

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: Monday, November 23, 1998
Time: 7:00 pm
Location: Townships Rolph, Buchanan, Wylie & McKay, Meeting Room

Attendance:

Councillor D. Burton, Village of Chalk River, Chairperson
Councillor D. Walker, Town of Deep River
Councillor C. Robinson, Townships RBWM
Mr. B. Bigham, SLC Chairperson
Ms. A. LeClair, NRWMB Project Coordinator

1. Review and Acceptance of Minutes Meeting

October 19, 1998

The minutes of meeting are to be revised as follows:

- Page 1, Last sentence: add “not” to read “will not...”;
- Page 1, last sentence: correct the word yearly to read “early”;
- Page 2, add the word “to” to read, “...to decrease workload.”;
- Page 3, paragraph on reduction of legal fees, delete the last sentence;
- Page 4, section on Performance Appraisal, delete summary of discussion between members to reference only the agreed upon process for this year’s performance appraisal;
- Monthly Financial Report: Revise the “Rebate” heading to read “GST Rebate”.

Chairperson Burton motioned to accept minutes with the above revisions; Councillor Robinson seconded the motion; motion to accept the minutes with revision passed.

2. Business Arising from Last Meeting

EPA Approval: Status of Latest Correspondence to MOE

Ms. LeClair reported that the EPA Approval Branch is presently overwhelmed with current restructuring activities and an increased workload due to the onslaught of approval applications submitted before the MOE implemented its new application fee policy on October 1, 1998. Ms. LeClair reported to have discussed with the EPA Coordinator, Mr. Robert Bruce, the status of the Board’s latest correspondence.

Mr. Bruce had indicated that the Board's application was on his "B" list of 23 applications. Given that the Board's new landfill site is not an existing site, and not classified as "hazardous", it is therefore rated as low priority, and that any activity on the correspondence would be initiated only after the EPA Coordinator attended to his "A" list of applications. Ms. LeClair indicated to the Board that Mr. Bruce had subsequently changed his course of action the same day, and initiated at minimum the review of the Board's addenda in response to MOE's condition 20 of the Certificate of Approval, and underlined the a need for at least another 6 weeks to respond to all of the Board's issues raised in its latest correspondence.

Ms. LeClair reported to the Board to have discussed with Mr. Cox alternative action to move the Board's application forward in light of the EPA Coordinator's position. Mr. Cox confirmed that the EPA Branch is overwhelmed and "in chaos", and advised that results may be achieved by using an upper level Ministry contact to trigger immediate action on the Board's file. At minimum, Mr. Cox recommended briefing the contact on its status.

Ms. LeClair requested the Board's position on the issue and direction for possible action, in light of the above. Ms. LeClair recommended to provide Mr. Bruce the timeline he requires, given his workload, and to initiate upper level action via Mr. Cox should the EPA Coordinator not meet his self-imposed deadline. Board members expressed concern over the lengthy process, however, agreed to initiate action on the part of Mr. Cox should Mr. Bruce report no progress.

Minutes of Meeting: Circulation of Draft Minutes

Chairperson D. Burton requested Board members to revisit its decision on the circulation of Draft Minutes to other members of Council.

Board members discussed the issue and agreed to the distribution of draft minutes at the discretion of Board members.

3. Governance/Management Model Assessment

Status of Interview Activities

Ms. LeClair reported that most contacts identified on the interview plan were interviewed, and about three or four interviews remain, namely with Nancy Kadousek of the Chalk River/Philips model, and Dan Menard of the PARB/Beauman's Industries as well as Kathy Lance of the Buchanan Landfill Site Model. Councillor Walker recommended interviewing Mr. Brad Sweet of the Town's Public Works Department. Councillor Walker indicated that Mr. Sweet would be a viable contact since he has experience working for the municipality as well as past work experience with Philips.

Ms. LeClair committed to following up on Councillor Walker's recommendation.

Preliminary Findings and Outline of Report to Councils

Ms. LeClair distributed and reviewed the Table of Contents of the report to Councils, and preliminary findings of both proposed A/B and A/C models. Councillor Robinson noted that some of the findings could equally apply to both models, which would place into question the value of the findings. Ms. LeClair indicated to members that although the A/C (joint Board governed/Company managed) model appears to be the preferred choice at quick glance, the results of the final analysis may conclude that both models have equal merit, and further stated that the Board may be unable to recommended a preferred model based on one model valued better than the other. Rather, the assessment will assist in outlining the pros and cons of each model and understanding the implications when settling on the preferred model.

Following Ms. LeClair's presentation of preliminary findings, all members agreed to review the preliminary findings on their own time, after the meeting.

Deadline for Report to Councils

Board members discussed the issue and decided to target the submission of a draft report to the Board by December 18, review of the report by the Board at the next Board meeting on January 11, 1999, with submission of the final report to Council by the end of January 1999.

4. Finance

Monthly Report

Ms. LeClair distributed and presented the monthly report for November. Councillor Walker queried about last month's report, requesting to know why there were two outstanding Bell payables. Ms. LeClair indicated that there were several factors which would influence the reporting of two outstanding Bell payables on the monthly report:

- the timing of general Board meetings
- the processing timeline for Bell payments; (cheques require two signatures - the Reeve's and the CAO's. Sometimes the Reeve isn't always available promptly for cheque signatures)

Ms. LeClair confirmed that the Board is charged a late payment interest charge.

Board members direct Ms. LeClair to ensure the Bell invoices are paid on time so that the Board is not charged late payment interest.

Budget Preparation: Review of 1999 Activities/Tasks

Ms. LeClair reviewed next year's Activities/Tasks, based on the assumption that the new landfill site will be established in late 1999. Ms. LeClair indicated that the activities/tasks listed will need consideration in the development next year's budget if the municipalities plan to establish the new site, and that the Board's budget process typically starts sometime in December as the submission must be reviewed and approved by the Board before submission to Councils at the end of February.

5. SLC Update

No issues or comments were raised at the meeting.

6. Other Business

Performance Appraisal/Contract Renewal: Coordinator

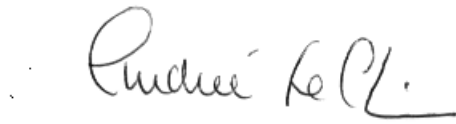
Chairperson Burton submitted a performance appraisal to Ms. LeClair. Board members requested clarification on certain provisions in the contract agreement and on other issues pertaining to Ms. LeClair's employment activities, including: 1) time-in-lieu, 2) claiming mileage and an estimate mileage expenses, 3) claiming sick days.

Board members discussed contract needs and agreed to commit to a contract agreement of one year, and use the contract provision of one month's notice of termination should the Board deem it unnecessary to retain Ms. LeClair's services at any point during 1999. Chairperson Burton directed Ms. LeClair to review the performance appraisal, and prepare a new copy of the contract for signature.

RBWM Request for Information on the Application of Tire Grindings as Landfill Cover
Ms. LeClair had no information to report to the Board.

Next Meeting

The next Board meeting is set for 1999 January 11.

A handwritten signature in cursive script, appearing to read "Andrew LeClair". The signature is written in dark ink on a white background.

Prepared by:

Date Accepted: 1999 January 11