



ERSB Board of Directors Meeting Minutes

Eastern Regional Service Board
10/2/2024 7:00 PMNDT
@ Zoom Video Conference

Attendance

Present:

Members: Bill Antle (remote), Daniel (Danny) Breen (remote), Jill Bruce (remote), Glenn Clarke (remote), Tom Davis (remote), Christie Dean (remote), Rodney Delaney (remote), Craig Drover (remote), Ronald Ellsworth (remote), T. Alexander Hickman (remote), Jason O'Brien (remote), Sheilagh OLeary (remote), Holly Power (remote), Steve Tessier (remote), Lynn Tucker (remote), Mark Vardy (remote), Lawrence Vaters (remote)
Guests: Charles Bown - MMSB (remote)

Absent:

Members: Maggie Burton, Kevin McDonald, Ophelia Ravencroft, Carl Ridgeley, Gerard Tilley, Hilda Whelan

I. Call to Order

The meeting was called to order at 7:03 p.m.

II. Adoption of Agenda

The agenda was tabled for approval.

 [Draft Agenda BOD Oct 2 2024.docx](#)

Motion:

BE IT RESOLVED that the agenda be adopted as tabled.

Motion moved by Glenn Clarke and motion seconded by Ronald Ellsworth . Carried Unanimously.

III. Review of Minutes

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

 [ERSB Board of Directors Meeting The Capital Hotel, St. John's, NL - June Minutes.pdf](#)

Motion:

BE IT RESOLVED that the minutes from June 26, 2024 be adopted as tabled.

Motion moved by Sheilagh OLeary and motion seconded by Tom Davis. Carried Unanimously.

IV. Committee Reports

A. Finance & Audit Committee

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

1. Board Expenditures

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

 [Cheque Register Jun 2024.pdf](#)

 [Cheque Register Jul 2024.pdf](#)

 [Cheque Register Aug 2024.pdf](#)

 [Payroll Expense JUN 2024.pdf](#)

 [Payroll Expense JUL 2024.pdf](#)

 [Payroll Expense AUG 2024.pdf](#)

 [BMO Credit Card Statements June July Aug.pdf](#)

Motion:

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

Motion moved by T. Alexander Hickman
and motion seconded by Bill Antle .
Carried Unanimously.

2. Incorporated Towns Payment Activity Report

An update on the incorporated towns' payment activity was provided. There were no questions or concerns.

 [2024 Incorporated Towns Payment Activity Report at Sept 10.pdf](#)

3. Annual Fee for Waste Services for 2025

Mr. Hickman referred to the briefing note that was provided in the meeting package and Mr. Drover addressed some questions that were posed to Staff regarding the Board's financial results from 2023 and any contractual obligations.

 [Briefing Note - Annual Waste Fees 2025 LT.pdf](#)

Motion:

BE IT RESOLVED that the Board increase the 2025 annual household fee for waste services to:

- a) \$210 per unit for those contract areas that do not want curbside oversized items (formerly bulk) collection; and,
- b) \$225 per unit for those contract areas that do want one annual curbside oversized items collection.

Motion moved by T. Alexander Hickman
and motion seconded by Tom Davis. 12 Carried, 1 Contrary (Glenn Clarke)

4. Fee Schedule

Mr. Hickman referred to the briefing note that was provided in the meeting package. He noted that representatives from the City of St. John's joined in this month's Finance and Audit Committee Meeting to discuss budget and tipping fees for 2025. Discussion ensued and there were no questions or concerns from the Board.

 [Briefing Note - Fee Schedule 2025 FINAL Ctte.pdf](#)

 [2025 ERSB RHB Fee Schedule FINAL.docx](#)

Motion:

BE IT RESOLVED that the Board adopt the fee schedule for 2025 as tabled.

Motion moved by T. Alexander Hickman
and motion seconded by Jill Bruce
Carried Unanimously.

5. Replacement Oil Water Separator for Clarenville Transfer Station

Mr. Hickman reviewed the information that was provided in the meeting package regarding the replacement oil water separator for the Clarenville Transfer Station. There were no questions or concerns.

 [Briefing Note - CTS Oil Water Separator Sept 2024.pdf](#)

 [Quote - Emril.pdf](#)

 [Quote - ER Heating & Refrigeration.pdf](#)

Motion:

BE IT RESOLVED that the Board award EMRIL Plumbing and Heating the supply and installation of a replacement oil water separator at the Clarenville Transfer Station in the amount of \$13,755.00 plus HST.

Motion moved by T. Alexander Hickman
and motion seconded by Sheilagh OLeary
. Carried Unanimously.

6. Office Lease Extension or Purchase

Mr. Hickman referred to the materials that were provided in the meeting package for Members' review.

Ms. Tucker commented on the three units that are included in negotiations. She noted that while the Board would occupy two units, the third unit has a current tenant on a long term lease.

Mr. Drover explained the financial aspects with rent comparisons, etc., and while there were no questions or concerns, it was suggested that Staff research the benefits of installing heat pumps and/or funding opportunities for the same.

 [Briefing Note - Office Space Update FINAL.pdf](#)

Motion:

BE IT RESOLVED that the Board accepts the tentative offer to purchase 255 Majors Path, Unit 1, 2, and 3 in principle to allow for negotiation of final amounts. Any purchase of real property is subject to ministerial approval.

Motion moved by T. Alexander Hickman
and motion seconded by Glenn Clarke. Carried Unanimously. ***Mr. Ellsworth declared a conflict of interest and did not partake in discussions.

7. Trinity Conception North Oversize Items Collection 2024

Mr. Hickman referred to the briefing note that was provided in the meeting package and noted that Staff have been pursuing options to offer the oversize items collection to the residents of Trinity Conception North.

With quotes being significantly higher (up to 60%) than those of other areas, a pilot project involving the Board's grapple truck was suggested and discussions ensued.

 [Brief Note - TCN Oversize Items RFP Award 2024 FINAL.pdf](#)

Motion:

BE IT RESOLVED the that Board not award a tender for 2024 Oversized Items Collection in Trinity Conception North and that they complete the project 'in-house'.

Motion moved by T. Alexander Hickman
and motion seconded by Bill Antle
Carried Unanimously.

8. Draft Budget

Mr. Hickman referred to the documents that were provided in the meeting package and highlighted some key points of the 2025 Budget.

Discussions ensued and there were no major questions or concerns.

 [Briefing Note - Draft Budget Analysis FINAL.pdf](#)

 [Attach - 2025 Budget Analysis.pdf](#)

Motion:

BE IT RESOLVED that the Board adopt the budget for 2025 as tabled.

Motion moved by T. Alexander Hickman
and motion seconded by Bill Antle
Carried Unanimously.

9. Addition of four (4) Municipalities to the Southwest Avalon Waste Collection Contract

Mr. Hickman was pleased to report that four municipalities have passed motions to enter into service agreements with the Eastern Region Service Board. Detailed information was provided in the meeting package.

B. Strategy & Policy Committee

Mr. Delaney, Committee Member, delivered the Strategy & Policy Committee Report.

1. Waste Service Agreement for use with Municipalities

Mr. Delaney referred to the documents that were provided in the meeting package. He noted that the Board has traditionally used the “Waste Management Service Delivery Policy” to outline how the Board would deliver services to residents. However, the Board continues to hear from municipalities that they would like a more formal agreement. The Board was very pleased with the composition of the new agreement.

 [Brief Note - Service Level Agreement 2024.pdf](#)

 [Waste Service Agreement DRAFT Sep 2024.pdf](#)

 [Service Delivery Policy SEP 2023.pdf](#)

Motion:

BE IT RESOLVED that the Board adopt the Waste Service Agreement as tabled for use with municipalities to govern the Board’s provision of waste services.

Motion moved by Rodney Delaney
and motion seconded by Tom Davis. Carried Unanimously.

2. Waste Recovery Facility Winter Closures - Bell Island and Cavendish

Mr. Delaney reported that the Committee recommends the closure of the Board's waste recovery facilities located on Bell Island and in Cavendish. This recommendation remains to be a reflection of the low usage and high costs of operations during the winter months, similar to that of previous years.

Ms. Tucker regretted to report that a fire had recently been set to the Bell Island site. It remains closed and is anticipated to reopen sometime next week. Discussions on cost and maintenance ensued.

 [Briefing Note - Bell Island Waste Recovery Facility Winter Closure 2024 2025.docx](#)

Motion:

BE IT RESOLVED that the Board close the Bell Island and Cavendish Waste Recovery Facilities over the winter months from Monday, December 16, 2024 to re-open on Saturday, April 5, 2025.

Motion moved by Rodney Delaney
and motion seconded by Steve Tessier. Carried Unanimously.

3. Renews-Cappahayden Waste Recovery Facility – Update following meeting with Southern Shore MHA Loyola O’Driscoll, Mayor Jack Lawlor, and Board Representatives

Mr. Delaney referred to the briefing note that was provided in the meeting package. He provided an update following the meeting with Ferryland District's MHA, Loyola O'Driscoll, and Renews-Cappahayden's Mayor, Jack Lawlor. The Board has a legal responsibility to protect its employees and all appropriate measures have taken place.

 [ERSB Speaking Notes - Renews-Cappahayden WRF Issues Aug 29 2024.pdf](#)

 [WASTE RECOVERY USER GUIDE BROCHURE AUG 2024 FINAL.pdf](#)

4. Electrification of Renews-Cappahayden Waste Recovery Facilities – Update

Mr. Delaney reported little progress on the attempt to electrify the Board's waste recovery facility in Renews-Cappahayden. The status of the easement application submitted to Newfoundland Power remains ongoing.

5. Implementation of User Access Cards at Waste Recovery Facilities - Update

Mr. Delaney was pleased to report that the residential user cards have been designed, ordered, and will be implemented this Fall.

6. Installation of New Scale Software at the Clarenville Transfer Station – Update

Mr. Delaney reported that the required kiosks are installed, the new software have been tested, and all seems to be working well. Staff continues to work with Strong Data to have the new scale software communicating with the existing financial software for billing purposes, and the Committee will be updated once live testing is complete.

7. Water Well at the Clarenville Transfer Station – Update

Mr. Delaney was also pleased to report that the non-potable water well was drilled at the Clarenville Transfer Station last week. Currently, we await the appropriate pump

to finalize the installation, but once complete, a final update will be provided to the Committee.

8. Lessons Learned from Site Attendants Professional Development Day, August 21, 2024

Mr. Delaney reviewed the report that was provided from the Site Attendants Professional Development Day. The feedback was appreciated by both Board Members and Staff.

 [Site Attendants PD Day What We Heard Aug 2024.pdf](#)

9. Regional Water/Wastewater Operator's Report for Q2 2024

Mr. Delaney referred to the report that was provided in the meeting package. He noted that the Board's Water/Wastewater Operator continues to support 19 communities throughout the Eastern Region and his quarterly reports will continue to be provided to the Board for review.

 [Eastern Region - Quarterly Report - Jun 30, 2024 merged.pdf](#)

10. Scheduling an ERSB Private Meeting/Planning Session – Late October or early November (Ensure it doesn't conflict with MNL Conference)

Mr. Delaney noted how important it is for the Board to get together and review policies and to set the Board's long-term and short-term priorities. It was agreed that the Board's Clerk would survey Members for their availability to attend a planning session in late October.

11. Discussion on Status of ERSB's Communications and Community Relations Committee/Working Group

Mr. Delaney informed the Board that the Communications and Community Relations Committee is without a Member after Director Jamie Korab's resignation. For the time being, the Board will explore other ways to communicate, engage, and collaborate with its communities.

C. Governance Committee

Ms. Bruce, Committee Member, delivered the Governance Committee Report.

1. CRA Statement of Account

Ms. Bruce referred to the statement that was provided in the meeting package and reported that the Board is in good standing with all payments submitted in full and on time.

 [July 19 2024 CRA Statement.pdf](#)

2. Board Professional Development Opportunity, Spring 2025

Ms. Bruce referred to the meeting package and reviewed a Professional Development opportunity that will be available to the Board in 2025. The International City/County Management Association (ICMA) is offering its "Local Government Reimagined Conference" in two places in 2025 and the Committee is considering participating. More information will be brought to the Board for consideration once an agenda is published.

 [ERSB Professional Development Opportunity for Spring 2025.pdf](#)

3. ERSB Code of Conduct

The Board's Clerk was asked to begin work on a Code of Conduct for the Board. However, since the province's new *Municipal Conduct Act* took effect on September 1, 2022, there has been some controversy and it was suggested that the Board wait on their Code of Conduct until those details have worked themselves out.

 [Brief Note - ERSB Code of Conduct.docx](#)

 [2021 Bill 37.pdf](#)

4. Review of Per Diem Rates

Ms. Bruce referred to the briefing note that was provided in the meeting package. She reported that the Board's travel expense policy was adopted in 2014 and updated once in 2022. Since then, it has been noted that the current rates do not cover the increasing costs of meals and travel and so a rate increase was proposed. There were no questions or concerns regarding the revised rates that were tabled.

 [Briefing Note - Update of ERSB Travel Expenses Per Diem SEP 18 2024.pdf](#)

 [Review of Meal Allowances Sep 2024.pdf](#)

 [ERSB Expense Claim Form FILLABLE 2016.pdf](#)

Motion:

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

Motion moved by Jill Bruce and
motion seconded by Sheilagh OLeary .
Carried Unanimously.

5. Joint Councils Support

Ms. Bruce reported that the Committee determined that the Board's Clerk would only continue to provide administrative support to the Northeast Avalon Joint Council (NEAJC) and the Southern Shore Joint Council (SSJC). Since the pandemic, it seems that several of the joint councils have not been as active and struggle to attain quorum for meetings. It was agreed that she would instead focus that time on Board business and professional development that would benefit both the Board Clerk position as the Board.

 [Brief Note - ERSB Joint Councils Support - Continue SEP 18 2024.docx](#)

6. Joint Councils Report

Ms. Bruce referred to the report that was provided in the meeting package. There were no questions or concerns.

 [BN - Sept JC Update.docx](#)

V. Correspondence

Mr. Tessier noted that the following documents were provided for information purposes only.

A. Notification of continued funding from the Dept. of Environment and Climate Change for the Regional Water/Wastewater Operator Program

The Board as received funding for this program up to June 30, 2025. In addition, Mr. Tessier was pleased to report that the program is now a part of the provincial government's annual budget so this valuable service will continue for all communities who want assistance with their water and/or wastewater in the Eastern region.

 [Letter of Notification - Grant of \\$80000 RWWOP - Lynn Tucker July 31 2024.pdf](#)

B. Article from The Shoreline – Irish Loop Post Re: ERSB’s Waste Recovery Facility in Renews-Cappahayden.

 [Article fr The Shoreline re R-C WRF Issues SEP 2024.pdf](#)

C. Email Response to Randy Simms, Dept. of Environment and Climate Change Re: Oversized Items Collection, Smith Sound

 [1 Email to Randy Simms re Smith Sound Oversize Itms Collection 2024.pdf](#)

D. Email Response to Rob Locke and Christa Curnew, Dept. of Environment and Climate Change re: Oversized Items Collection, Smith Sound

 [2 Email Rob Locke re Smith Sound OI Collection 2024.pdf](#)

E. Email response to MHA Craig Parady, District of Bonavista, Re: Oversized Items Collection, Smith Sound

 [3 Email MHA Craig Parady re OI Collection Smith Sound 2024.pdf](#)

VI. New Business

A. Motions by Email to be Ratified:

Mr. Tessier reminded Members that these motions were approved by email and are listed for ratification purposes only.

VII. Oversized Items (Bulk) Collection for Town of Pouch Cove

 [Brief Note - Pouch Cove Oversize Items Collection Award June 2024.pdf](#)

 [EMAIL MBE - Pouch Cove Oversize Items Bulk Collection Contract 2024.pdf](#)

 [Response Report - MBE - Pouch Cove Oversize Items.docx](#)

Motion:

BE IT RESOLVED that the Board recommends awarding the contract for the Town of Pouch Cove Oversize Items Collection to Ridge G&P Ltd. for the value of \$15,000.00 (plus HST).

Motion moved by Tom Davis and motion seconded by Lawrence Vaters . Carried Unanimously.

VIII. Oversized Items (Bulk) Collection of Conception Bay Center

 [Brief Note - Pouch Cove Oversize Items Collection Award June 2024.pdf](#)

 [EMAIL MBE - Pouch Cove Oversize Items Bulk Collection Contract 2024.pdf](#)

 [Response Report - MBE - Pouch Cove Oversize Items.docx](#)

Motion:

BE IT RESOLVED that the Board award the contract for the Conception Bay Center Oversize Items Collection to Ridge G&P Ltd. for the value of \$43,550.00 (plus HST).

Motion moved by Mark Vardy and motion seconded by Jill Bruce . Carried Unanimously.

IX. Request for Capital Funding: Site Upgrade and Environmental Closure of Former Landfill

 [Brief Note - Request Capital Funding for Clarenville Site July 4 2024.docx](#)

 [Clarenville Waste Recovery Facility Class D Cost Estimate Nov 10 2023.pdf](#)

 [Ltr - Min Haggie Requesting Capital Funds for Clarenville Env Closure & WRF Dev July 5 2024.pdf](#)

 [Response Report - MBE - Capital Funding Request for CTS.docx](#)

Motion:

BE IT RESOLVED that the Board make a request for capital funding to the Government of Newfoundland and Labrador in the amount of \$1,000,000.00 (plus HST) for the environmental closure of the former Clarenville Waste Disposal Site, and the construction of a waste recovery facility at the location.

Motion moved by Steve Tessier and motion seconded by Bill Antle . Carried Unanimously.

X. Joint Sponsorship of MNL Conference and Trade Show, Gander, NL

November 7-9, 2024 with Central and Western Regional Service Board

 [BN - MNL Joint RSB Sponsorship Nov 2024.pdf](#)

 [Email MBR 2024 MNL Conference Joint RSB Sponsorship.pdf](#)

 [Response Report - MBE - MNL Joint RSB Sponsorship.docx](#)

 [Cost Analysis.pdf](#)

 [MNL Sponsorship Package final.01 6.pdf](#)

 [MNL Sponsorship Package Trade Show Info.pdf](#)

Motion:

BE IT RESOLVED that the Board sponsor the 2024 MNL Conference, AGM & Trade Show by working jointly with Central and Western Regional Service Boards in the amount of \$5,000 for each regional service board.

Motion moved by Sheilagh OLeary and motion
seconded by Rodney Delaney . 10 Carried, 3
Contrary.

XI. Roundtable

Mr. Bown reported that yesterday was the start of applications being accepted from Towns, Indigenous Communities, and Community groups for the Waste Diversion Fund, with the deadline being Friday, November 15. He also referenced a recent news release from the Dept. of Environment and Climate Change that noted October being Circular Economy Month - A month focused on repairing, reusing, and recycling products and materials. October 21 is the start of Waste Reduction Week, so there are some online campaigns to come on that as well.

Ms. O'Leary noted a new cooperative called 'Newfound Sand'. They are trying to get a glass recycling program started in our province which is very much needed. She encouraged everyone to be mindful of this new project and participate where and when they can.

Mr. Hickman reported that the City of St. John's will be making an announcement today regarding Computers for Schools. A program that has made a major donation to the upcoming 2025 Canada games. Approximately \$400,000 worth of computers has been donated, which will in-turn be donated back to students in our province who need them. He noted that the program accepts donations of computers that can be refurbished and used by students where needed, so he encouraged Members to keep this in mind when disposing of their devices.

Ms. Bruce reported that the Robin Hood Bay regional landfill does free compost giveaways on Saturdays in October, for anyone who might be interested.

Mr. Vaters mentioned the Green Goal initiative that the Town of Paradise has implemented to encourage recycling. He also noted that himself and Ms. O'Leary were both in Ottawa recently for FCM meetings. He says that funding is available through FCM and that Staff should reach out if they have any questions.

Mr. Davis noted that the City of St. John's have been observing residents taking bulk items that are placed curbside for disposal and repurposing them. He likes to see this happen as opposed to the materials going to the landfill.

Ms. Tucker thanked the Board for the opportunity to attend the Canadian Stewardship Conference in Toronto last week. It was her first time attending, and with Newfoundland and Labrador being heavily involved with the extended producer responsibility program, it made for quite an interesting conference with lots of innovating endeavors. Ms. Tucker also thanked Operations Director, Christie Dean for her assistance in planning and executing the recent professional development day that was held for site attendants.

Ms. Dean also thanked the Board for the opportunity to attend the conference in Toronto. She was pleased to report that the EPRA program will be expanding as of October 1, and that the newly acceptable products for recycling are accepted at our sites.

Mr. Drover thanked Mr. Vaters for his comments about funding available through FCM and noted that he will be reaching out for more information.

XII. Upcoming Meetings

Board Members were reminded of upcoming Board and Committee meetings:

- a) The next meeting of the Board of Directors will take place on Wednesday, October 30, 2024, at 7:00 p.m. This meeting will have a hybrid format and will be held at the Northbank Lodge in Pippy Park in the City of St. John's.
- b) The next meeting of the Finance & Audit Committee will take place on Thursday, October 17, 2024, at 12:30 p.m., format to be determined.
- c) The next meeting of the Strategy & Policy Committee will take place on Wednesday, October 16, 2024, at 8:30 a.m., format to be determined.
- d) The next meeting of the Governance Committee will take place on Wednesday, October 23rd, 2024, at 10:30 a.m., format to be determined.

XIII. Adjournment

Seeing no further business to discuss, the meeting adjourned.

Motion:

BE IT RESOLVED that the meeting adjourned at 8:32 p.m.

Motion moved by Rodney
seconded by Lawrence
Unanimously.

Delaney
Vaters

and motion
. Carried

Eastern Regional Service Board

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

Cheques from 0000000001 to 0000012357 dated between 06-01-2024 and 06-30-2024

CHEQUE REGISTER

Printed: 2:59:56PM 09/17/2024

Number	Issued		Amount	SC	Status	Status Date
0000012143	06/03/2024	A1 Glass	112.13	A/P	CLEARED	06/10/2024
0000012144	06/03/2024	Advantage Personnel Ltd.	393.30	A/P	CLEARED	06/14/2024
0000012145	06/03/2024	Bell Aliant	2,366.57	A/P	CLEARED	06/13/2024
0000012146	06/03/2024	Channel 6 Ads - Avalon Region	71.00	A/P	CLEARED	06/13/2024
0000012147	06/03/2024	Coastline Specialities Limited	1,518.59	A/P	CLEARED	06/10/2024
0000012148	06/03/2024	Dodd's Diesel Repair Ltd.	12,649.36	A/P	CLEARED	06/12/2024
0000012149	06/03/2024	Kevin McDonald	74.66	A/P	CLEARED	06/10/2024
0000012150	06/03/2024	Madsen Construction Equipment	3,368.70	A/P	CLEARED	06/12/2024
0000012151	06/03/2024	MD Food Service	565.24	A/P	CLEARED	06/10/2024
0000012152	06/03/2024	Miller IT Limited	3,416.17	A/P	CLEARED	06/10/2024
0000012153	06/03/2024	Newfoundland Power Inc.	30.69	A/P	CLEARED	06/10/2024
0000012154	06/03/2024	OMB Parts & Industrial Ltd.	94.29	A/P	CLEARED	06/12/2024
0000012155	06/03/2024	Parts For Trucks Inc.	54.51	A/P	CLEARED	06/13/2024
0000012156	06/03/2024	Princess Auto	37.92	A/P	CLEARED	06/13/2024
0000012157	06/03/2024	T2 Ventures Inc.	326,128.39	A/P	CLEARED	06/07/2024
0000012158	06/03/2024	The Business Post	267.67	A/P	CLEARED	06/12/2024
0000012159	06/03/2024	Town of Clarendville	1,608.00	A/P	CLEARED	06/14/2024
0000012160	06/03/2024	Tulk Tire & Service Ltd.	1,090.14	A/P	CLEARED	06/11/2024
0000012161	06/03/2024	Wedgwood Insurance Limited	5,002.50	A/P	CLEARED	06/14/2024
0000012164	06/19/2024	62167 Newfoundland and Labrador Inc	7,380.30	A/P	CLEARED	06/26/2024
0000012165	06/20/2024	Audio Systems Limited	541.26	A/P	CLEARED	06/28/2024
0000012166	06/20/2024	Channel 6 Ads - Avalon Region	267.00	A/P	CLEARED	06/25/2024
0000012167	06/20/2024	City of St. John's	45,071.02	A/P	CLEARED	06/26/2024
0000012168	06/20/2024	Clarendville Home Hardware Building Center	855.39	A/P	CLEARED	06/28/2024
0000012169	06/20/2024	Coish's Trucking & Excavating Ltd.	35,791.00	A/P	CLEARED	07/03/2024
0000012170	06/20/2024	Colin Rideout	29.94	A/P	CLEARED	07/04/2024
0000012171	06/20/2024	CTT Tirecraft	3,946.69	A/P	CLEARED	06/27/2024
0000012172	06/20/2024	D&L Russell Limited	18.86	A/P	CLEARED	07/09/2024
0000012173	06/20/2024	De Lage Landen Financial Services Canada Ltd.	398.48	A/P	CLEARED	06/28/2024
0000012174	06/20/2024	Dodd's Diesel Repair Ltd.	7,825.27	A/P	CLEARED	06/26/2024
0000012175	06/20/2024	Emril Construction Inc.	282.33	A/P	CLEARED	07/10/2024
0000012176	06/20/2024	Fortis Concrete Inc.	1,228.49	A/P	CLEARED	07/05/2024
0000012177	06/20/2024	Gerard Tilley	1,900.22	A/P	CLEARED	07/09/2024
0000012178	06/20/2024	GFL Environmental Services Inc.	3,904.25	A/P	CLEARED	06/28/2024
0000012179	06/20/2024	Glenn Clarke	180.99	A/P	CLEARED	06/26/2024
0000012180	06/20/2024	Hickman Chevrolet Cadillac	785.78	A/P	CLEARED	06/26/2024
0000012181	06/20/2024	Holly Power	2,477.48	A/P	CLEARED	06/21/2024
0000012182	06/20/2024	Jason O'Brien	39.59	A/P	CLEARED	07/10/2024
0000012183	06/20/2024	Leslie Squires	440.00	A/P	CLEARED	06/27/2024
0000012184	06/20/2024	Lynn Tucker	2,662.74	A/P	CLEARED	06/21/2024
0000012185	06/20/2024	Mark Vardy	119.34	A/P	CLEARED	07/05/2024
0000012186	06/20/2024	McInnes Cooper	3,068.36	A/P	CLEARED	07/02/2024
0000012187	06/20/2024	Michael Lundrigan	12.64	A/P	OUT-STD	06/20/2024
0000012188	06/20/2024	Newfoundland Power Inc.	4,745.96	A/P	CLEARED	06/25/2024
0000012189	06/20/2024	Newfoundland Exchequer Account - Environment and Climate	460.00	A/P	CLEARED	07/22/2024
0000012190	06/20/2024	North Atlantic	23,930.66	A/P	CLEARED	06/26/2024

** - Name on Check was modified

Eastern Regional Service Board

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

Cheques from 0000000001 to 0000012357 dated between 06-01-2024 and 06-30-2024

CHEQUE REGISTER

Printed: 2:59:56PM 09/17/2024

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Number	Issued		Amount	SC	Status	Status Date
0000012191	06/20/2024	ORKIN Canada Corporation	209.90	A/P	CLEARED	07/04/2024
0000012192	06/20/2024	Pik-Fast Express Inc.	25.00	A/P	CLEARED	06/27/2024
0000012193	06/20/2024	Pike's Pro Hardware & Building Supplies	70.39	A/P	CLEARED	07/09/2024
0000012194	06/20/2024	Pinnacle Office Solutions Ltd.	159.63	A/P	CLEARED	06/28/2024
0000012195	06/20/2024	Quikprint Services Ltd.	1,090.63	A/P	CLEARED	06/28/2024
0000012196	06/20/2024	Shred-it c/o Stericycle ULC	102.71	A/P	CLEARED	07/02/2024
0000012197	06/20/2024	Stephen Tessier	4,335.80	A/P	CLEARED	06/26/2024
0000012198	06/20/2024	The Business Post	267.67	A/P	CLEARED	06/26/2024
Total Issued (54):			\$513,475.60			
Total Voided (0):			\$0.00			
Grand Total:			\$513,475.60			
Number of Cheques Listed:			54			

** - Name on Check was modified

Eastern Regional Service Board

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

Cheques from 0000000001 to 0000012357 dated between 07-01-2024 and 07-31-2024

CHEQUE REGISTER

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Number	Issued		Amount	SC	Status	Status Date
0000012200	07/04/2024	Advantage Personnel Ltd.	393.30	A/P	CLEARED	07/11/2024
0000012201	07/04/2024	Bell Aliant	2,366.42	A/P	CLEARED	07/15/2024
0000012202	07/04/2024	Brandt Tractor Ltd.	144.28	A/P	CLEARED	07/09/2024
0000012203	07/04/2024	Dodd's Diesel Repair Ltd.	6,426.27	A/P	CLEARED	07/09/2024
0000012204	07/04/2024	Gerard Tilley	752.32	A/P	CLEARED	07/24/2024
0000012205	07/04/2024	GFL Environmental Services Inc.	15,617.00	A/P	CLEARED	07/10/2024
0000012206	07/04/2024	Glenn Clarke	315.36	A/P	CLEARED	07/09/2024
0000012207	07/04/2024	Holly Power	183.02	A/P	CLEARED	07/04/2024
0000012208	07/04/2024	Jenkins Anthony Inc.	7,698.04	A/P	CLEARED	07/09/2024
0000012209	07/04/2024	K.J.H. Dirtwork's Ltd.	31,101.38	A/P	CLEARED	07/09/2024
0000012210	07/04/2024	Kenneth Rollings	114.14	A/P	CLEARED	07/08/2024
0000012211	07/04/2024	Kevin McDonald	101.95	A/P	CLEARED	07/08/2024
0000012212	07/04/2024	Lynn Tucker	104.69	A/P	CLEARED	07/04/2024
0000012213	07/04/2024	Martin's Fire Safety Ltd	596.28	A/P	CLEARED	07/09/2024
0000012214	07/04/2024	Miller IT Limited	4,427.82	A/P	CLEARED	07/09/2024
0000012215	07/04/2024	Newfoundland Power Inc.	1,156.53	A/P	CLEARED	07/31/2024
0000012216	07/04/2024	Nexgen Municipal Inc.	571.82	A/P	CLEARED	07/22/2024
0000012217	07/04/2024	OMB Parts & Industrial Ltd.	75.06	A/P	CLEARED	07/10/2024
0000012218	07/04/2024	Pat Singleton	862.50	A/P	OUT-STD	07/04/2024
0000012219	07/04/2024	PBA Industrial Supplies Ltd.	127.39	A/P	CLEARED	07/16/2024
0000012220	07/04/2024	Princess Auto	160.87	A/P	CLEARED	07/12/2024
0000012221	07/04/2024	Quikprint Services Ltd.	1,736.45	A/P	CLEARED	07/11/2024
0000012222	07/04/2024	Signs 1st	135.70	A/P	CLEARED	07/11/2024
0000012223	07/04/2024	Strong Data Inc.	19,262.50	A/P	CLEARED	07/09/2024
0000012224	07/04/2024	T2 Ventures Inc.	363,913.70	A/P	CLEARED	07/05/2024
0000012225	07/04/2024	Town of Clarendville	1,340.00	A/P	CLEARED	07/11/2024
0000012226	07/04/2024	Tulk Tire & Service Ltd.	3,491.33	A/P	CLEARED	07/31/2024
0000012227	07/04/2024	Vardy Villa Limited	48,848.74	A/P	CLEARED	07/18/2024
0000012228	07/18/2024	62167 Newfoundland and Labrador Inc	7,380.30	A/P	CLEARED	07/30/2024
0000012229	07/18/2024	A1 Glass	517.03	A/P	CLEARED	07/24/2024
0000012230	07/18/2024	Advantage Personnel Ltd.	715.36	A/P	CLEARED	07/26/2024
0000012231	07/18/2024	Bell Mobility Inc.	291.07	A/P	CLEARED	07/30/2024
0000012232	07/18/2024	City of St. John's	37,551.55	A/P	CLEARED	07/24/2024
0000012233	07/18/2024	Concord Enterprises Inc.	609.50	A/P	CLEARED	07/26/2024
0000012234	07/18/2024	Curtis Dawe	2,893.40	A/P	CLEARED	07/29/2024
0000012235	07/18/2024	De Lage Landen Financial Services Canada Ltd.	398.48	A/P	CLEARED	07/26/2024
0000012236	07/18/2024	Dodd's Diesel Repair Ltd.	25,007.75	A/P	CLEARED	07/31/2024
0000012237	07/18/2024	Eastlink Communications Channel 6 Ads	155.25	A/P	CLEARED	07/29/2024
0000012238	07/18/2024	Leslie Squires	440.00	A/P	CLEARED	07/25/2024
0000012239	07/18/2024	Martin's Fire Safety Ltd	592.25	A/P	CLEARED	07/25/2024
0000012240	07/18/2024	McInnes Cooper	1,061.29	A/P	CLEARED	07/25/2024
0000012241	07/18/2024	Newfoundland Power Inc.	1,576.47	A/P	CLEARED	07/31/2024
0000012242	07/18/2024	North Atlantic	24,452.44	A/P	CLEARED	07/24/2024
0000012243	07/18/2024	ORKIN Canada Corporation	209.90	A/P	CLEARED	08/02/2024
0000012244	07/18/2024	Pike's Pro Hardware & Building Supplies	99.69	A/P	CLEARED	08/22/2024
0000012245	07/18/2024	Pinnacle Office Solutions Ltd.	111.68	A/P	CLEARED	08/02/2024

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Cheques from 0000000001 to 0000012357 dated between 07-01-2024 and 07-31-2024

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Number	Issued		Amount	SC	Status	Status Date
0000012246	07/18/2024	Princess Auto	124.16	A/P	CLEARED	07/26/2024
0000012247	07/18/2024	Shred-it c/o Stericycle ULC	218.66	A/P	CLEARED	07/29/2024
0000012248	07/18/2024	Stephen Tessier	1,455.32	A/P	CLEARED	08/06/2024
0000012249	07/18/2024	Tulk Tire & Service Ltd.	255.79	A/P	CLEARED	07/23/2024
0000012251	07/31/2024	Advantage Personnel Ltd.	1,335.30	A/P	CLEARED	08/12/2024
0000012252	07/31/2024	Bell Aliant	2,366.42	A/P	CLEARED	08/13/2024
0000012253	07/31/2024	CTT Tirecraft	738.88	A/P	CLEARED	08/08/2024
0000012254	07/31/2024	Dodd's Diesel Repair Ltd.	31,410.07	A/P	CLEARED	08/08/2024
0000012255	07/31/2024	Jenkins Anthony Inc.	7,699.10	A/P	CLEARED	08/12/2024
0000012256	07/31/2024	Newfoundland Power Inc.	48.82	A/P	CLEARED	08/09/2024
0000012257	07/31/2024	Newfoundland Exchequer Account	278.25	A/P	CLEARED	08/09/2024
0000012258	07/31/2024	Nexgen Municipal Inc.	280.98	A/P	CLEARED	08/16/2024
0000012259	07/31/2024	Pik-Fast Express Inc.	25.00	A/P	CLEARED	08/14/2024
0000012260	07/31/2024	Princess Auto	116.08	A/P	CLEARED	08/12/2024
0000012261	07/31/2024	Russell's Excavating	1,380.00	A/P	CLEARED	08/08/2024
0000012262	07/31/2024	Stephen Quinton	2,474.23	A/P	CLEARED	08/07/2024
0000012263	07/31/2024	T2 Ventures Inc.	370,177.68	A/P	CLEARED	08/06/2024
0000012264	07/31/2024	Tulk Tire & Service Ltd.	2,217.17	A/P	CLEARED	08/08/2024
0000012265	07/31/2024	WAJAX Limited	1,875.70	A/P	CLEARED	08/12/2024
0000012266	07/31/2024	Woodman's Welding Ltd.	621.00	A/P	CLEARED	08/19/2024
Total Issued (66):			\$1,041,186.88			
Total Voided (0):			\$0.00			
Grand Total:			\$1,041,186.88			
Number of Cheques Listed:			66			

Eastern Regional Service Board

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

Cheques from 0000000001 to 0000012357 dated between 08-01-2024 and 08-31-2024

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Number	Issued		Amount	SC	Status	Status Date
0000012267	08/14/2024	62167 Newfoundland and Labrador Inc	7,380.30	A/P	CLEARED	08/29/2024
0000012268	08/14/2024	Advantage Personnel Ltd.	934.09	A/P	CLEARED	08/23/2024
0000012269	08/14/2024	Bell Mobility Inc.	95.16	A/P	CLEARED	08/27/2024
0000012270	08/14/2024	Bell Mobility Inc.	36.80	A/P	CLEARED	08/27/2024
0000012271	08/14/2024	Channel 6 Ads - Avalon Region	216.00	A/P	CLEARED	08/21/2024
0000012272	08/14/2024	City of St. John's	40,494.79	A/P	CLEARED	08/22/2024
0000012273	08/14/2024	CTT Tirecraft	1,542.39	A/P	CLEARED	08/21/2024
0000012274	08/14/2024	De Lage Landen Financial Services Canada Ltd.	398.48	A/P	CLEARED	08/23/2024
0000012275	08/14/2024	Dodd's Diesel Repair Ltd.	3,286.02	A/P	CLEARED	08/21/2024
0000012276	08/14/2024	K.J.H. Dirtwork's Ltd.	50,398.64	A/P	CLEARED	08/21/2024
0000012277	08/14/2024	Kal Tire	1,848.67	A/P	CLEARED	08/27/2024
0000012278	08/14/2024	Kevin McDonald	101.95	A/P	CLEARED	08/21/2024
0000012279	08/14/2024	Leslie Squires	550.00	A/P	CLEARED	08/26/2024
0000012280	08/14/2024	Lorina's Restaurant	597.60	A/P	*VOID*	08/14/2024
Void Reason: Meeting Cancelled - Catering not required						
0000012281	08/14/2024	McInnes Cooper	1,210.95	A/P	CLEARED	08/23/2024
0000012282	08/14/2024	Miller IT Limited	754.69	A/P	CLEARED	08/23/2024
0000012283	08/14/2024	Newfoundland Power Inc.	51.71	A/P	CLEARED	08/21/2024
0000012284	08/14/2024	Nexgen Municipal Inc.	324.67	A/P	CLEARED	08/30/2024
0000012285	08/14/2024	North Atlantic	24,760.40	A/P	CLEARED	08/22/2024
0000012286	08/14/2024	OMB Parts & Industrial Ltd.	200.41	A/P	CLEARED	08/26/2024
0000012287	08/14/2024	ORKIN Canada Corporation	209.90	A/P	CLEARED	08/30/2024
0000012288	08/14/2024	Parts For Trucks Inc.	248.46	A/P	CLEARED	08/26/2024
0000012289	08/14/2024	Pitney Bowes	216.80	A/P	CLEARED	08/28/2024
0000012290	08/14/2024	Princess Auto	240.15	A/P	CLEARED	08/26/2024
0000012291	08/14/2024	Ridge G&P Services Ltd.	65,568.24	A/P	CLEARED	08/21/2024
0000012292	08/14/2024	Tulk Tire & Service Ltd.	1,455.23	A/P	CLEARED	08/22/2024
0000012293	08/14/2024	Vardy Villa Limited	24,475.62	A/P	CLEARED	09/06/2024
0000012294	08/14/2024	Waypoints	750.00	A/P	CLEARED	08/22/2024
0000012296	08/28/2024	Advantage Personnel Ltd.	1,032.41	A/P	CLEARED	09/06/2024
0000012297	08/28/2024	Big Erics Inc.	136.22	A/P	OUT-STD	08/28/2024
0000012298	08/28/2024	Coish's Trucking & Excavating Ltd.	35,791.00	A/P	CLEARED	09/03/2024
0000012299	08/28/2024	Dodd's Diesel Repair Ltd.	11,769.31	A/P	CLEARED	09/04/2024
0000012300	08/28/2024	Hickman Chevrolet Cadillac	2,174.92	A/P	CLEARED	09/04/2024
0000012301	08/28/2024	Hilda Whelan	128.54	A/P	CLEARED	09/04/2024
0000012302	08/28/2024	Jacqueline Crocker	57.57	A/P	OUT-STD	08/28/2024
0000012303	08/28/2024	Lorina's Restaurant	321.86	A/P	CLEARED	09/06/2024
0000012304	08/28/2024	Newfoundland Power Inc.	733.82	A/P	OUT-STD	08/28/2024
0000012305	08/28/2024	Newfoundland Power Inc.	920.87	A/P	CLEARED	09/04/2024
0000012306	08/28/2024	OMB Parts & Industrial Ltd.	37.36	A/P	CLEARED	09/05/2024
0000012307	08/28/2024	ORKIN Canada Corporation	57.50	A/P	CLEARED	09/10/2024
0000012308	08/28/2024	Parts For Trucks Inc.	1,760.88	A/P	CLEARED	09/11/2024
0000012309	08/28/2024	Pinnacle Office Solutions Ltd.	93.05	A/P	OUT-STD	08/28/2024
0000012310	08/28/2024	Princess Auto	27.56	A/P	CLEARED	09/06/2024
0000012311	08/28/2024	The Business Post	133.84	A/P	CLEARED	09/06/2024
0000012312	08/28/2024	Town of Clarendville	1,608.00	A/P	CLEARED	09/06/2024

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Number	Issued		Amount	SC	Status	Status Date
0000012313	08/28/2024	Tulk Tire & Service Ltd.	1,053.34	A/P	CLEARED	09/03/2024
Total Issued (45):			\$285,588.57			
Total Voided (1):			\$597.60			
Grand Total:			\$286,186.17			
Number of Cheques Listed:			46			

EASTERN REGIONAL SERVICE BOARD

PAYROLL EXPENSE

JUNE 2024

Payroll – Staff (<i>2 pay periods – 30 employees</i>).....	\$146,291.36
Payroll – Board (<i>20 members</i>)	<u>\$00,000.00</u>
Total Payroll (<i>30 employees</i>)	\$146,291.36
Payroll CRA Remittance	<u>\$48,700.27</u>
TOTAL GROSS PAYROLL	<u>\$194,991.63</u>

PREVIOUS MONTH

MAY 2024

Payroll – Staff (<i>3 pay periods – 30 employees</i>).....	\$212,421.93
Payroll – Board (<i>20 members</i>)	<u>\$00,000.00</u>
Total Payroll (<i>30 employees</i>)	\$212,421.93
Payroll CRA Remittance	<u>\$ 72,818.19</u>
TOTAL GROSS PAYROLL	<u>\$284,240.21</u>

EASTERN REGIONAL SERVICE BOARD

PAYROLL EXPENSE

JULY 2024

Payroll – Staff (<i>2 pay periods – 31 employees</i>).....	\$152,555.49
Payroll – Board (<i>20 members</i>)	<u>\$23,667.44</u>
Total Payroll (<i>30 employees</i>)	\$176,222.93
Payroll CRA Remittance	<u>\$54,235.31</u>
TOTAL GROSS PAYROLL	<u>\$230,458.24</u>

PREVIOUS MONTH

JUNE 2024

Payroll – Staff (<i>2 pay periods – 30 employees</i>).....	\$146,291.36
Payroll – Board (<i>20 members</i>)	<u>\$00,000.00</u>
Total Payroll (<i>30 employees</i>)	\$146,291.36
Payroll CRA Remittance	<u>\$ 48,700.27</u>
TOTAL GROSS PAYROLL	<u>\$194,991.63</u>

EASTERN REGIONAL SERVICE BOARD

PAYROLL EXPENSE

AUG 2024

Payroll – Staff (<i>2 pay periods – 30 employees</i>).....	\$144,771.34
Payroll – Board (<i>20 members</i>)	<u>\$00,000.00</u>
Total Payroll (<i>30 employees</i>)	\$144,771.34
Payroll CRA Remittance	<u>\$45,755.86</u>
TOTAL GROSS PAYROLL	<u>\$190,527.20</u>

PREVIOUS MONTH

JULY 2024

Payroll – Staff (<i>2 pay periods – 31 employees</i>).....	\$152,555.49
Payroll – Board (<i>20 members</i>)	<u>\$23,667.44</u>
Total Payroll (<i>31 employees</i>)	\$176,222.93
Payroll CRA Remittance	<u>\$ 54,235.31</u>
TOTAL GROSS PAYROLL	<u>\$230,458.24</u>



Statement

Account Name:	EASTERN REGIONAL SERVICE BOARD	Card Number:	xxxx-xxxx-xxxx-3165
Company Name:	EASTERN REGIONAL SERVICE BOARD	Account Limit:	\$ 50,000.00
Employee ID:	CDROVER	Available Credit:	\$ 38,618.81
Statement Date (MM/DD/YYYY):	06/28/2024	Currency:	CANADIAN DOLLAR
Payment Due Date (MM/DD/YYYY):	07/19/2024		

Payments and credits received after this statement date and before the payment due date will reduce the total amount charged to your autopay account for this statement period.

Payments made to Individual cards will refresh both the Corporate limit and the Individual card limit by the amount paid. Payments and credits received after this statement date will be reflected on your next statement.

Statement Summary:

YOUR REWARDS

Rewards earned:	\$ 139.33
Rewards adjusted:	\$ 0.00
Total rewards earned:	\$ 139.33
Rewards balance year to date:	\$ 754.51

Annual cashback credit processed annually in January

Report any items which do not agree with your records within 30 days of the statement date.

Previous Balance:	\$ 16,959.06
Payments:	\$ -19,511.33
Adjustments:	\$ 0.00
Net Purchases:	\$ 13,933.46
Cash Advance:	\$ 0.00
Fees:	\$ 0.00
Other Charges:	\$ 0.00
New Account Balance:	\$ 11,381.19

Transaction Summary:

Trans Date	Posting Date Trans ID	Description	Pre-Tax Amount Auth #	Total Tax	Trans Amount
Card Number xxxx-xxxx-xxxx-3165 EASTERN REGIONAL SERVICE BOARD					
06/18	06/18 537462000	AUTOMATIC PYMT RECEIVED	\$ -16,959.06	\$ 0.00	\$ -16,959.06

TOTAL CREDITS	xxxx-xxxx-xxxx-3165	\$ -16,959.06
TOTAL DEBITS	xxxx-xxxx-xxxx-3165	\$ 0.00

Card Number xxxx-xxxx-xxxx-3500 BUTT, KEVIN					
06/04	06/06 535683413	FOODLAND #9214 WHITBOURNE NL	\$ 3.38 050320	\$ 0.51 (e)	\$ 3.89
06/18	06/19 537799663	ISLAND HOSE AND FITTIN MOUNT PEARL NL	\$ 214.27 026492	\$ 32.14 (e)	\$ 246.41
06/18	06/19 537799664	MARY BROWNS #1050 WHITBOURNE NL	\$ 51.97 034898	\$ 7.80 (e)	\$ 59.77
06/18	06/20 538011168	FOODLAND #9214 WHITBOURNE NL	\$ 3.76 010533	\$ 0.56 (e)	\$ 4.32

06/19	06/21 538217142	CANADIAN TIRE #216 STJOHN'S NL	\$ 109.99 036418	\$ 16.50 (e)	
06/19	06/21 538217069	CANADIAN TIRE #333 ST JOHN'S NL	\$ 76.99 058711	\$ 11.55 (e)	\$ 88.54
06/20	06/24 538399643	CANADIAN TIRE #333 ST JOHN'S NL	\$ 276.95 045262	\$ 41.54 (e)	\$ 318.49

TOTAL CREDITS xxxx-xxxx-xxxx-3500 **\$ 0.00**
TOTAL DEBITS xxxx-xxxx-xxxx-3500 **\$ 847.91**

Card Number xxxx-xxxx-xxxx-7456 DEAN, CHRISTIE

05/28	05/30 534476762	CANADIAN TIRE #144 ST JOHN'S NL	\$ 16.98 099523	\$ 2.55 (e)	\$ 19.53
05/29	05/30 534476687	SQ CASABLANCA ST. JOHN'S NL	\$ 13.04 047065	\$ 1.96 (e)	\$ 15.00
06/01	06/03 534877848	INDEED 93142420 TORONTO ON	\$ 451.13 007373	\$ 67.67 (e)	\$ 518.80
06/08	06/10 536272848	AIR CAN 00142198086294 AIRCANADA.COM MB	\$ 653.56 014487	\$ 0.00	\$ 653.56
		Passenger Name Dean/Christie Ticket Number 0142198086294			
06/13	06/14 537073529	STARLINK HALIFAX NS	\$ 320.00 017764	\$ 48.00 (e)	\$ 368.00

TOTAL CREDITS xxxx-xxxx-xxxx-7456 **\$ 0.00**
TOTAL DEBITS xxxx-xxxx-xxxx-7456 **\$ 1,574.89**

Card Number xxxx-xxxx-xxxx-3047 DROVER, CRAIG

06/04	06/05 535457333	CANADIAN BAR ASSOCIATI OTTAWA ON	\$ 194.48 058184	\$ 25.28 (e)	\$ 219.76
06/04	06/06 535683412	TELUS ONLINE PAYMENT P VANCOUVER BC	\$ 343.00 061097	\$ 51.45 (e)	\$ 394.45
06/10	06/11 536431802	CPC / SCP 005444 TORBAY NL	\$ 497.88 061165	\$ 74.68 (e)	\$ 572.56
06/12	06/14 537073452	CANADIAN TIRE #144 ST JOHN'S NL	\$ 119.99 053546	\$ 18.00 (e)	\$ 137.99
06/14	06/17 537445365	WINGN IT RESTAURANT TORBAY NL	\$ 202.05 009588	\$ 30.31 (e)	\$ 232.36
06/14	06/17 537445440	TIM HORTONS #2269 CARBONEAR NL	\$ 25.33 022624	\$ 3.80 (e)	\$ 29.13
06/16	06/18 537533774	TELUS ONLINE PAYMENT P VANCOUVER BC	\$ 472.25 063295	\$ 70.84 (e)	\$ 543.09
06/18	06/19 537799662	GOVERNMENT SERVICES-WE ST-JOHN'S NL	\$ 8.70 051594	\$ 1.30 (e)	\$ 10.00
06/19	06/20 538011167	STAPLES STORE #65 ST. JOHN'S NL	\$ 67.98 091477	\$ 10.20 (e)	\$ 78.18
06/19	06/21 538217068	BEST BUY #909 ST. JOHN'S NL	\$ 291.09 065505	\$ 43.66 (e)	\$ 334.75
06/25	06/25 538586920	SPEND DYNAMICS PYMT RCVD TORONTO ON	\$ -2,552.27	\$ 0.00	\$ -2,552.27
06/25	06/27 539017634	TELUS MOBILITY SCARBOROUGH ON	\$ 2,430.95 003636	\$ 364.64 (e)	\$ 2,795.59

TOTAL CREDITS	xxxx-xxxx-xxxx-3047	\$ -2,552.27
TOTAL DEBITS	xxxx-xxxx-xxxx-3047	\$ 6,013.78

Card Number xxxx-xxxx-xxxx-4730 HEATH, IVAN

06/12	06/14	FOODLAND #9214 WHITBOURNE NL	\$ 15.17	\$ 2.28 (e)	\$ 17.45
	537073528		053437		

TOTAL CREDITS	xxxx-xxxx-xxxx-4730	\$ 0.00
TOTAL DEBITS	xxxx-xxxx-xxxx-4730	\$ 17.45

Card Number xxxx-xxxx-xxxx-5229 RIDEOUT, COLIN

05/30	05/31	NOTRE DAME AGENCIES LT CLARENVILLE NL	\$ 4.98	\$ 0.75 (e)	\$ 5.73
	534691742		020520		
06/06	06/07	MERCERS MARINE EQUIPME CLARENVILLE NL	\$ 173.91	\$ 26.09 (e)	\$ 200.00
	535798376		088438		
06/06	06/10	CANADIAN TIRE #650 CLARENVILLE NL	\$ 32.99	\$ 4.95 (e)	\$ 37.94
	536272849		086973		
06/14	06/17	DONNINIS PIZZA & DONA CLARENVILLE NL	\$ 62.09	\$ 9.31 (e)	\$ 71.40
	537445441		050664		

TOTAL CREDITS	xxxx-xxxx-xxxx-5229	\$ 0.00
TOTAL DEBITS	xxxx-xxxx-xxxx-5229	\$ 315.07

Card Number xxxx-xxxx-xxxx-0293 TUCKER, LYNN

06/06	06/07	HIDDEN RIDGE RESORT BANFF AB	\$ 2,545.75	\$ 284.60	\$ 2,830.35
	535798375		009099		
06/08	06/10	CALGARY UNITED CABS CALGARY AB	\$ 9.52	\$ 0.48 (e)	\$ 10.00
	536272847		017919		
06/09	06/11	ALT CALGARY EAST VILLA CALGARY AB	\$ 884.25	\$ 44.21 (e)	\$ 928.46
	536431803		036513		
06/17	06/18	ZOOM.US 888-799-9666 SAN JOSE CA	\$ 21.49	\$ 3.22 (e)	\$ 24.71
	537533775		083289		
06/20	06/21	PAC PACKG. CONSORTIUM MARKHAM ON	\$ 900.00	\$ 117.00 (e)	\$ 1,017.00
	538217143		080310		
06/26	06/27	WAL-MART #3196 ST JOHN'S NL	\$ 307.69	\$ 46.15 (e)	\$ 353.84
	539017635		043546		

TOTAL CREDITS	xxxx-xxxx-xxxx-0293	\$ 0.00
TOTAL DEBITS	xxxx-xxxx-xxxx-0293	\$ 5,164.36



CUSTOMER SERVICE:

Service Representatives are available to assist you 24 hours a day, seven days a week. Please have account number information ready.

BMO

Telephone Inquiries: 1-855-825-9232

Lost/Stolen cards: 1-844-316-3760

Outside Canada and USA call collect: 514-881-3808

TTY (For the Deaf and Hard of Hearing): 1-866-859-2089

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PAYMENT INFORMATION:

	BMO	Diners Club
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07/10	07/12 541203398	CANADIAN TIRE #333 ST JOHN'S NL	\$ 19.99 062856	\$ 3.00 (e)	
07/16	07/17 541872759	ISLAND HOSE AND FITTIN MOUNT PEARL NL	\$ 192.88 000691	\$ 28.93 (e)	\$ 221.81
07/19	07/22 542608759	MOTOR REGISTRATION DIV MOUNT PEARL NL	\$ 695.65 019852	\$ 104.35 (e)	\$ 800.00
07/26	07/26 543145303	ANNUAL FEE	\$ 50.00	\$ 0.00	\$ 50.00

TOTAL CREDITS xxxx-xxxx-xxxx-3500 **\$ 0.00**
TOTAL DEBITS xxxx-xxxx-xxxx-3500 **\$ 1,126.41**

Card Number xxxx-xxxx-xxxx-7456 DEAN, CHRISTIE

07/01	07/02 539719445	INDEED 94804100 TORONTO ON	\$ 91.29 005467	\$ 13.69 (e)	\$ 104.98
07/12	07/15 541413978	ST. JOHNS MUNICIPAL C ST. JOHN'S NL	\$ 52.17 024480	\$ 7.83 (e)	\$ 60.00
07/13	07/15 541413977	STARLINK INTERNET HALIFAX NS	\$ 320.00 071882	\$ 48.00 (e)	\$ 368.00
07/26	07/26 543145306	ANNUAL FEE	\$ 50.00	\$ 0.00	\$ 50.00

TOTAL CREDITS xxxx-xxxx-xxxx-7456 **\$ 0.00**
TOTAL DEBITS xxxx-xxxx-xxxx-7456 **\$ 582.98**

Card Number xxxx-xxxx-xxxx-3047 DROVER, CRAIG

07/04	07/08 540489431	TELUS ONLINE PAYMENT P VANCOUVER BC	\$ 343.00 063944	\$ 51.45 (e)	\$ 394.45
07/05	07/08 540489503	CPA NEWFOUNDLAND AND L ST. JOHN'S NL	\$ 75.00 097324	\$ 11.25 (e)	\$ 86.25
07/15	07/17 541872683	TELUS ONLINE PAYMENT P VANCOUVER BC	\$ 1,249.21 062465	\$ 187.38 (e)	\$ 1,436.59
07/20	07/22 542608758	AMZN MKTP CA RJ1Z94AX0 WWW.AMAZON.CA ON	\$ 79.99 086394	\$ 12.00	\$ 91.99
07/25	07/26 543329007	MUN PAY PER USE PARKIN ST. JOHN'S NL	\$ 10.83 020729	\$ 1.62 (e)	\$ 12.45
07/26	07/26 543145296	ANNUAL FEE	\$ 50.00	\$ 0.00	\$ 50.00

TOTAL CREDITS xxxx-xxxx-xxxx-3047 **\$ 0.00**
TOTAL DEBITS xxxx-xxxx-xxxx-3047 **\$ 2,071.73**

Card Number xxxx-xxxx-xxxx-4730 HEATH, IVAN

07/26	07/26 543145305	ANNUAL FEE	\$ 50.00	\$ 0.00	\$ 50.00
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TOTAL CREDITS xxxx-xxxx-xxxx-4730 **\$ 0.00**
TOTAL DEBITS xxxx-xxxx-xxxx-4730 **\$ 50.00**

Card Number xxxx-xxxx-xxxx-5229 RIDEOUT, COLIN

07/26	07/26 543145307	ANNUAL FEE	\$ 50.00	\$ 0.00	\$ 50.00
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TOTAL CREDITS xxxx-xxxx-xxxx-5229 **\$ 0.00**
TOTAL DEBITS xxxx-xxxx-xxxx-5229 **\$ 50.00**

Card Number xxxx-xxxx-xxxx-0293 TUCKER, LYNN

05/02	07/01 539492418	AIR CAN 00144265790974 AIRCANADA.COM MB Passenger Name Molloy/Krysta Ticket Number 0144265790974	\$ -24.15	\$ 0.00	\$ -24.15
05/02	07/01 539492341	AIR CAN 00144265790972 AIRCANADA.COM MB Passenger Name Molloy/Krysta Ticket Number 0144265790972	\$ -24.15	\$ 0.00	\$ -24.15
05/02	07/01 539492342	AIR CAN 00144265790973 AIRCANADA.COM MB Passenger Name Molloy/Krysta Ticket Number 0144265790973	\$ -24.15	\$ 0.00	\$ -24.15
07/03	07/05 540229576	AIR CAN 00144269388219 AIRCANADA.COM MB Passenger Name Tucker/Lynn Ticket Number 0144269388219	\$ 41.86 055973	\$ 0.00	\$ 41.86
07/03	07/05 540229575	AIR CAN 00142199835344 AIRCANADA.COM MB Passenger Name Tucker/Lynn Ticket Number 0142199835344	\$ 624.81 055973	\$ 0.00	\$ 624.81
07/04	07/05 540229574	COFFEE MATTERS ST. JOHN'S NL 026364	\$ 170.20 026364	\$ 25.53 (e)	\$ 195.73
07/05	07/08 540489504	AMAZON.CA R73R63VA1 AMAZON.CA ON 034420	\$ 43.48 034420	\$ 6.52 (e)	\$ 50.00
07/08	07/09 540567018	PIPPY PARK COMMISSION ST. JOHN'S NL 031888	\$ 150.00 031888	\$ 22.50 (e)	\$ 172.50
07/08	07/10 540722447	CAPITAL HOTEL ST. JOHN'S NL 059746	\$ 1,095.72 059746	\$ 0.00	\$ 1,095.72
07/09	07/10 540722446	VISTAPRINT CANADA CORP TORONTO ON 056499	\$ 644.65 056499	\$ 96.70 (e)	\$ 741.35
07/10	07/11 541004936	AMAZON.CA RY4624EU2 AMAZON.CA ON 075942	\$ 3.98 075942	\$ 0.60	\$ 4.58
07/11	07/11 541004937	AMAZON.CA RY5IA30M2 AMAZON.CA ON 077192	\$ 6.96 077192	\$ 1.04	\$ 8.00
07/17	07/18 542014229	ZOOM.US 888-799-9666 SAN JOSE CA 016896	\$ 21.49 016896	\$ 3.22 (e)	\$ 24.71
07/26	07/26 543145304	ANNUAL FEE	\$ 50.00	\$ 0.00	\$ 50.00

TOTAL CREDITS xxxx-xxxx-xxxx-0293 **\$ -72.45**
TOTAL DEBITS xxxx-xxxx-xxxx-0293 **\$ 3,009.26**



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BMO

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The balance due will be automatically debited from your bank account as you authorized.



Statement

Account Name:	EASTERN REGIONAL SERVICE BOARD	Card Number:	xxxx-xxxx-xxxx-3165
Company Name:	EASTERN REGIONAL SERVICE BOARD	Account Limit:	\$ 50,000.00
Employee ID:	CDROVER	Available Credit:	\$ 45,050.28
Statement Date (MM/DD/YYYY):	08/28/2024	Currency:	CANADIAN DOLLAR
Payment Due Date (MM/DD/YYYY):	09/18/2024		

Payments and credits received after this statement date and before the payment due date will reduce the total amount charged to your autopay account for this statement period.

Payments made to Individual cards will refresh both the Corporate limit and the Individual card limit by the amount paid. Payments and credits received after this statement date will be reflected on your next statement.

Statement Summary:

YOUR REWARDS

Rewards earned:	\$ 105.57
Rewards adjusted:	\$ 0.00
Total rewards earned:	\$ 105.57
Rewards balance year to date:	\$ 925.25

Annual cashback credit processed annually in January

Report any items which do not agree with your records within 30 days of the statement date.

Previous Balance:	\$ 6,939.38
Payments:	\$ -12,596.73
Adjustments:	\$ 0.00
Net Purchases:	\$ 10,557.07
Cash Advance:	\$ 0.00
Fees:	\$ 50.00
Other Charges:	\$ 0.00
New Account Balance:	\$ 4,949.72

Transaction Summary:

Trans Date	Posting Date Trans ID	Description	Pre-Tax Amount Auth #	Total Tax	Trans Amount
Card Number xxxx-xxxx-xxxx-3165 EASTERN REGIONAL SERVICE BOARD					
08/19	08/19 546396248	AUTOMATIC PYMT RECEIVED	\$ -6,939.38	\$ 0.00	\$ -6,939.38

TOTAL CREDITS	xxxx-xxxx-xxxx-3165	\$ -6,939.38
TOTAL DEBITS	xxxx-xxxx-xxxx-3165	\$ 0.00

Card Number xxxx-xxxx-xxxx-3500 BUTT, KEVIN					
07/29	07/30 543692082	AUTO PARTS NETWORK MOUNT PEARL NL	\$ 448.38 054951	\$ 67.26 (e)	\$ 515.64
07/30	07/31 543893050	NORTH ATLANTIC PETROLE WHITBOURNE NL	\$ 3.38 095513	\$ 0.51 (e)	\$ 3.89
08/07	08/08 545070227	DOLLARAMA # 497 CONCEPTION BA NL	\$ 15.84 002623	\$ 2.38 (e)	\$ 18.22
08/08	08/12 545644883	CANADIAN TIRE #333 ST JOHN'S NL	\$ 59.99 045939	\$ 9.00 (e)	\$ 68.99

08/13	08/14 545848921	S S SUPPLYCROSSTOWN R MOUNT PEARL NL	\$ 217.10 022511	\$ 32.57 (e)	
08/13	08/14 545848845	DOLLARAMA #1271 ST. JOHN'S NL	\$ 71.00 044624	\$ 10.65 (e)	\$ 81.65
08/20	08/20 546738804	SPEND DYNAMICS PYMT RCVD TORONTO ON	\$ -938.06	\$ 0.00	\$ -938.06
08/20	08/21 546946611	HISCOCK RENTALS ST. JOHN'S NL	\$ 19.50 063588	\$ 2.92 (e)	\$ 22.42
08/20	08/21 546946612	ST. JOHNS MUNICIPAL C ST. JOHN'S NL	\$ 26.09 057508	\$ 3.91 (e)	\$ 30.00
08/20	08/21 546946683	MOTOR REGISTRATION DIV MOUNT PEARL NL	\$ 347.83 061768	\$ 52.17 (e)	\$ 400.00
08/20	08/21 546946684	TIM HORTONS #5343 WHITBOURNE NL	\$ 10.43 089706	\$ 1.56 (e)	\$ 11.99
08/21	08/22 547147013	NORTH ATLANTIC PETROLE WHITBOURNE NL	\$ 3.38 057219	\$ 0.51 (e)	\$ 3.89

TOTAL CREDITS xxxx-xxxx-xxxx-3500 **\$ -938.06**
TOTAL DEBITS xxxx-xxxx-xxxx-3500 **\$ 1,406.36**

Card Number xxxx-xxxx-xxxx-7456 DEAN, CHRISTIE

08/13	08/13 545779622	STARLINK HALIFAX NS	\$ 320.00 009549	\$ 48.00 (e)	\$ 368.00
08/14	08/15 546175199	AMZN MKTP CA RU84B3NW2 WWW.AMAZON.CA ON	\$ 29.43 016220	\$ 4.41 (e)	\$ 33.84
08/26	08/27 547884704	AMAZON R44QQ8KR1 DOWNTOWN TORO ON	\$ 49.96 074221	\$ 7.49 (e)	\$ 57.45

TOTAL CREDITS xxxx-xxxx-xxxx-7456 **\$ 0.00**
TOTAL DEBITS xxxx-xxxx-xxxx-7456 **\$ 459.29**

Card Number xxxx-xxxx-xxxx-3047 DROVER, CRAIG

07/26	07/29 543433083	MUN PAY PER USE PARKIN ST. JOHN'S NL	\$ 10.83 050548	\$ 1.62 (e)	\$ 12.45
07/27	07/29 543433158	MUN PAY PER USE PARKIN ST. JOHN'S NL	\$ 10.83 018878	\$ 1.62 (e)	\$ 12.45
07/29	07/30 543692081	SMK SURVEYMONKEY CA VICTORIA BC	\$ 492.00 097222	\$ 73.80 (e)	\$ 565.80
07/30	07/31 543893048	SQ MARTINS FIRE SAFE MOUNT PEARL NL	\$ 869.57 069078	\$ 130.43 (e)	\$ 1,000.00
07/30	07/31 543893049	SQ MARTINS FIRE SAFE MOUNT PEARL NL	\$ 845.00 063160	\$ 126.75 (e)	\$ 971.75
07/31	08/01 544149303	SAFETY SOURCE FIRE INC MOUNT PEARL NL	\$ 869.57 096702	\$ 130.43 (e)	\$ 1,000.00
07/31	08/01 544149302	SAFETY SOURCE FIRE INC MOUNT PEARL NL	\$ 867.25 004516	\$ 130.09 (e)	\$ 997.34
08/13	08/14 545848844	AMZN MKTP CA RM5PV1RN0 WWW.AMAZON.CA ON	\$ 88.99 039065	\$ 13.35	\$ 102.34
08/15	08/16 546386995	AMZN MKTP CA RU7OA64L1 WWW.AMAZON.CA ON	\$ 49.70 066924	\$ 7.46 (e)	\$ 57.16
08/20	08/20 546738803	SPEND DYNAMICS PYMT RCVD TORONTO ON	\$ -4,719.29	\$ 0.00	\$ -4,719.29

08/21	08/22 547147012	BROGAN FIRE & SAFETY # ST. JOHN'S NL	\$ 820.00 009152	\$ 123.00 (e)	\$ 943.00
08/22	08/23 547353097	JUMP+ TORONTO ON	\$ 1,832.08 055706	\$ 238.17 (e)	\$ 2,070.25
08/22	08/23 547353098	JUMP+ TORONTO ON	\$ 171.98 092649	\$ 22.36 (e)	\$ 194.34
08/23	08/26 547828741	ICMA ONLINE 2022894262 DC US DOLLAR 135.00@1.396222222	\$ 188.49 054649	\$ 0.00	\$ 188.49
08/23	08/26 547828740	AMAZON R48SX8161 DOWNTOWN TORO ON	\$ 41.98 079863	\$ 6.30 (e)	\$ 48.28

TOTAL CREDITS xxxx-xxxx-xxxx-3047 **\$ -4,719.29**
TOTAL DEBITS xxxx-xxxx-xxxx-3047 **\$ 8,163.65**

Card Number xxxx-xxxx-xxxx-4730 HEATH, IVAN

08/12	08/14 545848922	FOODLAND #9214 WHITBOURNE NL	\$ 14.78 073810	\$ 2.22 (e)	\$ 17.00
08/15	08/16 546386996	WITLESS BAY HM BLDG CT WITLESS BAY NL	\$ 5.69 071373	\$ 0.85 (e)	\$ 6.54

TOTAL CREDITS xxxx-xxxx-xxxx-4730 **\$ 0.00**
TOTAL DEBITS xxxx-xxxx-xxxx-4730 **\$ 23.54**

Card Number xxxx-xxxx-xxxx-4653 POWER, HOLLY

08/13	08/15 546175198	SOBEYS #320 ST. JOHN'S NL	\$ 25.20 093216	\$ 3.78 (e)	\$ 28.98
08/20	08/21 546946685	DOLLARAMA # 838 ST JOHN'S NL	\$ 49.73 020017	\$ 7.46 (e)	\$ 57.19
08/20	08/21 546946756	DOLLARAMA # 838 ST JOHN'S NL	\$ 10.50 019722	\$ 1.58 (e)	\$ 12.08
08/20	08/21 546946686	DOLLARAMA # 838 ST JOHN'S NL	\$ 65.22 043985	\$ 9.78 (e)	\$ 75.00
08/20	08/21 546946687	DOLLARAMA # 838 ST JOHN'S NL	\$ 65.22 026042	\$ 9.78 (e)	\$ 75.00
08/20	08/21 546946757	WAL-MART #3196 ST JOHN'S NL	\$ 19.97 005511	\$ 3.00 (e)	\$ 22.97
08/28	08/28 547986854	ANNUAL FEE	\$ 50.00	\$ 0.00	\$ 50.00

TOTAL CREDITS xxxx-xxxx-xxxx-4653 **\$ 0.00**
TOTAL DEBITS xxxx-xxxx-xxxx-4653 **\$ 321.22**

Card Number xxxx-xxxx-xxxx-5229 RIDEOUT, COLIN

08/01	08/05 544565370	WAL-MART #3018 CLARENVILLE NL	\$ 17.23 072264	\$ 2.58 (e)	\$ 19.81
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TOTAL CREDITS xxxx-xxxx-xxxx-5229 **\$ 0.00**
TOTAL DEBITS xxxx-xxxx-xxxx-5229 **\$ 19.81**

Card Number xxxx-xxxx-xxxx-0293 TUCKER, LYNN

08/17	08/19 546511269	ZOOM.US 888-799-9666 SAN JOSE CA	\$ 21.49 074403	\$ 3.22 (e)	\$ 24.71
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08/23

08/26
547828742

ICMA ONLINE 2022894262 DC
US DOLLAR 135.00@1.396222222

\$ 188.49
025268

\$ 0.00

Page 4 of 6
\$ 188.49

TOTAL CREDITS	xxx-xxx-xxx-0293	\$ 0.00
TOTAL DEBITS	xxx-xxx-xxx-0293	\$ 213.20



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TOWNS PAYMENT ACTIVITY 2024 - As of Sept. 10, 2024
(Towns include all incorporated towns and those LSDs who pay collectively)

CustCode	Town/Local Service District	Number of Units	Number of Units x \$200.00	Prior Year (Credit) Arrears *	Total Invoiced	Payments/ Adjustments	Arrears	Over 30 Days Past Due	Over 60 Days Past Due	Current Balance
LSDOF201	LSD of Georgetown	131	\$26,200	\$0	\$26,200	\$19,650	\$0	\$0	\$0	\$6,550
LSDOF202	LSD of Marysvale	240	\$48,000	\$1,500	\$49,500	\$35,200	\$0	\$0	\$0	\$14,300
TOWN0001	Town of Carbonear	2151	\$456,606	\$0	\$456,606	\$95,946	\$0	\$0	\$0	\$360,660
TOWN0003	Town of Clarke's Beach	611	\$122,200	\$0	\$122,200	\$97,760	\$0	\$0	\$0	\$24,440
TOWN301	Town of Come by Chance	118	\$23,600	\$0	\$23,600	\$18,880	\$0	\$0	\$0	\$4,720
TOWN302	Town of Norman's Cove-Long Cove	333	\$66,600	\$0	\$66,600	\$46,680	\$0	\$0	\$0	\$19,920
TOWN303	Town of Chapel Arm	253	\$50,600	\$0	\$50,600	\$40,480	\$0	\$0	\$0	\$10,120
TOWN304	Town of Southern Harbour	184	\$36,800	\$0	\$36,800	\$25,760	\$0	\$0	\$0	\$11,040
TOWN305	Town of Sunnyside	205	\$41,000	\$0	\$41,000	\$32,800	\$0	\$0	\$0	\$8,200
TOWN502	Town of Chance Cove	151	\$30,200	\$0	\$30,200	\$24,160	\$0	\$0	\$0	\$6,040
TOWN503	Town of Arnold's Cove	535	\$107,000	\$0	\$107,000	\$85,600	\$0	\$0	\$0	\$21,400
TOWN0203	Town of Colliers	293	\$58,600	\$0	\$58,600	\$46,880	\$0	\$0	\$0	\$11,720
TOWN0205	Town of Holyrood	1095	\$219,000	\$0	\$219,000	\$219,000	\$0	\$0	\$0	\$0
TOWN0401	Town of Aquaforte	69	\$13,800	\$0	\$13,800	\$9,927	\$0	\$0	\$0	\$3,873
TOWN0402	Town of Bay Bulls	633	\$126,600	\$0	\$126,600	\$101,280	\$0	\$0	\$0	\$25,320
TOWN0403	Town of Cape Broyle	277	\$55,400	\$0	\$55,400	\$39,451	\$0	\$0	\$0	\$15,949
TOWN0404	Town of Fermeuse-Kingman's Cove	179	\$35,800	-\$180	\$35,620	\$17,810	\$0	\$0	\$0	\$17,810
TOWN0405	Town of Ferryland	272	\$54,400	\$0	\$54,400	\$40,800	\$0	\$0	\$0	\$13,600
TOWN0407	Town of Renews-Cappahayden	234	\$46,800	\$0	\$46,800	\$32,760	\$0	\$0	\$0	\$14,040
TOWN0408	Town of St. Shott's	50	\$10,000	\$0	\$10,000	\$7,500	\$0	\$0	\$0	\$2,500
TOWN0410	Town of Witless Bay	744	\$148,800	\$0	\$148,800	\$119,040	\$0	\$0	\$0	\$29,760
TOWN0411	Town of Portugal Cove South	88	\$17,600	\$0	\$17,600	\$13,200	\$0	\$0	\$0	\$4,400
TOWN0504	Town of Long Harbour-Mount Arlington He	195	\$39,000	\$0	\$39,000	\$31,270	\$0	\$0	\$0	\$7,730
TOWN0505	Town of Fox Harbour	134	\$26,800	\$0	\$26,800	\$21,440	\$0	\$0	\$0	\$5,360
TOWN0507	Town of St. Bride's	139	\$27,800	\$0	\$27,800	\$20,850	\$0	\$0	\$0	\$6,950
TOWN0508	Town of Point Lance	47	\$9,400	\$0	\$9,400	\$7,050	\$0	\$0	\$0	\$2,350
TOWN0509	Town of Branch	161	\$32,200	\$0	\$32,200	\$27,200	\$0	\$0	\$0	\$5,000
TOWN0510	Town of Mount Carmel-Mitchell's Brook-St	299	\$59,800	\$0	\$59,800	\$44,850	\$0	\$0	\$0	\$14,950
TOWN0511	Town of St. Joseph's	107	\$21,400	\$0	\$21,400	\$16,050	\$0	\$0	\$0	\$5,350
TOWN0512	Town of Admiral's Beach	82	\$16,400	\$0	\$16,400	\$11,480	\$0	\$0	\$0	\$4,920
TOWN0514	Town of Colinet	75	\$15,000	\$0	\$15,000	\$11,450	\$0	\$0	\$0	\$3,550
TOWN0601	Town of Whiteway	163	\$32,600	\$0	\$32,600	\$26,080	\$0	\$0	\$0	\$6,520
TOWN0602	Town of Heart's Delight-Islington	464	\$92,800	\$0	\$92,800	\$74,240	\$0	\$0	\$0	\$18,560
TOWN0603	Town of Heart's Desire	139	\$27,800	\$0	\$27,800	\$22,240	\$0	\$0	\$0	\$5,560
TOWN0802	Town of Bay de Verde	221	\$44,200	\$0	\$44,200	\$26,320	\$0	\$0	\$0	\$17,880
TOWN0804	Town of New Perlican	162	\$32,400	\$0	\$32,400	\$32,400	\$0	\$0	\$0	\$0
TOWN0805	Town of Hant's Harbour	193	\$38,600	\$18,381	\$56,981	\$56,981	\$0	\$0	\$0	\$0
TOWN0806	Town of Heart's Content	239	\$47,800	\$0	\$47,800	\$47,800	\$0	\$0	\$0	\$0
TOWN0807	Town of Winterton	295	\$59,000	\$0	\$59,000	\$59,000	\$0	\$0	\$0	\$0
		11961	\$ 2,418,606	\$ 19,701	\$ 2,438,307	\$ 1,707,265	\$ -	\$ -	\$ -	\$ 731,042

2024 TOTAL OUTSTANDING INCORPORATED TOWNS \$ 731,042.44

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

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	2025 Annual Fee for Waste Services
MEETING DATE:	2024-10-02
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Lynn Tucker, Chief Administrative Officer
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

It is recommended that the Board approve the increase of the yearly per household rate from:

- \$200 to \$210 per unit, an increase of 5% for those areas who **do not** want curbside oversized items collection; and,
- \$200 to \$225 per unit, an increase of 12.5% for those areas who **do** want one curbside oversized items collection annually.

MOTION:

BE IT RESOLVED that the Board increase the 2025 annual household fee for waste services to:

- **\$210 per unit for those contract areas that do not want curbside oversized items (formerly bulk) collection; and,**
- **\$225 per unit for those contract areas that do want one annual curbside oversized items collection.**

FINANCIAL CONSIDERATIONS:

- It is recommended that the Board consider two annual fees for its waste service for 2025 onward. The lower fee would be for those contract areas that do not want an annual curbside oversized items collection and the higher fee would be for those contract areas that do want to maintain one annual curbside oversized items collection.
- The recommended per unit prices reflect real costs and those who want the oversized items collection will pay for the service going forward.
- All communities in each contract area will be contacted to provide their choice of whether they want oversized items collection or not beginning January 1, 2025. The majority decision will stand for each area. This is collaborative, consultative, and democratic.

- Seven curbside collection contracts were negotiated in 2024. The cumulative costs of these contracts are substantially higher than in previous years.
- Two contracts, Carbonear and Pouch Cove, have a per household rate of \$175 and \$196 respectively. This does not include an average cost of \$45 to \$50 for tipping fees per household. These two contracts combine to represent a \$161,000 deficiency for the Board when tipping fees and bulk contract expenditures are considered.
- In addition to the increased curbside collection contracts, the oversize items collection contracts were an additional expense as follows:
 - Pouch Cove: \$17,250 or \$18.87 per household (HST incl)
 - Conception Bay Center: \$50,082.50 or \$20.35 per household (HST incl)
 - Carbonear & Area: \$45,930.43 or \$13.75 per household (HST incl)
 - Smith Sound: \$26,450 or \$17.60 per household (HST incl)
 - Bay de Grave: \$28,152 or \$24.74 per household (HST incl)

Two options exist for the Board:

- a) Status Quo – A wait and see approach could be taken for 2025 due to the uncertainty of the tipping fee expenditures and the curbside bulk collection expenses. Based on the financial projections the curbside collection budget will break even with a household rate of \$200. This is solely due to the application of the \$434K Unappropriated Surplus from 2023 financial statements.
- b) Increase the Annual Household Rate – The budget will have an estimated overall surplus of \$196K, but more importantly a surplus of \$129K in curbside collection, if the per household rate was set \$205. At \$210 there will be a surplus of \$258K in curbside collection. Again, this is solely due to the application of the \$434K Unappropriated Surplus from 2023 financial statements.
- c) The Board’s costs have increased significantly, and it is recommended that the annual fee for waste services be increased to ensure continued financial stability in the curbside collections program.

BACKGROUND/DISCUSSION:

- This is the first recommended increase since the fee was raised in 2021 from \$180 to \$200.
- This increase was discussed and recommended at the Executive Committee meeting held September 5th. However, since that meeting, staff have raised concerns with the costs of the oversize items (formerly bulk) collections this year.
- In addition, it has been challenging to find a contractor to provide this service in the Trinity Conception North (TCN) area.
 - The RFP for oversize items collection for TCN was issued two times and no responses were received.
 - The Director of Operations then sought quotes from contractors and the lowest price received for the oversize items collection for this area was 60% more than the highest price paid to date.
 - The bid is \$58,950 plus HST which equates to \$34.97 per household (plus HST) or \$40.22 (HST incl).

- The Board did NOT approve this price; therefore, no curbside oversize items collection will be provided in this area.
 - Staff will work on the provision of an oversized items collection that is not curbside for this area for this year.
- To assist in addressing the continued increases and inflation, it was suggested that the Board may want to consider two (2) annual fees for waste collection services going forward as follows:
 - \$210 per service unit for areas without curbside oversize items (formerly bulk) collection (includes weekly garbage collection and bi-weekly recyclables collection); OR
 - \$225 per service unit for areas with curbside oversize items collection (includes weekly garbage collection, bi-weekly recyclables collection and one oversize items collection annually by appointment).

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Fee Schedule 2025 including Tip Fees for April 1, 2025 to March 31, 2026
MEETING DATE:	2024-10-02
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Lynn Tucker, Chief Administrative Officer
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

It is recommended that the Board adopt the 2025 fee schedule as tabled. The fee schedule includes tip fees for the regional landfill that are in effect from April 1, 2025 to March 31, 2026.

MOTION:

BE IT RESOLVED that the Board adopt the fee schedule for 2025 as tabled.

BACKGROUND/DISCUSSION:

- Attached is a copy of the draft 2025 fee schedule.
- It is recommended that the Board raise its administrative fee for the collection of fire and emergency services (FES) from \$5 per household to \$7.50 per household. This fee has not been raised since providing this service.
 - This fee is added to the FES fee that the Board collects on behalf of a municipality.
 - This fee is used to cover the administrative costs of collecting these fees such as postage, invoices, reminder letters, etc.
 - The Board currently has six (6) contracts to collect FES fees for: Holyrood; St. Joseph's; Winterton; Ferryland; Carbonear; and Bay Roberts.
 - The Town of Colinet has requested the Board provide this service beginning January 1, 2025 and the Board now has ministerial approval to provide the service.

- The annual fee per property for waste services is currently \$200 per household but must be raised to ensure continued sustainability. The suggested per property/unit fee for 2025:
 - \$210 per household for those contract areas who do not want curbside oversized items (formerly bulk) collection.
 - \$225 per household for those contract areas who do want one curbside oversized items collection annually by appointment.
 - This fee has not been raised since 2022 when the fee was raised from \$180 to \$200 per household.
 - This suggested increase of 5% is well within acceptable parameters considering cost of living increases since the pandemic.
 - Since 2022 many (if not all) municipalities in the Eastern region have raised property taxes anywhere from 3% to 9%.
- The fees for the regional landfill at Robin Hood Bay and the Clarendville Transfer Station are for the period of January 1 through December 31 except the tipping fees which are effective from April 1, 2025 through March 31, 2026.
- The tip fees at Robin Hood Bay are being raised from \$90.75 to \$92.50 per metric tonne for regular waste and from \$28.75 to \$30.50 per metric tonne for recyclables. These increases are required to cover the increasing costs of operations at the regional landfill.
- The attached fee schedule outlines all disposal fees for the regional landfill.
- Once the fee schedule is adopted by the Board, it is sent to all communities in the Eastern region as well as published to our website.

ATTACHMENTS:

- 2025 Fee Schedule - DRAFT

2025 FEE SCHEDULE FOR EASTERN REGIONAL SERVICE BOARD & REGIONAL WASTE MANAGEMENT FACILITY AT ROBIN HOOD BAY

Effective April 1, 2025 to March 31, 2026

ITEM/MATERIAL	FEE
Fire and Emergency Services Fees	
Per property fee for fire services in areas protected by ERSB	Up to \$130.00
Per commercial fire inspection	\$200.00
Per commercial fire inspection – subsequent visits within 12 months of initial visit - per event	\$50.00
Administrative fee per property for collection of fire fees in areas protected by ERSB	\$7.50
Financial Services Fees	
Interest charged on overdue accounts, simple interest of 1.75% as of Jan 1 2019. Prior to Jan 1 2019 - interest of 2%, compounding monthly is applicable	1.75%
Non-sufficient funds charge per event	\$20.00
Small Claims Provincial Court Filing Fees	As charged by the Court
Process Server – per event	\$40.00
Waste Services Fees	
Per property fee for waste services with no oversize items collection included.	\$210.00
Per property fee for waste services that includes one annual oversize items collection	\$225.00
Return to collect waste not properly set out – per event	\$150.00
Regular Waste Disposal Fees	
Regular waste disposal fee at Clarendville Transfer Station and Robin Hood Bay per metric tonne	\$92.50
Recyclables disposal fee at Clarendville Transfer Station and Robin Hood Bay per metric tonne	\$30.50
Waste disposal permit for Clarendville Transfer Station or Robin Hood Bay	\$30.00
Clarendville Transfer Station Commercial Users/Discovery Regional Service Board <u>transportation fee</u> per metric tonne in addition to the regular waste disposal fee of \$90.75 per metric tonne	\$25.00
Asbestos (per metric tonne at Robin Hood Bay)¹	
Asbestos (call to make arrangements prior to delivery to site)	\$152.50
Asbestos – Mixed Load (call to make arrangements prior to delivery to site)	\$294.50
Off the Road Tires (tires that are NOT included in the tire recycling program of the Province - per metric tonne)	
OTR – Off the Road Tires (call to make arrangements prior to delivery to site)	\$218.50
Rock (per metric tonne)¹	
6 inches minus	Free
18 inches minus	\$35.50
18 inches plus	\$92.50
Concrete & brick (per metric tonne)¹	
6 inches minus (reinforced or unreinforced)	Free
6 inches plus (reinforced)	\$92.50
18 inches minus (unreinforced)	\$35.50
18 inches plus (unreinforced)	\$92.50
Asphalt (per metric tonne)¹	
6 inches minus	Free
18 inches minus	\$35.50
18 inches plus	\$92.50
Yard Waste (per metric tonne)²	
Contained in paper yard waste bags or loose	Free
Contained in plastic waste bags	\$92.50
Brush / Tree Waste	
Branch / Trunk size must be less than 12-inch diameter and manageable by hand	Free
Special Wastes (per metric tonne)	
Wastes requiring special handling (requires pre-approval and arrangements must be made prior to delivery to site)	\$152.50
International wastes	\$152.50
Unacceptable Wastes (per metric tonne)	
Mixed loads containing divertable materials ³	\$172.50
Rejected Wastes ⁴	\$172.50 plus handling charges
Rejected Recycling ⁴	\$172.50

¹ The hauler will have to source separate the various sizes or pay a tipping fee on the entire load. Materials of this type are subject to visual inspection to determine an applicable fee.

² Yard Waste includes grass, leaves, sods, weeds, plant trimmings, and branches less than 1-inch diameter.

³ Unacceptable mixed loads will be determined by visual inspection to determine applicable fee.

⁴ Hauler will be responsible for all costs and coordination of work associated with removal of rejected wastes from site. Rejected recyclables will be landfilled.

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

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Supply and Installation of a Replacement Oil Water Separator for the Clarenville Transfer Station
MEETING DATE:	2024-10-02
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Christie Dean, Director of Operations
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

It is recommended that the ERSB award EMRIL Plumbing and Heating the supply and installation of a replacement oil water separator located at the Clarenville Transfer Station for the value of \$13,755.00 plus HST.

MOTION:

BE IT RESOLVED that the Board award EMRIL Plumbing and Heating the supply and installation of a replacement oil water separator at the Clarenville Transfer Station in the amount of \$13,755.00 plus HST.

FINANCIAL CONSIDERATIONS:

- Three (3) companies were contacted to provide a quote for the replacement oil separator.
- Two (2) of the three companies completed a site visit and provided a quote (see attached).
- EMRIL Plumbing and Heating provided the lowest quote at \$13,755 + HST.
- ER Heating & Refrigeration (2017) Limited provided a quote of \$17,001.50 plus HST.

BACKGROUND:

- The oil water separator is used at the Clarenville Transfer Station in the lower area (located beneath the conveyor belts that move waste at the facility) during daily cleanups of the facility.
- The current oil water separator has been in use since the facility opened January 2016.

- Recently, a water hose was placed into the cleanout, and it became evident that the outlet pipe of the oil water separator had a hole in the bottom of it. This could be due to corrosion or freezing as this portion of the building is not heated. The hole permits water to enter the outside portion of the separator which should remain dry unless it is filled with oil. To date, there has not been any oil noted there.
- Last year when the vacuum truck did its annual cleanout there was no indication of the severity of any corrosion nor did the technicians express any concern that things were anything but normal.
- The oil water separator ensures that no oil released into the building is emitted to the environment via the storm sewer and open ditch system.

Attachments

- Quotes from EMRIL Plumbing and Heating and ER Heating and Refrigeration (2017) Limited.

ER Heating and Refrigeration (2017) Limited

13 Myers Ave
 Clarenville, Newfoundland A5A 1T5
 Canada

QUOTE

Quote No.: 720
 Date: 06/12/2024
 Page: 1
 Ship Date:

Sold To:

Eastern Regional Service Board

Colin Rideout
 255 Majors Path
 Suite 3
 St John's, NL A1A 0L5
 Canada

Ship To:

Eastern Regional Service Board

Colin Rideout
 255 Majors Path
 Suite 3
 St John's, NL A1A 0L5
 Canada

Business No.: 70113 5329

Item No.	Quantity	Unit	Description	Tax	Base Price	Disc %	Unit Price	Amount
1	1	Each	Clarenville Location-Supply & Install Oil Interceptor		17,001.50		17,001.50	17,001.50
2	1	Each	INCLUDED: 25GPM Oil Interceptor(MI-HU-1), Removal of Old Interceptor					
2	1	Each	NOT INCLUDED: Electrical, Disposal Of Existing Interceptor(By Owner), Pumping Out of Pit					
Subtotal:								17,001.50
Shipped by							Total Amount	17,001.50
Comments HST NOT INCLUDED IN PRICE								
Sold By:								

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Office Space Options (Headquarters/Administrative Offices)
MEETING DATE:	2024-10-02
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Craig Drover, Director Corporate Services
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

It is recommended that the Board approve the purchase of the current office space and two other units for \$1.25M in principle to allow for the negotiation process between the current owner and the Executive Committee.

MOTION:

BE IT RESOLVED that the Board accepts the tentative offer to purchase 255 Majors Path, Unit 1, 2, and 3 in principle to allow for negotiation of final amounts. Any purchase of real property is subject to ministerial approval.

FINANCIAL CONSIDERATIONS:

- The Board currently spends \$7,380.30 per month to lease the office space at Suite 3, 255 Major's Path. This equates to \$88,863.60 per year.
- Two quotes have been obtained for commercial mortgage rates. The Bank of Montreal has advised that the Board could expect a rate of 5% to 5.5% due to the long-term relationship with the Bank. The Royal Bank of Canada has provided a quote of 5.5% to 6%.
- The owner of the building has tentatively offered the Board the opportunity to purchase Suites 1, 2, and 3 for \$1.25 million.
- The total square footage for the three suites is 4991.88. This would equate to a cost of \$250.41 per square foot. Suite 2 is 1200 square feet and Suite 1 is 1223.43 square feet.
- Suite 1 is currently leased until 2027 with a yearly lease price of \$37,152.72.
- BMO provided the following – using 5.25% as an average rate, the monthly payments for \$1M, \$1.3M and \$1.5M would be \$5,992.48, \$7,790.22 and \$8,988.72 respectively. These equate to \$71,909.76, \$93,482.64, and \$107,864.64 yearly.

- If the lease from Suite 1 is considered, the annual cost would equate to \$34,757.04, \$56,329.92, and \$70,711.92.
- It is anticipated though that the operating cost and applicable amortization will be close to negating the savings from collecting the lease payments from Suite 1. According to a market survey conducted in 2022, the average per square foot cost in St. John’s East attributable to real estate and common are maintenance costs was \$5.37 per square foot. This would equal roughly \$26,806 in expenses.
- The following was provided by the Bank of Montreal

Mortgage Amount	Interest Rate	Term	Amortization	Monthly payment
\$1,000,000	5.25%	5 year	25 year	\$5,992.48
\$1,300,000	5.25%	5 year	25 year	\$7,790.22
\$1,500,000	5.25%	5 year	25 year	\$8,988.72
\$600,000	5.25%	5 year	25 year	\$3,595.49
\$900,000	5.25%	5 year	25 year	\$5,393.23
\$1,100,000	5.25%	5 year	25 year	\$6,591.72
\$600,000	5.25%	5 year	15 year	\$4,823.27
\$900,000	5.25%	5 year	15 year	\$7,234.90
\$1,100,000	5.25%	5 year	15 year	\$8,842.65

- The figures at the bottom of the table include a \$400K down payment as well as a 10-year shorter amortization period. The payment with shorter amortization and down payment is comparable to the full \$1.5M mortgage at 25 years. This would result in less interest payments over the term as well as the mortgage being paid off much faster.

BACKGROUND/DISCUSSION:

- The Board has traditionally leased office space, but the current office space lease agreement ends on June 30, 2025. The Board must provide six months’ notice to the owner if alternative office space is to be sought. By purchasing the three units at 255 Major’s Path, the Board will ultimately have an asset that will likely grow in value but also provide options for the expansion of the current office space that can be used to accommodate additional employees.

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Trinity Conception North Oversize Items (Bulk) Collection 2024
MEETING DATE:	2024-10-02
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Christie Dean, Director of Operations
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

The Finance and Audit Committee is NOT recommending the award of a contract for oversize items (formerly bulk) collection for the Trinity Conception North (TCN) area due to the high quotes received. The quotes received were significantly higher than those from any other area.

It is recommended that the Board provide oversize items collection by using its own equipment this year. The Board will place one of its grapple trucks with two staff in four locations throughout the TCN area so that residents may bring their oversize items to the truck for disposal.

MOTION:

N/A

FINANCIAL CONSIDERATIONS:

- Three (3) companies were sent a limited call for bids to provide oversize items (formerly bulk waste) collection to occur in late September or early October 2024.
- The 2024 to 2027 weekly waste/bi-weekly recycling collection contract for Trinity Conception North is \$886,236 including HST for 36 months. This equates to \$295,412 (incl. HST) annually.
- The 2024 annual unit price for weekly waste collection and bi-weekly recyclables collection is \$175.21 (HST incl).
- With the addition of the oversize items contract, the total for 2024 waste collection for the area will be \$363,204.50, HST included.
- The 2024 annual unit contracted costs for weekly waste, bi-weekly recycling and oversize items collection will be \$215.42 (HST incl).

- The oversize items/bulk collection cost equates to \$40.21 per property with HST included or \$34.97 per property plus HST.
- For comparison, the oversize items collection costs per property for:
 - Smith Sound area = \$17.60 (HST incl)
 - Bay de Grave area = \$24.74 (HST incl)
 - Carbonear and area = \$13.75 (HST incl)
 - Conception Bay Center = \$20.35 (HST incl)
 - Pouch Cove = \$18.87 (HST incl)
- The cost of breaking out the oversize items collection has increased the cost of delivering waste services.
- **The complaints about the oversize items collection compared to previous years have greatly decreased.**

POSSIBLE CONSIDERATIONS FOR THE DELIVERY OF OVERSIZE ITEMS COLLECTION FOR 2025:

- The Trinity Conception North (TCN) area consists of 1,686 properties from New Chelsea to Grates Cove to Kingston.
- The Board may consider providing oversize items collection several ways as follows:
 - The Board may contract bins to be placed in each community for one to two days so that residents may bring their oversize items to the bins for disposal.
 - At the committee meeting, it was noted that this option will become an issue for the Board due to past experience with the usage of bins. These sites turn into indiscriminate dumpsites without constant supervision.
 - The Board may use its own equipment by placing one of its grapple trucks (tractor trailer) in a community for one day so that residents in the area may bring their materials to the truck for disposal.
 - At the committee meeting, it was determined that this may be the Board's best option for the provision of oversize items collection for this area this year. The Board will use its trucks in four locations throughout the TCN area so that residents may drop off their oversize items.
 - The Board may decide to provide each account holder in the TCN area a credit of \$15 on their account to offset the provision of an oversize items collection.
 - Other suggestions...

OTHER/NEW INFORMATION:

- Following the Executive Committee meeting, the CAO and Director Operations contacted Ridge G&P Services Ltd. to see if they could negotiate a better price and to seek the rationale for the high costs of the oversize items collection for this area.
- The contractor's rationale for the price difference is based on both the travel time and the travel distance required for this area. TCN is two (2) plus hours away from the regional landfill. In addition, the communities in the area are spread over 90 km – from Hant's Harbour to Grates Cove to Kingston. Many communities do not have

clearly marked side roads or signage which makes it difficult to locate some properties.

- On September 9th, an adjusted quote was received for 6 days of work at \$51,990 + HST. This equates to \$8,665 per day + HST, which is higher than their initial quote.
- Another contractor, KJH Dirtwork's Ltd., sent in a bid on September 5th and it was \$89,320 + HST OR \$8,932 per day + HST.
- For comparison, the cost of the oversize items collection for the following areas was:
 - Carbonear, Victoria & Area = \$3,328.29 per day + HST
 - Pouch Cove = \$5,000 per day + HST
 - Conception Bay Center = \$3,959.01 per day + HST

BACKGROUND/DISCUSSION:

- Bulk waste collection is now known as oversize items collection.
- To improve the oversize items/bulk waste experience, the Board removed the collection of oversize items from the waste collection contracts.
- The oversize items collection is tendered separately.
- Trinity Conception North area consists of 1,686 properties from New Chelsea to Kingston.
- This area is located approximately 160 km or about two (2) hours' drive from the regional landfill. This is our farthest area from the regional landfill besides the southern part of the Southwest Avalon (Branch and Point Lance).
- You may expect the cost of oversize items collection in Smith Sound to be higher than in the other areas due to their distance from the regional landfill; however, please note that all curbside waste/recyclables and oversize items for that area is disposed of at the Clarenville Transfer Station and not the regional landfill. This greatly reduces travel time for the contractor.
- The Board issued two (2) RFPs (Request for Proposals) for this work and no response was received.
 - One RFP was issued June 6th, and the other was issued on July 2nd.
 - The RFPs were advertised on the Board's website and sent to five (5) contractors; however, no written response was received.
 - On August 23, 2024 a limited call for bids was sent to three (3) companies, and two (2) responded – Ridge G&P Ltd. and K.J.H. Dirtworks Ltd.

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Draft 2025 Budget & Budget Analysis
MEETING DATE:	2024-10-02
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Craig Drover, Director Corporate Services
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

It is recommended that the Board adopt the 2025 budget as tabled.

MOTION:

BE IT RESOLVED that the Board adopt the 2025 budget as tabled.

FINANCIAL CONSIDERATIONS:

- Please see attached draft 2025 budget and budget analysis.
- Seven curbside collection contracts were negotiated in 2024. The cumulative costs of these contracts are substantially higher than in previous years. Two contracts, Carbonear and Pouch Cove, have a per household rate of \$175 and \$196 respectively. This does not include an average cost of \$45 for tipping fees per household. These two contracts combine to represent a \$161K deficiency for the Board when tipping fees and bulk contract expenditures are considered.
- Based upon the attached analysis, the Board’s Regional and Administrative budget shows a small surplus of \$67K.
- Two options exist for the Board.
 1. Status Quo – A wait and see approach could be taken for 2025 due to the uncertainty of the tipping fee expenditures and the curbside bulk collection expenses. Based on the financial projections the Curbside Collection budget will break even with a household rate of \$200. This is solely due to the application of the \$434K Unappropriated Surplus from 2023 financial statements.
 2. Increase Per Household Rate –The budget will have an estimated overall surplus of \$196K, but more importantly a surplus of \$129K in Curbside

Collection, if the per household rate was set \$205. At \$210 there will be a surplus of \$258K in Curbside Collection. This surplus is achieved through the use of the \$434K from unallocated surplus of 2023.

BACKGROUND/DISCUSSION:

- The Board has traditionally had two lines of revenue and expenses, Regional and Administration and Curbside Collection. The revenues for Curbside Collection are sourced predominantly from the annual household rate charged to communities and individual property owners. Related expenses include the curbside collection contracts for each region and tipping fees at the regional landfill.
- Revenues for Regional and Administration are received from the City of St. John's and are derived from the commercial tipping fee revenue at the Robin Hood Bay Regional Landfill. Based on the Board's Memorandum of Understanding with the City of St. John's, the revenue received from the tip fee derived is to be solely used to fund regional operations and administration. The Curbside Collection expenses are to be paid from the revenue received from curbside collection service fees only.
- The draft budget has been carefully examined to break out the revenue and expenditures associated with Curbside Collection and Regional and Administration. Based on projected 2025 curbside collection expenditures, it is the Curbside Collection side that requires additional revenues to break even. This can only be achieved by increasing the annual household rate. Adjusting the Tipping Fee Derived from Robin Hood Bay or increasing the commercial tipping fee will have no impact on the Curbside Collection budget deficiency as the revenues cannot be applied.
- Although the Board does have a high cash balance along with short-term investments, the intended purpose of these funds is either for strategic investments or to ensure continuation of services in the case of an extraordinary event. In the first quarter of 2024 the Board faced that situation when a contractor with three large contracts ceased operations. While the costs of the various interim contracts were high, the Board was able to continue services to the impacted communities.
- Although the Board has incurred increased curbside collection expenses since Q1 2024, due to prudent fiscal management and a few extenuating circumstances, the overall expenditures incurred to date are not dissimilar to previous years up to the end of August.

ATTACHMENTS:

- 2025 Budget
- 2025 Budget Analysis

EASTERN REGIONAL SERVICE BOARD

2025 PROPOSED BUDGET

	2025 Proposed	2024 Adopted	% Budget Change
EXPENDITURES			
Salaries			
Chair/Board Member Remuneration	\$ 100,000	\$ 100,000	0.0%
Salaries (Corporate Administration)	\$ 800,565	\$ 800,565	0.0%
Salaries (Regional Waste Operations)	\$ 1,085,884	\$ 1,326,150	-18.1%
Salaries (Water)	\$ 59,031	\$ 59,031	0.0%
Sub-total	\$ 2,045,480	\$ 2,285,746	-10.5%
Benefits			
Employment Insurance	\$ 32,760	\$ 36,493	-10.2%
CPP	\$ 91,620	\$ 101,916	-10.1%
WHSCC	\$ 50,000	\$ 50,000	0.0%
Health & Life Benefits	\$ 24,389	\$ 29,705	-17.9%
RRSP	\$ 117,879	\$ 131,666	-10.5%
Sub-total	\$ 316,648	\$ 349,780	-9.5%
Transportation & Communications			
Board/Committee Local Travel & Meetings (mileage & expenses)	\$ 34,375	\$ 39,375	-12.7%
Telephone	\$ 60,000	\$ 33,075	81.4%
Staff Local Travel (mileage & expenses)	\$ 13,750	\$ 13,750	0.0%
Professional Development (Board)	\$ 30,000	\$ 30,000	0.0%
Sub-total	\$ 138,125	\$ 116,200	18.9%
Supplies			
Insurance	\$ 185,000	\$ 174,000	6.3%
Office Expenses	\$ 70,000	\$ 92,400	-24.2%
Bank and Service Fees	\$ 46,305	\$ 46,305	0.0%
Sub-total	\$ 301,305	\$ 312,705	-3.6%
Purchased and Professional Services			
Audit	\$ 39,730	\$ 39,730	0.0%
Professional Development Staff	\$ 59,400	\$ 59,400	0.0%
Bad Debt Expense	\$ 90,000	\$ 90,000	
Communications	\$ 40,000	\$ 50,000	-20.0%
Professional Services-Legal,HR,IT,Engineering,etc.	\$ 90,000	\$ 140,000	-35.7%
Sub-total	\$ 319,130	\$ 289,130	10.4%
Property, Furnishings & Equipment			
Office Space (gross lease, Majors Path)	\$ 86,000	\$ 86,000	0.0%
Computer Software/Software Licensing	\$ 37,440	\$ 37,440	0.0%
Photocopier Fees	\$ 4,410	\$ 4,410	0.0%
Furniture & Equipment	\$ 15,000	\$ 19,000	-21.1%

	2025 Proposed	2024 Adopted	% Budget Change
Sub-total	\$ 142,850	\$ 146,850	-2.7%

Regional Operations & Waste Recovery Facilities			
Snow Clearing - All WRF	\$ 50,944	\$ 50,944	0.0%
Site Maintenance - All WRF	\$ 110,944	\$ 60,000	84.9%
Old Perican WRF (TCNWM)	\$ 251,275	\$ 251,275	0.0%
Vehicle Maintenance and Operations	\$ 425,400	\$ 604,476	-29.6%
Amortization - Whitbourne Assets	\$ 350,000		
Sub-total	\$ 1,188,563	\$ 1,026,695	15.8%

CLARENVILLE REGIONAL TRANSFER STATION			
Amortization - CTS Assets	\$ 150,000	\$ -	
Vehicle Maintenance and Operations	\$ 247,484	\$ 317,844	-22.1%
Tipping Fees At Regional Landfill for CTS	\$ 468,013	\$ 468,013	0.0%
Sub-total	\$ 865,497	\$ 895,357	-3.3%

HOUSEHOLD HAZDORDOUS WASTE PROGRAM			
HHW Collection Contract and Fire Dept	\$ 100,312	\$ 100,312	0.0%
Sub-total	\$ 100,312	\$ 100,312	0.0%

CURBSIDE WASTE COLLECTION PROGRAM			
Tipping Fees Expense	\$ 1,410,186	\$ 1,620,048	-13.0%
Waste Collection Contract Expense	\$ 3,441,526	\$ 2,402,026	43.3%
Bulk Collection Contract Expense	\$ 204,566	\$ -	
Sub-Total	\$ 5,056,278	\$ 1,620,048	\$ 2

WATER/WASTEWATER TREATMENT PROGRAM			
Sub-Total	\$ 25,000	\$ 25,000	0.0%

FIRE PROTECTION			
Sub-Total	\$ 103,359	\$ 103,359	0.0%

TRANSFERS TO RESERVE			
Equipment TCA Reserve	\$ -	\$ -	0.0%
Building TCA Reserve	\$ -	\$ -	0.0%
Operational Reserve	\$ -	\$ -	0.0%

	2025 Proposed	2024 Adopted	% Budget Change
Sub-Total	\$ -	\$ -	0.0%

TOTAL EXPENSES	\$ 10,602,547	\$ 9,673,208	9.6%
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ERSB CAPITAL EXPENDITURES			
WRF Development	\$ -	\$ 1,000,000	0.0%
Regional Equipment	\$ -	\$ -	0.0%
Sub-Total	\$ -	\$ -	0.0%

TOTAL OPERATING AND CAPITAL	\$ 10,602,547	\$ 10,673,208	-0.7%
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REVENUE			
Waste Collection Fees	\$ 5,176,000	\$ 4,775,800	8.4%
Clareville Transfer Station Tipping Fees/Permit Fees/Etc.	\$ 474,027	\$ 366,214	29.4%
Fire Protection Services Fees	\$ 126,000	\$ 126,000	0.0%
Recyclable Metals and Electronics	\$ 168,881	\$ 168,881	0.0%
Interest	\$ 103,500	\$ 103,500	0.0%
Miscellaneous Revenue	\$ 40,000	\$ 40,000	0.0%
Regional Landfill Tipping Fee Derived	\$ 4,000,000	\$ 4,000,000	0.0%
Provincial Capital	\$ -	\$ -	0.0%
Other Reserve Funding	\$ 434,139	\$ -	0.0%
Water / Wastewater Program	\$ 80,000	\$ 75,000	6.7%
TOTAL REVENUE	\$ 10,602,547	\$ 10,673,208	-0.7%

2025 REVENUE AND EXPENSE PROJECTIONS

REVENUE ANALYSIS						
Annual Fee	\$ 200	\$ 205	\$ 210	\$ 215	\$ 220	\$ 225
Anticipated Revenue Based on 25880 Total Properties	\$ 5,176,000	\$ 5,305,400	\$ 5,434,800	\$ 5,564,200	\$ 5,693,600	\$ 5,823,000

REVENUE - CURBSIDE COLLECTION						
	200	205	210	215	220	225
Waste Collection Fees - Adjusted	\$ 5,176,000	\$ 5,305,400	\$ 5,434,800	\$ 5,564,200	\$ 5,693,600	\$ 5,823,000
Clarenville Transfer Station Tipping Fees/Permit Fees/Etc.	\$ 474,027	\$ 474,027	\$ 474,027	\$ 474,027	\$ 474,027	\$ 474,027
Miscellaneous Revenue	\$ 434,139	\$ 434,139	\$ 434,139	\$ 434,139	\$ 434,139	\$ 434,139
Recyclable Metals and Electronics	\$ 168,881	\$ 168,881	\$ 168,881	\$ 168,881	\$ 168,881	\$ 168,881
	\$ 6,253,047	\$ 6,382,447	\$ 6,511,847	\$ 6,641,247	\$ 6,770,647	\$ 6,900,047

EXPENSES - CURBSIDE COLLECTION						
Tipping Fees Expense	\$ 1,410,186	\$ 1,410,186	\$ 1,410,186	\$ 1,410,186	\$ 1,410,186	\$ 1,410,186
Waste Collection Contract Expense	\$ 3,441,526	\$ 3,441,526	\$ 3,441,526	\$ 3,441,526	\$ 3,441,526	\$ 3,441,526
Bulk Collection Contract Expense	\$ 204,566	\$ 204,566	\$ 204,566	\$ 204,566	\$ 204,566	\$ 204,566
Tipping Fees At Regional Landfill for CTS	\$ 468,013	\$ 468,013	\$ 468,013	\$ 468,013	\$ 468,013	\$ 468,013
Salaries - CTS	\$ 283,042	\$ 283,042	\$ 283,042	\$ 283,042	\$ 283,042	\$ 283,042
Employee Benefits and Statutory Deductions CTS	\$ 48,229	\$ 48,229	\$ 48,229	\$ 48,229	\$ 48,229	\$ 48,229
Amortization - CTS Assets	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
Vehicle Maintenance and Operations CTS	\$ 247,484	\$ 247,484	\$ 247,484	\$ 247,484	\$ 247,484	\$ 247,484
	\$ 6,253,047	\$ 6,253,047	\$ 6,253,047	\$ 6,253,047	\$ 6,253,047	\$ 6,253,047

SURPLUS (DEFICIENCY) CURBSIDE COLLECTION	\$ 0	\$ 129,400	\$ 258,800	\$ 388,200	\$ 517,600	\$ 647,000
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REVENUE - REGIONAL AND ADMINISTRATION						
Regional Landfill Tipping Fee Derived - City of St. John's	\$ 4,000,000	\$ 4,000,000	\$ 4,000,000	\$ 4,000,000	\$ 4,000,000	\$ 4,000,000
Fire Protection Services Fees	\$ 126,000	\$ 126,000	\$ 126,000	\$ 126,000	\$ 126,000	\$ 126,000
Government Grants - (Water - Wastewater Program)	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000
Interest	\$ 103,500	\$ 103,500	\$ 103,500	\$ 103,500	\$ 103,500	\$ 103,500
Miscellaneous Revenue	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
	\$ 4,349,500	\$ 4,349,500	\$ 4,349,500	\$ 4,349,500	\$ 4,349,500	\$ 4,349,500

EXPENSES - REGIONAL AND ADMINISTRATION						
Salaries						
Chair/Board Member Remuneration	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Salaries	\$ 1,662,438	\$ 1,662,438	\$ 1,662,438	\$ 1,662,438	\$ 1,662,438	\$ 1,662,438
Benefits						
Employment Insurance	\$ 27,783	\$ 27,783	\$ 27,783	\$ 27,783	\$ 27,783	\$ 27,783
CPP	\$ 77,892	\$ 77,892	\$ 77,892	\$ 77,892	\$ 77,892	\$ 77,892
WHSCC	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
RRSP	\$ 93,719	\$ 93,719	\$ 93,719	\$ 93,719	\$ 93,719	\$ 93,719
Health & Life Benefits	\$ 19,024	\$ 19,024	\$ 19,024	\$ 19,024	\$ 19,024	\$ 19,024
Transportation & Communications						
Board/Committee Local Travel & Meetings (mileage & expenses)	\$ 34,375	\$ 34,375	\$ 34,375	\$ 34,375	\$ 34,375	\$ 34,375
Telephone	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000
Staff Local Travel (mileage & expenses)	\$ 13,750	\$ 13,750	\$ 13,750	\$ 13,750	\$ 13,750	\$ 13,750
Professional Development (Board)	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
Supplies						
Insurance	\$ 185,000	\$ 185,000	\$ 185,000	\$ 185,000	\$ 185,000	\$ 185,000
Office Expenses	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000
Bank and Service Fees	\$ 46,305	\$ 46,305	\$ 46,305	\$ 46,305	\$ 46,305	\$ 46,305
Purchased and Professional Services						
Audit	\$ 39,730	\$ 39,730	\$ 39,730	\$ 39,730	\$ 39,730	\$ 39,730
Professional Development Staff	\$ 59,400	\$ 59,400	\$ 59,400	\$ 59,400	\$ 59,400	\$ 59,400
Communications	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
Bad Debt Expense	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000
Professional Services-Legal,HR,IT,Engineering,etc.	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000
Property, Furnishings & Equipment						
Office Space (gross lease, Majors Path)	\$ 86,000	\$ 86,000	\$ 86,000	\$ 86,000	\$ 86,000	\$ 86,000
Computer Software/Software Licensing	\$ 37,440	\$ 37,440	\$ 37,440	\$ 37,440	\$ 37,440	\$ 37,440
Amortization	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000
Photocopier Fees	\$ 4,410	\$ 4,410	\$ 4,410	\$ 4,410	\$ 4,410	\$ 4,410
Furniture & Equipment	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Operations						
Site Maintenance - All WRF	\$ 161,888	\$ 161,888	\$ 161,888	\$ 161,888	\$ 161,888	\$ 161,888
Old Perlican WRF (TCNWM)	\$ 251,275	\$ 251,275	\$ 251,275	\$ 251,275	\$ 251,275	\$ 251,275
Vehicle Maintenance and Operations Whitbourne	\$ 425,400	\$ 425,400	\$ 425,400	\$ 425,400	\$ 425,400	\$ 425,400
Fire and Emergency Services Expenses	\$ 103,359	\$ 103,359	\$ 103,359	\$ 103,359	\$ 103,359	\$ 103,359
Water - Wastewater Program	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
HHW Collection Contract and Fire Dept	\$ 100,312	\$ 100,312	\$ 100,312	\$ 100,312	\$ 100,312	\$ 100,312
	\$ 4,349,500	\$ 4,349,500	\$ 4,349,500	\$ 4,349,500	\$ 4,349,500	\$ 4,349,500

SURPLUS (DEFICIENCY) ADMINISTRATION	\$ (0)	\$ (0)	\$ (0)	\$ (0)	\$ (0)	\$ (0)
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SURPLUS (DEFICIENCY) TOTAL	\$ 0	\$ 129,400	\$ 258,800	\$ 388,200	\$ 517,600	\$ 647,000
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EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Service Agreement for Communities to Govern the Provision of Waste Services by the Board
MEETING DATE:	2024-10-02
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Lynn Tucker, Chief Administrative Officer
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

It is recommended that the Board approve the attached draft Service Agreement for municipalities to govern the provision of waste services by the Board.

MOTION:

BE IT RESOLVED that the Board adopt the Waste Services Agreement as tabled for use with municipalities to govern the Board’s provision of waste services.

BACKGROUND/DISCUSSION:

- Historically the Board has used its Waste Management Service Delivery Policy (copy attached) as the document that outlined how the Board would deliver its waste services to all communities.
- The Town or Local Service District (LSD) would provide either a motion from Council or a confirmation from the LSD Committee that the community would participate in regional waste services through the Board.
- However, municipalities have requested that a more formal agreement be prepared.
- Attached is a draft waste service agreement document for the Board’s review and adoption.

ADDITIONAL INFORMATION:

- Service Delivery Policy
- DRAFT Waste Service Agreement

WASTE SERVICE AGREEMENT

THIS AGREEMENT is made effective as of this ____ day of _____, 20__.

BETWEEN: **EASTERN REGIONAL SERVICE BOARD**, a corporation incorporated under the laws of the Province of Newfoundland and Labrador,

(the "**Board**")

AND: **MUNICIPALITY**, a corporation incorporated under the laws of the Province of Newfoundland and Labrador,

(the "**Municipality**")

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

AND WHEREAS the Eastern Regional Service Board established the Service Delivery Policy to regulate the provision of waste management services, including the handling and collection of garbage and other waste materials, by the Board;

AND WHEREAS the Municipality wishes to contract with the Board for the provision of waste management services, including the handling and collection of garbage and other waste materials, by the Board pursuant to the terms and conditions as set out herein;

NOW THEREFORE THIS AGREEMENT WITNESSES that for and in consideration of the sum of \$1.00 and other good and valuable consideration paid by the Board to the Municipality and by the Municipality to the Board on or before the execution of this Agreement (the receipt and sufficiency of which are hereby acknowledged by each party) the parties hereby covenant and agree as follows:

ARTICLE I DEFINITIONS AND INTERPRETATION

1.1 For the purposes of this Agreement, unless the context otherwise requires, the following terms shall have the respective meanings set forth in this section 1.1 and grammatical variations of such terms shall have corresponding meanings:

“Agreement”, “this Agreement”, “the Agreement”, “hereto”, “hereof”, “herein”, “hereby”, “hereunder” and similar expressions mean or refer to this Agreement, as the same may be amended or supplemented from time to time in writing between the parties hereto;

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

“Bulk Waste” – See “Oversize Items Collection”

"Commercial Property" means a Developed Property used in whole or in part for small businesses, retail establishments, service establishments, recreational purposes, entertainment purposes, or offices.

“Commercial Unit” means a Dwelling Unit or office space situated on Commercial Property.

“Commercial User” means an owner of Commercial Property permitted by the Board to use a Transfer Station.

“Eastern Region” is the geographic region defined in the *Eastern Regional Service Board Order*, O.C. 2011-255.

“Developed Property” means property eligible for Waste Management Services as determined by the Board.

“Dwelling Unit” means a building, apartment, cabin, or trailer that is habitable either seasonally or permanently, situated on Developed Property.

“Electronic Waste” means all items of electrical and electronic equipment and its parts accepted by the Electronic Products Recycling Association (ERRA) program. The list of acceptable items may be updated by EPRA at any time. This waste is not permitted to be landfilled in Newfoundland and Labrador and must be recycled through the EPRA Program.

"Garbage" means waste or discarded items from private or public property, within the Eastern Region, but does not include the following as defined within this Agreement or Schedule A hereto:

- (a) Recyclable Materials;
- (b) Hazardous, Pathological and Hazardous Household Wastes;
- (c) Liquid Waste;
- (d) Electronic Waste;

- (e) Special Wastes as identified by provincial regulations
- (f) Building Materials; and
- (g) Unsuitable Items.

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

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

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

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

"Liquid Waste" means any waste in liquid form.

"Materials" means any Garbage, Recyclable Materials or Oversize Items Waste as defined in this Agreement.

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

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

"Oversize Items Collection (formerly Bulk Waste)" means the following discarded materials but is not limited to: Furniture, mattresses, box springs; Carpet, flooring, bathroom fixtures, and additional renovation debris; etc. (All materials must be packaged in bags or bundles that are less than 20 kg and less than 1.5 m in length). Metals are included.

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

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

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

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

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

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

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

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

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

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

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

"Waste Services Fee" is the annual user fee established by the Board to be charged to a Service Unit or Commercial Property for Waste Management Collection Services. The Waste Service Fee is to be set by the Board by October 31 of each year.

"Waste Management Collection Services" means those services provided by the Board under this Agreement, including, but not limited to, Garbage Collection Services, Recyclable Materials Collection and collection of Oversize Items Waste.

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

ARTICLE 2
TERM

- 2.1** The Term of this Agreement shall be _____ months. The Work shall commence on _____, 20_____ and shall terminate _____, 20_____. This Agreement may be renewed for two periods of one year each at the Board's sole option.

ARTICLE 3
WASTE MANAGEMENT SERVICES

- 3.1** The Board, or the Board's agent(s), may provide Waste Management Services to all habitable properties in the Municipality including Dwelling Units, Commercial Property, Institutional Property, and Multi-unit Complexes.
- 3.2** The Municipality shall accept Waste Management Services to all habitable properties including Dwelling Units and Multi-unit Complexes; however, the Municipality may omit Commercial and/or Institutional Properties from this Agreement for Waste Management Services.
- 3.3** The Board, or the Board's agent(s), shall provide Waste Management Services to all Property Owners on public roadways of a Class IV designation or higher providing those roads are not un-serviced roads in unincorporated areas in the Eastern Region as determined by the Department of Transportation and Works.
- 3.4** The Board shall provide Waste Management Services to Property Owners in the Municipality on unserviced roads. Property Owners on unserviced roads shall pay the Waste Management Fee and bring their Materials to the roadside/curbside of a public roadway for collection.
- 3.5** Collection of Oversize Items Waste shall be by special collection only at such times and upon such terms and conditions as the Board may determine.
- 3.6** The Board shall provide Transfer Stations in locations to be determined by the Board. Transfer Stations may be used by Residents and Commercial Users. Commercial Users shall pay the Tipping Fee plus the Transportation Fee to use the Transfer Station and abide by all

rules, guidelines and policies for use of the Transfer Station. Commercial Users that fail to keep their account current and in good standing will be refused entry to the Transfer Station until they are in good standing as determined by the Board.

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

ARTICLE 4 ADDITIONS OR DELETIONS TO THE NUMBER OF SERVICE UNITS

- 4.1** The Municipality shall provide notification to the Board of any new businesses, homes, buildings, and subdivisions as soon as they are ready for service so that the Board can add the new entities to its Collection Area.
- 4.2** If the Municipality does not provide timely notification of any new businesses, homes, buildings, and subdivisions as soon as they are ready for service, the Board reserves the right to perform its own household count in the Municipality and the Board will make any adjustments as required to the Collection Area.
- 4.3** Any revisions to the Collection Area boundaries or additions within the Collection Area approved during the term of this Contract may result in an adjustment in the price paid as of the date that service is implemented and in accordance with the following formula (4.4 below).
- 4.4** Price per service unit set by the Board and prorated on a monthly basis for that portion of the year that the new service unit is provided or eliminated.

ARTICLE 5
WORK TO BE UNDERTAKEN

5.1 The services include:

- (a) The Board will develop a collection schedule that will result in the Municipality having a regular weekly collection day and all waste collected and disposed at the Regional Waste Facility located at Robin Hood Bay or other designated site each week throughout the term of the Contract;
- (b) Collection of 100 percent of the acceptable waste in the Municipality on the set collection day each week on a regular and consistent basis;
- (c) On a weekly basis, collection of all roadside waste contained in garbage bags and/or tied in bundles that are less than 20 kg and less than 1.5 m in length and placed at roadside, or contained in a bin, by all households within the boundaries of the Municipality;
- (d) Yard waste shall be collected during each week as regular garbage unless the separate organics collection is implemented;
- (e) Household hazardous waste (HHW); Electronic Waste; Tires; Pathological Waste; Liquid Waste or any other item(s) that have been banned from disposal at landfill sites are excluded from this Agreement; and therefore does not have to be collected as a part of this contract;
- (f) The waste collected shall be source separated by the residents into three (3) streams (regular garbage; recyclable paper and cardboard; and, recyclable containers). The three (3) streams shall be kept separated by the Board either by being picked up in separate vehicles or by double/multi compartment vehicles;
- (g) Recyclables shall be collected once every two weeks;
- (h) The Board may provide up to one oversize items collection each year. Exact schedule to be determined by the Board;
- (i) Provide an annual invoice to the Municipality for waste collected on an annual basis.

ARTICLE 6
OVERSIZE ITEMS COLLECTION (formerly Bulk Waste)

- 6.1** Oversize items curbside collection may be performed up to one time during a twelve-month period based on a schedule approved by the Board and the Municipality.
- 6.2** There shall be no Christmas tree pick up.
- 6.3** Oversize Items Included but not limited to:
- Mattresses
 - Sofas, chairs, furniture
 - Bathroom fixtures
 - Carpet tied in rolls (less than 1.5m, less than 20kg)
 - Tree limbs tied in bundles (less than 1.5m, less than 20kg)
 - Glass, securely packaged and marked
 - Other oversize items normally associated with a household
 - Renovation debris less than 20 kg in weight and less the 1.5 m long
 - Metal – appliances (fridges, stoves, washers, dryers) iron and removable car parts less than 20 kgs (45 lbs) with all fluids such as oil, lubricants & antifreeze removed by resident prior to collection.
 - Etc.
- 6.4** Oversize Items Not Included (but not limited to):
- Brick
 - Concrete
 - Stumps and large trees
 - Tree limbs tied in bundles (more than 1.5m, more than 20kg)
 - Roof shingles
 - Tires
 - Cardboard or paper products
 - Liquids
 - Recyclables in blue bags
 - Animal Carcasses
 - Household Hazardous waste like paint, chemicals, etc.
 - Electronic Waste
 - Special wastes
 - Fish nets
 - Vehicle parts greater than 20 kg (45lbs)
 - Loose items not properly packaged/tied
 - Any item(s) that have been banned from disposal at landfill sites
 - Etc.
- 6.5** The Board limits the amount of oversize items waste that can be set out by a property owner at 500 lbs/226 kgs or one pick-up load. The Municipality will endeavor to make

property owners aware and abide by a reasonable amount of oversize items/materials that can be set out for any one collection event.

ARTICLE 7 WEATHER DISRUPTIONS

- 7.1** In the event of inclement weather resulting in unsafe road conditions and/or road closures, collection shall be re-scheduled with the goal of collecting the waste from households and businesses disrupted. If a full day's route is cancelled due to inclement weather, the Municipality will be notified by email; notice will be posted to the Board's website, on X (formerly Twitter) and sent by Voyent Alert. If portions of routes are cancelled midday due to changing weather conditions, the Municipality will be notified by email; notice will be posted to the Board's website, on X and sent by Voyent Alert. Municipalities and residents are encouraged to sign up for timely notices by Voyent Alert.

ARTICLE 8 USE OF COURTESY TAGS AND INFORMATION NOTICES

- 8.1** The Board will employ the use of courtesy tag/stickers, which advise the property owner of, generally, but not limited to, waste set-out infractions.
- 8.2** The Municipality will supply By-Law infraction information notices, which advise the resident of, generally, but not limited to, problems with the setting out of waste, which are in non-compliance with the Municipality's waste collection By-Law.
- 8.3** The Board or its Agent may record all addresses, nature of problems and resolution of problems when a courtesy tag or information notice is issued.

ARTICLE 9 EXEMPTION

- 9.1** The Municipality may request an exemption from the provision of Waste Management Services for a particular property.
- 9.2** In order to qualify for an exemption the Municipality must demonstrate to the Board that the property is vacant (devoid of contents) and is not habitable.

- 9.3** Factors the Board may consider in determining whether a property is habitable include: a) it has no electrical connection, b) it has no water connection, c) it is boarded up, d) it is vacant e) it is not structurally sound, and f) the Municipality does not assess the property any form of property tax or other service charge.

ARTICLE 10 SERVICE UNITS

- 10.1** Each Dwelling Unit situated on a Developed Property or in a Multiple-unit Complex (including in-law suites and apartments) is a Service Unit.
- 10.2** Property Owners of more than one property in the Municipality will pay the Waste Management Fee for each Dwelling Unit situated on the Developed Property that they own that is provided Waste Management Services.
- 10.3** Owners of Commercial Property in the Municipality will pay the Waste Management Fee for each Commercial Unit situated on the Commercial Property they own that is provided Waste Management Services.

ARTICLE 11 GARBAGE BOXES

- 11.1** Any Service Units sharing a garbage box must be adjoining properties and must have prior approval from the Board to share the garbage box. The garbage box must be clearly marked to indicate that it is being shared.
- 11.2** Permanent garbage boxes must be maintained in a state of good repair, kept clean, free of vermin, free of snow and located on the Homeowner's property a distance of no more than 4.75 m (15 ft.) off the road right of way as measured from the edge of the pavement of the public road. The Board's staff or agents will not enter private property to collect waste.
- 11.3** Permanent garbage boxes must not be refrigerators, freezers, or any appliances and/or containers in which a child or animal could become trapped.
- 11.4** If the requirements of s.11(1), s.11(2), and s.11(3) are not met then Materials will not be collected from the garbage box but must be placed for collection in accordance with Article 12 of this policy.
- 11.5** The Board's staff or agents who collect waste are not responsible to close lids on garbage boxes.

ARTICLE 12
MATERIALS COLLECTION

- 12.1** Materials must be covered or enclosed. Residents may use nets, tarpaulins, blankets, bins or other covering or enclosure.
- 12.2** All Materials contained in garbage bags, recycling bags, or tied in bundles that are less than 20 kg (45 lbs.) and less than 1.5 m (4 ft.) in length and placed at roadside/curbside, or contained in a bin will be collected.
- 12.3** All Materials must be set out by 7:00 a.m. on the day of collection.
- 12.4** Property Owners are responsible to clean up Materials from broken bags or animals.
- 12.5** For regular garbage, standard-size clear garbage bags as determined by the Board must be used. They must be securely tied or closed at the top. Kitchen catchers or shopping bags will not be collected.
- 12.6** One opaque (non-transparent) garbage bag or privacy bag may be placed curbside each week for collection. The bag must be securely tied or closed at the top. Kitchen catchers or shopping bags will not be collected.
- 12.7** For recyclables, standard-size recycling bags as determined by the Board must be used. They must be securely tied or closed at the top, transparent blue bags, non-biodegradable and acceptable at a Materials Recovery Facility at the Regional Waste Facility at Robin Hood Bay.
- 12.8** Broken glass and sharps must be in a puncture-proof packaging marked as BROKEN GLASS or SHARPS and placed in a clear bag for collection.
- 12.9** Household Hazardous Waste; Liquid Waste; Electronic Waste; animal carcasses; construction waste; tires; excrement; or small items shall not be placed for collection. For a complete list, please see Schedule A.
- 12.10** Placement of Garbage or Recyclable Materials or Oversize Items Waste for collection not in a garbage box shall be within the right of way of the public road at roadside/curbside in a manner that is accessible and in conformity with the rules, guidelines and policies for materials collection as determined by the Board.
- 12.11** Oversize Items Waste in excess of normal household volume as determined by the Board of no more than 500 lbs or one pick-up truck load will not be collected. Individual oversize items that an individual collector cannot load without the aid of mechanical means will not be collected.

- 12.12** The Board shall establish limits for number or amount of bags, recyclables, organics, or oversized items waste materials that it will collect from any service unit from time to time.

**ARTICLE 13
SUCCESSORS AND ASSIGNS**

- 13.1** The provisions of this Agreement shall enure to the benefit of and shall be binding upon the Board, the Municipality and their respective heirs, executors, administrators, successors and assigns or successors and assigns, as the case may be.

**ARTICLE 14
GOVERNING LAW**

- 14.1** This Agreement shall be governed by and interpreted in accordance with the laws of the Province of Newfoundland and Labrador and the federal laws of Canada applicable in such province and the parties hereby attorn to the jurisdiction of the courts of such province.

**ARTICLE 15
COUNTERPARTS**

- 15.1** This Agreement may be executed in one or more counterparts each of which when so executed shall constitute an original and all of which together shall constitute one and the same Agreement.

IN WITNESS WHEREOF each of the parties has executed this Agreement as of the day and year first before written.

EASTERN REGIONAL SERVICE BOARD

Name:
Title:

Name:
Title:

MUNICIPALITY

Name:
Title:

Name:
Title:

SCHEDULE "A" - WASTE PROHIBITED FOR COLLECTION

The following items shall not be placed for collection:

1. Hazardous Waste:

- (a) Hazardous waste chemicals;
- (b) Corrosive waste;
- (c) Hazardous Industrial waste;
- (d) Ignitable waste;
- (e) PCB waste;
- (f) Radioactive waste;
- (g) Reactive waste;
- (h) Toxic waste.

2. Pathological Waste:

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

3. Household Hazardous Waste:

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

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

4. Electronic Waste:

All items of electrical and electronic equipment and its parts must be recycled.

Electronic waste includes but is not limited to:

- (a) Televisions;
- (b) Monitors;

- (c) Tablets;
 - (d) Laptops;
 - (e) Printers;
 - (f) VCRs;
 - (g) Small appliances;
 - (h) Floor and carpet care appliances;
 - (i) Garment care appliances;
 - (j) Appliances for counter-top cooking;
 - (k) Devices for cutting food items and opening or sealing containers or packages;
 - (l) Devices for measuring time;
 - (m) Personal care appliances;
 - (n) Scales;
 - (o) Portable air treatment appliances;
 - (p) AND any electronic waste item(s) that has been banned from disposal at landfills in Newfoundland and Labrador and must be recycled through Electronic Products Recycling Association (EPRA) Program.
5. Special Waste as identified in provincial regulations.
 6. Building materials (including demolition debris) including, but not limited to the following: soil, sod, earth, plaster, drywall, masonry and tile, bricks, concrete or cinder blocks, paving stones, asphalt, wood, windows and window glass (See Section 6 (7)), shingles, and insulation (such as fibreglass or styrofoam).
 7. Liquid waste, hay, straw, manure or animal excrement.
 8. Swill or other organic matter not properly drained and securely wrapped.
 9. Any material which has become frozen to or otherwise attached to its garbage bag, recycling bag or garbage box which cannot be removed by shaking.
 10. Industrial waste.
 11. Manufacturer's or Trade Waste.
 12. Unsuitable Items, except as otherwise may be designated by the Board from time to time.
 13. Items which have been banned from disposal at landfill sites or for which reasonable alternative disposal methods are available, as determined by the Board.
 14. Maggot infested garbage.

EASTERN REGIONAL SERVICE BOARD

WASTE SERVICE DELIVERY POLICY

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

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

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

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

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

Definitions

1. In this policy,

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

(2) "Bulk Waste" – SEE "Oversize Items Collection"

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

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

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

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

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

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

(9) "Electronic Waste" means all items of electrical and electronic equipment and its parts accepted by the Electronic Products Recycling Association (EPRA) program. The list of acceptable items may be updated by EPRA at any time. This waste is not permitted to be landfilled in Newfoundland and Labrador and must be recycled through the EPRA Program.

(10) "Garbage" means waste from private or public property, within the Eastern Region, but does not include the following as defined within this Policy or the Schedule 1 hereto:

- (a) Recyclable Materials;
- (b) Hazardous, Pathological and Hazardous Household Wastes;
- (c) Liquid Waste;
- (d) Electronic Waste;
- (e) Special Wastes as identified by provincial regulations
- (f) Building Materials; and
- (g) Unsuitable Items.

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

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

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

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

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

(16) "Materials" means any Garbage, Recyclable Materials or Oversize Items (formerly Bulk Waste) as defined in this Policy.

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

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

(19) "Oversize Items Collection" (formerly bulk waste) means the following discarded materials but is not limited to: Furniture, mattresses, box springs; children's toys; fridge, stove, washer, dryer; Carpet, flooring, bathroom fixtures, and additional renovation debris. All loose materials must be packaged in bags or bundles that are less than 20 kg and less than 1.5 m in length. Metals are included.

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

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

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

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

(24) "Regulations" means the *Eastern Regional Service Board Regulations*, Nfld. Reg. 92/11. (25)

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

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

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

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

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

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

(31) "Waste Services Fee" is the annual user fee established by the Board to be charged to a Service Unit or Commercial Property for Waste Management Collection Services. The Waste Service Fee is to be set by the Board by October 31 of each year.

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

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

Waste Management Services

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

(2) A Municipality will accept Waste Management Services to all habitable properties including Dwelling Units and Multi-unit Complexes; however, the Municipality may omit Commercial and/or Institutional Properties from this Agreement for Waste Management Services.

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

(4) The Board shall provide Waste Management Services to Property Owners in the Eastern Region

on those roads that are serviced as determined by the Department of Transportation and Works in the Eastern Region.

(5) Collection of Oversize Items shall be by special collection only at such times and upon such terms and conditions as the Board may determine.

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

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

Exemption

3. (1) Property Owners in Local Service Districts and unincorporated areas may request an exemption from the provision of Waste Management Services.

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

(3) A Municipality may request an exemption from the provision of Waste Management Services by demonstrating to the Board that the property is not habitable and is vacant (devoid of all contents).

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

Service Units

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

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

provided Waste Management Services.

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

Garbage Boxes

5. (1) Any Service Units sharing a garbage box must be adjoining properties and must have prior approval from the Board to share the garbage box. The garbage box must be clearly marked to indicate it is being shared.

(2) Permanent garbage boxes must be maintained in a state of good repair, kept clean, free of vermin, free of snow, and located on the Homeowner's property a distance of no more than 4.75 m (15 ft.) off the road right of way as measured from the edge of the pavement of the public road. The Board's staff or agents will not enter private property to collect waste.

(3) Permanent garbage boxes must not be refrigerators, freezers, or any appliances and/or containers in which a child or animal could become trapped.

(4) If the requirements of s.5(1), s.5(2), and s.5(3) are not met then Materials will not be collected from the garbage box but must be placed for collection in accordance with section 6 of this policy.

(5) The Board's staff or agents who collect waste are not responsible to close lids on garbage boxes.

Materials Collection

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

(2) All Materials contained in garbage bags, recycling bags, organic carts/bags, and/or contained in cardboard boxes or tied in bundles that are less than 20 kg (45 lbs.) and less than 1.5 m (4 ft.) in length and placed at roadside/curbside or contained in a bin will be collected.

(3) Effective January 1, 2024, all regular garbage must be in clear, colourless, transparent garbage bags except for one privacy bag (not transparent) each week.

(4) All Materials must be set out by 7 a.m. on the day of collection.

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

(6) For regular garbage, standard-size garbage bags as determined by the Board must be used. They must be securely tied or closed at the top. Kitchen catchers or shopping bags will not be collected.

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

(8) One opaque (non-transparent) garbage bag or privacy bag may be placed curbside each week for collection. The bag must be securely tied or closed at the top.

(9) Broken glass and sharps must be in a puncture-proof packaging marked as BROKEN GLASS or SHARPS and placed in a clear garbage bag for collection.

(10) Household Hazardous Waste, Liquid Waste, Electronic waste; animal carcasses, construction waste, tires, excrement, or small items shall not be placed for collection. For a complete list, see Schedule 1 hereto.

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

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

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

(13) Where a household oversize item contains a door, lid, latch, or movable surfaces permitting access to the inside, the bulk item shall not be placed for collection unless the door, lid, latch, or movable surface has been removed by the owner.

SCHEDULE 1 - WASTE PROHIBITED FOR COLLECTION

The following items shall not be placed for collection:

1. 1. Hazardous Waste:
 - (a) Hazardous waste chemicals;
 - (b) Corrosive waste;
 - (c) Hazardous Industrial waste;
 - (d) Ignitable waste;
 - (e) PCB waste;
 - (f) Radioactive waste;
 - (g) Reactive waste;
 - (h) Toxic waste.

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

3. Household Hazardous Waste:

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

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

4. Special Waste as identified in provincial regulations.

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

soil, sod, earth, plaster, drywall, masonry and tile, bricks, concrete or cinder blocks, paving stones,

asphalt, wood, windows and window glass (See Section 6 (7)), shingles, and insulation (such as fibreglass or styrofoam).

6. Liquid waste, hay, straw, manure or animal excrement.
7. Swill or other organic matter not properly drained and securely wrapped.
8. Any material which has become frozen to or otherwise attached to its garbage bag, recycling bag or garbage box which cannot be removed by shaking.
9. Industrial waste.
10. Manufacturer's or Trade Waste.
11. Electronic Waste includes but is Not limited to:
 - a) Display Devices (televisions and monitors including various technologies such as Cathode Ray Tube (CRT), All-in-one, flat panel (LCD, LED, and plasma) and rear projection.
 - b) Phones (telephones, cellular and smart phone devices, pagers). Includes corded and cordless telephones, as well as telephone answering machines; cellular phones, including those offering camera, video recording and/or audio functions; smartphones (cell-enabled); cell-enabled PDAs utilizing touch-screen technology; cell-enabled handheld devices.
 - c) Home Audio/Video Systems. Includes VCRs, DVD and CD players, digital cable and satellite equipment, speakers, amplifiers, receivers, data projectors and similar audio/video systems.
 - d) Desktop Computers. Desktop computers (including those acting as servers) and all bundled keyboards, mice, cables, and internal components.
 - e) Portable computers. Includes portable computers such as laptops, notebooks, netbooks, and tablets.
 - f) Computer Peripherals. Includes both wired and wireless manual input devices such as keyboards, mice, and trackballs.
 - g) Desktop printers/multi-function devices. Printers designed to reside on a work surface, including laser and LED, ink jet, dot matrix, thermal, dye sublimation, and "multi-function" copy, scan, fax and print devices. Stand-alone desktop fax machines are also included in this category.
 - h) Personal/Portable Audio/Video Systems. Includes docking speakers, portable stereos, portable CD players, portable audio recorders, tape/radio players, headphones, digital media (MP3) players, voice recorders, and digital and video cameras.
 - i) Home Theatre In-A-Box (HTB) Systems. Includes pre-packaged disc player/speaker/amplifier systems for use with video or television display to create a home theatre experience.
 - j) Vehicle Audio/Video Systems (after market). Includes amplifiers, equalizers, speakers,

and audio/video components.

- k) External Storage Drives and Modems. External hard drives, including home media network hard drives, and external optical disk drives as well as network-attached storage devices (NAS), external CD-ROM, DVD, and Blu-ray drives.
 - l) Global Positioning System (GPS) Personal Portable & Vehicle (after market). GPS devices both for personal portable use (sports, leisure, etc.) as well as aftermarket systems designed for use in vehicles.
 - m) Countertop Microwave Ovens. Countertop Microwave Ovens may include microwaves from households. Please note built-in or over-the-range microwave ovens and microwave/range hood combinations are excluded from the program.
 - n) Electronic Readers & Video Game Devices (Consoles, Handheld Devices & Controllers). Includes personal and portable devices designed primarily for reading digital books and periodicals, gaming consoles, handheld gaming devices as well as game controllers and both wired and wireless joysticks.
 - o) Small appliances;
 - p) Floor and carpet care appliances;
 - q) Garment care appliances;
 - r) Appliances for counter-top cooking;
 - s) Devices for cutting food items and opening or sealing containers or packages;
 - t) Devices for measuring time;
 - u) Personal care appliances;
 - v) Scales;
 - w) Portable air treatment appliances;
 - x) AND any electronic waste item(s) that has been banned from disposal at landfills in Newfoundland and Labrador and must be recycled through Electronic Products Recycling Association (EPRA) Program.
12. Unsuitable Items, except as otherwise may be designated by the Board from time to time.
13. Items which have been banned from disposal at landfill sites or for which reasonable alternative disposal methods are available, as determined by the Board.
14. Maggot infested garbage.

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Bell Island and Cavendish Waste Recovery Facilities – Winter Closures 2024-2025
MEETING DATE:	2024-10-02
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Christie Dean, Director of Operations
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

It is recommended that the Board close the Bell Island and Cavendish Waste Recovery Facilities over the winter months. Date of closure would be from Monday, December 16, 2024 to re-opening on Saturday, April 5, 2025.

MOTION:

BE IT RESOLVED that the Board close the Bell Island and Cavendish Waste Recovery Facilities over the winter months from Monday, December 16, 2024 to re-open on Saturday, April 5, 2025.

BACKGROUND:

- The closure of Bell Island and Cavendish Waste Recovery Facilities has been an annual occurrence since the winter of 2021-2022.
- The historic costs to keep these facilities open over winter are not sustainable or fiscally responsible.
- In addition, these sites do not have electricity and can only be open in weather conditions that are over -7°C windchill which is not common during the proposed closure time.
- These closures would be communicated by site signage; a letter sent to the impacted communities; posted on the Board’s website; as well as ads placed in the local newspapers.

Bell Island Waste Recovery Facility:

- Historically, the Bell Island Waste Recovery Facility (WRF) has very low winter usage.
- The site opened in February of 2021 but closed for several weeks in the winter of 2021 due to the Covid pandemic.
- In 2021, for the months of February and March there were 25 visits. This equates to 1 customer every 3.8 hours.
- In December 2021 through the end of March 2022 there were 122 visits. This equates to 1 customer every 2 hours or an average of 30 visits per month.
- Another consideration for the Bell Island WRF is the significant cost of snow clearing at the facility. For 2021-2022 the cost of snow clearing equated to an additional \$39.26 (plus HST) per customer visit during the winter months.
- Once ALL costs are included each customer visit in 2022 cost the Board \$57.03.
- It is not fiscally responsible or sustainable to keep this facility open over winter.
- The usage of this facility does not warrant it being opened over winter.
- This facility is not electrified.

Cavendish Waste Recovery Facility (WRF):

- Historically, the Cavendish WRF has low winter usage.
- In the four months of winter 2021 to 2022, the average number of visits from December through March was 127 per month. This equates to 1 customer every 2 hours.
- The 2021-2022 cost to staff the site equated to \$34.70 per customer visit.
- Another consideration for the Cavendish WRF is the high cost of snow clearing at the facility. The 2022-2023 snow clearing tender equated to an additional \$38.14 (plus HST) per customer visit during the winter months;
- These costs do not include the cost to maintain the road to the facility; the cost to maintain the waste recovery site; the cost to remove waste from the facility, administration cost for the facility; etc.
- Users of this facility have reasonable access to the Whitbourne and Old Perlican WRFs over winter, if necessary.
- It is not fiscally responsible or sustainable to keep this facility open over winter.
- The usage of the facility does not warrant it being opened over winter.
- This facility is not electrified.

Eastern Regional Service Board (ERSB)

Speaking Notes for Mayor Lawlor and Director Jason O'Brien

Overview of ERSB Waste Recovery Facilities:

- The Eastern Regional Service Board (ERSB) operates 10 waste recovery facilities across the region. These were established to replace unregulated dump sites and are intended exclusively for residential use.
- No commercial waste is permitted.
- Residents can drop off household bulk/oversized items that are not accepted by weekly curbside collection services.
- Information on what can or cannot be dropped off is clearly outlined on the ERSB's website and in the "How to Use This Site" brochure.
- The ERSB follows the Government of Newfoundland and Labrador's Respectful Workplace guidelines. All site users are expected to do the same.
- To ensure the safe and efficient operation of these waste recovery facilities, we strongly encourage everyone to review and follow these guidelines before their next visit.

Specific Issues at Renew's-Cappahayden Facility:

- The Renew's-Cappahayden facility, operational since July 2011, was established to accept bulk or oversized items from residents. It has served the area for 13 years.
- However, there is a growing issue with users attempting to dispose of prohibited items, including commercial waste such as fishing gear, nets, crab pots, ropes, etc.
- Let's be clear: No commercial waste is permitted.
- There have been troubling reports of users exhibiting disrespectful, bullying, and harassing behavior towards staff. This unacceptable conduct recently led to the temporary closure of the facility.
- No workplace, no community, no individual is expected to condone disrespectful, discriminatory, bullying, or harassing behavior. Such conduct will not be tolerated or ignored.
- The ERSB requires that bullying/harassment of staff stop immediately, or the facility will be shut down. That would be a great disservice to the area.

Response to Recent Incidents:

Due to the ongoing RCMP investigation, we are unable to comment on the specific incidents that led to the closure.

The ERSB has a legal and moral responsibility to protect its staff.

Path to a Sustainable Solution:

To keep the facility operational for the benefit of area residents, we are calling on all users to follow the facility guidelines and to interact respectfully with staff. Failure to do so could result in the permanent closure of the facility. It is simple as that.

Operational Standards and Compliance:

All waste recovery facilities are operated under a Certificate of Approval to Operate (CofA) issued by Digital Government and Service NL.

This CofA outlines:

- The environmental standards and waste disposal laws that must be strictly followed.
- The types of waste that can be accepted, such as furniture, home appliances, etc.
- Restrictions on certain waste types, including liquids, commercial waste, and special waste.
- Mandatory inspection of materials brought to the site to ensure compliance with regulations.
- Etc.

Consequences of Non-Compliance:

- The RCMP will continue to be involved, and individuals found violating the rules or engaging in disrespectful behavior will be investigated.
- Legal charges could be laid against offenders.
- Offending individuals may be permanently banned from the facility.
- Things need to improve immediately at the Renews-Cappahayden facility to ensure its continued operations.

WE ARE A RESPECTFUL WORKPLACE...

We follow the Government of Newfoundland and Labrador's Respectful Workplace guidelines. We expect all site users to do the same. To ensure the safe and efficient operation of this waste recovery facility, please review and follow these guidelines for your next visit.

What is a Respectful Workplace?

A respectful workplace values:

- Safety from disrespectful, discriminatory, bullying, and harassing behavior.
- The dignity of every person.
- Courteous and considerate behavior.
- Positive communication.
- Collaborative working relationships.
- Diversity and the human rights of others based on race, national or ethnic origin, color, religion, age, sex, marital status, family status, physical or mental disability, and sexual orientation.
- Support for learning and practicing dispute resolution and respectful workplace skills.

Scan the QR code to learn more about Respectful Workplace guidelines.



...HELP US KEEP THIS VALUABLE SERVICE GOING.




To maintain this valuable service for your continued use and convenience, please help us ensure that our staff are not subjected to disrespectful behaviour or threats of violence. Such conduct will not be tolerated or ignored.

What is Disrespectful Behavior?

Disrespectful behavior includes, but is not limited to:

- Aggressive or patronizing behaviour.
- Yelling.
- Belittling or reprimanding others publicly.
- Offensive or inappropriate remarks, gestures, or materials.
- Damaging gossip or rumors.
- Racial or ethnic slurs, including inappropriate jokes or cartoons.
- Embarrassing or humiliating actions.
- Discrimination as defined under human rights legislation.
- Sexual harassment.
- Unwarranted physical contact.
- Covert behavior, such as withholding information, undermining, or being underhanded.

We're here to help. Contact us.

-  toll-free 1-877-878-2166
-  info@ersbnl.ca
-  easternregionalserviceboard.com



WASTE RECOVERY FACILITIES

How to use this site



**EASTERN REGIONAL
SERVICE BOARD**

HOURS OF OPERATION

- **Tuesday & Thursday, 12-4 PM**
Gates close at 3:45 PM*
- **Saturday, 8-11:30 AM | 12:30-4 PM**
Site inspection/lunch break 11:30 AM-12:30 PM
Gates close at 3:45 PM*
**Gates close at 3:45 PM to allow for the last customers to offload and staff to secure the site.*

ATTENTION

THIS IS A RESPECTFUL WORKPLACE. SEE REVERSE SIDE FOR THE GOVERNMENT OF NEWFOUNDLAND AND LABRADOR'S RESPECTFUL WORKPLACE GUIDELINES THAT MUST BE FOLLOWED HERE.

TERMS OF USE

- Waste recovery facilities are for residential use only.
- No commercial waste accepted.
- No commercial vehicles allowed.
- Limit of 16 visits per calendar year.
- No ATVs or double-axle trailers allowed.
- Pets must be secured inside vehicles.
- Access will be refused if Terms of Use are not met.
- Users must follow Site Attendant's directions when offloading.
- Materials must be separated and offloaded by hand as directed.
- Clear transparent garbage bags accepted for smaller items and to help ensure no unacceptable items are offloaded.
- Unacceptable items cannot be offloaded.
- Please be patient and remain in your vehicle until directed by Site Attendant to offload.
- No smoking or vaping on site.
- Before visiting a waste recovery facility, check our website for status of the site you want to use. For regular alerts, follow us on Voyent Alert! at register.voyent-alert.com. Registration is free and anonymous.

ITEMS ACCEPTED

- Furniture
- Mattresses
- Appliances (fridges and freezers must have doors/lids removed)
- Scrap metal
- Electronics
- Tires, including ATV, highway, passenger, light truck and motorcycle (rims must be removed before drop-off).
- Propane tanks (with valves removed).
- Construction and demolition waste, including wood debris and shingles.
- Trees and branches less than 3 meters in length.

ITEMS NOT ACCEPTED

- Black bag garbage
- Recyclables
- Anything that will decompose, including food, cardboard, leaves, grass clippings, footwear
- Footwear, clothing, or textiles including curtains, bedding or any fabric type
- Pressurized containers of any kind
- Brick and concrete
- Hazardous waste
- Liquids
- Fish nets and ropes



SITE ATTENDANTS' PROFESSIONAL DEVELOPMENT DAY WHITBOURNE DEPOT - AUGUST 21, 2024

WHAT WE HEARD

Biggest Issues Raised:

1. How to improve the interaction with users when some are disrespectful, bullying, and belligerent.
2. How to control the materials coming on site.
3. The public needs to be reminded that the Site Attendant must inspect all loads before offloading. No exceptions.
4. For their safety, no pets allowed on site. All pets must remain in the vehicle while the customer offloads. No exceptions.
5. For their safety, no children are allowed on site. All children must remain in the vehicle while the customer offloads. No exceptions.
6. U-Haul Trucks/Trailers. Staff would like better direction/discretion for permitting these trucks and/or trailers on site. These vehicles are rented by residents to bring materials to these sites; however, they have commercial markings.

Information Pamphlet for Use at the Sites:

They agreed that having an information pamphlet outlining the guidelines for use of the sites to pass out to customers would be valuable.

They suggested the following to be included:

- No clothing permitted on site including boots, shoes, coats, sweater, jeans, pants, shirts, t-shirts, etc.
- No textiles permitted on site including blankets, pillows, curtains, etc. (they noted that the public seem unaware that clothing and textiles are often the same and neither is accepted).
- No recyclables including cardboard is permitted on site. Cardboard and paper continue to be a problem at the sites. Cardboard and paper may be placed curbside bi-weekly with recyclables for collection.
- Glass? How to continue accepting glass windows, etc. Glass currently creates more work. Should the public be asked to remove all glass from windows, doors, etc., before bringing them to our sites?
- Paint cans with lids on may have materials inside that cannot be accepted. Paint cans must have lids off and any residue inside must be dried up.

- Liquid waste and HHW materials continue to be an issue. No liquids or HHW materials may be accepted.
- Suggested a supplemental pamphlet for HHW materials that could be given to customers who present with this material.
- Absolutely NO pressurized containers are permitted on site.
- All loads must be easily accessible for inspection.

Windblown Debris on Site:

- Staff recommended that all siding/insulation/etc. brought to these sites should have to be bagged and/or tied up in such a way that it is not easily blown around the sites.
- Any item(s) that could be blown around the site should be in bags or tied up.

Community Clean-ups:

- Participating communities are not following the program guidelines when they bring their materials to the waste recovery facility sites.
- Communities show up with black bag garbage, unacceptable materials such as recyclables, etc.
- Staff suggested that the communities be made more aware of the guidelines.
- Christie noted that only 9% of communities in the Eastern region avails of this program which is disappointing.

Suggestions for the sites:

- Signage needed to remind users that their loads must be covered when arriving at these sites.
- Signage suggested to remind users to drive slowly on these sites as some users tend to drive too fast and that is a serious safety issue.
- Internet boosters was suggested for all sites to improve the connection for staff while working.
- Improved washroom facilities, when available.
- Staff need clear guidelines for banning customers and they requested a policy be developed.
- Security cameras would be helpful to improve respectful interactions.
- Several sites need work and re-development of berms, etc. Sites discussed included Whitbourne, Bay Bulls, etc.

Policy/Guidelines Discussion:

1. Double-axle trailers are not permitted on site.
 - a. Staff resoundingly voted in favour of maintaining this policy with 100% of them agreeing that the Board should maintain this policy.
 - b. Staff wants to retain this policy to ensure that users don't take too long to offload. Currently most users can offload in 10 minutes or more which is important at the busier sites. If this policy changes, it will slow down access for other users.
 - c. In addition, staff agreed that more commercial waste would be disposed at our sites if we change this policy. They continue to see suspected/known commercial operators dispose of waste at our sites using these trailers.
 - d. Staff are not in favour of permitting 'dumping' trailers on site and would like to see a policy banning them. Absolutely no dumping is permitted on these sites now; however, those with dumping trailers disregard this rule and dump their materials.
 - e. Staff noted that it is much easier to continue to restrict these trailers than to deal with the issues they present.
 - f. Staff did agree that once the access cards are in use, it may assist in allowing this policy to be changed as the use of access cards should limit abuse of these sites.

2. Staff requested that the Board consider restricting the size of enclosed trailers that are permitted on site.
 - a. These enclosed trailers are becoming an issue as they can hold a lot of material, and it is difficult for staff to inspect the load properly when all they can see is what is just inside the door of the trailer. They cannot see the materials 'hidden' behind or at the rear of the trailer.
 - b. Unfortunately, users with enclosed trailers are disposing of inappropriate materials by hiding these materials behind acceptable items that can be seen easily once the door is opened.
 - c. This is becoming more and more of an issue at these sites.
 - d. Staff feel these enclosed trailers are just as big an issue as double-axle trailers.
 - e. Staff recommended wording such as, "All loads must be easily accessible for inspection."

3. Staff requested that no policy changes occur until after the Access Cards have been implemented and in use for several months.

Community Name: Admiral's Beach

Water Supply: 2 Well Fields

1. Is the disinfection system operational? Yes No

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

3. Provide the following information for the last quarter:

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

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

If yes, select reason code: E1

If yes, describe plan to address BWA: Trying to get Cl residuals

5. Is the BWA reason code accurate? Yes No

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

6. Are there other water quality issues? Yes No

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

7. Provide the following information for the last quarter:

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

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

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

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

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

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

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. A new water storage tank was installed. Emailed Town to offer assistance in getting off BWA. No reply.
12. Other comments? [Click or tap here to enter text.](#)

Regional Operator Name: Ken Rollings
Date: 6/30/2024

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 st User		Near End of Line	
	Free Chlorine (mg/L)	Total Chlorine (mg/L)	Free Chlorine (mg/L)	Total Chlorine (mg/L)
Average				0.57
Minimum				0.08
Maximum				2.20

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

If yes, select reason code: Choose an item.

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

5. Is the BWA reason code accurate? Yes No

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

6. Are there other water quality issues? Yes No

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

7. Provide the following information for the last quarter:

Average Daily Water Use	Maximum Day Demand	Unit of Measurement (i.e. USGPM, L/day, m ³ /day)
1,961	3,950	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. [Click or tap here to enter text.](#)
12. Other comments? All is well.

Regional Operator Name: Ken Rollings
Date: 6/30/2024

Community Name: Fermeuse

1. Number of public wastewater outfalls? 1
2. Are any of the outfalls discharging >100 m³/day? Yes No don't monitor flow, 41 services
If yes, are they registered under the *Wastewater Systems Effluent Regulations*? Yes No
3. Provide the following information for the last quarter (if available):

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

4. Number of lift stations? 0
5. Number of wastewater treatment plants? (include septic tanks) Choose an item.
6. Select any adverse events that may have occurred in the wastewater system during the past quarter
 Lift Station Overflow Leaks Blockages
 Equipment Malfunction Odour Complaints
 Other (provide details) [Click or tap here to enter text.](#)
7. Does the wastewater collection system have inflow/infiltration issues?
 Yes No
8. Select any maintenance activities that been undertaken on the wastewater system in the last quarter.
 Inspection of lift station Hand rodding to clear a blockage
 Flushing Septic tank clean-out
 Other (provide details) [Click or tap here to enter text.](#)
9. Note any required upgrades for the wastewater system: no problems

Regional Operator Name: Ken Rollings
Date: 6/30/2024

Community Name: Fermeuse

Water Supply: Bear Cove Pond

1. Is the disinfection system operational? Yes No

2. Are chlorine residual tested on a daily basis?

Yes No Free Chlorine Only Total Chlorine Only

3. Provide the following information for the last quarter:

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

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

If yes, select reason code: Choose an item.

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

5. Is the BWA reason code accurate? Yes No

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

6. Are there other water quality issues? Yes No

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

7. Provide the following information for the last quarter:

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

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

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

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

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

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



Regional Water/Wastewater Operator Program
Quarterly Report
Drinking Water System

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

Regional Operator Name: Ken Rollings
Date: 6/30/2024

Community Name: Ferryland

1. Number of public wastewater outfalls? 1
2. Are any of the outfalls discharging >100 m³/day? Yes No don't monitor flow, about 22 services
If yes, are they registered under the *Wastewater Systems Effluent Regulations*? Yes No

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

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

4. Number of lift stations? 0
5. Number of wastewater treatment plants? (include septic tanks) Choose an item.
6. Select any adverse events that may have occurred in the wastewater system during the past quarter
 Lift Station Overflow Leaks Blockages
 Equipment Malfunction Odour Complaints
 Other (provide details) [Click or tap here to enter text.](#)
7. Does the wastewater collection system have inflow/infiltration issues?
 Yes No
8. Select any maintenance activities that been undertaken on the wastewater system in the last quarter.
 Inspection of lift station Hand rodding to clear a blockage
 Flushing Septic tank clean-out
 Other (provide details) [Click or tap here to enter text.](#)
9. Note any required upgrades for the wastewater system: no problems

Regional Operator Name: Ken Rollings
Date: 6/30/2024

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: Apr & May only

	Near 1 st User		Near End of Line	
	Free Chlorine (mg/L)	Total Chlorine (mg/L)	Free Chlorine (mg/L)	Total Chlorine (mg/L)
Average	1.57		0.46	
Minimum	0.29		0.05	
Maximum	4.80		1.98	

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

If yes, select reason code: [Choose an item.](#)

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

5. Is the BWA reason code accurate? Yes No

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

6. Are there other water quality issues? Yes No

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

7. Provide the following information for the last quarter:

Average Daily Water Use	Maximum Day Demand	Unit of Measurement (i.e. USGPM, L/day, m ³ /day)
		USG per 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.
12. Other comments?. All is well.

Regional Operator Name: Ken Rollings
Date: 6/30/2024

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

4. Is this system currently on a BWA? Yes No
 If yes, select reason code: **C1**
 If yes, describe plan to address BWA: **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 ³ /day)
		USG per day

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



Regional Water/Wastewater Operator Program
Quarterly Report
Drinking Water System

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

Regional Operator Name: Ken Rollings
Date: 6/30/2024

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

4. Is this system currently on a BWA? Yes No
 If yes, select reason code: Choose an item.
 If yes, describe plan to address BWA:
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 ³ /day)
		USG per day

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



Regional Water/Wastewater Operator Program
Quarterly Report
Drinking Water System

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

Regional Operator Name: Ken Rollings
Date: 6/30/2024

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

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

If yes, select reason code: F3

If yes, describe plan to address BWA: Operator resigned. 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 ³ /day)

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

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

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

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

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



Regional Water/Wastewater Operator Program
Quarterly Report
Drinking Water System

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

Regional Operator Name: Ken Rollings
Date: 6/30/2024

Community Name: Marysvale

Water Supply: Drilled

1. Is the disinfection system operational? Yes No

2. Are chlorine residual tested on a daily basis?

Yes No Free Chlorine Only Total Chlorine Only

3. Provide the following information for the last quarter:

	Near 1 st User		Near End of Line	
	Free Chlorine (mg/L)	Total Chlorine (mg/L)	Free Chlorine (mg/L)	Total Chlorine (mg/L)
Average				
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 is a manganese exceedance.

7. Provide the following information for the last quarter:

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

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

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

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

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 This community has a Manganese removal system, but it has never worked right since it was installed.

Regional Operator Name: Ken Rollings

Date: 6/30/2024

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 submitted.

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

4. Is this system currently on a BWA? Yes No
 If yes, select reason code: E2
 If yes, describe plan to address BWA: [Click or tap here to enter text.](#)

5. Is the BWA reason code accurate? Yes No
 If no, select the accurate reason code: [Choose an item.](#)

6. Are there other water quality issues? Yes No
 If yes, describe the issues and the plan to address them: Turbidity.

7. Provide the following information for the last quarter:

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

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. Email sent to Chair of LSD. No reply yet.
12. Other comments?

Regional Operator Name: Ken Rollings

Date: 6/30/2024

Community Name: O'Donnell's

Water Supply: Well Field

1. Is the disinfection system operational? Yes No

2. Are chlorine residuals tested on a daily basis?

Yes No Free Chlorine Only Total Chlorine Only

3. Provide the following information for the last quarter:

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

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

If yes, select reason code: E1

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

5. Is the BWA reason code accurate? Yes No

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

6. Are there other water quality issues? Yes No

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

7. Provide the following information for the last quarter:

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

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

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

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

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

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

10. Number of days you visited the community during the last quarter? 1

11. Provide a summary of meetings or training held in the community during the last quarter. The town contacted me regarding BWA removal. They were refused funding for watermain repairs. A site visit was conducted. Instructions were provided on how to get the Chlorinators working again. A joiner was required. There now appears to be a water shortage due to leaks.

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

Regional Operator Name: Ken Rollings

Date: 6/30/2024

Community Name: Point Lance

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

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

If yes, select reason code: A

If yes, describe plan to address BWA: A new disinfection system was installed recently.

5. Is the BWA reason code accurate? Yes No

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

6. Are there other water quality issues? Yes No

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

7. Provide the following information for the last quarter:

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

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

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

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

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

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

bo

10. Number of days you visited the community during the last quarter? 1
11. Provide a summary of meetings or training held in the community during the last quarter: Met with Town Clerk, Chair of LSD and one other resident. Discussed program. They are interested. Provided info on training.
12. Other comments? [Click or tap here to enter text.](#)

Regional Operator Name: Ken Rollings

Date: 6/30/2024

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 received

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

4. Is this system currently on a BWA? Yes No
 If yes, select reason code: E1
 If yes, describe plan to address BWA: increase chlorine dose
5. Is the BWA reason code accurate? Yes No
 If no, select the accurate reason code: Choose an item.
6. Are there other water quality issues? Yes No
 If yes, describe the issues and the plan to address them: Turbidity

7. Provide the following information for the last quarter:

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

8. Select which of the following O&M Programs have been developed:
 Operational Monitoring Plan Standard Operating Procedures Maintenance Assurance Manual
 Emergency Plan Preventative Maintenance Programs
 If not all are selected when will the remaining be completed? 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. Operator made no reply to phone messages.
12. Other comments? [Click or tap here to enter text.](#)

Regional Operator Name: Ken Rollings
Date: 6/30/2024

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

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

If yes, select reason code: Choose an item.

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

5. Is the BWA reason code accurate? Yes No

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

6. Are there other water quality issues? Yes No

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

7. Provide the following information for the last quarter:

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

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

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

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

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

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



Regional Water/Wastewater Operator Program
Quarterly Report
Drinking Water System

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

Regional Operator Name: Ken Rollings
Date: 6/30/2024

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: one month of data

	Near 1 st User		Near End of Line	
	Free Chlorine (mg/L)	Total Chlorine (mg/L)	Free Chlorine (mg/L)	Total Chlorine (mg/L)
Average	1.03		0.22	
Minimum	0.91		0.11	
Maximum	1.19		0.36	

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

7. Provide the following information for the last quarter:

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

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



Regional Water/Wastewater Operator Program
Quarterly Report
Drinking Water System

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

Regional Operator Name: Ken Rollings
Date: 6/30/2024

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

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

If yes, select reason code: A

If yes, describe plan to address BWA: 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 ³ /day)
		USG per day

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

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

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

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

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

10. Number of days you visited the community during the last quarter? Choose an item.
11. Provide a summary of meetings or training held in the community during the last quarter. Chlorination equipment was to be added to the water treatment plant. A consultant is expected to be hired in July to study the Arsenic problem and provide recommendations on BWA removal.
12. Other comments?

Regional Operator Name: Ken Rollings

Date: 6/30/2024

Community Name: St. Mary's

1. Number of public wastewater outfalls? 1
2. Are any of the outfalls discharging >100 m³/day? Yes No don't monitor flow, about 100 services
If yes, are they registered under the *Wastewater Systems Effluent Regulations*? Yes No

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

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

4. Number of lift stations? 1
5. Number of wastewater treatment plants? (include septic tanks) Choose an item.
6. Select any adverse events that may have occurred in the wastewater system during the past quarter
 Lift Station Overflow Leaks Blockages
 Equipment Malfunction Odour Complaints
 Other (provide details) [Click or tap here to enter text.](#)
7. Does the wastewater collection system have inflow/infiltration issues?
 Yes No
8. Select any maintenance activities that been undertaken on the wastewater system in the last quarter.
 Inspection of lift station Hand rodding to clear a blockage
 Flushing Septic tank clean-out
 Other (provide details) [Click or tap here to enter text.](#)
9. Note any required upgrades for the wastewater system: [Click or tap here to enter text.](#)

Regional Operator Name: Ken Rollings
Date: 6/30/2024

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

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

If yes, select reason code: E1

If yes, describe plan to address BWA: 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 ³ /day)

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

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

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

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

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



Regional Water/Wastewater Operator Program
Quarterly Report
Drinking Water System

10. Number of days you visited the community during the last quarter? Choose an item.
11. Provide a summary of meetings or training held in the community during the last quarter. New WST was installed last July. Tried to contact previous operator- no reply.
12. Other comments? [Click or tap here to enter text.](#)

Regional Operator Name: Ken Rollings
Date: 6/30/2024

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: some data in Apr

	Near 1 st User		Near End of Line	
	Free Chlorine (mg/L)	Total Chlorine (mg/L)	Free Chlorine (mg/L)	Total Chlorine (mg/L)
Average			3.00	3.38
Minimum			0.60	0.90
Maximum			7.10	7.70

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: town is now planning for a new well

7. Provide the following information for the last quarter:

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

8. Select which of the following O&M Programs have been developed:
 Operational Monitoring Plan Standard Operating Procedures Maintenance Assurance Manual
 Emergency Plan Preventative Maintenance Programs
 If not all are selected when will the remaining be completed? As soon as possible

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



Regional Water/Wastewater Operator Program
Quarterly Report
Drinking Water System

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

Regional Operator Name: Ken Rollings
Date: 6/30/2024

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

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

If yes, select reason code: E1

If yes, describe plan to address BWA: 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, ion exchange

7. Provide the following information for the last quarter:

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

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

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

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

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

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

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. High Manganese levels are present in the Public Water Supply, which services 6-8 homes. The Chair of the LSD was emailed re options.
12. Other comments?

Regional Operator Name: Ken Rollings

Date: 6/30/2024

Community Name: Trepassey

1. Number of public wastewater outfalls? 1

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

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

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

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

4. Number of lift stations? 3

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

2 septic tanks serve 5 homes

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

Lift Station Overflow Leaks Blockages

Equipment Malfunction Odour Complaints

Other (provide details) [Click or tap here to enter text.](#)

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

Yes No

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

Inspection of lift station Hand rodding to clear a blockage

Flushing Septic tank clean-out

Other (provide details) [Click or tap here to enter text.](#)

9. Note any required upgrades for the wastewater system

Regional Operator Name: Ken Rollings

Date: 6/30/2024

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: Jan and Feb

	Near 1 st User		Near End of Line	
	Free Chlorine (mg/L)	Total Chlorine (mg/L)	Free Chlorine (mg/L)	Total Chlorine (mg/L)
Average	3.16	3.75	0.05	0.07
Minimum	1.80	2.30	0.03	0.00
Maximum	4.60	5.00	0.12	0.30

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 ³ /day)
167,146	199,100	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.

11. Provide a summary of meetings or training held in the community during the last quarter. Consultant study on low residuals at the end of the line is completed. Council is considering the recommendations.

12. Other comments?

Regional Operator Name: Ken Rollings

Date: 6/30/2024



Summerside PE C1N 5Z7

000003244

Statement details

Account number 98765 43210

Date issued Jul 19, 2024

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

Statement of account for current source deductions

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

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

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

Thank you,

Bob Hamilton
Commissioner of Revenue

Remittance account balance

This is your total year to date deductions at source.

2024 balance: \$354,682.20

Go paperless!

Get your mail online through **My Business Account**.

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

Statement details

Account number **12345678901234567890**

Date issued Jul 19, 2024

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

Account summary

This statement shows transactions posted to your account since your last statement. To view all transactions related to your account, go to canada.ca/my-cra-business-account.

The **Remittance account balances** section below includes paid and unpaid amounts for 2024. For more information on withholding requirements and calculating your deduction and remittance amounts, go to canada.ca/payroll.

Remittance account balances

Date posted	Description	Date received	\$ Amount	CR/DR
	Previous balance		149,314.20	CR
Apr 30, 2024	Payment Apr 2024	Apr 25, 2024	28,256.44	CR
May 15, 2024	Payment Apr 2024	May 10, 2024	24,869.26	CR
May 30, 2024	Payment May 2024	May 27, 2024	24,805.74	CR
Jun 13, 2024	Payment May 2024	Jun 10, 2024	23,949.61	CR
Jun 13, 2024	Payment May 2024	Jun 10, 2024	24,062.84	CR
Jun 28, 2024	Payment Jun 2024	Jun 25, 2024	15,062.20	CR
Jul 15, 2024	Payment Jun 2024	Jul 10, 2024	23,728.00	CR
Jul 17, 2024	Payment Jul 2024	Jul 12, 2024	40,633.91	CR
	Current balance		354,682.20	CR

Explanation of changes and other important information

To keep informed on changes to slips and summaries filed on or after calendar year 2024, go to canada.ca/taxes-slips, and select "T4 slip -- Information for employers" or "T4 summary -- Information for employers."

Did you know you can submit payroll documents online? The "Submit documents" service lets you or your representative securely send documents electronically to the CRA. You can access this service directly through My Business Account or Represent a Client. If you have not already registered for My Business Account or Represent a Client, go to canada.ca/taxes-business-online.

EASTERN REGIONAL SERVICE BOARD

PROFESSIONAL DEVELOPMENT OPPORTUNITY 2025 for Governance Committee Meeting of September 18, 2024

LOCAL GOVERNMENT REIMAGINED CONFERENCES 2025

(offered in two locations for 2025)

Offered by ICMA (International City/County Management Association)

Agenda: *(a detailed agenda is not yet available)*

For 2025, two Local Government Reimagined Conferences are planned for:

- a) Denver, Colorado – February 26-28, 2025
- b) Milwaukee, Wisconsin – April 2-4, 2025

Conference Description: Local government leadership has always involved managing the so-called “challenge of change”. But transformations over the last half-century and, especially the last several years, have dramatically and forever altered the conditions in which local governments operate.

ICMA hopes to offer innovative, future focused ideas for training workshops and educational sessions; leading ideas talks, and roundtable discussions centered around innovations of today and future proofing for tomorrow.

Topics planned for conference inclusion:

- Data and Technology
- Management Strategies
- Leadership Approaches
- Livable Communities
- Service Delivery Innovations
- Thriving Local Economies

Will the Governance Committee consider this event for the Board’s professional development for 2025?

If so, an agenda will be brought forward when available so final decision may be made.

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Development of ERSB Code of Conduct
MEETING DATE:	2024-10-02
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Holly Power, Board Clerk & Outreach Coordinator
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

For discussion.

MOTION:

N/A

BACKGROUND/DISCUSSION:

- The new Municipal Conduct Act, which provides clear guidelines for municipal councils, requiring them to establish their own codes of conduct, took effect on September 1, 2022.
- It has been recommended that the Board consider adopting its own Code of Conduct.
- The Board’s Clerk has been working on creating a Code of Conduct for Board members and will prepare a draft document for review and consideration.

ATTACHMENTS:

- 2021 Bill 37 – Municipal Conduct Act

First Session, 50th General Assembly
70 Elizabeth II, 2021

BILL 37

AN ACT RESPECTING THE CONDUCT OF MUNICIPAL OFFICIALS

Received and Read the First Time.....
Second Reading.....
Committee.....
Third Reading.....
Royal Assent.....

HONOURABLE KRISTA LYNN HOWELL
Minister of Municipal and Provincial Affairs

Ordered to be printed by the Honourable House of Assembly

EXPLANATORY NOTES

This Bill would enact the *Municipal Conduct Act*.

The Bill would

- require councillors and chief administrative officers to file disclosure statements with the council;
- prescribe what constitutes a conflict of interest for municipal officials;
- prescribe the process to be followed where a councillor knows, or ought reasonably to know, that the councillor has a conflict of interest in a matter before the council;
- establish a process relating to complaints regarding conflict of interest of a councillor, former councillor and administrator;
- prescribe the penalties to be imposed on a councillor, former councillor or administrator who acted in a conflict of interest;
- require councils to establish two codes of conduct, one code of conduct relating to councillors and another code of conduct relating to all other municipal officials;
- prescribe the information and processes that are required to be included in the codes of conduct;

- establish a process relating to complaints regarding contraventions of a code of conduct;
- prescribe the penalties to be imposed on municipal officials who contravene the code of conduct;
- allow the complainant and respondent to appeal certain decisions under the Act to the Supreme Court of Newfoundland and Labrador; and
- require councillors and chief administrative officers to complete training approved by the minister.

A BILL

AN ACT RESPECTING THE CONDUCT OF MUNICIPAL OFFICIALS

Analysis

1. Short title
2. Definitions
3. Application
 - PART I
DISCLOSURE STATEMENT
 4. Disclosure statement
 - PART II
CONFLICT OF INTEREST
 5. Conflict of interest
 6. Conflict of interest re: councillors
 7. Reduced quorum
 8. Complaint of conflict of interest re: councillors and former councillors
 9. Penalties for conflict of interest re: councillors and former councillors
 10. Complaint of conflict of interest re: administrators
 11. Penalties for conflict of interest re: administrators
 - PART III
CODE OF CONDUCT
 12. Code of conduct for councillors
 13. Code of conduct training
 14. Code of conduct complaint process re: councillors and former councillors
 15. Penalties for contravention of code of conduct re: councillors and former councillors
 16. Code of conduct complaint process re: administrators
 17. Penalties for contravention of code of conduct re: administrators
 18. Code of conduct for other municipal officials
 19. Code of conduct for local service districts
 - PART IV
APPEALS
 20. Appeal
 - PART V
ORIENTATION TRAINING
 21. Orientation training
 - PART VI
REGULATIONS
 22. Regulations
 - PART VII
CONSEQUENTIAL AMENDMENTS, REPEAL AND COMMENCEMENT
 23. RSNL1990 cC-15 Amdt.
 24. RSNL1990 cC-16 Amdt.
 25. RSNL1990 cC-17 Amdt.
 26. SNL2001 cM-20.2
Amdt.
 27. SNL1999 cM-24 Amdt.
 28. Commencement

Be it enacted by the Lieutenant-Governor and House of Assembly in Legislative Session convened, as follows:

1. This Act may be cited as the *Municipal Conduct Act*.

Definitions

2. In this Act

- (a) "administrator" means an administrator appointed under section 250 of the *Municipalities Act, 1999*;
- (b) "business day" means a day that is not a Saturday, Sunday or a holiday;
- (c) "chief administrative officer" means
 - (i) a manager or acting manager appointed under the *Municipalities Act, 1999*,
 - (ii) the city manager or acting city manager appointed under the *City of Corner Brook Act*,
 - (iii) the city manager or acting city manager appointed under the *City of Mount Pearl Act*, and
 - (iv) the city manager or acting city manager appointed under the *City of St. John's Act*;
- (d) "code of conduct" means a code of conduct established in accordance with section 12 or 18;
- (e) "cohabiting partner" means a person with whom a municipal official is living in a conjugal relationship outside of marriage;
- (f) "complainant" means a person making a complaint;
 - (g) "complaint" means a written document alleging that a municipal official acted in a conflict of interest or contravened the code of conduct;
- (h) "council" means a council of a municipality;
- (i) "councillor" means a member of a council;
- (j) "department" means the department presided over by the minister;
- (k) "disclosure statement" means a statement required to be filed under section 4;
- (l) "employee" means a person employed by a municipality;
- (m) "excluded private interest" means
 - (i) cash on hand or on deposit with a financial institution that is lawfully entitled to accept deposits,
 - (ii) a position of director or executive officer in a municipal entity or municipal corporation,
 - (iii) membership in a council committee,
 - (iv) purchase or ownership of a municipal debenture,
 - (v) fixed value securities issued by a government or municipality in Canada or an agency of a government or municipality in Canada, and

(vi) a benefit or award of a value less than an amount prescribed in the regulations;

(n) "local service district" means a local service district established under the *Municipalities Act, 1999*;

(o) "minister" means the minister appointed under the *Executive Council Act* to administer this Act;

(p) "municipal official" means, unless the context indicates otherwise,

(i) a councillor,

(ii) a chief administrative officer,

(iii) an administrator,

(iv) an employee of a municipality, and

(v) any person acting, with or without remuneration, under the direction of a municipality, including fire chiefs and fire fighters providing services for or to a municipality;

(q) "municipality" means

(i) a town continued or incorporated under the *Municipalities Act, 1999*,

(ii) the City of Corner Brook continued under the *City of Corner Brook Act*,

(iii) the City of Mount Pearl continued under the *City of Mount Pearl Act*,
and

(iv) the City of St. John's continued under the *City of St. John's Act*;

(r) "private interest" includes

(i) an asset, liability or financial interest,

(ii) a source of income,

(iii) a position of director or executive officer in a corporation, association or trade union, whether for profit or not for profit,

(iv) membership in a board, commission or agency of the Crown in right of Canada or a province,

(v) membership in or employment by a trade union where the trade union has entered into or is seeking to enter into a collective agreement with a council or an entity of a council, with respect to any matter related to the administration or negotiation of the collective agreement, and

(vi) a benefit or award,

but does not include an excluded private interest;

(s) "privileged meeting" means a privileged meeting referred to in

(i) section 213 of the *Municipalities Act, 1999*,

(ii) section 41 of the *City of Corner Brook Act*,

(iii) section 41 of the *City of Mount Pearl Act*, or

(iv) section 38 of the *City of St. John's Act*;

- (t) "relative" means
- (i) a spouse or cohabiting partner,
 - (ii) a child, step-child, parent, step-parent, sibling, step-sibling, parent-in-law or sibling-in-law of the municipal official, and
 - (iii) a person not referred to in subparagraphs (i) and (ii) who resides with the municipal official;
- (u) "respondent" means a municipal official against whom a complaint has been made;
- (v) "source of income" means
- (i) in the case of employment, the employer, and
 - (ii) in the case of income arising from a business or profession, the business or profession; and
- (w) "spouse" means a person to whom a municipal official is married, unless the person and the municipal official have made a separation agreement or their support obligations and family property have been dealt with by a court order.

Application

3. This Act applies to municipal officials when the municipal officials are acting in their capacity as municipal officials.

PART I DISCLOSURE STATEMENT

Disclosure statement

4. (1) A councillor shall file with the council a disclosure statement in the form set by the council

- (a) within 30 days of taking office after the councillor's election; and
- (b) each year on or before March 1.

(2) A chief administrative officer shall file with the council a disclosure statement in the form set by the council

- (a) within 30 days of commencing employment; and
- (b) each year on or before March 1.

(3) A disclosure statement referred to in subsections (1) and (2) shall include the following information in relation to a councillor, chief administrative officer and a councillor's and chief administrative officer's spouse or cohabiting partner:

- (a) ownership of real property or an interest in real property within the municipality;
- (b) corporations in which 10% or more shares are held;
- (c) partnerships and sole proprietorships in which 10% or more interest is held;
- (d) ownership of businesses located within the municipality;
- (e) corporations, associations or trade unions in which a position of director or executive officer is held;
- (f) sources of income; and

(g) any other information the council determines necessary.

(4) Where there is a change in the information contained in a disclosure statement filed under subsection (1) or (2), the councillor or chief administrative officer shall report the change to the council no later than 60 days after the change occurred.

(5) A disclosure statement filed under this section shall be

(a) retained by the clerk of the council; and

(b) reviewed at a privileged meeting of the council no later than 30 days after the date required for filing under this section.

(6) The council shall make disclosure statements filed under subsection (1) available for public inspection during normal business hours of the council.

PART II CONFLICT OF INTEREST

Conflict of interest

5. (1) A municipal official has a conflict of interest where in the making, or involvement in the making, of a decision

(a) the municipal official's private interests are affected; or

(b) the municipal official is unable to act impartially on behalf of the municipality due to the municipal official's personal relationships.

(2) For the purposes of paragraph (1)(a)

(a) a decision may affect, directly or indirectly, a private interest, where the decision may result in a gain or loss to the municipal official's private interests or the private interests of a relative; and

(b) a decision does not affect, directly or indirectly, a private interest where the decision affects the municipal official or a relative of a municipal official as one of a broad class of the public.

(3) For the purposes of paragraph (1)(b) a municipal official is unable to act impartially where a reasonable person may conclude that the municipal official's personal relationship would result in favoritism or prejudice to the person to whom the municipal official has a personal relationship.

Conflict of interest re: councillors

6. (1) Where a councillor knows or ought reasonably to know that the councillor has a conflict of interest in a matter before council, the councillor shall, where present,

(a) declare the conflict of interest before any consideration or discussion of the matter;

(b) disclose the general nature of the conflict of interest;

(c) refrain from participating in any discussion relating to the matter;

(d) refrain from voting on any question, decision, recommendation or other action to be taken relating to the matter; and

(e) leave the room in which the meeting is held for the duration of the consideration of the matter.

(2) Notwithstanding paragraph (1)(e), where the meeting referred to in subsection (1) is open to the public, the councillor may remain in the part of the room set aside for the general public.

(3) A councillor referred to in subsection (1) shall not attempt, in any way, before, during or after the meeting, to influence

- (a) the vote of other councillors; or
- (b) any policy advice provided to council regarding the matter.

(4) A declaration of conflict of interest under subsection (1) and the general nature of the conflict of interest shall be recorded in the minutes of council or a committee of council, where the declaration was made at a committee meeting.

(5) Where a councillor is uncertain as to whether or not the councillor has a conflict of interest, the councillor shall disclose the nature of the possible conflict of interest to the council and the council may decide by a majority vote.

(6) A councillor whose possible conflict of interest is being voted on is not entitled to vote.

(7) Where the vote referred to in subsection (5) is a tied vote, the councillor shall be considered to have a conflict of interest.

(8) Where the council determines by a majority vote under subsection (5) that a councillor does not have a conflict of interest and a complaint is subsequently filed under this Act and it is determined that a councillor did have a conflict of interest, the council may invalidate the decision of council in which the councillor acted in a conflict of interest but shall not impose any other penalties under this Act against the councillor.

Reduced quorum

7. (1) Where one or more councillors have declared a conflict of interest under subsection 6(1) and the number of councillors remaining at the meeting is not sufficient to constitute a quorum then, notwithstanding any other Act, regulations or a regulation of council, the number of councillors remaining, where not less than 2, shall be considered to constitute a quorum for purposes of discussion and voting on the matter being considered by the council.

(2) Where in the circumstances referred to in subsection (1) there would be less than 2 councillors remaining at a meeting, council shall request direction from the minister and the minister may order that

- (a) the one remaining councillor vote on the matter as if the councillor constituted a quorum; or
- (b) the councillors are exempted from subsection 6(1) in the matter and allow the councillors to vote on the matter.

(3) The minister may impose terms and conditions on an order issued under subsection (2).

Complaint of conflict of interest re: councillors and former councillors

8. (1) Where a person is of the opinion that a councillor or former councillor has acted in a conflict of interest, the person may file a complaint with the chief administrative officer within 6 months of the person becoming aware of the potential conflict of interest.

(2) A complaint shall be in writing and shall include the following information:

- (a) the nature of the conflict of interest;
- (b) the councillor's or former councillor's actions in relation to the conflict of interest; and
- (c) any other information the chief administrative officer determines necessary.

(3) The chief administrative officer shall send a copy of the complaint to the respondent no later than 5 business days after receipt of the complaint.

(4) The respondent may provide a written response respecting the complaint to the chief administrative officer no later than 20 business days after receipt of a copy of the complaint.

(5) Where the respondent provides a written response under subsection (4), the chief administrative officer shall send a copy of the written response to the complainant within one business day after receipt of the written response.

(6) The chief administrative officer shall review the complaint and the respondent's written response no later than 10 business days after receipt of the written response, or where a written response is not filed the chief administrative officer shall review the complaint no later than 10 business days after the time period to file the written response has expired, and shall

- (a) prepare a written report regarding the complaint;
- (b) refer the complaint to council;
- (c) provide a copy of the report referred to in paragraph (a) to the council at the time the complaint is referred to council; and
- (d) give written notice of the referral to the complainant and the respondent.

(7) No later than 15 business days after receiving the report referred to in subsection (6), the council shall consider both the complaint and the report provided under subsection (6) and may, by resolution,

- (a) dismiss the complaint;
- (b) make a determination that the councillor or former councillor acted in a conflict of interest; or
- (c) order any investigation to determine whether the councillor or former councillor acted in a conflict of interest.

(8) A person shall not hinder, obstruct, attempt to obstruct, interfere with, threaten, harass or fail to cooperate with a person conducting an investigation under paragraph (7)(c) in the exercise of that person's duties or functions under this Act or the regulations.

(9) A person conducting an investigation under paragraph (7)(c) shall prepare a report regarding the investigation and submit it to the council.

(10) Following review of the report referred to in subsection (9) the council may, by resolution,

- (a) dismiss the complaint; or
- (b) make a determination that the councillor or former councillor acted in a conflict of interest.

(11) A report referred to in subsection (9) shall be tabled at a public meeting.

Penalties for conflict of interest re: councillors and former councillors

9. (1) Where a council determines that a councillor has acted in a conflict of interest, the council

- (a) shall, by resolution, require the councillor to vacate the councillor's seat on council and declare that the councillor is not eligible to be nominated as a candidate until the nomination period for the next general election; and

(b) may, by resolution, invalidate the decision of the council in which the councillor acted in a conflict of interest.

(2) Notwithstanding subsection (1), where the council determines that a councillor acted in a conflict of interest through inadvertence or a genuine error in judgment, the council may, by resolution, allow the councillor to keep the councillor's seat on council and may do one or more of the following:

- (a) reprimand the councillor;
- (b) invalidate the decision of the council in which the councillor acted in a conflict of interest;
- (c) require the councillor to attend training as determined by the council;
- (d) suspend the councillor from council committees or other additional activities or duties for a period of no more than 3 months; and
- (e) suspend the councillor from council, without remuneration, for a period of no more than 3 months.

(3) Where the council determines that a former councillor has acted in a conflict of interest, the council may do one or more of the following:

- (a) reprimand the former councillor;
- (b) invalidate the decision of council in which the former councillor acted in a conflict of interest; and
- (c) declare that the former councillor is not eligible to be nominated as a candidate until the nomination period for the next general election.

(4) Where a councillor is unable to attend regular public meetings of the council for 3 successive months because of a suspension under paragraph (2)(e), the councillor's absence from the public meetings is considered to be with leave of the council for the purposes of subparagraph 20(2)(e)(ii) of the *City of Corner Brook Act*, subparagraph 20(2)(e)(ii) of the *City of Mount Pearl Act*, subparagraph 206(1)(f)(ii) of the *Municipalities Act, 1999* and a regulation made under subparagraph 340.5(4)(i) of the *City of St. John's Act*.

Complaint of conflict of interest re: administrators

10. (1) Where a person is of the opinion that an administrator has acted in a conflict of interest, the person may file a complaint with the minister.

(2) A complaint shall be in writing and shall include the following information:

- (a) the nature of the conflict of interest;
- (b) the administrator's actions in relation to the conflict of interest; and
- (c) any other information the minister determines necessary.

(3) The minister shall send a copy of the complaint to the respondent no later than 5 business days after receipt of the complaint.

(4) The respondent may provide a written response respecting the complaint to the minister no later than 20 business days after receipt of a copy of the complaint.

(5) Where the respondent provides a written response under subsection (4), the minister shall send a copy of the written response to the complainant within one business day after receipt of the written response.

(6) No later than 15 business days after the minister receives the written response, or where a written response is not filed, no later than 15 business days after the time period to file a written response has expired the minister may

- (a) dismiss the complaint;
- (b) make a determination that the administrator acted in a conflict of interest; or
- (c) order an investigation to determine whether the administrator acted in a conflict of interest.

(7) A person shall not hinder, obstruct, attempt to obstruct, interfere with, threaten, harass or fail to cooperate with a person conducting an investigation under paragraph (6)(c) in the exercise of that person's duties or functions under this Act or the regulations.

(8) A person conducting an investigation under paragraph (6)(c) shall prepare a report regarding the investigation and submit it to the minister.

- (9) Following review of the report referred to in subsection (8) the minister may
 - (a) dismiss the complaint; or
 - (b) make a determination that the administrator acted in a conflict of interest.

Penalties for conflict of interest re: administrators

11. Where the minister determines that the administrator has acted in a conflict of interest, the minister may do one or more of the following:

- (a) reprimand the administrator;
- (b) invalidate the decision of the administrator in which the administrator acted in a conflict of interest;
- (c) require the administrator to attend training as determined by the minister; and
- (d) revoke the administrator's appointment as administrator.

PART III CODE OF CONDUCT

Code of conduct for councillors

12. (1) Within 6 months of the coming into force of this Act, a council shall establish a code of conduct that applies to all councillors.

(2) A code of conduct referred to in subsection (1) shall set guidelines that define the standards and values that the council expects councillors to meet in their dealings with each other, employees of the municipality and the public.

(3) A code of conduct referred to in subsection (1) shall

- (a) include provisions relating to
 - (i) standards of professional behaviour,
 - (ii) use of influence,
 - (iii) confidentiality,
 - (iv) harassment and bullying, and
 - (v) any other matter prescribed in the regulations;
- (b) establish the process for filing complaints relating to a contravention of the code of conduct, including
 - (i) designating to whom the complaint shall be filed,

- (ii) the information to be included in a complaint, and
- (iii) the time period for filing a complaint;
- (c) establish the process for resolving complaints, including referral of complaints for mediation and investigation;
- (d) provide for reports related to the complaint, including
 - (i) the form of the report,
 - (ii) the information required to be included in the report, and
 - (iii) the time period for submitting the report.
- (4) Each councillor shall comply with the code of conduct.
- (5) Where an administrator is appointed for a municipality, the administrator shall comply with the code of conduct established by the council under subsection (1).

Code of conduct training

13. (1) A municipality shall arrange training relating to the code of conduct for councillors within 3 months of the establishment of a code of conduct and all councillors shall attend the training.

(2) A municipality shall arrange training relating to the code of conduct for a councillor within 3 months of a councillor being elected and the councillor shall attend the training.

(3) A councillor who does not attend the code of conduct training within the time period referred to in subsection (1) or (2) shall not carry out a power, duty or function as a councillor until the councillor has completed the training.

Code of conduct complaint process re: councillors and former councillors

14. (1) Where a person is of the opinion that a councillor or former councillor has contravened the code of conduct, the person may file a complaint in accordance with the process set out in the code of conduct.

(2) Where a complaint referred to in subsection (1) is

(a) satisfactorily resolved; or

(b) is not satisfactorily resolved but the complainant and respondent agree on the facts,

the chief administrative officer or a person designated by the chief administrative officer shall submit a report to the council in the form and manner set out in the code of conduct.

(3) Where subsection (2) does not apply, the complaint shall be investigated in accordance with the code of conduct and the person conducting the investigation shall submit a report to the council in the form and manner set out in the code of conduct.

(4) A report referred to in subsection (2) or (3) shall be reviewed at a privileged meeting of the council following receipt of the report.

(5) Following review of a report under subsection (4), the council shall open the meeting to the public and shall, by resolution,

(a) dismiss the complaint; or

(b) make a determination that the councillor or former councillor contravened the code of conduct.

(6) A complaint filed under this section against a councillor or former councillor by a member of the public or another councillor is not considered a workplace investigation for the purposes of section 33 of the *Access to Information and Protection of Privacy Act, 2015*.

Penalties for contravention of code of conduct re: councillors and former councillors

15. (1) Where a council determines that a councillor has contravened the code of conduct or failed to comply with a penalty imposed under this section, the council may, by resolution, do one or more of the following:

- (a) reprimand the councillor;
- (b) require the councillor to attend training as determined by the council;
- (c) suspend the councillor from council committees or other additional activities or duties for a period of no more than 3 months;
- (d) suspend the councillor from council, without remuneration, for a period of no more than 3 months; and
- (e) where one or more of the following apply, make an application to court seeking that the councillor vacate the councillor's seat on council and that the councillor not be eligible to be nominated as a candidate until the nomination period for the next general election:
 - (i) the contravention of the code of conduct resulted in loss of public trust,
 - (ii) the contravention of the code of conduct consisted of violence or the credible threat of violence, and
 - (iii) the councillor has contravened the code of conduct more than once and has refused to comply with the penalties imposed.

(2) Where the council determines that a former councillor has contravened the code of conduct, the council may, by resolution, do one or both of the following:

- (a) reprimand the former councillor; and
- (b) where one or more of the following apply, declare that the former councillor is not eligible to be nominated as a candidate until the nomination period for the next general election:
 - (i) the contravention of the code of conduct resulted in loss of public trust,
 - (ii) the contravention of the code of conduct consisted of violence or the credible threat of violence, and
 - (iii) the former councillor has contravened the code of conduct more than once and has refused to comply with penalties imposed.

Code of conduct complaint process re: administrators

16. (1) Where a person is of the opinion that an administrator has contravened the code of conduct, the person may file a complaint in accordance with the process set out in the code of conduct except that the complaint shall be filed with the minister.

- (2) Where a complaint referred to in subsection (1) is
 - (a) satisfactorily resolved; or
 - (b) is not satisfactorily resolved but the complainant and respondent agree on the facts,

a person designated by the minister shall submit a report to the minister in the form and manner set out in the code of conduct.

(3) Where subsection (2) does not apply, the complaint shall be investigated in accordance with the code of conduct and the person conducting the investigation shall submit a report to the minister in the form and manner set out in the code of conduct.

(4) Following review of a report referred to in subsection (2) or (3) the minister may

- (a) dismiss the complaint; or
- (b) make a determination that the administrator contravened the code of conduct.

Penalties for contravention of code of conduct re: administrators

17. Where the minister determines that the administrator has contravened the code of conduct, the minister may do one or more of the following:

- (a) reprimand the administrator;
- (b) require the administrator to attend training as determined by the minister; and
- (c) revoke the administrator's appointment as administrator.

Code of conduct for other municipal officials

18. (1) In this section "municipal official" does not include a councillor or an administrator.

(2) Within 6 months of the coming into force of this Act, a council shall establish a code of conduct for municipal officials.

(3) A code of conduct referred to in subsection (2), shall include

- (a) the information and processes prescribed in subsection 12(3); and
- (b) provisions relating to conflict of interest.

(4) The provisions relating to conflict of interest shall

- (a) specify the procedures that a municipal official is required to follow where the municipal official suspects that the municipal official may be in a conflict of interest;

(b) specify the procedures for a person making a complaint regarding a municipal official who may have a conflict of interest; and

(c) specify the procedure for resolving the conflict.

(5) In addition to the requirements in subsection (4), the code of conduct provisions relating to a conflict of interest of a chief administrative officer shall allow a chief administrative officer, within the scope of the chief administrative officer's employment, to provide advice to council on a matter in which the chief administrative officer has a conflict of interest where

(a) the chief administrative officer disclosed the conflict of interest and the nature of the conflict of interest to the council; and

(b) the council made the request for advice knowing of the chief administrative officer's conflict of interest.

(6) Each municipal official shall comply with the code of conduct.

(7) A municipality shall arrange training relating to the code of conduct for municipal officials within 3 months of the establishment of a code of conduct and all municipal officials shall attend the training.

(8) A municipality shall arrange training relating to the code of conduct referred to in subsection (2) for a municipal official within 3 months of a municipal official commencing employment with a municipality or acting under the direction of a municipality and the municipal official shall attend the training.

(9) Where a code of conduct has been amended the municipality shall notify municipal officials of the changes within one month of the changes being made.

Code of conduct for local service districts

19. (1) The minister may establish a code of conduct for local service districts.

(2) Members of local service district committees and employees of a local service district shall comply with the code of conduct established by the minister.

PART IV APPEALS

Appeal

20. (1) A complainant or respondent may appeal a decision made under paragraphs 8(7)(a) and (b), subsections 8(10) and paragraphs 9(1)(a), 9(2)(e) and 9(3)(c) to the Supreme Court of Newfoundland and Labrador by filing a notice of appeal with the Supreme Court of Newfoundland and Labrador.

(2) An appeal shall be commenced no later than 21 days after the complainant or respondent receives the decision being appealed.

PART V ORIENTATION TRAINING

Orientation training

21. (1) A councillor and chief administrative officer shall complete orientation training approved by the minister within the time period prescribed in the regulations.

(2) The orientation training referred to in subsection (1) shall include the following:

- (a) information related to the roles and responsibilities of a councillor and chief administrative officer;
- (b) information related to meetings and procedures of council;
- (c) information related to council budgets and financial management;
- (d) information related to access to information and protection of privacy; and
- (e) any other information prescribed in the regulations.

(3) A councillor or chief administrative officer who does not attend the orientation training within the time period prescribed in the regulations shall not carry out a power, duty or function as a councillor or chief administrative officer until the councillor or chief administrative officer has completed the training.

PART VI REGULATIONS

Regulations

22. The minister may make regulations

- (a) prescribing an amount for the purposes of subparagraph (2)(m)(vi);
- (b) prescribing additional matters to be included in the provisions of a code of conduct;

- (c) prescribing the time period in which orientation training is required to be completed;
- (d) prescribing additional information to be included in orientation training;
- (e) defining a word or phrase used but not defined in this Act; and
- (f) generally, to give effect to this Act.

**PART VII
CONSEQUENTIAL AMENDMENTS, REPEAL AND
COMMENCEMENT**

RSNL1990 cC-15 Amdt.

- 23. (1) Paragraph 20(2)(a) of the *City of Corner Brook Act* is repealed.**
- (2) Sections 22 to 26 of the Act are repealed.**

RSNL1990 cC-16 Amdt.

- 24. (1) Paragraph 20(2)(a) of the *City of Mount Pearl Act* is repealed.**
- (2) Sections 22 to 26 of the Act are repealed.**

RSNL1990 cC-17 Amdt.

- 25. Section 44 of the *City of St. John's Act* is repealed.**

SNL2001 cM-20.2
Amdt.

26. Paragraph 15(3)(b) of the *Municipal Elections Act* is repealed and the following substituted:

- (b) his or her seat as a councillor was declared vacant under subsection 20(2) of the *City of Corner Brook Act* or the *City of Mount Pearl Act* or section 11 of the *City of St. Johns Act*,

SNL1999 cM-24 Amdt.

- 27. (1) Paragraph 206(1)(i) of the *Municipalities Act, 1999* is repealed.**
- (2) Subsection 206(2) of the Act is repealed.**
- (3) Sections 207 to 210 of the Act are repealed.**
- (4) Subsection 410(1) of the Act is repealed and the following substituted:**

Appeal to Trial Division

410. (1) A councillor whose seat has been vacated under paragraphs 206(1)(c), (d), (e), (f), (g) or (h) may appeal to a judge of the Trial Division by filing a notice of appeal with the court within 21 days of the date on which he or she is notified by the clerk of the council that his or her position as councillor is vacant and upon paying into the court a sum, or upon giving a bond for the sum, that the judge considered sufficient to defray the costs of the appeal.

Commencement

28. This Act, or a section, subsection, paragraph or subparagraph of this Act, comes into force on a day or days to be proclaimed by the Lieutenant-Governor in Council.

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Update of ERSB Travel Expenses Policy
MEETING DATE:	2024-10-02
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Lynn Tucker, Chief Administrative Officer
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

It is recommended that the Board update its travel expenses (per diem meal allowances and incidentals expenses) for Board travel as follows:

	Breakfast	Lunch	Dinner	Total*
Newfoundland & Labrador/Canada	\$20.00	\$27.00	\$43.00	\$90.00 CAD
U.S.A.	\$20.00	\$27.00	\$43.00	\$90.00 USD

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

It is recommended to raise the incidentals expense to \$15 for each overnight of travel from \$10.

MOTION:

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

BACKGROUND:

- The current travel expense policy was updated in 2022 when meal allowances and the daily rate for incidentals rate were increased.
- The Board’s travel expense policy was initially adopted in 2014.
- The update recommended today is required to address the increasing cost of living and travel that has changed significantly since the pandemic.
- The proposed per diem for meals is more reflective of actual costs.
- It is proposed that Board members and staff will be reimbursed \$90 per day for meals, without receipts, when travelling within Canada. This amount will not change

when travelling outside Canada; however, it will be paid in local currency. For example, when travelling in the U.S.A., the per diem will be \$70 USD.

- A review of meal allowances was completed, and the results are attached. Rates for the Governments of NL, NS, NB, BC, ON as well as the Government of Canada were reviewed. The National Joint Council and PSAC are also included.
- Members and staff may claim \$10 for every night on overnight travel for incidental expenses. It is proposed that this amount be increased to \$15.

ATTACHMENTS:

- Review of ERSB's Travel Expenses Policy Spreadsheet
- ERSB Travel Expense Policy

**REVIEW OF EASTERN REGIONAL SERVICE BOARD'S TRAVEL EXPENSES POLICY
MEAL ALLOWANCES/PER DIEM**

	ERSB	Govt. NL	Govt. NS	Govt. NB	Govt. BC	Govt. ON	Govt. Canada	**National Joint Council	PSAC	Recommended for ERSB
Breakfast	\$ 13.00	\$ 9.60	\$ 8.00	\$ 11.62	\$ 14.58	\$ 10.00	\$ 24.90	\$ 24.90	\$ 20.50	\$ 20.00
Lunch	\$ 22.00	\$ 16.80	\$ 15.00	\$ 16.27	\$ 16.87	\$ 12.50	\$ 25.20	\$ 25.20	\$ 20.10	\$ 27.00
Dinner	\$ 35.00	\$ 26.04	\$ 20.00	\$ 30.14	\$ 29.16	\$ 22.50	\$ 61.85	\$ 61.85	\$ 50.65	\$ 43.00
CDN:	\$ 70.00	\$ 52.44	\$ 43.00	\$ 58.03	\$ 60.61	\$ 45.00	\$ 111.95	\$ 111.95	\$ 91.25	\$ 90.00
Other Provinces										
Breakfast	\$ 13.00	\$ 12.18	*	\$ 15.45	\$ 14.58	\$ 10.00	\$ 24.90	\$ 24.90	\$ 20.50	\$ 20.00
Lunch	\$ 22.00	\$ 19.68	*	\$ 18.52	\$ 16.87	\$ 12.50	\$ 25.20	\$ 25.20	\$ 20.10	\$ 27.00
Dinner	\$ 35.00	\$ 28.38	*	\$ 37.11	\$ 29.16	\$ 22.50	\$ 61.85	\$ 61.85	\$ 50.65	\$ 43.00
CDN:	\$ 70.00	\$ 60.24	*	\$ 71.08	\$ 60.61	\$ 45.00	\$ 111.95	\$ 111.95	\$ 91.25	\$ 90.00
USA (US Dollars)										
Breakfast	\$ 13.00	\$ 12.18	**	**	\$ 14.58	**	\$ 24.90	\$ 24.90	\$ 20.50	\$ 20.00
Lunch	\$ 22.00	\$ 19.68	**	**	\$ 16.87	**	\$ 25.20	\$ 25.20	\$ 20.10	\$ 27.00
Dinner	\$ 35.00	\$ 28.38	**	**	\$ 29.16	**	\$ 61.85	\$ 61.85	\$ 50.65	\$ 43.00
USD:	\$ 70.00	\$ 60.24	**	**	\$ 60.61	**	\$ 111.95	\$ 111.95	\$ 91.25	\$ 90.00
International										
Breakfast	\$ 13.00	\$ 13.50	**	**	**	**	\$ 22.96	\$ 22.96	n/a	\$ 20.00
Lunch	\$ 22.00	\$ 21.54	**	**	**	**	\$ 37.56	\$ 37.56	n/a	\$ 27.00
Dinner	\$ 35.00	\$ 31.20	**	**	**	**	\$ 48.16	\$ 48.16	n/a	\$ 43.00
Currency	\$ 70.00 (Euros)	\$ 66.24 (CDN)	**	**	**	**	\$ 108.68 (Euros)	\$ 108.68 (Euros)		\$ 90.00 (Euros)

* The employee will be reimbursed their receipted costs per individual meal that exceeds the per diem to the extent that the Employer considers the expense claimed are reasonable and justifiable in the circumstances.

** The per diem claimable for meals while traveling on the employer's business, as described in the per-country rates of the Federal Government's National Joint Council Travel Directive

**EASTERN REGIONAL SERVICE BOARD
EXPENSE CLAIM FORM**

Claimant: _____
Mailing Address: _____

Postal Code: _____
Tel/Cell: _____
Department: _____
Position: _____



Date	Particulars	Meals	Travel	Private Vehicle	Other	HST
TOTAL	\$	-	\$ -	\$ -	\$ -	\$ -

I certify that the whole of the expenses incurred was on Eastern Regional Service Board business.

<i>Claimant's Signature</i>		<i>Date</i>	
FOR ACCOUNTING USE ONLY		CLAIM NO.	
Total Claim:		CCC:	
Amount Payable to Claimant:		CCC:	
Accounting Dept Approval:		Chq#:	
APPROVAL TO PAY:		Chq Date:	
<i>Comments/Notes:</i>		Acct:	
		Acct:	
Invoice G/L No.		Acct:	
Payment G/L No.		Acct:	

Please turn over for important considerations.

IMPORTANT CONSIDERATIONS:

AIR TRAVEL (receipts required):

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

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

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

PRIVATE VEHICLE TRAVEL:

Private Vehicle Travel is reimbursed at the provincial government Designated Positions Rate:

<https://www.gov.nl.ca/exec/tbs/working-with-us/auto-reimbursement/>

RENTAL VEHICLE TRAVEL (receipts required):

Members are required to rent compact or sub-compact vehicles except where a larger vehicle is required. It is recommended that members purchase Collision Damage Waiver insurance.

USE OF TAXIS (receipts required):

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

TOLL BRIDGE, FERRY AND PARKING FEES:

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

PER DIEM ALLOWANCES/MEALS:

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

	Breakfast	Lunch	Dinner	Total
Newfoundland & Labrador/Canada*	\$ 13.00	\$ 22.00	\$ 35.00	\$ 70.00
U.S.A. (<i>paid in US dollars</i>)	\$ 13.00	\$ 22.00	\$ 35.00	\$ 70.00
Outside Canada/U.S.A. (<i>paid in local currency, i.e., Euros, etc.</i>)	\$ 13.00	\$ 22.00	\$ 35.00	\$ 70.00

INCIDENTALS:

Members may claim \$10.00 for every night on overnight travel for incidental expenses.

ACCOMMODATIONS (receipts required):

Where overnight travel is required, accommodations will be reimbursed as per submitted receipts; however, if no receipt is submitted or if the claimant chooses private accommodations (non-commercial), the reimbursement rate is \$25 per day.

ENTERTAINMENT (receipts required):

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

TELEPHONE EXPENSES/MOBILE (receipts required):

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

All expense claims must be signed, submitted in a timely manner (within 10 days), and include all required receipts.

To ensure timely processing of your expense claim, please sign and ensure that ALL required receipts are attached.

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Should ERSB Continue its Administrative Support to Joint Councils?
MEETING DATE:	2024-10-02
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Lynn Tucker, Chief Administrative Officer
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

The Governance Committee recommends that the Board continue its administrative support to the Northeast Avalon Joint Councils (NEAJC) and the Southern Shore Joint Councils (SSJC) going forward.

MOTION:

N/A

BACKGROUND/DISCUSSION:

- This item was discussed at Governance Committee and it is recommended that the administrative support for joint councils be provided to the NEAJC and SSJC going forward.
- It appears that the desire for administrative support has waned for most of the joint councils.
- The annual costs for ERSB to provide this support is approximately \$40,000 plus travel costs of \$750.
- The Board Clerk has expressed interest in developing her leadership skills for future career development.
- The Board began providing administrative support to the Joint Councils in the Eastern region in early 2017 or for 7½ years.
- The Board agreed to support the Joint Councils as they had expressed issues with the continuity of their business, and they welcomed the administrative support from ERSB.
- The Board’s support is strictly administrative and is provided by the Board Clerk and Outreach Coordinator, Holly Power.
- There are no costs to the Joint Councils.
- The Board Clerk currently supports the Northeast Avalon Joint Council; Southern Shore Joint Council; and the Joint Council of Conception Bay North.
- Since the pandemic, the Joint Mayors – Trinity – Bay de Verde does not want the Board’s administrative support.

- The Board Clerk worked hard to reconvene The Sounds Joint Council in the Smith Sound area in early 2023. They meet quarterly if they get quorum.
- The Board Clerk has tried to reconvene the St. Mary's Bay Joint Council without success.
- Since the pandemic, several of the joint councils struggle to hold regular meetings due to lack of quorum, etc.
- In addition, the Board Clerk has been challenged in several joint council meetings as the Board's 'spy' at the table.
- The Board Clerk finds herself defending the Board's policies at these meetings where the intent was not to become the subject of the meeting.
- **Will the Board continue to provide administrative support for the Joint Councils?**

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Joint Councils Update
MEETING DATE:	2024-10-02
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Holly Power, Board Clerk and Outreach Coordinator
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

No recommended action. For information purposes only.

MOTION:

N/A

BACKGROUND/DISCUSSION:

- The Southern Shore Joint Council (SSJC) last met on Thursday, September 12th.
- Unfortunately, the SSJC did not acquire a quorum for this meeting; However, they reviewed the Member communities, and each walked away with contact information and a list of communities to reach out to in hopes to reinvigorate attendance and participation.
- The SSJC is scheduled to meet again on Thursday, October 10th.
- The Conception Bay North Joint Council (JCCBN) last met on Thursday, March 28th. They have been unable to acquire a quorum since that date.
- The JCCBN plans to reconvene again for Fall but a date has yet to be set.
- The Northeast Avalon Joint Council (NEAJC) continues to meet on the second Wednesday of every month with their last meeting held on Wednesday, September 11th.
- The Policing Transformation Working Group and representatives from GovNL provided a presentation at this meeting which was very well received. So much so that some member communities will be provided feedback/input as requested by the presenter.
- The next meeting is scheduled to take place on Wednesday, October 9th where a presentation will be made by MetroBus as the NEAJC is interested in an Urban Transit System.

- The NEAJC AGM will also take place on the evening of Wednesday, October 9th, just prior to their regular monthly meeting.
- The Sounds Joint Council (TSJC) last met on Monday, April 8th and their most recent meeting was cancelled due to low attendance. TSJC plans to reassess their meeting day in future to be more accommodating to its members.
- A date has not yet been set for TSJC to reconvene for a Fall meeting.
- 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.

COR-2024-3110

JUL 31 2024

Lynn Tucker
Eastern Regional Service Board
255 Major's Path
St. John's NL A1A 0L5
E-mail: ltucker@ersbnl.ca

Dear Lynn Tucker:

Please accept this letter as notification of an upcoming grant payment from the Department of Environment and Climate Change (ECC) in the amount of \$80,000. This grant is for the support and delivery of the Regional Water and Wastewater Operator Program for the period of July 2024 to June 2025.

The Eastern Regional Service Board will be required to provide an annual financial summary report by May 31, 2025 for the Regional Water and Wastewater Operator Program. This report can be submitted to Deneen Spracklin, Coordinator of Operator Education with the Water Resources Management Division at dspracklin@gov.nl.ca.

Sincerely,



HON. LISA DEMPSTER, MHA
District of Cartwright – L'Anse au Clair
Minister

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Pouch Cove Oversize Items/Bulk Collection Contract 2024
MEETING DATE:	2024-06-27
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Christie Dean, Director Operations
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

Staff recommends award of the contract for oversize items (formerly bulk waste) collection for the Town of Pouch Cove to Ridge G&P Ltd. in the amount of \$15,000.00 (plus HST).

MOTION:

BE IT RESOLVED that the Board recommends awarding the contract for the Town of Pouch Cove Oversize Items Collection to Ridge G&P Ltd. for the value of \$15,000.00 (plus HST).

FINANCIAL CONSIDERATIONS:

- Four (4) companies picked up the Request for Proposals (RFP) documents for oversize items (formerly bulk waste) collection to occur in late July/early August 2024; however, no proposals were received.
- Therefore, staff went to two (2) companies for quotes and one response was received.
- The 2024 to 2027 weekly waste/bi-weekly recycling collection contract for the Town of Pouch Cove is \$538,200.00, plus HST; however, with the addition of oversize items contract, the total for 2024 waste collection for the area is \$553,200 plus HST.
- The 2024 annual unit contracted costs for weekly waste, bi-weekly recycling and oversize items collection will be \$212.69, including HST.

BACKGROUND/DISCUSSION:

- Bulk waste collection is now known as Oversize Items Collection
- To improve the oversize items/bulk waste experience, the Board removed the collection of bulk waste/oversize items from the waste collection contracts and the oversize items collection is tendered separately.

From: [Lynn Tucker](#)
To: [Steve Tessier](#); [Board Bill Antle](#); [Board Danny Breen](#); [Board Jill Bruce](#); [Board Maggie Burton](#); [Board Glenn Clarke](#); [Glenn Clarke](#); [Rod Delaney](#); [Board Rod Delaney](#); [Board Ron Ellsworth](#); [Board Sandy Hickman](#); [Board Jamie Korab](#); [Board Kevin McDonald](#); [Jason O'Brien](#); [Board Sheilagh O'Leary](#); [Board Ophelia Ravencroft](#); [Board Carl Ridgeley](#); [gerard.tilley@conceptionbaysouth.ca](#); [Board Mark Vardy](#); [Board Larry Vaters](#); [Hilda Whelan \(TBS & Isthmus East\)](#)
Cc: [Holly Power](#)
Subject: RESPONSE REQUIRED: Motion By Email - Pouch Cove Oversize Items/Bulk Collection Contract 2024
Date: June 27, 2024 3:39:26 PM
Attachments: [Brief Note - Pouch Cove Oversize Items Collection Award June 2024.pdf](#)

Good day everyone,

Attached is a briefing note for the oversized item pick-up (formally known as Bulk Collection) for the Town of Pouch Cove. While four (4) companies picked up the RFP document, we did not receive any proposals. Staff then reached out to two companies for quotes, and we did receive one quote from Ridge G&P Services Ltd. for \$15,000 plus HST. The collection will be scheduled for July. The attached brief note contains information regarding the current waste collection costs, etc.

Would you please provide Holly with your vote by email to hpower@ersbnl.ca by 3:00 p.m., tomorrow, June 28, 2024.

The motion is as follows:

BE IT RESOLVED that the Board recommends awarding the contract for the Town of Pouch Cove Oversize Items Collection to Ridge G&P Ltd. for the value of \$15,000.00 (plus HST).

I would like to thank you in advance for your timely response. Please note that you will see several more of these motions by email as we proceed with the oversize items/bulk waste collection by appointment.

Have a wonderful day,
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

**THOSE WHO RESPONDED ELECTRONICALLY TO THE MOTION BY EMAIL
TO AWARD THE POUCH COVE OVERSIZE ITEM COLLECTION CONTRACT**

MOTION: BE IT RESOLVED that the Board recommends awarding the contract for the Town of Pouch Cove Oversize Items Collection to Ridge G&P Ltd. for the value of \$15,000.00 (plus HST).

(Motion sent by email on Thursday, June 27, 2024)

IN FAVOUR

(Alphabetical order)

Bill Antle
Danny Breen
Jill Bruce
Glenn Clarke
Rod Delaney
Ron Ellsworth
Sandy Hickman
Jamie Korab
Kevin McDonald
Jason O'Brien
Sheilagh O'Leary
Stephen Tessier
Gerard Tilley
Larry Vaters

AGAINST

(Alphabetical order)

None

NO RESPONSE

(Alphabetical order)

Maggie Burton
Tom Davis
Ophelia Ravencroft
Carl Ridgeley
Mark Vardy
Hilda Whelan

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Pouch Cove Oversize Items/Bulk Collection Contract 2024
MEETING DATE:	2024-06-27
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Christie Dean, Director Operations
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

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BACKGROUND/DISCUSSION:

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- To improve the oversize items/bulk waste experience, the Board removed the collection of bulk waste/oversize items from the waste collection contracts and the oversize items collection is tendered separately.

From: [Lynn Tucker](#)
To: [Steve Tessier](#); [Board Bill Antle](#); [Board Danny Breen](#); [Board Jill Bruce](#); [Board Maggie Burton](#); [Board Glenn Clarke](#); [Glenn Clarke](#); [Rod Delaney](#); [Board Rod Delaney](#); [Board Ron Ellsworth](#); [Board Sandy Hickman](#); [Board Jamie Korab](#); [Board Kevin McDonald](#); [Jason O'Brien](#); [Board Sheilagh O'Leary](#); [Board Ophelia Ravencroft](#); [Board Carl Ridgeley](#); [gerard.tilley@conceptionbaysouth.ca](#); [Board Mark Vardy](#); [Board Larry Vaters](#); [Hilda Whelan \(TBS & Isthmus East\)](#)
Cc: [Holly Power](#)
Subject: RESPONSE REQUIRED: Motion By Email - Pouch Cove Oversize Items/Bulk Collection Contract 2024
Date: June 27, 2024 3:39:26 PM
Attachments: [Brief Note - Pouch Cove Oversize Items Collection Award June 2024.pdf](#)

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I would like to thank you in advance for your timely response. Please note that you will see several more of these motions by email as we proceed with the oversize items/bulk waste collection by appointment.

Have a wonderful day,
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

**THOSE WHO RESPONDED ELECTRONICALLY TO THE MOTION BY EMAIL
TO AWARD THE POUCH COVE OVERSIZE ITEM COLLECTION CONTRACT**

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(Motion sent by email on Thursday, June 27, 2024)

IN FAVOUR

(Alphabetical order)

Bill Antle
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Rod Delaney
Ron Ellsworth
Sandy Hickman
Jamie Korab
Kevin McDonald
Jason O'Brien
Sheilagh O'Leary
Stephen Tessier
Gerard Tilley
Larry Vaters

AGAINST

(Alphabetical order)

None

NO RESPONSE

(Alphabetical order)

Maggie Burton
Tom Davis
Ophelia Ravencroft
Carl Ridgeley
Mark Vardy
Hilda Whelan

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Clarenville Transfer Station – Site Upgrade and Environmental Closure of Former Landfill
MEETING DATE:	2024-07-04
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Christie Dean, Director of Operations
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

It is recommended that the Board request funding for site upgrades including environmental closure of the former Clarenville waste disposal site and the establishment of the Clarenville Waste Recovery Facility as outlined in the attached Class D Cost Estimate provided by WSP E&I Canada Limited.

MOTION:

BE IT RESOLVED that the Board make a request for capital funding to the Government of Newfoundland and Labrador in the amount of \$1,000,000.00 (plus HST) for the environmental closure of the former Clarenville Waste Disposal Site, and the construction of a waste recovery facility at the location.

BACKGROUND:

- On January 2, 2016 the Clarenville Transfer Station and the waste recovery facility opened.
- Environmental closure of the site that is non-operational was completed in November of 2022 with the installation of monitoring wells.
- Due to time constraints, the environmental closure of the northwest portion or operational portion of the site was not completed and; therefore, the standard Board waste recovery facility was not fully developed.
- Since then, site maintenance has been performed and temporary site berms established at the waste recovery facility.
- However, after years of traffic the ground is no longer suitable for operations or proper environmental practices.
- Without the establishment of a proper waste recovery facility at this site, confusion remains regarding the two facilities that operate at this location.
- Commercial traffic uses the transfer station while residents use the waste recovery facility.

Attachment:

- Clarenville Waste Recovery Facility – Class D Cost Estimate performed by WSP E&I Canada Limited dated November 10, 2023.



To **Christie Dean** File no **TE22127001**
From **Kevin Penney, P.Eng.** Cc **Cluney Mercer**
Tel **207-9231** **Chad Philips**
Mobile **727-5915** **Lynn Tucker**
Date **November 10, 2023** **Colin Rideout**

Subject Clarenville Waste Recovery Facility – Class D Cost Estimate

As part of our ongoing waste site closure project at the former Clarenville Waste Disposal Site, WSP is pleased to provide this Class D cost estimate to Eastern Waste Management (on behalf of the provincial Department of Environment and Climate Change) for the construction of a Waste Recovery Facility (WRF). This WRF is to be used in conjunction with the existing Waste Transfer Facility (WTF). The WRF will consist of separate residential and commercial drop-off locations. Details and a proposed layout of the WRF were provided by Eastern Waste Management.

The WRF will have a footprint of approximately 100 m x 250 m, with half (one side) of the site delegated to residential drop off and the other half to be used for commercial waste. Except for a concrete pad in one section of the commercial side, all areas will have a gravel surface. The disposal bins will be constructed with soil and concrete traffic control barriers will delineate the commercial and residential areas. Modification to access and parking will be required at the existing WTF, in addition to an attendant's hut and weight scale modifications.

Four (4) potential layouts of the WRF are attached. Various construction items are presented below, including a short description and quantity of materials.

Item 1: Roadway in Middle of Site (50 m wide x 250 m long):

This area will require the excavation of soft areas along the subgrade and site grading to allow for a nominal placement of 0.3 m thick layer of 100 mm minus blast rock fill (BRF). This area will also require the placement of 100 mm of Class A gravel.

- Excavation: 40 hours for excavator and tandem dump truck (to excavate to grade and soft areas)
- Blast Rock Fill: 3,750 m³
- Class A: 1,400 m³

Item 2: Laydown Area within Berms (2 x 25 m wide x 250 m long):

This area will require minor grading with 100 mm minus BRF used for grading and than covered with 100 mm of Class A gravel.

- Excavation: 20 hours for excavator and tandem dump truck (to excavate out soft areas)
- Blast Rock Fill: 1,000 m³
- Class A: 1,400 m³

Item 3: Berms (~750 m long):

Soil berms will be constructed to form the cells for storage. The berms will be 1.2 m in height, 0.6 m wide (on the crest) with 1V:2H slopes and constructed from a granular pit run soil. The volume per linear metre equates to 3.6 m³.

- Excavation: 20 hours for excavator and tandem dump truck (misc. work to prepare the site)
- Imported Pit Run Granular Fill: 2700 m³

Item 4: Drainage (~ 600 m long):

Drainage will be required to prevent the ponding of water within the storage cells. All cells will be sloped towards the back of the cell coupled with the installation of a French drain and weeping tile. The drains will be 0.5 m deep by 0.6 m wide with weeping tile and backfilled with washed stone. The volume per linear metre equates to 0.3 m³.

- Excavation: 20 hours for excavator and tandem dump truck (misc work to prepare the site)
- Weeping tile: 600 m
- Washed Stone: 200 m³

Item 5: Additional Cleanup:

Additional cleanup, including grading and covering will be required surrounding the site. It is anticipated that this will encompass a 30 m buffer around the site. While not all areas will require covering, it is estimated that 1/3 of the area will require an average of 0.3 to 0.5 m of cover.

- Excavation: 30 hours for excavator and tandem dump truck (move and consolidate waste)
- Labourer: 2 @ 50 hours each
- Imported Cover Soil: 1000 m³

Item 6: Existing Waste Transfer Station Site Work:

Miscellaneous work is required around the existing Waste Transfer Station for site grading and to provide access and parking. The area will require minor grading with 100 mm minus BRF and covered with 100 mm of Class A gravel.

- Excavation: 20 hours for excavator and tandem dump truck (to excavate soft areas)

- Blast Rock Fill: 500 m³
- Class A: 700 m³
- Two gates

Item 7: Removable Concrete Barriers:

Removable concrete barriers are proposed to separate the commercial from the residential drop-off areas. The total length of these barriers is anticipated to be 250 m.

Item 8: Concrete Pad in Commercial Area (120 m²):

A concrete pad is proposed within the commercial waste area to assist with cleanup of waste. The pad area is approximately 20 m x 60 m. It is assumed to be 100 mm thick with reinforcement and an underlying drainage layer.

Item 9: Power Pole Relocation:

Proposed widening of access to the site results in a guy wire from the existing service pole being within the proposed roadway. This pole will need to be relocated. An allowance is carried for this.

Item 10: Weight Scale Shelter (Attendant's Hut):

A shelter (~ 2 m x 3 m) is proposed for the attendant working at the weight scales. An allowance is carried for this.

Item 11: Weight Scale Modifications:

The current weigh scales are elevated from the surrounding topography. It is proposed to construct a platform surrounding the scales at the same grade. For costing purposes, a concrete wall and backfill are assumed. Alternate designs may also be applicable. An allowance is carried for this. Note: this assumes that the current scales can be reused and does not include cost associated with calibration, if required.

In developing the Class D cost estimate, it has been assumed that all imported material will include the cost to place. The items outlined above are presented below with assumed cost per unit.

• Excavator:	130 hours @ 180 per hour	=	\$ 23,400
• Tandem Dump Truck:	130 hours @ 120 per hour	=	\$ 15,600
• Blast Rock Fill:	5250 m ³ @ 50 per m ³	=	\$ 262,500
• Class A:	3500 m ³ @ 60 per m ³	=	\$ 210,000
• Imported Pit Run Fill:	2700 m ³ @ 45 per m ³	=	\$ 121,500
• Imported Cover Soil:	1000 m ³ @ 30 per m ³	=	\$ 30,000
• Washed Stone:	200 m ³ @ 60 per m ³	=	\$ 12,000
• Weeping Tile:	600 m @ 10 per m	=	\$ 6,000
• Labourer:	100 hours @ 45 per hour	=	\$ 4,500
• Removable Concrete Barriers:	250 m @ 150 per m	=	\$ 37,500

• Concrete Pad:	120 m ² @ 80 per m ²	=	\$ 9,600
• Power Pole Relocation	allowance	=	\$ 15,000
• Weight Scale Shelter	allowance	=	\$ 20,000
• Weight Scale Modification	allowance	=	\$ 30,000
• Access Gate:	2 each @ 3500 each	=	\$ 7,000
• Signage Allowance		=	\$ 6,000
• Mob / Demob		=	<u>\$ 39,400</u>
	Sub Total of Construction Cost (HST extra)	=	\$ 850,000
	Engineering:	=	\$ 75,000
	Contingency:	=	<u>\$ 75,000</u>
	Total Project Cost:	=	\$1,000,000

If you have any questions concerning this, please contact our office.

Sincerely,
WSP E&I Canada Limited



Kevin Penney, P.Eng.
Geotechnical Engineer









July 5, 2024

Hon. John Haggie, MHA
Minister of Municipal and Provincial Affairs
Government of Newfoundland and Labrador
P.O. Box 8700
St. John's, NL A1B 4J6

Dear Minister Haggie,

Please accept this letter as a request by the Eastern Regional Service Board (the Board) for capital funding to develop a waste recovery facility at the Board's Clarenville site as well as the environmental closure of the former Clarenville waste disposal site. The Class D cost estimate prepared by WSP E&I Canada Limited is attached.

On July 4, 2024 the Board passed Motion No. 2024-062: "Be it resolved that the Board make a request for capital funding to the Government of Newfoundland and Labrador in the amount of \$1,000,000.00 (plus HST) for the environmental closure of the former Clarenville Waste Disposal Site, and the construction of a waste recovery facility at the location."

This motion was moved by Chair Stephen Tessier and Seconded by Vice Chair Danny Breen. This motion was approved unanimously by the Board.

Thank you for your consideration.

Sincerely yours,
EASTERN REGIONAL SERVICE BOARD



Stephen Tessier, Chairperson

Enclosure

c Christa Curnew, Manager of Waste Management Infrastructure, Department of Environment and Climate Change (ChristaCurnew@gov.nl.ca)

**THOSE WHO RESPONDED ELECTRONICALLY TO THE MOTION BY EMAIL
TO REQUEST CAPITAL FUNDING FOR THE CLARENVILLE TRANSFER
STATION**

MOTION: BE IT RESOLVED that the Board make a request for capital funding to the Government of Newfoundland and Labrador in the amount of \$1,000,000.00 (plus HST) for the environmental closure of the former Clarenville Waste Disposal Site, and the construction of a waste recovery facility at the location.

(Motion sent by email on Thursday, July 4, 2024)

IN FAVOUR

(Alphabetical order)

Bill Antle
Danny Breen
Jill Bruce
Rod Delaney
Ron Ellsworth
Sandy Hickman
Jamie Korab
Kevin McDonald
Jason O'Brien
Sheilagh O'Leary
Ophelia Ravencroft
Carl Ridgeley
Stephen Tessier
Gerard Tilley
Mark Vardy
Larry Vaters
Hilda Whelan

AGAINST

(Alphabetical order)

None

NO RESPONSE

(Alphabetical order)

Maggie Burton
Glenn Clarke
Tom Davis

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Joint Sponsorship of Upcoming Municipalities NL (MNL) Conference, AGM & Trade Show
MEETING DATE:	2024-10-02
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Holly Power, Board Clerk & Outreach Coordinator
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

It is recommended that the Board sponsor the 2024 MNL Conference, AGM, & Trade Show by:

- Working jointly with Central and Western Regional Service Boards by providing sponsorship at the \$5,000 level for each regional service board. This is to sponsor a luncheon. MNL will provide many of the same benefits as the Platinum level sponsorship.
- The Board will send the Chairperson, CAO, Board Clerk and Director Corporate Services to the conference this year.

A cost analysis is included for your review.

MOTION:

BE IT RESOLVED that the Board sponsor the 2024 MNL Conference, AGM & Trade Show taking place in Gander, November 7-9, 2024 by working jointly with Central and Western Regional Service Boards in the amount of \$5,000 for each regional service board.

BACKGROUND/DISCUSSION:

- The Governance Committee considered a sponsorship opportunity from MNL that recommended the Board partner with other Regional Service Boards (RSBs) in a joint sponsorship of the upcoming MNL Conference being held in Gander November 7-9, 2024 in the amount of \$5,000.
 - This included sponsoring a Luncheon and MNL would provide benefits at the Platinum level that included:
 - Eight (8) conference passes – two (2) for each regional service board plus two (2) extra (*RSBs determine usage*);

- Two (2) hotel rooms per regional service board.
 - PLUS, all benefits listed on attached sponsorship information.
- By sponsoring a Trade Booth only at the \$2,000 level:
 - Two (2) passes are included; however, they do not include meals/luncheons at the conference. Meals would be extra.
 - Therefore, that additional two (2) attendees would have to pay registration fees in the amount of \$550 each plus expenses (travel; hotels; per diem; etc.).
 - Please see attached Cost Analysis for ALL expenses.
- The 2024 MNL Conference, AGM, and Trade Show is taking place in Gander, NL on November 7-9, 2024.
- Historically, the Board has sponsored this event in the amount of (\$2,500-\$5,000) when held in the City of St. John's and the Town of Gander.
- The Board's Clerk and CAO met with representatives from Central Newfoundland Waste Management (CNWM) and the Western Regional Service Board (WRSB) on Tuesday, August 20th to discuss the possibility of joint sponsorship of this event.
- The idea of joint sponsorship was well received by attendees.
- CNWM thought it was an excellent way to captivate the appropriate audience, while WRSB welcomed the opportunity to collaborate and work with a united front.
- The proposed sponsorship is a \$15,000 luncheon with a 30-minute speaking session and Platinum+ benefits for all three regional service boards (\$5,000 each).
- A list of benefits is included in the attached document and most benefits will be offered to all three boards; they will not need to be shared.
- A shared tradeshow booth in the form of a pavilion has been offered for this type of sponsorship.
- This event already has a full agenda with over 500+ attendees confirmed.
- With a 75+ booth tradeshow, regional caucuses, 20+ partners/agencies, Premier Furey, both provincial and federal Ministers, and keynote speaker Shawn Majumder, it is expected to be a very successful event.
- Of course, **collaboration of ALL three boards is required to approve this joint sponsorship and make it a success.**

ATTACHMENTS:

- Cost Analysis for Participation in 2024 MNL Conference, AGM & Trade Show
- Excerpt from MNL's Sponsorship Package: Conference Sponsorship Levels 2024
- MNL Sponsorship for Trade Booth

From: [Holly Power](#)
To: [Holly Power](#)
Bcc: [Bill Antle](#); [Carl Ridgeley](#); [Danny Breen](#); [Gerard Tilley](#); [Glenn Clarke](#); [Glenn Clarke](#); [Hilda Whelan](#); [Hilda Whelan*](#); [Jason O'Brien](#); [Jill Bruce](#); [Kevin McDonald](#); [Larry Vaters](#); [Maggie Burton](#); [Mark Vardy](#); [Ophelia R.](#); [Ophelia Ravencroft](#); [Rod Delaney](#); [Ron Ellsworth](#); [Sandy Hickman](#); [Sheilagh O'Leary](#); [Steve Tessier](#); [Christie Dean](#); [Craig Drover](#); [Lynn Tucker](#)
Subject: Motion By Email: 2024 MNL Conference Joint RSB Sponsorship
Date: September 18, 2024 3:24:00 PM
Attachments: [BN - MNL Joint RSB Sponsorship Nov 2024.pdf](#)
[Cost Analysis.pdf](#)
[MNL Sponsorship Package final.01 6.pdf](#)
Importance: High

Good afternoon, Everyone!

The Governance Committee considered a sponsorship opportunity from MNL that recommended the Board partner with other Regional Service Boards (RSBs) in a joint sponsorship of the upcoming MNL Conference being held in Gander November 7-9, 2024, in the amount of \$5,000. A briefing note and corresponding documents have been attached for our review.

MOTION:

BE IT RESOLVED that the Governance Committee recommends that the Board sponsor the 2024 MNL Conference, AGM & Trade Show by working jointly with Central and Western Regional Service Boards in the amount of \$5,000 for each regional service board.

To ensure a timely response to this request, please respond to this email with your vote on the motion above before 3:00 p.m. tomorrow, Thursday, September 19th.
If you have any questions or concerns, please don't hesitate to reach out.

Thanks,
Holly

HOLLY POWER

EASTERN REGIONAL SERVICE BOARD
Board Clerk | Outreach Coordinator
255 Majors Path, Suite 3, St. John's, NL A1A 0L5
O. 709-579-7960 | C. 709-697-2633 | F. 709-579-5392 | hpower@ersbnl.ca |
www.easternregionalserviceboard.com



ERSB customers and waste recovery facility users can now register to have our service alerts sent to them as they happen by text, voice or email. To register, visit our website or go to

Voyent Alerts.

**THOSE WHO RESPONDED ELECTRONICALLY TO THE MOTION BY EMAIL
TO ENTER A JOINT SPONSORSHIP OF THE 2024 MNL CONFERENCE WITH
CNWM AND WRSB.**

MOTION: BE IT RESOLVED that the Governance Committee recommends that the Board sponsor the 2024 MNL Conference, AGM & Trade Show by working jointly with Central and Western Regional Service Boards in the amount of \$5,000 for each regional service board.

(Motion sent by email on Thursday, September 18, 2024)

IN FAVOUR

(Alphabetical order)

Bill Antle
Danny Breen
Glenn Clarke
Tom Davis
Rod Delaney
Ron Ellsworth
Kevin McDonald
Jason O'Brien
Sheilagh O'Leary
Gerard Tilley
Hilda Whelan
Mark Vardy
Larry Vaters

AGAINST

(Alphabetical order)

Jill Bruce
Sandy Hickman
Stephen Tessier

NO RESPONSE

(Alphabetical order)

Maggie Burton
Ophelia Ravencroft
Carl Ridgeley

Cost Analysis for participation in 2024 MNL Conference, AGM, & Trade Show

	Trade Show Booth		Joint Luncheon Sponsorship	
	Perks:	Cost:	Perks:	Cost:
Trade Show Booth	<input checked="" type="checkbox"/>	\$2,000	<input checked="" type="checkbox"/>	\$5,000
ERSB included in the Trade Show or Sponsor Showcase vendor listing printed handout and webpage.	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Online (municipalnl.ca) listing with a hyperlink to your company website or social media.	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Two event access passes (meal package available for an additional fee)	<input checked="" type="checkbox"/>	\$1,100 Two additional passes required (\$550 each)	<input checked="" type="checkbox"/>	(25% Off \$550 with Sponsorship) \$362.50 Additional pass required, determant upon how two extra passes are distributed
Meals for four registrants	<input type="checkbox"/>	(\$250 each) \$1,000	<input checked="" type="checkbox"/>	
Two hotel rooms included	<input type="checkbox"/>	\$1200 Two nights @ approx. \$200 each for three Staff	<input checked="" type="checkbox"/>	\$400 Two nights @ approx. \$250 each for one Staff
Opportunity to participate in prize giveaway during event	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
30-minute speaking opportunity during luncheon	<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Branded email to MNL membership	<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Message included in daily email to attendees during event	<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Display pop-up banner at luncheon	<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Sponsor named and thanked before sessions	<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Sponsored social media message on MNL account	<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Event program welcome message	<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Half-page ad in printed event program	<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Ad on event webpage	<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Branded tent cards on tables with QR code	<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Includes cost of catering	<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Total:		\$5,300		\$5,763



Conference Sponsorship Levels 2024

November 7 to 9, Gander, NL

Event Sponsor \$17,500+

- Present a 60-minute session
- 5-minute presentation during opening ceremonies
- Branded email to MNL membership
- Message included in daily email to attendees during event (several sponsor messages in a single email)
- Display pop-up banner at event
- Trade Show booth
- Sponsor named and thanked before sessions
- Option to include promotional item in event kit bag
- 6 full-access event passes
- Sponsored social media message on MNL account
- Event program welcome message Full-page ad in printed event program
- Ad on agenda webpage
- Ad on event webpage

Platinum \$12,500+

- Present a 30-minute session
- Branded email to MNL membership
- Message included in daily email to attendees during event (several sponsor messages in a single email)
- Display pop-up banner at event
- Trade Show booth
- Sponsor named and thanked before sessions
- 4 full-access event passes
- Sponsored social media message on MNL account
- Event program welcome message
- Half-page ad in printed event program
- Ad on event webpage

Gold \$10,000

- Present a 15-minute session at one event
- Branded email to MNL membership
- Message included in daily email to attendees during event (several sponsor messages in a single email)
- Display pop-up banner at event
- Trade Show booth
- Sponsor named and thanked before sessions
- 2 full-access event passes
- Half-page ad in printed event program
- Ad on event webpage

Silver \$8,500

- Branded email to MNL membership prior to the event
- Message included in daily email to attendees during event (several sponsor messages in a single email)
- Display pop-up banner at event
- Trade Show booth
- 2 full-access event passes
- Quarter-page ad in printed event program

Bronze \$4,000

- Message included in daily email to attendees during event (several sponsor messages in a single email)
- 2 full-access event passes
- Quarter-page ad in printed event program

Luncheon Sponsor \$15,000

Gold Level Plus:

- Branded tent cards on tables with QR code
- 15 minutes on stage during luncheon
- Includes cost of catering

Nutrition Break Sponsor \$8,500

Silver Level Plus:

- Branded tent cards on nutrition break tables with QR code
- Includes cost of catering

All sponsorships include displaying your company logo on event screen slideshows, on the event webpage, posted on social media, included in event emails, and included in the printed program. Sponsorship packages can be customized to fit your needs.



Your sponsorship assists MNL's efforts to strengthen and support local government

For more information contact Bradley Power, MNL Director of Programs | bpower@municipalnl.ca | 709-727-4044



Conference Trade Show and Symposium Sponsor Showcase Opportunities

MNL hosts two vendor exhibitions each year. Connect with decision makers from more than 120 municipalities by participating in the province's largest municipal sector events.

This is your opportunity to promote your products and services through face-to-face conversations with Mayors, Councilors, and Municipal Administrators.

Local governments – incorporated towns and cities – are a business, with a need for services and products from a wide range of suppliers.

Make connections, share information, and expand your network with a sponsor showcase table or trade show booth at MNL's Municipal Symposium and the MNL Conference.

Your Trade Show booth or Sponsor Showcase table includes the following exhibitor benefits:

- Your company included in the Trade Show or Sponsor Showcase vendor listing printed handout and webpage.
- Online (municipalnl.ca) listing with a hyperlink to your company website or social media.
- Two event access passes (meal package available for an additional fee)
- Opportunity to participate in prize giveaway during event

Dedicated trade show or sponsor showcase time slots on the agenda, plus evening networking events in the trade show space, ensure a flow of people to your booth.

Conference Trade Show

Booths are sized at 10 feet by 10 feet, with pipe and drape on three sides and include an eight-foot long table.

Price: \$2,000 per booth (oversized options available on request)

Symposium Sponsor Showcase

A six-foot long table in the sponsor showcase area provides a place to display your wares. A pop-up banner or small display can be placed behind the table.

Price: \$2,500 per booth



Your sponsorship assists MNL's efforts to strengthen and support local government

For more information contact Bradley Power, MNL Director of Programs | bpower@municipalnl.ca | 709-727-4044