

NORTH RENFREW WASTE MANAGEMENT BOARD

c/o Town of Laurentian Hills

34465 Hwy 17, R.R. #1, Deep River, Ontario KOJ 1P0

Telephone: (613) 584-9194

Fax (613) 584-3285

Email: nrwmb@magma.ca

North Renfrew Waste Management Board Meeting

Minutes of Meeting

Date: February 24, 2003
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	Mike Gasmann	Town of Deep River	Absent
	Ron Peori	Site Liaison Committee Chairperson	Absent
	Earl Gust	Site Liaison Vice Chair	Present
	James Leon	Coordinator	Present

Member of the public: Tracy Lance K&T Trucking

1. Call to order.

The Chair called the meeting to order at 7:34 pm.

2. Declarations of Interest.

None.

3. Adoption of the agenda for the current meeting.

Moved by: Jim Boulanger
Seconded by: Denise Walker

That the agenda for the current meeting be adopted as distributed.

Carried.

4. Delegations

Chair Adams invited Tracy Lance to discuss Agenda item 7. a., with the Board Members.

7. Correspondence

- a. K&T Trucking reduction in operations contract for year two and three and request to discuss this proposal, clearing for electric fence and cell development, installing apron/verbal quote, suggestion for fence size and location, moving C&D waste to Millers Road Site instead of tub grinding and cardboard issue.

Tracy stated that he had proposed a reduced cost for the Site Operations Contract. The reduction is \$6,000 for year 2 and also for year 3 and that this reduction had been requested by the board at a meeting in July 2002. James Leon had given Board members copies of this offer. Tracy added that he would like the Board members to recommend that each Council accept the K&T Trucking offer when the renewal is discussed. Chair Adams informed Tracy that the current Board is conducting business on a month-to-month basis and that the new Operations Board will make the decision on the operations contract when both municipalities accept the agreement. The current Board will continue to function as an Operations Board until the new board takes over.

Denise Walker stated that the Deep River councillors that will be appointed to the Operations Board would be Jim Dickens and Ed Cochrane. Chair Adams noted that the municipal elections will be held in November 2003 and that it was previously recommended that the current Board Members be appointed to the Operations Board. With the changes in Deep River, and including a fifth Board selected Member, there will be three new Board Members. Denise informed Tracy that the new Board might accept recommendations that are made by the existing Board. Board meetings will likely be held only about once every three months or so after new Site issues are settled.

Jim Boulanger stated that he and Tracy had discussed the bears and bear fence issue earlier and that they had both agreed that we must be ready with the electric fence before the bears become active in the Spring. Clearing and levelling for the electric fence should be completed as soon as possible and Tracy should be requested to have this done. Chair Adams asked Tracy about the trees and what would happen to them after they have been removed. Tracy stated that the bulk of the trees are poplar and after a discussion he said that he would pay the Board the going rate for the standing poplar. Chair Adams agreed with Tracy's suggestion, as this would answer any accountability questions that might be asked. James Leon would ensure the accuracy of this standing timber estimate.

Moved by: Jim Boulanger
Seconded by: Denise Walker

That Tracy Lance be requested to obtain an estimate and pay the Board for the standing timber on the cells that are to be cleared and to then have the clearing and levelling completed in preparation for the electric fence and further cell development.

Carried

Jim Boulanger and Tracy briefly discussed the disposal of stumps. The Stumps are C&D waste and the site is on Deep River land so they should be transported to the Millers Road Site for Disposal. This would save money for tub grinding. Denise Walker stated that the change to the Millers Road C of A, to allow Laurentian Hills' C&D waste to be accepted is still being addressed in Deep River.

Denise will speak to Myrna McAuley about the Millers Road Site being accessed to accept the stumps.

Jim Boulanger asked about the repairs that were done to the Board-owned Liebherr crawler/loader. Tracy replied that the machine had had a burst oil cooler radiator and that Liebherr had had to order a replacement from the States. With inspection, removal of the cooler and shipping time the machine was out of use for one week. Immediately after the repair, the two 12 volt batteries died and required replacing. The mechanic from Clouthier's tried to replace them but he discovered that they were special size and rating batteries. Two batteries were finally obtained through Liebherr and installed. This added nearly an extra week of down time for the machine. Tracy used one of his machines to work the cell and compact one-lift of waste and the Liebherr was used to re-compact this lift, when it became operational. The Liebherr is starting and functioning well, even when the temperatures are less than -35 degrees Celsius.

Jim Boulanger asked about the status of obtaining a similar machine on loan from Liebherr. Was this not a part of the Warranty agreement? James Leon replied that he had asked Jeff Parks, the local Liebherr Representative about this when we had had the problems and that James did not get a reply. James was asked to check the Liebherr Warranty and to call Liebherr about this issue.

The verbal quote from Tracy Lance to install the apron for the electric fence was discussed.

Moved by: Jim Boulanger
Seconded by: Denise Walker

That the quote from Tracy Lance/K&T Trucking for \$1,040 to install the electric fence apron be accepted.

Carried

With regard to the issue of cardboard in landfill, Tracy stated that at least 20% of the total waste being landfilled is cardboard. The Site Attendant is currently moving much of the cardboard that is not mixed with other garbage and adding it to the recycling pile. In the spring, when it is busier and more difficult to separate the cardboard, it will be more of a problem and this will likely cause an increase in the percentage of cardboard being landfilled..

Chair Adams suggested that the Board purchase an inexpensive-used but road-worthy trailer for cardboard storage and transport. Tracy agreed that this is a possibility but it would be difficult to load and unload cardboard in such a trailer. This issue was discussed and it was decided that the best solution might be to have a separate curbside pickup for cardboard for the municipalities. Denise Walker added that the Site must still have a recycling area to continue to receive this material. Tracy suggested that we might find a market for the cardboard. We currently have David VanBeek from Eganville come to the site when there is a full load of flattened and stacked cardboard. He removes the cardboard free of charge. This creates some space problems because of storage of the cardboard in the HHW Depot.

This pickup was discussed and James Leon was requested to call David VanBeek to find out if he would consider supplying two trailers for rotation at the Site. When one is filled, David could bring the empty one and remove the full one. This might save him hours of loading time and also free up space in the Depot. The Board would then agree to continue with his operation for a reasonable period of time. Jim Boulanger suggested that James contact Laurentian Valley to find out what they do with their cardboard. Tracy suggested that if there is a cardboard market near by, Gary

McAnulty might be employed to pickup the cardboard and to sell it to help offset the costs of handling. Jim Boulanger noted that the City of Ottawa has a separate day to pickup cardboard and that this is the best way to go.

Chair Adams stated that there are four options to address the cardboard issue and they are:

1. Carry on as we are but do not continue to store it in the HHW Depot.
2. Purchase a trailer for cardboard storage and transport.
3. Have James Leon call David VanBeek to develop a cardboard removal plan for the municipalities.
4. Arrange a curbside pickup through the current recycling program.

Tracy Lance left the meeting at 8:35 pm.

5. Review and Acceptance of Minutes of Meeting of January 20, 2003.

Moved by: Jim Boulanger
Seconded by: Denise Walker

That the minutes of the January 20, 2003 meeting be accepted.

Carried

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

James Leon presented a quote from James Hickey Insurance to increase liability insurance from \$2,000,000 to \$5,000,000 for a yearly cost increase of \$326. After a brief discussion, the following motion was suggested.

Moved by: Jim Boulanger
Seconded by: Denise Walker

That the quote for \$326 per year for an increase in liability insurance from \$2,000,000 to \$5,000,000 be accepted.

Carried

James was requested to adjust the amount for insurance on the 2003 Budget to include this increase and to inform James Hickey of this acceptance.

Chair Adams and James discussed the options that were being paid for but not used with the Board's Cell Phone. James was asked to contact Rogers AT&T and cancel all but the base charges for cell phone use. Options necessary in the future, will be added as required.

7. Correspondence.

- b. Letters to and from Lacombe Waste re invoice for drums and delivery.

A conversation that Chair Adams and Tom Neilson of Lacombe Waste Services had had on February 18, 2003 and a letter from Tom were discussed. Tom had informed Chair Adams that he had received a letter from James Leon informing him that the Board had been advised to not pay for 14 of Lacombe's drums and their delivery, and that James had stated that the Board will not pay. Tom was upset and stated that he expects the invoice to be paid in full. RPR Environmental representatives during a January 6 visit to the HHW Depot, had informed James and on January 24, 2003, had informed the Board, that the Lacombe drums are not drums that meet DOT regulations of August 2002 and that shipping HHW in them is illegal. Tom stated that there was a period of grace until December 31, 2002, for the use of non-certified drums.

A former employee/representative of Lacombe Waste had attended the June 2002 Board Meeting and he had made some promises on behalf of Lacombe Waste including free delivery and a loan of drums. This person resigned from Lacombe in July 2002, putting the Board in an awkward position after the drum delivery was made. After some discussion, the Board requested James to contact Tom Neilson and make a settlement with him for the drums.

c. Update from Robinson Consultants re C of A amendment for cover material and closure/post-closure letter.

James Leon had contacted Andrew Buzza on February 21 and asked him about the status of the C of A amendment application. Andrew informed James that Robinson Consultants is currently drafting the submission and he is in the process of making arrangements to get it reviewed with/by the MOE local office for their input. Andrew expects that he will be able to provide a draft submission within two weeks for our review.

The closure/post closure letter had been received from Andrew on February 7, 2003.

d. Update re Memorandum of Understanding from MNR bear cards and electric fence details.

James informed the Board that the signed copy of the MNR MOU had been received and is now in the Board's file. Electric fence details are addressed in 7. f.

e. Discussion with Ron Peori and Myrna McAuley of DR re large volumes of C&D waste to be disposed of from AECL and remaining volume at Millers Site.

James informed the Board that he had discussed this issue with Ron Peori and suggested that he contact Myrna in the Deep River Public Works Department to obtain information about having the Millers Road site open to receive AECL waste and to obtain an estimate on the remaining volume of the Site. Ron stated that there would be large volumes of C&D waste from AECL this year from the demolition of buildings.

f. Updated electric fence quote from M&R Feeds for two 16' gates and electric fence installation to meet the MNR MOU.

James had informed Patrick McGonegal at M&R Feeds that he would require revised quotes for the electric fence to include materials and labour (excluding the 12 Volt deep cycle battery and the apron material costs and installation). The quote would be for a fence that meets the MNR MOU including two 16' gates and two disconnect gates along with the appropriate solar energizer package. James received the quote on February 19 and he prepared an electric fence cost estimate sheet and he presented copies of the estimate to Board Members.

James had also obtained a work plan and a cost quotation for the construction of an electric fence in the Township of McNab/Braeside. This quote included a materials cost breakdown and James was requested to get a comparable breakdown for the materials required for the Baggs Road Site.

The preparations for the electric fence are; the removal of trees and stumps, leveling of the land, the digging and installation of the apron material, and the installation and testing of the fence.

Jim Boulanger suggested that James Leon contact Myrna MacDonald of Monteagle Farm in Cobden to obtain a quote to install an electric fence that would meet the MOU specifications. Much of Myrna's business involves installing fences including electric fences.

Chair Adams suggested that James Leon be authorized to have the quoted least expensive fence that meets the MOU, installed.

Moved by:	Jim Boulanger
Seconded by:	Denise Walker

That James obtain a second quote for the electric fence from Myrna MacDonald and he be authorized to have the least expensive fence that meets the MOU, installed.

g. Quote for Bee Line Disposal re rental of roll-off container for recycling material.

A quote for rental of a 20 cubic yard roll-off container for \$75.00 per month was received from Bee Line Disposal. Pick-up and removal cost would be \$180.00 on as required basis and it would be taken to the Ottawa Valley Waste Recovery Centre (OVWRC). Donna Yeas of Bee Line had informed James Leon that there might be a tipping fee at the OVWRC and he had phoned to see if there would be a fee. James was informed that the OVWRC would charge \$53.00 per metric ton of recyclable material. This quote was discussed and it was previously determined that that a container was required mainly for recyclable glass. The bulk of recycling material received at the Site was cardboard and glass bottles. Metal cans are added to the metal bin and very few plastic containers are received. James stated that Beaumen had quoted previously for a 40 cubic yard container for a rental charge of \$100.00 per month and a pick-up fee of about \$250.00 without a tipping fee. This larger container has four sections with covers and might be a better choice although getting the material into the sections might pose some problems. James stated that he would call Dan Minard at Beaumen to determine if this quote was still valid.

James was asked to give Board Members a copy of each quote and add this to the next Agenda.

h. Letter from John Rivington re second appraisal report for Blimkie Property.

Chair Adams stated that the letter from John Rivington was received on February 3, 2002. It was in reply to a request from James Leon for comments on the second appraisal of the portion of the Blimkie's property that is in the landfill impact zone. James had made this request on December 11, 2002 and had sent John a copy of the second appraisal. John stated that he does not have any problems with the \$15,470 amount in the report but that he does have some concerns with two upward adjustments. John added that the second appraisal report has credibility only to the point of establishing the land value. This was also the conclusion that the Board had come to when this second appraisal was originally presented.

- i. Closure/Post-closure letter and information given to the Board's auditor.

James Leon stated that he had sent a copy of this letter to the Board's auditor to be used in preparation of the 2002 Audit.

- j. Items for discussion suggested by Denise Walker:

- 1/ All values from 2002 such as the amount owed to each town be treated using 2002 percentages.

Board Members agreed that this would be the proper approach for the use of 2002's funds.

- 2/ The new agreement, when accepted, will use 25% of the costs at 50:50 and 75% will be split according to 2002 usage.

The Board recognized this splitting method of 2003 funds, as defined in the proposed Municipal Agreement.

- 3/ We have begun 2003 with a balance and we will need the auditor's report to see how we will handle the balance.

Chair Adams stated that he had spoken with the Board's auditor and that he had expected a copy of the 2002 audit for this meeting, but he had not received it. James Leon was asked to use the 2002 Audit to update the Budget Document when the Audit becomes available.

- 4/ Regarding the surveys for the landowners, the MOE must be satisfied with our selection of a surveyor —i.e.: Jp2g or Goltz/Patterson.

James Leon had contacted Andrew Buzza and asked him about the ways that a survey of the boundaries of the impact zone on adjacent landowners' properties might be completed. James suggested that the options might be to hire Jp2g or a certified Ontario Land Surveyor to do the survey. Andrew stated that a GPS might be used, but the errors would be greater.

Jim Boulanger stated that we are only going to do this survey once and that to satisfy the landowners, a certified Ontario Land Surveyor must complete it. James was asked to get quotes from Goltz and Patterson for the survey. Chair Adams specified that the surveyor prepare a survey, not for registration, that includes a drawn survey layout and SIB stakes.

- 5/ Will the Site Office be used as the Board Office?

The Board agreed that this item be left for the Operations Board to decide.

- 6/ Do we need a shelter in the Re-Use Area?

After a brief discussion about the needs and the popularity of the reuse area, the Board decided that a shelter should be constructed to keep some of the material out of the weather. Chair Adams suggested that a single pitch steep slope metal roof shed with the south and west sides closed in, be built. It should be about the size of a double garage. Earl Gust suggested that the shelter might be used to store the recycling roll-off bin. Earl also suggested that the supports be 6'' x 6'' pressure treated wood set 3' in the ground. Denise Walker and Chair Adams asked James to obtain a proposal and a sketch for the shelter from Darryl Cochrane. A maximum dollar amount was decided upon for this project and James was asked to add this to the 2003 Budget.

8. Financial report.

A copy of the current financial report was given to Board Members.

Moved by: Denise Walker
Seconded by: Jim Boulanger

That the financial report as presented be accepted for information purposes.

Carried.

a. Proposed 2003 Budget.

Minor changes to the 2003 Budget were suggested throughout the meeting. The changes included adding a line and amount for the Re-Use Area shelter and having James Leon edit the Budget when the Audit is available.

b. Invoice from K&T Trucking for \$865 re loader and bulldozer operation during tub grinding.

The invoice from K&T Trucking was examined and Chair Adams requested a motion.

Moved by: Jim Boulanger
Seconded By: Denise Walker

That the invoice from K&T Trucking for \$865 for bulldozer operation during tub grinding be paid.

Carried.

c. Invoice from National Grinding for \$8,222.63 for tub grinding.

The invoice from National Grinding for \$8,222.63 was discussed and the following motion was made.

Moved by: Denise Walker
Seconded By: Jim Boulanger

That the invoice from National Grinding for \$8,222.63 for tub grinding be paid.

Carried.

On a separate topic, Chair Adams requested James to attach a copy of the information from the August 26, 2002 Board Meeting stating that the monthly bill from K&T Trucking for operating the Site, may be paid when due and need not be signed every month by the Chair.

9. Update from Site Liaison Committee.

a. Ads placed for SLC members and results, to date.

James Leon informed the Board Members that an ad inviting applications for SLC Members was placed in the NRT and in the Weekend News. There has been no response to date. James had contacted Barb Shreeve to see if she would be interested in becoming an SLC Member for 2003. Barb informed James that she was not interested in becoming an SLC Member for 2003.

b. Appointment of current members for 2003.

James informed the Board that he had contacted the four 2002 SLC Members to determine if they are willing to be appointed as 2003 SLC Members. All four 2002 Members replied that they are willing to serve as 2003 SLC Members. Ron Peori told James that he is not willing to serve as SLC Chair for 2003 but that he would continue as a Member. Chair Adams suggested a motion to have the four 2002 SLC Members appointed as 2003 SLC Members.

Moved by: Denise Walker
Seconded by: Jim Boulanger

That Ron Peori, Earl Gust, Susan McBride and Gary McAnulty be appointed as 2003 SLC Members.

10. Update on HHW Depot

b. Update on pickup of waste engine oil.

James informed the Board that a quote for waste oil removal/disposal had been received on February 21, 2003. The cost of disposal of 1,100 litres is \$150 per 1,100 litre tote + \$250 analytical fee plus the cost of 3 or 4 reusable totes at \$250 each. The oil in the existing 1,000-gallon storage containers would have to be pumped into the totes for disposal. The current estimated volume of oil in the 1,000-gallon storage containers is about 1,300 gallons or 6,000 litres. This would fill six totes. The initial cost would be about 60 cents per litre.

Mike Gasmann had sent James the name of another company that would pickup waste engine oil. The company is ONYX Industries of Chambly Quebec. James called this company and was informed that they would pick up the waste oil for 4.5 cents per litre. James was requested to obtain information to assure ourselves that ONYX is a company approved by the MOE.

11. Outstanding tasks.

- a. Update on Town of Deep River recycling contractor to possibly pick-up at site.

Denise Walker stated that Mike Gasmann would obtain information about recycling pickup and that he would give it to the Board.

12. Other Business.

- a. Status of Operations Board Agreement, and of Miller's Road C of A change for C&D waste acceptance from Laurentian Hills.

Denise Walker had stated earlier in this meeting that the Deep River representatives to be appointed to the Operations Board will be Jim Dickens and Ed Cochrane. The seven committees that comprise Deep River Council will be restructured and the number of committees will decrease to three. Chair Adams asked Denise how she envisions this restructure will work. Denise replied that the operation of the Operations Board will not be affected and that she will be available for James and the Board to consult with, as required.

With regard to the Agreement, Denise stated that Deep River Council has had the first and second reading of the document. Chair Adams stated that he needs a copy back that include the changes and Laurentian Hills will decide if anything should be rephrased. The Board will review it and then it will be brought back to councils. Denise added that she would require it to be cleaned up before it is sent back to George Le Conte.

Earl Gust left the meeting at 10:15.

- b. Closed Board Meeting to discuss correspondence from David DeMille.

Moved by: Jim Boulanger
Seconded by: Denise Walker

That the Board go into closed session to discuss correspondence from and to David DeMille.

Carried

Moved by: Jim Boulanger
Seconded by: Denise Walker

That the Board come out of closed session.

Carried

James Leon was requested to contact David DeMille with instructions regarding compensation issues.

13. Adjourn

Moved By: Jim Boulanger
Seconded by: Denise Walker

That the meeting be adjourned.

Carried

Jim Boulanger stated that he would not be able to attend a meeting on March 24th and it was decided that the meeting date would be changed to March 31st, 2003. James Leon was requested to send out confirmation of this change in date for the next meeting, and to ensure that the notice in the local press reflects the change.

The meeting adjourned at 10:30 pm. The next regular Board Meeting will be on March 31, 2003 at 7:30 pm in the Town of Deep River Council Chambers.