

NORTH RENFREW WASTE MANAGEMENT BOARD

c/o Town of Laurentian Hills
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North Renfrew Waste Management Board Meeting

Minutes of Meeting

Date: January 4, 2001
Time: 7:00 P.M.
Location: Town of Laurentian Hills - Point Alexander Meeting Room

Chairperson	Denise Walker	Town of Deep River	Present
Councillor	Fred Adams	Town of Laurentian Hills	Present
Councillor	Jim Boulanger	Town of Laurentian Hills	Present
Councillor	Christine Harding	Town of Deep River	Present
	Bruce Bigham	Site Liaison Committee Chairperson	Present
	Steven Testart	Waste Management Coordinator	Present
	Mayor John Murphy	Town of Deep River	Present
	Mayor Paul Curtis	Town of Laurentian Hills	Present
	Councillor Gasmann	Town of Deep River	Present
	Terry Myers	North Renfrew Times	Present
	Earl Gust		Present

Interim Chair Denise Walker welcomed all present to the inaugural meeting of the Board at 7:00 P.M.

Interim Chair Walker *introduced* the newly appointed board members Councillor Christine Harding from the Town of Deep River, Councillor Fred Adams and Councillor Jim Boulanger from the Town of Laurentian Hills, Site Liaison Committee Chair Bruce Bigham, guests Mayor Curtis, Mayor Murphy, Councillor Gasmann, and Mr. Earl Gust.

Interim Chair Walker called for *Declarations of Interest*, there were none.

Councillor Walker explained that the Board had appointed her as Interim Chair until such time as the incoming Board could appoint a new chair. It was noted that Deep River had not previously held the chair.

Interim Chair Walker called for nominations for Chair.

Councillor Adams nominated Councillor Walker as Chair.

Interim Chair Walker called for other nominations.

Moved by: Councillor Adams
Seconded by: Councillor Boulanger

That nominations for Chair be closed.

Councillor Walker was elected Chair of the North Renfrew Waste Management Board.

Chair Walker thanked Steve Testart for preparing and distributing information packages to the new board members to bring them up to date on Board activities. Chair Walker noted the Board's accomplishments to date and stated that the Board had moved faster than anticipated by the two municipalities towards readiness to open the site, and indicated this was partially due to the experience brought to the Board by the Waste Management Coordinator, Mr. Testart.

Chair Walker invited Mayor Curtis to make his presentation.

Mayor Curtis told the Board he has two issues to raise. The first issue regarded the cheques for the *bid on trailers* being disposed of by CFB Petawawa. Mayor Curtis noted he has had the responsibility for signing the Board's cheques since the Board's inception, and that he has a duty to ensure that cheques can be properly accounted for prior to signing them. He stated that he had insufficient information to authorize the cheques. Chair Walker asked Mayor Curtis what procedures he wishes the Board to follow to avoid similar problems in the future. Mayor Curtis requested that the Board Chair or the Waste Management Coordinator call him directly. It was noted that these cheques were requested on a fast track basis. It was agreed that the Board would communicate directly to Mayor Curtis should similar circumstances arise.

Mayor Curtis raised concerns over the Liebherr crawler-loader financing documents and over the 2000 Waste Management budget of which he believed confusion had arisen, as there was more than one version. He indicated the Town of Laurentian Hills had not directly ratified a budget but had made an appropriation in their general estimates, which differed from that in use by Deep River Council, and which he believed did not include the equipment purchase.

Chair Walker explained that the financing documentation had not been reviewed by the Board and had been submitted prematurely during the election hiatus. At her request the documents were retrieved from each council to enable the Board to discuss them and present them appropriately. As to the budget, it had become apparent that the two municipal councils were using different estimates. It was agreed that each municipal treasurer, the Waste Management Coordinator, and the auditors would be requested to review the figures and establish the appropriate allocation. It was further agreed that for the 2001 budget onwards the Board would request a written resolution from each council formally adopting the waste management budget.

Mayor Curtis thanked the Board for the opportunity to address the issues. Chair Walker asked the other Board members if there were any other questions for Mayor Curtis. There were none.

Chair Walker indicated the 2001 budget would be submitted by the end of February.

Chair Walker advised that as she is the only member who was present at the November 6 meeting, the minutes cannot be officially adopted, however, they will be distributed with an amendment to page 3 adding the Hydro Trailer decision was made at a previous meeting.

Chair Walker informed members that AECL had donated waste oil tanks for the HHW Depot, and the only cost to the Board was for equipment and labour to deliver the tanks. Councillor Adams asked if the tanks were bulletproof. Steve Testart replied that the tanks are encased with six inches of reinforced concrete.

Councillor Adams requested the procedure for circulating *minutes* be changed to allow them to be circulated in draft form, after being vetted by the Chair, because the issues aren't current when the approved minutes are circulated. All agreed.

Correspondence

The amended copies of the Board insurance policy correcting the name of Laurentian Hills were received and are ready for distribution to the municipalities.

Correspondence was sent to three property owners at the former Rolph Candidate Site, offering to *decommission the test wells* installed during the landfill selection process as required by MOE's policy regarding closing abandoned wells. The wells would be decommissioned at the Board's expense; however, permission from the landowners is required. Steve Testart advised that Mr. Brabant has given his permission, and Mr. Holt called following receipt of his letter, but no answer was received from him or Mr. Stewart. Chair Walker asked Mr. Testart to follow up with the two property owners, to allow for decommissioning the wells this summer.

Mr. *Huckabone* wrote to the Board asking that correspondence to his client, Mr. Blimkie, be sent directly to Mr. Huckabone. This letter was forwarded to the Board's lawyer, Mr. David DeMille, of the firm Templeman Menninga. Mr. Testart was directed to follow up with Mr. DeMille and to write to Mr. Huckabone acknowledging his letter and informing him that he will be hearing from the Board's lawyer shortly.

Steve Testart sent a letter to *Robinson Consultants* reporting on the winter water-monitoring event. Steve is to verify with Andrew Buzza if sampling at SW-4 can be delayed until the spring sampling event. Councillor Adams and Councillor Harding offered the use of their GPS units to identify the sampling locations. Chair Walker informed members that the Certificate of Approval requires water be sampled and the Board tendered for hydro geological services and awarded the contract to Robinson Consultants as they had the lowest bid.

Steve Testart presented the *financial report* for the year 2000. The Board requested only the first two quarterly payments from the municipalities and the bank balance is \$102,004.30. The 2000 budget is under-spent by \$220,787.06. Chair Walker requested that notes be added to the report to explain the budget variances.

Bruce Bigham reported the Site Liaison Committee hasn't had any recent meetings. Chair Walker advised members that the Board postponed advertising for members for the new SLC until an opening date was chosen, but suggested advertising for members now. Steve Testart added that the Board felt it should be left to the Operations Board to appoint the SLC members. Councillor Adams suggested the Board could appoint SLC members subject to ratification of the Operations Board, and asked Bruce Bigham if he would consider remaining on the SLC. Mr. Bigham said he would continue on the SLC on an interim basis and recommended advertising for new members now, since he thinks it may be difficult to find volunteers for the SLC. Steve Testart was directed to request letters of application from existing SLC members Jill Kolar and Bev Moses, and to advertise for new members in the North Renfrew Times and the Petawawa Post. Bruce Bigham and Steve Testart would then organize a meeting.

Board members reviewed the quotation for the *crawler loader* from Liebherr. Steve Testart advised members that the machine chosen by the Board was based on recommendations in MOE guidelines and on the equipment description in the Design and Operations Report, which is an integral part of the Certificate of Approval. MOE requires that equipment be chosen that ensures that incoming waste is land filled in compliance with site-specific approval conditions and in an effective and economical manner. The machine recommended for small landfill sites that cannot justify the expense of more than one machine is a crawler-loader with multi-purpose bucket and a landfill-guarding package, which includes single grouser track shoes, track seals and guards, sprocket seal guards and rear-mounted radiators. The list of tasks outlined in the D & O Report was read to members. The Board considered both 10 tonne and 15 tonne machines. The 10 tonne machine has a ground pressure rating of 8.35 psi that provides 68% of the compaction effort available from the 15 tonne machine at 12.2 psi. The D& O Report points out the difficulty achieving the compaction densities and cover to waste ratios required to ensure the site lasts for the twenty-five year design period. Chair Walker noted that the Board determined the requirement for a specialized machine, whether or not the Board chooses to contract the operation of the site. The machine ordered from Liebherr includes a 5000-hour maintenance package. Councillor Adams deferred to Councillor Boulanger for his expertise in heavy equipment and Councillor Boulanger said this machine would do the job required at the landfill site. Members discussed the financing package offered by Alter Moneta for the loader. It was decided to refer the financing to the respective councils. Steve Testart is to calculate the respective shares of the costs to both municipalities, and provide the figures to Chair Walker and Councillor Adams.

Councillor Adams suggested the funds in the Board's *bank account* be invested to earn interest. Steve Testart noted that although the account is in the Board's name, the Town of Laurentian Hills controls the account. Chair Walker recommended the Waste Management Coordinator and the Town of Laurentian Hills treasurer discuss setting up a rolling investment account, provided municipal accounting and investing limitations are adhered to.

Chair Walker explained the *Compensation Policy* to the new members. It requires the Board to Offer to Purchase the properties within the landfill impact zone in case the property owners wish to sell, but does not involve expropriation. The property owners who do not wish to sell have the option to apply for Property Value Protection, which is based on a land appraisal. The property owners have the option of commissioning another appraisal at the Board's expense if they do not agree with the values determined by the Board's appraiser. No formal replies were received on the Offers to Purchase; however, Mr. Herriot indicated verbally that he doesn't wish to sell his property or make a claim against the Board.

Steve Testart informed members that he spoke with Mr. Mark Turner of MOE on December 19 regarding the *amendment to the C of A*. The application was forwarded to the regional office and Mr. Turner expects comments back by January 12, after which it would take two weeks to review the documents.

Members were advised that the Board received a grant from the Waste Diversion Organization for the construction of the *Household Hazardous Waste Depot* with the proviso that the Depot is built before March 31, 2001. Chair Walker directed the Waste Management Coordinator to bring recommendations to the January 22 meeting for the construction.

There was no discussion on the written report on the Canadian Waste and Recycling Expo.

Chair Walker told members that two major issues need immediate attention.

Chair Walker advised members that Deep River's lawyer is revising the draft *Operations Agreement* and she will make the draft available to the Board and coordinate it with Laurentian Hills. Councillor Adams requested that the cost apportionment section be simplified. Mayor Murphy advised the Board that the new

“Municipal Report Card” requires cost per tonne figures for handling municipal solid waste. Councillor Walker reported that in the past the Board had considered weigh scales but had rejected the proposal due to high costs and reliability concerns. The Board also considered an ongoing volume based waste audit, however, Councils may be hesitant to commit to cost sharing based on estimates. Councillor Adams recommended asking MOE for figures to convert volume to tonnage. Members discussed getting test weights using MTO portable scales, scales at Des Joachims, or local gravel pit scales.

Chair Walker requested that the Mayors of Deep River and Laurentian Hills meet to set an *opening date* for the new landfill site. Both municipalities realize the value of the remaining space at the current landfill sites, and the need to shape them to specific contours for eventual closure. It was suggested that both municipalities meet with MOE’s Andrew Polley and their respective consultants to determine the best course of action. Mayor Murphy advised the Board that he would attempt to establish a date for the meeting.

Chair Walker advised members that the other immediate tasks for the Board to accomplish are to finish the Operations Manual, and build the HHW Depot and landfill site office.

Members discussed the meeting schedule. The Board will meet on the 4th Monday of every month at 7:30 P.M. alternating between Deep River Town Hall and Point Alexander. The next Board meeting will take place at Deep River at 7:30 on January 22, 2001.

Chair Walker directed the Waste Management Coordinator to prepare an information package on the Waste Management Office to be located at the landfill site.

Chair Walker asked for *other business*.

Councillor Adams said that all the questions he brought from his council had been addressed with the exception of one that should be dealt with in closed session.

Steve Testart asked members to review the information on A Waste Odyssey 2001, which is a June conference sponsored by the Municipal Waste Integration Network (of which the Board is a member) and the Solid Waste Association of North America.

Chair Walker again welcomed the new members to the Board, and stressed that it was important that all members use the meetings as a forum to raise any concerns. Councillor Adams repeated the importance of distributing draft minutes to the councils in a timely manner. Steve Testart stated that minutes are usually available within a week. Members agreed that email was a preferred method of communication, except for Councillor Boulanger who requested that information be deposited at his mailbox in the Laurentian Hills municipal office in Pt. Alexander.

The meeting adjourned at 9:30 P.M.

These minutes approved at General Board Meeting January 22, 2001.