

NORTH RENFREW WASTE MANAGEMENT BOARD

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

Date: May 28, 2001
Time: 7:30 P.M.
Location: Town of Deep River, Council Chambers

Chair	Fred Adams	Town of Laurentian Hills	Present
Vice Chair	Denise Walker	Town of Deep River	Present
Councillor	Jim Boulanger	Town of Laurentian Hills	Present
Councillor	Christine Harding	Town of Deep River	Present
	Steven Testart	Waste Management Coordinator	Present
	Gary McAnulty	SLC Chair	Absent

Chair Adams called the meeting to order at 7:30 p.m.

1. Chair Adams called for declarations of pecuniary interest. There were none.
2. Review and Acceptance of Minutes of Meeting of April 23, 2001

Chair Adams asked if there were any errors or omissions to the April 23rd minutes and the following amendments were noted:

Motion to accept the March 19th minutes was missed and it was agreed to insert the motion.

Moved by:	Jim Boulanger
Seconded by:	Christine Harding

That the minutes of March 19, 2001 be accepted.

Carried.

Page 2, 4th paragraph, motion amended to read, "plus mileage at 33 ¢/km".

Page 2, under Business Arising from Previous Meetings, second line is changed to read, "The method of determining cost has not yet been agreed upon."

Page 5, under Site Liaison Committee, 3rd paragraph, after "A budget figure for advertisement was requested."; add "Chair McAnulty was advised that there was funding for advertising in the budget."

Page 6, paragraph 3, last sentence is changed to read, "The event would be held at the Public Works Yard in Deep River if it is not being held at the Baggs Road Site."

Moved by: Denise Walker
Seconded by: Jim Boulanger

That the minutes of April 23, 2001 be accepted as amended.

Carried.

3. Business Arising from Previous Meetings

Vice Chair Walker asked if the all the trees had been planted. Steve Testart informed the Board that as yet the 20 red pine trees have not been planted because the supplier is unable to obtain the 2-3 foot size. Gerber's Nursery is able to supply a smaller tree, 12"- 18" at a reduced price. Craig Robinson was contacted concerning planting smaller Red Pines and he advised that the smaller trees have a better survival rate.

After some discussion, Steve Testart was directed by Chair Adams to contact Gerber 's Nursery and have the smaller trees planted as soon as possible, with a \$50.00 - \$60.00 reduction in the original tender price.

Councillor Harding brought forward a concern from the Deep River Public Works Superintendent, Belo Csomor, about using the Public Works Yard for the Household Hazardous Waste Day Event. He is concerned about the possibility of spills of hazardous waste and the fact that the event has not been held for some time which could mean an increased volume of waste. Public Works Superintendent Csomor does not want the event to be held in the Public Works Yard but does not have a problem with using the Millers Road Landfill as the site.

Vice-Chair Walker agreed to provide information to the Public Works Superintendent about the Household Hazardous Waste Day Event to alleviate his concerns. Vice-Chair Walker also stated that she is not in favour of using the Miller Road site because it could be confusing for the public as hazardous waste is not normally accepted there. Also there is the fact that the last two Household Hazardous Waste Day Events were held at the Public Works Yard and people are accustomed to that site.

Chair Adams noted that the Council of the Town of Laurentian Hills is not in favour of using the Baggs Road site.

4. Correspondence

- Letter from Waste Management Coordinator Steve Testart tendering his resignation effective June 4, 2001 was received.

Chair Adams congratulated Steve on a job well done and the Board will find it a challenge to find someone to replace his expertise. The Board members wished him all the best in his future position.

Chair Adams noted that the Board would have to decide how to handle the tasks of the Coordinator and this would be discussed under "Other Business".

- Signed letter from Don LeClair, Liebherr - Canada Ltd. Confirmed loader will be covered under Liebherr's insurance policy until the date of delivery.
- Reply from Andrew Buzza, Robinson Consultants concerning wrong contract dates. Mr. Buzza confirmed that Robinson Consultants is interested in continuing the contract to March 30, 2002. Mr. Buzza was also hired to decommission the boreholes at the Rolph site, which was completed on May 28th. More information will be forthcoming about the 75th percentile and an explanation of phosphorus limits.
- Annual Report was reviewed and discussed by the Board members. Waste Management Coordinator Steve Testart asked if the Board was prepared to submit the Annual Report to the MOE.

Moved by: Jim Boulanger
Seconded by: Christine Harding

That the Annual Report be submitted to the Ministry of Environment.

Carried.

- Correspondence was received from the Ministry of Environment concerning C of A. There was discussion as the reply from MOE is inappropriate in regards to the information sent to the MOE by Steve Testart concerning proof of ownership. Mr. Testart is to telephone MOE to acknowledge that they received the Deed and Access Agreement and send a follow-up letter.
- Cost analysis from J.J. Hickey Insurance was received. As the amount is the same as the last two years, Steve Testart is to request an invoice for payment. A copy of the policy was given to the Town of Deep River and the Town of Laurentian Hills for reference.
- Liebherr had been requested to explain the \$200.00 Zone Charge per visit for work over and above maintenance and warranty work on the crawler/loader. Liebherr advised that the Zone Charge was an element of their agreement regardless of whether the work took place in Pembroke or Manotick. Councillor Boulanger suggested that floating the crawler/loader to Pembroke might save the \$200.00 charge.
- Information on MWIN Annual General Meeting and Conference to be held June 11 - 15, 2001, in Alliston, Ontario, hosted by Municipal Waste Integration Network, was discussed. Waste Management Coordinator Steve Testart is to find out the cost for the conference only on June 14 and 15 and email the information to each Board member. If the cost is reasonable, one Board member will attend if possible.

Moved by: Denise Walker
Seconded by: Christine Harding

That the North Renfrew Waste Management Board will pay the cost of attendance at the MWIN Conference, June 14 and 15, for one Board member to attend.

Carried.

- Steve Testart has written to WDO asking if the grant would still be available if the floor and building were completed but not used this year. No response as yet. The Board directed Steve Testart to write another letter to WDO asking what the minimum requirements are for obtaining the grant. If the building is not put up until next year, is the grant money still available?
- Councillor Harding supplied the Board members with copies of a newspaper article from the North Bay Nugget and the use of Sea-Storage containers, as well as a cost estimate in case the Board was considering other avenues of storage. Filed for reference.
- Letter from John Walden, Town of Deep River informing the Board that Official Plan and Zoning By-Law amendments are being reviewed by the Planning Advisory Committee. Mr. Walden states that it is the Planning Advisory Committee's intent to have the appropriate zoning in place well before the opening of the site. Vice-Chair Walker related some of the history regarding the request for zoning amendment and is confident everything will be in place as required. Chair Adams asked if a letter from the Town of Deep River could be obtained confirming that the process is underway. Vice-Chair Walker will request the letter.
- Steve Testart noted that both the Deep River and Laurentian Hills Fire Departments have been very cooperative concerning the watering of trees. Another two weeks of watering will be required. A letter of thanks is to be sent to both fire departments.

Moved by: Jim Boulanger
Seconded by: Christine Harding

That a letter, under the signature of the Chair, be sent thanking both fire departments.

Carried.

5. Request for Tender for HHW Depot Foundation

The Board members reviewed a copy of a tender notice for the construction of a cement slab and footings at the Baggs Road Landfill Site.

Moved by: Denise Walker
Seconded by: Jim Boulanger

That Waste Management Coordinator Steve Testart is instructed to arrange for an ad in the North Renfrew Times and The News to be published the next two available dates.

Carried.

Copies of the tender documents will be available in each municipal office.

Discussion followed concerning the location of the pad. The Board requested that pegs be placed on site at the location required for the cement pad, with an indication of where the heavier concrete will be. A small drawing is also to be supplied with the tender documents showing the location of the cement slab with dimensions, where the door is to face, and the road location.

6. Request for Tender for HHW Day Event

Two tenders documents were prepared and submitted by Steve Testart, Waste Management Coordinator for review by the Board; one if the event is held at the Baggs Road Site and one if the event is held elsewhere.

The tender for holding the event elsewhere is to be tabled until a later date.

Steve Testart informed the Board that Darrell Strong of the Alice and Fraser Hazardous Waste Depot would be willing the work for the Board at the Household Hazardous Waste Day Event. He can be reached at home, 687-5457 or work, 687-5511, extension 5106.

Board members discussed the site choices for the Household Hazardous Waste Day Event.

Moved by: Christine Harding
Seconded by: Jim Boulanger

That the Baggs Road Site not be used for the Household Hazardous Waste Day Event.

Carried.

The merits of having the HHW Day Event this year or having it postponed were reviewed. The Board members would like to see the event take place and money was approved by both Councils in the North Renfrew Waste Management Budget to hold the event. Councillor Boulanger suggested having the event at either of the Laurentian Hills Fire Departments. Vice-Chair Walker suggested that Council representatives inquire as to what site could be used for the event. Vice-Chair Walker will speak with Public Works Superintendent Belo Csomor about the Public Works Yard and Councillor Boulanger will talk with Fire Chief Waito about the use of the Chalk River Fire Department and report back to the Board.

7. Tasks to be Completed

Accepted as information and dealt with under "Other Business".

8. Board Inventory

The inventory list was reviewed and the adding machine is to be deleted from the list as it is not functional. Steve Testart was directed to return the keys to the Waste Management Office to Chair Adams and the keys to the municipal building to the Laurentian Hills staff. Keys to the Baggs Road Landfill Site will be kept by Fire Chief Kevin Waito, Chair Adams and Public Works Superintendent Belo Csomor. A key should be copied and given to Fire Chief Jim Hogue.

9. Trail Making Requirements at Landfill Site

The Board discussed the work required to make the trails. Steve Testart produced a map showing the trails which will be posted on the wall in the Board office.

Councillor Harding is to ask the Deep River Public Works Superintendent if he would be able to contract out employees to do the job and invoice the North Renfrew Waste Management Board. If he is unable to supply the workers, would he be able to supervise the job if done by other workers?

Waste Management Coordinator Steve Testart also noted that when the work is done, AECL must be notified and workers will be required to check in and out at the guardhouse.

Chair Adams suggested that if the job is to be tendered out, the work be paid on a per hour basis and the work must be supervised.

10. Finance

North Renfrew Waste Management Board Audited Financial Statement for 2000 was received and reviewed.

Moved by: Jim Boulanger
Seconded by: Christine Harding

That the audited financial statement from Walsh, Stewart, Scott & Co. for the year 2000 be accepted.

Carried.

The Monthly Financial Report January - May 28, 2001 was reviewed. There is an effective bank balance of \$3,314.87 and a GIC investment of \$28,000.00.

Chair Adams discussed the invoices received for payment.

Moved by: Denise Walker
Seconded by: Jim Boulanger

That the North Renfrew Waste Management Board approves the following invoices for payment:

Robinson Consultants	\$2,160.29
	\$ 707.54
Purolator	\$ 19.20
J.J. Hickey Insurance	\$2,549.00
Walsh, Stewart, Scott	\$ 909.50
Steve Testart (May expenses)	\$ 63.47

Carried.

11. Site Liaison Committee

The minutes of May 10, 2001 were received and reviewed by the Board members.

Chair Adams informed the Board that as Steve Testart is leaving, the Town of Laurentian Hills will provide secretarial services to the SLC for their meetings and will invoice the Board.

12. Other Business

STAFFING REQUIREMENTS

Chair Adams asked Steve Testart what day to day requirements would need looking after when his position was vacant. Mr. Testart noted that Board generated tasks would still need to be done such as letter writing and tender preparation, answering of the telephone, and payment of invoices.

Chair Adams thanked Steve Testart for his work with the Board and Mr. Testart left the meeting at 10:15 p.m.

Procedure for the payment of invoices was discussed. Chair Adams felt that he should not approve invoices until the Board had reviewed them. Consensus by all Board members was that as long as the expenditures were approved in the budget, the Chair could authorize payment and just have a listing of paid invoices for the Board meetings. If there was an unusual amount or a discrepancy on an invoice then it should be brought to the Board's attention before payment.

The list of tasks to be completed as submitted by Steve Testart was reviewed and discussed.

Chair Adams asked each Board member in turn what their opinion was as to what would be required to fill the position left by Steve Testart.

Vice-Chair Walker told the Board that she felt strongly that a Coordinator must be in place and responsible to the Board even if it was for a few hours a week. Limited hours of 10 - 15 per week for the next 3 to 4 months would be adequate but as the work increases in the fall the hours would have to be increased. Vice-Chair Walker felt that a Coordinator was needed to keep tasks ongoing and items within budget and felt there was sufficient work looking after the North Renfrew Waste Management Board and Site Liaison Committee.

Councillor Harding also agreed that a Coordinator was required to continue with the smooth operation of the Board. A Coordinator is needed to look after the Board's requirements. The Board is not the working party and a Coordinator is required to carry out tasks.

Councillor Boulanger agreed that a Coordinator was needed as there is still a lot of work to be done and number of hours needed per week could be determined based on workload.

Chair Adams echoed the sentiments of the other Board members that someone is required to do a number of tasks on a regular basis.

Vice-Chair Walker submitted a letter and resume from André LeClair informing the Board that she would be available to work for the Board in the position of Coordinator.

Board members reviewed options available to obtain a Coordinator.

Moved by:	Jim Boulanger
Seconded by:	Christine Harding

That the North Renfrew Waste Management Board advertise for a Coordinator for 10 hours per week, hourly rate commensurate with experience and qualifications. Advertisement to be placed in the NRT and The News for 1 week and applicants will have 1 week to respond.

Carried.

Steve Testart is to draft the advertisement with replies to be forwarded to the Board, attention Fred Adams.

A letter is to be sent to Andréé LeClair thanking her for her offer, however the Board will be advertising for the position and would be pleased to accept a response to the advertisement.

13. Adjourn

Moved by:	Jim Boulanger
Seconded by:	Christine Harding

That the meeting be adjourned at 11:10p.m.

Carried.

These minutes accepted as amended June 25, 2001.