

**NORTH RENFREW WASTE MANAGEMENT BOARD**

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

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**NORTH RENFREW WASTE MANAGEMENT BOARD MEETING  
MINUTES OF MEETING**

**Date:** 1998 January 15  
**Time:** 7:00 pm  
**Location:** Townships RBWM, Municipal Building Meeting Room, Pt. Alexander

**Attendance:**

Deputy Reeve M. McManus, Village of Chalk River  
Councillor D. Burton, Village of Chalk River  
Councillor C. Robinson, Townships RBWM  
T. Nicks, Chairman  
B. Bigham, SLC Chairman  
M. Richardson, Superintendent, Town of Deep River  
A. LeClair, Project Coordinator

**1. Review and Acceptance of Minutes of Last Meeting**

Deputy Reeve McManus motioned to accept the minutes, with the following revisions:

- p.3 - where "could be" appears twice in one sentence,
- p.6 - where "of the" appears twice in one sentence.

Councillor Burton seconded; minutes were accepted with revision.

**2. Business Arising from Last Meeting**

*EA/EPA Approvals - Status*

Ms. LeClair summarized that the Board's main objective is to obtain EA and EPA approvals. The first approval, EA approval involves obtaining approval for a long term plan to manage solid municipal waste, which meets the requirements of the Environmental Assessment Act. Ms. LeClair reported that EA approval for the Board's submission has reached the final stage, in that all that is required is the Minister's approval and final approval by the Provincial Cabinet. Ms. LeClair added that typically the Ministry appoints a coordinator to coordinate the review and approval of a submission, and that the Board no longer has a coordinator appointed to oversee the process through its final stages. The Branch manager is presently managing the submission and several phone calls have been placed to obtain a status on the process, however, the Manager has yet to respond to the requests. Ms. LeClair reported to have spoken with the former coordinator, Mr. John Bullen, and it was reported that the briefing package has not been forwarded to the Minister's Office for approval. The reason was due to changes in staff and lack of administrative support at the EA Approval Branch level. Ms. LeClair suggested exercising political influence through the Local M.P.P.'s office to push the submission forward. All members agreed to the approach. Chairman Nicks

directed Ms. LeClair to compose a letter addressed to M.P.P. Sean Conway, and attach for reference the letter of commendation received by the Board from the former Minister, Brenda Elliott.

With respect to EPA (Environmental Protection Act) approval, Ms. LeClair explained that it pertained to the protection of the natural environment when establishing a new landfill site (for example), and that the Board's application and supporting documentation must meet the requirements of the Environmental Protection Act in order to obtain a Certificate of Approval to establish and operate a new site. Chairman Nicks added that the Ministry will be not issue the Certificate of Approval until such time as the Board can demonstrate control over land use for the purpose of establish/operating the new site. Ms. LeClair added that the EPA approval process has reached a point where the Ministry is close to submitting its draft terms and conditions, at which point the Board will have the opportunity to review and negotiate with the Ministry. Ms. LeClair emphasized the fact that the Board and the municipalities have a responsibility to finalize agreements on the purchase of the land and access to the contaminant attenuation zone, and agree on operations, in a timely manner to ensure the issuance of the Certificate of Approval. These responsibilities must be executed in parallel with the activities of the Ministry if the municipalities desire to establish the new site this fiscal year.

*Property Owner Compensation - Status*

Ms. LeClair reported to have reviewed the intermunicipal Board of Management Agreement, dated 1994 May 31, section 14 regarding compensation, and indicated the agreement does not underline a mandate to negotiate and/or award compensation to affected property owners\*. Ms. LeClair requested confirmation from the Board that the interpretation was accurate. Chairman Nicks read aloud to all present, section 14.1 dealing with property owner compensation. Section 14.1 outlines a requirement by parties (meaning the three municipalities) to develop and approve a compensation policy. Also, Chairman Nicks explained that section 14.2 pertained to the development of a Host Municipal Compensation agreement, and section 14.3 pertained to changes or amendments to the policy. Chairman Nicks confirmed that the interpretation is accurate, in that the Board is not mandated to negotiate property owner compensation on behalf of the municipalities. Deputy Reeve McManus pointed to the fact that the Board has previously discussed the matter and requested to know whether the Board arrived at a decision, and why the Board was not proceeding with its decision. Chairman Nicks explained that the Board has discussed the matter without realization that there was not Board mandate to develop a methodology or strategy.

All members agreed to request direction from Heads of Councils, to identify and approve a process mechanism to address the issue pertaining to negotiating and awarding property owner compensation. Mr. Richardson suggested to request direction in writing, with a specific recommendation to Council. Ms. LeClair reminded members that the request must be coordinated in such a way as to obtain unanimous agreement, and in a timely manner.

***\*(Note: Statement is incorrect - The Landfill Compensation Policy approved in 1995 authorizes the Board to negotiate property owner compensation.)***

*Land Acquisition: Option to Purchase/Access Agreements - Status of Review*

Deputy Reeve McManus indicated that the Town officials recently held a meeting to discuss revisions to the option to purchase and access agreements. Deputy Reeve McManus stated that it is anticipated that the Town Council will approve the option to purchase agreement by by-law, with few minor revisions, and stated that the Town is awaiting final comments from its legal counsel, Mr. LeConte, however, it is difficult to identify when the Town will receive his comments. Deputy Reeve McManus reported that, with respect to the access agreement, the Town officials had some difficulty accepting readily the agreement without major revisions, outlining that reference to the "Board" in the agreement was a major issue. Mr. Richardson added that, generally speaking, when obtaining an access agreement, it is tied into a purchased property, registered

on the title of that property. The Town intends to make a sound recommendation to have the access under the Town's name.

Deputy Reeve McManus, with respect to the Amendment No.1 (amendment to the existing intermunicipal Board of management agreement) agreement, expressed the Town officials' confusion about the need for the amendment. Ms. LeClair explained that the present intermunicipal agreement, section 10 pertaining to property acquisition, erroneously gives power to the Board to acquire property for the purpose of establishing the landfill site. Ms. LeClair further explained that based on the Municipal Act, this power can only be given to a local municipality, and added that Councillor Walker of the Town of Deep River, in a Finance and General Government Committee last year, made it an issue. Deputy Reeve McManus stated that Town Officials view this agreement as unnecessary at this point. Ms. LeClair requested direction with respect to the amendment. Members discussed the issue and agreed to raise the issue during the meeting with Heads of Council. Councillor Robinson directed Ms. LeClair to provide copies of all the legal agreements pertaining to the purchase and access of the land.

*New Intermunicipal Agreement on Operations and Landownership - Status of Review*

Members agreed that the issue will be raised during the meeting with Heads of Council.

**3. Correspondence**

Ms. LeClair distributed new correspondence as follows:

- Fax received by the Board - Request for employment by Mr. Steve Testart, former operations manager of the Alice and Fraser Landfill Site.
- Memo to C. Graham: Re: Claiming Vacation Time during Christmas Holidays
- Memo to M. Mysyk re: Board requirements for office space and fax/photocopy services for 1998
- News Release on Regulation Reforms, and Reforms Timetable

Ms. LeClair recommended deferring the review of correspondence received until the next general meeting. Members agreed.

**4. New Business**

*Introduction of New Members*

Chairman Nicks introduced to the new Board members, Mr. Bruce Bigham, Site Liaison Chairman. Chairman Nicks indicated that Mr. Bigham attends all Board meetings as a non-voting Board member representing the Site Liaison Committee and the public's interest as a whole. As Chairman of the Site Liaison Committee, his responsibilities include relaying information on Board activities to the other members of the Committee, and any interested member of the public, and conveying concerns to the Board originating from the Committee or members of the public.

*Election of New Chairperson*

Some members of the Board queried as to the duties of the Chair of the Board. Members displayed an inclination to choose an experienced member to chair the Board. Deputy Reeve McManus motioned to elect Councillor Burton as Chair. The motion was seconded by Councillor Robinson; Councillor Burton accepted the motion. The motion was carried.

**5 SLC Update**

Mr. Bigham moved to thank the former Chair, Mr. Nicks, for his involvement and dedication to the process. All in attendance extended their appreciation.

**6 Financial Update**

*Payables/Receivables/Book Balance to Date*

Ms. LeClair reported that the Board's bank balance as at December 31, 1997 was \$80,666.67. Payables included an invoice from the North Renfrew Times for \$8.75, which was paid on January 15, 1998. Receivables included the fourth quarterly payment forwarded by the Village of Chalk River, of \$3,380.50 (all other payments were received), on January 7, 1998. The book balance, therefore, as at January 15, 1998 is \$84,038.42.

*1998 Budget Submission (CONFIDENTIAL - See attached)*

**7. Other Business**

*Next Meeting*

Members requested the coordination of a meeting with Heads of Council and Clerks on or around January 27, 1998.

Prepared by: \_\_\_\_\_  
Date Accepted: 1998 February 26

## **6. Financial Update (continued)**

### *1998 Budget Submission (CONFIDENTIAL)*

Ms. LeClair distributed the preliminary figures, and project schedule for the fiscal year 1998, and outlined the Board's goals, based on the present intermunicipal board of management agreement. The document distributed also included successes and challenges of the fiscal year 1997, as well as an unofficial financial summary. Ms. LeClair indicated that the fiscal year 1997 financial summary differs from the projection submitted several weeks ago. Ms. LeClair explained that it was originally anticipated that the Consultant would submit an invoice before year's end. However, Ms. LeClair added that the Consultant opted to invoice the Board in 1998, when the majority of the detailed design work would be completed.

With respect to the Board's 1998 project schedule, Ms. LeClair quickly discussed areas in the process where the Board did not have a mandate. However, Ms. LeClair requested confirmation as to the accuracy since the information was based on her interpretation of the provisions within the present intermunicipal agreement which may not be accurate. Members agreed that the Board should obtain more clarity on the Board's mandate at this point in the process, and underlined the issue to be raised during the meeting with Heads of Council.

Also, Ms. LeClair presented a preliminary budget for fiscal year 1998, and outlined the assumptions made while developing the budget. With respect to property owner compensation budget items, Ms. LeClair cautioned the members that the figures are considered to be estimates only, and should not be interpreted as definitive by any means. For this same reason, Ms. LeClair cautioned that the distribution of the information should be strictly limited at this point.

With respect to the estimate associated with a Household Hazardous Waste Mobile Event, Ms. LeClair indicated that this will be pulled out as it is typically a line item reported by each municipality in their respective municipal budgets.

## **7. Other Business**

### *Coordinator's Performance Appraisal and Contract*

The Coordinator's performance appraisal and revised contract was accepted without revision by all members. Chairman Nicks directed Ms. LeClair to forward the appraisal to the Municipal Office for filing in the personnel file. Also, Chairman Nicks directed Ms. LeClair to prepare a clean copy of the contract for signature.