

NORTH RENFREW WASTE MANAGEMENT BOARD

c/o Townships of Rolph, Buchanan, Wylie & McKay
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**North Renfrew Waste Management Board Meeting
MINUTES OF MEETING**

Date: 1998 July 27

Time: 7:00 pm

Location: Townships Rolph, Buchanan, Wylie and McKay, Municipal Bldg., Meeting Room

1. Review and Acceptance of Minutes Meeting

May 28, 1998: No comments or revisions were noted. Councillor Walker motioned to accept the minutes, Councillor Robinson seconded; minutes were accepted without revision.

2. Business Arising from Last Meeting

Land Acquisition Signing Ceremony (1998 July 21): Councillor Walker reported to have asserted her position on the signing ceremony to the Town Council during its recent council meeting. Councillor Walker outlined to Council the Town's role in the land acquisition, holding the land for the benefit of all the municipalities, and that the Town complies with the spirit of this intent the next time it plans such a ceremony or meeting. Councillor Walker explained to the Board members that the original press release produced by AECL neglected to outline the partnership between the municipalities, and that no formal invitation was forwarded to the other participating municipalities. Also, Councillor Walker insisted that the press release be reviewed by the Board and the other municipalities before its release. Mr. Simons stated that a meeting was arranged with Ms. LeClair to review the press release, but Ms. LeClair did not show up. Ms. LeClair reported to Councillor Walker and to the other Board members that in fact no such meeting was pre-arranged with Mr. Simons.

Councillor Walker further reported that Mayor John Murphy, during the Council meeting, expressed surprise over Councillor Walker's concerns, and explained that his absence during the week prior to the event, and subsequently his lack of direct involvement in the planning of the event, may have led to some confusion. However, Mayor Murphy did concur that the logistics of and the Ceremony may not have been handled appropriately, and recognized that there may have been an absence of good liaison with the Board and member municipalities. Councillor Walker did receive assurances from the Mayor that similar events will be handled more appropriately in the future.

On a final note, Councillor Walker suggested to the Board members in the event that council members express any complaints over the incident, they may be assured to know that the issue has been dealt through the Town's Council. Councillor Walker, on behalf of Mayor Murphy apologized to the Board members for the mishandling of the event.

3. Correspondence (see attached)

Letter from D. Cox - Review of the Draft Land Acquisition Agreements

Ms. LeClair distributed a letter received from D. Cox addressed to the Board, on the issue of the Board's legal review of the draft Land acquisition agreements. Ms. LeClair reported to the Board that there were no major issues raised by Mr. Cox which would have warranted a request to stop the signing ceremony, however, there are several issues that the Board/municipalities may want to consider for possible amendment to the access agreement with AECL in the future.

4. EPA Approval

Draft Certificate of Approval for Review

Ms. LeClair distributed the Draft Certificate of Approval received from the Ministry of the Environment. Ms. LeClair stated that the MOE's Approval Branch is requesting feedback from the Board, as a courtesy. Ms. LeClair reported to have conducted a quick review of the conditions and stated that condition #20 raises some concerns. Condition #20 refers to separate approvals for the establishment of the recycling area, the composting area and the HHW area. Ms. LeClair reported some surprise and concern over the condition given that the MOE did not question the supporting documentation with respect to these three areas during its formal technical review of the supporting documentation for the Board's application for a Certificate of Approval in 1997. Also, Ms. LeClair pointed to upcoming new application fees to be imposed on municipalities commencing October 1, 1998. Ms. LeClair reported to have spoken with Mr. Bruce (EPA Approval Coordinator for the Board's application for the CofA) and Mr. Geoff Carpentier (Supervisor, waste unit, MOE) earlier in the day to clarify the MOE's position on this condition, and to further assert the municipalities position with respect to budgetary constraints, the fact that the Board's intent to obtain approval for these facilities under one main Certificate of Approval, and that this intent was explicit in the Board's application and supporting documentation. The Ministry officials expressed some confusion over the issue during the telecon, partly explaining that the Board provided insufficient documentation, and that the Board may not have filled out the application to include these facilities.

With respect to the HHW area, Ms. LeClair explained to the Board members that the original strategy was to supply the MOE with supporting documentation sufficient under a deregulated environment, given that Mr. Polley (MOE) earlier in 1996 advised the Board that the Ministry was intending to deregulate the handling of waste oil, battery and paints. In essence, the Board at the time took a risk in providing less information than would be necessary to support approval for the HHW area under the existing regulation 347, given the assumption that the handling of the HHW waste would be deregulated. However, the deregulation has yet to materialize, therefore, the Board has no option at this point but to provide the MOE with supporting documentation for approval of a HHW area under the current regulation 347. With respect to the composting area and the recycling area, Ms. LeClair was confident that the Board provided sufficient supporting documentation in its final design and operations report, however, was unclear as to whether the MOE actually reviewed the information during the formal technical review conducted by the Ministry in 1997.

Ms. LeClair reported that the final recommendation by the Ministry's EPA Approvals Branch was to submit additional information for the three facilities along with an amended application to the Branch, and it would review the documentation for consideration under the one main Certificate of Approval. Ms. LeClair committed to work with the Board's Consultant, Gartner Lee immediately to ensure that the additional information that the Ministry requires will be thoroughly completed to meet EPA requirements and provided in a timely manner, for review.

On the issue of the review of the Certificate of Approval, Councillor Walker stated that it was her intention to seek out the assistance of the former Town Public Works Superintendent who is most knowledgeable on the landfill process. Otherwise, the Town would consider the assistance of their consultant, Greer Galloway to review the draft document on behalf of the Town. Councillor Robinson stated that he would organize a special council meeting to discuss and provide feedback. Ms. LeClair was directed to contact Councillor Burton to make arrangements for the review of the draft document by the Village.

Design Modifications: Review of Letter from Gartner Lee Limited

Board members reviewed Gartner Lee's response to the Board's request for reduction in fees for the redesign work. Board members concluded to proceed with the redesign work, and Ms. LeClair was directed to notify Mr. Hollingshead. Additionally, Board members asserted that the consultants should be aware that the Board would not tolerate any cost exceedances for the redesign work.

Detailed Design: Feedback to Janota Patrick on Outstanding Design Issues (Letter of March 9):

Board members decided upon the following:

Issue 1 - Gravel Pad for the Attendant's Shelter: Board members directed Ms. LeClair to notify Janota Patrick to ensure a gravel pad is provided for the Attendant's Shelter

Issue 2 - Gravel Area for the Recycling Area: Board members directed Ms. LeClair to notify Janota Patrick to ensure that a gravel area is provided for the recycling area.

Issue 3 - HHW Area - containment cells, "lean-to" shelter, fenced in area: Board members deferred any decision until condition 20 of the draft Certificate of Approval is clarified.

Issue 4 - Consider option of Renting Wood Chipper: Board members concurred that such a decision was premature, and required more information before making and firm decision.

5. Property Owner Compensation (CONFIDENTIAL) - Attached

6. Intermunicipal Operations Agreement

Governance/Management Models: Proposals for Assessment on Preferred Model

On the issue of obtaining the services of Janota Patrick to assist the Board on the assessment of a preferred governance/management model, Board members were undecided. Councillor Robinson expressed a preference to see the work tendered out. Ms. LeClair reminded the Board that Heads of Council are expecting a September deadline for the completion of the assessment. Tendering out for the assessment service could take several weeks in itself. Councillor Walker questioned whether the services of Janota/Patrick were appropriate for the task. Mr. Bigham suggested that Ms. LeClair conduct the assessment for the Board since Ms. LeClair is the most knowledgeable of the process and the undertaking, and has most of the information necessary at hand. Board members considered this option and agreed with Mr. Bigham's position. Ms. LeClair affirmed a willingness to conduct the assessment, but, notified the Board members that this type of assignment does not fall under the responsibilities of the Project Coordinator, under the present contract. Additionally, Ms. LeClair was upfront with Board members and reported no past work experience in conducting such assessments and no previous training or education in assessment tools. Ms. LeClair clarified that in directing her to the assigned task, the Board as a whole assumes the risk should the assessment fail in meeting the expectations of Heads of Council. Furthermore,

Ms. LeClair requested the approval of increased work hours to 30 hrs weekly to assume the new responsibilities, and the ability to secure professional assistance for limited advice and a peer review of the assessment.

Board members considered Ms. LeClair's position and agreed to assume the risk, on the condition that Ms. LeClair is to notify the Board in a timely manner should she perceive unable to complete the task.

7. Finance

Monthly & Quarterly Reports

Ms. LeClair distributed and reported on the monthly and quarterly reports. With respect to the quarterly report, Ms. LeClair pointed to potential cost overruns in the area of the detailed design work for the landfill site and the Bagg's road improvement. When questioned about the origins of the cost overruns, Ms. LeClair stated that during a previous discussion with Mr. Hollingshead of Gartner Lee, on the issue, Mr. Hollingshead was of the opinion that the sub-contracted work was on schedule and within budget. Ms. LeClair committed to investigating the problem further.

Ms. LeClair further elaborated on additional expenses to be incurred as a result of unanticipated issues raised in the draft conditions for the Certificate of Approval as submitted by the MOE to the Board. And, additional funding would be required to support these activities, as well as the design modifications and governance/management model assessment, both falling beyond the scope of planned Board activities laid out in the Board's budget submission for fiscal year 1998.

Ms. LeClair submitted three proposals to the Board members. Board members discussed the three proposals and decided to adopt the first proposal presented. Ms. LeClair was directed to revise the Board's budget according to proposal one, and prepare a one page memo to the councils requesting additional funding. Ms. LeClair alerted the Board members to an anticipated lack of funds to support Board activities for the first quarter of 1999, and proposed to submit along with the request for additional funds, a request for an advance to cover expenses for the upcoming quarter. Board members were not in favor of a request for an advance at this time, and advised Ms. LeClair that the Board would defer the request to councils until November, towards the end of the year.

8. SLC Update

No SLC activities were reported by Mr. Bigham.

9. Other Business

Municipal Compensation

Councillor Walker reported to have tabled the draft intermunicipal compensation agreement on road maintenance at the Town's Physical Environment Committee meeting. Councillor Walker stated that the Committee would feel more comfortable with a window of opportunity to re-evaluate the agreement if any significant development occurs along Bagg's Road. The theory behind the request, Councillor Walker elaborated, is that if there is significant growth along Bagg's road so that the resulting increased traffic flow plays and equal part or exceeds landfill site traffic flow, then the Board should be relieved from any maintenance/repair costs over and above what is required to support the landfill site traffic. Councillor Robinson asserted the Townships' position on the issue, stating that the Townships' has experienced misuse of such clauses in existing agreements by other parties, in restricting development in the Townships jurisdiction. Councillor Robinson expressed Council's concerns about being vulnerable to future misuse.

Councillor Walker committed to revisiting the issue with the Town's Physical Committee to discuss alternative options or more suitable wording, given the Townships Council's recent concerns.

Next Meeting

Ms. LeClair reported that typically, the Board does not meet as often during the summer months, however, advised the Board on the importance of timeliness in responding to MOE on the draft Certificate of Approval, and suggested a special meeting to discuss the Board's response to the MOE would be appropriate. Councillor Robinson directed Ms. LeClair to discuss with Chairperson Burton about the possibility of holding a meeting.

HHW Partnership - Endorsement on Cost Sharing Model: Request for More Information

Due to time constraints, the issue of the HHW Partnership: Endorsement on Cost Sharing Model was not discussed at the meeting. Ms. LeClair, however, did advise the Board that the Town of Deep River has been receiving several phone calls a week from residents enquiring about the next HHW mobile event. Ms. LeClair requested direction further action, possibly inserting Notices in the North Renfrew Times. Board members direct Ms. LeClair not to take action at this time.



Prepared by: _____

Date Accepted: 1998 August 31

5. Property Owner Compensation (CONFIDENTIAL) - Attached

Ms. LeClair reminded the Board that the Board's project schedule for Fiscal Year 1998 planned for the initiation of the property owner compensation process to begin during the third quartered. Ms. LeClair enquired whether the Board intends to proceed as planned. Board members reviewed and discussed the issue, and decided to defer the initiation of the process to a time period closer to the construction phase of the project.