



ERSB Board of Directors Meeting Minutes

Eastern Regional Service Board

Feb 28, 2024 at 7:00 PM NST

@ The Capital Hotel, 208 Kenmount Road, St. John's, NL

Attendance

Present:

Members: Daniel (Danny)	Breen, Jill	Bruce, Maggie
Burton, Glenn Clarke, Christie Dean, Rodney		Delaney, Craig Drover, Ronald
Ellsworth, T. Alexander	Hickman, Jamie	Korab, Kevin
McDonald, Holly Power, Carl	Ridgeley, Steve Tessier, Gerard Tilley, Lynn	
Tucker, Mark	Vardy, Lawrence	Vaters, Hilda
Whelan		
Guests: Charles Bown		

Absent:

Members: Bill	Antle, Sheilagh	OLEary, Ophelia
Ravencroft		

I. Call to Order

The meeting was called to order at 7:02p.m.

The Chair passed condolences to the Town of Paradise on the passing of Elizabeth Laurie on behalf of the Board.

II. Adoption of Agenda

The agenda was tabled for approval.

 [Draft Agenda BOD Feb 28 2024 Amended.pdf](#)

Motion:

BE IT RESOLVED that the agenda be adopted as tabled.

Motion moved by Glenn Clarke and motion seconded by Lawrence Vaters . All in favour.

III. Review of Minutes

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

 [OnBoard ERSB Board of Directors Meeting Minutes Jan 31- HDI.pdf](#)

Motion:

BE IT RESOLVED that the minutes from January 31, 2024 be adopted as tabled.

Motion moved by Steve Tessier and motion seconded by Gerard Tilley. All in favour.

IV. Ratification of Motion(s) from the In-Camera Meeting of January 31, 2024

Motion:

BE IT RESOLVED THAT that the Board terminate the Carbonear and Area Multi-Stream Waste Collection contract executed on December 6, 2019 with an end date of June 30, 2024 by mutual agreement effective midnight, February 29, 2024.

Motion moved by Steve Tessier and motion seconded by Kevin McDonald . All in favour.

V. Committee Reports

A. Finance & Audit Committee

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

1. Board Expenditures

Board expenditures for the month of January 2024 were tabled for review and approval. There were no questions or concerns.

 [BMO Statement 3165 20240128.pdf](#)

 [Chq Reg Jan 2024.pdf](#)

 [Payroll Expense JAN 2024.docx](#)

Motion:

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

Motion moved by T. Alexander Hickman
and motion seconded by Lawrence Vaters
. All in favour.

2. Incorporated Towns Payment Activity Report

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


 [2024 Incorporated Towns Payment Activity Report at February 13.pdf](#)

3. Update on 2023 Audit

Mr. Hickman reported that Harris Ryan have been provided all materials requested for the audit and the process is ongoing and on schedule.

4. Award Tender for Multi-Stream Waste Collection in Smith Sound Area including Recycling

Mr. Hickman referred to the documents that were provided in the meeting package. He noted that two bids were received and the lowest was from Vardy Villa Ltd.

 [Brief Note - Smith Sound Waste Collection - Contract Award 2024 LT.docx](#)

 [Smith Sound Area Bids FEB 2024.pdf](#)

Motion:

BE IT RESOLVED that the Board award the Smith Sound and Area multi-stream waste collection including recycling contract beginning May 1, 2024 for 36 months to Vardy Villa Ltd. for \$646,771.50 including HST.

Motion moved by T. Alexander	Hickman
and motion seconded by Hilda	Whelan
. All in favour.	

5. Award Tender for Multi-Stream Waste Collection in Trinity Conception North including Recycling

Mr. Hickman referred to the documents that were provided in the meeting package. He noted that only one bid was received and that was from T2 Ventures Inc.

 [Brief Note - TCN Waste Collection - Contract award 12Feb24 LT.docx](#)

 [TCN Bid 20240212 140432.pdf](#)

Motion:

BE IT RESOLVED that the Board award the Trinity Conception North Multi-Stream Waste Collection Including Recycling contract beginning April 1, 2024 for 36 months to T2 Ventures Inc. for \$886,236 including HST.

Motion moved by T. Alexander	Hickman
and motion seconded by Jill	Bruce
All in favour.	

6. Award Tender for Multi-Stream Waste Collection in Conception Bay Center including Recycling

Mr. Hickman referred to the documents that were provided in the meeting package. He noted that two bids were received and the lowest was from T2 Ventures Inc.

 [Brief Note - CBC Waste Collection 12Feb24.docx](#)

 [CBC Bids 20240212 140444.pdf](#)

Motion:

Motion moved by T. Alexander Hickman
and motion seconded by Rodney Delaney
. All in favour.

- Mr. Hickman referred to the documents that were provided in the meeting package and noted that this motion is listed in this public meeting for ratification purposes only.

 [Response Report - MBE - Interim Carbonear Contract.docx](#)

BE IT RESOLVED that the Board award T2 Ventures Inc. an interim waste collection contract for 10 weeks of services for the Carbonear and Area for \$139,500, plus HST, beginning March 1, 2024.

Mr. Hickman referred to the documents that were provided in the meeting package and noted that this motion is listed this this public meeting for ratification purposes only.

 Response Report - MBE - Termination of Bay de Grave Contract.docx

Motion moved by T. Alexander Hickman
and motion seconded by Glenn Clarke. All in favour.

B. Strategy & Policy Committee

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

VI. 2024 Household Hazardous Waste Events

Mr. Tilley referred to the letter to communities that was provided in the meeting package and noted that the list of ten qualifying communities for this year's HHW events will be announced in the coming days.

 [HHW Letter.pdf](#)

VII. Electrification of Bay Bulls and Renews-Cappahayden Waste Recovery Facilities – Update

Mr. Tilley provided an update on the electrification of the Bay Bulls and Renews-Cappahayden Waste Recovery Facilities and noted that the work is still ongoing.

VIII. Implementation of User Cards as Waste Recovery Facilities – Update

Mr. Tilley provided an update regarding the implementation of user cards for access to the waste recovery facilities. He reported that the topic is being discussed with the Board's Finance and Audit Committee and an update will be provided to the Board once it becomes available.

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

Mr. Tilley provided an update on the installation of new scale software at the Board's Clarenville Transfer Station. He reported that this topic is also being discussed with the Board's Finance and Audit Committee and an update will be provided to the Board once it becomes available.

X. Installation of Water Well at Clarenville Transfer Station – Update

Mr. Tilley provided an update on the installation of a water well at the Board's Clarenville Transfer Station. He noted that the contractor has completed two site visits and a scope of work and quote is expected soon.

XI. Consideration for Varying or Two-Tier Tip Fee at the Regional Landfill - Discussion

Mr. Tilley reported that a suggestion was made to implement a fee at the regional landfill for commercial waste haulers that are dropping off mixed waste. It was also suggested that this be called a "non-compliance" fee, rather than a two-tier tip fee. The Strategy and Policy Committee plans to invite representatives from the City of St. John's and the Department of Environment and Climate Change to discuss additional fees associated with mixed waste. All the while, the Board continues to lobby the Provincial Government to make recycling mandatory.

A. Governance Committee

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

1. CRA Statement of Account

Mr. McDonald referred to the CRA Statement that was included in the meeting package and noted that all remittances have been paid on time and in full.

 [CRA Statement.pdf](#)

2. Workplace NL Reports (Reports/Incidents)

Mr. McDonald referred to the reports that were provided in the meeting package and was very pleased to announce that there have been no incidents or lost time injuries reported in more than four year. The Board was quite pleased and there were no questions or concerns on these reports.

 [At Feb 10 2024 Five Year Report Workplace NL.pdf](#)

 [At Feb 10 2024 ThreeYearReport Workplace NL.pdf](#)

3. Board Professional Development 2024

Mr. McDonald referred to the addition of the Canadian EPR Forum in the list of Board professional development opportunities for 2024. He asked that Members report to the CAO with their interest in attending any of these events, and also to report if they become aware of any professional development opportunities that they think may be of benefit to the Board that are not already listed.

- a. Addition of Canadian EPR Forum, Toronto, September 24-25

4. Annual Occupational Health and Safety Policy Renewal

Mr. McDonald referred to the briefing note that was included in the meeting package. He reminded members that the Board is required to have policies in the workplace governing occupational health and safety and early and safe return-to-work. Employers are responsible for their employees and have a legal and moral obligation to provide for their safety and well-being.

 [Brief Note - OHS Corporate Health and Safety Policy 2024.docx](#)

 [OHS Corporate Health and Safety Policy LT.docx](#)

Motion:

BE IT RESOLVED that the Board adopt the Corporate Health & Safety Policy; the Occupational Health & Safety Policy; and the Early and Safe Return-to-Work Policy that is included in the Board's Employee Safety Handbook.

Motion moved by Kevin

McDonald

and motion seconded by Mark

Vardy

. All in favour.

5. Annual Corporate Environment Policy Renewal

Mr. McDonald referred to the briefing note that was included in the meeting package. He reported that the Board is not officially required to have policies in the workplace governing its attitude toward protecting the environment; however, the Board has historically shown a moral commitment to the protection of the environment, as well as the safety and well-being of its staff and the public.

The Board's Vision Statement addresses environmental stewardship. The vision of the Board is to improve the quality of life, provide leadership and to protect the environment in the Eastern region by ensuring cost effective, sustainable services.

 [Brief Note - Environment Policy 2024.docx](#)

 [Environment Policy Feb 2024.docx](#)

Motion:

BE IT RESOLVED that the Board adopt the Corporate Environment Policy that is included in the Board's Employee Safety Handbook.

Motion moved by Kevin
and motion seconded by Carl
. All in favour.

McDonald
Ridgeley

6. Joint Councils Report

Mr. McDonald highlighted some key points from the Joint Councils Report. There were no questions or concerns.

 [BN - Feb JC Update LT.docx](#)

B. Other Reports

1. Communications and Community Relations Working Group Update

Mr. Korab, Chair of the working group/committee, delivered the report. He noted the objectives that were identified by the Committee and some discussion points that were important to note.

Mr. Korab reported that the group plans to meet with each of the Joint Councils and Wards in the Eastern region over the next few months to seek input from community leaders.

This group will continue to meet and provide updates to the Board on a monthly basis moving forward.

XII. Correspondence

XIII. Email request from Town of Harbour Grace for meeting to discuss fencing at the Board's Waste Recovery Facility.

The Chair noted that meeting dates have been proposed and they are still awaiting the town's response.

XIV. New Business

A. Ratification of Motion-by-Email: Bay de Grave Area Interim Service – Waste and Recycling

The Chair referred to the documents that were provided in the meeting package and noted that this motion is listed in this public meeting for ratification purposes only.

 [EMAIL Awarding Contact for Interim Bay de Grave Collection.pdf](#)

 [BN - Bay de Grave Interim Contract Feb 23 2024.pdf](#)

 [Response Report - MBE - Interim Bay De Grave Contract.docx](#)

Motion:

BE IT RESOLVED that the Board award Vardy Villa Ltd. a contract for 10-weeks of interim waste collection services for the Bay de Grave Area in the amount of \$48,000 plus HST beginning March 4, 2024.

Motion moved by Steve Tessier and motion seconded by Gerard Tilley. All in favour.

B. Ratification of Motion-by-Email: Town of Victoria Interim Service – Waste and Recycling

Mr. Clarke expressed a conflict of interest as he sits on the Victoria Town Council, therefore, he abstained from the discussion and voting.

The Chair was pleased to report that the Town of Victoria has agreed to participate in regional waste services with the Board.

Per the attached documents, the Chair called for ratification of this motion-by-email in this public forum.

 [EMAIL Awarding Interim Waste Collection Contract for Town of Victoria.pdf](#)

 [Brief Note - Victoria Interim Contract Feb 28 2024 AMENDED FEB 27.pdf](#)

 [Response Report - MBE - Interim Victoria Contract.docx](#)

Motion:

BE IT RESOLVED that the Board award Vardy Villa Ltd. a contract for 8-weeks of interim waste collection services for the Town of Victoria in the amount of \$32,000 plus HST beginning March 18, 2024.

Motion moved by Steve Tessier and motion seconded by Lawrence Vaters . 14 in Favour, 1 Contrary Minded, 1 Abstained.

XV. Roundtable

Charles Bown - Mr. Bown was pleased to report that the Solid Waste Management Innovation Fund have received a very positive response. He also noted that it was great to see the community based program's offered by the MMSB receive a large uptake in compost bins, wood chippers, etc. Mr. Bown inquired as to what kind of programs the regional service boards would like to see the MMSB provide, especially with regards to organics, if that were separated into its own program and offered to communities; They welcome all input.

Craig Drover - Mr. Drover reported that contractors continue to struggle with staffing issues and he's wondering if some sort of Industry Association would be of benefit. His thoughts are to get everyone involved, from all sides, in one room to discuss the issues and needs at hand. Perhaps using resources that this type of association could offer would help rectify the some of the issues seen today by the labour force.

Ron Ellsworth - Mr. Ellsworth commented on the briefing note format that's currently being used, specifically for motions by email as an example. He feels that changing the format would provide for clear and concise information without digging into the weeds of the topic at hand.

A short discussion ensued regarding increasing operational costs and Ms. Tucker noted that the Board has an operational fund or contingency reserve to address some of the concerns discussed.

Jamie Korab - Mr. Korab noted that the City of St. John's Ward 4 By-Election will conclude on March 12 which will hopefully result in a new board member to fill the position that was left vacant from Mr. Froude's resignation.

Larry Vaters - Mr. Vaters reported that the Town of Paradise continues with its Green Goal initiative. Community groups, businesses and schools are all being approached in this program to promote and educate residents of all ages on going green and proper recycling protocols.

Lynn Tucker - Ms. Tucker thanked the Board's front-end staff for their hard work and dedication to the first few months of 2024. Since January 2, these staff have handled calls from 1,852 customers as well as processing approx. 1,555 pieces of correspondence received either by email or regular mail. In addition, they have receipted 39% of the budgeted receivables for 2024 in these past two months. A thank you was also extended to the Board's operational staff at the Whitbourne Depot and Clarendville Transfer Station locations.

Steve Tessier - Mr. Tessier asked Mayor Breen to send thoughts and prayers to Councillor Hanlon with the City of St. John's on the behalf of the Board in light of her recent illness.

XVI. Upcoming Meetings

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

a) The next meeting of the Board of Directors will take place on Wednesday, March 27, 2024, at 7:00 p.m. This meeting will have a hybrid format and will take place at the Bay Bulls Lifestyle Center at 48 Cemetery Lane West in Bay Bulls, NL.

b) The next meeting of the Finance & Audit Committee will take place in the ERSB Boardroom on Thursday, March 14, 2024, at 12:30 p.m., with a hybrid format.

c) The next meeting of the Strategy & Policy Committee will take place on Wednesday, March 13, 2024, at 1:30 p.m., format to be determined.

d) The next meeting of the Governance Committee will take place on Wednesday, March 20, 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, March 21, 2024, at 12:00 p.m., format to be determined.

XVII. Adjournment

Seeing no further business to discuss, the meeting adjourned.

Motion:

BE IT RESOLVED that the meeting adjourned at 7:46 p.m.

Motion moved by Ronald
seconded by Hilda

Ellsworth
Whelan

and motion
. All in favour.



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:	\$ 39,537.31
Statement Date (MM/DD/YYYY):	01/28/2024	Currency:	CANADIAN DOLLAR
Payment Due Date (MM/DD/YYYY):	02/18/2024		

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:	\$ 104.62
Rewards adjusted:	\$ 0.00
Total rewards earned:	\$ 104.62
Rewards balance year to date:	\$ 104.62

Annual cashback credit processed annually in January
Report any items which do not agree with your records within 30 days of the statement date.

Previous Balance:	\$ 16,569.52
Payments:	\$ -16,106.00
Adjustments:	\$ 0.00
Net Purchases:	\$ 10,462.69
Cash Advance:	\$ -463.52
Fees:	\$ 0.00
Other Charges:	\$ 0.00
New Account Balance:	\$ 10,462.69

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					
12/28	12/29 510262242	CASHBACK ANN PAY/REMB.-REMISE EN ESPECES	\$ -463.52	\$ 0.00	\$ -463.52
01/18	01/18 512644133	AUTOMATIC PYMT RECEIVED	\$ -16,106.00	\$ 0.00	\$ -16,106.00
			TOTAL CREDITS	xxxx-xxxx-xxxx-3165	\$ -16,569.52
			TOTAL DEBITS	xxxx-xxxx-xxxx-3165	\$ 0.00
Card Number xxxx-xxxx-xxxx-3500 BUTT, KEVIN					
01/02	01/03 510600165	STAPLES STORE #101 MOUNT PEARL NL	\$ 9.99 004084	\$ 1.50 (e)	\$ 11.49
01/04	01/08 511112061	KENT MOUNT PEARL MOUNT PEARL NL	\$ 81.99 091901	\$ 12.30 (e)	\$ 94.29
01/05	01/08 511111985	ST. JOHNS MUNICIPAL C ST. JOHN'S NL	\$ 52.17 073484	\$ 7.83 (e)	\$ 60.00

01/05	01/08 511112060	CHURCHILLS HOME HARDW BAY ROBERTS NL	\$ 23.26 029219	\$ 3.49 (e)	
01/10	01/12 511983914	KENT CONCEPTION BAY SO CONCEPTION BA NL	\$ 4.97 009519	\$ 0.75 (e)	\$ 5.72
01/11	01/15 512151585	FOODLAND #9214 WHITBOURNE NL	\$ 3.30 042103	\$ 0.49 (e)	\$ 3.79
01/16	01/18 512740671	CDN TIRE STORE #00217 CARBONEAR NL	\$ 32.99 086252	\$ 4.95 (e)	\$ 37.94
01/16	01/18 512740743	MARKS STORE #291 CARBONEAR NL	\$ 139.99 078532	\$ 21.00 (e)	\$ 160.99
01/25	01/26 514180830	STAPLES STORE #101 MOUNT PEARL NL	\$ 14.79 010434	\$ 2.22 (e)	\$ 17.01

TOTAL CREDITS xxxx-xxxx-xxxx-3500 **\$ 0.00**
TOTAL DEBITS xxxx-xxxx-xxxx-3500 **\$ 417.98**

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

01/13	01/15 512151586	STARLINK INTERNET HALIFAX NS	\$ 320.00 092341	\$ 48.00 (e)	\$ 368.00
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TOTAL CREDITS xxxx-xxxx-xxxx-7456 **\$ 0.00**
TOTAL DEBITS xxxx-xxxx-xxxx-7456 **\$ 368.00**

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

12/29	01/01 510495448	TELUS MOBILITY PREAUTH CALGARY AB	\$ 1,149.25 024355	\$ 172.39 (e)	\$ 1,321.64
01/04	01/08 511111983	TELUS ONLINE PAYMENT P VANCOUVER BC	\$ 17.37 078337	\$ 2.61 (e)	\$ 19.98
01/05	01/08 511111984	TELUS MOBILITY PREAUTH CALGARY AB	\$ 17.37 016775	\$ 2.61 (e)	\$ 19.98
01/08	01/09 511396711	STAPLES STORE #65 ST. JOHN'S NL	\$ 264.98 038587	\$ 39.75 (e)	\$ 304.73
01/10	01/10 511496352	CIVICINFO BC 250-383-4898 BC	\$ 328.57 045713	\$ 39.43 (e)	\$ 368.00
01/10	01/10 511496351	CIVICINFO BC 250-383-4898 BC	\$ 328.57 002344	\$ 39.43 (e)	\$ 368.00
01/11	01/12 511983913	BEST BUY #909 ST. JOHN'S NL	\$ 820.56 002947	\$ 123.08 (e)	\$ 943.64
01/17	01/18 512740670	BEST BUY #909 ST. JOHN'S NL	\$ 35.98 095862	\$ 5.40 (e)	\$ 41.38
01/20	01/22 513214771	CPA CANADA POS 416-204-3431 ON	\$ 595.35 023412	\$ 77.40 (e)	\$ 672.75

TOTAL CREDITS xxxx-xxxx-xxxx-3047 **\$ 0.00**
TOTAL DEBITS xxxx-xxxx-xxxx-3047 **\$ 4,060.10**

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

01/22	01/23 513539148	AVALON INDSTRAL MRINE CARBONEAR NL	\$ 56.50 068513	\$ 8.48 (e)	\$ 64.98
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TOTAL CREDITS	xxxx-xxxx-xxxx-4730	\$ 0.00
TOTAL DEBITS	xxxx-xxxx-xxxx-4730	\$ 64.98

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

01/04	01/05 510967770	COLEMANS ST. JOHN'S NL	\$ 10.43 028829	\$ 1.56 (e)	\$ 11.99
01/10	01/11 511688866	AMZN MKTP CA TK49Z0UM1 WWW.AMAZON.CA ON	\$ 117.83 030831	\$ 17.68 (e)	\$ 135.51
01/15	01/16 512386835	STAPLES.CA MISSISSAUGA ON	\$ 3.81 052302	\$ 0.49 (e)	\$ 4.30
01/17	01/18 512740744	ZOOM.US 888-799-9666 SAN JOSE CA	\$ 21.49 097155	\$ 3.22 (e)	\$ 24.71
01/19	01/19 513037146	AMAZON.CA R836L04N1 AMAZON.CA ON	\$ 35.69 017091	\$ 5.35	\$ 41.04
01/19	01/19 513037145	AMAZON.CA R88RI9Y80 AMAZON.CA ON	\$ 21.18 022244	\$ 3.18	\$ 24.36
01/19	01/19 513037074	AMAZON.CA R89A11ED2 AMAZON.CA ON	\$ 34.52 058535	\$ 5.16	\$ 39.68
01/22	01/23 513539147	AMAZON.CA R01NE3100 AMAZON.CA ON	\$ 3.48 094905	\$ 0.52	\$ 4.00
01/24	01/25 513954283	STAPLES.CA MISSISSAUGA ON	\$ 314.46 021325	\$ 40.88 (e)	\$ 355.34
01/25	01/26 514180831	BEST BUY #909 ST. JOHN'S NL	\$ 4,270.17 000570	\$ 640.53 (e)	\$ 4,910.70

TOTAL CREDITS	xxxx-xxxx-xxxx-0293	\$ 0.00
TOTAL DEBITS	xxxx-xxxx-xxxx-0293	\$ 5,551.63



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.

® Registered trade-mark of Bank of Montreal.



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

Eastern Regional Service Board

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

Cheques from 0000000001 to 0000011916 dated between 01-01-2024 and 01-31-2024

CHEQUE REGISTER

Printed: 11:33:58AM 02/08/2024

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Number	Issued		Amount	SC	Status	Status Date
0000011849	01/04/2024	Advantage Personnel Ltd.	1,668.11	A/P	CLEARED	01/22/2024
0000011850	01/04/2024	Around The Bay Disposals Inc.	64,461.55	A/P	CLEARED	01/18/2024
0000011851	01/04/2024	Curtis Dawe	3,655.28	A/P	CLEARED	01/18/2024
0000011852	01/04/2024	Dicks and Company Limited	31.02	A/P	CLEARED	01/18/2024
0000011853	01/04/2024	Dodd's Diesel Repair Ltd.	809.42	A/P	CLEARED	01/25/2024
0000011854	01/04/2024	Miller IT Limited	1,034.59	A/P	CLEARED	01/18/2024
0000011855	01/04/2024	Newfoundland Power Inc.	13.16	A/P	CLEARED	01/17/2024
0000011856	01/04/2024	OMB Parts & Industrial Ltd.	230.30	A/P	CLEARED	01/22/2024
0000011857	01/04/2024	Sullivan's Electrical Limited	5,750.00	A/P	CLEARED	01/22/2024
0000011858	01/04/2024	T2 Ventures Inc.	257,374.65	A/P	CLEARED	01/05/2024
0000011859	01/04/2024	Tulk Tire & Service Ltd.	349.60	A/P	CLEARED	01/18/2024
0000011860	01/04/2024	WAJAX Limited	79.95	A/P	CLEARED	01/22/2024
0000011865	01/18/2024	62167 Newfoundland and Labrador Inc	7,380.30	A/P	CLEARED	01/22/2024
0000011866	01/18/2024	Advantage Personnel Ltd.	2,054.36	A/P	CLEARED	01/26/2024
0000011867	01/18/2024	Bell Aliant	2,348.58	A/P	OUT-STD	01/18/2024
0000011868	01/18/2024	Bell Mobility Inc.	516.05	A/P	CLEARED	01/26/2024
0000011869	01/18/2024	Christie Dean	414.00	A/P	OUT-STD	01/18/2024
0000011870	01/18/2024	City of St. John's	34,519.98	A/P	CLEARED	01/23/2024
0000011871	01/18/2024	Concord Enterprises Inc.	690.00	A/P	CLEARED	02/01/2024
0000011872	01/18/2024	Craig Drover	3,541.47	A/P	CLEARED	01/19/2024
0000011873	01/18/2024	De Lage Landen Financial Services Canada Ltd.	398.48	A/P	CLEARED	01/26/2024
0000011874	01/18/2024	Dodd's Diesel Repair Ltd.	28,189.38	A/P	CLEARED	01/24/2024
0000011875	01/18/2024	Holly Power	29.29	A/P	CLEARED	01/19/2024
0000011876	01/18/2024	Jenkins Anthony Inc.	6,622.16	A/P	CLEARED	01/26/2024
0000011877	01/18/2024	Lynn Tucker	151.65	A/P	OUT-STD	01/18/2024
0000011878	01/18/2024	Newfoundland Power Inc.	7,615.87	A/P	CLEARED	01/23/2024
0000011879	01/18/2024	North Atlantic	20,199.08	A/P	CLEARED	01/24/2024
0000011880	01/18/2024	Northern Business Intelligence	6,336.50	A/P	CLEARED	01/25/2024
0000011881	01/18/2024	Parts For Trucks Inc.	284.01	A/P	OUT-STD	01/18/2024
0000011882	01/18/2024	Pike's Pro Hardware & Building Supplies	85.65	A/P	CLEARED	01/24/2024
0000011883	01/18/2024	Princess Auto	147.23	A/P	CLEARED	01/25/2024
0000011884	01/18/2024	Royal Freightliner	630.89	A/P	CLEARED	01/26/2024
0000011885	01/18/2024	Shred-it c/o Stericycle ULC	105.32	A/P	CLEARED	01/26/2024
0000011886	01/18/2024	T2 Ventures Inc.	16,245.06	A/P	CLEARED	01/30/2024
0000011887	01/18/2024	Woodman's Welding Ltd.	1,457.05	A/P	OUT-STD	01/18/2024

Total Issued (35): \$475,419.99

Total Voided (0): \$0.00

Grand Total: \$475,419.99

Number of Cheques Listed: 35

EASTERN REGIONAL SERVICE BOARD

PAYROLL EXPENSE

JANUARY 2024

Payroll – Staff (<i>2 pay periods – 26 employees</i>)	\$144,354.45
Payroll – Board (<i>19 members</i>).....	<u>\$00,000.00</u>
Total Payroll (<i>26 employees</i>)	\$144,354.45
Payroll CRA Remittance	<u>\$53,128.20</u>
TOTAL GROSS PAYROLL	<u>\$197,482.65</u>

PREVIOUS MONTH

DECEMBER 2023

Payroll – Staff (<i>2 pay periods – 29 employees</i>)	\$131,372.66
Payroll – Board (<i>19 members</i>)	<u>\$15,964.30</u>
Total Payroll (<i>48 employees</i>)	\$147,336.96
Payroll CRA Remittance.....	<u>\$ 34,403.53</u>
TOTAL GROSS PAYROLL	<u>\$181,740.49</u>

TOWNS PAYMENT ACTIVITY 2024 - As of February 13, 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 Marysville	240	\$48,000	\$1,500	\$49,500	\$4,400	\$0	\$0	\$0	\$45,100	
TOWN0003	Town of Clarke's Beach	611	\$122,200	\$0	\$122,200	\$24,440	\$0	\$0	\$0	\$97,760	
TOWN301	Town of Come by Chance	118	\$23,600	\$0	\$23,600	\$2,360	\$0	\$0	\$0	\$21,240	
TOWN302	Town of Norman's Cove-Long Cove	333	\$66,600	\$0	\$66,600	\$6,720	\$0	\$0	\$0	\$59,880	
TOWN303	Town of Chapel Arm	253	\$50,600	\$0	\$50,600	\$10,120	\$0	\$0	\$0	\$40,480	
TOWN304	Town of Southern Harbour	184	\$36,800	\$0	\$36,800	\$3,680	\$0	\$0	\$0	\$33,120	
TOWN305	Town of Sunnyside	205	\$41,000	\$0	\$41,000	\$4,100	\$0	\$0	\$0	\$36,900	
TOWN502	Town of Chance Cove	151	\$30,200	\$0	\$30,200	\$3,020	\$0	\$0	\$0	\$27,180	
TOWN503	Town of Arnold's Cove	535	\$107,000	\$0	\$107,000	\$10,700	\$0	\$0	\$0	\$96,300	
TOWN0203	Town of Colliers	293	\$58,600	\$0	\$58,600	\$5,860	\$0	\$0	\$0	\$52,740	
TOWN0205	Town of Holyrood	1095	\$219,000	\$0	\$219,000	\$0	\$0	\$0	\$0	\$219,000	
TOWN0401	Town of Aquaforte	69	\$13,800	\$0	\$13,800	\$1,936	\$0	\$0	\$0	\$17,428	
TOWN0402	Town of Bay Bulls	633	\$126,600	\$0	\$126,600	\$12,660	\$0	\$0	\$0	\$113,940	
TOWN0403	Town of Cape Broyle	277	\$55,400	\$0	\$55,400	\$7,975	\$0	\$0	\$0	\$71,772	
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	\$4,680	\$0	\$0	\$0	\$42,120	
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	\$14,880	\$0	\$0	\$0	\$133,920	
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 Heights	195	\$39,000	\$0	\$39,000	\$3,900	\$0	\$0	\$0	\$35,100	
TOWN0505	Town of Fox Harbour	134	\$26,800	\$0	\$26,800	\$2,680	\$0	\$0	\$0	\$24,120	
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	\$0	\$0	\$0	\$0	\$32,200	
TOWN0510	Town of Mount Carmel-Mitchell's Brook-St John's	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	\$1,640	\$0	\$0	\$0	\$14,760	
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	\$6,520	\$0	\$0	\$0	\$26,080	
TOWN0602	Town of Heart's Delight-Islington	464	\$92,800	\$0	\$92,800	\$9,280	\$0	\$0	\$0	\$83,520	
TOWN0603	Town of Heart's Desire	139	\$27,800	\$0	\$27,800	\$2,780	\$0	\$0	\$0	\$25,020	
TOWN0802	Town of Bay de Verde	221	\$44,200	\$0	\$44,200	\$4,620	\$0	\$0	\$0	\$39,580	
TOWN0804	Town of New Perlican	162	\$32,400	\$0	\$7,989	\$2,660	\$0	\$0	\$0	\$5,329	
TOWN0805	Town of Hant's Harbour	193	\$38,600	\$18,381	\$27,899	\$18,381	\$0	\$0	\$0	\$9,518	
TOWN0806	Town of Heart's Content	239	\$47,800	\$0	\$11,786	\$11,786	\$0	\$0	\$0	\$0	
TOWN0807	Town of Winterton	295	\$59,000	\$0	\$14,548	\$0	\$0	\$0	\$0	\$14,548	
		9810	\$ 1,962,000	\$ 19,701	\$ 1,847,742	\$ 251,084	\$ -	\$ -	\$ -	\$ 1,626,570	

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

TOWNS ACTIVITY - INVOICED MONTHLY (Jan - Dec 2022)											
CustCode	Town/LSD	No. Properties	Prior Year Balance	Total Invoices 2024	Payments Received	Arrears	Over 30 Days Past Due	Over 60 Days Past Due	Outstanding Balance		
TOWN0001	Town of Carbonear	2175	\$ -	\$ 64,858	\$ 31,984	\$ -	\$ -	\$ -	\$ 32,874		

2024 TOTAL OUTSTANDING INCORPORATED TOWNS	\$ 1,659,443.33
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PAD* Set up for pre-authorized debit payments
SPAR** Special Payment Arrangement in Place

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Smith Sound and Area Multi-Stream Waste Collection including Recycling Award
MEETING DATE:	2024-02-28
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Christie Dean, Director of Operations
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

Staff recommends award of the Smith Sound and Area contract beginning May 1, 2024 for 36 months to the lowest bidder, Vardy Villa Ltd., for \$646,771.50 including HST.

MOTIONS:

BE IT RESOLVED that the Board award the Smith Sound and Area multi-stream waste collection contract beginning May 1, 2024 for 36 months to Vardy Villa Ltd. for \$646,771.50.

BACKGROUND/DISCUSSION:

- The existing 39-month waste services contract for the Smith Sound Area expires on April 30, 2023.
- The contract provides for two possible one-year extensions. One of the possible extensions has been exercised.
- The Local Service Districts that staff could contact have agreed to the extension.
- The current contracted annual unit cost is \$171.74 including HST.
- This new contract's annual cost starting May 1, 2024, will be \$143.44 including HST.
- The difference in cost is likely due to the removal of the two (2) bulk collections from the tender. A bulk collection will be tendered separately for 2024.

Eastern Regional Service Board

Closing Date and Time:

Monday Feb 12, 2024 – 9:00am

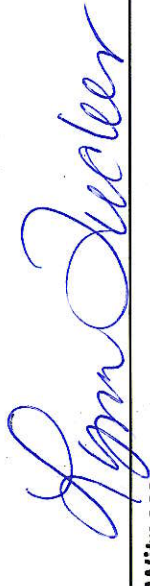
Smith Sound Waste Management
Invitation to tender 36 mth
Multi-Stream Waste Collection
Including Recycling

Company	Base Bid	HST	Tender Total
Ta Ventures Inc.	702,000. ⁰⁰	105,300. ⁰⁰	807,300. ⁰⁰
Vardy Villa Ltd.	562,410. ⁰⁰	84,361. ⁵⁰	646,771. ⁵⁰



Christie Dean
Director of Operations

CHRISTIE DEAN
A Commissioner for Oaths in and for
the Province of Newfoundland and Labrador.
My commission expires on December 31, 2027.



Witness

LYNN TUCKER
A Commissioner for Oaths in and for
the Province of Newfoundland and Labrador.
My commission expires on December 31, 2028.

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Trinity Conception North Multi-Stream Waste Collection including Recycling Award
MEETING DATE:	2024-02-28
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Christie Dean, Director of Operations
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Office

RECOMMENDED ACTION:

Staff recommends award of the Trinity Conception North contract beginning April 1, 2024 for 36 months to the lowest bidder, T2 Ventures Inc., for \$886,236.00 including HST.

MOTIONS:

BE IT RESOLVED that the Board award the Trinity Conception North Multi-Stream Waste Collection Including Recycling contract beginning April 1, 2024 for 36 months to T2 Ventures Inc. for \$886,236.00 including HST.

BACKGROUND/DISCUSSION:

- The 36-month waste services contract for Trinity Conception North expired on March 31, 2023.
- The contract provides for two possible one-year extensions. One of the possible extensions was exercised.
- The Local Service Districts that staff could contact have agreed to the contract.
- Only one bid was received.
- The current contracted annual unit cost is \$123.00 including HST.
- This contract's annual cost starting April 1, 2024 will be \$175.21 including HST.
- The difference in cost is due to the increased cost of operations including staffing, fuel, equipment, etc.
- A bulk collection will be tendered separately for 2024 for this area.

Eastern Regional Service Board

Closing Date and Time:

Thursday Feb 8, 2024 – 3:00pm

Trinity Conception North Waste Management
Invitation to tender 36 mth
Multi-Stream Waste Collection
Including Recycling

Company	Base Bid	HST	Tender Total
T2 Ventures Inc.	770,640	115,596	886,236.00



Christie Dean
Director of Operations



Witness

LYNN TUCKER
A Commissioner for Oaths in and for
the Province of Newfoundland and Labrador.
My commission expires on December 31, 2028.

CHRISTIE DEAN
A Commissioner for Oaths in and for
the Province of Newfoundland and Labrador.
My commission expires on December 31, 2027.

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Conception Bay Center Multi-Stream Waste Collection including Recycling Award
MEETING DATE:	2024-02-28
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Christie Dean, Director of Operations
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

Staff recommends award of the Conception Bay Center contract beginning April 1, 2024 for 36 months to the lowest bidder, T2Ventures Inc., for \$1,082,930.00 including HST.

MOTIONS:

BE IT RESOLVED that the Board award the Conception Bay Center Multi-Stream Waste Collection Including Recycling contract beginning April 1, 2024 for 36 months to T2 Ventures Inc., for \$1,082,930.00 including HST.

BACKGROUND/DISCUSSION:

- The 40-month waste services contract for the Conception Bay Center expired on April 30, 2023.
- The contract provided for two possible one-year extensions. None of the possible extensions was exercised.
- The Towns and Local Service Districts in the area that staff could contact have agreed to the contract.
- The current contracted annual unit cost is \$89.18 including HST.
- The new contract annual unit cost starting April 1, 2024 will be \$146.68 including HST.
- The difference in costs is most likely due to the increased cost of operations including staffing, fuel, equipment, etc.
- A bulk collection will be tendered separately for 2024 for this area.

Eastern Regional Service Board

Closing Date and Time:

Thursday Feb 8, 2024 – 3:00pm

CBC Waste Management
Invitation to tender 36 mth
Multi-Stream Waste Collection
Including Recycling

Company	Base Bid	HST	Tender Total
T2 Ventures Inc.	941,678. ²⁶	141,251. ⁷⁴	1,082,930. ⁰⁰
Vardy Villa Ltd.	1,296,000	194,400	1,490,400. ⁰⁰

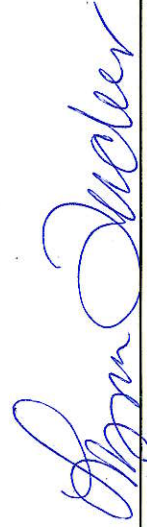


Christie Dean

Director of Operations

CHRISTIE DEAN

A Commissioner for Oaths in and for
the Province of Newfoundland and Labrador.
My commission expires on December 31, 2027.



Witness

LYNN TUCKER

A Commissioner for Oaths in and for
the Province of Newfoundland and Labrador.
My commission expires on December 31, 2028.

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](#); [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: Interim Waste Collection Contract for Carbonear
Date: February 12, 2024 2:31:00 PM
Attachments: [Brief Note - Carbonear - T2 12Feb24.pdf](#)
Importance: High

Good afternoon, Everyone!

As you are aware, by mutual agreement, the current contractor will no longer be providing waste and recycling services associated with the Carbonear area contract; Therefore, Staff is recommending that T2 Ventures Inc. be the sole source contractor for 10 weeks of waste and recycling collection for Carbonear and Area at the cost of \$139,500.00 plus HST.

To ensure timely award of this contract, would you please **respond to this motion by email by 4:00 p.m. tomorrow, February 13th, 2024.** A briefing note has been attached for your review.

This motion will be discussed at the Board's Finance & Audit Committee meeting this coming Thursday, February 15th and will be ratified at the Board's regular monthly public meeting on February 28th.

MOTION:

BE IT RESOLVED that the Finance & Audit Committee recommends that the Board award T2 Ventures Inc. an interim waste collection contract for 10 weeks of services for the Carbonear and Area for \$139,500.00, plus HST, beginning March 1, 2024.

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 | F. 709-579-5392 | hpower@ersbnl.ca | www.easternregionalserviceboard.com



EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Carbonear and Area Waste and Recycling Collection – Interim Service
MEETING DATE:	2024-02-12
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Christie Dean, Director of Operations
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

Staff recommends T2 Ventures Inc. be the sole source contractor for 10 weeks of waste and recycling collection for Carbonear and Area at the cost of \$139,500.000 plus HST.

MOTIONS:

BE IT RESOLVED that the Finance & Audit Committee recommends that the Board award T2 Ventures Inc. an interim waste collection contract for 10 weeks of services for the Carbonear and Area for \$139,500.00, plus HST, beginning March 1, 2024.

BACKGROUND/DISCUSSION:

- By mutual agreement, the current contractor will no longer be providing waste and recycling collection services associated with the Carbonear and Area contract.
- The contract expires on June 30, 2024. Note that both possible one-year extensions have been exercised.
- Staff awaits the Town of Carbonear's decision whether they wish to remain in the regional waste collection program. Their response is expected on or before March 1, 2024.
- This interim contract will allow for time to assess future contracts.
- The interim contractor has assured staff they have the capacity to proceed without impacting current contractual obligations to the Board.
- The current contracted annual unit cost is \$120.75 including HST. This is equal to \$2.32 weekly unit cost.
- The interim weekly unit cost is \$6.56 including HST.
- These addition costs will be paid by the Board.

- Bulk waste scheduled during the interim time frame will be re-scheduled and included in the new tender.
- The interim contractor is working on their schedule for the weekly collection, and they expect to provide this to the Board before the end of this week.
- Once staff know the collection schedule, they will begin communicating it with the impacted residents giving them two weeks' notice of any changes.

**THOSE WHO RESPONDED ELECTRONICALLY TO THE MOTION BY EMAIL
TO AWARD INTERIM WASTE & RECYCLING CONTRACT FOR CARBONEAR
& AREA TO T2 VENTURES INC.**

MOTION: BE IT RESOLVED that the Board award T2 Ventures Inc. an interim waste collection contract for 10 weeks of services for the Carbonear and Area for \$139,500.00, plus HST, beginning March 1, 2024.

(Motion sent by email on Monday, February 12, 2024)

IN FAVOUR

(Alphabetical order)

Bill Antle
Danny Breen
Jill Bruce
Maggie Burton
Glenn Clarke
Rod Delaney
Ron Ellsworth
Sandy Hickman
Jamie Korab
Kevin McDonald
Sheilagh O'Leary
Ophelia Ravencroft
Carl Ridgeley
Stephen Tessier
Gerard Tilley
Larry Vaters
Hilda Whelan

AGAINST

(Alphabetical order)

None

NO RESPONSE

(Alphabetical order)

Mark Vardy

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](#); [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: CONFIDENTIAL MOTION BY EMAIL: Termination of Bay de Grave Contract
Date: February 13, 2024 2:42:00 PM
Attachments: [CONFID~1.DOC.pdf](#)
Importance: High

Good afternoon, Everyone!

As discussed at last month's In Camera/Privileged Meeting, one of the Board's contractors has been experiencing severe and ongoing performance issues. Following meetings with the contractor, the Board will terminate the Bay de Grave Area contract by mutual agreement effective February 29, 2024. In the meantime, staff will work to identify an interim contractor for about 10 weeks of service for the Bay de Grave area while a tender is let.

Due to the timeliness of this decision, would you please **respond to this motion by email by 4:00 p.m. tomorrow, February 14th, 2024.** A briefing note has been attached for your review.

This motion will be discussed at the Board's Finance & Audit Committee meeting this coming Thursday, February 15th and will be ratified at the Board's regular monthly public meeting on February 28th.

MOTION:

BE IT RESOLVED that the Finance & Audit Committee recommends that the Board terminate by mutual consent the current contract for waste collection services that began July 1, 2023, with Around the Bay Disposal Inc. for the Bay de Grave Area effective February 29, 2024.

Please be reminded that this motion and decision should remain confidential until ratified at the public Board meeting on February 28th.

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 | F. 709-579-5392 | hpowers@ersbnl.ca | www.easternregionalserviceboard.com

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Termination by Mutual Consent of the Bay de Grave Waste and Recycling Collection Contract Effective February 29, 2024
MEETING DATE:	2024-02-28
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Christie Dean, Director of Operations
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

Staff recommends that the Board terminate by mutual consent the current contract for the Bay de Grave area effective February 29, 2024.

MOTIONS:

BE IT RESOLVED that the Board terminate by mutual consent the current contract for waste collection services that began July 1, 2023 with Around the Bay Disposal Inc. for the Bay de Grave Area effective February 29, 2024.

BACKGROUND/DISCUSSION:

- The 36-month waste services contract for the Bay de Grave Area was awarded to Around the Bay Disposal Inc. beginning July 1, 2023.
- This area includes the Town of Clarke's Beach and the Port de Grave Peninsula.
- It was decided to terminate this contract effective February 29th by mutual agreement with the contractor.
- To ensure continued waste collection for the area, the Board sought quotes for a 10-week interim contract while a tender for future services is run in accordance with the public tendering process.
- The interim contract will begin effective March 4th and end on May 10th.

**THOSE WHO RESPONDED ELECTRONICALLY TO THE MOTION BY EMAIL
TO TERMINATE THE BAY DE GRAVE WASTE COLLECTION CONTRACT**

MOTION: BE IT RESOLVED that the Board terminate by mutual consent the current contract for waste collection services that began July 1, 2023 with Around the Bay Disposal Inc. for the Bay de Grave area effective February 29, 2024.

(Motion sent by email on Monday, February 13, 2024)

IN FAVOUR

(Alphabetical order)

Bill Antle
Maggie Burton
Glenn Clarke
Rod Delaney
Ron Ellsworth
Sandy Hickman
Jamie Korab
Kevin McDonald
Sheilagh O'Leary
Carl Ridgeley
Stephen Tessier
Larry Vaters

AGAINST

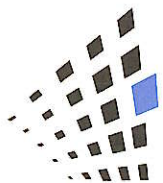
(Alphabetical order)

None

NO RESPONSE

(Alphabetical order)

Danny Breen
Jill Bruce
Ophelia Ravencroft
Gerard Tilley
Mark Vardy
Hilda Whelan



EASTERN REGIONAL SERVICE BOARD

FIRE | SOLID WASTE | WATER | WASTE WATER

I, _____, Mayor / LSD Chair of the _____

(community name) in which the below listed Volunteer Fire Department is located and this community agrees to hold the Household Hazardous Waste (HHW) Collection event on _____

I, _____, Fire Chief, of the _____

Volunteer Fire Department agrees to hold the HHW Collection event on _____.

We agree to follow the event guidelines as communicated by Eastern Regional Service Board (ERSB):

- To read and understand the attached list of acceptable items. Only the materials specified in the list are to be accepted. All other items will be the responsibility of the community / fire department to dispose of.
- Abide by the event times. Events start at 9:00 a.m. and conclude at 1:00 p.m. Any materials accepted before and after the specified collection times will be the responsibility of the community / fire department to dispose.
- To be easily accessible by phone on the day of the event. The Fire Department must have someone designated to be the point of contact for residents who have questions and to ensure appropriate staffing is in place. A minimum of 4 staff must be in place for the event.
- That someone will be available to return to the site twice no later than the following Tuesday for the collected materials to be removed. Materials collection times will be communicated by ERSB no later than 2 weeks before the event.
- Understand that the event is for all residents in the Eastern region only and that NO commercial waste will be accepted. Any accepted items associated with a business will be the responsibility of the community / fire department to dispose.
- That participation in this event does not ensure future selection. An infraction of any HHW program guidelines may preclude the community from being selected to host future events.
- As a thank you for ensuring the safe disposal of HHW items, the ERSB would like to offer you a donation.

Select the item from the list below that the community would like to receive:

☐ Two fire helmets with face shields (approximate dollar value \$1000). If you have a specific model in mind, please indicate here: _____

☐ Pairs of Firefighting gloves (approximate dollar value \$1000). If you have a specific model in mind, please indicate here: _____

☐ Pairs of Firefighting boots (approximate dollar value \$1000). If you have a specific model in mind, please indicate here: _____

☐ Other item(s) needed by the community (approximate dollar value \$1000). Please indicate here for consideration: _____

Signature of Mayor or LSD Chair

Signature of Fire Chief

Print Name of Mayor / LSD Chair

Print name of Fire Chief

Date

Date



Summerside PE C1N 5Z7

000003691

Statement details

Account number

Date issued

Jan 19, 2024

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

Statement of account for current source deductions

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

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

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

Thank you,

Bob Hamilton
Commissioner of Revenue

Remittance account balance

This is your total year to date deductions at source.

2024 balance: \$0.00

Go paperless!

Get your mail online through
My Business Account.

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

Statement details

Account number

Date issued

Jan 19, 2024

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

Account summary

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

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

Remittance account balances

Date posted	Description	Date received	\$ Amount	CR/DR
	Previous balance		0.00	
Oct 30, 2023	Payment Oct 2023	Oct 25, 2023	23,325.95	CR
Nov 07, 2023	Credit transferred from 2023		939.42	DR
Nov 16, 2023	Payment Oct 2023	Nov 10, 2023	20,764.86	CR
Nov 30, 2023	Payment Nov 2023	Nov 27, 2023	21,407.50	CR
Dec 14, 2023	Payment Nov 2023	Dec 11, 2023	21,180.86	CR
Dec 14, 2023	Payment Nov 2023	Dec 11, 2023	17,797.17	CR
Jan 02, 2024	Payment Dec 2023	Dec 27, 2023	16,423.62	CR
Jan 15, 2024	Payment Dec 2023	Jan 10, 2024	17,979.91	CR
	Current balance		0.00	

Explanation of changes and other important information

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

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

Your 2023 remittance account balance is \$597,977.48.

More information

For details on understanding statements of account and remittance vouchers, go to **canada.ca/statements-account-remittance-vouchers**.

For information about payroll accounts, deductions, contributions, information returns, benefits, and allowances, go to **canada.ca/payroll**.

To access and manage your payroll account, go to **canada.ca/my-cra-business-account**.

Authorized employees or representatives can access accounts online on behalf of their employer or clients. To log in or register, go to **canada.ca/taxes-representatives**.

Definitions

For remittance account balances, a debit (DR) decreases your balance and a credit (CR) increases your balance. For arrears account balances, a debit (DR) increases your amount owing and a credit (CR) decreases your amount owing.

Help for persons with hearing, speech or visual impairments

You can get this statement in braille, large print, electronic text, or audio format. For more information about other formats, go to **canada.ca/cra-multiple-formats**.

If you use a teletypewriter, you can get tax information by calling **1-800-665-0354**.

How do you remit?

- online or by phone using a Canadian financial institution's services
- online at **canada.ca/cra-my-payment**
- online by setting up a pre-authorized debit agreement at **canada.ca/my-cra-business-account**
- in person at your Canadian financial institution with the remittance voucher
- in person at a Canada Post retail outlet with cash or debit. Go to the CRA Make a Payment page, select Pay by cash at Canada Post and follow the links to create a QR code

Note: The QR code contains all the information required to make your payment with cash or debit at a Canada Post retail outlet.

For more information, go to **canada.ca/payments**.

Don't forget your due dates

The Business Tax Reminder App lets business users create custom reminders and alerts for remittances and filing due dates. To find out how to download the mobile app, go to **canada.ca/cra-mobile-apps**.

Get your money faster

Get your refunds faster by registering for direct deposit and have your money deposited directly into your bank account. For more information on direct deposit, go to **canada.ca/cra-direct-deposit**.

Summerside PE C1N 5Z7

Statement details

Account number**Date issued**

Jan 19, 2024

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

PD7A (TM) E (24)X



Canada Revenue Agency

**Agence du revenu
du Canada**

**Current source deductions
remittance voucher**

Pay online or at your financial institution

Protected B when completed

PD7A (TM) E (24)X

Summerside PE C1N 5Z7
1234

Account number

Do not use this area

06

End of
remitting
period

Year

Mon

Day

Gross payroll in remitting period (dollars only)

Number of employees in last pay period

Amount paid

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

0611010006000000861096600RP0001000000000000000000000611017

1:12204 1171

96

Amount of payment

Teller's stamp

Convert to electronic payment

Personal information is collected under the Income Tax Act (ITA) and is used to verify compliance with obligations related to withholding, remitting, reporting and filing. It may also be used for any other purpose as authorized by the ITA. It may be shared or verified with other federal, provincial/territorial government institutions in accordance with sharing agreements. A refusal to provide the information may result in penalties, interest payable or other actions. Personal information is described in CRA PPU 120 and is protected under the Privacy Act. Individuals have a right of protection, access to and correction or notation of their personal information and to file a complaint with the Privacy Commissioner of Canada regarding our handling of their information.

Teller's stamp

Convert to electronic payment

We will charge you a fee for any dishonoured payment.

Do not fold this voucher or use staples, paper clips, or tape.

Use this remittance voucher, not a photocopy.

Do not send us cash.

CANADA REVENUE AGENCY
PO BOX 3800 STN A
SUDBURY ON P3A 0C3

Injury Report

Injury Report for
last 5 years plus current year

For Employer: EASTERN REGIONAL SERVICE BOARD (2018349)

Data as of February 10, 2024

Types Of Claims:	2019	Total
Health Care Only	1	1
Lost Time	1	1
Types Of Claims Total	2	2

Nature Of Injuries:	2019	Total
Open wounds	1	1
Traumatic injuries to muscles, tendons, ligaments, joints, etc.	1	1
Nature Of Injuries Total	2	2

Sources Of Injury:	2019	Total
Animals and animal products	1	1
Highway vehicle, motorized	1	1
Sources Of Injury Total	2	2

Parts Of Body:	2019	Total
Arm(s)	1	1
Foot(feet), except toe(s)	1	1
Parts Of Body Total	2	2

Types Of Accident:	2019	Total
Assaults by animals	1	1
Overexertion	1	1
Types Of Accident Total	2	2

Notes:

1. This report identifies only those claims accepted by WorkplaceNL in which benefits have been paid. The statistics contained in this report are based on definitions the Association of Workers Compensation Boards of Canada, (AWCBC) uses under the National Work Injury Statistics Program (NWISP). Please note that the statistics used by other Workers' Compensation Boards and Commissions may be similar but not identical.

For Employer: EASTERN REGIONAL SERVICE BOARD (2018349)

Data as of February 10, 2024

2. Lost Time claims: The number of new claims reported, accepted and paid. These claims involve lost-time from work where a worker is compensated for a loss of wages following a work-related injury (or exposure to a noxious substance).
3. Health Care Only claims: The number of new claims reported, accepted and paid. Health care only claims do not involve lost-time from work.
4. Fatality claims: The number of fatality claims that were accepted. A fatality is recorded in the year the claim is accepted.

For Employer: EASTERN REGIONAL SERVICE BOARD (2018349)

Data as of February 10, 2024

No Claim Data Available for Selected Period.

Notes:

1. This report identifies only those claims accepted by WorkplaceNL in which benefits have been paid. The statistics contained in this report are based on definitions the Association of Workers Compensation Boards of Canada, (AWCBC) uses under the National Work Injury Statistics Program (NWISP). Please note that the statistics used by other Workers' Compensation Boards and Commissions may be similar but not identical.

2. Lost Time claims: The number of new claims reported, accepted and paid. These claims involve lost-time from work where a worker is compensated for a loss of wages following a work-related injury (or exposure to a noxious substance).

3. Health Care Only claims: The number of new claims reported, accepted and paid. Health care only claims do not involve lost-time from work.

4. Fatality claims: The number of fatality claims that were accepted. A fatality is recorded in the year the claim is accepted.

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Occupational Health & Safety Policy Review and Adoption
MEETING DATE:	2024-02-28
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Christie Dean, Director Operations
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

Staff recommends the adoption of the *Corporate Health & Safety Policy* statement as well as the Occupational Health & Safety Policy and the Early and Safe Return-to-Work that is included in the Board's *Employee Safety Handbook*.

MOTION:

BE IT RESOLVED that the Board adopt the Corporate Health & Safety Policy; the Occupational Health & Safety Policy; and the Early and Safe Return-to-Work Policy that is included in the Board's Employee Safety Handbook.

BACKGROUND/DISCUSSION:

- As an employer, Eastern Regional Service Board (ERSB) is required to have policies in the workplace governing occupational health and safety and early and safe return-to-work.
- Employers are responsible for their employees and have a legal and moral obligation to provide for their safety and well-being.
- An occupational health and safety policy helps the employer meet this responsibility and is required under Provincial OH&S legislation (Section 36.2 of the *OH&S Act*, Section 4.1 of the OH&S Regulations and under federal OH&S legislation (Section 125.1(ii) of the *Canada Labour Code*, Part II).
- In April 2013, Atlantic Safety Centre was contracted to develop the Board's occupational health and safety policy; an early and safe return to work policy as well as a safety manual. In addition, they provided first aid training, committee training, etc., at that time to staff.
- The occupational health and safety policy has been reviewed annually as required.

- The early and safe return to work policy as well as a safety manual have been reviewed and revised if needed at least every three (3) years. Safety training continues to be provided as certificates expire or new hires are made.
- The OH&S policy has been updated when and as required.
- OH&S training and/or re-certification occurs when required and when new staff are hired.
- The Board's OH&S Policy MUST:
 - Be written in consultation with the health and safety representative/designate or committee;
 - State your health and safety related goals;
 - State the activities required to support these goals and the roles and responsibilities necessary to ensure the activities are implemented;
 - Be posted in a prominent area (physically and/or electronically);
 - Be signed by the highest level of management; and,
 - Be dated, reviewed every year, and updated as required.
- The Board has an active Occupational Health & Safety Committee that meets quarterly;
- The Committee reviews the OH&S policies regularly and they do not recommend any changes.

ATTACHMENTS:

- ERSB Corporate Health & Safety Policy

1.1 CORPORATE HEALTH & SAFETY POLICY

Eastern Regional Service Board is committed to a strong health, safety and environment program which will protect its employees, its property, and the public from fire and accidents, which can cause injuries, damage to property or the environment and prevent industrial disease.

To ensure the workplace maintains the highest safety standards a formal and informal workplace safety inspection(s) will be held on a regular basis by management and the OH&S Committee to detect substandard acts and conditions. These inspections will be documented.

The organization will have an OH&S Committee as per the OH&S Act. The organization is committed to cooperation with the OH&S Committee in carrying out his/her collective responsibility for occupational health and safety.

Supervisors will be held accountable for the health and safety of workers under their supervision. Responsibility includes ensuring that machinery and equipment are safe and that workplace practices are in compliance with established legislation, work practices and procedures. To protect their health and safety, workers must receive adequate specific work task training.

Every worker must protect his/her health and safety and the health and safety of other workers by working in compliance with legislation and established workplace practices and procedures.

Contractors will be expected to operate according to legislative requirements using best practices and following the organization's policies and procedures regarding health and safety.

All employees are oriented to the organization's general safety rules upon hire and will abide by these rules. Disciplinary action will be implemented for failure to obey these rules.

As part of ensuring a safe and healthy workplace for all its employees the organization has a policy of zero tolerance toward any employee harassment.

All employees will work in accordance with established safe work practices, procedures, applicable government legislation and will take all responsible care to protect their own health and safety, the safety and health of their co-workers and other persons at or near the workplace.

Safety must be a way of life!

Signature of Chief Administrative Officer

Date

EASTERN REGIONAL SERVICE BOARD
BRIEFING NOTE / REPORT

TITLE:	Annual Adoption of Corporate Environment Policy Statement
MEETING DATE:	2024-02-28
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Christie Dean, Director Operations
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

Staff recommends adoption of the *Corporate Environment Policy* statement that is included in the Board's *Employee Safety Handbook*.

MOTION:

BE IT RESOLVED that the Board adopts the Corporate Environment Policy that is included in the Board's Employee Safety Handbook.

BACKGROUND/DISCUSSION:

- As an employer, Eastern Regional Service Board (the Board) is not required to have policies in the workplace governing its attitude toward protecting the environment; however, the Board has historically shown a moral commitment to the protection of the environment as well as the safety and well-being of its staff and the public.
- The Board's Vision Statement addresses environmental stewardship. The vision of ERSB is to improve the quality of life, provide leadership and to protect the environment in the eastern region by ensuring cost effective, sustainable services
- In April 2013, Atlantic Safety Centre was contracted to develop the Board's occupational health and safety manual. This manual included an environment policy. The manual has been updated every three years or as needed by staff.

ATTACHMENTS:

- ERSB Corporate Environment Policy



ENVIRONMENT POLICY

Eastern Regional Service Board is committed to the protection of the environment. Recognizing that all management and employees have a role to play in achieving environmental protection, the company has formulated the following guiding principles.

The Company will:

Ensure that operations comply with government legislation, corporate policy and applicable industry standards concerning the protection of the environment and the public.

Ensure during project planning, implementation, and operation, that environmental issues associated with the business are identified, evaluated and mitigated.

Ensure that the appropriate waste management programs are developed and implemented.

Ensure that all employees, and others engaged on behalf of the Company, are informed, and trained regarding protection of the environment.

Ensure that operations allow for the efficient use of energy and other resources.

Deal openly and fairly with members of the public regarding environmental concerns.

Signed:

(Signature of Chief Administrative Officer)

Date:

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Joint Councils Update
MEETING DATE:	2024-02-28
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Holly Power, Board Clerk and Outreach Coordinator
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

No recommended action. For information purposes only.

MOTION:

N/A

BACKGROUND/DISCUSSION:

- The Southern Shore Joint Council (SSJC) was scheduled to take place on Thursday, February 8th; however, this meeting did not proceed due to lack of quorum.
- The next SSJC meeting is scheduled for Thursday, March 7th and will include an election for Chairperson.
- The Conception Bay North Joint Council (JCCBN) last met virtually on Thursday, February 1st. The RCMP provided a statistics report and discussions ensued on meeting decorum, quorum, and progress on a Mental Health Mobile Crisis Response Unit for the region.
- The JCCBN is scheduled to meet virtually again on Thursday, February 29th.
- The Northeast Avalon Joint Council (NEAJC) continues to meet on the second Wednesday of every month with their last meeting on Wednesday, February 7th being cancelled due to scheduling conflicts.
- The Sounds Joint Council (TSJC) did not meet in February as the Chairperson has stepped down.
- The next meeting of TSJC is scheduled to take place on Monday, March 4th, which will include an election for Chairperson.
- All MHAs, RCMP, RNC, MPs and other delegates will continue to receive ongoing invitations to joint council meetings throughout the Eastern Region as communication and working together is key.

From: [Holly Power](#)
To: [Holly Power](#)
Cc: [Christie Dean](#); [Craig Drover](#); [Lynn Tucker](#)
Bcc: [Bill Antle](#); [Carl Ridgely](#); [Danny Breen](#); [Gerard Tilley](#); [Glenn Clarke](#); [Glenn Clarke](#); [Hilda Whelan](#); [Hilda Whelan*](#); [Jamie Korab](#); [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: MOTIONING BY EMAIL: Awarding Contact for Interim Bay de Grave Waste & Recycling Collection
Date: February 23, 2024 11:51:00 AM
Attachments: [Brief Note - Bay de Grave Interim Contract Feb 23 2024.pdf](#)

Good afternoon, Everyone!

As you are aware, by mutual agreement, the current contractor will no longer be providing waste and recycling services for the Bay de Grave Area contract. Therefore, staff is recommending that Vardy Villa Ltd. be awarded the contract for a 10-week interim period for waste and recycling collection for the Bay de Grave Area at the cost of \$48,000 plus HST.

To ensure timely award of this contract, would you please **respond to this motion by email by 4:00 p.m. on Monday, February 26th, 2024.** A briefing note has been attached for your review.

This motion will be ratified at the Board's regular monthly public meeting on February 28th.

MOTION:

BE IT RESOLVED that the Board award Vardy Villa Ltd. a contract for 10-weeks of interim waste collection services for the Bay de Grave Area in the amount of \$48,000 plus HST beginning March 4, 2024.

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 | hpowers@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](#).

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Bay de Grave Area Interim Service - Waste and Recycling
MEETING DATE:	2024-02-28
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Christie Dean, Director of Operations
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

Staff recommends Vardy Villa Ltd. be awarded the 10-weeks interim contract for waste and recycling collection for the Bay de Grave Area at the cost of \$48,000 plus HST.

MOTIONS:

BE IT RESOLVED that the Board award Vardy Villa Ltd. a contract for 10-weeks of interim waste collection services for the Bay de Grave Area in the amount of \$48,000 plus HST beginning March 4, 2024.

BACKGROUND/DISCUSSION:

- The 36-month waste services contract for the Bay de Grave Area was awarded to Around the Bay Disposal Inc. beginning July 1, 2023.
- This area includes the Town of Clarke's Beach and the Port de Grave Peninsula.
- As Board members are aware, it was decided to terminate this contract effective February 29th by mutual agreement with the contractor.
- To ensure continued waste collection for the area, the Board sought quotes for a 10-week interim contract while a tender for future services is run in accordance with the public tendering process.
- The interim contract will begin effective March 4th and end on May 10th.
- Staff have identified a contractor who can provide services for this 10-week interim period.
- This interim period will provide time to issue a contract for the remainder of the existing contract which expires on June 30, 2026.
- The current contracted annual unit cost is \$127.65 including HST. This is equal to \$2.45 per week unit cost.

- The interim weekly unit cost will be \$4.22 including HST which equates to \$219.44 per unit annually.
- This interim contract will cost the Board an additional \$20,085.70 above the existing contract for the 10-week interim contract period.
- The interim contractor is working out the proposed scheduled weekly collation schedule, staff anticipate know it this week and communicating with compacted residents giving them as much notice as possible notice.
- Staff will seek approval from Clarke's Beach to issue a contract beginning May 13, 2024 and ending June 30, 2027 rather than June 30, 2026. Currently, the Board has a commitment from the town to June 30, 2026.

**THOSE WHO RESPONDED ELECTRONICALLY TO THE MOTION BY EMAIL
TO AWARD VARDY VILLA LTD. A 10-WEEK INTERIM CONTRACT FOR
WASTE COLLECTION IN THE BAY DE GRAVE AREA.**

MOTION: BE IT RESOLVED that the Board award Vardy Villa Ltd. a contract for 10-weeks of interim waste collection services for the Bay de Grave Area in the amount of \$48,000 plus HST beginning March 4, 2024.

(Motion sent by email on Monday, February 23, 2024)

IN FAVOUR

(Alphabetical order)

Bill Antle
Danny Breen
Jill Bruce
Glenn Clarke
Rod Delaney
Sandy Hickman
Jamie Korab
Kevin McDonald
Sheilagh O'Leary
Stephen Tessier
Gerard Tilley
Mark Vardy
Larry Vaters
Hilda Whelan

AGAINST

(Alphabetical order)

None

NO RESPONSE

(Alphabetical order)

Maggie Burton
Ron Ellsworth
Ophelia Ravencroft
Carl Ridgeley

From: [Holly Power](#)
To: [Holly Power](#)
Cc: [Christie Dean](#); [Craig Drover](#); [Lynn Tucker](#)
Bcc: [Bill Antle](#); [Carl Ridgely](#); [Danny Breen](#); [Gerard Tilley](#); [Glenn Clarke](#); [Glenn Clarke](#); [Hilda Whelan](#); [Hilda Whelan*](#); [Jamie Korab](#); [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: SECOND Motion By Email: Awarding Interim Waste Collection Contract for Town of Victoria
Date: February 23, 2024 1:46:00 PM
Attachments: [Brief Note - Victoria Interim Contract Feb 23 2024.pdf](#)

Good afternoon, Everyone!

Please note that this is the second motion by email sent today!

Staff is recommending that Vardy Villa Ltd. be awarded a contract for 8-weeks of interim waste collection services for the Town of Victoria at the cost of \$40,000 plus HST.

To ensure timely award of this contract, would you please **respond to this motion by email by 4:00 p.m. on Monday, February 26th, 2024.** A briefing note has been attached for your review.

This motion will be ratified at the Board's regular monthly public meeting on February 28th.

MOTION:

BE IT RESOLVED that the Board award Vardy Villa Ltd. a contract for 8-weeks of interim waste collection services for the Town of Victoria in the amount of \$40,000 plus HST beginning March 18, 2024.

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](#).

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Town of Victoria Interim Service - Waste and Recycling – Amended February 27th
MEETING DATE:	2024-02-28
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Christie Dean, Director of Operations
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

Staff recommends Vardy Villa Ltd. be awarded an 8-week interim contract for waste and recycling collection for the Town of Victoria at the cost of \$32,000 plus HST or \$4,000 plus HST weekly.

MOTION:

BE IT RESOLVED that the Board award Vardy Villa Ltd. a contract for 8-weeks of interim waste collection services for the Town of Victoria in the amount of \$32,000 plus HST beginning March 18, 2024.

BACKGROUND/DISCUSSION:

- The Town of Victoria contacted ERSB as their current contractor Around the Bay Disposal Inc. had given notice that they would no longer have curbside collections effective March 15, 2024.
- After discussion with the CAO, the Town passed a motion to receive waste collection services from the Board beginning March 18, 2024 for an interim contract and continuing for 36-months following the interim contract.
- As there is not enough time to run a tender before that date, it is necessary to enter an interim contract while a tender is run in accordance with the public tendering process. Staff sought quotes from local waste haulers for the interim period.
- This interim period will allow time to include the Town of Victoria in a new tender being issued in the area effective May 13, 2024.
- One contractor replied that they had the capacity to do this work.
- **The interim contract will cost \$4,000 plus HST per week or \$32,000 plus HST for the 8-week period (\$36,800). This equates to a weekly unit cost of \$4.82 including HST or \$250.47 per unit annually.**

- **As the Town of Victoria is not an existing customer and there is no contract in place, it was requested that they assist the Board in paying for the interim service over and above the Board's annual household fee.**
- **The Town of Victoria has agreed to pay \$2,071 per week HST included or \$16,568 total for the 8-week interim period.**
- **After the interim period, the town will pay the Board's annual waste fee prorated for the remainder of the year.**
- **The Board will pay \$2,529 per week HST included or \$20,232.**
- The Board's annual household fee/invoice for this town would be \$3,673.08 per week or over the 8 weeks, \$29,385.
- The interim contractor is working on the weekly collection schedule and staff anticipate having that soon. Once confirmed, it will be communicated with the impacted communities and residents giving them as much notice as possible.

**THOSE WHO RESPONDED ELECTRONICALLY TO THE MOTION BY EMAIL
TO AWARD VARDY VILLA LTD. An 8-WEEK INTERIM CONTRACT FOR
WASTE COLLECTION IN THE TOWN OF VICTORIA.**

MOTION: BE IT RESOLVED that the Board award Vardy Villa Ltd. a contract for 8-weeks of interim waste collection services for the Town of Victoria in the amount of \$40,000 plus HST beginning March 18, 2024.

(Motion sent by email on Monday, February 23, 2024)

IN FAVOUR

(Alphabetical order)

Bill Antle
Danny Breen
Jill Bruce
Rod Delaney
Sandy Hickman
Jamie Korab
Kevin McDonald
Sheilagh O'Leary
Ophelia Ravencroft
Stephen Tessier
Gerard Tilley
Larry Vaters
Hilda Whelan

AGAINST

(Alphabetical order)

None

NO RESPONSE

(Alphabetical order)

Maggie Burton
Glenn Clarke
Ron Ellsworth
Carl Ridgeley
Mark Vardy