 2:**

Waste Recovery Facility	Waste (kg)	Removals	MMSB Tires	E- Waste (bags)	Metals (kg)	Client Visits
Bay Bulls	110,930	7	235	11	60,250	453
Renews/Cappahayden	225,830	12	0	0	32,650	250
St. Joseph's	491,420	24	125	0	27,570	160
Placentia	343,630	17	69	0	26,280	297
Sunnyside	127,550	6	0	0	0	closed
Cavendish	63,500	3	0	NA	0	closed
Harbour Grace	687,520	35	37	NA	0	899
Old Perlican	252,040	14	0	NA	8,430	648
Clareville	283,580	15	91	0	0	336
Whitbourne	86510	5	106	0	0	401
Bell Island	20,200	1	0	0	0	closed
<b>Total</b>	<b>2,692,710</b>	<b>139</b>	<b>663</b>	<b>11</b>	<b>0</b>	<b>3,444</b>

In summary:

- 165 non-MMSB tires were removed from Harbour Grace and 545 from Old Perlican.
- Staff have continued to track efforts to deal with illegal dumping at facilities.
- Increase in vandalism is being tracked.
- A fire occurred at the Placentia WRF on March 31<sup>st</sup> when non-MMSB tires on rims were set alight. The fire department responded and suppressed the fire. We await the report.

**Clarenville Transfer Station:**

- Regulatory visit:
  - none
- Closed or delayed opening due to weather:
  - February 14<sup>th</sup> – closed.
  - February 20<sup>th</sup> – delayed opening until 10:30 a.m.
  - February 21<sup>st</sup> – delayed opening until 12:00 noon
  - March 16<sup>th</sup> – closed.

2023 Q1 Waste moved from the Clarenville Transfer Station (CTS) to Robin Hood Bay (RHB):

- Regular waste = 1,166,800 kg
- Recycling = 89,330 kg

2022 Q1 Waste moved from CTS to RHB:

- Regular waste = 1,754,850 kg
- Recycling = 92,090 kg

2021 Q1 Waste moved from CTS to RHB:

- Regular waste = 1,217,640 kg
- Recycling = 93,760 kg

Community Name: Admiral's Beach

Water Supply: 2 Well Fields

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

3. Provide the following information for the last quarter:

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

4. Is this system currently on a BWA? ☒ Yes ☐ No  
 If yes, select reason code: A  
 If yes, describe plan to address BWA: Trying to secure a meeting
5. Is the BWA reason code accurate? ☐ Yes ☒ No  
 If no, select the accurate reason code: C1
6. Are there other water quality issues? ☐ Yes ☒ No  
 If yes, describe the issues and the plan to address them: [Click or tap here to enter text.](#)

7. Provide the following information for the last quarter:

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

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

bo

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

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Regional Operator Name: Ken Rollings  
Date: 3/31/2023

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Community Name: Aquaforte

Water Supply: Davies Pond

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

3. Provide the following information for the last quarter:

	Near 1 <sup>st</sup> User		Near End of Line	
	Free Chlorine (mg/L)	Total Chlorine (mg/L)	Free Chlorine (mg/L)	Total Chlorine (mg/L)
Average			0.28	
Minimum			0.08	
Maximum			0.63	

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

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

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

7. Provide the following information for the last quarter:

Average Daily Water Use	Maximum Day Demand	Unit of Measurement (i.e. USGPM, L/day, m <sup>3</sup> /day)
3,096	6,400	USG per day

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

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

Regional Water/Wastewater Operator Program  
Quarterly Report  
Drinking Water System

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

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Regional Operator Name: Ken Rollings  
Date: 3/31/2023

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Community Name: Fermeuse

1. Number of public wastewater outfalls? 1

2. Are any of the outfalls discharging >100 m<sup>3</sup>/day? ☐ Yes ☒ No don't monitor flow, 41 services

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

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

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

4. Number of lift stations? 0

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

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

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

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

- ☐ Yes ☒ No

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

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

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

Regional Operator Name: Ken Rollings

Date: 3/31/2023

Community Name: Fermeuse

Water Supply: Bear Cove Pond

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

2. Are chlorine residual tested on a daily basis?

☐ Yes

☐ No

☒ Free Chlorine Only

☐ Total Chlorine Only

3. Provide the following information for the last quarter:

	Near 1 <sup>st</sup> User		Near End of Line	
	Free Chlorine (mg/L)	Total Chlorine (mg/L)	Free Chlorine (mg/L)	Total Chlorine (mg/L)
Average	0.90		0.42	
Minimum	0.56		0.31	
Maximum	1.13		0.57	

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

If yes, select reason code: Choose an item.

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

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

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

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

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

7. Provide the following information for the last quarter:

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

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

☒ Operational Monitoring Plan

☒ Standard Operating Procedures

☒ Maintenance Assurance Manual

☒ Emergency Plan

☒ Preventative Maintenance Programs

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

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

☒ Distribution System Flushing

☐ Leak Detection

☐ Hydrant Inspection and Exercising

☐ Valve Inspection and Exercising



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

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Regional Operator Name: Ken Rollings  
Date: 3/31/2023

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Community Name: Ferryland

1. Number of public wastewater outfalls? 1

2. Are any of the outfalls discharging >100 m<sup>3</sup>/day? ☐ Yes ☒ No don't monitor flow, about 22 services

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

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

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

4. Number of lift stations? 0

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

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

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

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

- ☐ Yes
 ☒ No

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

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

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

Regional Operator Name: Ken Rollings

Date: 3/31/2023

Community Name:      Ferryland

Water Supply: Deep Cove Pond

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

2. Are chlorine residuals tested on a daily basis?  
☐ Yes      ☐ No      ☒ Free Chlorine Only      ☐ Total Chlorine Only

3. Provide the following information for the last quarter:

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

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

If yes, select reason code:      Choose an item.

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

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

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

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

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

7. Provide the following information for the last quarter:

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

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

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

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

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

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

Regional Water/Wastewater Operator Program  
Quarterly Report  
Drinking Water System

10. Number of days you visited the community during the last quarter? Choose an item.
11. Provide a summary of meetings or training held in the community during the last quarter. New operator.
12. Other comments?.

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Regional Operator Name: Ken Rollings  
Date: 3/31/2023

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Community Name: Gaskiers – Point La Haye

Water Supply: Big Hare Hill Pond

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

2. Are chlorine residuals tested on a daily basis?

☐ Yes

☒ No

☐ Free Chlorine Only

☐ Total Chlorine Only

3. Provide the following information for the last quarter: values for 2 dates only

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

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

If yes, select reason code: C1

If yes, describe plan to address BWA: Trying to get a face to face meeting

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

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

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

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

7. Provide the following information for the last quarter:

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

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

☐ Operational Monitoring Plan

☐ Standard Operating Procedures

☐ Maintenance Assurance Manual

☐ Emergency Plan

☐ Preventative Maintenance Programs

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

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

☐ Distribution System Flushing

☐ Leak Detection

☐ Hydrant Inspection and Exercising

☐ Valve Inspection and Exercising

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

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Regional Operator Name: Ken Rollings  
Date: 3/31/2023

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Community Name:      Georgetown  
groundwater supply

Water Supply: Third Pond and smaller

1. Is the disinfection system operational?      ☒ Yes      ☐ No
2. Are chlorine residuals tested on a daily basis?  
☒ Yes      ☐ No      ☐ Free Chlorine Only      ☐ Total Chlorine Only
3. Provide the following information for the last quarter

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

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

7. Provide the following information for the last quarter: Surface water supply.

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

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

10. Number of days you visited the community during the last quarter? [Choose an item.](#)
11. Provide a summary of meetings or training held in the community during the last quarter. Called Chair of Marysvale LSD regarding a regional water supply for Georgetown and Marysvale. The Chair of Marysvale LSD said the Chair of Georgetown LSD said there was not enough water. Could not get a hold of the Chair of the Georgetown LSD.
12. Other comments? [Click or tap here to enter text.](#)

---

Regional Operator Name: Ken Rollings  
Date: 3/31/2023

---



Community Name:      Goobies

Water Supply: Water Pond

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

2. Are chlorine residual tested on a daily basis?  
☐ Yes      ☒ No      ☐ Free Chlorine Only      ☐ Total Chlorine Only

3. Provide the following information for the last quarter:

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

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

If yes, select reason code:      F3

If yes, describe plan to address BWA:      Operator resigned. Chair of LSD is not engaged.

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

If no, select the accurate reason code:      E1

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

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

7. Provide the following information for the last quarter:

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

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

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

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

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

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

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

---

Regional Operator Name: Ken Rollings  
Date: 3/31/2023

---

Community Name: Marysvale

Water Supply: Drilled

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

3. Provide the following information for the last quarter:

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

4. Is this system currently on a BWA? ☒ Yes ☐ No  
 If yes, select reason code: E1  
 If yes, describe plan to address BWA: The BWA could be lifted, however there is a Manganese exceedance.

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

6. Are there other water quality issues? ☒ Yes ☐ No  
 If yes, describe the issues and the plan to address them: There was a manganese exceedance. The town was referred to the Contaminants Study Program.

7. Provide the following information for the last quarter:

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

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

Regional Water/Wastewater Operator Program  
Quarterly Report  
Drinking Water System

10. Number of days you visited the community during the last quarter? Choose an item.
11. Provide a summary of meetings or training held in the community during the last quarter. Discussed Contaminants Study Program with consultant at the Clean and Safe Drinking Water Workshop. The Consultant did not want to contradict the consultant that designed the water treatment plant and the installer. The designer and the installer are still trying to fix the problem(s) with the water treatment plant. The final report Contaminants Study Program is due in 2023. I called the chairs of the LSD's for Georgetown and Marysvalle to see if they would consider cooperating by sharing the Third Pond water supply. Georgetown says there is not enough water in Third Pond.
12. Other comments? The Boil Water Advisory could be lifted, however there remains a manganese exceedance.

---

Regional Operator Name: Ken Rollings

Date: 3/31/2023

---

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

Water Supply: 1. Grandfather's Pond

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

2. Are chlorine residual tested on a daily basis?

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

3. Provide the following information for the last quarter: no data this quarter

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

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

If yes, select reason code: E2

If yes, describe plan to address BWA: No operator at the moment

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

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

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

If yes, describe the issues and the plan to address them: Turbidity. Needs an operator first.

7. Provide the following information for the last quarter:

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

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

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

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

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

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

Regional Water/Wastewater Operator Program  
Quarterly Report  
Drinking Water System

10. Number of days you visited the community during the last quarter? Choose an item.
11. Provide a summary of meetings or training held in the community during the last quarter. I am still waiting to hear from the new council on an operator for the water supply.
12. Other comments?

---

Regional Operator Name: Ken Rollings  
Date: 3/31/2023

---

Community Name: O'Donnell's

Water Supply: Well Field

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

2. Are chlorine residuals tested on a daily basis?  
☐ Yes ☐ No ☐ Free Chlorine Only ☐ Total Chlorine Only

3. Provide the following information for the last quarter:

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

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

If yes, select reason code: E1

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

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

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

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

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

7. Provide the following information for the last quarter:

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

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

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

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

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

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

10. Number of days you visited the community during the last quarter? [Choose an item.](#)

11. Provide a summary of meetings or training held in the community during the last quarter. No contact this quarter.

12. Other comments? [Click or tap here to enter text.](#)

---

Regional Operator Name: Ken Rollings

Date: 3/31/2023

---



Community Name: Portugal Cove South

Water Supply: Wrights Brook

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

2. Are chlorine residual tested on a daily basis?  
☐ Yes ☒ No ☐ Free Chlorine Only ☐ Total Chlorine Only

3. Provide the following information for the last quarter: no data

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

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

If yes, select reason code: E1

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

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

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

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

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

7. Provide the following information for the last quarter:

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

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

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

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

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

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

Regional Water/Wastewater Operator Program  
Quarterly Report  
Drinking Water System

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

---

Regional Operator Name: Ken Rollings  
Date: 3/31/2023

---

Community Name:      Renew-Cappahayden

Water Supply: #1 Dinn's Well

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

3. Provide the following information for the last quarter:

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

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

7. Provide the following information for the last quarter:

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

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

Regional Water/Wastewater Operator Program  
Quarterly Report  
Drinking Water System

10. Number of days you visited the community during the last quarter? [Choose an item.](#)
11. Provide a summary of meetings or training held in the community during the last quarter. Exchanged emails and a phone call regarding water quality. All is well in the public system. He was concerned about water quality at the town hall which is not on the public supply. I first referred him to a water quality testing company. Shortly after, I referred him to the new program where private wells can be tested for free. I secured a sampling kit and will drop it off to them the next time I'm down that way. Chlorine residuals were requested but not received.
12. Other comments? [Click or tap here to enter text.](#)

---

Regional Operator Name: Ken Rollings  
Date: 3/31/2023

---

Community Name: Riverhead

Water Supply: Well Field

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

2. Are chlorine residuals tested on a daily basis?

☐ Yes

☐ No

☒ Free Chlorine Only

☐ Total Chlorine Only

3. Provide the following information for the last quarter:

	Near 1 <sup>st</sup> User		Near End of Line	
	Free Chlorine (mg/L)	Total Chlorine (mg/L)	Free Chlorine (mg/L)	Total Chlorine (mg/L)
Average	1.06		0.31	
Minimum	0.91		0.21	
Maximum	1.18		0.48	

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

If yes, select reason code: Choose an item.

If yes, describe plan to address BWA:

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

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

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

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

7. Provide the following information for the last quarter:

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

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

☐ Operational Monitoring Plan

☐ Standard Operating Procedures

☐ Maintenance Assurance Manual

☐ Emergency Plan

☐ Preventative Maintenance Programs

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

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

☐ Distribution System Flushing

☐ Leak Detection

☐ Hydrant Inspection and Exercising

☐ Valve Inspection and Exercising

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

---

Regional Operator Name: Ken Rollings  
Date: 3/31/2023

---

Community Name: St. Joseph's

Water Supply: Drilled

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

2. Are chlorine residuals tested on a daily basis?  
☐ Yes ☒ No ☐ Free Chlorine Only ☐ Total Chlorine Only

3. Provide the following information for the last quarter:

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

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

If yes, select reason code: A

If yes, describe plan to address BWA: encourage town to get Chlorination pump

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

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

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

If yes, describe the issues and the plan to address them: Recent Arsenic exceedance, Contaminants Study Program

7. Provide the following information for the last quarter:

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

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

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

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

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

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

Regional Water/Wastewater Operator Program  
Quarterly Report  
Drinking Water System

10. Number of days you visited the community during the last quarter? Choose an item.
11. Provide a summary of meetings or training held in the community during the last quarter. There was no update on the "Chlorination Project". There was an Arsenic Exceedance in Aug. 2022 and Sept. 2022. Further results were not available on the Dept. of Environment website.
12. Other comments?

---

Regional Operator Name: Ken Rollings  
Date: 3/31/2023

---



Community Name: St. Mary's

1. Number of public wastewater outfalls? 1

2. Are any of the outfalls discharging >100 m<sup>3</sup>/day? ☒ Yes ☐ No don't monitor flow, about 100 services

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

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

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

4. Number of lift stations? 1

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

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

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

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

- ☐ Yes
 ☒ No

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

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

9. Note any required upgrades for the wastewater system: [Click or tap here to enter text.](#)

Regional Operator Name: Ken Rollings

Date: 3/31/2023

Community Name: St. Mary's

Water Supply: Wellfield

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

3. Provide the following information for the last quarter: no data this quarter

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

4. Is this system currently on a BWA? ☒ Yes ☐ No  
 If yes, select reason code: E1  
 If yes, describe plan to address BWA: more testing

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

6. Are there other water quality issues? ☒ Yes ☐ No  
 If yes, describe the issues and the plan to address them: well yield is low

7. Provide the following information for the last quarter:

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

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

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

10. Number of days you visited the community during the last quarter? [Choose an item.](#)
11. Provide a summary of meetings or training held in the community during the last quarter. The community is waiting on the hook up of a new reservoir. No data sent. Operator is not working. Due to be back in the spring.
12. Other comments? [Click or tap here to enter text.](#)

---

Regional Operator Name: Ken Rollings  
Date: 3/31/2023

---

Community Name: St. Shotts

Water Supply: Unnamed Pond

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

2. Are chlorine residuals tested on a daily basis?  
☒ Yes ☐ No ☐ Free Chlorine Only ☐ Total Chlorine Only

3. Provide the following information for the last quarter:

	Near 1 <sup>st</sup> User		Near End of Line	
	Free Chlorine (mg/L)	Total Chlorine (mg/L)	Free Chlorine (mg/L)	Total Chlorine (mg/L)
Average	0.58	0.66	0.58	0.68
Minimum	0.15	0.23	0.16	0.22
Maximum	1.21	1.27	1.61	1.73

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

If yes, select reason code:

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

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

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

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

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

7. Provide the following information for the last quarter:

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

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

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

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

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

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

10. Number of days you visited the community during the last quarter? [Choose an item.](#)
11. Provide a summary of meetings or training held in the community during the last quarter. No reply on detained email sent to Town regarding colour and the possible solution: Granulated Activated Charcoal. Chlorine residuals are consistently good.
12. Other comments? [Click or tap here to enter text.](#)

---

Regional Operator Name: Ken Rollings  
Date: 3/31/2023

---

Community Name:      Swift Current

Water Supply: Drilled Well

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

2. Are chlorine residuals tested on a daily basis?

☐ Yes

☐ No

☐ Free Chlorine Only

☐ Total Chlorine Only

3. Provide the following information for the last quarter: Operator resigned

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

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

If yes, select reason code:      E1

If yes, describe plan to address BWA:      See below.

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

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

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

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

7. Provide the following information for the last quarter:

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

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

☐ Operational Monitoring Plan

☐ Standard Operating Procedures

☐ Maintenance Assurance Manual

☐ Emergency Plan

☐ Preventative Maintenance Programs

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

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

☐ Distribution System Flushing

☐ Leak Detection

☐ Hydrant Inspection and Exercising

☐ Valve Inspection and Exercising

Regional Water/Wastewater Operator Program  
Quarterly Report  
Drinking Water System

10. Number of days you visited the community during the last quarter? Choose an item.
11. Provide a summary of meetings or training held in the community during the last quarter. No word yet on what the LSD is considering following the findings of the Engineering Consultant.
12. Other comments?

---

Regional Operator Name: Ken Rollings  
Date: 3/31/2023

---

Community Name: Trepassey

1. Number of public wastewater outfalls? 1

2. Are any of the outfalls discharging >100 m<sup>3</sup>/day? ☒ Yes ☐ No don't monitor flow, about 250 services

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

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

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

4. Number of lift stations? 3

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

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

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

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

- ☐ Yes
 ☒ No

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

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

9. Note any required upgrades for the wastewater system

Regional Operator Name: Ken Rollings

Date: 3/31/2023



Community Name:      Trepassey

Water Supply: Miller's Pond, Broom Cove Pond

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

2. Are chlorine residuals tested on a daily basis?

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

3. Provide the following information for the last quarter:

	Near 1 <sup>st</sup> User		Near End of Line	
	Free Chlorine (mg/L)	Total Chlorine (mg/L)	Free Chlorine (mg/L)	Total Chlorine (mg/L)
Average	3.69	4.05	0.05	0.10
Minimum	2.20	2.30	0.03	0.04
Maximum	4.50	5.10	0.08	0.19

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

If yes, select reason code:      E1

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

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

If no, select the accurate reason code:      E2

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

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

7. Provide the following information for the last quarter:

Average Daily Water Use	Maximum Day Demand	Unit of Measurement (i.e. USGPM, L/day, m <sup>3</sup> /day)
312,122	432,400	USG per day

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

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

If not all are selected when will the remaining be completed? After some other items get ironed out

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

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

10. Number of days you visited the community during the last quarter? Choose an item.

Regional Water/Wastewater Operator Program  
Quarterly Report  
Drinking Water System

11. Provide a summary of meetings or training held in the community during the last quarter. Chlorine residuals were barely adequate at the end of the line. No word yet from the town or consultant a comprehensive program to deal with the Chlorine Residual problem as well as the high turbidity.
12. Other comments?

---

Regional Operator Name: Ken Rollings  
Date: 3/31/2023

---

**EASTERN REGIONAL SERVICE BOARD**

**BRIEFING NOTE / REPORT**

<b>TITLE:</b>	<b>Bulk Waste Collection – Change to One Annually for New Waste Collection Tenders</b>
<b>MEETING DATE:</b>	May 31, 2023
<b>TO:</b>	<b>Board</b> / Finance & Audit / Strategy & Policy / Governance
<b>PREPARED BY:</b>	Christie Dean, Director Operations
<b>REVIEWED BY:</b>	Lynn Tucker, Chief Administrative Officer
<b>APPROVED BY:</b>	Lynn Tucker, Chief Administrative Officer

**RECOMMENDED ACTION:**

The committee recommends the Board reduce the number of bulk collections in new waste collection tenders to one annually for each community.

**MOTION:**

N/A

**BACKGROUND/DISCUSSION:**

- Up to 2018, areas received various numbers of bulk collections based on older contracts that provided more events prior to the Board's waste recovery facilities becoming operational.
- Areas received between two and five bulk waste collections annually that were scheduled for 11 to 12 months of the year (February through November).
- As older contracts expired, the number of bulk waste collections were reduced as residents in the Eastern region have access to waste recovery facilities and/or the Residential Drop-off at Robin Hood Bay.
- The waste recovery facilities are located so that residents do not have to travel more than 100 km to access a facility.
- In addition, reducing the number of bulk collections improves OH&S for the waste collectors as well as assisting the Board to maintain its annual household fee for waste collection.
- By 2019, most contract areas received two bulk collections annually and these bulks were scheduled between March and November.
- Since 2019, all new tenders included two bulk collections annually.
- Bulk collections have always presented challenges regarding when they occur and the enforcement of guidelines.
  - Communities and residents have strong feelings on when it is appropriate to hold bulk waste collections and these feelings are not consistent in an area or even a community. For instance, some say bulk needs to be after May 24<sup>th</sup> weekend and before the end of September; while others do not want bulk waste curbside during

- the summer months either because of unsightliness for residents and tourists or as they are away during that time.
- As many of the areas where the Board provides services do not have by-laws regarding unsightly properties, bulk waste that does not meet guidelines can stay curbside indefinitely and residents blame the Board for this situation in their community.
  - Bulk waste collection in other areas of the province varies as it does within the Eastern region.
    - City of St. John's – permits each household to schedule one bulk garbage pick-up and one metal pick-up a year at no charge. Appointments are available for each collection area on different weeks. Usually done in June and July.
    - Mount Pearl - offers one bulk collection a year in May.
    - Torbay – offers free drop-off at the Town Depot once a year in May or residents may schedule one curbside pickup in June for \$25. No free curbside bulk collection.
    - Halifax – does not have separate bulk collection as they allow 200 kg (440 lbs) from:
      - Single unit homes are permitted 1 bulky item each garbage collection day.
      - Multi-unit dwellings (up to 6 units) may place a total of 2 bulky items for each garbage collection day.
    - Corner Brook – offers one bulk collection annually. For example, this year:
      - May 1-5 – Week 1 is for metals and bulk waste (furniture, branches, grass cuttings);
      - May 8-12 – Week 2 is for household garbage (organics, glass, textiles, toys, etc.)
    - Gander – has an annual Fall Clean-up (October 16-27, 2023) that is arranged by the Town at an additional fee to CNWM.
    - Stephenville - Allows residents to drop off bulk items at the Town's public works for a short period of time.
    - CBS – provides a drop-off service on three occasions throughout the year where residents may drop off their items for free. Otherwise, residents may make an appointment for curbside bulk collection where there is no charge for seniors over 65 but all other residents pay a fee of \$25 (HST incl) per load.
    - Towns in receipt of waste collection from CNWM (Central Newfoundland Waste Management) do not receive curbside bulk waste collection.
  - Neither Central nor Western Regional Service Boards offer curbside bulk collections. Customers are expected to self-haul their bulky items to their nearest waste disposal site.
  - Recently an assessment of bulk collections was performed by the Board's staff in Chapel Arm where they noted that out of 253 properties, 39 availed of the bulk collection provided in April.
  - Fiscal responsibility – Bulk collections are a significant portion of the tender cost received by the Board. For instance, costs for bulk are as follows:
    - 50 units – 250 units ----- \$ 5,000
    - 251 units – 500 units ----- \$ 7,500
    - 501 units – 750 units ----- \$10,000
    - 751 units – 1000 units ----- \$12,500
    - 1001 units – 1250 units ----- \$15,000
    - 1251 units – 1500 units ----- \$17,500
    - 1501 units – 1750 units ----- \$20,000
    - 1751 units – 2000 units ----- \$22,500

- By reducing the number of bulk collections, the Board would be better equipped to maintain the annual household fee of \$200.
- The Board continues to regularly receive complaints from communities regarding the bulk collection – most recently, Holyrood, Chapel Arm, Arnold's Cove, Random Island West, Pouch Cove, Mount Carmel-Mitchell's Brook, Heart's Delight/Islington, Witless Bay and Norman's Cove-Long Cove.
- The Town of Holyrood went so far as to cancel the bulk collection scheduled for their town in March.

It is impossible to formulate a solution that pleases all communities; therefore, should the Board consider:

1. \*Reducing the annual curbside bulk collections to one annually with a maximum weight of 200 kg (440 lbs.).
  - Challenge: Scheduling should become easier; however, the public will still complain that the contractor didn't take enough, etc.
2. Eliminate curbside bulk collections altogether. Customers may take their bulky items to their nearest waste recovery facility similar to Central and Western Regional Service Boards;
  - Challenge: Public/communities will not be pleased but they are not pleased with the bulk collection as it is now.
  - Best solution according to staff.
3. Implementing an appointment system like St. John's that provides for one bulk garbage pick-up and one metal pick-up annually at no charge. Appointments will be available for each collection area on different weeks.
  - Challenge: Will require additional administrative staff to administer the program which will increase the cost of bulk collections.
4. Hold one bulk annually in each community or in a common area to service multiple communities by having one of the Board trucks and one metal recycling truck available to accept bulk waste for one day annually.
  - Challenge: Will require additional heavy equipment operator(s) and tractor trailer(s) which will significantly increase the costs of bulk collection.

**\*Following discussion at the Committee meeting, it was recommended that the Board reduce the number of bulk collections to one annually for all communities in all new waste collection tenders.**

**EASTERN REGIONAL SERVICE BOARD (ERSB)**

**BRIEFING NOTE / REPORT**

<b>TITLE:</b>	<b>Update of Professional Development Guidelines</b>
<b>MEETING DATE:</b>	2023-05-31
<b>TO:</b>	<b>Board</b> / Finance & Audit / Strategy & Policy / Governance
<b>PREPARED BY:</b>	Lynn Tucker, Chief Administrative Officer
<b>REVIEWED BY:</b>	Lynn Tucker, Chief Administrative Officer
<b>APPROVED BY:</b>	Lynn Tucker, Chief Administrative Officer

**RECOMMENDED ACTION:**

It is recommended that the attached revised guidelines of May 16<sup>th</sup> are used going forward to determine who will represent the Board at professional development events.

**MOTION:**

**N/A**

**BACKGROUND/DISCUSSION:**

- Each year the Board identifies possible professional development opportunities for members.
- Funds to support professional development are allocated within the Board's budget each year and for 2023, \$30,000 has been budgeted.
- A set of guidelines has been used historically; however, these have not been updated in years.
- Following the April Board meeting, Councillor Ellsworth requested a review of the criteria used to determine who should travel on behalf of the Board. A copy of Councillor Ellsworth's email is attached.
- Members are reminded that the Board is responsible for the prudent use of taxpayers' money and should always seek maximum benefit.
- Board members are expected to be active participants at any professional development event they attend.
- Attached are the guidelines that have been used to date as well as a second document revised on May 16<sup>th</sup> that outlines changes in the criteria for consideration for those requesting to travel at the Board's expense.

- The recommended changes include the following:
  - Opportunities for attendance at professional development events shall be offered to all Board members whose attendance record at regular Board meetings and committee meetings, if applicable, is 75 percent or better for the 12 months prior to the date of travel.
  - Those approved to attend professional development events must provide a report to the Board regarding the event.

**ATTACHMENTS:**

- Email of April 26, 2023 from Councillor Ellsworth
- Draft Professional Development Guidelines revised May 16, 2023
- Professional Development Guidelines used to April 2023

**From:** [Stephen Tessier](#)  
**To:** [Lynn Tucker](#)  
**Subject:** Fwd:  
**Date:** April 26, 2023 8:53:21 PM

---

----- Forwarded message -----

**From:** **Ron Ellsworth** <[rellsworth@stjohns.ca](mailto:rellsworth@stjohns.ca)>  
**Date:** Wed, Apr 26, 2023 at 8:35 PM  
**Subject:**  
**To:** Steve Tessier <[stessier@ersbnl.ca](mailto:stessier@ersbnl.ca)>

Good evening, Steve.

Just following up on discussions from today's board meeting in reference to board members travelling for professional development as board members.

I don't see we have any criteria around who should be travelling at board expense representing the board for professional development.

I am directing this to you, as I am not sure which committee or how I would bring it forward for discussion.

I believe we should have criteria around attendance at board meetings if you wish to travel on behalf of the board and also you should have to report back even in a summary format to the board.

If these opportunities are truly professional development opportunities to make our board better than that should be our focus.

We are responsible for taxpayer's dollars and how we spend the dollars . I believe we should be looking for maximum impact anytime we are investing on behalf of the board.

I asked that this item be placed on the agenda for the appropriate committee for discussions prior to other travel approvals coming back to the board. I fully understand if that is not possible given the timeframe.

If you wish to discuss this item for clarity, please feel free to give me a call anytime. 709-687-3432.

Thanks Ron



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Regards,

Stephen Tessier, Partner

WATERWERKS, A MODERN AGENCY  
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ST. JOHN'S, NL  
A1C 2H2

P: 709.738.5090

## **EASTERN REGIONAL SERVICE BOARD PROFESSIONAL DEVELOPMENT GUIDELINES**

As leaders, it is important that Board members continually expand their knowledge not only to help ensure the success of the Board but to ensure the success of our residents and communities.

Modelling lifelong learning not only sets a good example but sends a strong message about the importance of education and of continually learning.

By its own policy the Board is required to create a professional development plan for governance excellence in fiduciary, strategic and generative engagement modes.

### Guidelines

1. Funds to support Board professional development shall be allocated within the Board's budget each year.
  - a. For 2023, \$30,000 has been budgeted.
2. In January/February each year the Governance Committee will identify professional development opportunities for Board members.
3. Board members should seek professional development opportunities keeping in mind their areas of strength and weakness regarding governance and service delivery excellence.
4. Opportunities for attendance at professional development events shall be offered to all Board members whose attendance record at regular Board meetings and committee meetings, if applicable, is 75 percent or better for the 12 months prior to the date of travel.
5. Priority will be given to members who have not been approved to attend these events in the past.
6. Those approved to attend professional development events must provide a report to the Board regarding the event.
7. Expenses and remuneration will be paid in accordance with the Board's policies.
8. All expenses shall be claimed using the Board's Travel Expense Claim form and should be submitted within 10 days following the event.

*Revised May 16, 2023*

## **BOARD PROFESSIONAL DEVELOPMENT PLAN & GUIDELINES 2022**

As leaders, it is important that Board members continually expand their knowledge not only to help ensure the success of the Board but to ensure the success of our residents and communities.

Modelling lifelong learning not only sets a good example but sends a strong message about the importance of education and of continually learning.

By its own policy the Board is required to create a professional development plan for governance excellence in fiduciary, strategic and generative engagement modes.

### Guidelines

1. Funds to support Board professional development shall be allocated within the Board's budget each year.
  - a. For 2023, \$30,000 has been budgeted.
2. Board members should seek professional development opportunities keeping in mind their areas of strength and weakness regarding governance and service delivery excellence.
3. Attendance at professional development opportunities shall be discussed by the Governance Committee and Board in January and February each year.
4. Opportunities for attendance at professional development events shall be offered to all Board members; however, priority will be given to members who have not been approved to attend these events in the past.
5. Expenses and remuneration will be paid in accordance with the Board's policies.
6. All expenses shall be claimed using the Board's Travel Expense Claim form and should be submitted within 10 days following the event.

**EASTERN REGIONAL SERVICE BOARD (ERSB)**

**BRIEFING NOTE / REPORT**

<b>TITLE:</b>	<b>Board Members Professional Development – SWANA Northern Lights Chapter Annual Conference, Yellowknife, June 13-16, 2023</b>
<b>MEETING DATE:</b>	2023-05-16
<b>TO:</b>	Board / Finance & Audit / Strategy & Policy / <b>Governance</b>
<b>PREPARED BY:</b>	Lynn Tucker, Chief Administrative Officer
<b>REVIEWED BY:</b>	Lynn Tucker, Chief Administrative Officer
<b>APPROVED BY:</b>	Lynn Tucker, Chief Administrative Officer

**RECOMMENDED ACTION:**

It is recommended that the Chair and two members attend the SWANA Northern Lights Chapter Annual Conference taking place in Yellowknife, June 13-16, 2023. The two members will be Ms. Burton and Mr. McDonald.

**MOTION ADOPTED FEBRUARY 22 2023:**

It was moved and seconded (Mr. McDonald/Ms. Whelan) that the Board send the Chair and two Members to each of the following events: (1) Canadian SWANA Northern Lights Chapter Annual Conference, Yellowknife, June 13-16, 2023; (2) Annual SWANA WasteCon, Boston, September 27-29, 2023; and the, (3) Canadian SWANA Conference, Niagara Falls, April 3-5, 2024.

**BACKGROUND/DISCUSSION:**

- Each year the Board identifies possible professional development opportunities for members.
- The Board's professional development annual budget for 2023 is \$30,000.
- The SWANA Northern Lights Chapter Annual Conference takes place in Yellowknife from June 13-16, 2023.
- Four members expressed interest in attending this conference; however, two of the four had travelled previously on behalf of the Board.
- At the April Committee meeting, it was recommended that the Chair and Mr. Drodge be approved to attend this event.
- Following the meeting, Mr. Drodge withdrew his interest.
- Therefore, it is recommended that Ms. Burton and Mr. McDonald be provided with the opportunity to attend.

- The Board's Chief Administrative Officer and the Director of Operations will attend this conference.

**EASTERN REGIONAL SERVICE BOARD  
EXPRESSIONS OF INTEREST FOR PROFESSIONAL DEVELOPMENT  
2023**

Member	Yellowknife - Jun 2023
Tessier, Steve	X
Drodge, Wesley	X
McDonald, Kevin *	X
Burton, Maggie *	X

*\*Denotes those who have attended and/or been approved to attend prior events for ERSB*

\*Maggie Burton attended SWANA WasteCon in 2018

\*Kevin McDonald attended SWANA WasteCon in 2022

# ANNUAL REPORT 2022



**KEEPING COMMUNITIES CLEAN AND HEALTHY**

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## MESSAGE FROM THE CHAIR

On behalf of the Board of Directors of the Eastern Regional Service Board (the Board), I am pleased to present the Annual Report for the 2022 fiscal period. This report was prepared in accordance with the Transparency and Accountability Act as a Category One entity and covers the period of January 1 to December 31, 2022.

The Board continues to be active in the advancement of the Provincial Waste Management Strategy and the promotion of waste diversion in the eastern region. All waste infrastructure for the eastern region is fully operational including 11 waste recovery facilities, a solid waste transfer station at Clareville and an equipment depot at Whitbourne. In addition, the Board continues to offer fire and emergency protection services and regional water/wastewater services.

The COVID-19 pandemic impacted operations at waste recovery facilities in 2019 and 2020; however, there were no closures due to the pandemic in 2021 or 2022. We are pleased to report that there were no impacts to the curbside waste collection program throughout the pandemic and I would like to thank our contractors and their staff for their dedication and commitment during this challenging period.

Even though curbside waste services were not impacted during the pandemic, we did experience lower diversion rates, increased use of disposable items, and staffing issues during this period. Over the past year the Board has focused on improving communications to our stakeholders and customers with the goal of improving waste diversion and subsequently easing the burden on the regional landfill and utilizing resources more effectively and efficiently.

We are committed to working closely with stakeholders and government to identify and improve on emerging operational issues. The Board will continue to work with communities to bring residents and commercial users across the Eastern Region the services they need to participate in responsible waste management and contribute to protecting our environment. In addition, we will continue to support communities by offering fire and emergency services; water/wastewater services; and administrative support of joint councils throughout the Eastern region.

The Board continues to focus its attention on service delivery improvements, operational efficiencies and preparing for upcoming opportunities in regional service delivery.

As Chairperson, I am pleased to report to the various stakeholders in the Eastern Region that the Board has had another successful year and is positioning itself to deliver other essential and value-added services in the future.

The Board will continue to promote regional service delivery through collaboration.

Sincerely,



Stephen Tessier  
Chair  
Eastern Regional Service Board



# OVERVIEW

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The Eastern Regional Service Board (the “Board”) was charged with implementing the regional plan developed by its predecessor committee – Eastern Waste Management – for the 163 communities and 270,000 people in the eastern region. The plan was developed to accomplish three broad goals:

- advance the implementation of modern waste management practices,
- divert materials from disposal in the landfill, and
- close the 42 community landfills that operated in the region.



As of December 31, 2018, there were no community landfills operating in the eastern region. In accordance with the Eastern Regional Plan, all 42 community landfills that were operational in the eastern region are closed. The province chose the Robin Hood Bay facility to be the focus for landfill and diversion services and facilities. The City of St. John's operates the Robin Hood Bay facility for the benefit of the region.



NEWFOUNDLAND AND LABRADOR  
Waste Management Strategy

While many of the larger urban communities have dedicated waste fleets, for the most part the smaller municipalities, local service districts and unincorporated areas have regional service delivery provided by the Board. The regional service allows for an efficient and effective collection, transport, and diversion of waste materials. In accordance with the Ministerial Directives of 2018/2019, the Board does not provide services to properties located on un-serviced roads in unincorporated areas.

The Board provides direct service to approximately 24,000 households and businesses. This includes weekly waste collection, bi-weekly recyclables collection (fiber and containers), and two bulk garbage collection events annually.

In addition to the roadside/curbside collection, the Board also operates a series of waste recovery facilities throughout the region and a transfer station in Clarenville to ensure that residents have ready access to services and facilities to dispose of household bulk items.

In June and September each year, the Board offers household hazardous waste collection events throughout the eastern region to allow residents to properly dispose of these materials.

In addition to waste services, the Board has contracts with five towns for the delivery of fire and emergency services to neighbouring communities.

The Board continues to provide consultative services to 15 communities in the eastern region through the Province's Regional Water and Wastewater Operator Pilot Program. This program began in 2015 and it has been a tremendous asset to rural communities in the eastern region.

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## Governance

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The Board is governed by twenty municipal government representatives led by a chairperson. Table 1 below lists the Board members for 2022 while Table 2 on the following page illustrates the representation for each area/ward in the Eastern region. These twenty members are either nominated by their respective Council or are elected by the Councils in a sub-region to represent the sub-region on the Eastern Regional Service Board.

The Chairperson is appointed by the Lieutenant Governor in Council.

**Table 1:**

<b>EASTERN REGIONAL SERVICE BOARD MEMBERS 2022</b>		
<b>Position</b>	<b>Name</b>	<b>Community</b>
Chair	Stephen Tessier	Appointed June 2022
Vice Chair	Danny Breen	St. John's
Member	Bill Antle	Mount Pearl
Member	Jill Bruce	St. John's
Member	Maggie Burton	St. John's
Member	Glenn Clarke	Trinity Conception North
Member	Rod Delaney	Conception Bay Center
Member	Wesley Drodge	Smith Sound & Isthmus
Member	Ron Ellsworth	St. John's
Member	Ian Froude	St. John's
Member	Sandy Hickman	St. John's
Member	Jamie Korab	St. John's
Member	Kevin McDonald	Southwest Avalon
Member	Sheilagh O'Leary	St. John's
Member	Ophelia Ravencroft	St. John's
Member	Carl Ridgeley	St. John's
Member	Nathan Ryan	Southern Shore
Member	Gerard Tilley	Conception Bay South
Member	Mark Vardy	Metro Area
Member	Larry Vaters	Paradise
Member	Hilda Whelan	Trinity Bay South & Isthmus East



ANNUAL REPORT 2022



The day-to-day work of the Board is carried out by management and staff employed by the Board under the direction of the Chief Administrative Officer (CAO).

The Board's current corporate structure consists of a head office located in St. John's with ten (10) professional and administrative employees; an equipment depot located in Whitbourne with six (6) employees; a solid waste transfer station located in Clarenville with four (4) employees; and 11 waste recovery facilities located throughout the eastern region with twelve (12) employees.

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## Revenue and Expenditures

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The Board is self-financed and does not receive funding from the Government of Newfoundland and Labrador except for \$80,000 annually that is received from the province to fund the Regional Water/Wastewater Operator Pilot Program.

The Board is accountable for these funds, and the funds that are generated through fees that are levied on property owners, occupiers, and users. Each year the Board has audited financial statements prepared.

The Board's Statement of Operations at December 31, 2022 is below:

### EASTERN REGIONAL SERVICE BOARD

#### Statement of Operations

Year Ended December 31, 2022

	Budget 2022 (Note 13)	Total 2022	Total 2021 (Restated)
<b>REVENUES</b>	\$ 306,500	\$ 470,211	\$ 477,884
Clarenville transfer station			
Government grants	75,000	160,000	54,710
Tipping fees	3,300,000	3,300,000	3,300,000
Waste management fees	4,525,800	4,272,748	4,066,827
Metals recycling revenue	123,750	57,597	64,990
Fire and emergency services revenue	87,500	19,802	35,106
	8,418,550	8,280,358	7,999,517
<b>EXPENSES</b>			
Advertising and promotion	96,000	11,588	20,362
Amortization	621,922	621,922	525,169
Bad debts (recovery)	90,000	(59,306)	291,264
Business taxes, licenses, and memberships	28,800	37,236	25,643
Directors fees	100,000	84,429	63,519
Insurance	174,000	145,239	148,591
Interest and bank charges	42,000	27,016	27,317
Office	115,950	45,565	35,412
Professional fees	225,036	98,057	121,746

Regional waste management operations	421,250	<b>397,426</b>	350,157
Rental	86,000	<b>80,313</b>	80,313
Repairs and maintenance	258,033	<b>33,669</b>	33,832
Salaries and wages	2,310,746	<b>1,919,265</b>	1,708,689
Telephone	169,750	<b>36,935</b>	35,827
Tipping fees Clarendville	432,012	<b>507,993</b>	463,782
Training	79,500	<b>67,335</b>	11,524
Travel	42,500	<b>33,655</b>	6,645
Vehicle	612,782	<b>789,781</b>	836,478
Waste collection operations	4,038,328	<b>4,368,155</b>	3,690,105
	9,944,609	<b>9,246,273</b>	8,476,375
<b>DEFICIT FROM OPERATIONS</b>	(1,526,059)	<b>(965,915)</b>	(476,858)
OTHER INCOME			
Interest income	60,000	<b>277,858</b>	222,380
Miscellaneous revenue	35,000	<b>11,510</b>	3,148
	95,000	<b>289,368</b>	225,528
<b>ANNUAL DEFICIT</b>	<b>\$ (1,431,059)</b>	<b>\$ (676,547)</b>	<b>\$ (251,330)</b>

Audited Financial statements are submitted to the Provincial Government on an annual basis under the requirements of our legislation – *Regional Service Boards Act, 2012*.

# MANDATE

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In accordance with Section 3 of the *Eastern Regional Service Board Regulation 8/13, 2013*, the authority granted to the Eastern Regional Service Board is to:

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## Prescribed Services

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3. (1) The board has the power to construct, acquire, maintain, and operate a waste management system within the Eastern Region.

(2) The board has the power to provide operational oversight of water and waste water systems owned by municipal authorities within the Eastern Region which have been identified through the Community Sustainability Partnership Initiative.

(3) The board has the power to provide fire protection services within the Eastern Region subject to the terms and conditions that the minister may determine.

The Regional Service Board Act can be viewed in its entirety on the following website:

<https://www.assembly.nl.ca/legislation/sr/statutes/r08-1.htm>

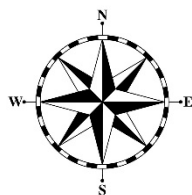
The regulations for the Board can be viewed in their entirety on the following website:

<https://www.assembly.nl.ca/legislation/sr/regulations/rc130008.htm>

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## Geographic Region

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The boundary of the Eastern Region consists of all communities on the Avalon Peninsula and extends to the Clarenville area including all communities to Burgoyne's Cove in the north, including Random Island and extending south on Route 210 as far as Swift Current and Garden Cove.

# VISION

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The vision of the Eastern Regional Service Board is to improve the quality of life, provide leadership and to protect the environment in the eastern region by ensuring cost effective, sustainable services.

# LINES OF BUSINESS

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## OPERATION OF WASTE FACILITIES

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Aerial View of Waste Recovery Facility

a) The Board operates eleven (11) waste recovery facilities across the region – Bay Bulls, Bell Island, Renewa-Cappahayden, St. Joseph's, Placentia, Cavendish, Harbour Grace, Sunnyside, Clarenville, Whitbourne and Old Perlican. These facilities accept residential bulk garbage at no charge, including appliances, tires, construction and demolition materials, furniture, shingles, etc.

- b) The Board operates a solid waste transfer station with weigh scales at Clarenville that accepts commercial waste from the Smith Sound area. This waste is then transferred to the regional landfill at Robin Hood Bay by the Board's staff. Equipment at the facility includes three tractors and four walking floor trailers (53 ft); backhoe; and pickups.

This facility won SWANA's (Solid Waste Association of North America) Silver Excellence Award in 2016 for a facility that advances and promotes the practice of environmentally and economically sound solid waste management.



Clarenville Transfer Station

- c) The Board maintains an equipment depot at Whitbourne to house the Board's waste equipment that includes five tractors with grapple hooks and three compacting trailers (53 ft.) used to remove waste from the waste recovery facilities and transport to Robin Hood Bay; three double-axle trailers used for special waste removals, ex. tires (non-MMSB) removals; loader used at the waste recovery facilities and for snow clearing on site; one equipment float (53 ft.), and pickup trucks.



Equipment Depot at Whitbourne

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## MANAGEMENT OF WASTE COLLECTION CONTRACTS

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Waste collection services were provided by the Board to approx. 23,000 homes and businesses in 110 communities in 2022. This includes weekly waste collection, biweekly recyclables collection and two bulk waste collections annually.

All communities serviced by the Board have curbside recycling.

Currently waste collection services through the Board are contracted. The Board maintained an internal waste collection division for five years from 2015 through 2019; however, this division was shut down when approximately 5,700 properties on un-serviced roads in unincorporated areas was removed from the Board's service area.

The Board provides household hazardous waste (HHW) collection events throughout the eastern region annually.

In addition, the Board offers a community clean-up program annually for community-based volunteer groups to access and dispose of waste at the waste recovery facilities. Program information and guidelines are sent to every community in the eastern region each year.

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## EDUCATION AND PROMOTION OF THE PROVINCIAL WASTE MANAGEMENT STRATEGY

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Through regular contact with municipal stakeholders as well as through supporting joint councils, the Board supports the education and promotion of the Provincial Waste Management Strategy in the eastern region.

The Board's website provides all the information regarding the Board and its services. The Board's staff regularly discuss the importance of waste diversion with customers. In addition, the Board conducts household education campaigns in service areas to increase the participation of residents in the recycling program.

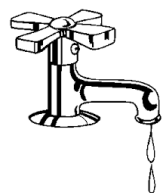


The Board continues to focus on the education of residents to increase recycling participation.

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## WATER AND WASTEWATER SYSTEMS

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The Board's Regional Water/Wastewater Operator has been an expert resource to 15 communities in the eastern region. Many of these communities have been experiencing longstanding boil-water advisories and the assistance of an expert resource has been helpful for them to address these issues and move toward removal of boil-water advisory.



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## **FIRE AND EMERGENCY PROTECTION**

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Under the authority granted to the Board in 2016; five towns have been contracted to provide fire and emergency services to neighbouring local service districts and unincorporated areas.

The Board is proud to partner with local municipalities to ensure unprotected areas can access vital fire and emergency services.

The Board continues to work to expand the fire and emergency services protection program.

# HIGHLIGHTS AND ACCOMPLISHMENTS

## REGIONAL WATER/WASTEWATER OPERATOR PROGRAM

During 2022 the Regional Water/Wastewater Operator worked with 15 communities and the table below summarizes the status of these communities at the end of 2022 and the removal of Boil Water Advisories (BWA).

This program is scheduled to finish in March of 2023 and is currently being reviewed by the Department of Environment and Climate Change. The program continues to be valuable to communities.

### Regional Water and Wastewater Systems Operator Pilot Program

#### Participating Communities

December 31, 2022

Cluster	Community Name	Community Type	Participating?	BWA?	Certification?	Remarks
Southern Shore	Aquaforte	Town	Yes	No	No	all is well
	Fermeuse	Town	Yes	No	Yes	new water supply 2018 is working well
	Ferryland	Town	Yes	No	No	new WTP 2018 is working well
	Renews-Cappahayden	Town	Yes	No	No	cross-connections resolved
CBC	Georgetown	LSD	Yes	No	No	new water supply 2018, both working well
	Marysville	LSD	Yes	Yes	No	new WTP 2018, problem with Manganese
Isthmus	Goobies	LSD	Yes	Yes	No	LSD doesn't seem to want Chlorination
	North Harbour	LSD	Yes	Yes	No	insufficient Chlorine monitoring
	Swift Current	LSD	Yes	Yes	No	LSD is considering alternative sources of water
South Coast	Portugal Cove South	Town	Yes	Yes	No	infiltration gallery installed 2021
	Trepassey	Town	Yes	Yes	No	low Chlorine residuals near the end of the line
	St. Shott's	Town	Yes	No	No	infiltration gallery installed 2020
	Gaskiers-Point La Haye	Town	Yes	Yes	No	struggling to get first meeting
	St. Mary's	Town	Yes	Yes	No	new tank to be installed, not hooked up yet
	Admiral's Beach	Town	Yes	Yes	No	resolved water leaks, Chlorine data requested

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## WASTE RECOVERY FACILITIES

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Waste Recovery Facilities (WRF) received materials from approximately 37,515 clients in 2022, which is a slight decrease from the previous year when 37,654 clients dropped off materials.

There were no closures of these facilities in 2022 or 2021 due to the COVID-19 pandemic. However, in 2020 these facilities were closed for two months due to the pandemic.

In 2019, prior to the pandemic, these facilities saw 40,350 client visits. Therefore, client visits are down 7.5% since the pandemic.

The materials collected included household appliances, furniture, electronics, residential construction material, tires, metal, shingles, floor coverings, trees, branches, etc.

Waste diversion activities in 2022 included:

- Metals: 948,400 kg was diverted to an approved metal recycler versus 946,600 kg of metals diverted in 2021. For 2020, 1,340,360 kg was diverted versus 1,020,260 kg in 2019.
- Tires: 14,790 tires were collected, as accepted by the Used Tire Recycling Program of the MMSB, versus 13,095 tires collected in 2021. For 2020, 13,932 tires were diverted versus 12,924 in 2019.
- Electronics: 210 pallets of electronic waste, as accepted by the Recycle My Electronics Program of the Electronic Products Recycling Association (EPRA) versus 226 pallets of electronics collected in 2021. For 2020, 200 pallets of electronics were diverted versus 246 pallets in 2019.

In 2022, 8,769,300 kg of waste was transferred from the various waste recovery facilities to the Regional Waste Management Facility at Robin Hood Bay (RHB) for disposal in the landfill.



In 2021, 8,760,730 kg of waste was transferred from the various waste recovery facilities to the regional landfill. In comparison, there was 8,326,540 kg of waste transferred in 2020 and 7,908,400 kg in 2019.

The Sunnyside facility was closed from December 9, 2021 and re-opened on April 2, 2022. This facility was closed again for winter beginning December 6, 2022 to April 1, 2023 due to low usage and the high cost of snow clearing. This facility continues to see minimal usage with 1,252 visits in 2022 or 3% of overall visits for all facilities.

The Bell Island facility was closed from December 6, 2022 to April 1, 2023 for winter due to low usage and the high cost of snow clearing. This facility saw 680 visits in 2022 which equates to 2% of overall visits for all facilities.

The busiest waste recovery facility by far is at Harbour Grace. This facility saw 9,091 visits in 2022 which is 25% of overall visits.

Both the Bay Bulls and Whitbourne sites continue to be busy as well with 5,105 visits (14%) and 4,663 visits (12%), respectively, of overall visits.

The remaining 45% of visits are at Old Perlican (11%); Clarenville (8%); Cavendish (8%); Placentia (7%); Renew's-Cappahayden (6%); and St. Joseph's (4%).

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## HOUSEHOLD HAZARDOUS WASTE (HHW) EVENTS

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The Board hosted 17 Household Hazardous Waste (HHW) events throughout the eastern region in 2022 and 785 residents attended these events to dispose of their HHW materials.



The following materials were collected and disposed of:

- 10,598 liters of liquid HHW waste;
- 32.25 paint boxes (approx. 6,840 liters of paint);
- 1,203 kg of batteries;
- 502 compressed gas tanks;
- 407 fluorescent light bulbs;
- 24 kg of prescription drugs.

In 2021, the Board hosted 17 HHW events and 701 residents participated. The materials collected included 5,906 liters of liquid HHW waste; 40 paint boxes (approx. 8,480 liters of paint); 1,040 kg of batteries; 369 compressed

gas tanks; and 373 fluorescent light bulbs were collected.

Overall, the participation rate and the volume of HHW materials collected was higher in 2022 than in 2021.

The rate of participation for 2022 was 12% higher than in 2021.

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## WASTE COLLECTIONS

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There was no notable change in curbside waste diversion rates between 2021 and 2022. There was a slight increase in waste received in 2020 that was due to the COVID-19 pandemic when more people were working from home, students were at home and many were involved in home improvement activities, etc.

There was an increase of six (6) metric tonnes of curbside recycling collected in 2022 over 2021. The Board is pleased to see this increase and hopes it continues into 2023.

The Board hired a Communications Coordinator in 2022 who has been tasked with creating materials for a waste diversion/recycling awareness campaign to raise participation in waste diversion.



The Board withdrew waste collections from un-serviced roads in unincorporated areas effective December 31, 2019 in accordance with the Ministerial Directives. This has resulted in a decrease in the number of properties in receipt of regional waste services by approx. 20%.

The Board currently has ten (10) contracts for the collection, transportation, and disposal of waste in the Eastern region as outlined in the table below:

ACRONYM	AREA	PROPERTIES
BDGA	Bay de Grave (Clarke's Beach, Port de Grave, Bristol's Hope)	1,138
CBC	Conception Bay Center	1,759
SMITH	Smith Sound Area	1,506
ISTHMUS	Isthmus & South West Arm South	3,328
SSWMI	Southern Shore	3,592
TCNWM	Trinity Conception North	2,954
TBS&C	Trinity Bay South/Center	2,920
SWA	Southwest Avalon and Deer Park/Vineland Road	1,762
CARB	Carbonear and Area	2,323
POUCH	Pouch Cove	914
		<b>22,196</b>



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## CLARENVILLE TRANSFER STATION

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In 2022, the following was received at the commercial portion of the facility:

- 5,130,760 kg of regular waste
- 458,731 kg of recyclables
  - O.C.C. (old corrugated cardboard) = 239,971 kg
  - Blue bag recyclables = 130,660 kg
  - Metals = 88,100 kg

This required 305 trips to the regional landfill at Robin Hood Bay to transport this material for disposal.

For comparison purposes, in 2021, the following was received at the commercial portion of the facility:

- 5,614,320 kg of regular waste
- 401,530 kg of recyclables

This required about 224 trips to transport the waste to the Robin Hood Bay regional landfill.

For 2022, the amount of regular waste received at the Clarendville facility decreased by 9% while the quantity of recyclables received increased by 14%. It is positive to see more waste being diverted.

For 2021, there was 20% increase in regular waste and a 24% increase in recyclables over 2020. The significant difference for 2021 over 2020 is a result of the impact on local businesses due to the COVID-19 pandemic.



For comparative purposes, in 2020 there was 4,665,350 kg of regular waste and 323,690 kg of recyclables received at the commercial portion of the facility. In 2019, 5,520,840 kg of regular waste and 386,950 kg of recyclables were received at the commercial portion of the facility.

Please see the Waste Recovery Facilities (WRFs) section of this report for residential drop-off information at this location.

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## **FIRE AND EMERGENCY PROTECTION**

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In 2017 the Board implemented fire and emergency services by partnering with the Town of Holyrood to expand its fire services boundary to include unincorporated areas outside its municipal boundary. This program is being provided through a contract with the town and its volunteer fire department to deliver the service.

Following the success of the initial contract, the Board now has the following contracts for this service:

- a) Town of Holyrood to provide fire and emergency services to an unincorporated area along Salmonier Line - 116 properties.
- b) Town of St. Joseph's to provide fire and emergency services to the Local Service Districts of O'Donnell's, Forest Field-New Bridge - 111 properties.
- c) Town of Carbonear to provide fire and emergency services to the unincorporated areas of Gadden's Marsh and English Hill Extension – 16 properties.
- d) Town of Winterton to provide fire and emergency services to the unincorporated community of Turk's Cove – 24 properties.
- e) Town of Ferryland to provide fire and emergency services to the unincorporated community of Admiral's Cove – 48 properties.

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## **COMMUNITY CLEAN-UP PROGRAM**

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The Board continues to support volunteer community clean-ups in the Eastern region by providing community groups an opportunity to access its network of waste recovery facilities to dispose of up to ten (10) tonnes of materials at no cost.

These community clean-up events should be aimed at public spaces such as parks, ditches, green spaces, beaches, etc. Participating communities are expected to ensure only acceptable materials are dropped off.

In 2022, the following twelve (12) communities participated in the Community Clean-Up Program:

Admiral's Beach	Green's Harbour
Arnold's Cove	Mobile
Bay Bulls	Mount Carmel-Mitchell's Brook
Bellevue Beach	New Harbour
Carbonear	O'Donnell's
Chapel Arm	St. Joseph's

The Board communicates information to every community in the Eastern region annually regarding this program and is pleased to assist in keeping our communities clean and healthy and protecting the environment.

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## JOINT COUNCILS SUPPORT

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The Board continues to provide administrative support for the joint councils in the region, and this has been well received by the member communities.

These joint councils provide the forum for discussions amongst neighbouring communities to relay their activities and concerns as well as being an avenue for the exchange of information and ideas about local government and provincial municipal legislation.

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## COMMUNITY COLLABORATIONS AND COMMUNICATIONS

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In 2022, the Board met with many community leaders to not only discuss current service(s) but to look at new opportunities for the Board to assist communities in the Eastern region. The Board continues to investigate new opportunities to engage stakeholders to build relationships as well as collaborating on ways to advance sustainable waste management, fire services and water/wastewater services in the Eastern region.

The Board regularly provides information to communities for use on their social media pages or in their community newsletters. The Board is committed to having information pamphlets completed by early 2023 that will be provided to all households that contain the information required to ensure successful waste, recycling, and bulk collections. The focus of these educational materials will be on waste diversion and the importance of recycling with the goal of raising the number of households that participate in bi-weekly recycling collection.



The Board understands that when communities and residents come together to raise awareness about recycling, it teaches people about the importance of protecting the environment. Educating our residents about modern waste practices and protecting the environment can help equip future generations with the knowledge and understanding they need to reduce indiscriminate waste disposal and pollution.



The Board will continue to collaborate to encourage as many communities as possible to consider participating in regional services. Regional service delivery utilizes economies of scale that allows the delivery of services to residents with great efficiency and at a lower cost.

The Board is committed to improving communications with all stakeholders and has developed a Communications Plan to 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.

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## **RECYCLE@SCHOOL PILOT PROJECT - ENDED**

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The Recycle@School Pilot Program officially ended at the end of the school year, June 2021. The Board was pleased to offer this program to the following participating schools for nine (9) years from 2012 to 2021.

Beginning in September 2021, the Eastern School District included paper recycling collection in its tendered waste collection services; therefore, the Board no longer needed to pick up recyclables at these schools.

SCHOOL	COMMUNITY	SCHOOL	COMMUNITY
Dunne Memorial Academy	St. Mary's	St. Bernard's Elementary	Witless Bay
Crescent Collegiate	Blaketown	Baltimore School	Ferryland
Woodland Elementary	Dildo	Laval High School	Placentia
Stella Maris Academy	Trepassey	St. Anne's Academy	Placentia
Mobile Central High	Mobile	Random Island Academy	Hickman's Harbour

# OPPORTUNITIES AND CHALLENGES AHEAD

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## LEGISLATIVE TOOLS

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The Board continues to advocate to the province on the need to address some of the administrative tools that are not included in the enabling legislation for regional service boards.

The Board is proposing the following changes:

- a) The Board is requesting that the Act be changed to provide the authority to place lien on a property for outstanding debt similar to municipalities. This provides another option other than collecting debt through court, which is the only option in the Regional Service Board Act.
- b) Authority to request and compel communities to provide data to the Board such as the information they provide in their Municipal Operating Grant application that confirms the number of households/properties within the town. This would ensure that the Board has the correct number of properties for invoicing.
- c) Requiring communities, especially those on boil-water orders, to participate in the Province's Regional Water/Wastewater Operator Pilot Program could increase the number of communities who improve access to clean drinking water for their residents.
- d) Mandate to address illegal dumping in the Eastern region along with the tools to enforce the legislation such as the authority to investigate and to issue fines, etc.
- e) The authority to inspect waste loads would provide the Board with the ability to inspect and fine all commercial waste haulers who have recyclables mixed with regular household garbage over an acceptable threshold.
- f) All tenders for waste services for any community in the eastern region are to be made through the Board except for those communities with in-house waste collection departments. This would ensure that all waste collection contracts are in line with legislation and the Provincial Waste Management Strategy. In addition, it would ensure that no community pays more than the amount charged by the Board.
- g) Mandatory participation for Local Service Districts (LSDs). At this time any community may opt out of the regional waste system. The Board proposes that any LSD who is unable or is not currently providing waste collection services internally must participate in the regional system.
- h) Amendment of the Local Service District Regulations under the Municipalities Act, 747/96. Section 59: Under Section 643 of the Act, the committee **may**:
  - a. Establish and maintain a system for the collection, removal, and disposal of garbage, subject to the approval of the Department of Environment and Lands under the *Waste Material Disposal Act* and regulations made under the Act; or,
  - b. Contract for the collection, removal, and disposal of garbage.

The Board recommends that Section 59 state "Under section 643 of the Act, the committee **shall**.

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## MANDATORY PROPERTY REGISTRY/LAND TITLES SYSTEM

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The Board is requesting the province implement a mandatory property registry or adopt land titles systems. This would enable the Board, municipalities, and local service districts to identify the property

owners within their boundaries for fees assessment and/or property taxes. Without a mandatory system it is very difficult to identify property ownership.

For the provision of services, a mandatory property registry is required. This is especially true for fire and emergency services. It is difficult to identify the legal owners of unregistered properties. This leads to issues when responding to a call for assistance as the fire department has no way to contact the owner to see if anyone is present or if there are any hazards that they should be aware of, etc.

When it is impossible to identify a property owner, it is impossible to invoice that property owner for the service(s) they are receiving.

Having a mandatory property registry/land titles system like all other provinces would greatly improve regional service delivery and assist in maintaining the costs to deliver service(s) as all property owners would be identified and included for invoicing.

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## **PROVINCIAL STANDARDS FOR WASTE COLLECTION**

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The province does not have standards for waste collection; therefore, communities may choose to opt out of waste diversion programs and simply send all their waste to the landfill. This is not in line with the Provincial Waste Management Strategy that outlines clear diversion targets for the province.

The Board would like to see all licensed waste haulers having to offer waste diversion options as opposed to just collecting black bag waste for landfilling. For example, the Board has had communities opt out of regional waste services to purchase these services from a contractor for a slightly lower price for regular garbage/black bag only waste collection.

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## **WASTE RECOVERY FACILITIES**

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The Board is considering the installation of surveillance cameras at all waste recovery facilities to identify those individuals who report to these sites after hours to vandalize and/or scavenge materials.

The Board is currently reviewing the guidelines for the use of surveillance cameras by public bodies. The biggest challenge for the installation of surveillance cameras is the lack of electricity at these sites. The installation of electricity will be easiest at the Whitbourne, Clarendville, Harbour Grace, and Bay Bulls sites. The remaining sites will be challenging.

The Board continues to discuss the possible permanent closure of waste recovery facilities at Sunnyside and Cavendish. These facilities are located very near other waste recovery facilities and are used minimally by residents. The Sunnyside site is located about 30 kilometers from the Clarendville site while the Cavendish site is located 40 km from the Whitbourne site and 70 km from the Old Perlican site.

The Sunnyside and Cavendish sites were constructed before the Clarendville Waste Recovery Facility and the Whitbourne Waste Recovery Facility. Once the Clarendville and Whitbourne facilities became

operational, usage at Sunnyside and Cavendish declined. The Board is discussing the permanent closure of these facilities and using the resources from them to improve the remaining facilities.

The Sunnyside facility saw 1,252 visits in 2022 which equates to 3% of overall visits to these facilities. The Cavendish facility saw 2,888 visits or 8% of overall visits.

The Bell Island facility continues to be used minimally by the approx. 2,200 residents on the island. Unfortunately, the site is vandalized regularly which increases the operational costs at the site. For 2022, the costs to operate the Bell Island facility was 45% more than the costs to operate the Cavendish facility and more than double the cost of operating the Sunnyside facility.

The Board recognizes that a facility is located on Bell Island due to their need to travel by ferry as Bell Island is located only 30 kilometers from the Residential Drop-Off at Robin Hood Bay. This facility saw 680 visits in 2022. This equates to 2% of overall visits to all facilities.

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## CLARENVILLE TRANSFER STATION

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The province has yet to finish all the work required to completely environmentally close the former landfill at the Clarenville Transfer Station site. The Board looks forward to having this work completed soon.

Additional improvements and equipment will be required at the transfer station before waste from any other jurisdiction such as the Discovery Region can be disposed of there. The facility continues to operate at or near capacity with the acceptance of waste from only the Smith Sound area.

The province issued a Request for Proposals in December 2022 related to Waste Management Assessment in the Discovery Region. This project consists of a comprehensive review of waste management in the Discovery Region and an update and expansion to the 2015 SNC-Lavalin Report to reflect waste volumes and costing to current values. This updated study will be used to aid in discussions around the regionalization of waste collection, shipping and disposing in the Discovery Region.

The Board looks forward to working with the Province and the Discovery Region to implement a modern regional waste system that is affordable and benefits all residents while providing diversion opportunities.

The Board would like to see upgrades at the Clarenville Transfer Station site to address emergencies and capacity at the facility by constructing a second exit from the site. In addition, a receiving/staging area for waste streams associated with disaster-event materials is needed. For example, if Robin Hood Bay had a major fire event that resulted in a significant closure, then waste could be diverted to the transfer station site. Or if a disaster event occurred in any community served by the transfer station, that material could be brought to the site.

The Board and the City of St. John's are currently discussing an emergency plan for such an event.

A second exit from the site would also significantly improve the traffic flow at the location as well as improving the customer experience.

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## REGIONAL SERVICE BOARDS AND REGIONALIZATION

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The Board continues to be active in its contribution to the discussion of developing regional services in the Province. The Board looks forward to working with the Departments of Municipal and Provincial Affairs, Environment and Climate Change, Transportation and Infrastructure, Justice and Public Safety, and Digital Government and Service NL to achieve regional service delivery through collaboration.

As the largest regional service board, we look forward to continued discussions with colleagues on the other regional service boards to advance the provision of regional services by working together to identify opportunities. In addition, we continue to work with joint councils, municipalities, and other communities in strengthening the services for residents of our Province.

The Board feels that benefits can be achieved from a shared service delivery approach and continued collaboration such as:

- Encouraging and supporting communities to work together on common issues, needs, and opportunities that cross local boundaries;
- Strengthening regions and increasing opportunities for collaboration leading to more efficient and effective use of resources;
- Facilitating and working with communities and stakeholders to help pool their resources to better meet the local needs, while maintaining a vibrant community identity.

The Board will continue to promote regional service delivery through collaboration.

## SUMMARY

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The Board will continue to work with its partners in regional service delivery including municipalities, local service districts, businesses, Provincial Departments, and others in the development of quality and cost-effective services to the Eastern region.



**EASTERN REGIONAL SERVICE BOARD**  
**BRIEFING NOTE / REPORT**

<b>TITLE:</b>	<b>Joint Councils Update</b>
<b>MEETING DATE:</b>	2023-05-16
<b>TO:</b>	Board / Finance & Audit / Strategy & Policy / <b>Governance</b>
<b>PREPARED BY:</b>	Holly Power, Board Clerk and Outreach Coordinator
<b>REVIEWED BY:</b>	Lynn Tucker, Chief Administrative Officer
<b>APPROVED BY:</b>	Lynn Tucker, Chief Administrative Officer

**RECOMMENDED ACTION:**

No recommended action. For information purposes only.

**MOTION:**

N/A

**BACKGROUND/DISCUSSION:**

- The Southern Shore Joint Council (SSJC) last met on Thursday, April 6<sup>th</sup> as the May 11<sup>th</sup> was cancelled due to lack of quorum.
- The SSJC was pleased to hear of a partnership between Memorial University and MNL on an Environmental Engineering Pilot Project specific to their region. A meeting was held on April 12 to provide an overview and an update on the project will be provided to the Joint Council and interested communities in the coming days.
- The next SSJC meeting will be the first in-person since the onset of the COVID-19 pandemic. The group looks forward to meeting at the Ferryland Town Hall on Thursday, June 15<sup>th</sup>.
- The Conception Bay North Joint Council (JCCBN) held their last meeting on Thursday, March 30<sup>th</sup> as the April meeting was cancelled due to lack of quorum.
- The JCCBN launched a website in 2018 entitled choosecbrn.ca but didn't get much headway before the pandemic interfered. They are pleased to report that training sessions have taken place so that each participating municipality can have staff and Council members updating the content of the website on a regular basis. Talks of a second phase/marketing aspect of this project will take place at the next meeting.

- The JCCBN's next meeting is scheduled to take place virtually on Thursday, May 25<sup>th</sup>.
- The Northeast Avalon Joint Council (NEAJC) continues to meet on the second Wednesday of every month with the last meeting being held on April 12<sup>th</sup> as the May meeting was cancelled due to lack of quorum.
- Planning a Joint Council Summit for 2023 is still on the agenda and is a work in progress.
- The Clarenville and the Sounds Joint Council (CATSJC) met on Monday, May 1<sup>st</sup>, for the first time since 2019. The meeting was very positive with an excellent attendance.
- The CATSJC nominated Board Director and LSD Chair Mr. Wesley Drodge as their Chair and Mr. Cam Martin of Hodge's Cove as their Vice Chair. Both positions were accepted.
- The CATSJC has agreed to meet in person for June and September and to add meeting format to the agenda for the Fall.
- The name "Clarenville and the Sounds Joint Council" is up for debate and other suggestions are being considered.
- The next meeting of CATSJC will take place in Clarenville on June 5<sup>th</sup>.
- There has been interest in St. Mary's Bay and the Southwest Avalon area to re-establish their joint councils. The Board Clerk and Board Director/Deputy Mayor Kevin McDonald has begun to work on this initiative by creating a contact list and reaching out to communities in that area. An update will be provided as details unfold.
- A call has gone in to Mr. Clarence Brown, Councillor in Heart's Content as the new Chairperson of the Joint Mayors of Trinity-Bay de Verde (JMTBD) as the most recent Chair stepped down. The Board's Clerk hopes to reconnect with the group and provide any administrative assistance that the group may require.
- All MHAs, RCMP, RNC, MPs and other delegates will continue to receive ongoing invitations to joint council meetings throughout the Eastern Region as communication and working together is key.



# Conception Harbour mayor miffed by Province's rejection of regionalization

[May 10, 2023](#) [The Shoreline](#) [0 Comments](#)

By Mark Squibb \ May 5, 2023

In February of 2022, representatives from Municipalities Newfoundland and Labrador (MNL), the Professional Municipal Administrators of Newfoundland and Labrador (PMA), and the Department of Municipal and Provincial Affairs, released the Joint Working Group Report and Recommendations, which recommended that “a regional governance structure be implemented as soon as possible.”

Last Wednesday, Municipal and Provincial Affairs Minister Krista Lynn Howell announced government will not be following through on that recommendation, arguing the province's large geographic area and lack of population density makes such a policy unfeasible.

Howell said most parts of the province could not provide the necessary tax base to support an additional layer of government as proposed by the report.

The Working Group recommended the province be divided in 25 municipal service regions. Government announced it will instead provide \$500,000 for initiatives to address service gaps, review the Regional Services Boards Act to determine if there is a renewed role for the boards to improve access to services and service delivery, and offer all communities a self-assessment plan to identify gaps and opportunities for collaboration.

Conception Harbour Mayor Craig Williams was none too pleased with the news, saying the decision to forgo the recommendations pushes responsibility back onto municipalities.

“After today's announcement on regionalization, I don't want to say its dead in water, but I'm not happy with it,” Williams told his colleagues during last Wednesday's public council meeting.

Williams is one of four Conception Bay Centre mayors who have gone all in on regionalization in recent years.

Back in 2019, the mayors of Harbor Main-Chapels Cove-Lakeview, Conception Harbour, Avondale, and Colliers signed a regionalization memorandum of understanding (MOU) that was good for two years. Following its expiration last year, the four mayors signed a new MOU, this one good for five years.

Through collaborative efforts, the four communities have been able to cost share regional firefighting costs and hoped to collaborate on other services.

Williams said he would be meeting with the other mayors later in the week to discuss the matter further.

“We’ll have to look at the changes and see how we continue from here,” said Williams. “It kind of took the wind out of my sails.”

He added the communities had asked government for help on how to tender regional waste collection and were referred to a model used by regions in Nova Scotia.

“I think we can probably still continue on with some aspects of our regionalization plan, like our sharing of services,” said Williams. “Our communities are 11 kilometres apart. Our recreation commission is already doing it. Our fire departments are already doing it, they’ve been doing it for years. I think it goes back to Roncalli Central High. We all went to the same school.”

**From:** [Lynn Tucker](#)  
**To:** ["editor@theshoreline.ca"](mailto:editor@theshoreline.ca)  
**Cc:** [Steve Tessier](#); [mayor@stjohns.ca](mailto:mayor@stjohns.ca)  
**Bcc:** [Danny Breen \(St. John's\)](#); [Craig Drover](#)  
**Subject:** Letter The Shoreline re Conception Hr Article May 5 2023  
**Date:** May 24, 2023 2:25:00 PM

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Dear Craig,

I am contacting you regarding the article published in the May 5<sup>th</sup> edition of *The Shoreline* entitled, "Conception Harbour mayor miffed by Province's rejection of regionalization" by Mark Squibb.

The Eastern Regional Service Board (ERSB) along with the other active service boards in the province, are very encouraged and excited by the announcement from Minister Howell. The ERSB believes that the regional service boards can efficiently provide municipal services to communities across the province. The review of the *Regional Service Boards Act* will provide the boards with the opportunity to expand on the number of services currently provided to communities.

The ERSB has worked collaboratively with communities in the region since 2013 when the *Regional Service Boards Act* was amended. The Board was created in 2011. During debate in the House of Assembly, the Minister of Municipal Affairs, the Hon. Kevin O'Brien, provided the following insight into the legislative intent of Bill 36, An Act Respecting Regional Services Boards In The Province.

*The Regional Services Board Act certainly facilitates the provision of municipal services in a way that it achieves economic scale and allows for integrated regional approaches to service delivery, which is so important in our society today in regard to providing services that municipalities try to provide to their residents that live in all the communities in Newfoundland and Labrador.*

The Board has assisted communities in the creation and management of waste collection contracts outside of the regional contracts whenever called upon for guidance. Board staff have advised communities on how to set up internal waste collection services and how to seek external contractors to supply services.

The ERSB is a tireless proponent of regional cooperation and the benefits that can be shared by working together. Having multiple communities in an area share the cost of a regional service such as waste, usually leads to savings for everyone through economies of scale. However, the ERSB completely understands and supports any community that can purchase or provide the same level of service for a lower price. The ERSB looks forward to providing an expanded number of services to communities upon the completion of the review of the *Regional Service Boards Act*.

Sincerely yours,  
Stephen Tessier, Chairperson

Eastern Regional Service Board  
3 – 255 Majors Path  
St. John's NL A1A 0L5  
T. 709-579-7960  
<https://easternregionalserviceboard.com/>

**From:** [Holly Power](#)  
**To:** [Bill Antle](#); [Carl Ridgely](#); [Danny Breen](#); [Gerard Tilley](#); [Glenn Clarke](#); [Glenn Clarke](#); [Hilda Whelan](#); [Ian Froude](#); [Jamie Korab](#); [Jill Bruce](#); [Kevin McDonald](#); [Larry Vaters](#); [Maggie Burton](#); [Mark Vardy](#); [nathan@nathanryan.ca](#); [Ophelia R.](#); [Ophelia Ravencroft](#); [Rod Delaney](#); [Ron Ellsworth](#); [Sandy Hickman](#); [Sheilagh O'Leary](#); [Steve Tessier](#); [wjdrodge@eastlink.ca](#)  
**Cc:** [Lynn Tucker](#)  
**Subject:** MOTION BY EMAIL: Supply of One Kenworth Tractor T880  
**Date:** May 24, 2023 2:32:00 PM  
**Attachments:** [Briefing Note - Purchase of Kenworth Tractor T880 for CTS 2023.pdf](#)  
[Kenworth Quote for Tractor 20230524\\_154818.pdf](#)

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Good afternoon,

Attached is a briefing note outlining the rationale for the purchase of a Kenworth Tractor T880 that will replace one of the three tractors that is currently used at the Clarendville Transfer Station. This tractor will also haul the new high-capacity compaction trailer that was recommended at this month's Finance & Audit Committee meeting and will be provided through Nexgen Municipal.

This tractor is available immediately for delivery and the price is reasonable based on extensive research by the Director Operations and the Fleet and Facilities Manager. The tractor is available through CANOE which ensures competitive pricing. By recommending the 2023 model instead of the 2024, the Board will save about \$40,000.

Typically the attached brief note and quotes would be tabled at the next Finance & Audit Committee meeting for recommendation to the Board; however, if we follow that process this 2023 tractor will more than likely be sold to someone else. The attached information will be tabled at next week's meeting and the [motion by email will be ratified at the public Board meeting scheduled for Wednesday, MAY 31, 2023.](#)

**Would you please review the attached briefing note and quotes, then send along your response to the motion at your earliest convenience to Holly at [hpower@ersbnl.ca](mailto:hpower@ersbnl.ca) by 4:00 p.m. on Thursday, May 25, 2023 (tomorrow).**

**Moved by Chair Steve Tessier**

**MOTION: BE IT RESOLVED that the Board purchase one (1) 2023 Kenworth T880 tractor in the amount of \$248,658.07 (including HST) from Kenworth Newfoundland & Labrador.**

If you have any questions regarding this tractor purchase, please do not hesitate to contact us at 709-579-7960 or by email. Christie or I will be happy to answer your questions.

Thank you in advance for your timely consideration.

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](http://www.easternregionalserviceboard.com)



KENWORTH NEWFOUNDLAND &amp; LABRADOR

## VEHICLE PURCHASE AGREEMENT

172 Glencoe Drive, Mount Pearl, NL A1N 4P7

TEL: 709 364-8251 FAX: 709 364-3134

DATE 05/17/2023

Invoice No. Quote

PURCHASE INFORMATION					
Bill To:			Ship To:		
Purchaser Eastern Regional Service Board			Ship To Eastern Regional Service Board		
Contact Kevin Butt		Contact Info (709) 330-2162	Contact Kevin Butt		Contact Info (709) 330-2162
Purchaser Address 255 Majors Path, Suite 3			Ship To Address 255 Majors Path, Suite 3		
City St John's	Province NL	Postal Code A1A 0L5	City St John's	Province NL	Postal Code A1A 0L5
We hereby offer to purchase from the above dealer the following vehicle on the terms and conditions herein set forth including the conditions on the attached page hereof					
VEHICLE INFORMATION			TERMS OF SETTLEMENT		
Year 2023	Make Kenworth	Model Name T880	Selling Price	\$ 209,789.00	
Serial No. 1XKZD40X7Pj956729		Stock No. 956729	Freight		
New <input checked="" type="checkbox"/>	Used <input type="checkbox"/>	Colour White	Tire Levy	\$ 200.00	
Mileage		Purchaser Initials KB	Administration/Documentation Fee	\$ 499.00	
Delivery Date		Details of Delivery	HERD Defender Moose Bumper	\$ 5,489.45	
TRADE-IN INFORMATION			Sub Total	\$ 215,977.45	
Year	Make	Model Name	Trade-in Allowance		
Serial No.			HST on Sub Total	\$ 32,396.62	
Mileage			HST on Trade-in Credit	\$ 0.00	
Is there a Lien on Vehicle?		HST Registration No.	Payout Lien on Trade-in		
Yes <input type="checkbox"/>	No <input type="checkbox"/>		License Fee	\$ 284.00	
Net Amount Owed		Owed To	Balance Due	\$ 248,658.07	
			Deposit		
Last Registered Owner		Owner Signature	Total Balance Due	\$ 248,658.07	
			Credit Approval		
TRUCK/FREIGHT NOTES			STATEMENT		
CONDITIONS OF SALE			VENDOR'S ACCEPTANCE		
<b>Purchaser understands the entire contract. Once signed, this contract is final and binding unless the motor vehicle dealer has failed to comply with certain obligations.</b>  1. Purchaser acknowledges having read all terms of the contract including those on the attached page and understand these terms make up the entire contract.  2. This order is not binding unless accepted by an authorized official of the dealership.  Purchaser Signature  Date 05/17/2023			Name of Authorized Official		
			Shayne McGrath <input type="checkbox"/>		
			Signature		
			Name of Salesperson		
			Kurt Vaters <input type="checkbox"/>		
			Salesperson Signature		
			Date 05/17/2023		
REEFER REPAIR SERVICES LTD.					
HST NO. 82202 5326 RT0001					

**THOSE WHO RESPONDED ELECTRONICALLY TO THE MOTION BY EMAIL  
TO APPROVE THE PURCHASE OF ONE (1) KENWORTH T880 TRACTOR**

**MOTION:** BE IT RESOLVED that the Board purchase one (1) 2023 Kenworth T880 tractor in the amount of \$248,658.07 (including HST) from Kenworth Newfoundland & Labrador.

(Motion sent by email on Wednesday, May 24, 2023)

**IN FAVOUR**

*(Alphabetical order)*

Bill Antle  
Danny Breen  
Jill Bruce  
Glenn Clarke  
Rod Delaney  
Wesley Drodge  
Ron Ellsworth  
Ian Froude  
Sandy Hickman  
Jamie Korab  
Kevin McDonald  
Carl Ridgeley  
Nathan Ryan  
Stephen Tessier  
Mark Vardy  
Larry Vaters  
Hilda Whelan

**AGAINST**

*(Alphabetical order)*

None

**NO RESPONSE**

*(Alphabetical order)*

Maggie Burton  
Sheilagh O'Leary  
Ophelia Ravencroft  
Gerard Tilley



**Upcoming Meetings**

Board members are reminded of the next Board and Committee meetings:

- a) The next meeting of the Board of Directors will take place on Wednesday, June 28, 2023 at 6:00 p.m. in Conception Bay South.
- b) The next meeting of the Finance & Audit Committee will take place on Thursday, June 8, 2023 at 12:30 p.m.
- c) The next meeting of the Strategy & Policy Committee will take place on Tuesday, June 6, 2023 at 1:30 p.m.
- d) The next meeting of the Governance Committee will take place on Tuesday, June 20, 2023 at 10:30 a.m.