

NORTH RENFREW WASTE MANAGEMENT BOARD

c/o Town of Laurentian Hills
R.R. #1, Deep River, Ontario KOJ 1P0

Telephone: (613) 584-9194

Fax (613) 584-3285

email: northrenfrewboard@webhart.net

North Renfrew Waste Management Board Meeting

Minutes of Meeting

Date: January 28, 2002

Time: 7:30 P.M.

Location: Point Alexander, Meeting Room

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
	Gary McAnulty	Site Liaison Committee Chairperson	Present
	James Leon	Coordinator	Present

Member of the public: Earl Gust

1. Call to order.

The Chair called the meeting to order at 7:30 pm.

2. Declarations of Interest.

None.

3. Delegations

None

4. Motion to Accept the Agenda

Moved by: Jim Boulanger
Seconded by: Christine Harding

That the agenda be accepted.
Carried

5. Review and Acceptance of Minutes of Meeting of November 26, 2001.

Moved by: Jim Boulanger
Seconded by: Christine Harding

That the minutes of the November 26, 2001 meeting be accepted.
Carried

6. Business Arising from Previous Minutes and not dealt with elsewhere in the Agenda.

None.

7. Correspondence.

a. Letters from Mr. Allan Huckabone, both dated January 15, 2002.

Mr. Huckabone suggests that a meeting be set up with the Blimkies, the Gusts, the Board and himself to discuss the outstanding issues. Chair Adams discussed possible times and dates that the meeting could be held, and that the Board's lawyer, David DeMille, should be present. The meeting should be soon, and David DeMille should be here early enough before the meeting for a pre-meeting discussion with the Board.

David DeMille was sent copies of the letters and he sent a letter to Mr. Huckabone on January 21, 2002 that read in part "The Board would like to arrange a meeting..." and "We would be most appreciative if you could contact us so that we could discuss a mutually convenient time and place to meet to discuss these issues."

The dates that Board Members would be available were discussed and James Leon was asked to speak with David DeMille to set a date that is agreeable to all or most persons involved, and to inform Board Members as soon as possible of the date.

b. Letter to David DeMille, December 3, 2001.

This letter was acknowledged but not discussed.

c. Letters from David DeMille dated December 19, 2001, January 2, and January 16, 2002.

In regard to the January 2nd, 2002 letter from David DeMille, Christine Harding inquired about David's reference to a February 10th, 2000 letter to Mrs. Gust from the Board but which David could not find in his files. James Leon stated that he has not found the letter yet, but he will continue to search for it. James was asked to send a copy of the letter David and the Board members when it has been found.

d. Account for services; from David DeMille dated January 3, 2002.

David DeMille's account for services dated January 3rd, 2002, and in the amount of \$839.84, was discussed. Christine Harding asked if we were being billed for a full fiscal year. Chair Adams suggested that we have the billing from David changed to quarterly for budgetary purposes. James Leon was asked to call David DeMille to request that we be billed on a quarterly basis, or as close to that as is reasonably convenient.

Moved by: Denise Walker

Seconded by: Jim Boulanger

That David DeMille's billing for services rendered, in the amount of \$839.54, is to be paid.
Carried.

e. MOE letter of December 18, 2001 about generator registration.

In a letter from the MOE, the details of "generator" registration were explained. Registration and payment of fifty dollars is to be done by February 15th, 2002. Online registration and payment by a credit card was requested. A discussion was held about whether or not the Board should have a credit card and it was decided to not get one at the moment. James Leon was asked to make a non-internet transaction for registration and payment to the MOE.

Christine Harding suggested that James Leon contact Andrew Cartiff of The Laurentian Valley Landfill Site to discuss cost sharing of HHW pickup.

f. Report from Coordinator re verbal communication with AECL on availability of trailer(s) for use as an office building.

James Leon discussed a conversation with AECL's Dan Broome about the possibility of obtaining a trailer that had been used for offices while it was connected to building 513 at CRL. Dan stated that a trailer would be available in February of 2002 and that he would phone James Leon when this happens.

Denise Walker stated that there are details in the Design and Operations report on what is required for the site office, and this includes solar heating and diesel power. The waste water supply is rain, barreled for the sink and toilet. Chair Adams asked if we want to have an indoor flush toilet or an outdoor portable toilet. It was noted that each Board Member has a copy of these specifications in the Design and Operations report that is included in the 3-ring binder that was given to each Board member in January 2001. Christine Harding suggested that the office be set up and a portable toilet be used to start off with. James Leon was asked to see what up front work Steven Testart had done to get engineering drawings for the office, and to get in touch with the Deep River building inspector for information on what is required. Denise Walker stated that the Design and Operations report is specified as being a part of the C of A and if we deviate from this report the MOE must be given the reasons for the deviation. Chair Adams and Gary McAnulty discussed having non-potable water for the toilet and sink and the fact that the water would freeze, so heat tracing would be necessary for any part of the system that is not in the heated building. Gary McAnulty added that the cost for a portable toilet is in the \$650.00 to \$1000.00 range and that an extra tank is \$60 to \$70. Denise Walker stated that the new landfill site should have a proper office.

Gary McAnulty stated that indoor facilities are available that have a toilet and sink using a common drain that goes into a 15 gallon exchangeable tank. The supplier is Ramma Plastics in Orillia. James Leon was asked to check with AECL to see if they would consider donating the trailer.

g. Letter and invoice from Robinson Consultants, dated January 3rd, 2002.

This letter requests a renewal of their water-sampling contract. Chair Adams asked when their current contract is up, and if we have had any problems with Robinson Consultants. Denise Walker stated that we had had no problems with this company. Chair Adams asked if we should continue with them. Denise Walker replied that we should, but it should be for a one-year contract, and that later on we should be able to start doing the monitoring ourselves. Other consultants were discussed and Chair Adams stated that they were pricier than Robinson Consultants. Denise Walker and Jim Boulanger discussed having the same consultants do the monitoring for all of the landfill sites as an economy measure. Denise Walker asked James Leon to tell Robinson Consultants that we are satisfied with their services but in the future we will try to amalgamate the sampling for the sites being monitored for the towns.

Moved by: Christine Harding
Seconded by: Jim Boulanger

That the contract with Robinson Consultants for ground and surface water monitoring be renewed for one year.

Carried

James Leon was asked to send copies of the Robinson Consultants contract to each Board member. Chair Adams gave James Leon information on the recycling of rechargeable batteries. James Leon will look into this. Chair Adams also stated that with regard to hunting in the Town of Laurentian Hills, it is illegal to discharge a firearm within 500 feet of either a road, a landfill site, or any building other than a hunt camp.

8. Financial report.

The financial report given to Board members by James Leon was examined. James Leon stated that Doug Burton has suggested that the Board apply for funds from the towns since our current chequing account is depleted. The GST rebate figure on the report was discussed and it was noted that this does not represent money currently available in our account. James Leon will speak to Doug about moving forward on receiving these funds. James Leon presented an estimate of the funds required, and Chair Adams suggested that we request \$40,000 for this quarter. Denise Walker stated that this amount should be requested in the form of an advance for the first quarter.

Moved by: Jim Boulanger
Seconded by: Christine Harding

That the Board request from the towns an advance of \$40,000 for the first quarter, split according to the apportionment formula.

Carried

The budget for 2002 was discussed and items to be removed from the 2001 budget were detailed. James Leon was asked to edit the budget and to send it to Board members for comments. Chair Adams presented James Leon with a bill for a phone call for the teleconference with David DeMille in November and asked James whether our procedures provided for payment from petty cash for such things.

The purchasing of a radiation detector was discussed, and James Leon was requested to write to AECL to request that they set up a program to check the dumpsite for radioactivity on a monthly basis. Chair Adams stated that we should not spend \$25,000 for a radiation detector and that later on the new Operations Board will make rules about monitoring. Chair Adams suggested that this \$25,000 on the budget be moved to the space for a used dump truck.

At 9:15 p.m. Denise Walker excused herself from the meeting.

9. Update from Site Liaison Committee.

SLC chairperson Gary McAnulty reported that there was no SLC meeting this month. Gary and Chair Adams discussed the importance of improving waste diversion, and that the Board is looking to the SLC to provide education to the public on this matter. Cardboard is a big issue, and it has been reputed to make up about 40% by volume of the material going to landfill. Jim Boulanger stated that all businesses must get on track with cardboard recycling. Christine Harding added that Pembroke has a weekly truck pick up for cardboard from businesses, and that the truck takes it to Beaumen. Chair Adams stated that the MOE requires that we achieve 50% diversion. Gary McAnulty stated that when the commercial cardboard waste is diverted, this would give us 60% diversion immediately.

James Leon had sent an email to the 2001 SLC members who have email capability, and that he had also phoned Jill Kolar, asking them to respond to him as to whether or not they are willing to be appointed as 2002 SLC members. Two members replied by email. Susan McBride stated that she was interested in continuing as an SLC member. Barb Shreeve replied that she does not want to be reappointed. Jill Kolar replied to James Leon by telephone, saying that she is very busy and does not want to be reappointed to the SLC for 2002. James Leon was asked to advertise for new SLC members.

Chair Adams suggested a motion to appoint the four remaining members to the SLC for 2002.

Moved by: Jim Boulanger
Seconded by: Christine Harding

That Gary McAnulty, Ron Peori, Earl Gust and Susan McBride be appointed as SLC members for 2002.

Carried

10. Update on Amendment to C of A regarding depth of initial footprint.

James Leon contacted MOE's Andrew Polley regarding the status of the amendment to the C of A. Andrew stated that he has completed his review, and has sent it to Ian Parrot in the Toronto office. Ian was phoned, and he reported that he had assigned the amendment to a review engineer and that it should be in place by the end of February 2002.

11. Update on HHW Depot.

- a. Payment to Darryl Cochrane.

The payment to Darryl Cochrane was acknowledged.

- b. Snow clearing from HHW Depot - shovelling out gates, and ploughing.

The letter from Future Steel regarding snow removal from the roof of the HHW depot was discussed. James Leon was asked if he had inspected the snow build-up on the roof and he replied that it was checked a week prior to the meeting and that he would continue checking it on a weekly basis as required.

- c. Quotes for angle iron for garage door and planks for floor.

The quotes for the wood planking were discussed and the offer from La Compagnie Commonwealth Plywood Co. LTD was the best value. They would cut 4 pieces of maple planks 16' x 8" x 3" in May 2002, that could then be joined to make the required 16" wide planks, at a cost of \$91.10 for materials, including taxes. Chair Adams suggested a motion to accept this offer and to order two sets of the planks.

Moved by: Jim Boulanger
Seconded by: Christine Harding

That two sets of hardwood planks be ordered from Commonwealth Plywood at \$91.10 per set.

Carried

Quotes for the supply and installation of angle iron to protect the HHW garage doorsill were discussed. It was decided that Peter Klein Welding had the best price. If Peter Klein cannot in fact do the job at the quoted price, then the motion would be for Wayne Bowes to do the job.

Moved by: Jim Boulanger
Seconded by: Christine Harding

That Peter Klein Welding be given the job to install angle iron for the garage door with a limit of \$287.31 for labour and materials, and that if he is unable to do the job then it would be given to Wayne Bowes for a total of \$400.00 plus taxes.

Carried

12. Operations Manual and tasks to be completed prior to opening the site.

- a. Review of the draft Operations Manual and manuals/reports from other sites, and discussion with Andrew Polley about producing a manual.

The manual and reports were discussed and it was agreed that the report used by Arnprior, as produced by Robinson Consultants, was the best of the three. James Leon was asked to contact Robinson Consultants to find out if they produced this report or subcontracted it. He was also asked to give them the Arnprior report, our Draft Operations Manual, our C of A, and the Design and

Operations Report by Gartner Lee, and to ask them to give us a price for preparing an Operations Manual for us by doing a shuffle of the material provided. This manual should stand on its own, should not incorporate items that don't belong there, and should only incorporate material that is relevant to our site.

Moved by: Christine Harding
Seconded by: Fred Adams

That James Leon contact Robinson Consultants to get an estimate on the preparation of an Operations Manual in the manner set out above.

Carried

13. Other Business.

- a. Jan 23/01 Intermunicipal meeting with Mayors re Landfill Operations Board.

The Intermunicipal meeting was discussed. The feeling was that it went quite well. Chair Adams and Christine Harding agreed that people are leaning towards contracting and that this would be beneficial for a part-time operation.

- b. Information from Wayne Dempsey about Site Closure and Post-closure Liability.

Chair Adams stated that site closure is inevitable and that taxes will have to be collected over the operating life of the site and put in an account for closure purposes.

- c. Renewal of James Leon's contract.

Chair Adams suggested that the contract be renewed on a month-to-month basis until the new Board takes over and they decide how they wish to staff the operation. James Leon offered to be on call for sampling services on an ongoing basis even after the site has opened, since he has had extensive training in related fields.

Moved by: Jim Boulanger
Seconded by: Christine Harding

That James Leon's contract continues on a month-to-month basis.

Carried

14. The meeting adjourned at 10:05 p.m.

The next regular meeting will be at 7:30 pm, February 25th, 2002, in the Town of Deep River Council Chambers.