

Western Regional Service Board Meeting Minutes

Meeting Information:

Date: Thursday, October 10, 2013

Time: 6:00pm – 9:30pm

Place: WRWM Office, 19-21 West Street, Suite 25, Corner Brook, NL, A2H 2Y6

Present were:

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| Barbara Barter | WRSB Member – Burgeo and Area |
| Cynthia Downey | WRSB Member – Bay St. George |
| Eli Bishop | WRSB Member – White Bay South |
| Walter Nicolle | WRSB Member – Long Range |
| Leona Gillette | WRSB Member – Humber Valley |
| Roger Barrett | WRSB Member – Western Hills |
| Neville Greeley | WRSB Member – Corner Brook and Areas (Via Cell Phone 6:15pm – 9:20pm) |
| William Bailey | WRSB Member – Southwest Coast (Via Cell Phone 6:15pm – 9:30pm) |
| Don Downer | WRSB Chair |
| Jason King | Western Regional Waste Management (WRWM) Coordinator |
| Pauline Anderson | Western Regional Waste Management (WRWM) Office Administrator |
| Doug Mills | NPRSB (NorPen) |
| Boyd Wright | Department of Municipal Affairs |
| Frank Huxter | Department of Municipal Affairs |
| Mike Smith | Bae NewPlan Group Limited (Via Telephone 7:30pm – 9:20pm) |

Missing with Apologies:

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| Donna Luther | WRSB Member – Corner Brook and Areas |
| Geraldine Porter | WRSB Member – Bay St. George (Medical Leave) |
| Lloyd Burton | WRSB Member – North/South Bay of Island |
| Ashley Burke | MMSB Business Development Officer |

1. Call to Order

The meeting was called to order by WRSB Chair Don Downer at 6:00pm with quorum. Agenda was approved as is and the meeting moved forward.

Four WRSB members were not re-elected to their councils in the September 24th municipal elections but these members will stay on the board until they either officially resign or are officially replaced by the Minister of Municipal Affairs. This topic will be discussed further towards the end of this meeting.

2. Approval & Adoption of Minutes from September 5, 2013 Meeting

Motion made by Roger Barrett to adopt the minutes as is (no edits necessary), motion was seconded by Cynthia Downey with all in favour (Neville and Bill had joined the meeting at this point and were included in this motion). Motion was carried and the minutes were adopted.

3. Business Arising from Minutes

a. Wild Cove – Approvals List for allowable Items

What will the Department of Environment (DOE) allow to be brought to the Wild Cove site? The debate will be regarding allowing bulky and other items that require deposit into a lined landfill, or equivalent to lined landfill. Department of Environment may question that if the Wild Cove site is officially deemed 'equivalent to lined'. The issues that determined Wild Cove be taken off the list of potential Regional Waste Management Facility sites include the capacity of the site to hold everything required for a regional site; and, the existence of rare plant species on the site. These issues have not changed. DOE ultimately decides what can/can't go into landfill and transfer station.

Political Side to this: Financial stability of Corner Brook Pulp and Paper Limited (CBPPL) with increased waste management cost, especially with Government's recent financial support of the company.

Representatives of Department of Environment and Service NL will be invited to attend the November WRSB meeting. Representatives of these two departments were unable to commit to the October meeting due to scheduling conflicts.

It was recommended that a Consultant report would be best provided to DOE to better support our case of needing to use Wild Cove for CBPPL and other local commercial industries. It was advised that we wait for the Prime Consultant to be brought on board and this would become an item for them to work on with DOE.

b. SWANA, MMSB Organics Conferences and Dillon Meetings in September

SWANA – Jason took part in the 'Managing Integrated Solid Waste Systems' course which did a lot to reassure him that we're on the right track with the work WRWM has been doing and continues to work on. The conference was a really good experience and many contacts were made in various areas of Waste Management.

MMSB – This was a very organized and informative forum. There was much talk leading away from the 2-bag system and heading more towards 3 or 4-bag systems.

Dillon – Scenarios were discussed and these meetings resulted in two additional scenarios being added to the already existing research. One of these new scenarios involves a regional composting facility somewhere in Western to utilize backhaul from Central. The addition of the scenarios extends the timeline to the first week of January before the final report is submitted to Government.

c. DMA 'Gap' Budget

This budget was submitted to DMA on October 2nd. It was noted that authority needs to be passed along to the WRWM office to proceed with day-to-day expenditures in the future. This budget will carry the office expenses until the MMSB Capacity Building Budget is approved and implemented

January 1, 2014. The MMSB has submitted our proposal and are currently waiting for ministerial approval of the Capacity Building Budget.

d. MMSB Corner Brook Waste Audit of Aug 26-30, 2013

Ashley is involved in another waste audit this week and was therefore unable to attend this meeting to do a presentation of the Wild Cove audit. She will present the results at the November meeting.

e. Prime Consultant Services RFP

Many consultants have taken the application package for this RFP, which closes on October 17th. The evaluation committee will review the applications/proposals around October 24-25 at the WRWM office and to select the most qualified candidate. The awarding process will begin once the name of the selected candidate has been submitted to DMA.

f. McIvers and Rocky Harbour Sites

McIvers – Their Certificate of Approval was good until the end of June. The WRWM office is requesting an extension to the end of 2013. Received questions from both Cox's Cove and McIver's communities that were responded to and the lines of communication were left open with these communities.

Rocky Harbour – Certificate of Approval extension was given for their site to be used for C&D, Bulk and Metal drop-off until the end of 2013. This site was to be included in Phase 1 of the Environmental Closures (for October) being done by Meridian; however, the extension has pushed the delay in this closure into a later phase which will have the environmental closure happening in late Spring or early Summer 2014.

g. Data Management System

The RFP is ready to go into the Wednesday, October 16th newspaper and it will close Thursday, November 7th. DMA will attempt to move as quickly as possible on this issue as this system is integral to the operational take-over of the interim waste sites. With the specified system required, there is not expected to be a great number of applicants; therefore, the review process shouldn't take too long to go through.

h. Administration Building

The process has been started to review/investigate building options available. The new consultant/Project Manager will be able to help with this as well. This process is an evaluation of all available options to help decide which is the best option for the WRSB.

i. Environmental Assessment and Crown Lands Applications: Mike Smith of BNG

To recap, the applications have gone through the government departments for comments.

Bonne Bay South - There were three options for the Bonne Bay South public drop-off site. The Wildlife Division didn't approve two of these sites and the third option was the recently closed Lomond site. BNG is going back to the Wildlife Division to work through the other two site options initially rejected. Suitable locations are not easy to find in that area. There are 'pits' located just east of the Lomond site which is outside the park area, but within the natural traffic flow and within an hour's drive of Trout River that could be a 'possible' site.

Port aux Basques – BNG is required to do a plant survey in the preferred area; however, such a study is difficult to conduct this time of year as the plants are not flowering any more until Spring. BNG is waiting for a response from the Wildlife Division on this issue.

BNG has already submitted the land application for White Bay South to Crown Lands and are working at finalizing the remaining sub-regional applications to be submitted to Crown Lands by the end of next week.

4. Correspondence:

a. Letters from Joan Shea and Elias Osmond

Joan Shea letter – Septic Waste Company (in SWC sub-region) contacted her looking for land for their company to use as their current lagoon is getting full and a new site is important to that area. Not sure how this inquiry fits into the WRWM system; however, she suggested that our office contact this company to discuss any overlapping issues and ensure there are no conflicts regarding land in the area. The board indicated the WRWM office should meet with them to ensure they are aware of the new Federal regulations and to discuss their vision. WRWM will investigate and make contact to meet with this company.

Elias Osmond letter – This is regarding the ongoing cabin issue and involves fees charged by the Codroy Valley group in the interim, not from WRSB. The board recommends we send a letter stating we have received his letter and direct him to the appropriate body (Codroy Valley) for his concerns.

b. Carter LeClair, General Manager of Old Lincoln Cabins in Wiltondale

This is a commercial entity, not a municipality and not part of the Western Hills Sub-region. They originally wanted to be added into the Western Hills contract but backed out, and they also presented with a few other options such as dumpsters, etc. It was suggested to him that the truckloads of waste be more time spaced in the winter months as waste can be stored better in colder temperatures. The office directed him to make contact with the Western Hills Sub-committee or the Deer Lake Council directly.

c. DMA Correspondence – Contracts have been received (and signed) by the WRWM office and sent back to the Department of Municipal Affairs for the following projects:

- Interim Site Takeovers
- Data Management System RFP
- Environmental Registrations and Crown Lands Applications

It was recommended that we go with a tender call for Metals

5. New Business:

a. Interim Site Operational Take-overs

BNG and the WRWM office are looking at the operational takeover of the Wild Cove and St. George's sites and possibly the Port aux Basques site. There have been meetings with all three entities and there are some issues that need to be dealt with. In Corner Brook, there needs to be decisions made on the onsite and environmental liability of operations (not of ownership) and to whom it falls, as well as the existing deficit for the site (that includes 16 communities, not only Corner Brook). In St. George's there are issues with unions (people and space are unionized) and the closure of the waste site. In Port aux Basques the issues involve the lack of scales and card system for the site.

There are a lot of assumptions left with the operational takeovers. BNG is assisting in fine tuning the budget initially prepared by the WRWM office and have validated many aspects of work already done. It is assumed that everyone pays the same fee, especially in the Bay St. George and Corner Brook area. There is no data from the Port aux Basques site because there are no scales on site, so all data included in the work for the fee structure is supplied by St. Georges and Wild Cove.

In researching a fee structure, the three year budget from the Capacity Building Application was used as a template to build on. Items included in the budget include: salary, board members, office expenses, travel, education and awareness, professional development transition, planning and implementation, current site operations (Wild Cove and St. Georges) and additional requirements.

Questions arose such as;

- *Do we give a discounted rate to entities that bring material that can be utilized at the site?*
- *Should household bulky drop-off be free, or a certain number of trips free? This could help keep garbage out of the woods. This wouldn't include C&D material, only household items such as couches, mattresses, etc.*
- *Should the public drop-off fee be build into the tipping fee rather than charge at the gate?*
- *Further investigation on insurance needs.*

All these items will/may have an effect on the final numbers in the budget.

Final numbers need to be submitted in October as communities are reviewing their 2014 budgets now and will need these numbers in October or early November at the latest.

Direction was given to Mike Smith to give WRWM scenarios if taking over the Bay St. George surplus and Wild Cove deficit. This needs to be done by October 21st for the BSG Executive meeting.

Motion made by Roger Barrett that in order to move forward, the WRSB accepts the budget presented tonight and leave the fine-tuning to the WRWM office and the consultant before final submission. Motion was seconded by Cynthia Downey and all (including Bill & Neville on the phone) were in favour, motion carried.

b. Regional Service Board Act – Memberships, Resignations and Elections

William Bailey and Neville Greeley both confirmed they are committed to participating in the WRSB on behalf of their sub-regions, until the Minister of Municipal Affairs officially appoints their replacements.

Because of there being “new councillors from the pool of potential RSB members” after the September 24th municipal elections, DMA advises that WRWM conduct sub-regional elections to “determine the best candidates to serve the RSB for the next 4 years”. With this logic, 2015 and every 4th year from then onwards will be the only years there would be no ‘new group of people’ (due to Municipal and LSD elections) and therefore no need for WRSB elections. This is a great cause of concern for the WRSB and the WRWM office, especially with the time and finances involved in the election process. Further discussion/clarification is needed on this subject.

It was directed by the WRSB for the WRWM office to draft a letter to the DMA on behalf of the board to review the act taking into consideration that re-elected members carry out their term. The office may want to get the support of the other Regional Service Boards in the province for this letter.

The WRWM office is moving forward with the elections in the Burgeo, Ramea and Areas, and the Southwest Coast Sub-regions on October 16th.

6. Notice of Motion(s)

Nothing for this section

7. Next Meeting (Nov 21/28) & Other Upcoming Dates

Next meeting was agreed to take place on Thursday, November 28th in the WRWM office on West Street starting at 6pm.

8. Adjournment

Meeting was adjourned at 9:30pm.