



ERSB Board of Directors Meeting: Wednesday, March 27 at 7pm (Dinner at 6pm) Minutes

Eastern Regional Service Board
Mar 27, 2024 at 7:00 PM NDT

@ Bay Bulls Regional Lifestyle Centre, 48 Cemetery Ln W, Bay Bulls, NL A0A 1C0

Attendance

Present:

Members: Bill	Antle, Jill	Bruce, Maggie
Burton	(remote), Glenn Clarke, Tom	Davis, Rodney
Delaney	(remote), Craig Drover, Ronald	Ellsworth, T.
Alexander	Hickman, Jamie	Korab, Kevin
McDonald, Jason O'Brien, Holly Power, Carl		Ridgeley, Steve Tessier, Lynn
Tucker, Mark	Vardy, Hilda	Whelan

Absent:

Members: Daniel (Danny)	Breen, Christie Dean, Sheilagh
OLeary, Ophelia	Ravencroft, Gerard Tilley, Lawrence
	Vaters

I. Call to Order

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

The Chair introduced Deputy Mayor Jason O'Brien as the Board's new Director for Ward 6 - Southern Shore, as well as Councillor Tom Davis, the Board's new Director representing the City of St. John's. He provided a brief biography on both gentlemen and welcomed them to the Board and their first official Board meeting.

The Chair introduced Mayor Keith O'Driscoll of the Town of Bay Bulls who welcomed the Board to the Town and expressed his appreciation for the invitation and the opportunity to host the Board meeting.

II. Adoption of Agenda

The agenda was tabled for approval.

 [Draft Agenda BOD Mar 27 2024 LT.docx](#)

Motion:

BE IT RESOLVED that the agenda be adopted as tabled.

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

III. Review of Minutes

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

 [ERSB Board of Directors Meeting Minutes February 28 2024.pdf](#)

Motion:

BE IT RESOLVED that the minutes from February 28, 2024 be adopted as tabled.

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

IV. 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 February 2024 were tabled for review and approval.

 [Cheque Register Feb 2024.pdf](#)

 [Payroll Expense FEB 2024.pdf](#)

 [BMO February Credit Card Statement.pdf](#)

Motion:

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

Motion moved by T. Alexander Hickman
and motion seconded by Hilda Whelan
. Carried Unanimously.

2. Incorporated Towns Payment Activity Report

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

 [2024 Incorporated Towns Payment Activity Report at March 11.pdf](#)

3. Interim Contracts for Carbonear Area; Bay de Grave Area; Pouch Cove; and, Victoria: Additional Costs

Mr. Clarke excused himself from conversation due to his conflict of interest.
Mr. Hickman referred to the briefing note that was included in the meeting package, and noted that the costs associated with the interim contracts are high due to the short-term nature of the contracts but are expected to normalize once long-term tenders are issued for the impacted contracts.

 [Brief Note - Interim Costs Mar 27 2024.pdf](#)

 [Financial Stmts Showing Reserves 2022.pdf](#)

 [OVERVIEW ERSB RESERVE FUNDS 2020.pdf](#)

4. New Scale Software and Hardware for Clarendville Transfer Station and Access Cards for Use at Waste Recovery Facilities

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

As additional equipment is required, the original motion was rescinded and replaced with a new one that reflects the latest financial implications.

 [Brief Note - Strong Data Automation Scale Software Mar 27.pdf](#)

 [20240213_145736.pdf](#)

 [Eastern Regional Service District Estimate Feb 14 2023 - Offer Sheet.pdf](#)

 [Strong Data Automation Pamphlet - 20230215_202351.pdf](#)

Motion:

BE IT RESOLVED that the Board rescind Motion No. 2023-026 as adopted at the Board meeting that was held on March 29, 2023.

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

Motion:

BE IT RESOLVED that the Board purchase new weigh scale software from Strong Data Automation for the Clarendville Transfer Station (CTS) and a mobile software app for use at nine of the Board's waste recovery facilities (WRF) at the monthly licensing fee of \$1,335 or \$16,020 annually plus HST; plus, CTS user/access cards at \$1,750 plus HST; two touchscreen kiosks with QR readers and traffic lights at \$35,500 plus HST; WRF user/access cards at \$12,500 plus HST; one-time implementation labour and onsite kiosk install at \$27,925 plus HST; and, IT Remote and On Site Service at CTS for \$9,000 plus HST annually.

Motion moved by T. Alexander Hickman
and motion seconded by Carl Ridgeley
. Carried Unanimously.

5. Award of Pouch Cove Multi-Stream Waste Collection Including Recycling Contract

Mr. Hickman referred to the documents that were provided in the meeting package. T2 Ventures Inc. provided the lowest bid on the Pouch Cove Multi-Stream Waste Collection Including Recycling, and therefore was awarded the contract.

 [Brief Note - Pouch Cove Contract to Apr 30 2027 MAR 14 2024.pdf](#)

 [20240312_133508.pdf](#)

Motion:

BE IT RESOLVED that the Board award the 36-month waste collection including recycling contract for the Town of Pouch Cove to T2 Ventures Inc. in the amount of \$538,200 plus HST beginning May 1, 2024.

Motion moved by T. Alexander Hickman
and motion seconded by Bill Antle . Mr.
Vardy abstained from voting due to his conflict of interested. The motion was then carried unanimously.

6. Update on 2023 Audit

Mr. Drover provided an update on the 2023 Audit. He reported that draft documents will be tabled at the Finance and Audit Committee Meeting in April.

7. Accounts Payable: Changing from Cheques to Electronic Funds Transfer (EFT) Payments

Mr. Hickman referred to the briefing note that was provided in the meeting package. A short discussion ensued regarding the implementation of an Electronic Funds Transfer payment method. It was agreed that the method would be implemented but only applied when absolutely required and with the approval from two of the Board's signing officers before proceeding.

 [Briefing Note - ERSB EFT Payments.pdf](#)

Motion:

BE IT RESOLVED that the Board allows for the use of Electronic Funds Transfer (EFT) as a payment method when conditions are warranted.

Motion moved by T. Alexander Hickman
and motion seconded by Ronald Ellsworth
. Carried Unanimously.

8. Supply of High-Capacity Compaction Trailer and Grapple Truck

Mr. Hickman referred to the information that was provided in the meeting package. Staff informed Members that they would be going to tender soon for a new high-compaction trailer and grapple truck as part of the Board's asset management plan.

 [Briefing Note - Compaction Trailer and Grapple.pdf](#)

B. Strategy & Policy Committee

There was no Strategy & Policy Committee meeting in the month of March.

C. Governance Committee

Mr. McDonald, Committee Chair, will deliver the Governance Committee Report.

1. Ward 6 - Southern Shore By-Election Results: Acclamation of Jason O'Brien, Deputy Mayor, Town of Bay Bulls

Mr. McDonald referred to the briefing note that was provided in the meeting package. He welcomed Deputy Mayor Jason O'Brien to the Board, who was acclaimed to the position of Board Director to represent Ward 6 - Southern Shore.

 [BN - By-Election Results Southern Shore Mar 27 2024.pdf](#)

 [Table of communities Ward 6 2024.pdf](#)

 [Bay Bulls Nomination Form Completed \(004\).pdf](#)

2. Ward 11 - Smith Sound and Isthmus By-Election Results

Mr. McDonald referred to the information that was provided in the meeting package. He informed Members that there were no nominations received for the Board's recent By-election held in Ward 11 - Smith Sound and Isthmus; therefore, this area will not have representation until after the next general municipal election in 2025.

 [BN - By-Election Results Smith Sound & Isthmus Mar 27 2024.pdf](#)

 [Table of Communities Ward 11 By-Election 2024.pdf](#)

3. Board Professional Development 2024

Mr. McDonald encouraged any Board Members who are not already travelling to the Federation of Canadian Municipalities Conference on behalf of their respective Councils to reach out to the Board's CAO and express their interest in attending. He also reported that the Committee decided against attending the SWANA Northern Lights Conference this year as the agenda topics are not relevant to the Board.

 [BN - Board PD Mar 27 2024.pdf](#)

 [SWANA Northern Lights 2024 Agenda.pdf](#)

Motion:

BE IT RESOLVED that the Board participate in the Federation of Canadian Municipalities (FCM) Annual Conference & Trade Show 2024 taking place in Calgary, June 6-9, by sending the Board Chair, CAO, and two other members.

Motion moved by Kevin

McDonald


and motion seconded by T. Alexander

Hickman

. Carried Unanimously.

4. Sponsorship Request for MNL Symposium: May 2-4, 2024 in Gander, NL

Mr. McDonald referred to the briefing note that was provided in the meeting package and reported that the Committee decided not to sponsor the MNL Symposium this year upon reviewing the sponsorship package.

 [Brief Note - MNL Sponsorship Request Mar 27 2024.pdf](#)

 [20240315_160443.pdf](#)

 [MNL Municipal Symposium sponsorship ratesheet.pdf](#)

5. Joint Councils Report

Mr. McDonald referred to the briefing note that was provided in the meeting package. He highlighted some key points from the report and there were no questions or concerns.

 [BN - March JC Update MAR 27.docx](#)

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 continued objectives for this working group/committee.

VI. Meetings Scheduled with Joint Councils

Mr. Korab noted that the working group/committee continues to work on a PowerPoint presentation that will be provided to Joint Councils throughout the region.

A. Joint Council of Conception Bay North: March 26, 2024, Spaniard's Bay Municipal Center

Mr. Korab reported a very positive meeting with the Joint Council of Conception Bay North and noted that education and communications were key topics at this meeting. The Joint Council provided both positive and negative feedback, as well as suggestions of services that they'd like to see offered in future.


B. Southern Shore Joint Council: April 30, 2024, Cape Broyle Community Center

Mr. Korab noted that the working group/committee plans to meet with the Southern Shore Joint Council in April.

VII. Correspondence

The Chair referred to the attached correspondence that was provided for information purposes only.

A. Letter to MHA Tony Wakeham, Leader of the Official Opposition

 [Letter to MHA Tony Wakeham re Feb 16 Letter to B Wareham MAR 13 2024.pdf](#)

B. Response from MHA Tony Wakeham, Leader of the Official Opposition, to ERSB Letter dated March 13, 2024

 [Response fr Tony Wakeham Leader of Opposition MAR 25 2024.pdf](#)

C. Email from Councillor Peter Burrige Re: TCN Collection Changes

 [Email - Peter Burrige re TCN Collection Changes MAR 14 2024.pdf](#)

VIII. New Business

A. Motions by Email to be Ratified:

The Chair referred to the motions by email that were listed for ratification purposes only.

1. Awarding of Interim Waste Collection Contract in the Town of Pouch Cove

 [Brief Note - Pouch Cove Interim Ratification Mar 27 2024.pdf](#)

 [EMAIL MBE Interim Waste Collection Contract for Town of Pouch Cove.pdf](#)

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

Motion:

BE IT RESOLVED that the Board award Ridge G&P Services Limited an interim waste collection contract for nine (9) weeks for the Town of Pouch Cove in the amount of \$25,310.70, plus HST beginning March 5, 2024.

Motion moved by Steve Tessier and motion seconded by Kevin McDonald . Mr. Vardy abstained from voting due to his conflict of interest. The motion was there carried unanimously.

2. Awarding of Multi-Stream Waste Collection Contract Including Recycling to Bay de Grave Area

 [Brief Note - Bay de Grave Waste Contract 19Mar24.pdf](#)

 [20240319 144956.pdf](#)

 [TWO\(2\)~1.PDF](#)

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

Motion:


BE IT RESOLVED that the Board award the 24 ½ month Multi-Stream Waste Collection Including Recycling to T2 Ventures Inc. for the Bay de Grave Area in the amount of \$353,677.92, plus HST, beginning May 13, 2024.

Motion moved by Steve Tessier and motion seconded by T. Alexander Hickman . Carried Unanimously.

3. Awarding of Multi-Stream Waste Collection Contract Including Recycling to Carbonear and Area

 [Brief Note - Carbonear & Area Waste Services 19Mar24.pdf](#)

 [20240319_144900.pdf](#)

 [TWO\(2\)~1.PDF](#)

 [Response Report - MBE - Carbonear & Area Waste Contract.docx](#)

Motion:

BE IT RESOLVED that the Board award T2 Ventures Inc. the 36-month Multi-Stream Waste Collection Including Recycling contract for the Carbonear and Area in the amount of \$1,754,025.00 plus HST, beginning May 13, 2024.

Motion moved by Steve Tessier and motion seconded by Jamie Korab . Mr. Clarke abstained from voting due to his conflict of interest. The motion was then carried unanimously.

- B. Appointment of Councillor Tom Davis, City of St. John's, to the Eastern Regional Service Board.

As previously mentioned, the Chair welcomed Councillor Davis to the Board as he was appointed by the City of St. John's following their recent by-election.

 [BN - By-Election Results St Johns Mar 27 2024.pdf](#)

- C. Telephone call from the Town of Petty Harbour-Maddox Cove to request information about waste services

The Chair reported that the Town of Petty Harbour-Maddox Cove contacted the Board for information on participating in the regional waste collection.

- D. Recent Meeting Updates

1. Town of Harbour Grace

The Chair reported a positive meeting with the Town of Harbour Grace where some ongoing issues were discussed.

2. Town of Bay Roberts

The Chair reported a positive meeting with the Town of Bay Roberts where services and future contracts were discussed.

IX. Roundtable

Mr. Korab reported that a Public Service Announcement will be released from the City of St. John's tomorrow and encouraged everyone to stay informed. He also thanked the Board's Staff for their hard work and dedication.

Mr. Ellsworth asked if the Board has looked at internal growth as well as external growth. Ms. Tucker noted that she will consider his suggestions for future employment requirements, etc. Mr. Tessier suggested a planning session to discuss future initiatives, adding back-up plans, extra services, etc. The Board's Clerk will schedule this session to take place in the month of July.

Mr. Clarke thanked Staff for a quick turnaround of new waste contract for the Town of Victoria, despite the ongoing issues. The process was efficient and professional.

Mr. Vardy reported that the Town of Pouch Cove is very pleased with new contract and thanked Staff for their support.

Mr. Hickman inquired into the Board's current office space/lease. Ms. Tucker confirmed that Staff will be going to tender soon.

Mr. Drover thanked the Town of Bay Bulls for hosting this month's Board meeting. He also thanked the Board's staff for their quick and efficient efforts in preparing documents, stuffing envelopes, and sending thousands of pieces of correspondence in such a timely manner.

Mr. Davis is excited and energized by learning and feels that being a Member of the Board will be a positive experience.

Mr. O'Brien looks forward to understanding more about the Board and taking part in decisions that will help improve the region.

Mr. Tessier provided some information on a by-product produced by Newco Metals called 'Fluff'. This fluff comes from metals that are recycled and he's been asked to open discussion on possible uses of this product that would benefit the environment assist Newco Metals in ridding them of the quantity being produced.

X. 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, April 24, 2024, at 7:00 p.m. This meeting will have a hybrid format and will be held at the Municipal Complex in Long Harbour.
- b) The next meeting of the Finance & Audit Committee will take place on Monday, April 8, 2024, at 12:00 p.m., format to be determined.
- c) The next meeting of the Strategy & Policy Committee will take place on Wednesday, April 10, 2024, at 1:30 p.m., format to be determined.
- d) The next meeting of the Governance Committee will take place on Wednesday, April 17, 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 virtually on Tuesday, April 23, 2024, at 11:00 a.m.

XI. Adjournment

Seeing not further business to discuss, the meeting adjourned.

Motion:

BE IT RESOLVED that the meeting adjourned at 7:57 p.m.

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

Eastern Regional Service Board

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

Cheques from 0000000001 to 0000011969 dated between 02-01-2024 and 02-29-2024

CHEQUE REGISTER

Printed: 2:48:43PM 02/29/2024

Number	Issued		Amount	SC	Status	Status Date
0000011892	02/01/2024	A1 Glass	428.26	A/P	CLEARED	02/08/2024
0000011893	02/01/2024	Advantage Personnel Ltd.	2,567.94	A/P	CLEARED	02/12/2024
0000011894	02/01/2024	Around The Bay Disposals Inc.	63,670.75	A/P	CLEARED	02/06/2024
0000011895	02/01/2024	Channel 6 Ads - Avalon Region	286.00	A/P	CLEARED	02/06/2024
0000011896	02/01/2024	Coish's Trucking & Excavating Ltd.	17,895.50	A/P	CLEARED	02/08/2024
0000011897	02/01/2024	D&L Russell Limited	3.97	A/P	OUT-STD	02/01/2024
0000011898	02/01/2024	Dodd's Diesel Repair Ltd.	711.20	A/P	CLEARED	02/07/2024
0000011899	02/01/2024	Eastlink Communications Channel 6 Ads	172.50	A/P	CLEARED	02/16/2024
0000011900	02/01/2024	Hickman Chevrolet Cadillac	612.40	A/P	CLEARED	02/07/2024
0000011901	02/01/2024	Jenkins Anthony Inc.	7,692.67	A/P	CLEARED	02/06/2024
0000011902	02/01/2024	Leslie Squires	440.00	A/P	OUT-STD	02/01/2024
0000011903	02/01/2024	Newfoundland Power Inc.	35.45	A/P	CLEARED	02/06/2024
0000011904	02/01/2024	Newfoundland Towing & Recovery	330.63	A/P	CLEARED	02/06/2024
0000011905	02/01/2024	Newfoundland Exchequer Account	51.25	A/P	CLEARED	02/08/2024
0000011906	02/01/2024	Nexgen Municipal Inc.	1,250.97	A/P	OUT-STD	02/01/2024
0000011907	02/01/2024	OMB Parts & Industrial Ltd.	217.32	A/P	CLEARED	02/15/2024
0000011908	02/01/2024	ORKIN Canada Corporation	209.90	A/P	CLEARED	02/15/2024
0000011909	02/01/2024	Parts For Trucks Inc.	81.88	A/P	CLEARED	02/09/2024
0000011910	02/01/2024	Passageways Inc.	13,500.00	A/P	CLEARED	02/22/2024
0000011911	02/01/2024	Pinnacle Office Solutions Ltd.	94.38	A/P	CLEARED	02/12/2024
0000011912	02/01/2024	Princess Auto	32.18	A/P	CLEARED	02/09/2024
0000011913	02/01/2024	T2 Ventures Inc.	246,302.84	A/P	CLEARED	02/02/2024
0000011914	02/01/2024	Tulk's Glass & Key Shop Limited	875.12	A/P	*VOID*	02/01/2024
Void Reason: Wrong Vendor						
0000011915	02/01/2024	Tulk Tire & Service Ltd.	875.12	A/P	CLEARED	02/08/2024
0000011920	02/16/2024	62167 Newfoundland and Labrador Inc	14,760.60	A/P	CLEARED	02/20/2024
0000011921	02/16/2024	Advantage Personnel Ltd.	2,961.24	A/P	OUT-STD	02/16/2024
0000011922	02/16/2024	Bell Mobility Inc.	380.36	A/P	OUT-STD	02/16/2024
0000011923	02/16/2024	City of St. John's	36,575.14	A/P	CLEARED	02/26/2024
0000011924	02/16/2024	Concord Enterprises Inc.	6,478.33	A/P	CLEARED	02/26/2024
0000011925	02/16/2024	De Lage Landen Financial Services Canada Ltd.	398.48	A/P	OUT-STD	02/16/2024
0000011926	02/16/2024	Dodd's Diesel Repair Ltd.	3,728.67	A/P	CLEARED	02/28/2024
0000011927	02/16/2024	Glenn Clarke	187.13	A/P	CLEARED	02/23/2024
0000011928	02/16/2024	Holly Power	24.72	A/P	CLEARED	02/21/2024
0000011929	02/16/2024	K.J.H. Dirtwork's Ltd.	2,169.67	A/P	OUT-STD	02/16/2024
0000011930	02/16/2024	K & L Auto Services Ltd	1,225.67	A/P	OUT-STD	02/16/2024
0000011931	02/16/2024	Kevin McDonald	125.21	A/P	CLEARED	02/26/2024
0000011932	02/16/2024	Lynn Tucker	1,614.41	A/P	CLEARED	02/21/2024
0000011933	02/16/2024	Mac HVAC & Refrigeration	661.25	A/P	CLEARED	02/28/2024
0000011934	02/16/2024	Miller IT Limited	1,104.00	A/P	OUT-STD	02/16/2024
0000011935	02/16/2024	M J Hickey Construction Ltd.	2,024.00	A/P	OUT-STD	02/16/2024
0000011936	02/16/2024	Newfoundland Power Inc.	6,620.63	A/P	OUT-STD	02/16/2024
0000011937	02/16/2024	Nexgen Municipal Inc.	1,154.21	A/P	OUT-STD	02/16/2024
0000011938	02/16/2024	North Atlantic	27,358.08	A/P	CLEARED	02/26/2024
0000011939	02/16/2024	O'Brien's Trucking Ltd	3,948.33	A/P	OUT-STD	02/16/2024
0000011940	02/16/2024	Parts For Trucks Inc.	402.92	A/P	OUT-STD	02/16/2024

Eastern Regional Service Board

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

Cheques from 0000000001 to 0000011969 dated between 02-01-2024 and 02-29-2024

CHEQUE REGISTER

Printed: 2:48:43PM 02/29/2024

Page 2 of 2

Number	Issued	Amount	SC	Status	Status Date
0000011941	02/16/2024 Pike's Pro Hardware & Building Supplies	173.28	A/P	OUT-STD	02/16/2024
0000011942	02/16/2024 Pitney Bowes	216.80	A/P	OUT-STD	02/16/2024
0000011943	02/16/2024 Princess Auto	88.50	A/P	OUT-STD	02/16/2024
0000011944	02/16/2024 Quikprint Services Ltd.	138.00	A/P	OUT-STD	02/16/2024
0000011945	02/16/2024 Rodney Delaney	129.18	A/P	CLEARED	02/26/2024
0000011946	02/16/2024 Shred-it c/o Stericycle ULC	103.45	A/P	OUT-STD	02/16/2024
0000011947	02/16/2024 Steele Clarendville Chrysler	500.20	A/P	OUT-STD	02/16/2024
0000011948	02/16/2024 Town of Carbonear	1,625.00	A/P	OUT-STD	02/16/2024
0000011949	02/16/2024 Workplace NL	23,156.52	A/P	CLEARED	02/26/2024
0000011953	02/28/2024 Advantage Personnel Ltd.	2,476.23	A/P	OUT-STD	02/28/2024
0000011954	02/28/2024 Big Erics Inc.	433.70	A/P	OUT-STD	02/28/2024
0000011955	02/28/2024 Christie Dean	29.84	A/P	OUT-STD	02/28/2024
0000011956	02/28/2024 Dodd's Diesel Repair Ltd.	1,853.81	A/P	OUT-STD	02/28/2024
0000011957	02/28/2024 Lynn Tucker	54.80	A/P	OUT-STD	02/28/2024
0000011958	02/28/2024 Madsen Construction Equipment	6.10	A/P	OUT-STD	02/28/2024
0000011959	02/28/2024 Newfoundland Power Inc.	1,764.31	A/P	OUT-STD	02/28/2024
0000011960	02/28/2024 Nexgen Municipal Inc.	335.80	A/P	OUT-STD	02/28/2024
0000011961	02/28/2024 OMB Parts & Industrial Ltd.	49.28	A/P	OUT-STD	02/28/2024
0000011962	02/28/2024 ORKIN Canada Corporation	209.90	A/P	OUT-STD	02/28/2024
0000011963	02/28/2024 Pinnacle Office Solutions Ltd.	163.54	A/P	OUT-STD	02/28/2024
0000011964	02/28/2024 Steele Clarendville Chrysler	638.80	A/P	OUT-STD	02/28/2024
0000011965	02/28/2024 Stephen Tessier	403.86	A/P	OUT-STD	02/28/2024
0000011966	02/28/2024 T2 Ventures Inc.	240,437.34	A/P	OUT-STD	02/28/2024
0000011967	02/28/2024 Tulk Tire & Service Ltd.	6,325.47	A/P	OUT-STD	02/28/2024
0000011968	02/28/2024 Nexgen Municipal Inc.	201,638.01	A/P	OUT-STD	02/28/2024
Total Issued (69):		\$954,317.88			
Total Voided (1):		\$875.12			
Grand Total:		\$955,193.00			
Number of Cheques Listed:		70			

** - Name on Check was modified

EASTERN REGIONAL SERVICE BOARD

PAYROLL EXPENSE

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>

PREVIOUS MONTH

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>



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:	\$ 43,079.90
Statement Date (MM/DD/YYYY):	02/28/2024	Currency:	CANADIAN DOLLAR
Payment Due Date (MM/DD/YYYY):	03/20/2024		

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:	\$ 69.20
Rewards adjusted:	\$ 0.00
Total rewards earned:	\$ 69.20
Rewards balance year to date:	\$ 173.82

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:	\$ 10,462.69
Payments:	\$ -10,462.69
Adjustments:	\$ 0.00
Net Purchases:	\$ 6,920.10
Cash Advance:	\$ 0.00
Fees:	\$ 0.00
Other Charges:	\$ 0.00
New Account Balance:	\$ 6,920.10

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					
02/19	02/19 517623163	AUTOMATIC PYMT RECEIVED	\$ -10,462.69	\$ 0.00	\$ -10,462.69
			TOTAL CREDITS	xxxx-xxxx-xxxx-3165	\$ -10,462.69
			TOTAL DEBITS	xxxx-xxxx-xxxx-3165	\$ 0.00
Card Number xxxx-xxxx-xxxx-3500 BUTT, KEVIN					
01/25	01/29 514546833	KENT CONCEPTION BAY SO CONCEPTION BA NL	\$ 60.32 045940	\$ 9.05 (e)	\$ 69.37
01/31	02/01 515004154	TIM HORTONS #5343 WHITBOURNE NL	\$ 10.43 043789	\$ 1.56 (e)	\$ 11.99
01/31	02/02 515345052	FOODLAND #9214 WHITBOURNE NL	\$ 3.30 043657	\$ 0.49 (e)	\$ 3.79
02/01	02/02 515344975	RUSSEL METALS INC-ST J MT PEARL NL	\$ 350.00 023036	\$ 52.50 (e)	\$ 402.50

02/01	02/02 515345051	ALTERNATOR EXCHANGE LT ST JOHNS NL	\$ 190.00 028893	\$ 28.50 (e)	
02/20	02/22 518438822	FOODLAND #9214 WHITBOURNE NL	\$ 3.30 018343	\$ 0.49 (e)	\$ 3.79
02/22	02/26 519035977	MARKS STORE #291 CARBONEAR NL	\$ 30.00 060301	\$ 4.50 (e)	\$ 34.50
02/26	02/27 519186348	TIM HORTONS #5343 WHITBOURNE NL	\$ 10.43 046197	\$ 1.56 (e)	\$ 11.99
02/27	02/28 519388698	HARBOUR VIEW GROCERY L CLARKES BEACH NL	\$ 1.69 044914	\$ 0.25 (e)	\$ 1.94

TOTAL CREDITS xxxx-xxxx-xxxx-3500 **\$ 0.00**
TOTAL DEBITS xxxx-xxxx-xxxx-3500 **\$ 758.37**

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

01/31	02/01 515004155	ST. JOHN AMBULANCE ASS MT PEARL NL	\$ 356.52 061028	\$ 53.48 (e)	\$ 410.00
02/13	02/13 516933097	STARLINK INTERNET HALIFAX NS	\$ 320.00 014448	\$ 48.00 (e)	\$ 368.00
02/20	02/21 518142967	MARY BROWNS #1050 WHITBOURNE NL	\$ 42.55 082350	\$ 6.38 (e)	\$ 48.93

TOTAL CREDITS xxxx-xxxx-xxxx-7456 **\$ 0.00**
TOTAL DEBITS xxxx-xxxx-xxxx-7456 **\$ 826.93**

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

01/27	01/29 514546832	TELUS MOBILITY PREAUTH CALGARY AB	\$ 1,149.25 036817	\$ 172.39 (e)	\$ 1,321.64
01/29	01/30 514695968	STAPLES STORE #65 ST. JOHN'S NL	\$ 102.97 025853	\$ 15.45 (e)	\$ 118.42
02/03	02/05 515710723	TELUS MOBILITY PREAUTH CALGARY AB	\$ 325.63 013616	\$ 48.84 (e)	\$ 374.47
02/24	02/26 519035976	TELUS MOBILITY PREAUTH CALGARY AB	\$ 1,149.25 098353	\$ 172.39 (e)	\$ 1,321.64

TOTAL CREDITS xxxx-xxxx-xxxx-3047 **\$ 0.00**
TOTAL DEBITS xxxx-xxxx-xxxx-3047 **\$ 3,136.17**

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

02/01	02/02 515345053	EAST COAST POWER TOYS BLAKETOWN NL	\$ 77.96 053206	\$ 11.69 (e)	\$ 89.65
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TOTAL CREDITS xxxx-xxxx-xxxx-4730 **\$ 0.00**
TOTAL DEBITS xxxx-xxxx-xxxx-4730 **\$ 89.65**

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

02/07	02/08 516271531	PAINT SHOP CLARENVILLE NL	\$ 220.46 002711	\$ 33.07 (e)	\$ 253.53
02/12	02/13 516933098	PAINT SHOP CLARENVILLE NL	\$ 35.97 097506	\$ 5.40 (e)	\$ 41.37
02/16	02/19 517789804	PAINT SHOP CLARENVILLE NL	\$ 210.95 023904	\$ 31.64 (e)	\$ 242.59

02/22

02/26
519036052

CANADIAN TIRE #650 CLARENVILLE NL

\$ 25.98

\$ 3.90 (e)

Page 3 of 5
\$ 29.88

088236

TOTAL CREDITS xxxx-xxxx-xxxx-5229**\$ 0.00****TOTAL DEBITS** xxxx-xxxx-xxxx-5229**\$ 567.37****Card Number xxxx-xxxx-xxxx-0293 TUCKER, LYNN**

01/26	01/29 514546834	COLEMANS ST. JOHN'S NL	\$ 11.30 033978	\$ 1.69 (e)	\$ 12.99
02/05	02/07 515962675	MARRIOTT CALGARY DOWNT CALGARY AB	\$ 560.23 020543	\$ 0.00	\$ 560.23
02/08	02/09 516492335	AMAZON.CA RB9YD2XC2 AMAZON.CA ON	\$ 37.47 008766	\$ 5.62 (e)	\$ 43.09
02/17	02/19 517789803	ZOOM.US 888-799-9666 SAN JOSE CA	\$ 21.49 004503	\$ 3.22 (e)	\$ 24.71
02/21	02/22 518438899	AMAZON 701-2344103-47 DOWNTOWN TORO ON	\$ 19.50 004613	\$ 2.93 (e)	\$ 22.43
02/22	02/23 518655183	COFFEE MATTERS ST. JOHN'S NL	\$ 170.20 037245	\$ 25.53 (e)	\$ 195.73
02/23	02/26 519036051	BAY BULLS REGIONAL LIF BAY BULLS NL	\$ 112.50 054918	\$ 16.88 (e)	\$ 129.38
02/23	02/26 519036050	CORA BREAKFAST AND LUN ST JOHNS NL	\$ 327.93 052654	\$ 49.19 (e)	\$ 377.12
02/27	02/27 519186349	AMZN MKTP CA RW6KX8W72 WWW.AMAZON.CA ON	\$ 12.99 053944	\$ 1.95	\$ 14.94
02/27	02/28 519387527	AMAZON.CA AMAZON.CA ON	\$ -13.99 000000	\$ -2.10 (e)	\$ -16.09
02/27	02/28 519387525	AMAZON.CA AMAZON.CA ON	\$ -9.86 000000	\$ -1.48 (e)	\$ -11.34
02/27	02/28 519387528	AMAZON 701-9798701-17 DOWNTOWN TORO ON	\$ 49.44 041121	\$ 7.42 (e)	\$ 56.86
02/27	02/28 519387524	STAPLES.CA MISSISSAUGA ON	\$ 130.28 035048	\$ 16.94 (e)	\$ 147.22
02/27	02/28 519387526	AMAZON.CA AMAZON.CA ON	\$ -13.62 000000	\$ -2.04 (e)	\$ -15.66

TOTAL CREDITS xxxx-xxxx-xxxx-0293**\$ -43.09****TOTAL DEBITS** xxxx-xxxx-xxxx-0293**\$ 1,584.70**



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 March 11, 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	\$8,800	\$0	\$0	\$0	\$40,700
TOWN0001	Town of Carbonear	2151	\$456,606	\$0	\$456,606	\$64,858	\$0	\$0	\$0	\$391,748
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	\$4,800	\$0	\$0	\$0	\$18,800
TOWN302	Town of Norman's Cove-Long Cove	333	\$66,600	\$0	\$66,600	\$13,380	\$0	\$0	\$0	\$53,220
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	\$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	\$21,400	\$0	\$0	\$0	\$85,600
TOWN0203	Town of Colliers	293	\$58,600	\$0	\$58,600	\$11,720	\$0	\$0	\$0	\$46,880
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	\$2,760	\$0	\$0	\$0	\$11,040
TOWN0402	Town of Bay Bulls	633	\$126,600	\$0	\$126,600	\$25,320	\$0	\$0	\$0	\$101,280
TOWN0403	Town of Cape Broyle	277	\$55,400	\$0	\$55,400	\$15,949	\$0	\$0	\$0	\$39,451
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 Renewes-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	\$29,760	\$0	\$0	\$0	\$119,040
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	\$7,800	\$0	\$0	\$0	\$31,200
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	\$15,200	\$0	\$0	\$0	\$17,000
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	\$3,280	\$0	\$0	\$0	\$13,120
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	\$9,780	\$0	\$0	\$0	\$22,820
TOWN0602	Town of Heart's Delight-Islington	464	\$92,800	\$0	\$92,800	\$18,560	\$0	\$0	\$0	\$74,240
TOWN0603	Town of Heart's Desire	139	\$27,800	\$0	\$27,800	\$5,560	\$0	\$0	\$0	\$22,240
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	\$32,400	\$29,735	\$0	\$0	\$0	\$2,665
TOWN0805	Town of Hant's Harbour	193	\$38,600	\$18,381	\$56,981	\$47,463	\$0	\$0	\$0	\$9,518
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	\$44,452	\$0	\$0	\$0	\$14,548
		11961	\$ 2,418,606	\$ 19,701	\$ 2,438,307	\$ 570,503	\$ -	\$ -	\$ -	\$ 1,867,804

2024 TOTAL OUTSTANDING INCORPORATED TOWNS \$ 1,867,803.59

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

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Interim Contracts – Additional Costs to ERSB
MEETING DATE:	2024-03-27
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Lynn Tucker, Chief Administrative Officer
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

No recommended action. For information only.

MOTION:

N/A

FINANCIAL CONSIDERATIONS:

Contract Area	Former Contract Costs per Week (HST not incl)	No. Weeks Interim Contract	Interim Contract Costs per week (\$)	Total Additional Costs (\$) ERSB
Bay de Grave	3,053.42	10	4,800.00	17,465.80
Carbonear	6,766.52	10	13,950.00	71,834.80
Pouch Cove	1,827.92	9	2,812.30	8,859.42
Victoria**	n/a	8	2,199.13	17,593.06
TOTAL				115,753.08

*HST **NOT** included in table above.

**Town of Victoria is a new customer – no existing contract in place. They have agreed to pay \$2,071 per week HST included or \$16,568 in total during the interim contract period.

BACKGROUND/DISCUSSION:

- Three (3) of the Board’s waste collection contracts have been terminated by mutual consent or by the contractor since January 1, 2024.
- The contract areas are: Carbonear Area; Bay de Grave Area; and Pouch Cove.
- The total number of properties/households impacted is 5,053.
- Interim contractors have been identified for each of these areas to provide waste collection services while a tender is let.

- The tenders/new contracts will include waste services to June 30, 2027 for all areas except Pouch Cove who has agreed to waste services to April 30, 2027.
- In February, the Town of Victoria decided to join regional waste collection.
- The Town of Victoria will pay \$2,071 per week (HST incl) during the interim contract period of eight (8) weeks for a total of \$16,568.
- Following the interim period, Victoria will pay the Board's annual household fee of \$200 per unit prorated for the remainder of 2024.
- These additional costs will be covered by any unused operational funds budgeted for 2024; 2023 surplus, if any; or, from the Board's Operational Reserve Fund, if necessary.
- The Board's audited financial statements to December 31, 2022 show the Operational Reserve balance at \$1,740,000.
- No monies have been withdrawn from the reserve to date.

ADDITIONAL INFORMATION:

- ERSB Audited Financial Statements Year Ended December 31, 2022, p. 10, Reserves.
- Overview Reserve Accounts Established by the Eastern Regional Service Board at 2020.

EASTERN REGIONAL SERVICE BOARD

Notes to Financial Statements

Year Ended December 31, 2022

3. CASH AND CASH EQUIVALENTS

	2022	2021
Cash in bank	\$ 1,336,167	\$ 2,195,353
Guaranteed investment certificates	2,321,179	2,261,954
	\$ 3,657,346	\$ 4,457,307

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)	(888,888)	(88,927)
	\$ 3,657,346	4,457,307

4. ACCOUNTS RECEIVABLE

	2022	2021
Waste management fees receivable	\$ 2,619,837	\$ 2,609,484
Allowance for doubtful accounts	(1,707,324)	(1,766,630)
	\$ 912,513	\$ 842,854

5. PROPERTY, PLANT AND EQUIPMENT

	Cost	Accumulated amortization	2022 Net book value	2021 Net book value
Land	\$ 2,288,126	\$ -	\$ 2,288,126	\$ 2,288,126
Buildings	2,157,624	450,441	1,707,183	1,778,315
Motor vehicles	304,435	190,305	114,130	90,356
Computer equipment	67,645	61,141	6,504	3,326
Computer software	5,544	5,544	-	-
Heavy equipment	5,988,956	4,817,273	1,171,683	1,645,335
Furniture and equipment	168,830	90,173	78,657	46,042
Leasehold improvements	3,106	3,106	-	-
	\$ 10,984,266	\$ 5,617,983	\$ 5,366,283	\$ 5,851,500

OVERVIEW RESERVE ACCOUNTS ESTABLISHED BY THE EASTERN REGIONAL SERVICE BOARD

INTRODUCTION

The Eastern Regional Service Board (ERSB) was formally established through the *Regional Service Board Act* in 2011. The Board is tasked with the implementation and delivery of regional municipal services in the eastern region of Newfoundland and Labrador.

The ERSB publishes a budget and financial statements annually per its legislative requirements as an arms-length agency of the Government of Newfoundland and Labrador. Since 2015, the ERSB has worked diligently in creating a strong financial position for itself by utilizing operational surpluses to fund capital and operational reserve accounts. These accounts are categorized as a Capital Reserve and an Operational Reserve.

Why are reserves required? Well, the answer is simple. The ERSB must ensure it can continue to operate in the event of unforeseen circumstances. You can't simply stop delivering municipal services. To appreciate the scope of the day-to-day costs of the delivery of these services, note that ERSB requires over \$700,000 a month to operate (pay contractors and staff, maintain equipment and buildings, tipping fees at the Regional Waste Management Facility at Robin Hood Bay, etc.). Without a reserve fund, the ERSB would have much more risk in the event of an emergency or impact to its revenue stream.

WHAT DO THESE RESERVES COVER

The capital and operational reserves of ERSB may contribute to the following purposes (if required based on the purpose of reserve accounts outlined above):

1. **Regional Capital Reserve** (for waste recovery facilities; transfer station; regional equipment): Building replacements (operational buildings such as transfer station, attendant huts, sheds, equipment depot); equipment replacements (grapple trucks, walking floor trailers, floats, backhoes, pick-up trucks, shipping containers) and future site closures.
2. **Operational Reserve**: Year-to-year operational funding for use if costs of delivering regional services is higher than the fees collected from property owners; cushion against loss of income and large unbudgeted and/or unforeseen expenses.

Currently, the Board has tangible capital assets (land, buildings, heavy equipment, computer equipment, etc.) with a value of \$5 million. Each year equipment depreciates in value.

WHY IS IT DIFFICULT TO SEE THE RESERVES ON THE ERSB FINANCIAL STATEMENTS

Unfortunately, the ERSB's current and historical financial statements do not capture the balance of the reserves clearly or effectively. Financial statements are not the tool many portray them to be, primarily because they are difficult to interpret effectively unless you know how each account connects to the day-to-day operations of the organization. For example, the ERSB financial statements regularly show a cash surplus, when in fact this "surplus" is (in part) the reserves the ERSB has established as well as the value of the property and equipment held by the Board.

So why do the financial statements not portray the ERSB reserve accounts in a way that the general public can understand. The reason is that ERSB must, as an arms-length government agency, follow the Public Sector Accounting Board (PSAB) accounting standards for the public sector. These independently set financial reporting standards are critical to promoting confidence in public sector entities. High quality accounting standards contribute to transparent and accountable information that is made available to the public, as well as quality financial information to support decision making.

WHAT IS THE CURRENT VALUE OF THE ERSB'S RESERVE ACCOUNTS

The following chart outlines the capital and operating reserves of the ERSB currently and following the proposed allocation of funds to reserves for 2020:

YEAR	Contribution to Capital Reserve – Regional	Contribution to Capital Reserve – Curbside	Contribution to Operational Reserve	Total Contribution (by year)
2015	366,234.00	0.00	0.00	366,234.00
2016	170,000.00	130,000.00	390,000.00	690,000.00
2017	320,000.00	150,000.00	350,000.00	820,000.00
2018	320,000.00	150,000.00	0.00	470,000.00
2019	0.00	0.00	0.00	0.00
2020	1,200,000.00	0.00	1,000,000.00	2,200,000.00
TOTAL	2,376,234.00	430,000.00	1,740,000.00	4,546,234.00

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	New Scale Software and Hardware for Clarenville Transfer Station and Access Cards for Use at Waste Recovery Facilities
MEETING DATE:	2024-03-27
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Christie Dean, Director Operations
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

Staff recommends the purchase of new scale software for the Clarenville Transfer Station to provide better and more timely data to the Board as well as our clients; improved process to drop off waste at the facility; and paperless transactions.

In the spring of 2023, the Board approved the purchase of one kiosk and one traffic light for the site and license plate scanners for use at the waste recovery facilities.

However, since that time it has been confirmed that two kiosks with two traffic lights will be needed at the site to ensure users' safety as well as the safety of staff. In addition, it is recommended that the Board now purchase and require access cards and an app to digitally track access to waste recovery facilities instead of license plate scanners.

Rescind Motion No. 2023-026:

BE IT RESOLVED that the Board rescind Motion No. 2023-026 as adopted at the Board meeting held on March 29, 2023.

MOTION:

BE IT RESOLVED that the Finance & Audit Committee recommends that the Board purchase new weigh scale software from Strong Data Automation for the Clarenville Transfer Station (CTS) and a mobile software app for use at nine of the Board's waste recovery facilities (WRF) at the monthly licensing fee of \$1,335 or \$16,020 annually plus HST; plus, CTS user/access cards at \$1,750 plus HST; two touchscreen kiosks with QR readers and traffic lights at

\$35,500 plus HST; WRF user/access cards at \$12,500 plus HST; one-time implementation labour and onsite kiosk install at \$27,925 plus HST; and, IT Remote and On Site Service at CTS for \$9,000 plus HST annually.

FINANCIAL CONSIDERATIONS:

Recurring Annual Costs for Software Licensing Fees:

For Clarenville Transfer Station (\$750 per month)	\$ 9,000 + HST
For 9 Waste Recovery Facilities (\$585 per month/site)	\$ 7,020 + HST
IT Remote and On-Site Service for CTS* (\$750 per month)	\$ 9,000 + HST
Total ANNUAL Recurring Costs	<u>\$25,020 + HST</u>

Total Monthly Recurring Costs (\$16,020/12) \$ 2,085 + HST

The above costs include standard support (includes email and support portal support; included updates; server located in Canada. Includes management features, accounts receivable, general ledger, administration).

*Includes remote and onsite service for all IT equipment at the CTS site (computers, kiosks, cameras, internet). Includes all costs related to traveling on site. Onsite response time is maximum 72 hours unless agreed on otherwise. Would cover all equipment at site in case of lightning strikes (has occurred at this site) and/or in case of any other extraordinary event.

Total for Kiosks and QR User/Access Cards:

Branded QR User/Access Cards for CTS	\$ 1,750 + HST
Branded QR User/Access Cards for WRFs	\$12,500 + HST
Touchscreen Kiosks with QR Readers/Traffic Lights (x2)	\$35,500 + HST
Total for Hardware and QR Access Cards	<u>\$49,750 + HST</u>

One-time Implementation Labour/Onsite Kiosks Installation:

Implementation Labour (includes business analysis and implementation consulting; accounting setup and training including customized export for integration with accounting software; and automated kiosk project management = \$23,625 + HST

Onsite kiosks installation (includes onsite training; kiosk installation; mobilization and demobilization of personnel; etc.) = \$4,300 + HST

Total for one-time implementation labour and onsite kiosk installation = \$27,925 + HST

BACKGROUND/DISCUSSION:

Clarenville Transfer Station:

- **Current process:**

- Clarenville Transfer Station (CTS) software is Smartone program which requires clients to wait on the scale while codes are entered, tip fee ticket printed, and then the associated tip fee ticket is delivered to the vehicle by CTS staff.
- The information associated with the visit is saved on a unit at the facility; downloaded at the end of the last day of each month; transferred to a portable USB drive; brought to the head office in St. John's; uploaded for invoicing purpose; however, each ticket must be manually assessed before invoicing is completed.
- The Smartone program requires manual correction of any errors. For instance, if the wrong product code is entered, there is no way to correct that except to email the Director of Corporate Services requesting that when they receive the information by USB drive, it must be corrected. Manual correction is also required when tare weight is not correct; for instance, if a truck has removed a snowplow from its front, etc.
- Information is always a month old when received; for instance, a customer dropping off waste must wait a month or more for an invoice and staff have to wait to see associated data such as busy times and other useful client information.

- **Proposed software:**

- Strong Data Automation software will allow the customer to self-check-in when arriving at the 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.
- Corrections deemed acceptable by senior staff will be made at the site by the Facility Manager.
- Invoicing will be linked to current financial software (TownSuite) and will not require the Director Corporate Services to manually input the scale data. This makes the process much more efficient and accurate for all parties.
- As the transfer station becomes busier and the time demands on staff and managers increase, these efficiencies will be vital to allow for continued cost effectiveness and the provision of service at the facility.

Waste Recovery Facilities (WRFs):

- **Current process:**

- Site visits are tracked on paper and input into a spreadsheet. This results in the supervisor spending approximately 700 hours a year inputting data instead of doing more valuable work. In addition, there is a significant risk of errors with data entry.
- The current process does not provide the ability to determine if residents are visiting more than one site and accessing these facilities more than the permitted 16 times a year.
- In addition, it is not possible to determine assessment of busy times or other valuable information.

- **Proposed process:**

- Strong Data Automation software will eliminate the need for data entry which frees up the Supervisor of Operations for more valuable work.
- It will provide additional information regarding access, time of visit, etc., readily to staff so that the site can be managed better.
- This will be achieved by using an app to scan user cards upon entry.
- User cards will be free to residents in the Eastern region; however, if a card is lost, residents must purchase a replacement card \$10 plus HST.
- To obtain an access card, residents will need to provide their name and proof of address.
- In addition to the cost of the software, the Board will incur additional costs to provide smartphones for all site attendants and any full-time staff that work at the facilities. Several site attendants continue to use the flip phones that were provided to them years ago.
- With the excessive time required for data entry, invoice production, manual adjustments, etc., staff sees benefit to implementing this app as soon as possible.

ADDITIONAL INFORMATION:

- Strong Data Automation Quote dated March 17, 2023
- Strong Data Automation Quote dated February 12, 2024
- Strong Data Automation Brochure
- **Branded-QR User Cards:** During discussion with the software provider, the use of branded QR user cards was considered. These could be issued to each household in the eastern region and would be required for access to any waste recovery facility. Before entering the WRF, the user card would be scanned. At the meeting it was noted that this would eliminate any need for future data entry. Applications for user cards will provide contact information. It was noted that the user cards

could be transferred between people and households and would track household usage as opposed to vehicle usage.

- The branded user cards can be introduced at any time and do not need to be part of the initial scale software program implementation.

DRAFT

Item Description	Price / Unit	UOM	Qty	Ext Price
SOFTWARE COST (UNLIMITED CONCURRENT USERS)				
MANAGE SOFTWARE (HOSTED ON A SHARED CLOUD SERVER)	250.00	MTH	1	\$250.00
Includes: Enter Management Features, Accounts Receivable, General Ledger, Administration) Does not include Customer Portal Standard Support - Includes email and support portal support Included updates. Never left in an old version. Server located in Canada				
ENTER PC Automated License PER SCALE	250.00	MTH	1	\$250.00
Includes Employee-Operated Software License and Standard Support				
ENTER MOBILE Software License PER UNSCALED SITE	50.00	MTH	11	\$550.00
Employee-Operated Software License and Standard Support				
Extended Service Package				
- \$50 per Manage and Enter PC software license	50.00	MTH	2	\$100.00
- \$15 per Load Enter/Enter Mobile site	15.00	MTH	11	\$165.00
- Includes calling - Unlimited support evenings and weekends (3:30am - 6:00pm PST Daily)				
Customer Portal	150.00	MTH	1	150.00
TOTAL RECURRING COSTS PER MONTH (dependant on number of sites / scales)				\$1,465.00
TOTAL ANNUAL SOFTWARE COST (dependant on number of sites / scales)				\$17,580.00

IMPLEMENTATION LABOUR				
Implementation including:				
- Business Analysis and Implementation Consulting	175.00	HR	80	14,000.00
Accounting Setup and Training				
- Including customized export for integration with accounting software.	175.00	HR	40	7,000.00
Automated Kiosk Project Management				
- Time for coordinating with local contractor.	175.00	HR	15	2,625.00
TOTAL IMPLEMENTATION FOR ALL APPLICABLE SITES				\$23,625.00

CARDS

Branded QR code cards

QR Cards 500 - 2500	1.75	EA	1000	1,750.00
QR Cards 2500 - 9999	1.50	EA	0	0.00
QR Cards 10,000+	1.25	EA	0	0.00

CARDS	\$1,750.00			
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HARDWARE COST

Touchscreen Kiosk with QR Reader	15,000.00	EA	1	15,000.00
- Computer				
- QR Code scanner				
- 14" Daylight readable touch monitors				
- Receipt printer				
- Climate controlled stands including heater				
- Minimum 1 year warranty on parts				

Add Ons

- RFID reader for scan in	2,500.00	EA	1	2,500.00
- Truck and Bin RFID scanning Speeds up selection of tare weights and truck and bin selection Requires RFID reader above.	1,500.00	EA	0	0.00
- One traffic light on entrance	250.00	EA	1	250.00

TOTAL IMPLEMENTATION FOR ALL APPLICABLE SITES	\$17,750.00			
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ONSITE KIOSK INSTALL

On site training and Kiosk Install

Day rate (meals and lodging included)	1,600.00	DAY	1	1,600.00
Mobilization/Demobilization per person	2,700.00	EA	1	2,700.00
- Includes travel, preparation, and tool shipment.				

TOTAL ONSITE KIOSK INSTALL	\$4,300.00			
TOTAL ESTIMATED CAPITAL SPEND	<u>\$47,425.00</u>			

OPTIONAL SERVICES

Programing time	175.00	HR	0	0.00
Custom Reports	2,500.00	EA	0	0.00
Sandbox software license	250.00	MTH	0	0.00
- Training environment				
Note: Local computer required for "Enter" scale software.				

Dedicated Cloud Server - Software on data hosted on a private server.	1,000.00	MTH	0	0.00
Camera Estimate for Load Photos	2,000.00	EA	0	0.00
License Plate Scanner - Initial setup (camera not included)	1,300.00	EA	0	0.00
License Plate Scanner - Software License per camera - integrates with scale software to identify and capture license plates for each load. - Does not include the camera.	45.00	MTH	0	0.00

TERMS

All pricing in CAD

Tax and Duties not included.

Quote valid for 90 days from proposal date.

Installation related costs have not been quoted for implementation of optional equipment unless stated otherwise

Installation of equipment and extras does not include the following:

- Electrical work.
- Underground conduit if needed.
- Running of Cat5e (can be discussed during negotiations)
- Suitable mounting surface for all equipment
- Other costs not explicitly stated

† Additional 10% administration fee applied if paid monthly rather than annually.

- † Scale software license is required for each individual scale.
- † Hardware invoiced on order.
- † Hourly and day rates billed monthly.
- † License and Support fees to begin once logins are provided.
- † Monthly fees begin upon server startup



Extra Kiosk and WRF Cards

Eastern Regional Service District
Feb 12, 2024

Item Description	Price / Unit	UOM	Qty	Ext Price
CARDS				
Branded QR code cards				
QR Cards 500 - 2500	1.75	EA	0	0.00
QR Cards 2500 - 9999	1.50	EA	0	0.00
QR Cards 10,000+	1.25	EA	10,000	12,500.00
CARDS				\$12,500.00
HARDWARE COST				
Touchscreen Kiosk with QR Reader	15,000.00	EA	1	15,000.00
<ul style="list-style-type: none"> - Computer - QR Code scanner - 14" Daylight readable touch monitors - Receipt printer - Climate controlled stands including heater - Minimum 1 year warranty on parts 				
Add Ons				
- RFID reader for scan in	2,500.00	EA	1	2,500.00
- Truck and Bin RFID scanning Speeds up selection of tare weights and truck and bin selection Requires RFID reader above.	1,500.00	EA	0	0.00
- One traffic light on entrance	250.00	EA	1	250.00
TOTAL IMPLEMENTATION FOR ALL APPLICABLE SITES				\$17,750.00
IT REMOTE AND ON SITE SERVICE				
IT Remote and On Site Service				
- Remote and on site service for all IT equipment on the Clarenville site (computers, kiosks, cameras, internet)	750.00	MTH	1	750.00
<ul style="list-style-type: none"> - Includes all costs relating to traveling on site. - On site response time is maximum 72 hours unless agreed on otherwise. (If a lift is needed availability may also impact this) 				
Costs not included				
<ul style="list-style-type: none"> - Lift rental if needed for the service - Any replacement hardware or cabling - Installation cost of new hardware (ex. additional camera) 				
MONTHLY COST				\$750.00
ANNUAL SERVICE COST				\$9,000.00

TERMS

All pricing in CAD

Tax and Duties not included.

Quote valid for 90 days from proposal date.

Installation related costs have not been quoted for implementation of optional equipment unless stated otherwise

Installation of equipment and extras does not include the following:

- Electrical work.
 - Underground conduit if needed.
 - Running of Cat5e (can be discussed during negotiations)
 - Suitable mounting surface for all equipment
 - Other costs not explicitly stated
-

† Additional 10% administration fee applied if paid monthly rather than annually.

† Scale software license is required for each individual scale.

† Hardware invoiced on order.

† Hourly and day rates billed monthly.

† License and Support fees to begin once logins are provided.

† Monthly fees begin upon server startup

Item Description	Price / Unit	UOM	Qty	Ext Price
SOFTWARE COST (UNLIMITED CONCURRENT USERS)				
MANAGE SOFTWARE (HOSTED ON A SHARED CLOUD SERVER) Includes: Enter Management Features, Accounts Receivable, General Ledger, Administration) Does not include Customer Portal Standard Support - Includes email and suport portal support Included updates. Never left in an old version. Server located in Canada	250.00	MTH	1	\$250.00
ENTER PC Software License PER SCALE Includes Employee-Operated Software License and Standard Support	150.00	MTH	1	\$150.00
ENTER MOBILE Software License PER UNSCALED SITE Employee-Operated Software License and Standard Support	50.00	MTH	11	\$550.00
Extended Service Package				
- \$50 per <i>Manage</i> and <i>Enter PC</i> software license	50.00	MTH	2	\$100.00
- \$15 per Load Enter/Enter Mobile site	15.00	MTH	11	\$165.00
- Includes calling				
- Unlimited support evenings and weekends (3:30am - 6:00pm PST Daily)				
Customer Portal	150.00	MTH	1	150.00
TOTAL RECURRING COSTS PER MONTH (dependant on number of sites / scales)				\$1,365.00
TOTAL ANNUAL SOFTWARE COST (dependant on number of sites / scales)				\$16,380.00
IMPLEMENTATION LABOUR				
Implementiton including: - Business Analysis and Implementation Consulting				
	175.00	HR	80	14,000.00
Accounting Setup and Training - Including customized export for intergration with accounting software.	175.00	HR	40	7,000.00
TOTAL IMPLEMENTATION FOR ALL APPLICABLE SITES				\$21,000.00
CARDS				
Branded QR code cards				

QR Cards 500 - 2500	1.75	EA	0	0.00
QR Cards 2500 - 9999	1.50	EA	0	0.00
QR Cards 10,000+	1.25	EA	50,000	62,500.00

CARDS **\$62,500.00**

HARDWARE COST

Touchscreen Kiosk with QR Reader	15,000.00	EA	0	0.00
- Computer				
- QR Code scanner				
- 14" Daylight readable touch monitors				
- Receipt printer				
- Climate controlled stands including heater				
- Minimum 1 year warranty on parts				
Add Ons				
- RFID reader for scan in	2,500.00	EA	0	0.00
- Truck and Bin RFID scanning				
Speeds up selection of tare wights and truck and bin selection				
Requires RFID reader above.	1,500.00	EA	0	0.00

TOTAL IMPLEMENTATION FOR ALL APPLICABLE SITES **0.00**

ONSITE SERVICE

On site training/service/support				
Day rate (meals and lodging included)	1,600.00	DAY	-	-
Mobilization/Demobilization per person	2,700.00	EA	-	-
- Includes travel, preparation, and tool shipment.				

OPTIONAL SERVICES

Programing time	175.00	HR	0	0.00
Custom Reports	2,500.00	EA	1	2,500.00
Sandbox software license	250.00	MTH	1	250.00
- Training environment				
Note: Local computer required for "Enter" scale software.				
Dedicated Cloud Server	1,000.00	MTH	1	1,000.00
- Software on data hosted on a private server.				

License Plate Scanner - Initial setup	1,300.00	EA	0	0.00
License Plate Scanner - Software License per camera	45.00	MTH	0	0.00
- integrates with scale software to identify and capture license plates for each load.				
- Does not include the camera.				

TERMS

All pricing in CAD

Tax and Duties not included.

Quote valid for 90 days from proposal date.

Installation related costs have not been quoted for implementation of optional equipment unless stated otherwise

Installation of equipment and extras does not include the following:

- Electrical work.
- Underground conduit if needed.
- Running of Cat5e (can be discussed during negotiations)
- Suitable mounting surface for all equipment
- Other costs not explicitly stated

† Additional 10% administration fee applied if paid monthly rather than annually.

† Scale software license is required for each individual scale.

† Hardware invoiced on order.

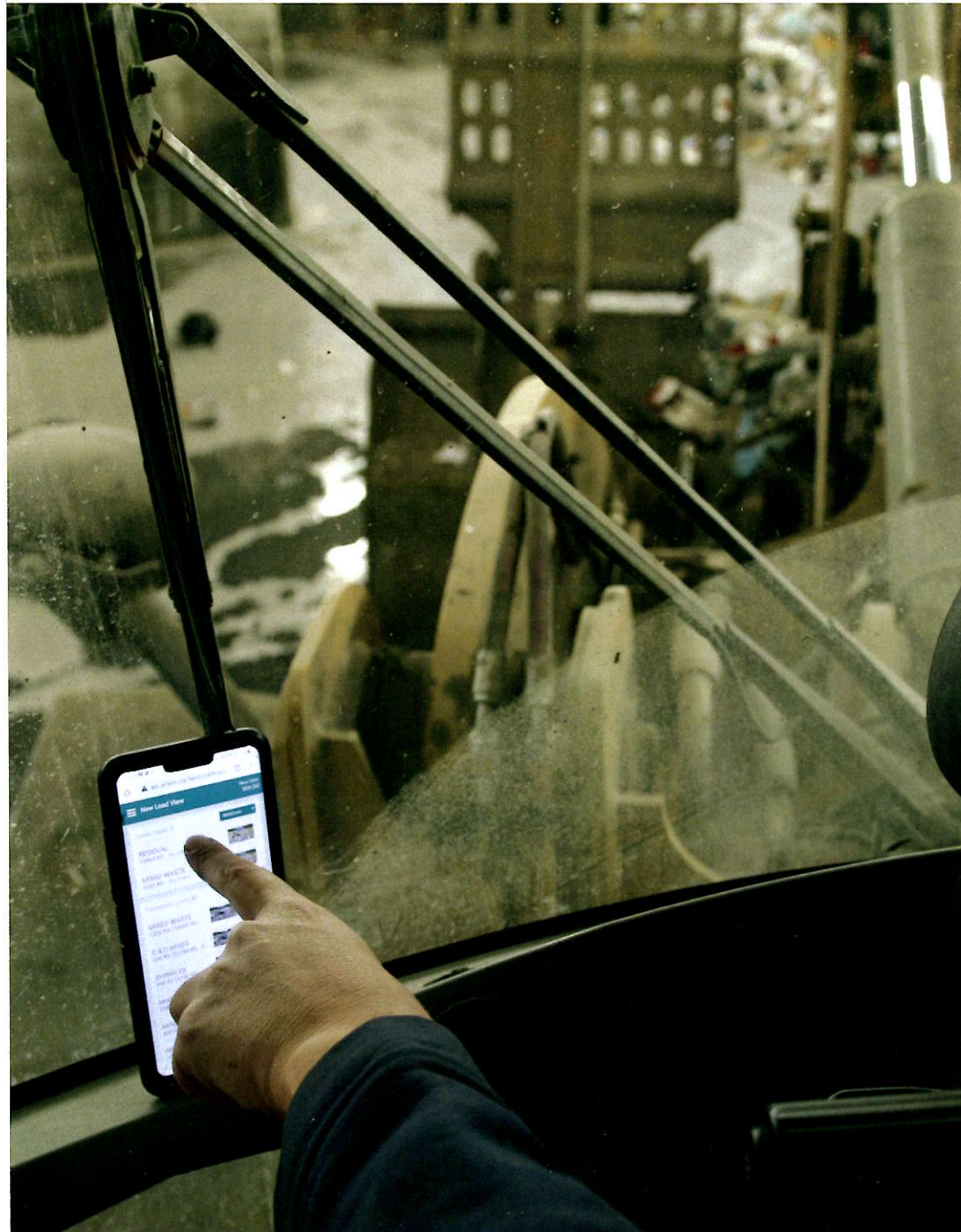
† Hourly and day rates billed monthly.

† License and Support fees to begin once logins are provided.

† Monthly fees begin upon server startup

The best scale management software doesn't stop at getting a load weighed in.

After it captures that data, accurately and effortlessly, the software distributes it instantly to everybody in your organization who needs it. In the format they want.



**WAIT,
DON'T THROW
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DATA AUTOMATION

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DATA AUTOMATION

Not your same old weigh scale software company

Strong Data Automation consists of a tight team of programmers and engineers with an uncommon enthusiasm for revolutionising how technology can do the work, so you can concentrate on making good decisions.

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Easy, accurate scale-in

Whether your scales are manned, partially automated, or fully automated, Strong's system quickly captures weight, load type, customer ID, and visual confirmation. Check-in is fast and accurate.

Enter once, use everywhere

The data captured at scale-in is the data that flows to all functions, everywhere, with no re-entering. It's instant; there's no manual synching needed. It's available everywhere, including mobile phones.

Customised reporting, your way

Data only becomes useful when it's formatted to meet the needs of the people who use it. We're experts at that. Management summary reports, exporting cleanly to Excel to create invoices, tracking receivables and receipts - we've got it covered.

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Award of Pouch Cove Multi-Stream Waste Collection Including Recycling Contract
MEETING DATE:	2024-03-27
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 recommend awarding the 36-month Multi-Stream Waste Collection and Recycling contract for the Town of Pouch Cove to T2 Ventures Inc. in the amount of \$538,200 plus HST. However, the Board should be aware of the additional costs being incurred this year to continue to provide services to the Town.

MOTIONS:

BE IT RESOLVED that the Board award the 36-month waste collection including recycling contract for the Town of Pouch Cove to T2 Ventures Inc. in the amount of \$538,200 plus HST beginning May 1, 2024.

FINANCIAL CONSIDERATIONS:

- The former contracted annual unit cost was \$106.20 plus HST (for the contract beginning February 1, 2022). This is equal to \$2.04 plus HST weekly unit cost.
- The current interim contract running from March 1 to April 30, 2024 has a weekly unit cost of \$3.08 plus HST which equates to \$160.16 per unit annually.
- The tender issued for services from May 1, 2024 to April 30, 2027 has resulted in an annual unit cost of \$196.28 plus HST. This is equal to a weekly cost of \$3.77 plus HST per unit.
- The new contract price of \$196.28 plus HST equates to \$225.72 including HST per unit annually.
- The difference between the former contracted price and the new tender price is 85%. This is a significant increase; however, the second bid received equates to \$307.22 plus HST per unit annually which is an increase of 189%.

- The table below shows the difference in the annual costs from the former contract to the new contract.

Pouch Cove (914 units)	Costs per Week (HST incl)	Annual Costs (HST incl)	Amount Invoiced by ERSB (\$200/unit/annually)	Annual Difference**
Former Contract	2,102.11	109,309.72	182,800.00	73,490.28
Interim Contract	3,234.15	168,175.80	182,800.00	14,624.20
New Tender	3,967.46	206,307.92	182,800.00	(23,507.92)

**Difference used to cover administrative costs; fees collection costs; costs of printing schedules; etc.

- The new contract will cost the Board \$25.72 per unit more than the annual unit price of \$200.
- This equates to additional costs of \$23,508.08 annually over and above what the Board collects from the town for the waste service.
- For 2024, the new contract begins on May 1; therefore, the additional costs for the Board will be \$15,672.84 over and above what the Board collects in waste fees.
- When the additional costs for the interim contract are included (\$10,188.36), the total additional costs for 2024 for the Board to continue to provide waste services to Pouch Cove is \$25,861.20 or \$28.29 per property.

BACKGROUND/DISCUSSION:

- The former contract awarded from February 1, 2022 through January 31, 2025 was terminated effective February 29, 2024.
- The existing interim contract will expire on April 30, 2024.
- Four (4) contractors picked up the tender for the Town of Pouch Cove that will provide services from May 1, 2024 through April 30, 2027.
- Two (2) bids were received.
- Staff contacted the fourth company to see why they did not submit a bid for this tender and were told that the tender timeline did not provide them with enough time to prepare for the bid and/or to ramp up to provide the services. This company is interested in bidding on future tenders.
- It is noteworthy that the interim contractor did not submit a bid.

Eastern Regional Service Board

Closing Date and Time: Tuesday March 12, 2024 – 10:00am
Pouch Cove Waste Management
Invitation to tender 36 mth
Multi-Stream Waste Collection
Including Recycling

Company	Base Bid	HST	Tender Total
T2 Ventures Inc.	538,200. ⁰⁰	80,730. ⁰⁰	618,930. ⁰⁰
Vardy Villa Ltd.	842,400. ⁰⁰	126,360. ⁰⁰	968,760. 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.

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Implementation of Electronic Funds Transfer (EFT) Payments
MEETING DATE:	2024-03-27
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Craig Drover, Director Corporate Services
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

It is recommended that the Board approve the use of Electronic Funds Transfer (EFT) as a payment method when absolutely required by time constraints.

MOTION:

BE IT RESOLVED that the Board allow for the use of Electronic Funds Transfer (EFT) as a payment method when conditions are warranted.

BACKGROUND/DISCUSSION:

- Based on the Board’s legislation, cheques are issued bi-weekly for any Accounts Payable invoices. There is currently no provision for Board staff to use Electronic Funds Transfer (EFT) in the Act, but the method of payment has been used in the past when absolutely necessary. The Municipalities Act also has no provision for the issuance of EFT payments but municipalities have used this method of payment for years. The updated Municipalities Act has been updated to include EFT as an acceptable method of payment.
- Staff have used EFT payments only when time constraints required the issuance of an EFT. Staff had to use an EFT to make a payment for postage when processing the annual waste collection invoices as postage was required and it would have taken too long to have a cheque issued and sent.
- Staff are currently investigating the possibility of updating the Board’s accounting software which would make EFT payments much easier and more efficient. With the current accounting system, the EFT would not increase efficiencies if at all.

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Supply of High-Capacity Compaction Trailer and Grapple Truck
MEETING DATE:	March 27, 2024
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Craig Drover, Director Corporate Services
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

Staff recommend beginning the tendering process for the supply of one (1) High-Capacity Compaction Trailer to be used at the Clarendville Transfer Station and (1) Grapple Truck to be used at the Whitbourne Depot.

MOTION:

No motion required.

BACKGROUND/DISCUSSION:

- The tendering process for the supply of the last high-capacity compaction trailer closed on April 21, 2023. One bid was received from Nexgen Municipal Inc. in the amount of \$336,063.35 (including HST). This new unit is now substantially completed and will be ready to be picked up soon.
- The spare grapple truck in Whitbourne is 11 years old with approximately 515,000 km. The cost of maintenance is increasing and the Manager of Fleet and Facilities does not wish to see the maintenance costs exceed the value of the truck. The spare truck would be used for parts as the parts fit the other grapple trucks. This would save time and money from ordering the parts from the manufacturer.
- Two of the compaction trailers being used at CTS are 7 years old and starting to show signs of wear. If we get a second new trailer there would be spares which would be beneficial in completing schedules. It would also allow be prepared for the expansion of CTS.
- Tendering the equipment now will allow for them to be built and ready for operations next year.

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	By-Election Results: Ward 6 – Southern Shore
MEETING DATE:	2024-03-27
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 Board’s former Director for Ward 6 – Southern Shore resigned effective January 24, 2024.
- The By-Election process for the position of Board Director: Ward 6 – Southern Shore began January 26, 2024 with the nomination period being January 29, 2024 to March 6, 2024.
- Only one (1) nomination was received.
- Mr. Jason O’Brien, Deputy Mayor of the Town of Bay Bulls was acclaimed.
- As an acclamation occurred, there was no need to proceed with an election/voting period.
- Orientation for Mr. O’Brien is underway, and he will attend his first public Board meeting on March 27, 2024.

ATTACHMENTS:

- Table of Communities - Ward 6
- Bay Bulls Nomination Form

ERSB By-Election 2024

Ward 6 - Southern Shore

Community	Date Nomination Received	Nomination	VOTE
Aquaforte			
Bay Bulls	05-Feb-24	Jason O'Brien	
Cape Broyle			
Fermeuse			
Ferryland			
Port Kirwan			
Portugal Cove South			
Renews-Cappahayden			
St. Shott's			
Trepassey			
Witless Bay			
Biscay Bay			
Brigus South			
Burnt Cove-St. Michael's-Bauline East			
Calvert			
Mobile			
Tors Cove			



2024 NOMINATION FORM


We, the undersigned, hereby nominate: Jason O'Brien


This individual serves on the council or committee of the following municipality or local service district:

Bay Bulls

Dated this 4th day of February, 2024.

AUTHORIZATION OF NOMINATION

Signature of Mayor/Deputy Mayor:  Keith O'Driscoll
Signature *Please print*

Signature of CAO/Manager/Clerk:  Ashley Wakeham
Signature *Please print*

ACCEPTANCE OF THE NOMINATION

I,  Jason O'Brien accept the above nomination.
Signature *Please print*

**THE DEADLINE TO NOMINATE A CANDIDATE IS
4:30PM, WEDNESDAY, MARCH 6, 2024**

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	By-Election Results: Ward 11 – Smith Sound and Isthmus Area
MEETING DATE:	2024-03-27
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 Board’s former Director for Ward 11– Smith Sound and Isthmus Area resigned effective January 25, 2024.
- The By-Election process for the position of Board Director: Ward 11 – Smith Sound and Isthmus Area began February 6, 2024 with the nomination period ending March 15, 2024.
- This area consists of 2 incorporated towns and 10 local service districts. The Board provides waste services to the 10 local service districts only.
- No nomination was received.
- The Board will await the next general municipal election expected 2025 before seeking to fill this position again.

ATTACHMENTS:

- Table of Communities - Ward 11

ERSB By-Election 2024

Ward 11 - Smith Sound and Isthmus

Community	Date Nomination Received	Nomination	VOTE
Clarenville			
George's Milton Brook			
LSD Burgoynes Cove			
LSD Hickman's Harbour-Robinson's Bight			
LSD of Lower Lance Cove			
LSD of Petley			
LSD of Random Island West			
LSD of Random Sound West			
LSD of Smith Sound			
LSD of Deep Bight			
LSD of Caplin Cove-Southport			
LSD of Hodges Cove			

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Board Professional Development Opportunities 2024
MEETING DATE:	2024-03-27
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Lynn Tucker, Chief Administrative Officer
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

Following review of the schedules/agendas for the following events:

1. SWANA Northern Lights Conference, Saskatoon, May 29-31
2. FCM Annual Conference & Trade Show, Calgary, June 6-9

The Governance Committee is recommending participation in the FCM Annual Conference & Trade Show taking place in Calgary from June 6-9, 2024.

MOTION:

BE IT RESOLVED that the Board participate in the Federation of Canadian Municipalities (FCM) Annual Conference & Trade Show 2024 taking place in Calgary, June 6-9, by sending the Board Chair, CAO, and two other members.

BACKGROUND/DISCUSSION:

- Each year this Committee identifies professional development opportunities for Board members and makes recommendations for attendance.
- The agenda/schedule is included for the SWANA (Solid Waste Association of North America) Northern Lights Conference taking place in Saskatoon from May 29-31.
 - Several sessions seem valuable including:
 - May 29: Workshop #2 – Using Elements of Storytelling to Improve Waste Reduction.
 - May 30: Opening Keynote Speaker: Honouring our Common Bonds: Peering into the Past and Preparing for the Future (Elizabeth Roe, Eco Partners Inc.).

- May 31: Closing Keynote Speaker: Strengthening the Common Bond: Five Perspective Challenges for Effective Leadership (David White, Executive Coach, Business Owner).
 - The remaining sessions are not relevant for Board members so is it worthwhile to attend this event?
 - Will the Board participate in this event this year?
 - Committee Recommendation: NO
-
- FCM (Federation of Canadian Municipalities) Annual Conference & Trade Show taking place in Calgary from June 6-9.
 - The Board Chair and CAO will attend this event.
 - This Conference provides attendees with the ability to foster connections with peers, partners and federal representatives while providing them tools and insights to address challenges and embrace new opportunities for municipal success.
 - FCM is championing a new Municipal Growth Framework – a new way to empower municipalities to successfully withstand the challenges they face today and in the future.
 - Will the Board participate in this event this year?
 - Committee Recommendation: YES

ATTACHMENTS:

Agenda/Schedule: SWANA Northern Lights Conference & Trade Show, Saskatoon, May 29-31, 2024.



Agenda



Speakers



Sponsors





Information

🕒 From Wednesday, May 29, 2024 8:00 AM to Friday, May 31, 2024 3:00 PM.

🌐 **Dates are displayed in the event time zone (America/Regina)**

🌐 [Switch to my time zone](#)

📍 Delta Hotels by Marriott Saskatoon Downtown

📍 405, 20th Street East, S7K 6X6, Saskatoon, Saskatchewan, Canada

Wednesday

29

Thursday


30

Friday

31

Tour #1 – Compost Facility and Loraas/Waste Connections

The Loraas Landfill is the first privately owned landfill to operate in Saskatchewan. The site began accepting Construction & Demolition, and Municipal Solid Waste in 1987...


 May 29, 2024 9:00 AM to 11:30 AM

 In-Person Only

Wednesday Optional Activities

Workshop #1 – Applying the UN Sustainable Development Goals to your Organization

Registration is required for this workshop. Sponsored by City of Regina

 May 29, 2024 9:00 AM to 12:00 PM

 In-Person Only


Wednesday Optional Activities

Lunch – on your own

 May 29, 2024 12:00 PM to 1:30 PM

Tour #2 – City of Saskatoon Landfill & Material Recovery Centre

Welcome to the City of Saskatoon's Material Recovery Centre and landfill. The new facilities opened in fall 2023 that include, a separate unscaled area for diverting...

 May 29, 2024 1:30 PM to 4:30 PM

 In-Person Only

Wednesday Optional Activities

Tour #3 – Historic Walking Tour – downtown Saskatoon

Registration is required for this tour

 May 29, 2024 1:30 PM to 4:30 PM

 In-Person Only

Wednesday Optional Activities

Workshop #2 – Using the Elements of Storytelling to Improve Waste Reduction Education



Registration is required for this workshop. Sponsored by Call2Recycle

🕒 May 29, 2024 2:00 PM to 5:00 PM

👤 In-Person Only

Wednesday Optional Activities

Young Professionals Event



Networking event for those 35 and under or new to the industry. Sponsored by Tire Stewardship Saskatchewan

🕒 May 29, 2024 5:00 PM to 6:00 PM

📍 Nutrien Wonderhub

👤 In-Person Only

Evening Events

Opening Reception



Join us at the Wonderhub where you can network and explore the more than 22,000 square feet of interactive exhibits. Sponsored by SARRC

🕒 May 29, 2024 6:00 PM to May 29, 2024 9:00 PM

📍 Nutrien Wonderhub

👤 In-Person Only

Evening Events

Wednesday

29

Thursday

30

Friday

31

Breakfast



Sponsored by SaskPower

🕒 May 30, 2024 8:00 AM to 9:00 AM

👤 In-Person Only

Meals

Conference Opening & Welcome



🕒 May 30, 2024 8:30 AM to 9:00 AM

👤 Livestreamed Session

Plenary Session

Opening Keynote Speaker



Thursday Opening Keynote: Honoring Our Common Bonds: Peering into the Past and Preparing for the Future – Elizabeth Roe, Eco Partners Inc Sponsored by Product Care

🕒 May 30, 2024 9:00 AM to 10:00 AM

👤 Livestreamed Session

Plenary Session

Tradeshow Opening and Networking Break



Sponsored by GFL Environmental Services

🕒 May 30, 2024 10:00 AM to 10:30 AM

👤 In-Person Only

Coffee & Snacks

Thursday Lightning Session: Critical Collaborations



This lightning session will feature ten speakers, each with five minutes and ten slides to tell the stories of initiatives that worked because one or more groups got together....

🕒 May 30, 2024 10:30 AM to 12:00 PM

👤 Livestreamed Session

Plenary Session

Lunch

Sponsored by Zrow Recycling Systems

🕒 May 30, 2024 12:00 PM to 1:00 PM

👤 In-Person Only

Meals

Annual General Meetings of SWRC & SWANA (separate rooms)

🕒 May 30, 2024 12:45 PM to 1:15 PM

👤 Livestreamed Session

AGM

Concurrent Session 1B: Mental Health

Sponsored by Emterra

🕒 May 30, 2024 1:30 PM to 3:00 PM

👤 Livestreamed Session

Concurrent Session

Concurrent Session 1A: Circular Economy

🕒 May 30, 2024 1:30 PM to 3:00 PM

👤 Livestreamed Session

Concurrent Session

Concurrent Session 1C: Landfill Financials

🕒 May 30, 2024 1:30 PM to 3:00 PM

👤 Livestreamed Session

Concurrent Session

Networking Break in Tradeshow

Sponsored by Loraas Disposal North

🕒 May 30, 2024 3:00 PM to 3:30 PM

👤 In-Person Only

Coffee & Snacks

Concurrent Session 2C: Landfill Infrastructure

🕒 May 30, 2024 3:30 PM to 5:00 PM

👤 Livestreamed Session

Concurrent Session

Concurrent Session 2B: Reconciliation

🕒 May 30, 2024 3:30 PM to 5:00 PM

👤 Livestreamed Session

Concurrent Session

Concurrent Session 2A: Composting

🕒 May 30, 2024 3:30 PM to 5:00 PM

👤 Livestreamed Session

Concurrent Session

Tradeshow Reception

End your day of learning by networking with your colleagues and exhibitors. Sponsored by Superior North America

🕒 May 30, 2024 5:30 PM to 6:30 PM

👤 In-Person Only

Evening Events

Banquet & Entertainment

Table wine sponsored by SkyMar – Lethbridge Biogas

🕒 May 30, 2024 6:30 PM to May 30, 2024 10:00 PM

👤 In-Person Only

Wednesday
29

Thursday
30

Friday
31

Breakfast

🕒 May 31, 2024 8:30 AM to 9:00 AM

👤 In-Person Only

Meals



Closing Keynote Speaker

Strengthening the Common Bond: Five Perspective Challenges for Effective Leadership
-- David White, Executive Coach, Business Owner Sponsored by Protex Environmental

🕒 May 31, 2024 9:00 AM to 10:00 AM

👤 Livestreamed Session

Plenary Session



Exhibit Viewing and Refreshment Break

🕒 May 31, 2024 10:00 AM to 10:30 AM

👤 In-Person Only

Coffee & Snacks



Concurrent Session 3C: Collection

🕒 May 31, 2024 10:30 AM to 11:30 AM

👤 Livestreamed Session

Concurrent Session



Concurrent Session 3B: Climate Adaptation

🕒 May 31, 2024 10:30 AM to 11:45 AM

👤 Livestreamed Session

Concurrent Session



Concurrent Session 3A: Reuse/Repair



🕒 May 31, 2024 10:30 AM to 11:45 AM

📺 Livestreamed Session

Concurrent Session

EPR Updates

🕒 May 31, 2024 11:30 AM to 12:15 PM

📺 Livestreamed Session

Farewell Lunch & Closing Remarks

🕒 May 31, 2024 12:30 PM to 1:00 PM

📺 In-Person Only

Meals

Saskatchewan's transition to full EPR for packaging and paper

🕒 May 31, 2024 1:30 PM to 2:30 PM

Saskatchewan's transition to full EPR for packaging and paper

Hosted by Multi-Material Stewardship Western Multi-Material Stewardship Western (MMSW) will share an overview of its planned transition towards a Household...

🕒 May 31, 2024 1:30 PM to 2:30 PM

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	MNL Municipal Symposium, Gander, May 2-4, 2024: Sponsorship Request
MEETING DATE:	2024-03-27
TO:	Board / Finance & Audit / Strategy & Policy / Governance
PREPARED BY:	Lynn Tucker, Chief Administrative Officer
REVIEWED BY:	Lynn Tucker, Chief Administrative Officer
APPROVED BY:	Lynn Tucker, Chief Administrative Officer

RECOMMENDED ACTION:

At the Governance Committee meeting, it was decided that no recommendation for sponsorship would be provided for the MNL Municipal Symposium this year.

MOTION:

N/A

FINANCIAL CONSIDERATIONS:

- For 2023, no sponsorship was provided for MNL’s annual Municipal Symposium or the Conference and Trade Show.
- For 2022, the ERSB provided \$2,500 sponsorship for each of MNL’s events - \$,5000 total.
- Prior to 2022, the Board sponsored one event annually at \$1,000, except for one year that was at the \$2,500 level.

BACKGROUND / DISCUSSION:

- The Board has provided sponsorship to Municipalities Newfoundland and Labrador (MNL) for its annual Municipal Symposium held each spring as well as the MNL Conference and Trade Show held each fall in the past.
- Sponsorship has been at the Trade Show Exhibitor level; however, MNL provided the Board additional access passes, Board logo on printed materials as well as social media shout outs.
- As costs continue to increase for the Board, it is imperative to review former practices including sponsorship of MNL events.
- What benefit does the Board derive from sponsoring these events?

- The Board Chair and CAO recently provided a presentation at MNL's Avalon and Eastern Regional Meetings in Clarenville on March 1st.
- The Board is actively looking for professional development opportunities for its membership as well as senior staff and the money used to sponsor these events could be used to support other initiatives such as professional development.
- This Committee reviews each request for sponsorship individually and makes recommendation to the Board whether to support it or not.
- **Both Western and Central Regional Service Boards have expressed an interest in sharing a sponsorship opportunity with ERSB for the MNL Conference and Trade Show held each fall.**

ATTACHMENTS:

- 2024 MNL Municipal Symposium Sponsorship Request Package.

Holly Power

From: Municipalities NL <tromaniuk@municipalnl.ca>
Sent: March 1, 2024 11:41 AM
To: Holly Power
Subject: 2024 MNL Sponsorship Information Package

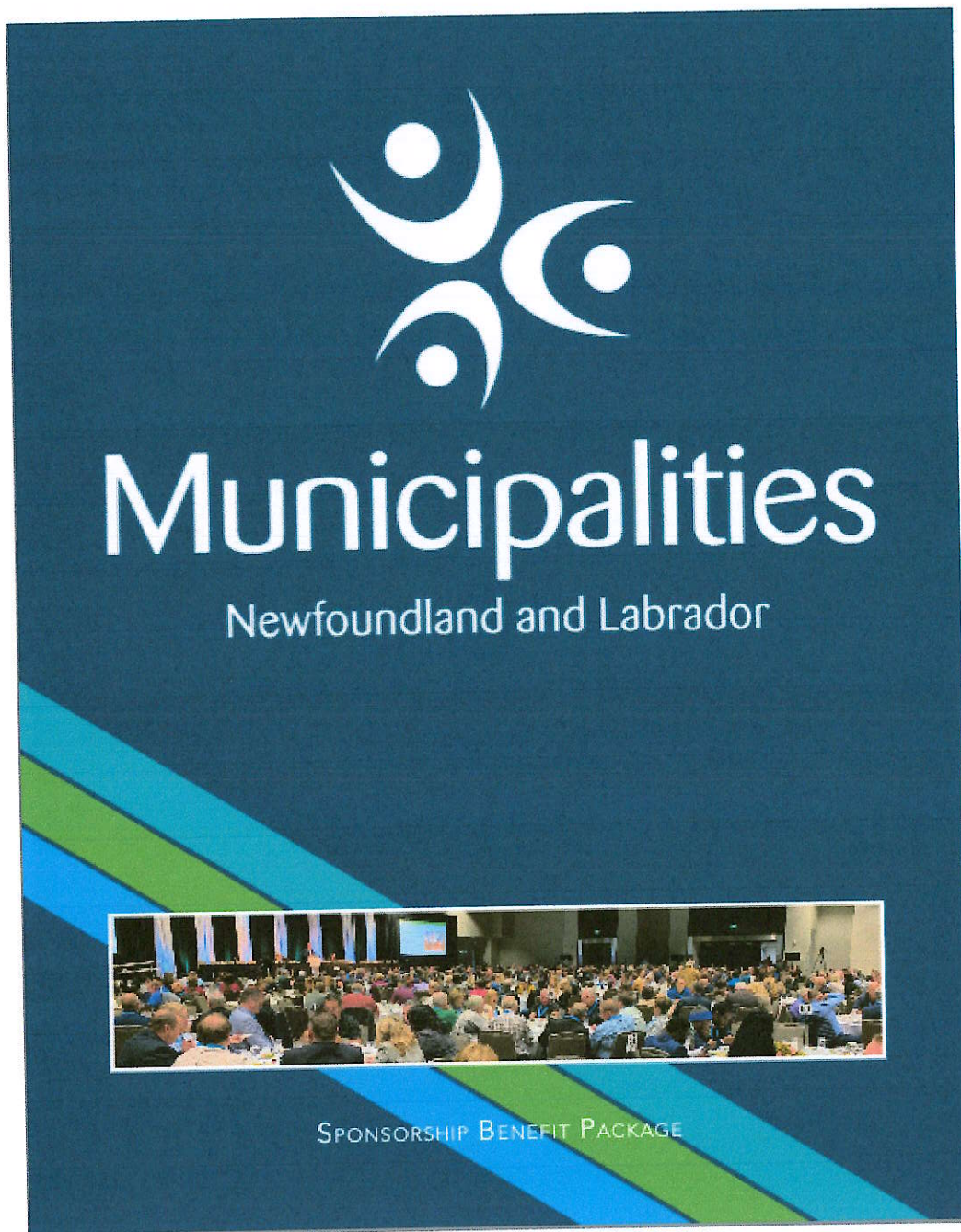
You don't often get email from tromaniuk@municipalnl.ca. [Learn why this is important](#)

[View this email in your browser](#)



Hi,

You are being sent this email as a past sponsor of an MNL event. Thank you for your support. We are excited to announce that the 2024 Sponsorship Information Package is now available for download.



You can download the full sponsorship package [here](#).

Sponsorship rates and benefits for the [2024 Municipal Symposium](#), May 2 to 4 in Gander, can be [downloaded here](#).

If you're interested in being a 2024 MNL sponsor, please contact MNL's Engagement Officer, [Wendolyn Schlamp](#).



Municipal Symposium

Sponsorship Levels 2024

May 2 to 4, Gander, NL

Event Sponsor \$10,000+

- Present a 60-minute session
- 5-minute presentation during opening ceremonies
- Branded email to MNL membership
- Message included in daily email to attendees during event (several sponsor messages in a single email)
- Display pop-up banner at event
- Sponsor showcase table
- Sponsor named and thanked before sessions
- Option to include promotional item in event kit bag
- 6 full-access event passes
- Sponsored social media message on MNL account
- Event program welcome message Full-page ad in printed event program
- Ad on agenda webpage
- Ad on event webpage

Platinum \$8,500+

- Present a 30-minute session
- Branded email to MNL membership
- Message included in daily email to attendees during event (several sponsor messages in a single email)
- Display pop-up banner at event
- Sponsor showcase table
- Sponsor named and thanked before sessions
- 4 full-access event passes
- Sponsored social media message on MNL account
- Event program welcome message
- Half-page ad in printed event program
- Ad on event webpage

Gold \$6,500

- Present a 15-minute session at one event
- Branded email to MNL membership prior to the event
- Message included in daily email to attendees during event (several sponsor messages in a single email)
- Display pop-up banner at event
- Sponsor showcase table
- Sponsor named and thanked before sessions
- 2 full-access event passes
- Half-page ad in printed event program
- Ad on event webpage

Silver \$4,000

- Branded email to MNL membership prior to the event
- Message included in daily email to attendees during event (several sponsor messages in a single email)
- Display pop-up banner at event
- Sponsor showcase table
- 2 full-access event passes
- Quarter-page ad in printed event program

Bronze \$1,500

- Message included in daily email to attendees during event (several sponsor messages in a single email)
- 2 full-access event passes
- Quarter-page ad in printed event program

Luncheon Sponsor \$8,500

Gold Level Plus:

- Branded tent cards on tables with QR code
- 15 minutes on stage during luncheon
- Includes cost of catering

Nutrition Break Sponsor \$4,000

Silver Level Plus:

- Branded tent cards on nutrition break tables with QR code
- Includes cost of catering

All sponsorships include displaying your company logo on event screen slideshows, on the event webpage, posted on social media, included in event emails and included in the printed program. Sponsorship packages can be customized to fit your needs.



Your sponsorship assists MNL's efforts to strengthen and support local government

For more information contact Bradley Power, MNL Director of Programs | bpower@municipalnl.ca | 709-727-4044

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Joint Councils Update
MEETING DATE:	2024-03-27
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, March 14th; however, this meeting did not proceed due to lack of quorum.
- The next SSJC meeting is scheduled for Thursday, April 11th 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, March 28th.
- The Northeast Avalon Joint Council (NEAJC) continues to meet on the second Wednesday of every month with their last meeting on Wednesday, March 13th.
- This meeting included an interesting discussion around the need for an Urban and/or Regional Transit System. This item will remain on the Agenda as the NEAJC plan to meet with Metro Bus and the Provincial Government over the next few months.
- The Sounds Joint Council (TSJC) did not meet in March due to lack of quorum.
- The next meeting of TSJC is scheduled to take place on Monday, April 8th in the Town of Clarendville 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.

DRAFT

March 13, 2024

Tony Wakeham, MHA
Leader of the Official Opposition
5th Floor, East Block, Confederation Bldg.
P.O. Box 8700
St. John's, NL A1B 4J6

Dear MHA Wakeham,

It has been brought to my attention that a letter dated February 16, 2024 from your office to Mr. Brett Wareham regarding the Eastern Regional Service Board (ERSB) has been posted on social media. I believe that it would have been prudent for you to contact the Board first to understand the operations and history of the ERSB, as well as the previous communication with Mr. Wareham and the group of residents he represents.

The ERSB was created on the foundation of finding and implementing solutions to the municipal solid waste management problems that historically existed prior to the Provincial Waste Management Strategy and subsequent amendments. On June 14, 2012, the Hon. Kevin O'Brien, Minister of Municipal Affairs in the PC Government, addressed the House of Assembly with regards to amendments to the original Provincial Waste Management Strategy and the creation of the Regional Service Board Act. Minister O'Brien stated at the time: *Mr. Speaker, Regional Services Board is mandated to provide those municipal services on a regional basis. That is what I am getting at; this is all about regionalization, about providing the best service they can possibly provide, taking into account all of the municipalities within that particular region, then supplying that service at a better cost to the municipalities in general in regard to the region we are talking about. These services can include water supply, sewage disposal, solid waste disposal, police and ambulance services, animal control, public transportation, recreational facilities, and fire protection, Mr. Speaker.*

The ERSB, with authority provided within the Regional Service Board Act, is responsible for providing services to over thirty thousand households in the Eastern Region through weekly curbside household waste collection, bi-weekly recyclables collection and bulk household waste pickup. The Board operates ten waste recovery facilities which are open three days a week for residents to drop off household bulk material. The Board also operates the Clarenville Transfer Station which accepts commercial waste from the surrounding communities. In context, this illustrates just how connected the Board is to rural Newfoundland.

.../2

Tony Wakeham, MHA
Leader of the Official Opposition
Page 2
March 13, 2024

Two of the pillars of operational excellence followed by the Board include cooperation and communication. The Board prides itself on being able to deliver effective and professional messaging to all communities and residents within the Eastern Region, which includes 19 electoral districts of the province.

The Board is pleased to work closely with municipal community leaders through their joint councils' associations. Through the administration of nine sub-regional contracts and through the various outreach programs provided by the Board, the ERSB maintains a positive level of cooperation with communities in the region.

While 2023 and 2024 have certainly presented the Board with serious operational challenges, communication has been key in identifying, addressing, and solving the issues that arose. The Board continues to work with communities to create solutions to regional issues such as Fire and Emergency Services and Water/Wastewater services.

The Board enjoys excellent relationships with the Departments of Municipal and Provincial Affairs and Environment and Climate Change. However, to be clear, the fees assessed by the ERSB are not, nor have ever been, the latest tax grab on residents by the Furey Liberal Government.

The ERSB was legislated and formed under the PC government of 2012. In fact, it was the PC government that required the Board to service Avalon Peninsula cabin owners, and it was the Liberal Government that forced the ERSB out of "cabin country". These Ministerial Directives from 2018-2019 forced the ERSB to withdraw services from un-serviced roads in unincorporated areas in the region.

All information about the directives as well as the ERSB's agreement with the provincial government can be found on our website at:

<https://easternregionalserviceboard.com/news/2019/12/agreement-reached-on-approach-to-services-for-un-serviced-roads/>.

Without a requirement for mandatory property registration or a mandatory minimum property tax, many residents in the Eastern Region living in unincorporated areas pay little to no tax or service fees for services provided to their property by some level of government, usually the provincial government.

I can assure you that property owners still being invoiced by ERSB are in receipt of those services. Any fees assessed on residents covers the cost of the services they receive as the ERSB operates as a not-for-profit. The fees assessed on residents are for waste collection or fire and emergency services provided to the residents of the region. This is not a tax; it is a fee for the services provided.

.../3

Tony Wakeham, MHA
Leader of the Official Opposition
Page 3
March 13, 2024

I would be happy to discuss the purpose and future direction of the Eastern Regional Service Board with you. By working together through a regional approach, we can continue to provide consistent and efficient services to our communities.

Best Regards,
EASTERN REGIONAL SERVICE BOARD

A handwritten signature in black ink, appearing to read "Steve Tessier". The signature is fluid and cursive, with a long horizontal stroke at the end.

Steve Tessier, Chair

c Brett Wareham (wareham.bmw@gmail.com)



HOUSE OF ASSEMBLY
Newfoundland and Labrador

Office of the Official Opposition

February 16, 2024

Brett Wareham
wareham.bmw@gmail.com

Dear Mr. Wareham,

Thank you for your email and our recent telephone conversation regarding the garbage service fee imposed on Avalon Peninsula cabin owners by the Furey Liberal government through the Eastern Regional Service Board.

You are correct that this is no time for another fee. The cost-of-living crisis is hammering the people of Newfoundland and Labrador and is being made much worse by the Furey Liberal government's decisions to impose and maintain an excessive burden of taxes and fees, from the sugar tax to the carbon tax to a host of other tax and fee grabs that reach deep into the pockets of our struggling families. Liberals love their taxes, but not the people who pay them.

A PC Government led by me is committed to reviewing all the taxes and fees currently imposed by the Furey Liberal Government on Newfoundlanders and Labradorians including the garbage service fee imposed on Avalon Peninsula cabin owners. We will remove all those fees and taxes that are doing more harm than good. We will also fight harder and louder with Canadians from coast to coast to axe the Liberal carbon tax once and for all, because it is driving up the prices of everything and hurting people and our economy. Taxes must be fair, reasonable, and as affordable as possible. Taxes that crush people and the economy are regressive and cannot be tolerated. It's time to do something about it.

Thank you and other COATT members for your hard work in fighting this latest tax grab. It is shameful that the Liberal government is not listening to you. It is time for us to fight together to bring about fundamental change in government in our province, so we can make life in Newfoundland and Labrador more affordable for all who call this place home.

Sincerely,

A handwritten signature in blue ink that reads "Tony Wakeham".

Tony Wakeham
Leader of the Official Opposition
MHA, Stephenville – Port au Port



HOUSE OF ASSEMBLY
NEWFOUNDLAND AND LABRADOR
Office of the Leader of the Official Opposition

March 25, 2024

Steve Tessier, Chair
Eastern Regional Service Board
255 Majors Path, Suite 3, St. John's, NL A1A 0L5
Email: c/o Lynn Tucker, Chief Administrative Officer <ltucker@ersbnl.ca>

Dear Mr. Tessier:

Thank you for your letter of March 13, 2024 regarding my letter to Mr. Brett Wareham of COATT (who I am copying) regarding garbage collection fees charged by the Furey Liberal government through the Eastern Regional Service Board to Avalon Peninsula cabin owners. I was aware that Mr. Wareham would be posting my response publicly, and I am happy that he did. I stand by my letter.

My PC Caucus colleagues and I are well aware of the operations and history of the ERSB and the impact of its policies on people of the region, a great many of whom we were elected to represent in the House of Assembly, and all of whom we have been elected to serve as the province's Official Opposition. As you know, the ERSB was established under the *Regional Service Boards Act, 2012*, which gives the provincial Cabinet – on the recommendation of the presiding minister – the authority to create a region [s.3(1)], establish a board [s.3(1)], appoint a chair [s.5(1)], and dismiss a chair [s.5(1.1)]; and which gives the minister the discretion to prescribe the powers of that board by way of regulation, including the power to charge fees [s.19]. Everything a board does is ultimately subject to the discretion of the minister under the Act, and the minister answers to the Premier, at whose pleasure the minister serves. In other words, accountability for the ERSB ultimately rests with the Furey Liberal government at the present time.

As with any public policy or legislation, no matter which administration may have initiated it – even including our own in the years to come – we are prepared to make adjustments wherever appropriate, based on the input of the people we are elected to serve. We believe a government must be accountable and responsive to the people, must assess the impact of its policies, and must be open to making improvements.

Accountability for the way a board provides services, defines exemptions and imposes fees ultimately rests with the government, because the authority to organize and empower boards, and bring forward policy changes and legislative amendments, rests with the government. That is where the buck stops, and that is why I am repeating my commitment that a government I lead will review all taxes and fees currently imposed by the Furey Liberal government on Newfoundlanders and Labradorians including the garbage service fee imposed on Avalon Peninsula cabin owners, and will remove all taxes and fees that are doing more harm than good. A complete review will involve gathering complete information, and changes will be made based on the facts. That is the right thing to do, and it is long past time to do it.

Affordability matters. Accountability matters. Leadership demands action.

Sincerely,

A handwritten signature in blue ink that reads "Tony Wakeham". The signature is fluid and cursive, with the first name "Tony" being more prominent than the last name "Wakeham".

TONY WAKEHAM
Leader of the Official Opposition
MHA, Stephenville – Port au Port

c.c. Brett Wareham (wareham.bmw@gmail.com)

From: [Lynn Tucker](#)
To: ["peterburridge@bellaliant.net"](mailto:peterburridge@bellaliant.net)
Cc: [Will Hilliard](#)
Bcc: [Craig Drover](#); [Christie Dean](#)
Subject: RE: SERVICE CHANGE ALERT— TRINITY CONCEPTION NORTH
Date: March 14, 2024 10:29:00 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)

Dear Peter,

Thank you for your interest in the Eastern Regional Service Board (ERSB). The ERSB is pleased to offer waste services to more than 27,000 households weekly. We provide weekly garbage and bi-weekly unlimited recycling collection to customers throughout the region. What is most important is that all garbage and recycling get to where it belongs every week. This is the core purpose for which the Province created the ERSB in 2011. We appreciate your feedback; however, it is important that we clarify comments from your email dated March 7, 2024.

A collection day may change for several reasons including inclement weather, equipment breakdowns, staffing issues, etc. Or when it provides an opportunity for us to improve service. The recently communicated collection day change was necessary as the former contract ends effective March 31st and a new contract begins April 1st. The contractor requested a collection day change from Tuesday/Wednesday to Thursday.

The ERSB does not schedule garbage and recycling collections based on customers usage of their properties. The ERSB collects waste from all properties in its service areas. It would not be fair to arrange collection schedules exclusively around seasonal properties.

Uncollected garbage bags usually indicate collection guidelines are not being followed. For example, garbage and recycling may be in the wrong bags or mixed; garbage bags may exceed weekly bag limit or maximum bag weight of 22 kg; etc. Our collection guidelines are available on our website.

The change to bulk collections has been well-received by most customers and communities. The Board decided to reorganize bulk collections for efficiency. The move to an appointment system for bulk collections will ensure more timely collection of bulk waste and will limit the time bulk waste remains curbside in our communities.

The Board operates a network of ten waste recovery facilities throughout the Eastern region so that residents may drop off their bulk waste materials free-of-charge. These sites are not landfills but transfer sites whereby all waste received is moved by the ERSB to the regional landfill at Robin Hood Bay. This is unique to the Eastern region. **In other areas in the province, residents must pay to dispose of their bulk waste and there is no curbside collection of bulk waste.**

In those jurisdictions they report less illegal dumping than what is seen in the Eastern region; therefore, it is difficult to draw a correlation between bulk collections or lack of access to disposal sites as a reason for indiscriminate dumping. Anyone who indiscriminately dumps their garbage does not care about the environment and will continue to do so no matter what opportunities for responsible waste management are available.

The operations of the waste recovery facilities are not included in the annual waste fee assessed

on residents by the ERSB. The annual fee of \$200 charged to each property for waste services covers the cost of providing the curbside waste services only. The cost of operating the waste recovery facilities is made possible by the disposal fees paid at the regional landfill.

We are proud to continue providing cost-effective opportunities through our economies-of-scale approach for the responsible disposal of garbage, recycling, and bulk waste throughout the year.

For your information, the recently announced collection day change following April 1st **does not impact you** as a resident of New Perlican. Your town has opted out of the regional services effective April 1, 2024.

We wish you the best and we encourage all communities in the Eastern region to follow responsible waste disposal practices including waste diversion regardless of who services them.

Thank you again for your feedback.

Sincerely yours,

Lynn Tucker

Chief Administrative Officer

Eastern Regional Service Board

255 Majors Path, Suite 3

St. John's, NL A1A 0L5

Tel: 709-579-7960

www.easternregionalserviceboard.com

From: Peter Burridge <peterburridge@bellaliant.net>

Sent: Thursday, March 7, 2024 9:37 AM

To: Will Hilliard <whilliard@ersbnl.ca>

Cc: andrewfury@gov.nl.ca

Subject: RE: SERVICE CHANGE ALERT— TRINITY CONCEPTION NORTH

You don't often get email from peterburridge@bellaliant.net. [Learn why this is important](#)

What is wrong with you people? You constantly change collection dates, bulk collection and leave garbage in boxes for days uncollected. Because our area has a large seasonal population, that are here mostly on the weekends, we need our garbage collected on Monday or Tuesday, no later. Now you have cut back to only one bulk collection a year, which means more bulk items and garbage is going to end up being dumped on side roads and wooded areas. Totally ridiculous. The idea of Bulk garbage collection and easy, unrestricted vehicle access to landfill sites is to prevent illegal dumping. This is not rocket science. It's time the Provincial government step in and straighten this mess out and put somebody in there that knows what they're doing. It's no wonder towns in this area are dropping you and discontinuing your service.

Peter

Sent from [Mail](#) for Windows

From: [Will Hilliard](#)

Sent: Wednesday, March 6, 2024 12:07 PM

To: [Will Hilliard](#)

Subject: SERVICE CHANGE ALERT— TRINITY CONCEPTION NORTH

SERVICE CHANGE ALERT— PUBLIC SERVICE ANNOUNCEMENT—

TRINITY CONCEPTION NORTH— Effective Apr. 1, collection day for all communities in your collection area will move to Thursday.

See revised calendar here

<https://easternregionalserviceboard.com/uploads/TRINITY-CONCEPTION-N-2024-Revised-5-Mar-2024.pdf>

- ERSB customers and waste recovery facility users can now register to have our service alerts sent to them by text, voice or email. To register, visit our website or go to <http://register.voyent-alert.com>.



Will Hilliard
Communications Coordinator
EASTERN REGIONAL SERVICE BOARD

We're here to help. Contact us:

📞 709-579-7960 / 1-877-878-2166

✉ info@ersbnl.ca

🌐 www.easternregionalserviceboard.com

📍 @ersbnl

- If you have questions or comments about any of the services we provide, contact us at info@ersbnl.ca.



EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Town of Pouch Cove Interim Service - Waste and Recycling
MEETING DATE:	2024-03-27
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 recommend that Ridge G&P Services Limited be the provider for nine (9) weeks' waste and recycling collection for 914 properties in the Town of Pouch Cove at the cost of \$25,310.70 plus HST.

MOTIONS:

BE IT RESOLVED that the Board award Ridge G&P Services Limited an interim waste collection contract for nine (9) weeks for the Town of Pouch Cove in the amount of \$25,310.70, plus HST beginning March 5, 2024.

FINANCIAL CONSIDERATIONS:

- The current contracted monthly cost is \$7,921 plus HST. This was based on 870 units.
- The current contracted annual unit cost is \$109.26 plus HST. This is equal to \$2.10 plus HST per unit per week.
- The interim contract annual unit cost is \$160.16 plus HST. This is equal to \$3.08 plus HST per unit per week. This is based on 914 units.
- The difference in the current contract and the interim contract annual unit price is \$50.90 plus HST which equates to \$0.98 plus HST per unit per week.
- The total cost of the interim contract will be \$25,310.70 plus HST.
- The difference between the current contract and the interim contract will be:
 - Current contract = \$1,827.92 per week plus HST
 - Interim contract = \$2,812.30 per week plus HST
 - This is a difference of \$984.38 per week or \$8,859.42 over nine (9) weeks.
- This interim contract will cost the Board an additional \$8,859.42 plus HST above the existing contract.

BACKGROUND/DISCUSSION:

- On February 19, the contractor notified the Board that they were terminating the Town of Pouch Cove contract effective February 29.
- Due to short notice, a short-term interim contractor will be necessary to provide the Board with time to issue a tender/contract.
- The Board Chair met with the Pouch Cove Council on February 5 and February 26.
- On February 27, the Town of Pouch Cove agreed to accept a 36-month contract.
- The contract will expire on April 30, 2027.
- Staff reached out to several waste haulers requesting quotes.
- On February 29, one quote was received from Ridge G&P Services Limited for nine (9) weeks of service for the town.
- The interim contractor will collect on Tuesdays. The current collection day is Mondays.
- The first collection will occur on Tuesday, March 5 and the last collection day for the interim contract will be April 30.
- Recycling weeks will commence March 12 and be every other week.

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](#)"; "[Ophelia R.](#)"; "[Ophelia Ravencroft](#)"; "[Rod Delaney](#)"; "[Ron Ellsworth](#)"; "[Sandy Hickman](#)"; "[Sheilagh O'Leary](#)"; "[Steve Tessier](#)"
Subject: FW: MOTION BY EMAIL: Interim Waste Collection Contract for Town of Pouch Cove
Date: February 29, 2024 11:36:00 AM
Attachments: [Brief Note - Pouch Cove Interim Feb 29 2024.pdf](#)

Apologies, the briefing note is now attached.

From: Holly Power
Sent: Thursday, February 29, 2024 11:36 AM
To: Holly Power <hpower@ersbnl.ca>
Cc: 'Christie Dean' <cdean@ersbnl.ca>; 'Craig Drover' <cdrover@ersbnl.ca>; 'Lynn Tucker' <ltucker@ersbnl.ca>
Subject: MOTION BY EMAIL: Interim Waste Collection Contract for Town of Pouch Cove

Good morning, Everyone!

Staff is recommending that Ridge G&P Services Limited be awarded a contract for nine (9) weeks of interim waste collection services for the Town of Pouch Cove at the cost of \$25,310.70 plus HST.

To ensure timely award of this contract, would you please **respond to this motion by email by 12 noon on Friday, March 1, 2024**. A briefing note has been attached for your review.

This motion will be ratified at the Board's regular monthly public meeting on March 27th.

MOTION:

BE IT RESOLVED that the Board award Ridge G&P Services Limited an interim waste collection contract for nine (9) weeks for the Town of Pouch Cove in the amount of \$25,310.70, plus HST beginning March 5, 2024.

Please don't hesitate to reach out with any questions or concerns. 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 |

**THOSE WHO RESPONDED ELECTRONICALLY TO THE MOTION BY EMAIL
TO AWARD RIDGE G&P SERVICES LIMITED A 9-WEEK INTERIM
CONTRACT FOR WASTE COLLECTION IN THE TOWN OF POUCH COVE.**

MOTION: BE IT RESOLVED that the Board award Ridge G&P Services Limited an interim waste collection contract for nine (9) weeks for the Town of Pouch Cove in the amount of \$25,310.70, plus HST beginning March 5, 2024.

(Motion sent by email on Thursday, February 29, 2024)

IN FAVOUR

(Alphabetical order)

Bill Antle
Danny Breen
Jill Bruce
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)

Maggie Burton

Mark Vardy (Abstained from voting due to conflict of interest)

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Award of Bay de Grave Area Multi-Stream Waste Collection Including Recycling Contract
MEETING DATE:	2024-03-27
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 24 ½ month Multi-Stream Waste Collection Including Recycling contract beginning May 13, 2024, for the Bay de Grave Area to T2 Ventures Inc. in the amount of \$353,677.92 plus HST.

MOTIONS:

BE IT RESOLVED that the Board award the 24 ½ month Multi-Stream Waste Collection Including Recycling to T2 Ventures Inc. for the Bay de Grave Area in the amount of \$353,677.92, plus HST, beginning May 13, 2024.

FINANCIAL CONSIDERATIONS:

- The current contracted annual unit cost is \$111.00 plus HST or \$127.65 incl. HST. This is equal to \$2.13 plus HST per unit weekly or \$2.45 incl. HST per unit weekly.
- The interim contract cost equates to \$190.82 plus HST or \$219.44 incl. HST annually. This equates to \$3.67 plus HST or \$4.22 incl. HST per unit weekly.
- The new tender for 2024-2027 resulted in an annual unit cost of \$170 plus HST or \$195.50 incl. HST. This is equal to a weekly unit cost of \$3.27 plus HST or \$3.76 incl. HST.
- The difference between the former contracted price and the new tender price is 53% more. This is a significant increase.
- The second bid received was \$508,375 plus HST. This equates to \$244.36 per unit annually or \$4.70 per unit weekly plus HST. This bid was 28% more than the lowest bid and 121% more than the former contracted price.

- The table below shows the difference in the annual costs from the former contract to the new contract.

Bay de Grave Area (1,019 units)	Costs per Week (HST incl)	Annual Costs or Contract Costs (if less than one year) (HST incl)	Amount Invoiced by ERSB (\$200/unit/annually)	Annual Difference or Contract Costs (if less than one year)**
Former Contract	2,496.55	129,820.60	203,800.00	73,979.40
Interim Contract (10 weeks only)	4,300.18	43,001.80	39,192.31	(3,809.49)
New Tender	3,831.44	199,234.88	203,800.00	4,565.12

**Historically, the difference was used to cover administrative costs; fees collection costs; costs of printing schedules; etc.

- The new contract cost is \$4.50 less than the Board’s annual fee of \$200 when HST is included.

BACKGROUND/DISCUSSION:

- The existing interim agreement will expire on May 11, 2024.
- Three (3) contractors picked up the tender; however, two (2) bids were received.

ATTACHMENT(S):

- Bids Received March 19, 2024.

Eastern Regional Service Board

Closing Date and Time: Tuesday, March 19, 2024 - 11:00am

Request for Tender
 Eastern Region Service Board
 Bay De Grave Area
 Waste Management
 Invitation to Tender 24 & 1/2 Month
 Multi-Stream-Waste Collection
 Including Recycling

Company	Base Bid	HST	Tender Total
T2 Ventures Inc.	353,677. ⁹²	53,051. ⁶⁹	406,729. ⁶¹
Vardy Villa Limited	508,375. ⁰⁰	76,256. ²⁵	584,631. ²⁵

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](#)"; "[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: TWO(2) Motions By Email: Awarding Multi-Stream Waste Collection Contracts Including Recycling
Date: March 19, 2024 4:24:00 PM
Attachments: [20240319_144956.pdf](#)
[Brief Note - Bay de Grave Waste Contract 19Mar24.pdf](#)
[20240319_144900.pdf](#)
[Brief Note - Carbonear & Area Waste Services 19Mar24.pdf](#)

Good afternoon, Everyone!

We had two(2) tender openings at our office today to award contracts – one for **Carbonear and Area (that includes Victoria)** and the other for the **Bay de Grave Area**. Attached are the bids and briefing notes for your review.

To ensure timely award of these two contracts, would you please **respond to these motions by email by 4:00 p.m. on Wednesday, March 20, 2024**. Please note that your response will be for **BOTH** motions, so if your vote differs for one or the other, please indicate that in your reply.

These motions will be ratified at the Board's regular monthly public meeting on March 27th.

MOTION #1:

BE IT RESOLVED that the Board award the 24 ½ month Multi-Stream Waste Collection Including Recycling to T2 Ventures Inc. for the Bay de Grave Area in the amount of \$353,677.92, plus HST, beginning May 13, 2024.

MOTION #2:

BE IT RESOLVED that the Board award T2 Ventures Inc. the 36-month Multi-Stream Waste Collection Including Recycling contract for the Carbonear and Area in the amount of \$1,754,025.00 plus HST, beginning May 13, 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

**THOSE WHO RESPONDED ELECTRONICALLY TO THE MOTION BY EMAIL
TO AWARD THE WASTE & RECYCLING CONTRACT FOR BAY DE GRAVE TO
T2 VENTURES INC.**

MOTION: BE IT RESOLVED that the Board award the 24 ½ month Multi-Stream Waste Collection Including Recycling to T2 Ventures Inc. for the Bay de Grave Area in the amount of \$353,677.92, plus HST, beginning May 13, 2024.

(Motion sent by email on Tuesday, March 19, 2024)

IN FAVOUR

(Alphabetical order)

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

AGAINST

(Alphabetical order)

None

NO RESPONSE

(Alphabetical order)

Danny Breen
Ophelia Ravencroft
Mark Vardy

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	Award of Carbonear and Area Multi Stream Waste Collection Including Recycling Contract
MEETING DATE:	2024-03-27
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 36-month Multi-Stream Waste Collection and Recycling contract to T2 Ventures Inc. for the Carbonear and Area at the cost of \$1,754,025 plus HST.

MOTIONS:

BE IT RESOLVED that the Board award T2 Ventures Inc. the 36-month Multi-Stream Waste Collection Including Recycling contract for the Carbonear and Area in the amount of \$1,754,025.00 plus HST, beginning May 13, 2024.

FINANCIAL CONSIDERATIONS:

- The former contracted annual unit cost was \$120.75 incl. HST (for the contract beginning January 2020). This is equal to \$2.32 incl. HST weekly unit cost.
- The current interim contract running from March 1–May 10, 2024 has a weekly unit cost of \$6.56 incl. HST which equates to \$341.12 incl. HST annually.
- The 2024-2027 tender was for 3,341 units in the Towns of Carbonear and Victoria, and the unincorporated areas of English Hill Extension, Old Highway, Gadden’s Mash, Bristol’s Hope and Hodgewater Line (main road only – no side roads).
- The 2024-2027 annual unit contracted cost will be \$175 plus HST or \$201.25 incl. HST. This is equal to a weekly cost of \$3.37 plus HST or \$3.88 incl. HST.
- The difference between the former contracted price and the new tender price is 67%. This is a significant increase; however, the second bid received equates to \$207 incl. HST per unit annually or \$3.98 incl. HST per unit weekly.
- The second bid was 3% higher than the lowest bid received.

- The table below shows the difference in the annual costs from the former contract to the new contract.
- Please note that the Town of Victoria is not included under 'Former Contract' in the table below as they are a new customer beginning May 13, 2024.

Carbonear and Area (2,416 units)	Costs per Week (HST incl)	Annual Costs or Contract Costs (if less than one year) (HST incl)	Amount Invoiced by ERSB (\$200/unit/annually)	Annual Difference**
Former Contract	5,610.23	291,732.00	483,200.00	191,468.00
Interim Contract (10 weeks only)	15,848.96	158,489.60	92,923.08	(65,566.52)
Feb 2024: New Tender Issued that includes the Town of Victoria - 3,341 units in total				
New Tender	12,963.08	674,080.16	668,200.00	(5,880.16)

**Historically, the difference was used to cover administrative costs; fees collection costs; costs of printing schedules; etc.

- The new contract will cost the Board \$1.25 per unit more than the annual unit price of \$200 when HST is included.
- This equates to additional costs of \$5,880.16 annually over and above what the Board collects from the communities in this region for the waste service.

BACKGROUND/DISCUSSION:

- The existing interim agreement will expire on May 11, 2024.
- Three (3) contractors picked up the tender; however, two (2) bids were received.

ATTACHMENT(S):

- Bids Received March 19, 2024.

Eastern Regional Service Board

Closing Date and Time: Tuesday, March 19, 2024 - 11:00am

Request for Tender
 Eastern Region Service Board
 Carbonear and Area
 Waste Management
 Invitation to Tender 36 mths
 Multi-Stream-Waste Collection
 Including Recycling

Company	Base Bid	HST	Tender Total
TR Ventures Inc.	1,754,025. ⁰⁰	263,103. ⁷⁵	2,017,128. ⁷⁵
Vardy Villa Ltd.	1,804,146. ⁰⁰	270,621. ⁰⁰	2,074,761. 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.

Lynn Tucker
 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](#)"; "[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: TWO(2) Motions By Email: Awarding Multi-Stream Waste Collection Contracts Including Recycling
Date: March 19, 2024 4:24:00 PM
Attachments: [20240319_144956.pdf](#)
[Brief Note - Bay de Grave Waste Contract 19Mar24.pdf](#)
[20240319_144900.pdf](#)
[Brief Note - Carbonear & Area Waste Services 19Mar24.pdf](#)

Good afternoon, Everyone!

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To ensure timely award of these two contracts, would you please **respond to these motions by email by 4:00 p.m. on Wednesday, March 20, 2024**. Please note that your response will be for **BOTH** motions, so if your vote differs for one or the other, please indicate that in your reply.

These motions will be ratified at the Board's regular monthly public meeting on March 27th.

MOTION #1:

BE IT RESOLVED that the Board award the 24 ½ month Multi-Stream Waste Collection Including Recycling to T2 Ventures Inc. for the Bay de Grave Area in the amount of \$353,677.92, plus HST, beginning May 13, 2024.

MOTION #2:

BE IT RESOLVED that the Board award T2 Ventures Inc. the 36-month Multi-Stream Waste Collection Including Recycling contract for the Carbonear and Area in the amount of \$1,754,025.00 plus HST, beginning May 13, 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

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

MOTION: BE IT RESOLVED that the Board award T2 Ventures Inc. the 36-month Multi-Stream Waste Collection Including Recycling contract for the Carbonear and Area in the amount of \$1,754,025.00 plus HST, beginning May 13, 2024.

(Motion sent by email on Tuesday, March 19, 2024)

IN FAVOUR

(Alphabetical order)

Bill Antle
Jill Bruce
Maggie Burton
Rod Delaney
Ron Ellsworth
Sandy Hickman
Jamie Korab
Kevin McDonald
Jason O'Brien
Sheilagh O'Leary
Carl Ridgeley
Stephen Tessier
Gerard Tilley
Larry Vaters
Hilda Whelan

AGAINST

(Alphabetical order)

None

NO RESPONSE

(Alphabetical order)

Danny Breen
Ophelia Ravencroft
Mark Vardy

Glenn Clarke – Abstained from voting due to conflict of interest.

EASTERN REGIONAL SERVICE BOARD

BRIEFING NOTE / REPORT

TITLE:	By-Election Results: Ward 1 – St. John’s
MEETING DATE:	2024-03-27
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:

- On December 19, 2023, Councillor Ian Froude, City of St. John’s, submitted his resignation from the Eastern Regional Service Board.
- The City of St. John’s subsequently ran a by-election and on March 21, 2024, the city notified the Board that Councillor Tom Davis has been appointed as the replacement for that position.
- The orientation of Councillor Davis is underway, and he has been invited to attend his first public Board meeting on March 27, 2024 in Bay Bulls.