



ERSB Board of Directors Meeting, Wednesday, April 24, 2024 Minutes

Eastern Regional Service Board
Apr 24, 2024 at 6:00 PM NDT
@ Municipal Complex, 9 Middle Pond Road, Long Harbour, NL

Attendance

Present:

Members: Bill	Antle	(remote), Daniel (Danny)
Breen	(remote), Jill	Bruce, Maggie
Burton	(remote), Glenn Clarke, Tom	Davis, Christie Dean, Rodney
Delaney	(remote), Craig Drover, Ronald	Ellsworth, T.
Alexander	Hickman	(remote), Jamie Korab,
Kevin	McDonald, Jason O'Brien, Sheilagh	OLeary
(remote), Holly Power, Ophelia	Ravencroft	(remote), Carl
Ridgeley, Steve Tessier, Gerard Tilley, Lynn Tucker, Mark		Vardy, Lawrence
Vaters, Hilda	Whelan	

Guests: Charles Bown

I. Call to Order

The meeting was called to order at 7:01 p.m.

II. Adoption of Agenda

The agenda was tabled for approval.

 [Draft Agenda BOD Apr 24 2024.pdf](#)


Motion:

BE IT RESOLVED that the agenda be adopted as tabled.

Motion moved by Steve Tessier and motion seconded by Lawrence Vaters . Carried Unanimously.

III. Review of Minutes

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

 [ERSB Board of Directors Meeting_ Wednesday, March 27 at 7pm \(Dinner at 6pm\) Minutes.pdf](#)

Motion:

BE IT RESOLVED that the minutes from March 27, 2024 be adopted as tabled.

Motion moved by Steve Tessier and motion seconded by Jill
. Carried Unanimously.

Bruce

IV. Committee Reports

A. Finance & Audit Committee

Mr. Vaters, Committee Member, delivered the Finance and Audit Committee Report.

1. Board Expenditures

Board expenditures for the month of March 2024 were tabled for review and approval.

 [Cheque Register Mar 2024.pdf](#)

 [Payroll Expense MAR 2024.pdf](#)

 [BMO Statement March 2024.pdf](#)

Motion:

BE IT RESOLVED that the Board adopt the expenditures for the month of March 2024 as tabled.

Motion moved by Lawrence Vaters
and motion seconded by Glenn Clarke. Carried Unanimously.

2. Incorporated Towns Payment Activity Report

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

 [2024 Incorporated Towns Payment Activity Report at April 3.pdf](#)

3. 2023 Audit – Draft Financial Statements

Mr. Vaters provided an update on the 2023 Audit and noted that as of December 31, 2023, the Board's Current Assets total \$7 million and the Board's Tangible Capital Assets are valued at \$5.3 million. There were no questions or concerns.

 [Eastern Regional Service Board Draft FS 2023.pdf](#)

 [Briefing Note - ERSB Draft Audited Financial Statements 2023.docx](#)

Motion:

BE IT RESOLVED that the Board adopt the Financial Statements for the year ended December 31, 2023 prepared by Harris Ryan Professional Corporation as tabled.

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

4. Q1 Financial Update

Mr. Vaters referred to the briefing note that was provided in the meeting package and provided an overview, highlighting some key points of the Q1 Financial Update. There were no questions or concerns.

 [Briefing Note - Q1 2024 Financial Update and Analysis.docx](#)

 [2024 Budget Vs Actual Q1.pdf](#)

 [2024 Budget Analysis.pdf](#)

 [2024 Tipping Fee Projections.pdf](#)

 [2025 Annual Fee Increase Analysis.pdf](#)

5. Grapple Truck Repair – Whitbourne Depot

Mr. Vaters referred to the briefing note that was provided in the meeting package and noted that Staff continues to investigate all options of repairing and/or replacing the Board's 12-year-old spare grapple truck. A short discussion ensued and it was agreed that an update with more information will be provided at next month's meetings.

 [Briefing Note - Whitbourne Tractor Engine Rebuild.docx](#)

 [invoice 15823.pdf](#)

 [invoice 15824.pdf](#)

B. Strategy & Policy Committee

Mr. Tilley, Committee Chair, delivered the Strategy & Policy Committee Report.

1. Q4 2023 Waste Operations Report

Mr. Tilley referred to the briefing note that was included in the meeting package and highlighted some key points of the report. There were no questions or concerns.

 [2023 Waste Ops Annual Report 6Mar24.docx](#)

2. Electrification of Waste Recovery Facilities – Update

Mr. Tilley noted that electrification of the Board's Waste Recovery Facilities has become necessary following an OH&S order from the spring of 2023. It was determined at that time that the propane heaters that were historically used inside the Site Attendant's huts were no longer suitable for indoor use in Canada. Without an acceptable area for staff to warm up, these facilities cannot operate once the windchill reaches -7°C. Therefore, it is important to bring electricity to these facilities so that they may remain operational over the winter months. Mr. Tilley provided a detailed update on the electrification of each of the Board's Waste Recovery Facilities and noted that further updates will be provided as they become available.

3. Waste Recovery Facility Weather Closures

Staff outlined the Occupational Health and Safety Guidelines regarding requirements for employee safety once the outside temperature (with wind chill) reaches -7 degrees Celsius. As the temperature varies by location and fluctuates so quickly, the Strategy and Policy Committee recommended that Staff purchase a device for each waste recovery facility that measures the correct temperature and wind chill to ensure that decisions on site closures are being made accurately and efficiently.

 [Briefing Note - WRF Weather Closures.docx](#)

4. Implementation of User Cards at Waste Recovery Facilities – Update

Mr. Tilley provided an update regarding the implementation of user cards for access to the Board's Waste Recovery Facilities.

Discussions are still ongoing with Strong Data Automation on implementing the new process. Updates will be provided as they become available.

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

In the interest of new Board Members, Mr. Tilley reported that the new Strong Data Automation software will allow customers to self-check-in when arriving at the Clarenville Transfer Station by stopping on the scales and scanning their QR user card and entering the waste type they are disposing of (which will be confirmed by the attendant while offloading). Customers will then self-checkout when leaving the transfer station by stopping on the scales and scanning their QR user card at a second kiosk. The check-out process is needed as many of the customers at the transfer station need to be weighed in and out as the site layout does not permit a single kiosk to be used. This is a paperless interaction, which ensures all information is immediately available to all parties.

As a second traffic light and kiosk was required to ensure safety at the site, this item was brought back to the Finance and Audit Committee which recommended that the Board proceed with the additional requirements. Staff will continue to work with Strong Data Automation on the implementation of the new software and installation of the new equipment, providing updates as they become available.

It is hoped that the installation will be complete before the Board returns to the area for their monthly meeting in June so that a demonstration can be provided.

6. Water Well at Clarenville Transfer Station – Update

Mr. Tilley reminded Members that Staff were recently tasked with determining the feasibility of the installation of an artesian well at the Clarenville Transfer Station for the provision of non-potable water. Quotes were obtained by Staff from local contractors, and information has been requested from the Provincial Government which would help determine the depth of well required. Once this information is received, new quotes will be required and brought back to the Board for further discussion and approval.

7. Consideration for a Non-Compliance Fee at Robin Hood Bay – Discussion

Staff provided an update explaining the suggestion that a fee be implemented at the regional landfill for commercial waste haulers dropping off mixed waste. Mixed waste includes black/clear bag waste mixed with blue bag recycling, all black bag waste, etc. Representatives from the Government of Newfoundland and Labrador and the City of St. John's were included in the preliminary discussions.

The Committee agreed that the fine details of the implantation would still have to be discussed between all parties. The possibility of a Pilot Project and perhaps getting

students involved to see firsthand what a project like this would entail, or if the project would create enough awareness to be worthwhile.

As the Board would like to have support behind this initiative, it was also agreed that letters would be written to the appropriate government departments, MHAs throughout the eastern Region, the City of St. John's, the Multi-Materials Stewardship Board, etc., to ensure that all parties are aware and on the same page before implementing such a program.

There were no questions or concerns.

 [Briefing Note - Non Compliance Fee RHB 2024.docx](#)

8. Town of Paradise Inquiry Re: Emergency Plan

Mr. Tilley reported that the Town of Paradise had recently contacted Staff to inquire about an emergency plan and waste diversion in the event of a disaster.

Currently, there is no emergency plan in place for Robin Hood Bay but the Province is in preliminary discussions for an emergency plan for the entire region.

C. Governance Committee

There was no Governance Committee Meeting held in the month of April.

D. Other Reports

1. Communications and Community Relations Working Group Update

Mr. Korab, Chair of the working group/committee, delivered the Report.

V. Continued Objectives

Mr. Korab reviewed the objectives of the Communications and Community Relations Working Group.

VI. Meetings Scheduled with Joint Councils

A. Southern Shore Joint Council: May 23, 2024, Cape Broyle Community Center

Mr. Korab reported that the Committee looks forward to the continuation of meetings with the Joint Councils in the Eastern region.

The next meeting is scheduled to take place with the Southern Shore Joint Council in the Town of Cape Broyle on the evening of Thursday, May 23, 2024.

VII. Promotional Material

Mr. Korab reviewed the documents that were provided in the meeting package. They are a work in progress and once finalized, they will be distributed to the applicable Communities/Residents.

VIII. Correspondence

Mr. Tessier noted that the attached correspondence was provided for Members' information only.

IX. Letter from Town of Aquaforte Requesting Direct Billing

 [Ltr fr Aquaforte Requesting ERSB Direct Bill.pdf](#)

X. Response to Town of Aquaforte Re: Direct Billing

 [Ltr - Town of Aquaforte Response re 2025 WM Fees Collection APR 4 2024.pdf](#)

XI. New Business

A. Motions by Email to be Ratified:

Mr. Tessier noted that the following motion by email was included for ratification purposes only.

1. Awarding the 2024 Household Hazardous Waste Collection, Transportation and Disposal Services Contract.

 [Brief Note - HHW contract award 2024.pdf](#)

 [Email_MBE_Award Tender for '24 HHW Events.pdf](#)

 [Response Report - MBE - Award Tender for '24 HHW Events.docx](#)

Motion:

BE IT RESOLVED that the Board award the 2024 Household Hazardous Waste Collection, Transportation and Disposal Services contract to GFL Environmental Services Inc. for the value of \$33,950.00 (plus HST).

Motion moved by Steve Tessier and motion seconded by Carl Ridgeley . Carried Unanimously.

XII. Roundtable

Mr. Drover was pleased to report that the Calendars have gone out for new 2024 contracts and spoke very highly the Board's Staff and all their efforts in getting this completed.

Ms. Tucker reviewed the 'Where Your Fees Go' document and why it was necessary to be created.

Ms. O'Leary reminded everyone of Earth Day which took place on April 22, 2024. She feels that plastic pollution should be kept on the Board's radar as it is a problem that is ever evolving.

Mr. Korab noted that the City of St. John's started their pre-scheduled oversized waste collection (bulk) on April 16, 2024.

Mr. Tilley reported that the Town of Conception Bay South tendered for replacement of a trestle back in January and the project started last week. He was disappointed to report that a major theft took place last evening and all of the very expensive materials had been removed from the work site. Mr. Tilley asked the public in the area to check their camera footage in hopes to aid in the search for the missing materials.

Mr. McDonald welcomed the Board to the Town of Long Harbour-Mount Arlington Heights. He reported that the Municipal Complex was given to the Town from Vale and a tour of building could be arranged after meeting.

Mr. Davis inquired into Community Clean-Ups vs. Bulk Collections and Ms. Dean briefly reviewed the two programs. The difference in price of tipping fees for waste and tipping fees for recycling was discussed.

Ms. Dean reported that the first four months of implementing the use of Clear Bags have been fantastic as there has been an increase in acceptable material curbside. She also reminded everyone that May 1, 2024 is the mandatory clear bag date as the transition period will have ended.

Mr. Bown reported that May 5-11, 2024 is International Compost Awareness Week and the MMSB has started an online campaign for education. He also reported on the Regional Waste Management Forum that will take place on May 14-15, 2024. Mr. Bown noted that the MMSB are currently updating website and a campaign regarding plastic beverage containers is in progress to run from April to September of this year.

XIII. Upcoming Meetings

Board Members were reminded of the next Board and Committee meetings with a list of dates and times provided in the meeting package.

 [Upcoming Meetings.docx](#)

XIV. Adjournment

Seeing no further business to discuss, the meeting adjourned.

Motion:

BE IT RESOLVED that the meeting adjourned at 7:58 p.m.

Motion moved by Steve Tessier and motion seconded by Glenn Clarke. Carried Unanimously.

Eastern Regional Service Board

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

Cheques from 0000000001 to 0000012023 dated between 03-01-2024 and 03-31-2024

CHEQUE REGISTER

Printed: 11:46:49AM 04/04/2024

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Number	Issued	Amount	SC	Status	Status Date
0000011969	03/13/2024 62167 Newfoundland and Labrador Inc	7,380.30	A/P	CLEARED	04/01/2024
0000011970	03/13/2024 Advantage Personnel Ltd.	1,283.97	A/P	OUT-STD	03/13/2024
0000011971	03/13/2024 Around The Bay Disposals Inc.	50,684.19	A/P	CLEARED	03/19/2024
0000011972	03/13/2024 Channel 6 Ads - Avalon Region	400.00	A/P	CLEARED	03/21/2024
0000011973	03/13/2024 College of the North Atlantic	678.50	A/P	CLEARED	03/25/2024
0000011974	03/13/2024 Concord Enterprises Inc.	6,478.33	A/P	CLEARED	03/25/2024
0000011975	03/13/2024 Dodd's Diesel Repair Ltd.	41,558.80	A/P	CLEARED	03/25/2024
0000011976	03/13/2024 Glenn Clarke	406.96	A/P	CLEARED	03/28/2024
0000011977	03/13/2024 Harbour ELECTRIC Ltd.	6,492.10	A/P	CLEARED	04/01/2024
0000011978	03/13/2024 Hickman Chevrolet Cadillac	785.78	A/P	OUT-STD	03/13/2024
0000011979	03/13/2024 Holly Power	39.01	A/P	CLEARED	03/15/2024
0000011980	03/13/2024 Jenkins Anthony Inc.	7,688.79	A/P	CLEARED	03/21/2024
0000011981	03/13/2024 K.J.H. Dirtwork's Ltd.	2,169.67	A/P	CLEARED	04/01/2024
0000011982	03/13/2024 Kevin McDonald	99.84	A/P	CLEARED	03/21/2024
0000011983	03/13/2024 Leslie Squires	550.00	A/P	CLEARED	03/22/2024
0000011984	03/13/2024 McInnes Cooper	345.00	A/P	CLEARED	04/01/2024
0000011985	03/13/2024 Miller IT Limited	891.66	A/P	CLEARED	03/21/2024
0000011986	03/13/2024 Newfoundland Power Inc.	35.96	A/P	CLEARED	03/21/2024
0000011987	03/13/2024 Nexgen Municipal Inc.	11,461.92	A/P	CLEARED	03/28/2024
0000011988	03/13/2024 North Atlantic	27,285.89	A/P	OUT-STD	03/13/2024
0000011989	03/13/2024 OMB Parts & Industrial Ltd.	62.11	A/P	CLEARED	03/25/2024
0000011990	03/13/2024 Parts For Trucks Inc.	94.99	A/P	OUT-STD	03/13/2024
0000011991	03/13/2024 Pik-Fast Express Inc.	25.00	A/P	CLEARED	03/27/2024
0000011992	03/13/2024 Pike's Pro Hardware & Building Supplies	61.93	A/P	OUT-STD	03/13/2024
0000011993	03/13/2024 Quikprint Services Ltd.	2,197.89	A/P	CLEARED	03/21/2024
0000011994	03/13/2024 Rodney Delaney	125.07	A/P	CLEARED	03/21/2024
0000011995	03/13/2024 Shred-it c/o Stericycle ULC	109.62	A/P	CLEARED	03/27/2024
0000011996	03/13/2024 Stephen Tessier	274.57	A/P	CLEARED	03/20/2024
0000011997	03/13/2024 Town of Ferryland	31,444.70	A/P	CLEARED	03/25/2024
0000011998	03/13/2024 Tulk Tire & Service Ltd.	2,936.11	A/P	CLEARED	03/21/2024
0000011999	03/27/2024 Dodd's Diesel Repair Ltd.	17,419.67	A/P	CLEARED	04/03/2024
0000012000	03/27/2024 A1 Glass	1,525.21	A/P	CLEARED	04/03/2024
0000012001	03/27/2024 Bell Aliant	7,208.92	A/P	OUT-STD	03/27/2024
0000012002	03/27/2024 Channel 6 Ads - Avalon Region	102.00	A/P	CLEARED	04/03/2024
0000012003	03/27/2024 City of St. John's	45,532.54	A/P	OUT-STD	03/27/2024
0000012004	03/27/2024 Coish's Trucking & Excavating Ltd.	35,791.00	A/P	OUT-STD	03/27/2024
0000012005	03/27/2024 De Lage Landen Financial Services Canada Ltd.	398.48	A/P	OUT-STD	03/27/2024
0000012006	03/27/2024 Dicks and Company Limited	121.88	A/P	OUT-STD	03/27/2024
0000012007	03/27/2024 Discount Business Supplies	63.25	A/P	OUT-STD	03/27/2024
0000012008	03/27/2024 Eastlink Communications Channel 6 Ads	115.00	A/P	OUT-STD	03/27/2024
0000012009	03/27/2024 Glenn Clarke	155.15	A/P	OUT-STD	03/27/2024
0000012010	03/27/2024 Holly Power	59.83	A/P	CLEARED	03/28/2024
0000012011	03/27/2024 M J Hickey Construction Ltd.	345.00	A/P	OUT-STD	03/27/2024
0000012012	03/27/2024 Newfoundland Power Inc.	7,897.24	A/P	CLEARED	04/03/2024
0000012013	03/27/2024 PBA Industrial Supplies Ltd.	282.90	A/P	OUT-STD	03/27/2024
0000012014	03/27/2024 Pinnacle Office Solutions Ltd.	226.35	A/P	OUT-STD	03/27/2024

** - Name on Check was modified

Eastern Regional Service Board

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

Cheques from 0000000001 to 0000012023 dated between 03-01-2024 and 03-31-2024

CHEQUE REGISTER

Printed: 11:46:49AM 04/04/2024

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Number	Issued		Amount	SC	Status	Status Date
0000012015	03/27/2024	Pitney Bowes	6,244.39	A/P	OUT-STD	03/27/2024
0000012016	03/27/2024	Printer Tech Solutions Inc.	554.30	A/P	OUT-STD	03/27/2024
0000012017	03/27/2024	T2 Ventures Inc.	90,560.55	A/P	CLEARED	03/28/2024
0000012018	03/27/2024	Town of Clarendville	1,608.00	A/P	OUT-STD	03/27/2024
0000012019	03/27/2024	Tulk Tire & Service Ltd.	5,852.25	A/P	CLEARED	04/03/2024
Total Issued (51):			\$426,112.57			
Total Voided (0):			\$0.00			
Grand Total:			\$426,112.57			
Number of Cheques Listed:			51			

EASTERN REGIONAL SERVICE BOARD

PAYROLL EXPENSE

MARCH 2024

Payroll – Staff (<i>2 pay periods – 27 employees</i>).....	\$135,554.51
Payroll – Board (<i>19 members</i>)	<u>\$00,000.00</u>
Total Payroll (<i>27 employees</i>)	\$135,554.51
Payroll CRA Remittance	<u>\$48,201.85</u>
TOTAL GROSS PAYROLL	<u>\$183,756.36</u>

PREVIOUS MONTH

FEBRUARY 2024

Payroll – Staff (<i>2 pay periods – 25 employees</i>).....	\$133,675.47
Payroll – Board (<i>19 members</i>)	<u>\$00,000.00</u>
Total Payroll (<i>26 employees</i>)	\$133,675.47
Payroll CRA Remittance	<u>\$ 47,984.15</u>
TOTAL GROSS PAYROLL	<u>\$181,659.62</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:	\$ 44,459.44
Statement Date (MM/DD/YYYY):	03/28/2024	Currency:	CANADIAN DOLLAR
Payment Due Date (MM/DD/YYYY):	04/18/2024		

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:	\$ 109.14
Rewards adjusted:	\$ 0.00
Total rewards earned:	\$ 109.14
Rewards balance year to date:	\$ 282.96

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:	\$ 6,920.10
Payments:	\$ -12,293.59
Adjustments:	\$ 0.00
Net Purchases:	\$ 10,914.05
Cash Advance:	\$ 0.00
Fees:	\$ 0.00
Other Charges:	\$ 0.00
New Account Balance:	\$ 5,540.56

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					
03/20	03/20 522743532	AUTOMATIC PYMT RECEIVED	\$ -6,703.60	\$ 0.00	\$ -6,703.60
			TOTAL CREDITS	xxxx-xxxx-xxxx-3165	\$ -6,703.60
			TOTAL DEBITS	xxxx-xxxx-xxxx-3165	\$ 0.00
Card Number xxxx-xxxx-xxxx-3500 BUTT, KEVIN					
02/29	03/01 519728585	BOOM I.T. ST. JOHN'S NL	\$ 79.99 053459	\$ 12.00 (e)	\$ 91.99
03/01	03/04 520032523	ESSO COUCHE-TARD 2323 PARADISE NL	\$ 11.98 021699	\$ 1.80 (e)	\$ 13.78
03/11	03/12 521582345	NORTH ATLANTIC PETROLE WHITBOURNE NL	\$ 3.21 033305	\$ 0.48 (e)	\$ 3.69
03/13	03/14 521889376	AUTO PARTS NETWORK MOUNT PEARL NL	\$ 2,003.38 064696	\$ 300.51 (e)	\$ 2,303.89

03/25	03/26 523800507	TIM HORTONS #5343 WHITBOURNE NL	\$ 10.43 000523	\$ 1.56 (e)	
03/25	03/26 523800666	ST. JOHNS MUNICIPAL C ST. JOHN'S NL	\$ 26.09 044747	\$ 3.91 (e)	\$ 30.00
03/26	03/26 523729407	SPEND DYNAMICS PYMT RCVD TORONTO ON	\$ -2,413.35	\$ 0.00	\$ -2,413.35
03/26	03/26 523729408	SPEND DYNAMICS PYMT RCVD TORONTO ON	\$ -2,413.35	\$ 0.00	\$ -2,413.35
03/27	03/27 523879428	PAYMENT REVERSAL	\$ 2,413.35	\$ 0.00	\$ 2,413.35
03/27	03/27 523879429	PAYMENT REVERSAL	\$ 2,413.35	\$ 0.00	\$ 2,413.35
03/27	03/28 524266295	MOTOR REGISTRATION DIV MOUNT PEARL NL	\$ 347.83 007854	\$ 52.17 (e)	\$ 400.00
03/27	03/28 524266296	NORTH ATLANTIC PETROLE WHITBOURNE NL	\$ 3.21 041287	\$ 0.48 (e)	\$ 3.69
03/28	03/28 524070854	SPEND DYNAMICS PYMT RCVD TORONTO ON	\$ -2,455.34	\$ 0.00	\$ -2,455.34

TOTAL CREDITS xxxx-xxxx-xxxx-3500 **\$ -7,282.04**
TOTAL DEBITS xxxx-xxxx-xxxx-3500 **\$ 7,685.73**

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

02/29	03/01 519728658	ST. JOHN AMBULANCE ASS MT PEARL NL	\$ -178.26 034871	\$ -26.74 (e)	\$ -205.00
03/06	03/06 520513888	AMAZON.CA RZ2FU6KD1 AMAZON.CA ON	\$ 275.33 047079	\$ 41.30	\$ 316.63
03/13	03/14 521889456	STARLINK INTERNET HALIFAX NS	\$ 320.00 074438	\$ 48.00 (e)	\$ 368.00
03/20	03/22 523362772	AIR CAN 00142192839820 AIRCANADA.COM MB	\$ 487.74 052611	\$ 0.00	\$ 487.74
		Passenger Name But/Kevin Ticket Number 0142192839820			

TOTAL CREDITS xxxx-xxxx-xxxx-7456 **\$ -205.00**
TOTAL DEBITS xxxx-xxxx-xxxx-7456 **\$ 1,172.37**

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

02/28	02/29 519499338	CPC / SCP 005444 TORBAY NL	\$ 135.54 032482	\$ 20.33 (e)	\$ 155.87
02/29	03/01 519728584	CPC / SCP 005444 TORBAY NL	\$ 149.77 079130	\$ 22.46 (e)	\$ 172.23
03/01	03/04 520032522	CPC / SCP 004170 POUCH COVE NL	\$ 160.20 063751	\$ 24.03 (e)	\$ 184.23
03/04	03/06 520513886	TELUS ONLINE PAYMENT P VANCOUVER BC	\$ 343.00 033347	\$ 51.45 (e)	\$ 394.45
03/05	03/06 520513887	TELUS MOBILITY PREAUTH CALGARY AB	\$ 343.00 080197	\$ 51.45 (e)	\$ 394.45
03/15	03/18 522395319	WAL-MART #3196 ST JOHN'S NL	\$ 47.18 018064	\$ 7.08 (e)	\$ 54.26
03/20	03/21 523148527	CPC / SCP 005444 TORBAY NL	\$ 287.10 084992	\$ 43.06 (e)	\$ 330.16

03/25	03/26 523800665	CPA NEWFOUNDLAND AND L ST. JOHN'S NL	\$ 1,260.00 015181	\$ 189.00 (e)	
03/26	03/27 524055949	0506-TRACTION ST-JOHN ST.JOHN'S NL	\$ 675.00 086821	\$ 101.25 (e)	\$ 776.25
03/27	03/27 523879427	SPEND DYNAMICS PYMT RCVD TORONTO ON	\$ -3,134.65	\$ 0.00	\$ -3,134.65

TOTAL CREDITS xxxx-xxxx-xxxx-3047 **\$ -3,134.65**
TOTAL DEBITS xxxx-xxxx-xxxx-3047 **\$ 3,910.90**

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

02/29	03/01 519728586	NORTH ATLANTIC PETROLE WHITBOURNE NL	\$ 11.51 061765	\$ 1.73 (e)	\$ 13.24
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TOTAL CREDITS xxxx-xxxx-xxxx-4730 **\$ 0.00**
TOTAL DEBITS xxxx-xxxx-xxxx-4730 **\$ 13.24**

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

03/20	03/22 523362773	KENT CLARENVILLE CLARENVILLE NL	\$ 14.18 099952	\$ 2.13 (e)	\$ 16.31
03/22	03/25 523724300	ANDYS SMALL ENGINE SA CLARENVILLE NL	\$ 104.48 001875	\$ 15.67 (e)	\$ 120.15

TOTAL CREDITS xxxx-xxxx-xxxx-5229 **\$ 0.00**
TOTAL DEBITS xxxx-xxxx-xxxx-5229 **\$ 136.46**

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

02/29	03/04 520032524	CAPITAL HOTEL ST. JOHN'S NL	\$ 1,095.72 082937	\$ 0.00	\$ 1,095.72
03/12	03/12 521582347	AMAZON.CA R64HJ2Z12 AMAZON.CA ON	\$ 20.99 046546	\$ 3.15	\$ 24.14
03/12	03/12 521582424	AMAZON.CA R62ZV12A0 AMAZON.CA ON	\$ 20.99 033905	\$ 3.15	\$ 24.14
03/12	03/12 521582346	AMAZON.CA RN68S8HV1 AMAZON.CA ON	\$ 20.99 070569	\$ 3.15	\$ 24.14
03/13	03/13 521687242	CIVICINFO BC 250-383-4898 BC	\$ 703.12 053210	\$ 84.38 (e)	\$ 787.50
03/13	03/14 521889377	STAPLES.CA MISSISSAUGA ON	\$ 265.42 039391	\$ 34.51 (e)	\$ 299.93
03/13	03/14 521889379	AMAZON.CA R61CB1YV0 AMAZON.CA ON	\$ 22.30 083757	\$ 3.35	\$ 25.65
03/13	03/14 521889378	AMAZON.CA R671E2PG2 AMAZON.CA ON	\$ 47.36 017549	\$ 7.10	\$ 54.46
03/13	03/14 521889380	AMAZON.CA R65OW9GV2 AMAZON.CA ON	\$ 61.96 016391	\$ 9.30	\$ 71.26
03/14	03/15 522101678	STAPLES.CA MISSISSAUGA ON	\$ -10.18 305502	\$ -1.32 (e)	\$ -11.50
03/14	03/18 522395320	BOSTON PIZZA #914 OLM ST. JOHN'S NL	\$ 183.68 022494	\$ 27.55 (e)	\$ 211.23
03/17	03/18 522395321	ZOOM.US 888-799-9666 SAN JOSE CA	\$ 21.49 043864	\$ 3.22 (e)	\$ 24.71

03/21	03/22 523362771	WALMART.CA MISSISSAUGA ON	\$ 84.68 031173	\$ 11.01 (e)	
03/21	03/22 523361835	COFFEE MATTERS ST. JOHN'S NL	\$ 148.35 062071	\$ 22.25 (e)	\$ 170.60
03/27	03/28 524266297	BAY BULLS REGIONAL LIF BAY BULLS NL	\$ 112.50 024131	\$ 16.88 (e)	\$ 129.38

TOTAL CREDITS xxxx-xxxx-xxxx-0293 **\$ -11.50**
TOTAL DEBITS xxxx-xxxx-xxxx-0293 **\$ 3,038.55**



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

Internet: bmo.com/treasuryandpayment

Diners Club

Telephone Inquiries: 1-800-363-3333

Lost/Stolen cards: 1-866-890-9552

Outside Canada and USA call collect: 1-514-881-3735

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

Internet: dinersclubnorthamerica.com



PAYMENT INFORMATION:

	BMO	Diners Club
You can mail your payment to:	BMO P.O. Box 6044, Station Centre-Ville Montreal, QC H3C 3X2	Diners Club P.O. Box 6044, Station Centre-Ville Montreal, QC H3C 3X2
You may send your payment via overnight mail to:	BMO Symcor Inc (Remittance services) 650 Bridge Street Montreal, Quebec H3K 3K9	Diners Club Symcor Inc (Remittance services) 650 Bridge Street Montreal, Quebec H3K 3K9
IMPORTANT PAYMENT INFORMATION:	For BMO accounts, please make your cheque or money order payable to: BMO Bank of Montreal	For Diners Club accounts, please make your cheque or money order payable to: Diners Club

If you are paying by mail:
Remember

- Enclose your cheque or money order, payable in the same currency as your credit card, with this payment coupon, but do not staple or tape them together.
- Write your account number on the front of your cheque or money order.
- Please do not send cash.

A fee will be assessed against returned cheques.

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

TOWNS PAYMENT ACTIVITY 2024 - As of April 3, 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	\$6,550	\$0	\$0	\$0	\$19,650
LSDOF202	LSD of Marysvale	240	\$48,000	\$1,500	\$49,500	\$13,200	\$0	\$0	\$0	\$36,300
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	\$36,660	\$0	\$0	\$0	\$85,540
TOWN301	Town of Come by Chance	118	\$23,600	\$0	\$23,600	\$4,800	\$0	\$0	\$0	\$18,800
TOWN302	Town of Norman's Cove-Long Cove	333	\$66,600	\$0	\$66,600	\$20,040	\$0	\$0	\$0	\$46,560
TOWN303	Town of Chapel Arm	253	\$50,600	\$0	\$50,600	\$15,180	\$0	\$0	\$0	\$35,420
TOWN304	Town of Southern Harbour	184	\$36,800	\$0	\$36,800	\$7,360	\$0	\$0	\$0	\$29,440
TOWN305	Town of Sunnyside	205	\$41,000	\$0	\$41,000	\$8,200	\$0	\$0	\$0	\$32,800
TOWN502	Town of Chance Cove	151	\$30,200	\$0	\$30,200	\$6,040	\$0	\$0	\$0	\$24,160
TOWN503	Town of Arnold's Cove	535	\$107,000	\$0	\$107,000	\$21,000	\$0	\$0	\$0	\$85,600
TOWN0203	Town of Colliers	293	\$58,600	\$0	\$58,600	\$17,580	\$0	\$0	\$0	\$41,020
TOWN0205	Town of Holyrood	1095	\$219,000	\$0	\$219,000	\$59,000	\$0	\$0	\$0	\$160,000
TOWN0401	Town of Aquaforte	69	\$13,800	\$0	\$13,800	\$4,140	\$0	\$0	\$0	\$9,660
TOWN0402	Town of Bay Bulls	633	\$126,600	\$0	\$126,600	\$37,980	\$0	\$0	\$0	\$88,620
TOWN0403	Town of Cape Broyle	277	\$55,400	\$0	\$55,400	\$23,924	\$0	\$0	\$0	\$31,476
TOWN0404	Town of Fermeuse-Kingman's Cove	179	\$35,800	-\$180	\$35,620	\$8,905	\$0	\$0	\$0	\$26,715
TOWN0405	Town of Ferryland	272	\$54,400	\$0	\$54,400	\$13,600	\$0	\$0	\$0	\$40,800
TOWN0407	Town of Renew's-Cappahayden	234	\$46,800	\$0	\$46,800	\$9,360	\$0	\$0	\$0	\$37,440
TOWN0408	Town of St. Shott's	50	\$10,000	\$0	\$10,000	\$2,500	\$0	\$0	\$0	\$7,500
TOWN0410	Town of Witless Bay	744	\$148,800	\$0	\$148,800	\$44,640	\$0	\$0	\$0	\$104,160
TOWN0411	Town of Portugal Cove South	88	\$17,600	\$0	\$17,600	\$4,400	\$0	\$0	\$0	\$13,200
TOWN0504	Town of Long Harbour-Mount Arlington He	195	\$39,000	\$0	\$39,000	\$11,700	\$0	\$0	\$0	\$27,300
TOWN0505	Town of Fox Harbour	134	\$26,800	\$0	\$26,800	\$8,040	\$0	\$0	\$0	\$18,760
TOWN0507	Town of St. Bride's	139	\$27,800	\$0	\$27,800	\$6,950	\$0	\$0	\$0	\$20,850
TOWN0508	Town of Point Lance	47	\$9,400	\$0	\$9,400	\$2,350	\$0	\$0	\$0	\$7,050
TOWN0509	Town of Branch	161	\$32,200	\$0	\$32,200	\$19,200	\$0	\$0	\$0	\$13,000
TOWN0510	Town of Mount Carmel-Mitchell's Brook-St	299	\$59,800	\$0	\$59,800	\$14,950	\$0	\$0	\$0	\$44,850
TOWN0511	Town of St. Joseph's	107	\$21,400	\$0	\$21,400	\$5,350	\$0	\$0	\$0	\$16,050
TOWN0512	Town of Admiral's Beach	82	\$16,400	\$0	\$16,400	\$4,920	\$0	\$0	\$0	\$11,480
TOWN0514	Town of Colinet	75	\$15,000	\$0	\$15,000	\$3,750	\$0	\$0	\$0	\$11,250
TOWN0601	Town of Whiteway	163	\$32,600	\$0	\$32,600	\$13,040	\$0	\$0	\$0	\$19,560
TOWN0602	Town of Heart's Delight-Islington	464	\$92,800	\$0	\$92,800	\$27,840	\$0	\$0	\$0	\$64,960
TOWN0603	Town of Heart's Desire	139	\$27,800	\$0	\$27,800	\$8,340	\$0	\$0	\$0	\$19,460
TOWN0802	Town of Bay de Verde	221	\$44,200	\$0	\$44,200	\$17,880	\$0	\$0	\$0	\$26,320
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	\$ 801,896	\$ -	\$ -	\$ -	\$ 1,636,411

2024 TOTAL OUTSTANDING INCORPORATED TOWNS \$ 1,636,411.22

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

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Draft Financial Statements for Year Ended December 31, 2023
MEETING DATE:	2024-04-24
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Craig Drover, Director Corporate Services
REVIEWED BY:	Craig Drover, Director Corporate Services
APPROVED BY:	Craig Drover, Director Corporate Services

RECOMMENDED ACTION:

It is recommended that the Board adopt the independent auditor’s financial statements for 2023 as prepared by Harris Ryan Professional Corporation.

MOTION:

BE IT RESOLVED that the Board adopt the Financial Statements for the year ended December 31, 2023 prepared by Harris Ryan Professional Corporation as tabled.

BACKGROUND/DISCUSSION:

- The Board’s independent external auditor, Harris Ryan, prepared the 2023 financial statements in accordance with Canadian Public Sector Accounting Standards (PSAS). The statements were audited in accordance with generally accepted Canadian auditing standards and an audit report accompanies the statements.
- At December 31, 2023 the Board’s Current Assets total \$7 million and the Board’s Tangible Capital Assets are valued at \$5.3 million;
- Since 2015, ERSB has worked to create a strong financial position by utilizing operational surpluses to fund capital and operational reserve accounts. This ensures that ERSB can continue to operate in the event of unforeseen circumstances.
- The Statement of Financial Position shows an accumulated surplus of approximately \$10.3 million. This amount is comprised of, \$5.3 million of Tangible Capital Assets (includes land, buildings, furniture, computers, heavy equipment, motor vehicles, etc.) and \$5 million in reserves (internally restricted funds as detailed in Note 9).

ATTACHMENTS:

- Eastern Regional Service Board Financial Statements for Year Ended December 31, 2023

EASTERN REGIONAL SERVICE BOARD
Financial Statements
Year Ended December 31, 2023

STATEMENT OF RESPONSIBILITY

The accompanying financial statements are the responsibility of the management of the Eastern Regional Service Board (the Board) and have been prepared in compliance with legislation, and in accordance with Canadian Public Sector Accounting Standards (PSAS) established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada.

In carrying out its responsibilities, management maintains appropriate systems of internal and administrative controls designed to provide reasonable assurance that transactions are executed in accordance with proper authorization, that assets are properly accounted for and safeguarded, and that financial information produced is relevant and reliable.

The Board of Directors of the Board met with management and its external auditors to review a draft of the financial statements and to discuss any significant financial reporting or internal control matters prior to their approval of the finalized financial statements.

Harris Ryan Chartered Professional Accountants, as the Board's appointed external auditors, have audited the financial statements. The Auditor's report is addressed to the members of the Board and appears on the following page. Their opinion is based upon an examination conducted in accordance with Canadian generally accepted auditing standards, performing such tests and other procedures as they consider necessary to obtain reasonable assurance that the financial statements are free of material misstatement and present fairly the financial position and results of the Board in accordance with Canadian Public Sector Accounting Standards.



Mr. Stephen Tessier

Chairperson



Ms. Lynn Tucker

Chief Administrative Officer

EASTERN REGIONAL SERVICE BOARD
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Year Ended December 31, 2023

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HARRIS RYAN

INDEPENDENT AUDITOR'S REPORT

To the Members of Eastern Regional Service Board

Qualified Opinion

We have audited the financial statements of Eastern Regional Service Board (the organization), which comprise the statement of financial position as at December 31, 2023, and the statements of changes in annual surplus (deficit), operations, changes in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the possible effects of the matter described in the *Basis for Qualified Opinion* section of our report, the accompanying financial statements present fairly, in all material respects, the financial position of the organization as at December 31, 2023, and the results of its operations and cash flows for the year then ended in accordance with Canadian public sector accounting standards (PSAS)

Basis for Qualified Opinion

Eastern Regional Service Board derives revenue from waste management fees the completeness of which is not susceptible of satisfactory audit verification. Accordingly, our verification of these revenues was limited to the amounts recorded in the records of the organization and we were not able to determine whether any adjustments might be necessary to revenue, annual surplus, and cash flows for the year ended December 31, 2023, or to assets and net financial assets as at December 31, 2023. Our audit opinion on the financial statements for the year ended December 31, 2022 was modified accordingly because of the possible effects of this limitation of scope.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the organization in accordance with ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with PSAS, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the organization's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the organization's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

(continues)

Independent Auditor's Report to the Members of Eastern Regional Service Board *(continued)*

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the organization's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the organization's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the organization to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Marie Lynn Professional Corporation

St. John's, Newfoundland and Labrador
May 8, 2024

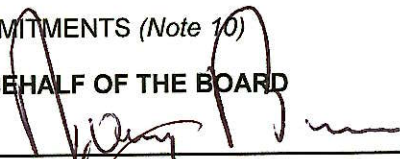
CHARTERED PROFESSIONAL ACCOUNTANTS


EASTERN REGIONAL SERVICE BOARD
Statement of Financial Position
December 31, 2023

	2023	2022
ASSETS		
Cash and cash equivalents (Note 3)	\$ 5,318,825	\$ 3,657,346
Accounts receivable (Note 4)	1,177,608	912,513
Harmonized sales tax recoverable	533,526	989,261
	7,029,959	5,559,120
LIABILITIES		
Accounts payable (Note 6)	618,988	598,721
Employee deductions payable	17,981	19,104
Deferred revenue (Note 8)	1,020,000	20,000
Bid and performance bonds	241,541	293,951
Accrued severance (Note 7)	298,434	259,651
	2,196,944	1,191,427
NET FINANCIAL ASSETS	4,833,015	4,367,693
NON-FINANCIAL ASSETS		
Prepaid expenses	147,358	149,284
Tangible capital assets (Note 5)	5,327,718	5,366,283
	5,475,076	5,515,567
ACCUMULATED SURPLUS	\$ 10,308,091	\$ 9,883,260

COMMITMENTS (Note 10)

ON BEHALF OF THE BOARD


 _____ Director


 _____ Director

EASTERN REGIONAL SERVICE BOARD
Statement of Changes in Net Financial Assets
Year Ended December 31, 2023

	Budget 2023	2023	2022
ANNUAL SURPLUS (DEFICIT)	\$ (762,188)	\$ 424,829	\$ (676,547)
Amortization of tangible capital assets	512,188	512,188	621,922
Purchase of tangible capital assets	-	(473,623)	(136,705)
Decrease (increase) in prepaid expenses	-	1,927	(34,595)
	512,188	40,492	450,622
INCREASE (DECREASE) IN NET FINANCIAL ASSETS	(250,000)	465,321	(225,925)
NET FINANCIAL ASSETS - BEGINNING OF YEAR	4,367,694	4,367,693	4,593,618
NET FINANCIAL ASSETS - END OF YEAR	\$ 4,117,694	\$ 4,833,014	\$ 4,367,693

See notes to financial statements

EASTERN REGIONAL SERVICE BOARD
Statement of Changes in Annual Surplus (Deficit)
Year Ended December 31, 2023

	2023	2022
ACCUMULATED SURPLUS - BEGINNING OF YEAR	\$ 9,883,260	\$ 10,559,807
ANNUAL SURPLUS (DEFICIT)	424,829	(676,547)
ACCUMULATED SURPLUS (DEFICIT) - END OF YEAR	\$ 10,308,091	\$ 9,883,260

EASTERN REGIONAL SERVICE BOARD
Statement of Operations
Year Ended December 31, 2023

	Budget 2023 <i>(Note 13)</i>	Total 2023	Total 2022
REVENUES			
Clarenville transfer station	\$ 404,697	\$ 497,925	\$ 470,211
Government grants	75,000	80,000	160,000
Tipping fees	4,000,000	4,000,000	3,300,000
Waste management fees	4,525,800	4,361,102	4,272,748
Metals recycling revenue	160,840	57,892	57,597
Fire and emergency services revenue	105,000	19,191	19,802
	9,271,337	9,016,110	8,280,358
EXPENSES			
Advertising and promotion	50,000	25,449	11,588
Amortization	512,188	512,188	621,922
Bad debts (recovery)	90,000	290,435	(59,306)
Business taxes, licenses and memberships	28,800	28,065	37,236
Directors fees	100,000	72,348	84,429
Insurance	174,000	176,932	145,239
Interest and bank charges	44,100	28,505	27,016
Office	111,410	64,219	45,565
Professional fees	177,838	62,756	98,057
Regional waste management operations	461,941	417,824	397,426
Rental	86,000	80,313	80,313
Repairs and maintenance	150,943	86,130	33,669
Salaries and wages	2,418,149	2,017,450	1,919,265
Telephone	136,500	51,612	36,935
Tipping fees Clarenville	462,870	442,714	507,993
Training	79,500	27,991	67,335
Travel	42,500	26,070	33,655
Vehicle	919,173	719,303	789,781
Waste collection operations	4,117,613	3,852,514	4,368,155
	10,163,525	8,982,818	9,246,273
SURPLUS (DEFICIT) FROM OPERATIONS	(892,188)	33,292	(965,915)
OTHER INCOME			
Interest income	90,000	390,266	277,858
Miscellaneous revenue	40,000	1,271	11,510
	130,000	391,537	289,368
ANNUAL SURPLUS (DEFICIT)	\$ (762,188)	\$ 424,829	\$ (676,547)

See notes to financial statements

EASTERN REGIONAL SERVICE BOARD
Statement of Cash Flows
Year Ended December 31, 2023

	2023	2022
OPERATING ACTIVITIES		
Annual surplus (deficit)	\$ 424,829	\$ (676,547)
Item not affecting cash:		
Amortization of tangible capital assets	512,188	621,922
	937,017	(54,625)
Changes in non-cash working capital:		
Accounts receivable	(265,095)	(69,659)
Accounts payable	20,269	23,626
Deferred revenue	1,000,000	(80,000)
Prepaid expenses	1,926	(34,594)
Harmonized sales tax receivable	455,735	(488,201)
Employee deductions payable	(1,123)	(12,020)
Bid and performance bonds	(52,410)	21,581
Accrued severance	38,783	30,636
	1,198,085	(608,631)
Cash flow from (used by) operating activities	2,135,102	(663,256)
INVESTING ACTIVITY		
Purchase of tangible capital assets	(473,623)	(136,705)
Cash flow used by investing activity	(473,623)	(136,705)
INCREASE (DECREASE) IN CASH FLOW	1,661,479	(799,961)
Cash - beginning of year	3,657,346	4,457,307
CASH - END OF YEAR	\$ 5,318,825	\$ 3,657,346
CASH FLOWS SUPPLEMENTARY INFORMATION		
Interest received	\$ (390,266)	\$ (277,858)
Interest paid	\$ 28,503	\$ 27,016

See notes to financial statements

EASTERN REGIONAL SERVICE BOARD

Notes to Financial Statements

Year Ended December 31, 2023

1. PURPOSE OF THE ORGANIZATION

The Eastern Regional Service Board (the "organization") was established in September of 2011 by the Province of Newfoundland under the authority of the Regional Services Board Act, 2012. The organization has been given the mandate to modernize the waste management system in the region, develop regional fire protection and work with several clusters of communities to improve drinking water and waste water treatment under the Community Sustainability Partnership.

In order to fulfill these mandates the organization has completed a network of infrastructure for the waste management system including a transfer station in Clarenville and ten waste recovery facilities (including one at the Clarenville site). To assist communities with drinking water and waste water treatment the organization has hired an engineer to provide advice to communities. As a service provider for fire protection the organization has contracted with one municipality to provide services through their volunteer fire department in the unincorporated area adjacent to the municipality.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

The financial statements were prepared in accordance with Canadian public sector accounting standards (PSAS).

Revenue recognition

Government transfers with stipulations restricting their use are recognized as revenue when the transfer is authorized and the eligibility criteria are met, except when and to the extent the transfer gives rise to an obligation that constitutes a liability. When the transfer gives rise to an obligation that constitutes a liability, the transfer is recognized in revenue when the liability is settled.

Tipping and waste management fees are recognized as revenues as the services are provided in the related period, and when collection is reasonably assured.

Interest is recognized as earned. Other revenues are recognized when earned, collection is reasonably assured and a reasonable estimate can be determined of the amounts.

Cash and cash equivalents

Cash and cash equivalents include balances with the bank and investments held in cashable guaranteed investment certificates. Cashable guaranteed investment certificates are valued at cost plus accrued interest.

(continues)

EASTERN REGIONAL SERVICE BOARD

Notes to Financial Statements

Year Ended December 31, 2023

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Tangible capital assets

Tangible capital assets are stated at cost or deemed cost less accumulated amortization and are amortized over their estimated useful lives at the following rates and methods:

Land		non-depreciable
Buildings	4%	declining balance method
Furniture and equipment	20%	declining balance method
Computer equipment	55%	declining balance method
Computer software	100%	declining balance method
Heavy equipment	30%	declining balance method
Leasehold improvements	5 years	straight-line method
Motor vehicles	30%	declining balance method

The organization regularly reviews its tangible capital assets to eliminate obsolete items. Government grants are treated as a reduction of tangible capital assets cost.

Impairment of long lived assets

The organization tests for impairment whenever events or changes in circumstances indicate that the carrying amount of the assets may not be recoverable. Recoverability is assessed by comparing the carrying amount to the projected future net cash flows the long-lived assets are expected to generate through their direct use and eventual disposition. When a test for impairment indicates that the carrying amount of an asset is not recoverable, an impairment loss is recognized to the extent the carrying value exceeds its fair value.

Non-financial assets

Non-financial assets include tangible capital assets and prepaid expenses used to provide services in future periods. These assets do not normally provide resources to discharge the liabilities of the organization unless they are sold.

Deferred revenue

Deferred revenue is comprised of revenue amounts that are received in advance of the services being provided.

Severance

The organization accounts for severance pay on an accrual basis. Severance benefits are provided to employees upon cessation of employment.

Measurement uncertainty

The preparation of financial statements in conformity with PSAS requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Significant items subject to estimates include amortization of tangible capital assets and valuation of accounts receivable. Actual results could differ from these estimates.

EASTERN REGIONAL SERVICE BOARD

Notes to Financial Statements

Year Ended December 31, 2023

3. CASH AND CASH EQUIVALENTS

	2023	2022
Cash in bank	\$ 2,913,573	\$ 1,336,167
Guaranteed investment certificates	2,405,252	2,321,179
	\$ 5,318,825	\$ 3,657,346

Cash and cash equivalents are internally restricted to:

Capital reserve - Regional	2,376,234	2,376,234
Capital reserve - Curbside	430,000	430,000
Operational reserve	1,740,000	1,740,000
Unappropriated surplus (deficit)	772,591	(888,888)
	\$ 5,318,825	3,657,346

4. ACCOUNTS RECEIVABLE

	2023	2022
Waste management fees receivable	\$ 3,175,367	\$ 2,619,837
Allowance for doubtful accounts	(1,997,759)	(1,707,324)
	\$ 1,177,608	\$ 912,513

5. TANGIBLE CAPITAL ASSETS

	Cost	Accumulated amortization	2023 Net book value	2022 Net book value
Land	\$ 2,288,126	\$ -	\$ 2,288,126	\$ 2,288,126
Buildings	2,256,075	520,697	1,735,378	1,707,183
Motor vehicles	304,435	224,544	79,891	114,130
Computer equipment	67,645	64,718	2,927	6,504
Computer software	5,544	5,544	-	-
Heavy equipment	6,341,897	5,203,434	1,138,463	1,171,683
Furniture and equipment	191,061	108,128	82,933	78,657
Leasehold improvements	3,106	3,106	-	-
	\$ 11,457,889	\$ 6,130,171	\$ 5,327,718	\$ 5,366,283

EASTERN REGIONAL SERVICE BOARD

Notes to Financial Statements

Year Ended December 31, 2023

6. ACCOUNTS PAYABLE

	2023	2022
Trade payables	\$ 426,921	\$ 391,123
Other accruals	192,067	207,598
	\$ 618,988	\$ 598,721

7. ACCRUED SEVERANCE

	2023	2022
Accrued severance	\$ 298,434	\$ 259,651

The organization provides severance benefits to employees upon cessation of employment. Permanent employees become eligible following 5 years of service. The amount of severance is obtained by multiplying the number of years of continuous service by the employee's weekly salary to a maximum of twenty (20) weeks' pay, unless otherwise negotiated by an employment contract.

8. DEFERRED REVENUE

	2023	2022
Regional Water/Wastewater Operator Program	\$ 20,000	\$ 20,000
Tipping fees - 2024	1,000,000	-
	\$ 1,020,000	\$ 20,000

In 2023, the organization received \$80,000 from the Provincial government to fund a Regional Water/Wastewater Operator Pilot Program. At December 31, 2023, \$20,000 of this funding was deferred.

EASTERN REGIONAL SERVICE BOARD

Notes to Financial Statements

Year Ended December 31, 2023

9. ACCUMULATED SURPLUS

In addition to investments in tangible capital assets, the board has set up reserves from the accumulated surplus to ensure future obligations of the organization can be met. These reserves are internally restricted by the board to be used only for the purpose for which they are set up. The board allocates funds to these reserves as deemed necessary.

	2023	2022
<u>The accumulated surplus consists of the following:</u>		
Invested in tangible capital assets	\$ 5,327,718	\$ 5,366,283
Capital reserve - Regional	2,376,234	2,376,234
Capital reserve - Curbside	430,000	430,000
Operational reserve	1,740,000	1,740,000
Unappropriated surplus (deficit)	434,139	(29,256)
	<u>\$ 10,308,091</u>	<u>\$ 9,883,261</u>

- The regional capital reserve was established for building and equipment replacements and future site closures for waste recovery facilities, transfer station and regional equipment.
- The curbside capital reserve was established for equipment replacement and unforeseen expenses for the curbside collection program. The organization ceased the curbside collection program during fiscal 2020.
- The operational reserve was established for funding of operating deficits and for unbudgeted/unforeseen expenses.

10. COMMITMENTS

a) During the year, the organization committed to the purchase of a trailer totaling \$292,229, of which \$175,337 is outstanding at December 31, 2023 and due on delivery of the unit in 2024.

b) The organization has a long term lease with respect to its premises, which expires March 31, 2024. Future minimum lease payments, excluding HST, as at December 31, 2023, are as follows:

2024	\$ 19,252
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11. TIPPING FEES

The Government of Newfoundland and Labrador has officially designated the Robin Hood Bay Waste Management Facility, which is owned and operated by the City of St. John's, as the site for the Eastern Region's Integrated Waste Management Facility. Eastern Regional Service Board contracts with the City of St. John's to provide waste disposal services for other municipalities in the Eastern Region.

Tipping fees charged per tonne at the Robin Hood Bay Waste Management Facility are determined annually by Eastern Regional Service Board based on estimated tonnage and budgeted costs to operate both Eastern Regional Service Board and the Robin Hood Bay Waste Management Facility. Operational funding is provided to Eastern Regional Service Board from tipping fees collected from facility users to the extent required in its annual budget.

EASTERN REGIONAL SERVICE BOARD

Notes to Financial Statements

Year Ended December 31, 2023

12. FINANCIAL INSTRUMENTS

The organization is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the organization's risk exposure and concentration as of December 31, 2023.

Credit risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The organization is exposed to credit risk from customers. In order to reduce its credit risk, the organization reviews a new customer's credit history before extending credit and conducts regular reviews of its existing customers' credit performance. An allowance for doubtful accounts is established based upon factors surrounding the credit risk of specific accounts, historical trends and other information. The organization has a significant number of customers which minimizes concentration of credit risk.

13. BUDGET

The organization approves a budget each fiscal year which is prepared on a revenue and expenditure basis, so does not meet the requirements of PSAS. The reconciliation of the organization's cash based budget to the PSAS accrual based budget presented in these financial statements is disclosed in Schedule 1.

EASTERN REGION SERVICE BOARD

Reconciliation of Board Budget to PSAS Budget

(Schedule 1)

Year Ended December 31, 2023

	Board Budget	Amortization	Reserves	PSAS Budget
REVENUES				
Clarenville transfer station	\$ 404,697	\$	\$	\$ 404,697
Government grants	75,000			75,000
Tipping fees	4,000,000			4,000,000
Waste management fees	4,525,800			4,525,800
Metals recycling revenue	160,840			160,840
Fire and emergency services revenue	105,000			105,000
Interest	90,000			90,000
Reserve funding	250,000		(250,000)	-
Miscellaneous revenue	40,000			40,000
	9,651,337	-	(250,000)	9,401,337
EXPENSES				
Advertising and promotion	50,000			50,000
Amortization		512,188		512,188
Bad debts	90,000			90,000
Business taxes, licenses and memberships	28,800			28,800
Directors fees	100,000			100,000
Insurance	174,000			174,000
Interest and bank charges	44,100			44,100
Office	111,410			111,410
Professional fees	177,838			177,838
Regional waste management operations	461,941			461,941
Rental	86,000			86,000
Repairs and maintenance	150,943			150,943
Salaries and wages	2,418,149			2,418,149
Tipping fees Clarenville	462,870			462,870
Telephone	136,500			136,500
Training	79,500			79,500
Travel	42,500			42,500
Vehicle	919,173			919,173
Waste collection operations	4,117,613			4,117,613
	\$ 9,651,337	\$ 512,188	\$ -	\$ 10,163,525
DEFICIT FROM OPERATIONS				\$ (762,188)

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Q1 Financial Update Report and Budget Analysis
MEETING DATE:	2024-04-24
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Craig Drover, Director Corporate Services
REVIEWED BY:	Craig Drover, Director Corporate Services
APPROVED BY:	Craig Drover, Director Corporate Services

RECOMMENDED ACTION:

- No recommended action as report for information only.

MOTION:

No motion required as report for information only

BACKGROUND / DISCUSSION:

- Salaries and Benefits are slightly below budget to March 31st at 21%.
- Almost all budget categories are around budget for Q1. Some are unexpectedly low, and this could be a result of the timing of invoices, especially with vehicle repairs, bridge contracts, and professional services.
- Overall Operating expenditures as at March 31st were 19.6% of budget.
- Overall revenue receipted as of March 31st was 26.4% of budget.
- Due to the increases in contract costs from the recently tendered contracts, the annual waste collection contract costs are expected to increase by \$387K this year.
- Based on discussions with the Board’s external auditor, Amortization was added to the Amended Budget. This item has not been in budgets in previous years. Although a non-cash expenditure, the item should be incorporated into the budget to match the financial statements more closely.
- The impact of the additional expenditures will possibly result in a loss on the financial statements for 2024. This could be mitigated through budget monitoring and the possible transfer from operational reserves.

ATTACHMENTS:

- Q1 2024 Budget vs Actual Report
- 2024 Budget Analysis
- 2024 Tipping Fee Projections
- 2025 Annual Fee Increase Analysis

EASTERN REGIONAL SERVICE BOARD

2024 ACTUAL VS BUDGET AS AT MARCH 31

	2024 Budget	2024 Actual	% Budget Used
EXPENDITURES			
Salaries			
Chair/Board Member Remuneration	\$ 100,000	\$ 22,471	22.5%
Salaries (Corporate Administration)	\$ 800,565	\$ 191,643	23.9%
Salaries (Regional Waste Operations)	\$ 1,326,150	\$ 246,092	18.6%
Salaries (Water)	\$ 59,031	\$ 16,511	28.0%
Sub-total	\$ 2,285,746	\$ 476,717	20.9%
Benefits			
Employment Insurance	\$ 36,493	\$ 8,000	21.9%
CPP	\$ 101,916	\$ 28,129	27.6%
WHSCC	\$ 50,000	\$ 23,157	46.3%
Health & Life Benefits	\$ 29,705	\$ 7,737	26.0%
RRSP	\$ 131,666	\$ 27,698	21.0%
Sub-total	\$ 349,780	\$ 94,721	27.1%
Transportation & Communications			
Board/Committee Local Travel & Meetings (mileage & expenses)	\$ 39,375	\$ -	0.0%
Telephone	\$ 33,075	\$ 7,369	22.3%
Staff Local Travel (mileage & expenses)	\$ 13,750	\$ 3,354	24.4%
Professional Development (Board)	\$ 30,000	\$ -	0.0%
Sub-total	\$ 116,200	\$ 10,723	9.2%
Supplies			
Insurance	\$ 174,000	\$ -	0.0%
Office Expenses	\$ 92,400	\$ 26,946	29.2%
Bank Charges	\$ 46,305	\$ 14,228	30.7%
Sub-total	\$ 312,705	\$ 41,174	13.2%
Purchased Services Administrative			
Audit	\$ 39,730	\$ -	0.0%
Professional Development Staff	\$ 59,400	\$ 3,541	6.0%
Communications	\$ 50,000	\$ 3,417	6.8%
Professional Services-Legal,HR,IT,Engineering,etc.	\$ 140,000	\$ 16,347	11.7%
Sub-total	\$ 289,130	\$ 23,306	8.1%

	2024 Budget	2024 Actual	% Budget Used
Property, Furnishings & Equipment			
Office Space (gross lease, Majors Path)	\$ 86,000	\$ 26,771	31.1%
Computer Software/Software Licensing	\$ 37,440	\$ -	0.0%
Photocopier Fees	\$ 4,410	\$ 723	16.4%
Furniture & Equipment	\$ 19,000	\$ -	0.0%
Sub-total	\$ 146,850	\$ 27,494	18.7%
Regional Operations & Waste Recovery Facilities			
Snow Clearing - All WRF	\$ 50,944	\$ 22,307	43.8%
Site Maintenance - All WRF	\$ 60,000	\$ 8,807	14.7%
Old Perlican WRF (TCNWM)	\$ 251,275	\$ 39,264	15.6%
Vehicle Maintenance and Operations	\$ 604,476	\$ 147,425	24.4%
Whitbourne Depot Utilities and Phones	\$ 60,000	\$ 21,051	35.1%
Sub-total	\$ 1,026,695	\$ 238,853	23.3%
CLARENVILLE REGIONAL TRANSFER STATION			
Utilities/phone	\$ 49,500	\$ 23,398	47.3%
Site Maintenance	\$ 60,000	\$ 6,382	10.6%
Vehicle Maintenance and Operations	\$ 317,844	\$ 182,852	57.5%
Tipping Fees At Regional Landfill for CTS	\$ 468,013	\$ 110,842	23.7%
Sub-total	\$ 895,357	\$ 323,474	36.1%
HOUSEHOLD HAZDORDOUS WASTE PROGRAM			
HHW Collection Contract and Fire Dept	\$ 100,312	\$ -	0.0%
Sub-total	\$ 100,312	\$ -	0.0%
CURBSIDE WASTE COLLECTION PROGRAM			
Tipping Fees Expense	\$ 1,620,048	\$ -	0.0%
Contracted Services	\$ 2,402,026	\$ 657,120	27.4%
Sub-Total	\$ 4,022,074	\$ 657,120	16.3%
WATER/WASTEWATER TREATMENT PROGRAM			
Sub-Total	\$ 25,000	\$ 3,896	15.6%
FIRE PROTECTION			
Sub-Total	\$ 103,359	\$ -	0.0%

	2024 Budget	2024 Actual	% Budget Used
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TRANSFERS TO RESERVE			
Regional Capital Reserve	\$ -	\$ -	0.0%
Curbside Capital Reserve	\$ -	\$ -	0.0%
Operational Reserve	\$ -	\$ -	0.0%
Sub-Total	\$ -	\$ -	0.0%

	2024 Budget	2024 Actual	% Budget Used
TOTAL EXPENSES	\$ 9,673,208	\$ 1,897,477	19.6%

ERSB CAPITAL EXPENDITURES			
WRF Development	\$ 1,000,000	\$ -	0.0%
Regional Equipment	\$ -	\$ -	0.0%
Sub-Total	\$ 1,000,000	\$ -	0%

TOTAL OPERATING AND CAPITAL	\$ 10,673,208	\$ 1,897,477	17.8%
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REVENUE			
Waste Collection Fees	\$ 4,775,800	\$ 1,730,963	36.2%
Provision for Bad Debt	\$ (90,000)	\$ -	0.0%
Clarenville Transfer Station Tipping Fees/Permit Fees/Etc.	\$ 366,214	\$ -	0.0%
Transportation Charges - Clarenville Transfer Station	\$ 107,813	\$ 463	0.4%
Fire Protection Services Fees	\$ 126,000	\$ 45,217	35.9%
Recyclable Metals and Electronics	\$ 168,881	\$ 40,699	24.1%
Interest Invoiced	\$ 103,500	\$ 3,667	3.5%
Miscellaneous Revenue	\$ 40,000	\$ 240	0.6%
Regional Landfill Tipping Fee Derived	\$ 4,000,000	\$ 1,000,000	25.0%
Provincial Capital	\$ 1,000,000	\$ -	0.0%
Reserve Funding	\$ -	\$ -	0.0%
Water / Wastewater Program	\$ 75,000	\$ -	0.0%
TOTAL REVENUE	\$ 10,673,208	\$ 2,821,249	26.4%

REVENUE - WASTE COLLECTION FEES AND SERVICES	2024 Budget	2024 Amended	2023 Budget	2023 Actual
Waste Collection Fees	\$ 4,775,800	\$ 4,833,500	\$ 4,525,800	\$ 4,361,102
Clarenville Transfer Station Tipping Fees/Permit Fees/Etc.	\$ 366,214	\$ 366,214	\$ 318,447	\$ 406,562
Transportation Charges - Clarenville Transfer Station	\$ 107,813	\$ 107,813	\$ 86,250	\$ 91,362
Fire Protection Services Fees	\$ 126,000	\$ 126,000	\$ 105,000	\$ 19,191
Recyclable Metals and Electronics	\$ 168,881	\$ 168,881	\$ 160,840	\$ 57,892
	\$ 5,544,708	\$ 5,602,408	\$ 5,196,337	\$ 4,936,109

EXPENSES - CONTRACTS AND OPERATIONS				
Tipping Fees Expense	\$ 1,620,048	\$ 1,620,048	\$ 1,568,625	\$ 1,042,942
Waste Collection Contract Expense	\$ 2,402,026	\$ 2,789,288	\$ 2,531,675	\$ 2,776,388
Tipping Fees At Regional Landfill for CTS	\$ 468,013	\$ 468,013	\$ 462,870	\$ 442,714
Vehicle Maintenance and Operations	\$ 922,320	\$ 922,320	\$ 919,173	\$ 719,095
Site Maintenance - All WRF	\$ 110,944	\$ 110,944	\$ 110,944	\$ 116,778
Old Perlican WRF (TCNWM)	\$ 251,275	\$ 251,275	\$ 251,275	\$ 234,797
Fire and Emergency Services Expenses	\$ 103,359	\$ 103,359	\$ 98,438	\$ 10,365
HHW Collection Contract and Fire Dept	\$ 100,312	\$ 100,312	\$ 87,228	\$ 73,648
	\$ 5,978,298	\$ 6,365,560	\$ 6,030,228	\$ 5,416,726

SURPLUS (DEFICIENCY) OPERATIONS \$ (433,590) \$ (763,152) \$ (833,891) \$ (480,617)

REVENUE - TIPPING FEE DERIVED				
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	\$ 4,000,000	\$ 4,000,000

EXPENSES - ADMINISTRATION				
Salaries				
Chair/Board Member Remuneration	\$ 100,000	\$ 100,000	\$ 100,000	\$ 72,348
Salaries	\$ 2,185,746	\$ 2,185,746	\$ 2,071,177	\$ 1,854,540
Benefits				
Employment Insurance	\$ 36,493	\$ 36,493	\$ 36,493	\$ 31,444
CPP	\$ 101,916	\$ 101,916	\$ 101,916	\$ 81,789
WHSCC	\$ 50,000	\$ 50,000	\$ 50,000	\$ 5,358
Health & Life Benefits	\$ 29,705	\$ 29,705	\$ 29,705	\$ 34,886
Transportation & Communications				
Board/Committee Local Travel & Meetings (mileage & expenses)	\$ 53,125	\$ 53,125	\$ 42,500	\$ 26,070
Telephone	\$ 33,075	\$ 33,075	\$ 31,500	\$ 51,612
Office Expenses				
Insurance	\$ 174,000	\$ 185,000	\$ 174,000	\$ 183,625
Office Expenses	\$ 96,810	\$ 70,000	\$ 88,000	\$ 64,219
Bank and Service Fees	\$ 46,305	\$ 46,305	\$ 44,100	\$ 28,503
Purchased and Professional Services				
Audit	\$ 39,730	\$ 39,730	\$ 37,838	\$ 39,730
Professional Development	\$ 89,400	\$ 89,400	\$ 79,500	\$ 56,056
Communications	\$ 50,000	\$ 50,000	\$ 50,000	\$ 25,449
Professional Services-Legal,HR,IT,Engineering,etc.	\$ 140,000	\$ 140,000	\$ 140,000	\$ 62,756
Property, Furnishings & Equipment				
Office Space (gross lease, Majors Path)	\$ 86,000	\$ 86,000	\$ 86,000	\$ 73,620
Computer Software/Software Licensing	\$ 37,440	\$ 37,440	\$ 28,800	\$ 20,404
Amortization	\$ -	\$ 500,000	\$ -	\$ 530,473
Utilities	\$ 60,000	\$ 60,000	\$ 45,000	\$ 68,083
Furniture & Equipment	\$ 15,000	\$ 15,000	\$ 15,000	\$ 2,044
	\$ 3,424,745	\$ 3,908,935	\$ 3,251,529	\$ 3,313,009

SURPLUS (DEFICIENCY) ADMINISTRATION \$ 575,255 \$ 91,065 \$ 748,471 \$ 686,991

REVENUE - OTHER				
Interest	\$ 103,500	\$ 103,500	\$ 90,000	\$ 306,194
Government Grants	\$ 80,000	\$ 80,000	\$ 75,000	\$ 80,000
Miscellaneous Revenue	\$ 40,000	\$ 40,000	\$ 40,000	\$ 1,271
	\$ 223,500	\$ 223,500	\$ 205,000	\$ 387,464

Current Regional Totals

Bay de Grave	1146
Carbonear	2309
Conception Bay Center	2229
Smith Sound	1533
Isthmus	3226
Metro Area (Pouch Cove)	914
Southern Shore	3534
Southwest Avalon	1965
TBS / TBC Area	2979
TCN	2620
	22455

Additional Areas

Bay Roberts	2500
Victoria	925
	3425

Total for 2024 **25880**

Tip Fee Budget Analysis

Total 2024 Adopted Budget	\$ 1,620,048
Per Household	\$ 72.15
Per Household with Additional Properties	\$ 67.03
Current RBH Tip Fee	\$ 90.75
Budgeted Tonnage	17852
Budgeted Per Household Tonnage	0.80
Tip Fee Increase Implications	
Rise to \$92	\$ 1,892,868
Rise to \$95	\$ 1,954,592
Rise to \$100	\$ 2,057,465

2025 REVENUE AND EXPENSE PROJECTIONS

REVENUE ANALYSIS						
	200	205	210	215	220	225
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 - WASTE COLLECTION FEES AND SERVICES						
	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.	\$ 366,214	\$ 366,214	\$ 366,214	\$ 366,214	\$ 366,214	\$ 366,214
Transportation Charges - Clarenville Transfer Station	\$ 107,813	\$ 107,813	\$ 107,813	\$ 107,813	\$ 107,813	\$ 107,813
Fire Protection Services Fees	\$ 126,000	\$ 126,000	\$ 126,000	\$ 126,000	\$ 126,000	\$ 126,000
Recyclable Metals and Electronics	\$ 168,881	\$ 168,881	\$ 168,881	\$ 168,881	\$ 168,881	\$ 168,881
	\$ 5,944,908	\$ 6,074,308	\$ 6,203,708	\$ 6,333,108	\$ 6,462,508	\$ 6,591,908

EXPENSES - CONTRACTS AND TIPPING FEES						
	200	205	210	215	220	225
Tipping Fees Expense	\$ 1,620,048	\$ 1,620,048	\$ 1,620,048	\$ 1,620,048	\$ 1,620,048	\$ 1,620,048
Waste Collection Contract Expense	\$ 3,128,591	\$ 3,128,591	\$ 3,128,591	\$ 3,128,591	\$ 3,128,591	\$ 3,128,591
Tipping Fees At Regional Landfill for CTS	\$ 468,013	\$ 468,013	\$ 468,013	\$ 468,013	\$ 468,013	\$ 468,013

EXPENSES - OPERATIONS						
	200	205	210	215	220	225
Vehicle Maintenance and Operations CTS	\$ 317,844	\$ 317,844	\$ 317,844	\$ 317,844	\$ 317,844	\$ 317,844
Site Maintenance - All WRF	\$ 110,944	\$ 110,944	\$ 110,944	\$ 110,944	\$ 110,944	\$ 110,944
Old Perican WRF (TCNWM)	\$ 251,275	\$ 251,275	\$ 251,275	\$ 251,275	\$ 251,275	\$ 251,275
Vehicle Maintenance and Operations Whitbourne	\$ 604,476	\$ 604,476	\$ 604,476	\$ 604,476	\$ 604,476	\$ 604,476
Fire and Emergency Services Expenses	\$ 103,359	\$ 103,359	\$ 103,359	\$ 103,359	\$ 103,359	\$ 103,359
HHW Collection Contract and Fire Dept	\$ 100,312	\$ 100,312	\$ 100,312	\$ 100,312	\$ 100,312	\$ 100,312
	\$ 6,704,863	\$ 6,704,863	\$ 6,704,863	\$ 6,704,863	\$ 6,704,863	\$ 6,704,863

SURPLUS (DEFICIENCY) OPERATIONS	\$ (759,955)	\$ (630,555)	\$ (501,155)	\$ (371,755)	\$ (242,355)	\$ (112,955)
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REVENUE - TIPPING FEE DERIVED						
	200	205	210	215	220	225
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
	\$ 4,000,000	\$ 4,000,000	\$ 4,000,000	\$ 4,000,000	\$ 4,000,000	\$ 4,000,000

EXPENSES - ADMINISTRATION						
Salaries						
	200	205	210	215	220	225
Chair/Board Member Remuneration	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Salaries	\$ 2,273,176	\$ 2,273,176	\$ 2,273,176	\$ 2,273,176	\$ 2,273,176	\$ 2,273,176
Benefits						
Employment Insurance	\$ 36,493	\$ 36,493	\$ 36,493	\$ 36,493	\$ 36,493	\$ 36,493
CPP	\$ 101,916	\$ 101,916	\$ 101,916	\$ 101,916	\$ 101,916	\$ 101,916
WHSCC	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Health & Life Benefits	\$ 29,705	\$ 29,705	\$ 29,705	\$ 29,705	\$ 29,705	\$ 29,705
Transportation & Communications						
Board/Committee Local Travel & Meetings (mileage & expenses)	\$ 39,375	\$ 39,375	\$ 39,375	\$ 39,375	\$ 39,375	\$ 39,375
Telephone	\$ 33,075	\$ 33,075	\$ 33,075	\$ 33,075	\$ 33,075	\$ 33,075
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	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Professional Services-Legal,HR,IT,Engineering,etc.	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
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	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000
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
	\$ 3,900,775	\$ 3,900,775	\$ 3,900,775	\$ 3,900,775	\$ 3,900,775	\$ 3,900,775

SURPLUS (DEFICIENCY) ADMINISTRATION	\$ 99,225	\$ 99,225	\$ 99,225	\$ 99,225	\$ 99,225	\$ 99,225
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REVENUE - OTHER						
	200	205	210	215	220	225
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
	\$ 143,500	\$ 143,500	\$ 143,500	\$ 143,500	\$ 143,500	\$ 143,500

SURPLUS (DEFICIENCY) TOTAL	\$ (517,230)	\$ (387,830)	\$ (258,430)	\$ (129,030)	\$ 370	\$ 129,770
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EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Grapple Truck Repair
MEETING DATE:	2024-04-24
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Craig Drover, Director Corporate Services
REVIEWED BY:	Craig Drover, Director Corporate Services
APPROVED BY:	Craig Drover, Director Corporate Services

RECOMMENDED ACTION:

- That the Board does not proceed with the engine rebuild of the spare tractor and instead wait for the original replacement engine parts. It is recommended that an analysis of the cost versus benefit of purchasing a new vehicle be completed as well.

MOTION:

No motion required as report for information only

BACKGROUND/DISCUSSION:

- One of the Board’s tractors that is based in Whitbourne needed to go in for engine repair at Dodd’s Diesel. It was determined that the engine on the unit had to be rebuilt. The engine rebuild kit that was on order from Cummins for the Board was sold by another salesperson. There is a 4-month minimum wait on getting another one, and Dodd’s does not recommend using aftermarket parts internally on an engine as Cummins will not honor the warranty.
- Another option is replacing the original engine block with a short block. The kit includes all the parts he needs but they will not sell it separately, there is only one of them left in stock and the price is 13,000 dollars more.
- Based on the two quotes, the second quote is now roughly \$70K to rebuild the engine of a tractor with 500K km’s on it. The last tractor purchased from Kenworth Newfoundland was bought for just over \$300K. The quote for the 2025 tractor is \$280K plus tax.

ATTACHMENTS:

- Dodds Diesel Invoices 15824 and 15823

Dodd's Diesel Repair LTD

Route 80 , Blaketown ,A0B-1C0

Mailing : BOX 32

Old Shop , T. Bay, Newfoundland A0B 2W0

Canada

INVOICE

Invoice No.: 15823

Date: 04/04/2024

Ship Date:

Page: 1

Re: Order No.

Sold to:

EASTERN REG. SER. BOARD GMN-557

CVT-032

Ship to:

EASTERN REG. SER. BOARD GMN-557

QUOTE ON PARTS

Business No.: 850639980RT0001

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
		1	SHORT BLOCK # 4299369RX	H	27,193.36	27,193.36
		1	BLOCK CORE #6831.00	H		
		1	UPPER ENGINE GASKET KIT 4376104	H	2,578.30	2,578.30
		1	LOWER ENGINE KIT 2881766	H	1,513.93	1,513.93
		1	5468170 HOUSING	H	1,572.00	1,572.00
		1	IDLE SHAFT 5484100	H	163.20	163.20
			CYLINDER HEAD REBUILD	H		2,500.00
			FREIGHT EXTRA			
			LABOR QUOTE ONLY	H		15,800.00
			Subtotal:			51,320.79
			H - HST 15%			
			HST			7,698.12
Shipped By: Tracking Number:					Total Amount	59,018.91
Comment:					Amount Paid	0.00
Sold By:					Amount Owing	59,018.91

Dodd's Diesel Repair LTD

Route 80 , Blaketown ,A0B-1C0

Mailing : BOX 32

Old Shop , T. Bay, Newfoundland A0B 2W0

Canada

INVOICE

Invoice No.: 15824

Date: 04/04/2024

Ship Date:

Page: 1

Re: Order No.

Sold to:

EASTERN REG. SER. BOARD GMN-557

CVT-032

Ship to:

EASTERN REG. SER. BOARD GMN-557

QUOTE

Business No.: 850639980RT0001

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
		1	5693833 ENGINE OVERALL KIT	H	13,400.00	13,400.00
		1	5468170 HOUSING COVER	H	1,572.00	1,572.00
		1	5484100 IDLE SHAFT	H	163.20	163.20
		1	4393089 HOUSING COVER GASKET	H	139.00	139.00
		1	3685173 OIL SEAL	H	121.71	121.71
			FREIGHT EXTRA			
			HEAD REBUILD	H		2,500.00
		1	LABOR QUOTE ONLY	H	11,500.00	11,500.00
			Subtotal:			29,395.91
			H - HST 15%			
			HST			4,409.39
Shipped By: Tracking Number:					Total Amount	33,805.30
Comment:					Amount Paid	0.00
Sold By:					Amount Owing	33,805.30

Waste Management Operations Summary Report 2023

Waste Recovery Facilities:

Waste recovery facilities received material from approximately 34,723 clients. This is less than the number of customers seen in 2022 which was 37,515. This is a decrease of 8% from 2022.

Materials received at the waste recovery facilities included: household appliances, furniture, electronics, residential construction material, tires, metal, shingles, floor coverings, propane tanks (20 lbs or less), trees, and branches.

Waste diversion activities included:

- 759.1 metric tonnes of metals were diverted to an approved metal recycler versus 948.4 metric tonnes in 2022. This is a decrease of 25% from 2022.
- 10,666 tires, as accepted by the Used Tire Recycling Program of the MMSB, versus 14,790 tires received in 2022. This is a decrease of 39% from 2022.
- 201 pallets of electronic waste, as accepted by the Recycle-My-Electronics Program of the Electronic Products Recycling Association (EPRA) versus 210 in 2022. This is a decrease of 4.5% from 2022.

In 2023, 7,989,110 kg of waste and 2,457 non-MMSB tires were transferred from the waste recovery facilities to the Regional Waste Management Facility located at Robin Hood Bay for disposal in the landfill.

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

Please note that the Bell Island and Cavendish locations were closed December 7, 14 and the for the season on December 16, 2023 these sites are planned to reopen April and reopened April 2, 2024. The Sunnyside location closed June 10, 2023 and the decommissioning of the Sunnyside location commenced in the fall of 2023, the plan will be completed by March 31, 2024.

Household Hazardous Waste (HHW) Events:

Seventeen (17) HHW events were held throughout the Eastern region in 2023. The 2023 events resulted in 599 residents disposing of HHW material.

9,087 of liquid HHW, 28.75 paint boxes (approximately 6,098 L of paint), 1448 kg of batteries, 466 compressed gas tanks, and 366 fluorescent light bulbs were collected and 2 kg of prescription drugs.

IN 2022, the Board provided 17 events. These events resulted in approximately 785 residents disposing of HHW material.

10,598 of liquid HHW, 32.25 paint boxes (approximately 6840 L of paint), 1203 kg of batteries and 502 compressed gas tanks and 407 fluorescent light bulbs were collected and 24 kg of prescription drugs.

This decrease in HHW materials is believed to be a result of increased access to EPR (Extended Producer Responsibility) Programs for paint, used oils, glycol, fluorescent tubes, prescription drugs in the Eastern region.

Because of these EPR programs, residents now have access to HHW disposal sites throughout the Eastern region year-round. This has resulted in a significant decrease in the amount of HHW materials being disposed of at these events. Therefore, future HHW events will be held in those communities with limited access to disposal sites and the number of events will decrease.

As the MMSB works closely with the Province to set up more EPR programs, the need for these events will diminish.

Curbside Collections:

There were approximately 4 metric tonnes (4,000 kg) less curbside recycling collected between 2022 and 2023.

Summary of contracted properties within each region at the end of 2023.

Area	Properties
Bay de Grave (Clarke's Beach, Port de Grave, Bristol's Hope)	1,137
Conception Bay Center	2,461
Smith Sound Area	1,503
Isthmus & South West Arm	3,328
Southern Shore	3,592
Trinity Bay North	1,879
Trinity Bay South/Center	2,920
Southwest Avalon and Placentia Bay	1,762
Carbonear and Area	3,223
Pouch Cove	914
Total	22,719

Clareville Transfer Station:

In 2023, 4,969,730 kg of waste and 458,368 kg of recycling was received at the transfer station.

The recycling included 318,318 kg of old corrugated cardboard (OCC) and 140,050 kg of blue bag recyclables.

Metals – 55,360 kg were received at the commercial portion of the facility. This required approximately 248 trips to Regional Waste Management Facility located at Robin Hood Bay to transport this material for disposal.

For comparison purposes in 2022, 4,300,430 Kg of waste and 432,201 Kg of recycling (O.C.C. – 239,971 kg. Blue bags – 104,130 kg. Metals – 88,100 kg) was received at the commercial portion of the facility. This

required approximately 305 trips to Regional Waste Management Facility located at Robin Hood Bay to transport this material for disposal.

Staff have noted that the amount of waste received in 2023 was more than the previous year, based on conversations commercial waste is no longer being accepted in the discovery district.

Please see waste recovery facility portion of this report for residential drop off information as it relates to the Clarendville Waste Recovery Facility, above.

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	WRF Weather Closures - Discussion
MEETING DATE:	2024-04-24
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Lynn Tucker, Chief Administrative Officer Craig Drover, Director Corporate Services
REVIEWED BY:	Craig Drover, Director Corporate Services
APPROVED BY:	Craig Drover, Director Corporate Services

RECOMMENDED ACTION:

For discussion only.

MOTION:

N/A

BACKGROUND/DISCUSSION:

- In March 2023, a Stop Work Order was received from Service NL - Occupational Health and Safety that required the Board to cease to use the portable heaters that were previously used to heat the site attendant huts at the Waste Recovery Facilities. Staff exhausted all avenues to replace the heating units with an acceptable (to OHS) new unit suitable for indoor use without electricity.
- Without the ability to provide a heated structure for the Site Attendants, the waste recovery facilities would close once the windchill reaches or is near -7°C or the recommended threshold identified in the 2023 TLVs and BEIs Threshold Limit Values published by ACGIH (American Conference of Governmental Industrial Hygienists) and referred to in the *Occupational Health and Safety Regulations, 2012*.
- The Board made the decision to electrify these facilities in 2023 to install appropriate electrical heaters. Staff continue to work with Newfoundland Power and the Government of Newfoundland and Labrador to have this accomplished as noted in the electrification update. This will hopefully resolve the ongoing issue of cold weather closures at that time.

ATTACHMENTS:

None

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Non-Compliance Fee at Regional Landfill - Discussion
MEETING DATE:	2024-04-24
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Lynn Tucker, Chief Administrative Officer Craig Drover, Director Corporate Services
REVIEWED BY:	Craig Drover, Director Corporate Services
APPROVED BY:	Craig Drover, Director Corporate Services

RECOMMENDED ACTION:

For discussion only.

MOTION:

N/A

BACKGROUND/DISCUSSION:

- In November 2023 the Board discussed the implementation of a “two tier tipping fee” or in other terms, a “non-compliance fee” to be added to the regular tipping fees at the Robin Hood Bay Regional Landfill. It was agreed that the implementation of such a fee would be discussed with representatives from the City of St. John’s and the Government of Newfoundland and Labrador. All parties have since agreed to meet to discuss the proposed additional fee at the April Strategy and Policy Committee meeting.
- Both Central and Western Regional Service Boards charge an additional fee plus the tip fee to dispose of mixed waste. Mixed waste includes waste in clear bags only; recyclables mixed with regular garbage; or any non-compliant waste (HHW items; fish nets; ropes; etc.).
- In Central Newfoundland, the tip fee to dispose of waste is \$140 per tonne. For non-compliant waste (all black bag garbage; clear bag garbage containing recyclables; etc.), an additional fee of \$70 per tonne is added to the tip fee for a total cost of \$210 per tonne.
- This additional fee is applied to encourage residents to comply with the waste disposal guidelines and to practice waste diversion (recycling) in line with the Provincial Waste Management Strategy.

- Central Newfoundland reports very few instances of infractions such as all black bag garbage showing up at their landfill or many clear bags with recyclables in them since they've implemented the additional fee.
- The additional costs do incentivize users to comply.
- The Central Newfoundland Board communicates that they have mandatory recycling in their region because of the success of the additional fee and the resulting compliance by residents and communities.
- The province has not mandated recycling. In addition, there is no requirement that communities who collect their own waste follow the Provincial Waste Management Strategy. There are no standards for waste management in this province.
- However, the Board must comply with the Provincial Waste Management Strategy and provide waste diversion while communities that have chosen to opt out of the regional system may collect black bag garbage only.

ADDITIONAL INFORMATION:

- During the meeting with representatives from the City of St. John's and the Government of Newfoundland and Labrador, the difficulties in identifying and applying an additional fee to the contractors were discussed. Further discussions will be required to determine the nature and the logistics of applying the additional fee.

ATTACHMENTS:

- None



Town of Aquaforte

191 Main Road · Site 1 Box 37
Aquaforte · NL · A0A 1A0
Ph: 709.363.2233 Fax: 709.363.2232
Email: aquafortecouncil@bellaliant.com

March 18th, 2024

RECEIVED MAR 25 2024

Eastern Regional Service Board
255 Major's Path
St. John's NL
A1A 0L5

Re: 2025 Waste Management Fees

The Aquaforte Town Council is requesting the Eastern Regional Service Board directly bill the residents of Aquaforte for 2025 Waste Management Fees as we understand is the process with Local Service Districts in the area.

For many years, the Town of Aquaforte has been billed for and paid Waste Management Fees to the Eastern Regional Service Board on behalf of our residents. This includes residents of Aquaforte who refuse to pay waste management fees to the Town. Unfortunately, we feel this is no longer a sustainable practice for the community.

The Town of Aquaforte will honor the current payment plan in place for 2024 Waste Management Fees and Ferryland Fire Protection Fees, and will continue to pay Fire Protection Fees to the service board for 2025 and beyond.

If you have any questions, please contact me at the information above during regular office hours, 9am-5pm, Mon-Wed.

We appreciate your understanding and co-operation on this matter.

Regards

Aaron Croft
Town Clerk/Manager
Town of Aquaforte

April 4, 2024

Town of Aquaforte
Attn: Aaron Croft, Town Clerk/Manager
191 Main Road, Site 1, Box 37
Aquaforte, NL A0A 1A0

Dear Mr. Croft,

RE: 2025 Waste Management Fees

Thank you very much for your recent letter dated March 18, 2024 that requests the Eastern Regional Service Board (ERSB) direct bill individuals for their waste management fees in the Town of Aquaforte rather than billing the town for the service. The Board has received similar requests in the past and while we can appreciate the challenge your town is facing in respect to the collection of taxes, the Board has no role to play in the collection of waste management fees in an incorporated municipality.

As you know, under the *Municipalities Act, 1999*, Sections 176 and 177, the provision of waste services is the responsibility of the municipalities, as is the subsequent collection of fees. The Board does not anticipate taking responsibility for the billing of individual property owners in incorporated municipalities. It is worth noting that, pursuant to legislative authorities, your municipality has more options available to collect fees than the Board.

The Board is governed by the *Regional Service Boards Act, 2012*, Section 24 of the Act prescribes the Board's ability to charge fees for the provision of services. Any amount owing under Section 24 of the Act is a debt due to the Board and the Board may recover it by civil action in a court.

By comparison, municipalities governed by the *Municipalities Act, 1999*, Sections 133 and 134, states that the town may pursue civil action AND/OR place a lien on the property in question. Placing a lien on a property is an added tool that your community can employ for the collection of fees that the Board cannot pursue.

.../2

Town of Aquaforte
Attn: Aaron Croft, Town Clerk/Manager
Page 2
April 4, 2024

I hope this provides the information you require for your Council. Please do not hesitate to contact us again if you have any further questions.

Sincerely,
EASTERN REGIONAL SERVICE BOARD

A handwritten signature in cursive script that reads "Lynn Tucker". The signature is written in black ink and is positioned below the typed name.

Lynn Tucker
Chief Administrative Officer

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Household Hazardous Waste Tender Award for Eastern Region
MEETING DATE:	2024-04-24
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Christie Dean, Director Operations
REVIEWED BY:	Craig Drover, Director Corporate Services
APPROVED BY:	Craig Drover, Director Corporate Services

RECOMMENDED ACTION:

Staff recommends award of Household Hazardous Waste Collection, Transportation and Disposal Services contract to GFL Environmental Services Inc. for the value of \$33,950.00 (plus HST) for 10 HHW Events in 2024.

MOTION:

BE IT RESOLVED that the Board award the 2024 Household Hazardous Waste Collection, Transportation and Disposal Services contract to GFL Environmental Services Inc. for the value of \$33,950.00 (plus HST).

FINANCIAL CONSIDERATIONS:

- One bid was received on the tender, GFL Environmental Services Inc. in the amount of \$39,042.50 (Including HST). The per event rate is \$3,904.25 (including HST) with the contract being for 10 events in 2024.
- In 2023 the contract was awarded to GFL Environmental Services Inc. in the amount of \$66,372.025 (Including HST) for 17 events. The 2023 per event rate was \$3,904.25 (including HST).

BACKGROUND/DISCUSSION:

- The Tendering process for 10 Household Hazardous Waste collection events to be held in the Eastern Region closed on April 18, 2024. The events will be held in the spring and fall of 2024.

ATTACHMENTS:

- Bid Form

From: [Holly Power](#)
To: [Holly Power](#)
Cc: "[Christie Dean](#)"; "[Craig Drover](#)"; "[Lynn Tucker](#)"
Bcc: "[Bill Antle](#)"; "[Carl Ridgeley](#)"; "[Danny Breen](#)"; "[Gerard Tilley](#)"; "[Glenn Clarke](#)"; "[Glenn Clarke](#)"; "[Hilda Whelan](#)"; "[Hilda Whelan*](#)"; "[Jamie Korab](#)"; "[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](#)"
Subject: Motion By Email: Awarding Tender for 2024 HHW Collection Events
Date: April 18, 2024 2:46:00 PM
Attachments: [Brief Note - HHW contract award 2024.pdf](#)
[20240418_140303.pdf](#)

Good afternoon,

Staff recently issued a tender for Household Hazardous Waste Collection, Transportation and Disposal Services for 2024.

A public tender opening was held at 10:00 a.m. today at the Board's office on Majors Path and the results of the tender opening are attached. Only one bid was received from GFL Environment Services Inc. in the amount of \$33,950, plus HST for ten events. In addition, a brief note is attached to provide you all information regarding this tender.

To ensure timely award of this contract, would you please **respond to this motion by email by 12:00 noon on Friday, April 19, 2024.**

This motion will be ratified at the Board's regular monthly public meeting on Wednesday, April 24th.

MOTION:

BE IT RESOLVED that the Board award the 2024 Household Hazardous Waste Collection, Transportation and Disposal Services contract to GFL Environmental Services Inc. for the value of \$33,950.00 (plus HST).

Your prompt response to this matter will be greatly appreciated.

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 AWARD TENDER FOR 2024 HOUSEHOLD HAZARDOUS WASTE
COLLECTION, TRANSPORTATION AND DISPOSAL SERVICES CONTRACT**

MOTION: BE IT RESOLVED that the Board award the 2024 Household Hazardous Waste Collection, Transportation and Disposal Services contract to GFL Environmental Services Inc. for the value of \$33,950.00 (plus HST).

(Motion sent by email on Thursday, April 18, 2024)

IN FAVOUR

(Alphabetical order)

Bill Antle
Danny Breen
Glenn Clarke
Rod Delaney
Ron Ellsworth
Sandy Hickman
Jamie Korab
Kevin McDonald
Jason O'Brien
Stephen Tessier
Gerard Tilley
Larry Vaters

AGAINST

(Alphabetical order)

None

NO RESPONSE

(Alphabetical order)

Jill Bruce
Maggie Burton
Tom Davis
Sheilagh O'Leary
Ophelia Ravencroft
Carl Ridgeley
Mark Vardy
Hilda Whelan

1. **Upcoming Meetings**

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

- a) The next meeting of the Board of Directors will take place on Wednesday, May 29, 2024, at 7:00 p.m. This meeting will have a hybrid format and will be held at the Town Hall in Clarke's Beach.
- b) The next meeting of the Finance & Audit Committee will take place on Thursday, May 16, 2024, at 12:30 p.m., format to be determined.
- c) The next meeting of the Strategy & Policy Committee will take place on Wednesday, May 15, 2024, at 1:30 p.m., format to be determined.
- d) The next meeting of the Governance Committee will take place on Wednesday, May 22, 2024, at 10:30 a.m., format to be determined.
- e) The next meeting of the Communications and Community Relations Working Group will take place on Thursday, May 23, 2024, at 12:00 p.m., format to be determined.