

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: March 31, 2003
Time: 7:30 P.M.
Location: 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	Mike Gasmann	Town of Deep River	Absent
Councillor	Ed Cochrane	Town of Deep River	Present
Councillor	Jim Dickens	Town of Deep River	Regrets
	Ron Peori	Site Liaison Committee Chairperson	Absent
	Earl Gust	Site Liaison Committee Vice Chair	Present
	James Leon	Coordinator	Present

1. Call to order.

The Chair called the meeting to order at 7:32 pm.

2. Declarations of Interest.

Chair Adams requested input as to how this meeting should proceed since the Municipal Agreement for operation of the landfill site has been signed and the North Renfrew Landfill Operations Board should be formed now under that Agreement. Both towns have appointed two members of their councils to the new Board. The Deep River members are Ed Cochrane and Jim Dickens and the Laurentian Hills Members are Fred Adams and Jim Boulanger. A fifth Board Member will be elected from a pool of candidates nominated as not more than two from each Town. Denise Walker stated that Jim Dickens was not able to attend this meeting.

Chair Adams suggested that introductions be made among those present. Chair Adams noted that the SLC Chair was not present and he invited the SLC Vice Chair, Earl Gust, to join the Board at the meeting table to represent the SLC, and informed Earl that in issues of compensation, he might be in a conflict of interest position.

Denise Walker and Chair Adams noted that the original Board had been charged with continuing the operation of the Site and that one of the last items on the Agenda for the present Meeting is a motion to

dissolve the North Renfrew Waste Management Board and to acknowledge that the North Renfrew Landfill Operations Board is the succeeding entity.

Chair Adams asked Ed Cochrane if he had any objection to the current Board continuing this meeting, with Ed sitting as alternate for the second Deep River representative. Ed replied that he agreed with the current Board conducting this meeting. Chair Adams suggested a motion that Ed be appointed as an alternate Member of the current Board for this meeting.

Moved by: Jim Boulanger
Seconded by: Denise Walker

That Ed Cochrane is appointed as an alternate Deep River North Renfrew Waste Management Board Member for this meeting. Carried

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

None.

5. Review and Acceptance of Minutes of Meeting of February 24, 2003.

Moved by: Jim Boulanger
Seconded by: Denise Walker

That the minutes of the February 24, 2003 meeting be accepted. Carried

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

None.

7. Correspondence.

- a. Draft of Amendment to C of A to allow Site to operate on statutory holidays.

The Draft Amendment was discussed. It was agreed that it was satisfactory and James Leon was requested to inform the MOE that the Draft was acceptable.

- b. Negotiation with Tom Nielson of Lacombe Waste re invoice for drums and delivery.

James Leon stated that he had had a conversation with Tom Neilson of Lacombe Waste Services and had informed him that the Board would like to reach an agreement on this issue. James suggested that Tom send the Board a new invoice for the drums and drop the transport fee. Tom said that he would consider this suggestion and a week later he informed James that he agreed with this compromise and would cancel

the previous bill and send an invoice for the drums only. The new invoice for the drums was for \$483.00 and it has been paid.

- c. Update from Robinson Consultants re C of A amendment for alternative cover material.

Drafts of the letter and application to the MOE for the amendment were received from Andrew Buzza and were discussed. The application would allow the stockpiling of additional C&D material including asphalt roofing shingles and plaster/wallboard. This material could be tub ground along with the remainder of the C&D waste.

Denise Walker stated that the Town of Deep River Superintendent, Belo Csomor, had informed her that the Millers Road Site has a large remaining capacity that would be used for C&D waste. The C of A change for alternative cover material for the Baggs Road Site might not be necessary until the Millers Road Site is filled. Belo had informed Denise that he might use a chipper at that the Millers Road Site and that Tracy Lance is currently in the process of preparing a proposal. Denise added that the Millers Road Site was closed to residential garbage when the Baggs Road site opened in July 2002. Belo will have Deep River C&D waste hauled from Baggs Road to Millers Road. Chair Adams noted that according to K&T Trucking's Operations Contract with the Board, K&T is responsible for providing cover material at the Baggs Road Site.

Denise suggested the following motion:

Moved by: Denise Walker
Seconded by: Jim Boulanger

That the decision to have the application for the C of A change be handled by the new Operations Board. Carried

- d. Email to the Board from James Leon regarding electric fence discussions with Myrna MacDonald, Brent Frederick of the MNR, Mike Ueltzhoffer—Deep River Chief of Police, and correspondence from Darl McCulloch of Gallagher Power Fencing, Jeremy Inglis of the MNR, and reply from Fred Adams.

The correspondence from Myrna, Brent, Mike, Darl, Jeremy and Fred, was discussed. The Board decided to accept Jeremy Inglis's advice and have the electric fence installed inside the existing chain link fence. This would follow the MNR's MOU with the Board. Jim Boulanger inquired about a possible one-year warranty from M&R Feeds so that a full year of seasons could test the fence. James Leon replied that he would inquire about the warranty.

Moved by: Ed Cochrane
Seconded by: Jim Boulanger

That James Leon be authorized to purchase and have the electric fence installed provided M&R Feeds includes a one-year warranty on materials and labour. Carried

- e. James Leon's discussions with Dan Minard of Beaumen Waste Management re recycling pickup at the Site, possible solutions to the cardboard problem, a loan of a 40 cubic yard bin for cardboard with possible free pickup when full, and bylaws for cardboard from the Town of Renfrew and the City of Ottawa. Further discussions with Dan and his quote for biweekly cardboard pickup for large cardboard generators of both Towns

Correspondence with Dan Minard about the cardboard issue was discussed. James Leon was requested to contact Dan to clarify the costs involved with the pick up of the 40 cubic yard bin for cardboard at the Site.

Dan has suggested that both Towns pass a by-law to prevent the landfilling of cardboard, and he sent a quote for weekly or biweekly pickup of cardboard from commercial and industrial generators. The Town of Renfrew and the City of Ottawa have this by-law in place and Chair Adams earlier asked James to obtain copies of these by-laws. The by-laws were obtained and a copy has been given to Board Members. Denise Walker stated that she would not agree to having a by-law in Deep River that eliminated non-commercial (residential) cardboard from normal garbage pickup. Denise added that Deep River's problems with cardboard recycling in the biweekly blue box pickup are mainly due to the size limitations for cardboard. Chair Adams noted that the size limitations were because of the recycling truck's bin opening size.

Dan's quote for cardboard removal was discussed and it was agreed that in conjunction with a by-law, this might be a solution to the cardboard problem caused by large volume generators. Denise added that the blue box pickup was quite effective for residential cardboard. Chair Adams noted that residents appear to be using the cardboard recycling facility at the Site more and more frequently.

Chair Adams stated that from his standpoint, he would have to listen to what the Town of Deep River's Board Members had to say because such a high percentage of the commercial cardboard comes from Deep River sources and that for a by-law, a mechanism would have to be determined to distinguish residential from commercial cardboard generators. Ed Cochrane suggested that their business registration and business taxing might determine commercial generators. Chair Adams added that this could still be confusing and that even zoning would not be an accurate method. Some thought would have to be given on how to distinguish residential from commercial cardboard generators. Board Members agreed that any by-law for alternative cardboard pickup would have to be passed in both Towns in order to be seen as being fair and even-handed.

Ed Cochrane suggested that James speak to Dan Minard to determine exactly what he proposes to do and at exactly what cost. James was also requested to discuss the details of the by-laws and pickup costs with Dan. Denise noted that it is businesses that generate most of the cardboard and it is not practical for them to break down their cardboard into 2'x2'x8" to meet blue box requirements but that this is not too difficult a task for households.

Chair Adams summed up by saying that it is our likely game plan for both Towns to ban commercial cardboard but that there would not likely be a change in regard to residential cardboard.

f. Information to and from M&R Feeds re material costs for the electric fence.

The M&R Feeds breakdown of costs for the material and labour in their quote for the electric fence was discussed. Ed Cochrane asked if there were quotes from other suppliers and installers for the fence. James replied that he could not get a quote from anyone else locally that could install an electric fence. Myrna MacDonald of Cobden was over-committed this year to do the job, but she did examine the M&R Feeds quote and stated that she thought that it was reasonable and that her quote would be about the same if she had quoted. She added that Ottawa area companies that could do the job would likely cost more because of travel charges.

- g. Discussions, correspondence and quotes from OL Surveyors re survey of impact zone.

The quotes from Doug Patterson and John Goltz were discussed. The quote from Doug Patterson was \$8,590.00 + GST. The lower quote was from John Goltz for \$6,570.00 + GST, and the Board decided it would accept this quote after details of the survey were worked out with the landowners involved.

Chair Adams asked the reason for the proposed straight lines that John Goltz had drawn on the map attached to his quote. James Leon stated that he had discussed this map with Gerry Depuis and that he informed James that this was the only practical and accurate method to do this kind of survey. Gerry added that John Goltz was the most experienced surveyor in the area for this kind of work and that he had had John do a similar survey recently and that he was very satisfied with that survey. Chair Adams asked James if the SIB stakes would be placed on the arc or on the straight cut line. James said that he would contact John Goltz to verify that his quote was to place the SIBs on the actual arc

After a discussion about the details of the survey, it was decided that the plans must be discussed with the landowners before the survey is started. Jim Boulanger suggested that a meeting be planned with John Goltz, the landowners, the Board Members that are available to attend, and James Leon. Jim stated that this meeting would help avoid problems when the surveying is done.

James stated that the Blimkies, Gusts, and Bakers have agreed to have the survey done, but the Herriots do not want their land surveyed. Chair Adams noted that if the Herriots do not want a survey, they would have to inform us where their corner stake is located so that John Goltz can avoid surveying their property.

Moved by: Denise Walker
Seconded by: Jim Boulanger

That James Leon contact John Goltz and ask him if he is willing to attend a meeting with the landowners to explain and discuss the survey. If John will attend, James would then contact the landowners and Jim Boulanger to arrange a mutually convenient time to have the meeting and to then invite the remaining three Board Members. Carried.

Chair Adams suggested that James prepare a waiver for each landowner to sign to give John Goltz permission to do the survey on their properties.

- h. Discussion with Tracy Lance re clearing cells for development and for electric fence and the estimated value of the standing poplar to be paid to the Board.

James Leon had spoken to Tracy Lance about the value of the standing poplar on the cells and Tracy stated that it is worth \$5.00 per ton. After most of the cutting was complete, Tracy informed James that there would be about 150 tonnes and that would be worth about \$750. The actual amount would be paid to the Board.

The stump pile from the cell clearing is very large and Tracy stated that it might cost about \$10,000 to have it tub ground. Tracy suggested that an alternative to tub grinding would be to truck the stumps to another site, and stated that there is plenty of room left in the Buchanan Site for the stumps and for other C&D waste that Laurentian Hills has planned to take there. Tracy called Andrew Polley to determine if the MOE would have any objection to having the stumps disposed of at the Buchanan Site. Andrew thought that the stumps would be a good inert material to add and all that he would require would be a letter from the Board that verified his agreement to this idea. James phoned Andrew and he confirmed that he agreed with the addition of the stumps to the Buchanan Site and asked that James send him the letter for his files.

Tracy informed James that he would charge \$50.00 per load of stumps to take them to the Buchanan Site and that there would likely be about 50 loads for a total cost of about \$2,500. This would be much less expensive than tub grinding. Ed Cochrane and Chair Adams discussed this proposal. Chair Adams noted that when you break down the trucking and clam operation costs, that \$50.00 per load would be a fair price. Denise Walker added that K&T Trucking is responsible for cell clearing as required but not for removal of the stumps from the site.

Denise Walker stated that if the Board is satisfied with this offer, then we should accept it and notify Tracy. Jim Boulanger stated that he would have to discuss this idea with Bruce Boucher and decide if the Buchanan Site should be used for the stumps. Jim would inform the board of the decision.

- i. Arrangements with Tyretek Industries for tire removal from both towns and Site.

James Leon Stated that he had made arrangements with an MOE-certified company, Tyretek Industries, to pickup the tires at the Baggs Road Site and from three other locations in the two Towns. The cost to remove 460 tires from the Baggs Road Site was \$1,183.42 including tax.

- j. Liebherr warranty/backup equipment discussion with Miahandra Singh, fax with K&T invoice and follow up call from Miahandra.

James stated that he had contacted Miahandra Singh of Liebherr and explained to him the details of the crawler loader warranty. The machine was out of commission for nearly two weeks in January and we were not given the use of a replacement machine as specified in the warranty, although James had asked for one. James told Miahandra that the Board had been given an invoice from K&T Trucking for the use of a replacement machine and asked him what could be done. Miahandra asked James to fax him the warranty information and the invoice. James sent the fax and a week later Miahandra called him and said that Liebherr would pay the invoice. In order to pay it, Miahandra asked to have the invoice replaced with one from K&T Trucking directly to Liebherr. James informed Tracy Lance and he sent the invoice to Liebherr.

8. Finance

- a. Financial Report

A copy of the current Financial Report was distributed to Board Members and it was briefly discussed. Denise Walker requested James Leon to get a breakdown of the amount paid for consulting.

Moved by:	Denise Walker
Seconded by:	Jim Boulanger

That the Financial Report be accepted as distributed. Carried

- b. Proposed 2003 Budget prepared with 2002 audit numbers and possible approval.

Details of the March 5, 2003 Draft Budget were discussed. Chair Adams noted that amount from 2002 that was transferred to reserves should be drawn from reserves and shown in the income section of the Budget. Other changes were suggested and these included changing the values for the shelter for the Re-Use Area, contingencies/miscellaneous, the electric fence, cell development, and revenue for the sale of trees from the cells. James was asked to make the changes to the 2003 Budget.

Moved by: Denise Walker
Seconded by: Jim Boulanger

That the 2003 Budget be approved as amended. Carried

- c. Proposal for the application for first quarterly municipal payments.

The 2003 Budget was reviewed with respect to the quarterly payments from each town. The current bank balance was reviewed and it was suggested that James Leon be asked to make the request for the first quarterly payment from both municipalities after the 2003 Budget was edited.

Moved by: Jim Boulanger
Seconded by: Denise Walker

That James Leon make applications for the first quarterly municipal payment amounts as determined by the Approved 2003 Budget. Carried

Denise asked James to give a copy of the Approved 2003 Budget to the treasurer of each Town.

- d. Invoice from David DeMille dated February 25, 2003.

The invoice from David DeMille for \$1,127.14 was discussed.

Moved by: Ed Cochrane
Seconded by: Jim Boulanger

That the invoice from David DeMille for \$1,127.14 be paid. Carried.

- e. Quote from Darryl Cochrane to construct the Re-Use Area Shelter.

The quote from Darryl Cochrane for \$7,200 including materials, labour, and taxes for construction of a shelter in the Re-Use Area was discussed. The proposed shelter would be 40' x 20', have a single slope metal roof, and would be closed in at one end. Chair Adams noted that the shelter should be back far enough in the Re-Use Area so that it doesn't interfere with the truck that picks up the large appliances in the Area. Chair Adams also suggested that James Leon contact Darryl about eliminating the inner wall that would have been used to store cardboard. Denise Walker noted that this shelter is the only discretionary item on the 2003 Budget. Ed Cochrane and Chair Adams discussed the quoted amount and Chair Adams stated that this quote likely represents good value because Darryl's prices have been very reasonable. Ed Cochrane suggested that the open back of the shelter might be closed in in the future using inexpensive or free materials such as plastic.

After a debate on whether or not the current Board should approve this quote it was decided that the amount on the 2003 Budget for the shelter be changed to \$7,200.

Moved by: Jim Boulanger
Seconded by: Denise Walker

That the quote from Darryl Cochrane for \$7,200 to construct a shelter in the Re-Use Area be accepted. Carried

9. Update from Site Liaison Committee.
 - a. Results of ads placed for SLC members.

James Leon informed the Board that there were no applications or responses for SLC Members. This was the third ad that was run in local papers that has not resulted in applicants for the SLC.

- b. 2003 Members informed of their appointments as SLC Members.

James informed the Board that he had contacted the four SLC Members that were appointed at the February Board Meeting and told them of their appointment as 2003 Members.

10. Update on HHW Depot

- a. Update on sampling and pickup of waste engine oil by an MOE-approved Ottawa company, NOCO Lubricants Canada, for \$0.05/litre including analysis, removal, disposal and transportation.

Chair Adams asked what one does to dispose of larger volumes, such as a 45-gallon drum full of waste oil/fuel mixtures. Up to 25 litres of waste engine oil is currently accepted free of charge from residents of the two Towns. James Leon noted that the cost of removal is \$175.00 per drum and bulk waste engine oil costs \$0.05 per litre. Chair Adams suggested that we might consider a tipping fee of \$0.10 per litre for acceptance of these liquids in quantities greater than 25 litres. Denise Walker suggested that this would be an issue for the new Board to consider. Denise also suggested that James prepare a proposal for this tipping fee and to make it clear on the tipping fee by-law that waste acceptance for all wastes is only for our two Towns. Chair Adams added that the HHW does not accept explosives or caustic materials.

11. Outstanding tasks.

- a. Design of Landfill Operations Board letterhead and card.

James Leon stated that Michelle Leon could prepare a draft of a letterhead and a business card for the new Board, without charge, if she was requested to do so. Chair Adams noted that Michelle had prepared the Site logo in 2002 and that it might be a good idea to have the drafts prepared. James said that he would contact Michelle with this request.

- b. Suggestion to have the inside of the Site Office painted.

James stated that he had recently requested a quote from Darryl Cochrane to fill and paint the inside of the Site Office. Darryl gave James a verbal quote for \$400.00 to do the job. This includes labour, materials and taxes. After a brief discussion, the Board agreed that \$400.00 was a fair price for this job.

Moved by: Jim Boulanger
Seconded by: Denise Walker

That the quote from Darryl Cochrane for \$400.00 to fill and paint the inside rooms of the Site office be accepted. Carried.

12. Other Business.

- a. Landfill Operations Board Agreement, details of new Board, appointment of Members and suggestion to send copies of Agreement to MOE, contractors and others.

Call for a Motion to request that the four newly appointed municipal members of the Landfill Operations Board should meet at their early convenience to carry out such business as may then arise and to assume responsibility for the ongoing operation of the North Renfrew Landfill site, and that this North Renfrew Waste Management Board will be then deemed to be dissolved. All records, accounts, assets, rights, employees and funds to be transferred to the new Board, which shall in turn assume all liabilities, undertakings and obligations whether contractual or otherwise of the present Board, and the Landfill Operations Board is requested to approve a motion reflecting these changes.

The contents of the 12.a. information above was discussed. Chair Adams stated that the new Board will require a fifth member and that each municipality would provide the names of not more than two persons that each Council will nominate for possible election to the fifth Board Member position. Denise Walker stated that in Deep River, the Corporate Affairs Committee would meet soon and select the person(s) and will submit the name(s) to council for nomination and possible election to this position. Chair Adams stated that the first meeting of the Operations board is scheduled for April 28, 2003 and if the 28th were acceptable by the four new Board Members the election of the fifth member would take place. The names of the nominees should be available for this meeting.

James Leon was requested to prepare the agenda for the first Operations Board Meeting with the first item being the election of a Chair pro tem. The second item on the agenda would be the election of the fifth Board Member.

At this time Chair Adams called for the following motion as suggested above.

Moved by: Denise Walker
Seconded by: Jim Boulanger

That the four newly appointed municipal members of the Landfill Operations Board should meet at their early convenience to carry out such business as may then arise and to assume responsibility for the ongoing operation of the North Renfrew Landfill site, and that this North Renfrew Waste Management Board will be then deemed to be dissolved. All records, accounts, assets, rights, employees and funds to be transferred to the new Board, which shall in turn assume all liabilities, undertakings and obligations whether contractual or otherwise of the present Board, and the Landfill Operations Board is requested to approve a motion reflecting these changes. Carried.

- b. Query of status of Miller's Road C of A change for C&D waste acceptance from Laurentian Hills.

Denise Walker stated that Belo Csomor is preparing a proposal on this issue and it will go to the Community Services Committee. Ed Cochrane and Jim Dickens will attend a meeting with this committee and report the decisions and details back to the Board.

Earl Gust left the meeting at 10:22 pm.

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

Moved by: Jim Boulanger

Seconded by: Ed Cochrane

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

Moved by: Denise Walker
Seconded by: Jim Boulanger

That the board come out of closed session. Carried.

James Leon was requested to set up a teleconference meeting with David DeMille, Chair Adams and himself, to give David direction regarding compensation issues.

13. Adjourn

Motion to adjourn to the call of the Chair:

Moved By: Jim Boulanger
Seconded by: Denise Walker

That the meeting be adjourned to the call of the Chair at 10:40 pm. Carried.