

NORTH RENFREW LANDFILL OPERATIONS BOARD

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North Renfrew Landfill Operations Board Meeting

Minutes of Special Meeting

Date: July 7, 2003
Time: 7:00 P.M.
Location: Town of Deep River, Council Chambers

Chair	Fred Adams	Town of Laurentian Hills	Present
Vice Chair	Ed Cochrane	Town of Deep River	Present
Councillor	Jim Boulanger	Town of Laurentian Hills	Absent
Councillor	Jim Dickens	Town of Deep River	Present
	Richard Rabishaw	Member of public/Board member	Present
	Alfio Campagna	Town of Laurentian Hills	Present
	James Leon	Coordinator	Present

Member of the public: **Tracy Lance**

1. Call to order of Special Meeting.

The Chair called the meeting to order at 7:00 pm. Chair Adams welcomed Councillor Alfio Campagna of the Town of Laurentian Hills to the Board Meeting as alternate for Jim Boulanger, who was not able to attend.

2. Adoption of the Agenda for this Special Meeting.

Moved by: Dick Rabishaw
Seconded by: Alfio Campagna

That the Agenda for this Special Meeting be adopted as distributed. Carried.

Jim Dickens suggested that Agenda item 5., be addressed first.

5. Items for clarification on the current 2003 Budget release, dated June 25, 2003. Report from Members as to the status of the required approval by the Municipal Councils.

Jim Dickens stated that he and Ed Cochrane had presented a revised Board Budget at a Town of Deep River Budget Meeting on June 24, 2003. . James Leon stated that this version of the Board's Budget contained an arithmetic error arising from a miscalculation he had made of the Operations Contract amount. Fred Adams had noticed the error during a Town of Laurentian Hills Meeting and had called James immediately so that he could inform Deep River about the error. James brought the correction to the Town of Deep River Town Hall at 7:30 pm, arriving just after the Budget Meeting was over. James informed Larry Simons and Denise Walker of the correction. Larry requested James to send him the corrected Board Budget along with the details of the change, which was done on June 25.

Jim Dickens and Chair Adams discussed the calculation of the 2003 Budget value for the Operations Contract. This June 25, 2003 Budget included the adjustment for the five-year Operations Contract. James gave Jim Dickens a copy of his set of calculations for this value and Jim stated that he was satisfied with these calculations.

Jim Dickens stated that the next Budget section that he and Chris Carroll had discussed was the Payroll EHT and WSIB amounts for the Board's employee, James Leon. Jim Dickens noted that the EHT is not required by organizations that have a total payroll amount of less than \$200,000 and the Board's total is far less than this amount. Jim added that \$550 per year for WSIB for one employee is very high. Jim has three employees and he only pays a total of about \$190 per year. Chair Adams stated that although James is a part-time employee, he does more than office work. James does work at the site and he supervises the quarterly monitoring program so these factors might affect the WSIB cost, while Jim Dickens' employees are probably all rated as inside office.

Chair Adams stated that the Town of Laurentian Hills Office Staff handles the payroll for the Board's employee, and he suggested that James have Steve Recoskie examine the amounts that are being paid by the Board for EHT and WSIB. If the EHT isn't required and if too much WSIB has been paid, then James should determine if the Board could get a refund for amounts previously paid or overpaid.

Ed Cochrane stated that if James is considered, on paper, to be an employee of Laurentian Hills, then the Board might not be able to make an argument about these payments. Chair Adams noted that Laurentian Hills has zero control of James' comings and goings.

Ed Cochrane stated that during one of the Intermunicipal Agreement Meetings in 2002 during which the position of the fifth Board Member was discussed, it was decided that the Board's Books would be kept in Deep River. Chair Adams responded that although this topic had been discussed, the decision on where the Books are kept is up to the Board. Chair Adams added that other locations that the Books might be kept besides at one of the Town Halls, were previously discussed; and these included the Site Office or another office that is rented by the Board. Storage at the Site Office is not acceptable for security reasons. Currently the Board's books are kept at the Laurentian Hills Municipal Office in Point Alexander. The Board owns a copy of QuickBooks and the Laurentian Hills Treasurer has the responsibility of keeping them up to date, but the software and the data files are readily portable.

Board expenditures are currently paid from the Town of Laurentian Hills bank account, and this saves some bank administration costs. Funds not immediately required are kept in short term GICs.

To summarize the current status of the 2003 Budget, Chair Adams stated that Ed and Jim Dickens need a clear 2003 Budget document that includes possible revisions to the EHT and WSIB values, and James Leon should discuss the possibility of such changes with Steve Recoskie.

3. Discussion of details of proposed five year Operations Contract.

Jim Dickens stated that he and Ed have presented the five-year Operations Contract to the Town of Deep River Council and that Council agreed that the Intermunicipal Agreement to form the Operations Board states that the Board can make this kind of decision. Chair Adams stated that the Town of Laurentian Hills Council supports the Board's decision to accept a five-year contract.

4. Motion regarding extending the current three year Landfill Operations Contract with K&T Trucking to five years, and signing of five year Operations Contract Extension Agreement if appropriate.

The acceptance of the five-year Operations Contract was discussed and the following motion was made:

Moved by: Ed Cochrane
Seconded by: Dick Rabishaw

That the five-year Landfill Operations Contract with K&T Trucking be accepted. Carried.

The contract would be signed after the meeting.

James Leon was directed to give copies of the signed contract to Board Members and to each Municipal Office and to attach Appendix 1 to the Municipal Offices' copies. James offered to give copy of Appendix 1 to any Board Member that requested one.

6. Motion to rescind the 2003 budget formerly adopted and to adopt the current budget as the budget for 2003.

Moved by: Jim Dickens
Seconded by: Dick Radishaw

That the formerly adopted 2003 Budget be rescinded and that the current 2003 Budget, that includes the five-year Operation Contract values and any possible minor modifications to the EHT and WSIB values, be accepted. Carried.

The topic of the agreement to have the change made to the Blimkie family compensation amount to pay their solicitor was brought up. Chair Adams requested that the Board agree to discuss this matter as it did not appear on the Agenda. Board Members agreed and Chair Adams asked the Town of Deep River representatives if Deep River Town Council had agreed to this change in the current Blimkie Agreement document. Jim Dickens replied that he had presented this topic at the July 2, 2003 Council Meeting and Council had agreed to this change.

Moved by: Dick Rabishaw
Seconded by: Jim Dickens

That James Leon be directed to contact David DeMille and inform him that the Town of Deep River Council has agreed to the value change in the compensation Agreement for the Blimkie family for payment to their solicitor, that Laurentian Hills Council has previously agreed to support its representatives approving such a change, and that the signing of the Agreement and Release followed by the compensation payment be executed. Carried.

7. Adjourn

Moved by: Alfio Campagna
Seconded by: Ed Cochrane

That the meeting be adjourned prior to the signing of the five-year Landfill Operations Contract with K&T Trucking. Carried.

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