

NORTH RENFREW WASTE MANAGEMENT BOARD

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

Telephone: (613) 584-9194

Fax (613) 584-3285

North Renfrew Waste Management Board Meeting

Minutes of Meeting

Date: August 23, 1999
Time: 7:00 P.M.
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
	Steven Testart	Waste Management Coordinator	Present
	Sheila Russell	Member of Public	Present

1. Review and Acceptance of Minutes of Meeting

The minutes of the July 26, 1999 meeting will be reviewed at the next Board meeting.
Councilor Walker noted errors in items 6. and 7. in the minutes of the August 12, 1999 meeting.

Moved by: Craig Robinson
Seconded by: Dierdrie Burton

That the minutes of the August 12, 1999 meeting be accepted as amended.
Carried.

2. Business Arising from Last Meeting.

The Detailed Design Drawings being revised by Janota Patrick will be ready by the end of the week per telecon Testart/Patrick today. The tender documents will be ready on schedule. The Board will meet to review the final documents before they are released. A noon meeting will be held before September 4, 1999 at the call of the chair.

The revised draft Intermunicipal Operations Agreement will be reviewed by the Board prior to sending to legal counsel.

The Certificate of Prohibition has been sent to MOE for signatures. David Cox has advised that the Board has no further obligations until the document is returned by MOE.

The draft resolution for the three municipalities to authorize the Board to proceed with awarding the contract for road improvement and landfill site construction is to be revised and faxed to Board members by Wednesday.

A computer for the Board office was purchased from Microage in Pembroke. The software and printer will be available tomorrow. A copy of the bill will be provided to the chair.

The Waste Management Coordinator:

Has not reviewed the budget as yet.

Will revise the draft letter of introduction to include information regarding the answering machine.

Reported that no computer rentals were paid after January 1, 1998.

Submitted a revised job description and contract.

Submitted a letter to be forwarded to payroll.

Will prepare letters asking the municipalities for their quarterly payment.

Will send the compensation policy to Ellen Baker.

Distributed copies of the hiring letter.

Reported contact has not yet been made with the Gust family regarding the monitoring well.

Denise Walker reported that the Offer to Purchase and the Access Agreement have all the required municipal signatures.

The Access Road Maintenance Agreement has been signed by Chalk River and Rolph, Buchanan, Wylie & McKay and has had first and second reading by Deep River council, who are waiting for road standards information.

3. Site Liaison Committee Terms of Reference.

Steve Testart presented revised Terms of Reference based on the Brockville model provided by David Cox. This model was considered too involved for the small population being served and it was noted that the Board has had difficulty in the past finding members to sit on the SLC. Bruce Bigham indicated he is agreeable to continuing his role with the SLC. He has agreed to review and revise the terms of reference. Present membership in the SLC includes Jill Kolar, Bev Moses, and Norm Edwards (AECL). There have been no meetings of the SLC in the previous two years.

4. Public Complaints Procedure.

The Waste Management Coordinator will verify that the procedure meets MOE requirements. Contact telephone numbers will be included.

5. Finance

The Board reviewed the Quarterly Financial Report. Testart will provide copies of invoices for consulting services, and will call J. Hickey to explain coverage. Insurance quotes from Rona can be obtained from Brian Quibell in Deep River. Steve Testart to check in Board minutes when Tom Nicks was chair for information.

Testart submitted invoices from Microage \$2,807.15 and North Renfrew Times \$10.70.

Testart is to ask payroll to invoice the Board for wages every pay period.

6. New Business.

Auditor's Financial Report. Testart will meet with Wayne Dempsey to review the report and will explain it to the Board.

Testart will be introduced to the municipal councils when there is adequate progress to report.

A news article regarding bear nuisance at the Head Township landfill site was distributed to members. The spring bear hunt was cancelled by MNR but the fall hunt is expected to reduce the problem of bear proximity to landfill sites in the area.

The Compensation Policy is to be reviewed at the next Board meeting.

7. Employment Contract

The employment contract and job description for the Waste Management Coordinator was finalized.

The Board authorized final payment to the previous Waste Management Coordinator.

8. Next Meeting

At the call of the chair prior to September 4 to review the final Detailed Design Drawings and tender documents.

The next general meeting will be held at 7:00 P.M. September 27, 1999 in Room 208 at the Town of Deep River.

9. Adjournment

The meeting was adjourned at 9:55 P.M.

Minutes approved Oct 18, 1999.