

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: Thursday August 12, 1999
Time: 4:00 PM
Location: Council Chambers, Village of Chalk River

Chairperson	Dierdrie Burton	Village of Chalk River	Present
Councilor	Craig Robinson	Twps. of Rolph, Buchanan, Wylie, McKay	Present
Councilor	Denise Walker	Town of Deep River	Present
	Bruce Bigham	Site Liaison Committee Chairperson	Present
	Dan Patrick	Janota Patrick & Associates Ltd.	Present
	Steven Testart	Waste Management Coordinator	Present

1. Presentation by Dan Patrick

Dan Patrick reviewed amendments made to the Bagg's Road Reconstruction and North Renfrew Landfill Site Construction Plans and the anticipated cost savings resulting from the amendments.

- A.E.C.L. Property entrance excluded; reduce designed speed limit to 50 KPH to eliminate need to blast rock; allow skidoo trail elevation to vary from road surface elevation; reduce topsoil requirements in ditches; delay paving until spring 2000
- anticipated cost savings of \$100,000; anticipated deferred cost \$100,000

The Board authorized Dan Patrick to finalize the amendments and call for tenders by advertising in the Pembroke Observer, the Ottawa Citizen, and the North Renfrew Times on September 10 and 17, 1999. Tenders will be received at the Waste Management Coordinator's office until 4:00 P.M. September 27 and the tenders will be opened at the regular Board meeting September 27, 1999 at 7:00 P.M. in the Deep River Town Hall Room 208.

It is anticipated that construction will commence ten days after the contract is awarded with completion by the end of November 1999.

The Waste Management Coordinator was advised that notification to affected property owners was to be provided.

The Waste Management Coordinator was directed to draft a resolution to be passed by the three municipalities to clarify the Boards authority in proceeding.

2. Public Complaints Procedure

The Board directed the Waste Management Coordinator to draft a Public Complaints Procedure before the next Board meeting.

3. Notice of Meetings

The Waste Management Coordinator was advised that Notice of Meetings are to be advertised in the North Renfrew Times and that copies of agendas are to be forwarded to Mr. Huckabone.

4. Invoices

An invoice from John Goltz Surveyors for \$1,364.25 for professional services was approved for payment.

5. Office Equipment - Computer

Board members were advised that no computer equipment is presently available in the Board office. Quotations were tabled by Councilor Robinson and by the Waste Management Coordinator. The members discussed the need for a battery operated computer at the new landfill site. The Waste Management Coordinator was directed to purchase a laptop computer, printer and software from Microage in accordance with the quotation.

6. Waste Management Coordinator

The Board directed the Waste Management Coordinator to:

- review the 1999 budget figures
- draft a letter announcing the new appointment and new office hours with copies for: Dan Patrick, David Cox, affected property owners, Andrew Polley, and the Site Liaison Committee and Huckabone.
- review expenditures over the previous eighteen months to establish if any computer rental charges have been paid to the Townships of RBWM.
- draft a revised job description and employment contract for the Waste Management Coordinator
- draft an instruction letter to Connie Graham regarding Waste Management Coordinator's salary and benefits
- draft revised terms of reference for the Site Liaison Committee
- revise the draft Intermunicipal Operations Agreement for the North Renfrew Waste Management Board
- produce a quarterly financial report
- request payments from participating municipalities
- send copy of Compensation Policy to Ellen Baker on Baggs Road (Craig Robinson has address)
- prepare copies of hiring letter for board members and Bruce Bigham
- contact the Gusts to ask if they want the monitoring well removed from their property

- **7. New Business**

- Councilor Walker advised members that Deep River wants copies of the resolutions regarding the Access Road Maintenance Agreement prior to signing the agreement.
- Councilor Walker will take care of having the Access Agreement signed by all parties.

8. Adjournment

The meeting was adjourned at 6:12 P.M.