

NORTH RENFREW LANDFILL OPERATIONS BOARD

c/o Town of Laurentian Hills
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North Renfrew Landfill Operations Board Meeting

Minutes of Meeting

Date: June 23, 2003
Time: 7:30 P.M.
Location: Point Alexander, Meeting Room

Chair	Fred Adams	Town of Laurentian Hills	Present
Vice Chair	Ed Cochrane	Town of Deep River	Present
Councillor	Jim Boulanger	Town of Laurentian Hills	Present
Councillor	Jim Dickens	Town of Deep River	Present
	Richard Rabishaw	Member of public/Board member	Present
	Ron Peori	Site Liaison Committee Chairperson	Absent
	James Leon	Coordinator	Present

Members of the public:

Tracy Lance
Earl Gust

1. Call to order.

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

2. Declarations of interest.

None.

3. Adoption of the Agenda for the current meeting.

Chair Adams suggested that the waste tire removal issue be added as item 7. m.

Moved by: Jim Boulanger
Seconded by: Jim Dickens

That the agenda be accepted as amended. Carried.

4. Delegations.

None.

5. Review and acceptance of Minutes of Meeting of May 26, 2003.

Moved by: Jim Dickens
Seconded by: Dick Rabishaw

That the minutes of the May 26, 2003 Meeting be accepted as distributed. Carried.

6. Business arising from previous meetings that is not dealt with elsewhere in the Agenda.

None.

7. Correspondence.

a. Discussion with Tracy Lance re Site Operations contract renewal.

Chair Adams invited Tracy Lance to present the possible options for the renewal of the operations contract. Tracy stated that he had recently spoken to Fred Adams, James Leon and some of the Deep River Councillors about proposals for a two and a three year contract. Tracy said that it had been difficult to come up with an accurate proposal for the first year of operation and that he had prepared two new proposals to be presented to the Board at this meeting.

The first proposal was for \$214,000 per year for the next two years. The next proposal was for \$196,000 for each of the next three years. Jim Dickens and Tracy discussed the requirement for having the performance bond in place after the first year of operations. Tracy stated that the cost of this bond adds about \$7,000 per year to the contract and that removing this requirement to bond would save \$3,000 for the next year and \$7,000 for each year after. Chair Adams stated that last year; certain members of the Board wanted the bond to be a requirement of the tender. Ed Cochrane stated that he was told at the time, that it was Robinson Consultants that had recommended and included the bond in the tender document. Tracy stated that he has already paid the \$4,000 administration fee for the next year so there would be savings of \$3,000 for the next year and \$7,000 for each year after that, if the bonding requirement were dropped.

Chair Adams asked whether a Board decision to delete the requirement for the performance bond would mean that the offers that Tracy had presented this evening would be reduced to \$211,000 and \$207,000 for year one and year two of a two year contract and whether, for a three-year contract, the proposal would be reduced to \$193,000 for the first year and \$189,000 for each of the following two years. Tracy agreed with these figures and added that for a four or five year

contract, the proposal numbers might be even lower than these values. Chair asked the other Board Members if they thought that there would be any problem in dropping the requirement of a performance bond. It was agreed that this would not be a problem. The feasibility of the Board's accepting a five-year contract was briefly discussed. It was decided that as long as there is no legal barrier to accepting a five year contract, it is just good economics to consider a reduced cost/longer term contract. Tracy left the meeting to prepare a proposal for a five-year operations contract that did not include the cost of a performance bond. When he returned, he presented a proposal of \$186,500 plus GST amount for each of the next five years. Chair Adams suggested that a specific motion be put on the floor to allow for removal of the requirement for a performance bond.

Moved by: Dick Rabishaw
Seconded by: Jim Boulanger

That the requirement for a performance bond is waived in any extension of the existing Site Operations contract. Carried.

Tracy added that the \$7,000 paid for the first year's performance bond was wasted as he did not think that there was any risk because K&T Trucking was paid monthly, after the month's work was done. Chair Adams replied that it was like having a one-year key-man term life insurance policy and that the quality of the work done was not in question.

Ed Cochrane and Jim Dickens distributed a copy of a letter from John Murphy, Mayor of the Town of Deep River, regarding the Board's submitted Budget. This letter and a letter from W.T. Kirby, CAO of the town of Laurentian Hills, were discussed. The letters requested the Board to revisit the 2003 Budget and to cut or reduce costs wherever possible. Chair Adams noted that the latest operations contract offers were in the spirit of cost reductions and he recommended the following motion:

Moved by: Jim Boulanger
Seconded by: Dick Rabishaw

That the Board Members of the two Town Councils recommend that the Councils accept the three year Site Operations Contract offer from K&T Trucking, that had had the performance bond deleted and reserve the right to upgrade, within a reasonable time, to the term of five years in accordance with the offer received. Carried.

Tracy noted that the cost of tub grinding was very high and that he had quoted Belo Csomor, Town of Deep River Superintendent, a cost of moving Deep River C&D to the Millers Road Site of \$80.00 per truckload. When the C&D moving was complete, Tracy was able to invoice Deep River \$50.00 per load. Tracy added that by moving the C&D waste from the Baggs Road Site to the Millers Road Site at \$50.00 a load, once the Millers Road Site C of A was changed to accept C&D waste from Laurentian Hills, we would eliminate the need for tub grinding and save many thousands of dollars. Chair Adams recognized that this elimination of tub grinding

might save as much as \$10,000 and suggested discussion of the items on the 2003 Budget on a line-by-line basis.

Ed Cochrane stated that he had prepared some questions for James Leon, Tracy Lance and the Board, and he distributed a list of eleven questions.

The questions were addressed as follows:

“1. What do we receive for the contract price?”

Chair Adams replied that the Operations Contract describes what we get for the price. The MOE lays out what the requirements are and they are described in the C of A. Ed suggested that we cut out everything in the Budget that isn't relevant to Site operation. Chair Adams stated that the Tender Document specifies that contractor must employ enough people to carry out the duties described and he asked Tracy to address this issue. Tracy said that he employs two full time people and usually an extra person on Saturdays when it is busier and weekend cleanup is done. The two full time people perform the duties of Site Attendant and Machine Operator and between the two of them the duties of Site Operations are completed. Tracy does most of the landfill area excavation on an as-required basis. Chair Adams mentioned the additional grubbing and stumping that Tracy had completed recently. Tracy noted that this work was done to allow the electric fence to be erected and that he would not have had to do any of this work before October 2003. Tracy added that he has a dozer that is used at the Site daily and a cherry picker, a truck, and a loader/backhoe that are used as required.

“2. What equipment is on-site and working each day?”

Tracy replied that besides his dozer, the Liebherr crawler/loader is on Site and is used for about two hours daily for compacting the garbage. Chair Adams stated the main purpose of having the Liebherr is for the proper degree of MOE-specified compacting. This Liebherr was a specially built narrow-track machine and once it was ordered and built, the order could not be canceled. Tracy stated that without the Liebherr, he would have had to get a large modified dozer for compacting the garbage. Having the Liebherr and a smaller dozer does the job efficiently. Tracy added that moving, spreading and leveling the garbage before compacting, is done with the dozer and that the Liebherr could not do these jobs as efficiently and that many hours would be added unnecessarily to this expensive machine. The warranty for the Liebherr is 5,000 hours or 5 years covering major components.

“3. What do we pay or have we paid “extra” to the contractor, and for what? “

Tracy replied that the removal of the stumps from the clearing of the cells to allow the electric fence to be installed was not part of his contract and that they will be hauled to the Buchanan Site at a total cost of \$50 per load, estimated to come to \$2,500 for fifty loads. Also, the electric fence apron was buried at a cost of \$1,000. Chair Adams

mentioned that Tracy is paid for brush chipping, but this a separate contract. Tracy added that his employees do the chipping before the site is opened at 9:00 for the day.

“4. What is the busiest day and how many visitors are normally seen on that busiest day?”

Tracy stated that the busiest day is usually Saturday and there are normally 150 or more vehicles, except during the winter months. Dick Rabishaw suggested that a bar chart of this information be prepared. James Leon was asked to prepare a bar graph with this information. Tracy added that P&G garbage trucks take one load on Tuesday and two loads on Friday. City Disposal takes a load daily, Tuesday to Saturday. Ed suggested that City Disposal could dump twice on one day and this would allow us to operate one less day a week. Chair Adams stated that if we go to a four-day week, storing garbage on the truck might cause some problems during the winter. Tracy added that to save a day, some residents would not like it and it would be difficult for him to keep his trained employees if their hours of employment were to decrease.

Tracy noted that the Site is very quiet from 4:00 to 6:00 pm on Saturdays during daylight savings time, and he recommended changing these evening hours to a Wednesday or a Thursday. Dick stated that having more flexible hours might be beneficial. Jim Dickens asked if having two people there at the same time is necessary. Tracy replied that two people should be there for safety reasons and that during the winter months when his Site Machine Operator is working for the Town of Laurentian Hills maintaining the roads; Tracy himself fills in as Site Machine Operator. Dick Rabishaw agreed that two people are necessary.

Jim Boulanger suggested that more flexible hours might include being open from 11:00 am until later in the evening.

“5. What is our slowest day typically and how many visitors would we normally see on the slowest days?”

Tracy and James agreed that normally the slowest day is Wednesday and that a bar graph would show this visually. On Wednesdays, there are usually fewer than 60 visitors to the Site.

“6. What is our typical weekly number of visits for the summer and for the winter? “

Tracy replied that there are usually about 350 visitors in the summer and that in the winter there are usually less than 100.

“7. What could we save if we eliminate the bond requirement?”

This question has already been addressed earlier in the meeting.

“8. What are our normal hours of operation?”

James replied that the Site is open Tuesday to Friday 9:00 am to 4:00 pm and Saturday 9:00am to 6:00 pm during daylight savings time and Saturday 9:00 am to 4:00 pm after daylight savings time. James was asked to add to the next Meeting’s agenda the topic of changing the 9:00 am to 6:00 pm Saturday hours to a weekday. Jim Dickens stated that now that the hours are set, we should stick to them. If the hours of operation are changed, residents will get upset.

“9. What can we save by reducing our hours?”

Chair Adams noted that the Laurentian Hills Buchanan Landfill Site, when it was in service, was opened Tuesday, Friday and Saturday. Ed referred to the letter about the Budget from Wayne Kirby that requested eliminating anything and everything that is not essential and suggested that reducing hours might fall into this category. Chair Adams replied that Laurentian Hills was used to having the Landfill operate three days a week, but Deep River wanted the new Site to be opened five days a week.

Ed stated that the only problem that he sees with reducing hours of operation is how it will affect Tracy’s employees. Dick Rabishaw agreed that Tracy’s employees would be affected the most with a change in hours and added that this topic should be discussed. Tracy noted that keeping garbage overnight on the garbage trucks might be a problem. Ed added that when Walkers had the garbage contract, it didn’t matter to them if the truck was dumped at 3:00 pm or at 10:00 am the next day. Chair Adams stated that Laurentian Hills could work with reduced operation hours, but Ed and Jim Dickens would have to convince Deep River Council and residents of this reduced service.

Ed stated that Deep River Council would be expecting recommendations from the Board on ways to reduce costs to the minimum required to maintain an effective service. Tracy stated that he spent a month getting bonded in 2002 and over the last year, he has tried to save money where possible. Tracy added that a year ago, both Town Councils were happy with the contract. Chair Adams responded that although the K&T Trucking’s proposal was the lower of the two proposals received last year, the cost of the accepted contract was materially higher than anticipated and that neither Town Council was happy with the total dollar costs to be paid. To open the new Site, Board Members and James worked hard at initiating operations as effectively and economically as possible. Chair Adams added that he congratulates Tracy for sharpening his pencil to present reduced cost options for a three and a five-year contract.

Ed confirmed that in 2002 Deep River Council was not very thrilled with cost of the operations contract. Ed added that there have been no complaints about the service. The 2003 Budget numbers look quite high, largely due to the amounts for landowner compensation and legal fees. Tracy asked, what the Board Members think the savings

would be if the Site went to a four-day operation. Ed replied that he doesn't know if this reduction would really result in big savings.

“10. What can we save by reducing our number of days open by one?”

This question had already been addressed in the answer to question 9., above.

“11. Do we need a crawler loader AND a bulldozer and is there one machine that could do both jobs properly? “

This question had already been addressed in the answer to question 2., above.

Chair Adams asked Ed if he was satisfied with the answers to his questions and Ed replied that he was satisfied.

Chair Adams suggested that we go to Agenda item 8. a., Financial Report while Tracy Lance was still attending the meeting.

8. Finance

a. Financial Report

Chair Adams suggested that specific 2003 Budget items that relate to K&T Trucking be discussed. The letters from the CAO of Laurentian Hills, Wayne Kirby, and from Deep River's Mayor John Murphy about the requested Board's budgetary reductions were discussed. Wayne Kirby requested that the Board reduce or eliminate everything that is not necessary. Mayor John Murphy requested that the Board reduce the requirement from the municipalities to the absolute minimum.

Tracy noted that the \$20,000 on the Budget for Tub Grinding was high, and that if the C&D waste for 2003 were to be tub ground, that cost might be even higher. If the Board agrees to have K&T Trucking haul the C&D waste from Baggs Road to Millers Road, the cost would be a fraction of this Budgeted value. We are currently waiting for a report of approval from Belo Csomor that states that the MOE has amended the Millers Road Site C of A so that C&D waste from Laurentian Hills could be accepted. There will be some costs to have the Millers Road Site opened when required and to have an operator level, compact, and cover the waste. Tracy added that this would not change the fact that thousands of dollars would be saved by not tub grinding this waste. Ed Cochrane suggested that perhaps in the future, when C&D waste arrives at the Baggs road site, one of Tracy's employees could go and open the Millers Road Site for the load to be dumped.

Chair Adams stated that it was not right that Deep River had had to pay to have the Deep River C&D waste hauled from the Baggs Road Site to the Millers Road Site since the savings accrued to both municipalities, but that the Board had not been involved in this decision. When the Millers Road C of A change is approved, the

Board will manage and pay for the C&D waste handling and hauling. James Leon was directed to pay all new invoices to have any C&D waste moved. We will first need a copy of the C of A approved revision before we start hauling Laurentian Hills C&D. Ed stated that he had called Belo for the status of the C&D change. Belo informed him that Andrew Buzza of Robinson Consultants is handling the change and that Andrew has verbally informed Belo that the approval is nearly complete and that we can begin accepting Laurentian Hills C&D waste at the Millers Site. Tracy stated that Kenny Lance will be doing the Millers Road Site C&D waste covering and that Kenny will invoice the Board for this work. James was asked to reduce the tub-grinding amount on the 2003 Budget to \$12,000.

Jim Boulanger asked James the status of payment for scrap metal from Bee Line Disposal. James replied that we haven't received a payment from them in recent months and that he would call Bee Line and request a payment.

The Financial section of the Agenda was left for the moment, to complete section 7.

7. b. Electric fence status report to MNR; and discussion with Jeremy Inglis.

James Leon reported that the electric fence is operational and is successful at keeping bears out of the landfill area. Jeremy Inglis had visited the Site on June 2, 2003 and he examined the fence and took some photos.

In order to comply with the MNR Memorandum of Understanding, James had compiled a report on the history of the fence including the current status of the fence's operation. A copy of the report had previously been given to Board Members.

c. Discussions with Earl Gust and Fred Adams re second appraisal for the Gust property.

Chair Adams briefly reviewed the appraisal that had been done on the Blimkie property by Mr. Kelly. John Rivington had commented on this second appraisal on the Blimkie property, stating that the appraisal was acceptable to the point of the property value assessment. John stated that he has some concerns with upward adjustments that were made after the initial value was determined and he feels that Mr. Kelley has this wrong. When James learned of Brian Gust's hiring of Mr. Kelly to appraise his land, he phoned Chair Adams and informed him of this. Chair Adams suggested that James call Brian and advise him of our concerns surrounding Mr. Kelly's prior appraisal. James reported that he had called Brian back and that Brian stated that as advised by Mr Huckabone he had already agreed to employ Mr. Kelly to do the appraisal.

- d. Correspondence and calls from David DeMille re letter from and to Mr. Huckabone.

After a brief discussion of the correspondence from David DeMille, Chair Adams stated that the Board is currently waiting for a decision on agreeing to pay the Blimkie's solicitor the amount suggested by him. Ed Cochrane stated that he called Larry Simons about this and a decision would have to wait to be made at the July 2nd 2003 Deep River Council meeting.

- e. Update re determination of cardboard resale value.

James Leon stated that he had been in contact with a fibre recycling company in Eastern Ontario that purchases cardboard for recycling. James added that the current value as of June 23rd was \$98.00/metric ton and that the current value could easily be obtained from this company with a phone call. James added that Dan Minard had agreed to provide the current value that he would be receiving for recyclable cardboard.

- f. Thank-you letters sent to the three nominees that were not selected as fifth Board Member.

James Leon informed the Board members that the thank you letters had been sent to the three nominees and that copies of the letters would be made available to the members upon request.

- g. Information details from other Towns and Townships re prepaid garbage bags and sample of Tag.

Chair Adams stated that James had sent a comprehensive review to Board members regarding this issue. Jim Dickens stated that he would bring this issue forward to the Deep River council, but added that it is a very political issue. Chair Adams reported that the Laurentian Hills Town Council had had this information presented to them and that they were in agreement in principle as a method of helping to promote the use of the recycling stream and thereby extending the useful life of the landfill site.

- h. Reply from Andrew Polley re Year 2002 Annual Status Report.

James Leon gave the Board members a copy of a letter from Andrew Polley about the 2002 Annual Status Report. This letter was briefly reviewed.

- i. Update re rescheduling of June 12, 2003 monitoring.

James Leon reported that the previously planned monitoring date was cancelled due to illness of Robinson Consultant's technologist, and that the new scheduled monitoring date would be July 3rd, 2003.

- j. Discussion/meeting with AECL re recycling material being brought to Site.

James Leon stated that he had had a meeting with three Waste Management Summer Students that were employed by AECL. It was agreed that AECL would continue to send their recyclables to the site as long as there were no costs to the Board.

- k. Note from Andrew Buzza re emissions reporting to MOE.

Copies of the note from Andrew Buzza were distributed and briefly reviewed.

- l. Discussion regarding the bags or tags issue, including input from Gary McAnulty.

James Leon reported that he had tried to contact Gary McAnulty on several occasions but was unsuccessful. James stated that he would continue trying to contact Gary and would report on Gary's input on this issue and invite him to the next Board meeting for a discussion.

- m. Email discussions about having tires removed from site due to the creation of mosquito breeding grounds.

James Leon reported that he had become concerned about this issue and its possible implication with the health hazard posed by the West Nile Virus. James had contacted Board members and it was agreed that the tires be removed by a recycling company. James had also contacted the Department of Health and he was informed that the tires should be removed in the near future and they suggested that tires that are received from May to September have a hole drilled in them to drain the water. Chair Adams stated that the site is apparently being selected for experimentation on this issue at our cost. No change in our current tire-handling methods was made.

8. Finance

- a. Financial Report

The Financial Report was distributed and briefly discussed.

- b. Discussion with Steve Recoskie re financial report Budget vs. Actual values.

The topic of the amount in the January to May 2003 column of the Budget vs. Actual Report was brought to Steve Recoskie's attention and James stated that

Steve would not agree to making a change to this full year's amount receivable from both towns despite the fact that only a portion of the year was defined on that line. Steve added that this was the way the report must be presented.

- c. Applications to towns for second 2003 quarterly payment to Board.

Chair Adams stated that James had made this application and he had sent copies to Board members.

- d. Quote from James Hickey Insurance to double environmental insurance for \$2,376.00 per year.

Board members examined the quote and it was agreed that the \$2376.00 amount was a large additional cost in a year of tight budgets. The Board rejected the quote.

- 9. Update from the Site Liaison Committee.

James Leon stated that he had originally scheduled an SLC meeting for the evening of June 26th, 2003, but that he had later been scheduled to also attend an all-day course for HHW shipping in Ottawa on that date. James added that he would reschedule the SLC meeting.

- 10. Outstanding tasks.

- a. Status of painting the inside of the Site Office.

James had contacted Darryl Cochrane about the status of the crack filling/painting job at the Site office and Darryl informed him that the job had been completed. James inspected the completed work and deemed it acceptable.

- 11. Other Business.

- a. Information re status of Miller's Road C of A change for C&D waste acceptance from Laurentian Hills.

Jim Dickens stated that, as discussed earlier in the meeting, the change was near completion and that the removal of C&D Waste from the site to the Millers Road Site would soon be possible.

- b. Update on course required by any person that handles, offers for transport, or transports, dangerous goods. (i.e. HHW material)

James noted that as stated in 9. above, he would be attending this course in Ottawa on June 26, 2003 and further noted that it was a requirement for the HHW operation.

- c. Edited Draft Deep River tipping fee by-law to allow for accepting larger amounts of waste oil at the Site for disposal.

Chair Adams stated that James had had Larry Simons edit the original draft for accepting larger amounts of waste oil and that the draft had been recently given to Board Members for discussion. A recently prepared Draft By-Law to prohibit commercial establishments from landfilling corrugated cardboard and/or boxboard had also been distributed to Board Members for discussion.

Moved by: Jim Dickens
Seconded by: Jim Boulanger

That the draft by-law for a waste oil tipping fee and the draft by-law for prohibiting commercial establishments from landfilling cardboard and boxboard be recommended to the both Town Councils for adoption.
Carried.

The \$50.00 tipping fee for a ½ ton or ¾ ton pickup truck with a trailer if both truck and trailer were loaded, was discussed. There is no tipping fee for a car with trailer if both contain waste, so the fairness of this distinction was questioned. Chair Adams requested James to examine the tipping fee by-laws for both towns and the tipping fee sign at the Site, and to add this topic to the next meeting agenda.

Late Correspondence

Chair Adams received from James Leon an envelope containing a letter from George LeConte that had been sent to the Board for the Chair's attention. In it, George requested a copy of the Board's compensation policy and any previous compensation offers that had been made to the Baker Family regarding their property. The Board directed James to compile this information and to send it to George.

12. Adjourn.

Moved by: Jim Boulanger
Seconded by: Dick Rabishaw

That the meeting be adjourned at 10:48 pm. Carried.

The next meeting will be held at 7:30 pm on July 28, 2003 in the Town of Deep River Council Chambers.