

**NORTH RENFREW WASTE MANAGEMENT BOARD**

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

Telephone: (613) 584-9194

Fax (613) 584-3285

**North Renfrew Waste Management General Board Meeting  
Minutes of Meeting  
- D R A F T -**

**DATE:** 1998 March 26

**TIME:** 7:00 pm

**LOCATION:** Townships Rolph, Buchanan, Wylie & McKay

**Attendance**

Councillor D. Burton, Village of Chalk River, Chairperson

Councillor C. Robinson, Townships RBWM

Councillor D. Walker, Town of Deep River

J. Kolar, Site Liaison Committee

A. LeClair, NRWMB Project Coordinator

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

*1998 January 27:* Councillor Walker reported that Mayor Murphy's comments on the draft minutes remain outstanding. Board members agreed to accept the minutes with a note attached regarding outstanding comments to be received later.

*1998 February 26:* With respect to Item 8, Mr. Nick's Departure from Board Involvement, Councillor Robinson reported that his recommendation as an alternate strategy to negotiate property owner compensation through lawyers was left out of the minutes. Ms. LeClair was directed to revise the minutes to incorporate the recommendation. Councillor Robinson motioned to accepted the minutes with revision; Councillor Walker seconded the motion; minutes accepted.

**2. Business Arising from Meetings**

*Meeting with Heads of Council - March 9*

With respect to the minutes of meeting, page 2, paragraph 3, regarding Reeves Osborne and Curtis's concerns about the issue of missing key information - letter of David Cox of December 5, 1996, and its impact on municipal legal counsel's recommendation with respect to the land acquisition legal documents, Chairman Burton clarified the point that the former Councillor of Chalk River, Gail Conroy, was the representative on the Board at the time, and did not know what the former councillor did with the correspondence.

On the issue of information exchange, Ms. LeClair clarified the point that each municipality has its own document management system with respect to processing Board correspondence once the information is

received by the respective representative. The Village of Chalk River, for instance, apparently makes a copy of each piece of correspondence and retains it with other municipal records. And, Ms. LeClair believed that the Townships retains only the minutes of meeting on municipal file, but, wasn't sure how the Board correspondence was treated by the Town.

As well, Ms. LeClair pointed out to the Board members, in general terms, that Board correspondence travels primarily through the municipal representatives on Board, during the regular Board meeting. For the most part, what happens to the information after this point is up to the Councillors and municipalities discretion to process and manage the information how they see fit, unless the Coordinator is specifically directed during the meeting to forward information directly to the municipalities, or a special request is received by the Coordinator from municipal staff or council members. Ms. LeClair clarified that not all information is forwarded to the Board Members - some discretion is used. However, correspondence such as Mr. Cox's letter would have been forwarded to the Board members, and the members would have used their own discretion in reporting or redirecting the correspondence to the municipal file, or any municipal staff or council representative.

Ms. LeClair was directed to provide copies of the minutes meeting of March 9 to Board members.

#### *Progress of Land Acquisition Legal Documents*

Option to Purchase Agreement- Councillor Walker reported that a copy of the legal agreement has been forwarded to AECL and its legal counsel. A few inquiries have been made, but nothing major. Councillor Walker did point out a request made by AECL to place a time limit on the option.

With respect to changing clause 5.06, Councillor Walker reported that Mr. Larry Simons called the Town's legal counsel to clarify order of terminology. It was concluded that the original vendor/purchaser sequence as described in the original draft was the correct sequencing.

Ms. LeClair requested a copy of the revised legal documents for record keeping purposes. Councillor Walker is to direct Town administration to forward copies to the Board Office.

#### *Progress on New Operations Governance/Management Structure*

Councillor Walker advised that the Town was to table the issue at the next council meeting the first week of April, and anticipated a decision on a preferred model would be made by mid-April's meeting. Councillor Robinson reported that the issue would be tabled at the next council meeting. Chairman Burton reported that no decision has been made yet, and anticipated a decision to be reached sometime in April.

Ms. LeClair distributed correspondence received by the Board from Janota Patrick requesting to make a presentation to the Board and the municipalities to provide short term consulting services to assist the municipalities in achieving objectives. Ms. LeClair advised that the Board was not mandated to retain professional services to achieve upcoming objectives pertaining to the operations of the new landfill site and the implementation of the new waste management system. However, the Board could make recommendations to the municipalities, and be used by the municipalities as a vehicle to assist them in making decisions of this nature.

Councillor Walker was favorable to the engineering firm's request for a presentation and expressed interest in meeting with them. Councillor Robinson suggested to open the presentation to interested municipal administration staff and council representatives. Members agreed.

Ms. LeClair was directed to coordinate a presentation by Janota Patrick.

### **3. Correspondence**

Ms. LeClair briefly reviewed the list of correspondence which was attached to the agenda and previously forwarded to the Board members before the meeting.

To add to this month's correspondence:

- Janota/Patrick & Associates (1998 March 24), as discussed in Item 2.
- Memo from the Townships RBWM on the issue of municipal compensation, included in the meeting package - to be discussed in Item 5
- Draft proposal to hold a third household hazardous waste day mobile event - to be discussed in Item 8

### **4. EA/EPA Update**

Ms. LeClair reported no new developments in either EA or EPA approvals, other than the upcoming public meeting set for April 2, 1998, to receive comments on the preliminary detailed design plans.

### **5. Municipal Compensation**

#### *Status on Issue Regarding Maintenance and Repair of Bagg's Road*

Councillor Robinson reported to have tabled the issue at the last Townships' council meeting and referred to the proposal attached to the Township's Memo. Councillor Walker affirmed the proposal as being reasonable, and anticipated no rebuttal from Town Council. Councillor Robinson asserted that the Townships would not move to pass the original resolution until all municipal councils passed a resolution on the issue of road maintenance and repair. All members agreed to recommend a resolution by their respective councils, on the issue of maintenance and repair as proposed by the Townships.

### **6. SLC Update**

Ms. Jill Kolar attended the meeting on behalf of Mr. Bigham. Ms. Kolar reported no new developments.

### **7. Finance**

#### *Monthly Reporting*

Ms. LeClair regretted to inform the Board of the unavailability of information, and committed to distributing the a monthly report via Memo after the meeting.

#### *Audit of Fiscal Year 1997*

Board members reviewed the audit and raised several questions about the figures reported in the balance sheet. Ms. LeClair committed to reviewing the figures with the Townships Deputy Clerk Treasurer, Mrs. Connie Graham, to clarify where the numbers derive, and committed to reporting the information via the Memo which would incorporate the information pertaining to the monthly report.

*Call for Recommended Revisions to Draft Budget Submission (Rev. 1)*

Members agreed to revise the budget submission to reflect direction from Heads of Council as reported in the minutes of meeting of March 9. Members reviewed Table 3 of the Draft Budget Submission (Rev. 1). Ms. LeClair recommended that given the direction provided by Heads of Council, that the Board maintains administrative assistance to year's end, and recommended that hours be reduced to 20hrs beginning the second quarter. Councillor Walker queried about land acquisition costs. Ms. LeClair expressed the understanding that recovery costs associated with the purchase of the land would be coordinated through the Town of Deep River directly with the other two municipalities, as stated in the new intermunicipal landownership agreement, therefore, not reported in the Board's budget for 1998. Councillor Robinson queried about the reporting of construction costs. Councillor Walker stated that she will request that Council borrow money and debenture costs, and that the Finance Committee is prepared to support the request. A consensus was reached to request councils to finance construction and report as a separate municipal line item, and redirect funds on quarterly basis to the Board when the construction phase is to begin. Board members deferred a motion to approve the budget submission until April 2, 1998.

Ms. LeClair was directed to revise the draft budget submission and forward the revised document to the Board members, within the next several days. Board members committed to reviewing the document prior and meeting to discuss the budget submission and motion to approve prior to the Public Meeting planned from April 2.

**8. Other Business**

*Proposal for HHWD 1998 Mobile Event*

Ms. LeClair briefly reviewed the contents of the proposal, indicating that the 1998 event would follow for the most part the same format as the former events. Ms LeClair indicated that the cost estimated proposed by Drain All is identical to 1996 costs, therefore, no cost increase for the event is anticipated. However, final costs are partly dependent on the volume of waste collected. If the municipalities collect more waste than budgeted, the actual cost of the event may exceed budget. Councillors Walker and Robinson both indicated difficulty in justifying the event as a priority within their respective municipality given the anticipated financial impact due to upcoming restructuring and downloading of responsibilities planned for in 1998.

All members agreed to utilize the proposal in its draft state to forward to the appropriate committees and council for further discussion and approval.

*Next Meeting*

Next General Board Meeting is scheduled for the 4th Thursday of April.

Meeting adjourned.

Prepared by: \_\_\_\_\_

Date Accepted: \_\_\_\_\_