

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: 1998 April 30
Time: 6:00 pm
Location: Village of Chalk River, Council Chambers

Attendance:

Chairperson Burton, Village of Chalk River
Councillor Robinson, Townships Rolph, Buchanan, Wylie and McKay
Councillor Walker, Town of Deep River (Presentation)
A. LeClair, NRWMB Project Coordinator

Presentation

Joe Janota, Janota Patrick & Associates
Brian Whitehead, Janota Patrick & Associates
Steve Usher, Gartner Lee Limited

1. Review and Acceptance of Minutes of Last Meeting

1998 March 26:

Councillor Robinson motioned to accept the minutes without revision; Councillor Burton seconded; minutes accepted without revision.

1998 April 2 (Public Meeting):

Councillor Robinson motioned to accept the minutes without revision; Councillor Burton seconded; minutes accepted without revision.

2. Business Arising from Meetings

Some discussion took place on the issue of repositioning the access route, as raised during the public meeting of April 2. Further discussion ensued later during the meeting. See Item 5 - *Summary of Public Meeting*.

3. Correspondence

Ms. LeClair reviewed the correspondence with Board members. Ms. LeClair reported to have received additional correspondence with respect to the EA Notice of Approval. No comments or enquiries were made.

4. EA/EPA Approvals Update

EA: Notice of EA approval

Ms. LeClair distributed the documentation regarding EA approval, in the form of a Notice of Approval by the Minister of the Environment, an Order-in-Council signed by the Lieutenant Governor, and the terms and conditions for EA approval. Ms. LeClair reported that the documentation completes the environmental assessment process, and the focus turns to the implementation of the new waste management systems plan and in a year's time, reporting on compliance to meeting EA terms and conditions.

Ms. LeClair queried as to the Board's intent in conveying the message to the public, and suggested that the Board may want to submit a press release to the local newspapers - North Renfrew Times, Petawawa Messenger, and the Pembroke Observer/Daily News, and forward letters of thanks to members of the former Public Liaison Committee. Also, Ms. LeClair suggested to forward a letter to the MOE's Environmental Assessment Branch to express the Board's frustrations and opinions about the EA process in general. Board members agreed with the suggestions, and directed Ms. LeClair to proceed with the above.

EPA

Status of approval: Drafting of Certificate of Approval

Ms. LeClair reported that a Draft Certificate of Approval has been forwarded for review and comment to the District and Regional Offices by the EPA Branch. When the review is complete, and the EPA Branch has incorporated revisions, a draft copy will be sent to the Board for review and comment, as a courtesy.

Status of Review and Approval of Land Acquisition Documents

Ms. LeClair reported that AECL has yet to submit comments on the draft legal documents.

Detailed Design Plans:

Amendments to Original Design and Review/Approval by MOE

Ms. LeClair reported to have spoken with Mr. Robert Bruce of the EPA Branch prior to the general meeting, who communicated that the Board's application and supporting documentation will not require a second formal technical review should the Board decide to amend the design of the landfill site. However, Ms. LeClair added that the amendments would require "sign-off" by either the District or Regional director of the MOE, and any amendments deviating significantly from the original design and operations concept would require justification. Depending on the modification, the Board would be in a position to negotiate with the MOE for some other alternative should the Board recommended modification not meet EPA requirements.

Summary of Public Meeting

Board members reviewed comments made during the public meeting and directed further action as follows:

Trees: Councillor Robinson did not see the issue to be a problem, however, followup action was requested with a call to Steve Boland for a recommendation.

Design Speed: General consensus was that speeding would occur regardless of design speed. Councillor Robinson stated that the Townships Council would most likely approve a by-law restricting the speed to 40km/hr. Board members resolved to approach the Townships Council when Bagg's Road improvements are complete, to approve a by-law restricting the speed to 40km/hr.

Bagg's Rd/Access Rd - Double Surfacing vs. Paving: Board members directed action be taken to approach Public Works personnel for a recommendation on road surfacing.

Reposition Access Road: All Board members shared the belief that repositioning the access road closer to the Blimkie property would cause further upset to the family. The belief is further reinforced by Councillor Robinson's reporting of Townships' Council reaction by the recommendation. Board members directed further action be taken to approach Janota/Patrick on the issue of costs.

Extending paved area of access route to re-use/recycling areas: Board members did not view this as necessary or worthwhile given the expense. No further action required.

Ancillary facilities too restrictive/need for enlarged areas: Board members directed further action be taken by discussing the issues with Public Works personnel.

Lighting: Ms. LeClair reported that the cost to install a lamp on a hydro post is about \$500, and the cost for monthly hydro service to supply electricity would be around \$34/month. Board members viewed this as a non-issue. No further action required.

Ms. LeClair stated that a meeting with the Public Works personnel will be arranged in the next several weeks, to discuss possible amendments to the design of the landfill site and the improvements to Bagg's Road and make recommendations to the Board. Chairperson Burton directed Ms. LeClair to contact the Mr. Jim Fitton who is in charge of the village's public works to ensure that he is involved in the discussions.

5. Municipal Compensation

Maintenance and Repair of Bagg's Road: RBWM proposal

Chairperson Burton elaborated on the Village's need for an agreement on the issue of the maintenance of Bagg's Road. The agreement would take the form of an in-house, intermunicipal agreement. Councillor Robinson believed that a resolution or by-law would be sufficient, however, reserved any final decision until the issue was discussed with Councillor Walker. Chairperson Burton agreed.

6. Finance

Monthly Report - March and April

Ms. LeClair distributed monthly reports for March and April. Ms. LeClair noted that the Board's finances are up-to-date with no outstanding payables or receivables. To note was the fact that the balance dropped considerably from March to the end of April, due primarily to payment for consultants' services rendered in the development of the detailed design plans which were conducted in January/February.

Quarterly Report - Quarter 1 (January to March 31)

Ms. LeClair distributed and briefly reviewed the Board's first quarter report with Board members. No major issues were raised.

Audit of Fiscal Year 1997: Details of Balance Sheet

Ms. LeClair distributed details of the Balance Sheet recorded in the Board audit of Fiscal year 1997, per the Board request during the meeting of March 26, and offered to answer any questions and take further action once the Board members reviewed the information.

Budget Submission 1998, Rev. 2: Board comments and motion for approval (PRIORITY)

Board members had no further comments to add to the draft budget submission, rev. 2. Ms. LeClair recommended minor adjustments to the 1998 Budget. Councillor Robinson motioned to approve the budget with minor revisions; Chairperson Burton seconded; budget submission approved. Board members directed Ms. LeClair to forward the submission to the clerks as soon as possible.

7. SLC Update

There were no issues to report or discuss.

8. Other Business

HHWDay 1998 (PRIORITY)

Councillor Robinson stated that the proposal for a HHWDay event was not well received by the Townships' Council. Chairperson Burton stated that the Village's Finance committee recommended not to fund this year's event. Ms. LeClair reported that the Town's Physical Environment Committee recommended funding the Town's share of the event, however, the Committee's recommendation may not survive budget deliberations. Mr. Bigham empathized with the municipalities. Ms. LeClair queried about an initiative by the Site Liaison Committee to sponsor the event. The recommendation was turned down by Mr. Bigham.

Ms. LeClair distributed information on an initiative from the Association of Municipal Recycling Coordinators requesting municipalities to endorse a cost sharing model proposed by a steering committee facilitated by Environment Canada. The cost sharing concept would see manufacturers paying for a share of the costs of household hazardous waste programs. The steering committee is looking for endorsements by the end of April, beginning of May.

Board members reviewed the information. Councillor Walker questioned the viability of the proposal and requested more background information on the process and the steering committee. Other members concurred and stated that it was doubtful that their councils would move to endorse the concept, particularly in a such short timeframe.

9. Start-up/Operations Phases

Presentation by Janota/Patrick (Brian Whitehead)

Introduction:

Mr. Whitehead opened the presentation with a brief outline of Janota/Patrick's history and partnership with North Renfrew's landfill process. Mr. Whitehead touched on the company's contract relationship with Gartner Lee Limited, and its positive experiences with Gartner Lee's less traditional approach to consulting - one based on a scoped concept - scope the work to the needs of the community. Mr. Whitehead emphasized the company's desire to adopt this approach within its present philosophy.

Mr. Steve Usher representing Gartner Lee Limited, underlined his experience with landfill sites/dumps. Mr. Usher pointed to North Renfrew's opportunity to have a real good facility and stated that operations is the key to ensuring a well run landfill site.

Mr. Whitehead underlined the growing importance and popularity of forming strategic alliances, or partnerships, and expressed Janota/Patrick's intention to form an alliance with North Renfrew. Mr. Janota proposed a short-term alliance, offering professional services to bridge the process from construction phase to operations of the new landfill site. Mr. Whitehead pointed to the fact that there are several options available.

Concept:

A typical municipal waste management service concept was presented: Council in control/governing; municipal administration implementing the service; the service broken down into several tasks performed through piecemeal contracting.

Mr. Whitehead proposed a concept whereby Janota/Patrick would form an alliance with the "Governing/Management" authority for delivery of waste diversion, waste collection, and the management of existing/closed landfill sites. The concept was proposed with the understanding that the new waste management systems plan calls for the collection of waste and the management of existing/closed landfill sites to be handled by each individual municipality. And, each municipality will manage their 3R's component of the waste diversion effort individually through PARB. Ms. LeClair emphasized the fact that some concerted effort to coordinate the waste diversion aspect of the new waste management system will be required in order to achieve the 50% diversion target. Mr. Usher highlighted the opportunity for cooperation in monitoring the closed landfill sites in order to save money.

First Box

Mr. Janota stated that the engineering company is presently working on the detailed design plans and specifications for the new landfill site and the upgrade to Bagg's Road. The next step in North Renfrew's landfill process is to consider options for the supervision of the construction. Mr. Janota underlined the company's availability to provide the professional services to supervise construction, given that municipal public works personnel, in particular Mr. Richardson, may not have the time to commit to the construction phase. And, there was emphasis placed on the importance of obtaining someone knowledgeable to complete the tasks. An offer was put forth to the Board by Janota Patrick to provide a cost estimate for the supervision, administration and follow-up tasks of the construction phase. Councillor Walker believed that the Board was not at a stage to consider this aspect of construction since the Board has considerable work yet to do on the detailed design of the landfill site. Mr. Janota and Mr. Whitehead assured Councillor Walker that given past experience on design projects, North Renfrew's design work is about 90% complete.

Second Box

The following step in the process is site operations. Mr. Steve Usher pointed to the increasing importance of developing and using operations manuals which essentially puts the design and operations concept in common language. Mr. Usher added that the manual would be useful in assisting contractors who may not see the practicalities of managing landfill volume/capacity efficiently, for instance. The manual would require to be prepared by the in-service date.

Third Box

Following site operations is pre-development baseline monitoring. Pre-development baseline monitoring is important before construction/operations begin. This service is not particularly expensive. Compliance Reporting and Monitoring is a service that can be offered by Janota/Patrick, however, any decisions to obtain this service can be made later on in the process.

Fourth Box

Mr. Janota underlined the company's availability in providing professional services in the area of benchmarking & projection of revenues/costs comparison of implementation of alternatives, by which the analysis would take into account life cycle costing. Sources of revenue can be analysed as well. Options can be discussed based on a focus of optimization/financial modelling, and an outline of the pros and cons can be established. A number of safeguards can be incorporated to protect North Renfrew's investment.

Mr. Janota further added that Janota/Patrick can alternatively participate in the tendering process for the operations of the site, or, provide assistance to North Renfrew in the tendering process to find a contractor to manage the site, and develop controls to ensure optimization of the site. Mr. Bruce Bigham questioned the worth of optimization of the site, in terms of putting effort into compacting the landfill to save space. Mr. Steve Usher confirmed that there are cost savings associated with saving on space. Mr. Brian Whitehead added that Janota/Patrick can assist North Renfrew in reviewing the options.

Councillor Walker expressed some difficulties Town Council was having in making a decision on the issue of governance/management of the landfill site. One particular concern is with the issue of liability. Councillor Walker referred to the issue of incorporating safeguards which was previously mentioned in the presentation. Mr. Steve Usher elaborated giving the following example - assuming a private contract, if the contractor chooses to leave half way through the contract period, North Renfrew would need a financial cost plan, money and a plan to either close or continue with the operations of the site. There are several models that are common in the private sector - 1. Use tipping fee money to place in a contingency fund which is kept with the MOE; 2. Place money in an insurance contingency fund whereby municipalities get together and pool financial resources to bail one another out in times of difficulty. Mr. Whitehead suggested that one could charge a tipping fee which incorporates some margin of profit to cover for liability. Mr. Janota stated that there are several ways of collecting the money. Councillor Walker asserted that the Council's concerns are rooted in the area of trust. Mr. Bruce Bigham asserted that tipping fees are typically established as means to control waste entering the site, and not necessarily for the purpose of making a profit. Mr. Usher pointed to the fact that in the last 4 years, there is movement towards various funding models to obtain revenue.

Councillor Robinson requested more information on the issue of an integrated waste management system. Mr. Janota replied by stating that an integrated system in North Renfrew's situation would see the meshing of North Renfrew's new waste management system with the individual existing systems and sites. Councillor Walker queried whether Janota/Patrick could provide an analysis of the advantages and disadvantages. Mr. Janota confirmed that an evaluation of the options would be possible and would help clear up some of the questions raised by the Town Council.

Speaking in general terms, Mr. Usher asserted the scoped work approach has worked province-wide, and has assisted in saving money. Mr. Usher further added that the consultants each have experience in individual areas, and each professional adds a piece to add as a package.

Councillor Walker queried whether the company would investigate the preliminary costs. Mr. Janota confirmed this to be true, and added that the costs would then be projected out. Councillor Walker requested an opinion on a possible governance/management relationship for North Renfrew. Mr. Whitehead refused to provide an opinion given the contentious nature of the issue, however, did foresee some sort of partnership at some level. Mr. Janota stated that there are several different combinations of alliances that can be formed, from providing professional management services like compliance reporting - to the operations on a day-to-day basis, with municipal administrator administering the contract under the direction of a Board or Committee.

Conclusion/Recommendation

The Board concurred that the first priority is systems planning. Councillor Walker requested a rough price estimate for providing the service. Mr. Janota confirmed that the company will followup with an estimate. Mr. Whitehead requested to know the timeline. Ms. LeClair suggested by the end of May, in time for the next Board meeting. Mr. Whitehead requested to know when the Board would be looking at having the work completed. Ms. LeClair stated that the target period would be the end of June. Councillor Robinson asserted that he would like to see the work tendered out competitively. Councillor Walker was not in favor of the move since the work is too time dependent. Councillor Robinson remained in favor of tendering out competitively. No further action was motioned.

Meeting Adjourned.

Prepared by: _____

Date Accepted: _____