

NORTH RENFREW WASTE MANAGEMENT BOARD

c/o Townships of Rolph, Buchanan, Wylie & McKay
R.R. #1, Deep River, Ontario KOJ 1P0

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NORTH RENFREW WASTE MANAGEMENT BOARD MEETING
Minutes of Meeting

Date: 1997 November 27

Time: 7:00 PM

Location: Town of Deep River, Municipal Office, Meeting Room

Attendance:

Councillor T. Nicks, Townships RBWM, Chairman

Councillor D. Burton, Village of Chalk River

Councillor R. Roiha, Town of Deep River

B. Bigham, Site Liaison Committee Chairman

Councillor D. Walker, Town of Deep River

M. Richardson, Town of Deep River, Superintendent of Public Works

A. LeClair, Project Coordinator

B. Gust, Property Owner

1. Review and Acceptance of Minutes of Last Meeting

September 4, 1997, September 30, 1997

Councillor Roiha motioned to accept both sets of minutes without revision; Councillor Burton seconded; minutes of meetings accepted.

Business Arising from Meeting of September 30, 1997 - Proposal by Gartner Lee regarding the implementation of the New North Renfrew Waste Management System

Chairman Nicks recommended that the proposal be forwarded to Councils for input. Mr.

Richardson suggested to the Board the option to hire a consulting firm for the start-up phase of the new landfill site. The firm would be hired to set-up and manage the landfill site on a short term basis, and turn over the management of the site to the municipalities when the site operations are established. Chairman Nicks fielded members for an opinion on a request to Gartner Lee to provide a more detailed proposal to assist the municipalities in making a decision. Mr. Richardson offered the opinion that making the request would provide an advantage over other possible candidates should the municipalities decide to tender. No other comments or recommendations were offered.

2. Correspondence

In addition to the list of correspondence previously distributed before the meeting, Ms. LeClair distributed copies of an invoice received by J. Goltz Surveyors for survey work performed to legally described the lands to be secured for the establishment of the new landfill site. Chairman Nicks questioned the resolution of the outstanding issue raised by Mr. Goltz regarding ownership of the road allowance between lots 5&6, concession 11. Ms. LeClair reported that an Ontario Municipal Board Order dating back to April 4, 1956 clearly establishes ownership belonging to the Town of Deep River.

3. EA/EPA Review and Approvals Processes - Update

EA Approvals Process

Ms. LeClair reported that the deadline for public comment on the Minister's Notice of Acceptance was November 15, 1997, and that no submissions objecting to the Minister's acceptance were received during the comment period. Ms. LeClair pointed to the fact that the Minister, in his Notice, recommends that the approval of the submission and the undertaking be made without a hearing. Ms. LeClair added that a briefing package is presently being finalized by the EA Approvals Branch and will be forwarded to the Minister for his approval of the proposal and undertaking, within the next week. Ms. LeClair concluded by stating that final approval will be made by the Ontario Cabinet which might take several months depending on provincial priorities.

EPA Review and Approvals Process

Ms. LeClair reported that the Board's response to the Ministry's technical review comments was forwarded to the EPA Approvals Branch in early November. Ms. LeClair could not report on the progress of the Board's approvals process since the Ministry has not replied to recent communications efforts by the Board.

4. Compensation

Municipal: Status of resolution

Ms. LeClair requested closure on the issue, and copies of resolutions passed by councils, to be placed on file. Councillor Walker indicated that the Town passed the resolution in September and promptly distributed copies of the resolution. Councillor Burton reported that the Village council passed its resolution on the issue in the Fall, and directed Ms. LeClair to contact the Municipal office for a copy. Chairman Nicks stated that the issue may remain outstanding and would follow-up on the issue with Townships Council.

Affected Property Owners: Feedback on Letters (CONFIDENTIAL): see attached.

5. Land Acquisition

Option to Purchase and Access Agreements - Status

Councillor Walker reported to have received the Town's legal counsel's comments and recommendations on the Option to Purchase and Access agreements. However, Councillor Walker indicated that the comments and recommendations have not been reviewed in detail as Mr. LeConte submitted his letter shortly before the meeting.. Copies of the letter were distributed to Board members. The issue of legally surveying the road allowance was raised by

Mr. LeConte in the letter. Mr. Richardson stated that a construction survey would suffice if the sub-contractor is able to easily identify the established markers. Ms. LeClair reported that it was not clear whether the sub-contractor planned to conduct a legal survey or a construction survey of the road allowance, but, indicated that the consultant will be contacted to provide more information on the issue.

Councillor Walker expressed some confusion as it was expected that the option to purchase agreement would tie into an intermunicipal agreement on shared landownership, however, the latter document did not originally accompany the purchase agreement. Councillor Walker requested confirmation that the purchase agreement will offer the Town its right to exercise its option to purchase. Ms. LeClair reported that there was difficulty on the Board's ability to coordinate the delivery of all legal draft documents pertaining to securing land use, and that the option to purchase agreement is intended to allow the Town the ability to exercise its option to purchase the land once all conditions have been met, including the agreement of an intermunicipal agreement, and EA/EPA approvals. Ms. LeClair stated that the document is intended to clearly outline this fact, and revisions can be made to satisfy the Town should this not be clearly outlined in the documentation.

Phase I Environmental Assessment Report Draft - Comments

Ms. LeClair requested final comments on the report. Chairman Nicks stated that a correction should be made on page 5, section 4. Chairman Nicks stated that the second sentence should read, "Mr. Gust has a huntcamp on his property which is used regularly by his family and members of the community". No other comments were received. Ms. LeClair was directed to forward the request for correction to the document.

6. Operations

New Intermunicipal Agreement on Landownership and Operations (Schedule A)

Recommendations to Councils on - Board of Management; Maintenance and Operations of New Site

Ms. LeClair distributed copies of a proposal for a Board of Management structure for the operations of the new landfill site. Councillor Walker indicated that the initiation and development a new intermunicipal agreement on operations is not a Board responsibility, and expressed surprise to see landownership and operations issues combined in one agreement. Ms. LeClair outlined the need for councils to initiate discussions on a new Board of Management structure for the operations of the landfill site, and that the proposed Board of Management structure offered for discussion serves simply to catalyse discussions. The details of the Board of Management proposal were pulled from discussions over the past several months. Ms. LeClair further added that the landownership responsibilities issue is tied into securing the land which is required for EPA approval, therefore, the Board has a responsibility to see the issue resolved to meet EPA approval requirements for the issuance of the Certificate of Approval.

All in attendance reviewed the proposed Board of Management structure. Mr. Richardson suggested that the establishment of a Board is a better option than private contracting. Mr. Nicks added that the management of the landfill site and the waste stream could be arranged through a

combined public/private effort, whereby the day-to-day operations be handled privately, and the supervisory function be handled by a senior municipal staff member.

Councillor Burton commented on item #6, stating that the Village of Chalk River would not concede to sole control by the Town of Deep River. Chairman Nicks concurred with the opinion of Councillor Burton. Councillor Walker asserted that the Town could not concede to the choice of location for the Board office, and added that the Town originally agreed to the location during the approvals stage of the process only because it was a logical choice as it was assumed that the new landfill site would be located in Rolph Township. Councillor Walker further added that the status of the Town Council's opinion on the matter was not known at the time, and believed that some compromises could be made to see the issue resolved.

Councillor Walker stated that there would appear to be a fair amount of administrative support required to maintain the operations of the Board and the new landfill site. Chairman Nicks suggested that part time administrative support may be required. Mr. Richardson further suggested that the municipalities could opt to hire a facility manager comparable in qualifications to the Alice and Fraser Landfill Site Facility Manager, Mr. Steve Testart.

Councillor Walker recommended that further initiatives on the development of new intermunicipal agreement from this point onwards should originate from the Heads of Councils.

7. SLC Update

Mr. Bigham reported that an SLC meeting was held on October 23, 1997. The meeting was brief and informal in nature as member attendance was low. Ms. LeClair quickly reviewed status of EA and EPA approvals process during the meeting. Also, copies of a draft response to AECL's letter (regarding the potential for radioactive contamination) was distributed for members consideration.

8. Financial Update

Account Balance/Payables/Receivables

Ms. LeClair reported a book balance of \$54,958.42. Payables included payroll and services (office rent/fax,photocopy) for the month of November totalling \$2,116.38, and an invoice totalling \$16.06 from J. Goltz Surveyors for the cost of 3 copies of the preliminary survey plan. No receivables were reported. The net balance for the month of November is reported at \$52,825.99. Ms. LeClair added that fourth quarter payments are due in the next week.

Third Quarterly Report

Ms. LeClair distributed and commented on the Board's third quarter report. Mr. Richardson requested to know the predicted percentage spent by year end. Ms. LeClair assumed a figure of 60% (approximately \$90,000) of total budget, and offered to provide a more accurate figure after a review of activities planned for to the end of the year. Mr. Richardson and members of the Board directed Ms. LeClair to provide an accurate prediction.

9. Other Business

Municipal Elections and New Representatives

It was reported that new representatives have not been appointed to the Board, however, Chairman Nicks will remain on Board in the interim to assist in the transition. Councillor Roiha requested to remain active with the issue of property owner compensation. All agreed. Ms. LeClair reported that a memo will be forwarded to the new members outlining suggested reference material for background information on the process and Board activities, and a summary of activities including a list of outstanding issues requiring resolution. Councillor Burton directed Ms. LeClair to forward a copy of the memo to new Village council members as well.

Setback Zone

Chairman Nicks reported that, with respect to property owner compensation and the issue of making a general application for a variation to the Townships setback bylaw, the issue was discussed with Mr. Bob Hawking, Chair of the Committee of Adjustments. Mr. Hawking stated that approval for variance to the by-law would only be considered on a individual basis, and that the Committee would not consider one general application made by the Board to serve the interests of several property owners at one time.

Project Coordinator Job Description/Performance Appraisal (CONFIDENTIAL)

See attached

Prepared by: _____

Accepted 1998 January 15