

Western Regional Service Board Meeting Minutes

Meeting Information:

Date: Thursday, September 5, 2013

Time: 6:03pm – 9:50pm

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

Present were:

Barbara Barter	WRSB Member – Burgeo and Area
Cynthia Downey	WRSB Member – Bay St. George
Donna Luther	WRSB Member – Corner Brook and Areas
Eli Bishop	WRSB Member – White Bay South
Leona Gillette	WRSB Member – Humber Valley
Lloyd Burton	WRSB Member – North/South Bay of Island
Roger Barrett	WRSB Member – Western Hills
Neville Greeley	WRSB Member – Corner Brook and Areas (Via Telephone from 6:03pm - 7:30pm)
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
Ashley Burke	MMSB Business Development Officer

Missing with Apologies:

Geraldine Porter	WRSB Member – Bay St. George (Medical Leave)
Walter Nicolle	WRSB Member – Long Range
William Bailey	WRSB Member – Southwest Coast

1. Call to Order

The meeting was called to order by WRSB Chair Don Downer at 6:03pm with quorum.

2. Approval & Adoption Minutes from July 25, 2013 Meeting

Motion made by Roger Barrett to adopt the minutes as is (no edits necessary), motion was seconded by Eli Bishop with all in favour. Motion was carried and the minutes were adopted.

3. Business Arising from Minutes

a. Prime Consultant Services RFP (Document)

Hire the best available professional engineer with design/build management experience. DMA has been working on the document for the past few months to ensure it contains ***stringent qualifications*** for design/build expertise. It should be publicized in the newspaper within the next week or two. The Prime Consultant will guide the WRSB with strategy and the western system and DMA is optimistic that Western will have the next step (design/build) in place by June 2014. This process allows for a better product for a better price, with at least \$30Million budgeted for infrastructure for Western

b. Western Environmental Closures / Equipment Acquisitions / Burgeo & Area Update

i. ***Western Waste Site Environmental Closures***

This is the first project the WSSB is a sponsor of instead of the Town of Pasadena.

Meridian Engineering Inc. is expecting to start construction in Fall 2013 beginning with the sites at Jackson's Arm & Hampden. Site inspections for the operationally closed sites were carried out during the week of July 22-26 to determine environmental closure requirements. A cost estimate has been supplied to the WRSB with the information required to request funding for the closures.

Please note that "environmental closure" for Class A & B sites, of which all of the Western sites are classified, primarily involves consolidating, grading and covering visible waste, removal of metals, permanent closure of the entrance and installation of signage.

ii. ***Equipment Acquisitions***

The two excavators for the White Bay South (Pollard's Point) and the Long Range (Portland Creek) Sub-Regions have been delivered and invoices received by the towns which was forwarded to the Department of Municipal Affairs (DMA).

iii. ***Burgeo & Area Progress Report - Interim Site Upgrades/Grey River Pilot Project***

We are still waiting on the metal recycler to remove the incinerator which should take place this Fall. If the recycler fails to have this work done by the time that the forklift and containers arrive, we will arrange alternate means for dismantling. Once the incinerator is removed the balance of the site upgrades should be completed within a couple of weeks.

Tenders for containers and forklifts have been awarded. Once the forklifts and containers are delivered, the pilot should be able to commence. Delivery is expected to be within the next two weeks.

The Town of Burgeo is in the process of purchasing the other items required for both the site upgrade and the pilot project. Pilot project will utilize the freight cargo ferry system not the passenger system, so the project will cause no disruptions to the regular passenger ferry schedule

It is expected that the other remote areas of the south coast will be brought into the Western System in 2016.

c. Trout River, Howley & Bonne Bay S Waste Site Closures

August 19th was the date the closures of these sites was to occur. Howley is bringing waste to the Deer Lake site. We are unable to confirm Trout River and Bonne Bay South but will do so in the next week. If they haven't closed, the next step is to call EPO Agents at Government Services to look into it further.

d. Interim Waste Site Takeovers

Starting on January 1, 2014 we have to operationally take-over some of the Western sub-regional interim waste sites. One of the reasons for this is to cover the expenses that are not covered by

the MMSB Capacity Building Program; another reason is to begin to build a reserve for WRSB contingencies into the future. The WRWM office has moved forward, with the support of the board, in meeting with the City of Corner Brook and the St. George's to discuss budgets and other issues regarding the possible takeover of the operations of these sites this winter.

Request for BNG Engineering Services consultancy for the takeover of St. Georges, Wild Cove & possibly Port aux Basques Waste Sites - A letter was sent to the Department of Municipal Affairs requesting funds for a consultant to help provide the expertise necessary to ensure the operational takeover numbers are correct and complete and any liabilities are considered. We were initially denied this request; however, the WRWM office is still continuing with the research and number crunching necessary to prepare for takeovers of the BSG and CB sites in January. A second letter of appeal was sent to DMA to which we have not had a response. There was discussion as to whether this request delves into assistance with operational costs or not. DMA has stated that effective January 1, 2014, they will no longer provide any operational funds to WRWM; therefore, they have to consider this request carefully. The WRSB considers this request to be a legitimate expense as we aren't yet operational and the consultancy is to provide service to set up the operational side. It was noted that Western is the only region faced with taking over interim site operations, as this was not the case for Eastern and Central. With the site operational takeover, the WRSB will be taking over responsibility of the sites instead of the City of Corner Brook and town of St. Georges, keeping the current services in place. Any increase in fees need to be supplied to the towns/city for their 2014 budgets which are reviewed in early-late October. WRWM is working closely with Corner Brook and St. Georges to ensure the fees are as reasonable as possible to continue to provide waste management services to these two sub-regions. The budget and fee structure will continue to be revised by the WRWM office and presented to the WRSB at the October meeting for approval. Once approved, work will continue with Corner Brook and St. Georges in order to implement the structure into their budgets. The only other option besides taking over operations of interim waste sites is to just impose a levy on all the sub-regions something the Board is not willing to do.

e. Data Management System - RFP Progress

This RFP was sent to go before Cabinet a few weeks ago, but there has been no word to date on its status. In order to do a proper operational takeover of the interim St. George's and Wild Cove waste site, the data management system (full system) is very important to have in place ASAP.

f. Organics Study (Dillon) Progress

Dillon has been in touch with all the waste management boards and committees across the province and are now into identifying the 'rough' options to research in more detail. Meetings are taking place in St. Johns on September 24th to discuss where they currently are in the study and what's next in determining the organics plan for the island.

4. Correspondence:

a. Letters to Department of Municipal Affairs:

i) RSB Act and Municipal Elections Clarification:

An official letter will be sent to the WRWM office; however, the official answer is that regardless of the current members of the WRSB being re-elected in the September 24th municipal election, there will have to be elections in each of the sub-regions to elect/re-elect members for the Western Regional Service Board.

ii) Transfer of Environmental Registration and Crown Lands Project from Pasadena to WRWM:

No problems or concerns with this request and WRWM should be receiving notification from DMA of the transfer shortly.

b. Cluney Mercer Email – BNG Final Report on Website:

A request was made for the BNG final report to be released. It was advised to post this report on the WRWM website for public viewing. The only concern with the WRSB is that this final report by BNG will be mistaken as the final report for WRWM and that this might be believed to be the final plan for Western. This final BNG report is only one aspect of the Western Study and although it presents good information, **it is not the final plan.**

Motion made by Cynthia Downey that the full report from BNG will be placed on the WRWM website. Motion was seconded by Donna Luther and while Lloyd Burton was not in favour of the motion, all others present (Neville was not on the phone at this point) were in favour of it and the motion was carried. It was advised by the WRSB to post a ‘disclaimer’ on the website along with the report to ensure there is no confusion on this subject.

c. Letters to Corner Brook and St. Georges regarding site operational takeover

The WRSB advised at the July meeting to proceed with the interim site takeover and notify the current site operators. Letters went out to both Corner Brook and St. Georges advising of this.

d. Vaughn Hammond from Canadian Federation of Independent Business

At the last meeting a letter from CFIB representative Vaughn Hammond was reviewed. This letter was sent to Central Newfoundland Waste Management (CNWM) and was copied to WRWM. Another letter was received by the WRWM office directed to Don Downer asking for WRWM to consider small businesses when dealing with fees for the Western System. Don sent a response on August 9th addressing their concerns.

5. New Business:

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

Waste audits provide important information on waste generation, composition, diversion opportunities, gives baseline data for future analysis and assists in estimating the life of a landfill site. Ashley Burke, Rhea Hutchings and Jason King worked with Murphy Brothers in organizing this audit at Wild Cove. MMSB and the City of Corner Brook provided the funding for this audit and Ashley will give a full presentation of the audit’s findings at the next WRSB meeting.

b. Questions & proposed answers to Cox’s Cove regarding closure of the McIvers waste site

The WRWM office received a list of questions from the town of McIvers which the board reviewed at a previous WRSB meeting along with proposed answers provided by the WRWM office. The response was approved by the board and was subsequently sent to the Town of McIvers. Since that time, we have received a letter from Cox’s Cove Mayor that also contained questions requiring answers. Again, the WRWM office composed a response to each of the questions posed and this was presented to the board at this meeting. There was discussion revolving around the questions and responses and the WRWM office was asked to incorporate the edits/changes and send out the response to them for final review and approval before forwarding them to the town of Cox’s Cove.

c. Administration Building (Letter)

Currently looking into the process involved in refurbishing an existing building within Corner Brook rather than constructing a new building at the Wild Cove Site. As long as the building is environmentally and structurally sound, suitable for our purposes and economically feasible, there shouldn’t be a problem with DMA.

Motion made by Roger Barrett to move forward and continue with the research of a building to suit our needs as an administration building. Motion was seconded by Eli, all were in favour (Neville was not present on the phone for this motion) and the motion was carried.

- d. BNG: Environmental Assessment Approvals, Proceeding to Crown Lands Acquisition/ Dry Study Report (final)
Environmental Assessment Approvals – Has gone through the government departments for comments. There were three options for the Bonne Bay South public drop-off site. The Department of Wildlife didn't approve two of these sites and the third option was the recently closed Lomond site located within the National Park boundary – this site is definitely not an option as far as WRWM is concerned. The WRWM office is applying pressure to get one of the two sites originally rejected by DOW reconsidered. The Winterhouse Brook site is the most desirable site for this public drop-off.
Dry Study Report – BNG gave a presentation based on their final report. The WRWM office has now received the final draft of this report which will be reviewed shortly.
- e. Wild Cove – Approvals List for allowable Items
 Frank Huxter spoke with Derrick Maddocks (Department of Environment and Conservation) and there would be no problem with Wild Cove accepting C&D waste. Other items such as bulky, ash, bark, etc. will require a consultant's study to look at more closely in order to determine whether these items would be accepted at the Wild Cove site. Recommend that WRWM get approval from DMA to have an engineering firm do a study of what items can/can't be accepted at Wild Cove. A list of parameters would be determined for the consultant to utilize and Frank will discuss these parameters with Derrick within the next couple weeks. BNG determined already that due to the 30 metres of clay beneath Wild Cove, this area should be suitable for many of the requested items; however, it is best to have more detailed research conducted on this issue to make a final determination on what can or can't be accepted there. The WRSB directed the office to continue to look into this issue further.
- f. Upcoming Conferences and Meetings – a report will be given at the next weekend regarding these three events.
 - i) **SWANA Conference in California, Sept 17-19:**
 Jason will be participating in the training course 'Managing Integrated Solid Waste Management Systems' in California for the three days prior to the start of the SWANA conference. Both Don and Jason will be participating in the conference.
 - ii) **Organics Meetings with Dillon in St. John's, Sept 23-24:**
 These meetings will be including Dillon representatives, government officials, and members from the Waste management board offices (Eastern, Central and Western)
 - iii) **MMSB Organics Conference in St. John's, Sept 25-27:**
 Purpose of this conference is to talk about organics and hopefully foster pilot projects for organics in the near future. This is a higher calibre than any other conference/forum MMSB has ever held with 25 speakers appearing.
- g. Governance Committee Update - Transparency and Accountability Business Plan Development
 Contact person with Transparency and Accountability is Scott Winters. We are in category 2 so we have to have two initiatives. The WRWM office is working on this business plan and will continue to do so over the next few months
- h. Finance Committee Report
Takeover of WRSB Accounts/ Establishment BMO Accounts - BDO Auditors are still working to reconcile our records from the transition between Pasadena and the WRWM office. It may take several weeks before this is finalized. Pasadena has forwarded their current WRWM balance to our accounts at the Bank of Montreal
Operational Budget/ MMSB Capacity Building (CBP) Application and Budget – CBP allows \$375,000 spread over three years which WRWM offices plans to use \$225,000 in the first year (2014), \$100,000 in the second year (2015) and \$50,000 in the third year (2016). As operational takeovers begin in 2014, the fee collections will supplement the CBP funds for operation the

WRWM system in Western Newfoundland. The Finance Committee recommends a salary increase for the Executive Director Position (morphed from the Coordinator position and the Office Administrator with both positions being reviewed annually. Don Downer did a lot of digging on these positions to determine the salary received by people in other Regional Service Boards in the same positions and this recommendation is concurrent with that.

Motion made by Barbara Barter to approve the budget as presented with the intent to review staff salaries in 6 months as funding becomes available. Motion was seconded by Eli Bishop, Roger Barrett was opposed, but remainder present (Neville was not on the phone for this motion) were in favour. Motion was carried.

Motion made by Barbara Barter that the WRSB Capacity Building Proposal be submitted to the MMSB as is. Motion was seconded by Donna Luther and all present were in favour. Motion was carried.

i. **Other**

WHSCC & CRA - The WRWM office have had some minor problems with WHSCC (requires reassessment and refund) and CRA (incorrect submission on our account, incorrect name on file) but are working to on these issues.

Operational 'Gap' money – The WRWM office will be submitting a request to DMA for the funds necessary to maintain the office operations until December 31, 2013. This will be submitted to DMA before the next meeting of the WRSB.

6. Notice of Motion(s)

There is nothing to add to this section.

7. Next Meeting & Other Upcoming Dates

Next WRSB Meeting is scheduled for Thursday, October 10, 2013 starting at 6pm at the WRWM Office at 19-21 West Street, Suite 25.

8. Adjournment

Meeting was adjourned at 9:50pm.