

**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:** April 29, 2002

**Time:** 7:30 P.M.

**Location:** Town of Deep River, Meeting Room

<b>Chair</b>	<b>Fred Adams</b>	<b>Town of Laurentian Hills</b>	<b>Present</b>
<b>Vice Chair</b>	<b>Denise Walker</b>	<b>Town of Deep River</b>	<b>Present</b>
<b>Councillor</b>	<b>Jim Boulanger</b>	<b>Town of Laurentian Hills</b>	<b>Present</b>
<b>Councillor</b>	<b>Christine Harding</b>	<b>Town of Deep River</b>	<b>Present</b>
	<b>Gary McAnulty</b>	<b>Site Liaison Committee Chairperson</b>	<b>Present</b>
	<b>James Leon</b>	<b>Coordinator</b>	<b>Present</b>

**Members of the public:**

<b>Dan Patrick</b>	<b>Jp2g</b>
<b>Bill Sikorsky</b>	<b>Town of Deep River</b>
<b>Bruce Boucher</b>	<b>Town of Laurentian Hills</b>
<b>Earl Gust</b>	
<b>Tracy Lance</b>	
<b>Susan McBride</b>	

1. Call to order.

The Chair called the meeting to order at 7:35 pm.

Chair Adams asked Earl Gust and Tracy Lance if they had any item for discussion and Tracy asked if there was going to be a discussion about the operation of the landfill site at this meeting. Chair Adams replied that there would be no final decisions on site operations until the new Operations Board is formed. Tracy Lance said that he was curious about the details of operation.

2. Declarations of Interest.

None.

3. Delegations

None

4. Motion to Accept the Agenda

Chair Adams requested that under the agenda section 10., “Tender for Site Operation” be added.

Moved by: Denise Walker  
Seconded by: Jim Boulanger

That the agenda be accepted as modified.  
Carried

Chair Adams suggested that the meeting move on to item number 6. 1. Discussion of asphalt on Bagg’s Road so that the members of the public that are present to discuss the Bagg’s Road issue could leave if they wished after the discussion.

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

1. Discussion of Asphalt on Bagg’s Road.

Dan Patrick began the discussion by saying that he was involved in the construction of the road. Denise Walker asked if it was supposed to be two inches of asphalt and Dan replied that it was. After the first year that the road was completed, Steve Testart phoned Dan about damage done during the winter resulting in heaving of the asphalt. Dan stated that the two spots that were soft had received extra treatment in the form of more gravel during the construction stage.

Dan Patrick added that one soft location was caused by a spring from the side of the hill and the other was pond water that ran under the road. A six-inch sub-drain had been added at the time of construction, and during an inspection by Dan this spring it was noticed that there was no water in the sub-drain indicating that there was likely water trapped under the road. The road was not built as high as Dan would have liked it. Dan would have preferred it to be five feet higher, but with the sixty-six foot width restriction and the necessity to also have the snowmobile trail, the final height and smaller ditches were necessary. Denise Walker added that AECL would not sell any more land to allow for the road to be built higher. Dan said that if the winter heaving gets really bad then a possible solution would be to dig up the ditch by the side of the road and add a good drain but this would be very difficult to do.

Dan Patrick stated that we have never had anyone monitor the ditch in the winter and if the ditches ice up then this could add to water entrapment. Dan suggested that the road supervisor should check periodically each winter to see if there is an ice build up problem and if so address it by digging up the ice. Bruce Boucher stated that the heave is flat now and that he would have it sealed in the summer. Dan Patrick said that it would be good to be able to get into the adjacent property and install a drain but there is no place to which to drain the water. The second heave isn’t as severe; there is a six-inch drain but it appears as if water is leaking underneath the drain. Because of the existence of heavy rock under the bad areas it would be very difficult to add another drain. Dan stated that normal landfill traffic shouldn’t make the condition worse. Denise Walker stated that the road doesn’t need weight restrictions except for heavier gravel trucks. Dan didn’t think that AECL’s work in the clearing of land had done any damage to the road.

Jim Boulanger asked Dan Patrick if the road was designed to deal with these problems. Dan replied that at the time it was a bush road and they had the sixty-six foot width to contend with. Bruce Boucher stated that on other roads where water runs out through stone and continues flowing it doesn't create a problem because the flowing water doesn't freeze. Bruce added that gravel is being thrown from the ditch and onto the asphalt by four-wheelers operating on the snowmobile trail and the road. Chair Adams stated that riding four wheelers on roads is illegal.

Dan Patrick stated that dry wells along the ditches of both side of the road are noted on sets of maps that he had given James Leon earlier that evening. One set is for the Board and the other is for Bruce Boucher. Bruce Boucher said that he was able to find one dry well but it was full of gravel. Dan described the construction of a dry well.

Dan Patrick said that the AECL construction had done some damage to the ditches on one side of the road and repair is required in a number of locations. Dan was also concerned about two new culverted entrances that have been installed by AECL in close proximity to the crest of hills, creating a potential traffic hazard. James Leon was asked to contact Peter McCann at AECL about repairs to the damage done to the ditches. Bruce Boucher said that AECL had permits to put culverts in various unspecified locations and added that the entrances are not used frequently. Dan Patrick said that one of the culverts may have ruined a small drain under the road and has made it difficult to find the dry well in that location. Chair Adams suggested that James Leon also request AECL to repair or replace these items. Dan Patrick asked Bruce Boucher if Laurentian Hills has a metal detector to aid in finding the dry wells. Dan said that we should be sure to find the dry well that is up at the far end near the landfill entrance where there is about a one hundred meter ditch wash-out, and the ditch is filled with fine sand that must be dug out. Also grass must be replaced where it has been dug up.

Dan Patrick stated that the three-meter snowmobile trail is fine for snowmobiles but they should not be allowed to run in the ditch because of hard pack ice build-up that would damage the road even further. It was suggested that the snowmobile association be required to place several signs beside the trail warning "Stay on trail or permission revoked".

Denise Walker asked Dan Patrick about using 5600 cubic meters of cover material that would be created if we excavate the onsite roadway prior to application of gravel. Dan replied that some of the road sand material could be used for cover and replaced with gravel. Denise also asked Dan if he thought there would be enough cover material for 2002 and Dan replied that he believed that including material to be excavated from the cell, there is enough. Bruce Boucher suggested using 4"-and-smaller pit-run, and just leave the sand under it. Dan suggested that we should take 6" of sand off of the road and replace it with 12" of gravel. Tracy Lance stated that he used 4"-and-smaller pit-run for the Deep River site and there are no problems with their roads in the winter. Chair Adams suggested that the crawler/loader may require one foot of gravel and Gary McAnulty suggested that 6" might be enough. Tracy agreed that 6" on top of the sand is fine.

Dan Patrick stated that the sand surface on the road by the cells is currently at design grade so that it would be best if sand is removed and that gravel replace it. Bruce Boucher said that there must be a turn-around and Chair Adams stated that it is in the cell itself. Dan said that if we took 6" of sand out and 6" of gravel back, even if we were off by a small amount it would not violate the C of A. Denise Walker stated that the Board had previously decided to gravel the road as required. The contractor would require a backhoe for excavating the cells and should also have a loader.

Bruce Boucher suggested that the Board contract out for 240 cubic meters of gravel for the road near the cells. Chair Adams suggested that in the Tender document we include the requirement to take out sand and bring in 4"-and-smaller pit-run and supply it as we go.

The next topic discussed was the fence in the reuse area. Dan Patrick said that the fence as it exists on the site is as it was tendered. Chair Adams asked whether we just paid for what we received and Dan confirmed that was the case. In order to find the reasoning behind this change, Denise Walker asked James Leon to look at minutes from 1998 to see what was said about the reuse area fencing. Chair Adams suggested a motion to get the fence construction completed.

Moved by: Christine Harding  
Seconded by: Jim Boulanger

That James Leon have the fencing job completed.

The next topic was the trailer to be used as the site office. Chair Adams asked Bill Sikorsky about requirements for the support of the trailer. Bill replied that six structural supports might be used, three under each side. If skirting is required it can be connected to the supports later. The freezing of plumbing was discussed and it was suggested that a 24" by 24" floor grill over an insulated box to surround the plumbing might work, but if the plumbing freezes then the problem would have to be addressed. Chair Adams stated that permanent electricity is a long distance away, but a propane heater that does not require separate electricity may solve the heating problem. Bill Sikorsky added that certain conditions must be met including heating in the winter, cooling in the summer and running water for hand washing. Chair Adams asked Bill what the crucial high and low temperatures are. That information was not at hand. Gary McNulty asked Bill how landfill site offices get certified. Bill said that he would look into the answers to these questions. Chair Adams noted that the current opening date is set for July 6<sup>th</sup>, 2002.

Bill Sikorsky and Chair Adams discussed insulating the floor of the trailer. Bill Sikorsky said that polyurethane foam insulation is better than blown in cellulose as it sticks to the underfloor and does not leave a gap. With the plywood removed from the underneath, the job of spraying the insulation under the floor can be done and visually checked for completeness and thickness. The polyurethane spray acts as a vapour barrier and helps keep wildlife away. With regard to the structural pillars, Bill stated that they must go 4'6" into the ground and up to just below the height of the trailer as it sits on its tires. The trailer would then settle onto the piers when the tires are deflated. Sonotubes placed atop bell-shaped anchor forms, and fitted with anchor eyes at the top to be bolted to the trailer frame, would be the least expensive form of support that would pass a building inspection. Bill said that he would phone ATCO to find where the anchoring points are in the frame of the trailer.

Chair Adams suggested a motion to have this completed.

Moved by: Jim Boulanger  
Seconded by: Denise Walker

That James Leon have the structural supports installed and have the trailer moved to the location.

Carried.

The topic of gravel for the HHW Depot was discussed. Bruce Boucher stated that he had worked up the volume and cost of the gravel required and that he would deliver and spread the required three loads for \$521.00. Chair Adams suggested having a motion to have this completed.

Moved by: Christine Harding  
Seconded by: Jim Boulanger

To have Bruce Boucher obtain the required gravel, have it delivered and spread for \$521.00.

9. Update from Site Liaison Committee

SLC Chair Gary McAnulty stated that the next SLC meeting would be on May 7<sup>th</sup> at 7:30 pm at Point Alexander. Christine Harding mentioned to Gary McAnulty about having the SLC promote waste diversion. Gary said that commercial waste diversion is very important. Blue box pick-up is currently \$1.30 per house plus an amount per ton of cardboard. A truck designed for blue-box pick-up may be used to pick up additional commercial cardboard, and the adjustment for the added amount could be made at the month end. The SLC can make recommendations for waste diversion and present them to the Board. Gary stated that he would like to get a copy of the current recycling contract. Denise Walker stated that we must focus on what goes into the next contract and that the landfill site should not accept commercial cardboard that is destined for landfill. The way that commercial cardboard pick-up is handled in Petawawa should be examined for the possibility of being copied by our municipalities. The rules followed by our own two towns for paper and cardboard recycling must be kept in step. The original landfill volume estimate for the site in 1995 was for 5,272 cubic meters of waste per year and the estimate in 1999 was that we collected a total of over 12,000 cubic meters, so we must push waste diversion.

Bruce Boucher asked what the plan was with regard to brush chipping and added that Laurentian Hills disposed of 37,000 cubic meters of brush last year. Chair Adams replied that the Board is going to tender the brush chipping for the first year to see how it goes. Local wood chipping contractors can handle material of up to 12" in diameter.

5. Review and Acceptance of Minutes of Meeting of March, 11, 2002.

Chair Adams asked if anyone had problems with the minutes of March 11 and then suggested that the minutes be accepted.

Moved by: Christine Harding  
Seconded by: Jim Boulanger

That the minutes of the March 11<sup>th</sup> meeting be accepted.

Carried.

7. b. Email from Robinson Consultants re Operations Manual

The email was reviewed and it stated that a PDF Operations Manual file would be sent from Andrew Buzza to the Board at the end of May. The Board was not satisfied with this time schedule and James Leon was asked to get in touch with Andrew to have the manual completed as soon as

possible. Andrew should be informed that a tender for the Operation of the Site must be prepared by mid May and the Tender will be made hinging on the Operations Manual. James was also asked to get a quote on the tender preparation by Robinson Consultants (see item 10c below for this discussion).

c. Verbal correspondence with AECL's Dan Broome re trailer.

James Leon reported that Dan Broome had been informed of the Board's accepting the \$300.00 amount to have the trailer delivered to the site.

8. Financial Report.

The financial report material for 2001 and 2002 to date was distributed to Board members and was briefly discussed. Chair Adams asked James Leon to inform Doug Burton that the amount \$74,683.20 should be entered as crediting earnings and debiting the opening balance of equity as at January 1, 2002 if this has not already been done. This entry would then remove the 2001 operations accumulation from the 2002 current operations results.

The most recent version of the 2002 budget was distributed to Board members. Items discussed in the budget included wages and fees for tires and tipping. Denise Walker mentioned that James Leon requires a cell phone as a safety item while at the site. The cell phone was discussed and it was decided that James would contact Rogers AT&T and select a phone with a monthly contract. The values entered for contingency, the fence and litter containment were agreed upon. Other items discussed were a water pump, and a list of safety equipment that had been made in 2001 for about \$3,500.00.

Moved by: Jim Boulanger  
Seconded by: Denise Walker

That the list of safety equipment for about \$3,500.00 be ordered.

Carried.

The estimate for a septic tank and bed by K&T Trucking was examined and James Leon was asked to get a quote from Pat Stewart Trucking. Chair Adams suggested a motion to accept the budget.

Moved by: Christine Harding  
Seconded by: Jim Boulanger

That the revised budget be accepted.

Carried.

10. Tasks to be completed prior to opening the site.

a. Update on progress of tasks to be completed.

James Leon stated that hardwood is now being cut at the mill and that by the week of May 6<sup>th</sup> the planks would be delivered. When they are in place the crawler/loader would be sent for. Other items on the tasks list were still being worked on.

Chair Adams suggested a motion to have the crawler/loader delivered.

Moved by:	Jim Boulanger
Seconded by:	Christine Harding

That the crawler/loader delivery be scheduled for late May or early June 2002.

Carried.

With regard to signage, James Leon was asked to order bilingual signs only when it serves a useful purpose. An example of this is a “Landfill Site” sign at the corner of Baggs Road and Plant Road in Chalk River. Councillor Walker noted that the actual site is in Deep River and that Deep River is a unilingual English municipality. Signs within the site such as “Brush Area” may be in English or could be a pictogram. “Warning” Signs should be in two languages however, and “Hazardous Waste” may be a pictogram.

James Leon informed the Board that his daughter, Michelle, is a graphic artist and has offered to design a logo for the North Renfrew Waste Management Site free of charge. Board members agreed with this idea and James would inform Michelle to proceed with the design.

b. Status of meeting to establish an Operations Board.

The meeting of April 24<sup>th</sup> was discussed and it appeared as if some progress has been made.

c. Tender for site operation.

It appears that the current Board will have to proceed with this tender preparation, advertisement and execution. James Leon was requested to contact Robinson Consultants for a quote on the tender and ad preparation. The Board should insure that the tender document incorporates the requirements of the Operations Manual and incorporates the building of the internal road as we go. Also the use of the new crawler/loader, basically for compacting landfill, should be specified in the tender so that it isn't used as an all-purpose piece of machinery by the contractor. It should be clear in the contract that the contractor would work under the guidance of the site manager. The Board must see the manual to see what is in it and what is missing. The tender contract would be for a one-year period. Chair Adams suggested that when the new Operations Board is in place, and if the operations tender is up for renewal, that it should be drawn up for three years so that it is renewed once and only once in each Council's term of office..

The HHW pick-up should be coordinated with the Laurentian Valley Site HHW pick-up.

d. Prepare call for quotes for chipping services.

James Leon was asked to complete preparation of the chipping services tender document and have an ad placed in the NRT and the News.

With regard to a diesel fuel holding tank, a motion was made for its purchase.

Moved by: Jim Boulanger  
Seconded by: Denise Walker

That a diesel fuel tank be purchased.

Carried.

James Leon was asked to find out the particulars about the fuel tank, including the suggested 150 gallon size, double action hand pump, and having it set up about two metres from the west side of the HHW depot. The possible need for sun shade over the tank was mentioned, but will be left until experience dictates a need.

e. Requirement for establishing the composting area - supplies, equipment.

James Leon was requested to phone other landfill sites and find out the percentage of wood chips that are used in compost and the amount mixed in with cover material and the rate of compost turning. Christine Harding stated that the Rockland Site composts sludge and wood chips in a huge lagoon area. Christine also mentioned that wood chips should be used for cover and/or used for compost and then mixed with cover material. In response to other suggestions for cover, Chair Adams stated that we should not pick-up ashes because of past experience with resultant fires in the collection trucks.

11. Other Business.

a. Compensation to landowners.

The Board went into a brief closed session to discuss this issue.

12. Adjourn.

The schedules of Board members were discussed for the setting of the next meeting. It was decided that the next meeting would be Monday, May 13<sup>th</sup> at 7:30 pm, in the Deep River Meeting Room. The meeting was adjourned at 11:10 pm.