

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: 25 October 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
	Brian Gust	Property Owner	Present
	Earl Gust	Guest	Present

Chair Burton welcomed and introduced the Gusts to the Board.

Chair Burton announced that the Board would go into closed session at the end of the meeting to discuss matters of litigation.

Chair Burton called the meeting to order at 7:10 P.M.

Two Board members did not have copies of the *27 September 1999 Minutes*, discussion deferred until next meeting.

Moved by: Councilor Walker
Seconded by: Councilor Robinson

That the minutes of the October 18, 1999 meeting be accepted as circulated. CARRIED

Chair Burton announced that we would continue with Agenda Item 11 from the September 27 meeting, *Intermunicipal Operations Agreement*.

Councilor Robinson noted that Section 5: Board of Management must be decided upon. Consensus was reached that the SLC member should be non-voting. After some discussion the Board agreed that the level of Board involvement in decision-making would depend on the management model. With the Board Governed/Company Managed "AC" Model there were be less day-to-day decisions made by the Board

than in the Board Governed/Municipal Managed “AB” model. Councilor Walker noted that the “AC” model is the preferred model based on the financial data known at the time the Governance/Management Assessment Report was developed. There is no certainty that a suitable company can be found at the forecast cost, and there should be an option to change management models during the life of the agreement. The Board agreed that under the AC model the Board should be made up of two members, and under the AB model the Board should be made up of four members with three being a quorum. Members agreed that the Board should continue to operate as is until the new Intermunicipal Operating Agreement is in place.

Councilor Robinson noted changes are required in the following sections.

Section 5.3 – should be retained because a replacement for the Chair could be required to sign documents/invoices or chair a meeting if an alternate is standing in for the Chair.

Section 5.10 – remove “A member from each municipality must be in attendance...”

Section 5.12 – remove “the cost shall be borne by Deep River”

Section 5.13 – remove “In the case of the broken calendar year...”

Section 6 The Board directed the Waste Management Coordinator to prepare a memo offering different options to apportion costs, to be referred to the Councils.

Section 9.1 – retain authorization to comply with and initiate amendments and undertakings with MOE re approvals, i.e. extension of landfill, in case we ever have to amend the C of A

Sections 9.2, 9.3 and 9.4 – delete

Section 10 – Property Acquisition - delete

Section 13 – Tipping Fees – The Waste Management Coordinator was directed to compare the Tipping Fee by-laws of the three municipalities (call Myrna McCauley, Keith Couture’s secretary).

Section 14.1 – retain as compensation issues can develop over the first three years of operation according to the Compensation Policy.

Section 14.2 – Host Municipality - delete

Section 14.3 – retain

Section 15 – OK as is

The Waste Management Coordinator was directed to review the agreement for any omissions that may be required for operations.

Finance

Steve Testart presented his review of the 1999 Budget Submission. The requirement for insurance dropped from \$10K to \$3K because there is no requirement for covering operating liabilities.

Construction – Site and Upgrade rose from \$512,200 to \$588,500 but no longer contains a number of items such as computer, attendant shelter, tree planting, solar power equipment, septic bed, etc which are required before opening. Councilor Walker noted that the original estimate for the road was about \$400K but Steve Boland reduced it to about \$250K. The costs he took out had to be added back in.

Dave White put most of the construction costs together, so the figures are no longer current. Steve Testart stated that the Start-Up costs of \$6,500 and Operations (Based on A/B Model) costs of \$79,695 were no longer required in 1999. The bottom line is that anticipated costs in 1999 should be \$773,107 compared to the \$786,588 in the 1999 Budget Submission, for a reduction of \$13,481.

Steve Testart presented the *Monthly Financial Report* as of October 25, 1999. The effective balance in the account is \$24,898.82. Chair Burton questioned invoices for revisions to the Detailed Design Plan, as there remains some question as to whether the revisions were required due to errors on the part of the consulting firm. The Waste Management Coordinator was directed to ask Janota Patrick for more details regarding the invoices for revisions.

Steve Testart presented the *1998 Audited Financial Statements* for the Board. The Board asked for clarification of Insurance vs. prepaid expenses, and contributions from participating municipalities vs. the supplemental budget. A review of the consulting contracts shown under Commitments is required.

Bruce Bigham submitted his review of the *SLC Terms of Reference*. The Waste Management Coordinator was directed to put the Terms of Reference in the final format and bring back to the Board for approval.

Chair Burton moved to Agenda Item 4 to discuss *Compensation* to accommodate the Gusts. Steve Testart advised the Gusts that a draft letter was prepared and will be sent to the Board's lawyer for final review, and changes were possible. Testart reviewed the letter with the Board's offer and requests for input from Brian Gust. Brian Gust told the Board that he was very concerned about water sampling and requested that samples be taken at different depths, and he was concerned that the seasonal spring on the west side of the ridge on his property might become contaminated through cracks in the bedrock. Steve Testart pointed out that MOE and the Board's consultant were convinced that the monitoring program was adequate as established, and that the Board was not prepared to drill additional monitoring wells. Bruce Bigham showed the location of the existing and proposed well, and said that these wells were at different depths. Brian Gust requested that samples be taken at the spring and agreed to contact Steve Testart to arrange for samples to be taken when the spring starts running. Brian Gust agreed to allow the Board to keep Borehole 1 on the Gust property, and the Board agreed to some additional sampling of the Borehole and the spring. Brian Gust didn't think it necessary to continue testing at SW-1.

Councilor Robinson suggested that compensation issues be moved higher on the agenda in future so that property owners don't have to stay through the meeting when compensation is their only interest at the meeting.

Earl Gust was concerned about bears at the site and asked if the chain link fence would surround the landfill. Steve Testart said that the chain link fence is being installed along the southwest side of the landfill site, and highway fence would complete the perimeter. Earl stated that the only fence that could keep bears out was two-metre chain link fencing. Councilor Walker explained that this landfill will be operated differently than the existing sites, and litter and uncovered waste will not be allowed. Employees will be trained, and there will be a Site Manager and an Attendant, and staff will be at the landfill site before opening to prepare the site for the day and after closing to ensure the site is properly closed.

The Waste Management Coordinator is to send a copy of the C of A to Brian Gust.

Construction Update

Steve Testart advised the Board that he has been visiting the construction site almost every morning. He reported that the two monitoring wells in the right of way BH 5-I and BH 5-II were damaged during construction, but have since been straightened. Dan Patrick has informed Steve that the wells have to be removed because they are located on the edge of the future pavement. The Waste Management Coordinator was directed to ask Janota Patrick in writing, why they didn't recognize the need to move the monitoring wells early during design, and is to review the contract between Gartner Lee and the Board to ascertain if the monitoring wells were intended to be permanent.

There will be a slope in the access road, between Bagg's Road and the perimeter road, which may require sanding on icy days. This could be accomplished with on site equipment. The average slope is 4.5 degrees.

Steve Testart compared the Pre-Construction Meeting Minutes provided by Janota Patrick with notes he had taken during the meeting. The Board refused to accept the minutes as circulated and directed Testart to provide Dan Patrick with the omissions, in writing, for circulation before acceptance.

Brian Gust asked if the unopened road allowance from King's Road to Bagg's Road could be closed. He suggested that the ditch would stop vehicles from entering the road allowance to dispose of waste outside operating hours. Testart will verify that no culvert is required, and ask the CAO if the Township will allow the road allowance to be made inaccessible by digging the ditch. Councilor Robinson will discuss the issue at the November Planning Meeting.

Finance

Steve Testart was directed to contact Brian Quibell at Deep River to remind him that payment wasn't received and ask both Brian Quibell and Doug Burton for a reply regarding Apportionment Costs.

Moved by: Chair Burton
Seconded by: Councilor Robinson

That the *Complaints Procedure* be accepted showing the Waste Management Coordinator as the only contact person. CARRIED

The *Next Meeting* will be at 7:00 P.M. November 22, 1999 **in the Meeting Room at the Townships of Rolph, Buchanan, Wylie & McKay. (We said Deep River)**

Brian Gust departed at 10:15 P.M.

Chair Burton declared the meeting in camera to discuss matters of litigation.

The Waste Management Coordinator was directed to forward draft letters regarding compensation to David Cox for review.

The Board authorized the Waste Management Coordinator to work three 7.5-hour days and additional hours up to thirty hours per week as required, until further notice.

Meeting adjourned at 11:10 P.M.

Minutes Approved: November 22, 1999