



NORTH RENFREW LANDFILL OPERATIONS BOARD

Laurentian Hills Municipal Building
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August 9, 2019

During the 170327 Board Meeting List of Actions “v. That James prepares an outline of the daily, monthly and yearly tasks that the Coordinator is responsible for and sends it to the Board.” This outline was updated on April 18, 2018 and again on August 9, 2019.

The Part-Time Waste Management Coordinator is responsible for the following:

Daily as required:

Acting as administrator for the Board.

Providing secretarial services to the Board.

Annual budget preparation and following through to make sure that the Budget is on track.

Providing required administrative and secretarial services to the Site Liaison Committee.

Working with the SLC on their waste diversion and reduction endeavours.

Overseeing Site contractors and staff to ensure that the Ministry of the Environment, Conservation and Parks’ (MECP) Environmental Compliance Approval (ECA) is fully followed.

Acting on behalf of the Board during and post Site Inspections by the MECP.

Preparation and submitting of Amendments to the Site’s ECA to the MECP.

Acting as contact person for residents and businesses for the Board.

Ensuring that the HWIN Registration for the Site’s HHW Depot is renewed annually and updated as required.

Acting as the contact between the Board and various Stewardship Programs and the Resource Productivity and Recovery Authority (RPRA).

Acting as the contact between the Board and its engineering consultants.

Coordinating so that surface water and groundwater monitoring events are done according to the ECA. (Three times a year.)

Preparing and sending Biennial Operations Reports to the MOE and CC by March 31st and delivering them to the Towns, the Libraries, the Board’s environmental monitoring contractor and CNL.

Preparing and delivering Annual Diversion Reports to both Towns for their WDO reporting and serving as an advisor for this reporting.

Assisting in continuous Site improvement.

Making recommendations to the Board on efficiencies that may increase diversion, waste reduction amounts and may reduce operating costs.

Being responsible for the Board’s Complaints Procedure and being the first contact with the public if complaints are received.

Ensuring that all operations procedures are followed.

Preparation of ads, posters, inkind ads and signage.

Ensuring that Reports, Annual Meetings Schedule and Minutes of Meetings are prepared distributed and entered into the Board's web site. (As required)

Preparing monthly Site tipping fee reports, bulky materials (mattresses etc.) reports and delivery of fees to both Towns.

Maintaining Safety Equipment including the Site Eye wash station, first aid kit and safety apparel as required.

Coordinating web site maintenance.

Updated by James Leon April 18, 2018 and August 9, 2019.