

NORTH RENFREW LANDFILL OPERATIONS BOARD

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North Renfrew Waste Management Board Meeting

Minutes of Meeting

Date: November 24, 2003
Time: 7:30 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	Present
Councillor	Jim Dickens	Town of Deep River	Absent
	Richard Rabishaw	Member of public/Board member	Present
Deputy Mayor	Glenn Doncaster	Town of Deep River	Present
	Earl Gust	Site Liaison Committee Chairperson	Absent
	James Leon	Coordinator	Present
Superintendent	Belo Csomor	Town of Deep River	Present

1. Call to order.

The Chair called the meeting to order at 7:32 P.M. Chair Adams welcomed Glenn Doncaster as alternate Deep River Board Member for this evening's meeting. Chair Adams also welcomed Deep River's Town Superintendent, Belo Csomor to the meeting.

2. Declarations of interest.

None.

3. Adoption of the Agenda for the current meeting.

Moved by: Jim Boulanger
Seconded by: Ed Cochrane

That the Agenda for the current meeting be accepted as distributed. Carried.

4. Delegations.

None.

5. Review and Acceptance of Minutes of Meeting of September 22, 2003.

Moved by: Dick Rabishaw
Seconded by: Glenn Doncaster

That the minutes of the September 22, 2003 meeting be accepted. Carried.

6. Business arising from previous minutes and not dealt with elsewhere in the Agenda.

James Leon stated that he would like to discuss the current status of the Site's Tire Recycling Area. James reviewed recent communications with Board Members about a drop off of 125 tires to the Site and that this brought the total number of tires to over 700. The Board Budget for tire removal/recycling is at 177% and James requested advice on whether or not we should have another pickup in 2003. The maximum allowable amount that could be stored at the Site is 5,000 tire units so we are not close to this limit. Chair Adams stated that the two Municipalities collect and retain tipping fees for tires and that the Board pays to have the tires recycled. After a brief discussion, the following motion was made:

Moved by: Dick Rabishaw
Seconded by: Ed Cochrane

That James Leon be instructed to wait until the spring of 2004, before mosquitoes become a problem, to have the tires recycled. Carried.

7. Correspondence.

a. Information from David DeMille and Mr. Huckabone re compensation.

Board Members reviewed recent correspondence from David DeMille and Mr. Huckabone and expressed concern about the amount of time and the number of letters that have been sent. The offer appears to be at a standstill. James stated that he had again contacted David DeMille's office on November 21st and there still was no reply from the Gusts or from Mr. Huckabone. Chair Adams stated that the offer remains in the Gust's court until we receive a reply.

Glenn Doncaster and Chair Adams discussed the two appraisals that were done on the Gust's property in the Impact Zone. The dollar amount of property devaluation that was set by both appraisals was exactly the same. Unfortunately, the amount being offered to pay the landowner's solicitor had increased dramatically as compared to the amount originally anticipated by the Compensation Guidelines.

b. Discussion with Bruce Boucher re status of installation of Blimkie's two entrances.

James Leon reported that Bruce had informed him earlier this month that the two entrances had been installed. James had checked the entrances and noted that they were properly installed. The cost to have this job completed was quite low, being less than half of Bruce's original quote.

Jim Boulanger stated that Mr. Blimkie had contacted him and asked that the entrances each have a load of gravel spread on them. Jim informed him that the Board had completed the job that was

agreed to, and that the entrances are now complete. There would be no additional gravel added. Chair Adams asked Jim about the size of the pit run gravel that was used and Jim replied that “A” grade was used and that this was the standard material used for the Town’s entrances.

Glen Doncaster suggested that the Board send a letter to the Blimkies detailing the Agreement with them and stating that the Board considers that it has met its obligations. Chair Adams agreed and added that the letter should be cc’d to Mr Huckabone. Dick Rabishaw questioned the sending of the letter to Mr. Huckabone. Chair Adams replied that as the Blimkie’s solicitor, Mr. Huckabone requires that all correspondence to the Blimkies also be sent to him. James Leon was requested to prepare a draft letter and to have Chair Adams review it before sending it. James would then sign it and send it to the Blimkies and Mr. Huckabone.

Chair Adams suggested that item 8. c. be addressed at this time.

8. c. Invoice for \$646.52 from Laurentian Hills for installation of two driveways on Baggs Road.

Board Members were pleased with the amount of this invoice for two driveways.

Moved by:	Jim Boulanger
Seconded by:	Glenn Doncaster

That the invoice for \$646.52 to Laurentian Hills for the installation of two driveways be paid.
Carried.

7. c. Letter from MOE and Robinson Consultants re fee for “Minor Technical Amendment”.

The two letters were briefly discussed. The letter from the MOE stated that the fee for the amendment to our C of A to allow the use of alternative daily cover is \$200.00 for administrative processing and the fee for minor technical amendment for waste landfilling site is \$1,200.00.

James Leon noted that the signed proposal with Robinson Consultants to prepare and submit this amendment application stated:

“...we anticipate a \$200.00 administrative application fee...” and “We do not anticipate that a technical review for this submission will be required. However, if the Ministry of the Environment decides that such a review is necessary, the additional cost would be in the order of \$1,200.00.”

Chair Adams and James agreed that this amendment would save landfill volume and the payment of the additional \$1,200.00 is warranted.

- d. Update on request to Andrew Polley re written confirmation of his advice about not burning natural wood products at the Site.

James reported that he had requested this letter from Andrew Polley on several occasions and in an email note to him. The Board has not yet received the requested letter. Chair Adams suggested that this letter about the MOE’s stand on not burning at the Site is important and should be pursued and when received, it will be attached to each copy of our C of A. Ed Cochrane stated that we do not need this written advice as the D&O Report states “Burning of wastes will be prohibited.” Ed added

that he doesn't know why we are pushing this issue. Dick Rabishaw stated that he agrees that there should not be any burning at the Site.

James added that this topic was discussed at the October 29, 2003 SLC Meeting. The SLC Members that were present agreed that there should be no burning at the Site for environmental and safety reasons. Additionally, landowners near the Site were initially informed that there would be no burning.

Chair Adams asked Glenn Doncaster and Belo Csomor if the Town of Deep River burns natural wood products and they replied that the Deep River Works Department is permitted to and does burn brush. Chair Adams noted that the Town of Laurentian Hills allows burning from October 1 to April 1.

Chair Adams suggested that this issue be left to the new Board when it is convened.

e. Cover letter and Waste Manifest Form to MOE re waste oil pickup of 6,836 litres on October 1, 2003.

This form was acknowledged and the large volume of waste oil that was removed during two pickups in 2003 for recycling was noted as being a very environmentally sound process. Prior to the operation of the HHW, disposal of waste engine oil might not have always been done in an environmentally friendly manner. These amounts greatly exceed the quantities that were turned in at the infrequent Hazardous Waste Days held previously, leaving an open question as to where the oil was going in the past.

f. Discussion with and suggestions by Dan Minard re commercial cardboard pickup.

James Leon reported that he had spoken with Dan on several occasions and during a discussion with him on November 3, 2003, Dan made the following suggestions:

A. He suggested that James contact Glenn Doncaster and request Glenn to obtain a list of businesses in both Towns and send them a fax explaining the cardboard in Landfill problem and tell them about our planned solution.

B. Determine their frequency of pickup requirements.

C. Inform the businesses that their cardboard should be stored in an acceptable location and be ready for the scheduled pickup day.

D. Inform them that Beaumen would pickup loose or bound cardboard that does not have any content of wood or styrofoam. Cardboard boxes do not have to be flattened, and boxboard can all be placed inside a cardboard box.

E. Ask them the estimated weekly volume of cardboard that they generate and request a reply.

F. Set a date to begin.

G. Contact the regular garbage contractors for each town and get them to stop picking up cardboard at commercial customers sites.

H. Dan then suggested that a meeting be arranged with Glenn, James, himself and others that Glenn thinks should be present.

Ed Cochrane stated that he disagrees with Dan about not flattening cardboard boxes. From his experience, if the boxes are not flattened they might become filled with other garbage and create a mess, besides occupying much more storage space.

Glenn Doncaster stated that he had contacted several businesses and eight of them would require just one pickup a week but larger businesses including Giant Tiger would require two weekly pickups because of limited storage space. Tim Hortons and Canadian Tire could each plan and construct a cardboard storage area. Glenn suggested that one of the first tasks would be planning a route for the pickups. The first stop might be at the Baggs Road Site to empty the bin.

Glenn and Chair Adams discussed the businesses in Laurentian Hills. Chair Adams noted that the farthest businesses are located in Rolphton and include the gas station and the motel. Dan might decide to take the cardboard at the further locations during his regular recycling pickup, but that does not matter as long as the cardboard is being picked up. Deep River would generate about 75% of the cardboard while Laurentian Hills would require the greatest distance for the pickups and the charge of \$100 per pickup balances out the cost share for both Towns. Other businesses on that section of the route include Pauls Garage, Pine Crest Resort and K.O. Lodge. James gave Glenn a copy of Dan Minard's original quote.

Ed Cochrane suggested that we could start off with one weekly pickup and some businesses might require an alternate storage location between pickups. Glen Doncaster stated that some businesses might require two weekly pickups. Additionally, we will have to have a signed contract with Dan Minard in case the bottom falls out of the cardboard market. Dick Rabishaw stated that Dan would then know that the contract must be carried out regardless of the cardboard market status.

Glenn asked if we should go to tender or do the pickup ourselves. James noted that a truck and workers would be required and the distance travelled for the pickups and delivery to the recycling facility could be costly. After a brief discussion, it was decided that the costs would probably balance out and considering the cost per pickup that Dan offered, it would likely be more economical to have a signed contract with Beaumen.

Chair Adams suggested that it might be best to have only one contract with Beaumen and the two Towns. Glenn stated that both Towns could give the Board the authority to sign, handle and pay for the contract. Ed Cochrane agreed that an exception should be made by both towns to allow the Board to have this authority. Chair Adams suggested that a four party agreement could be signed that included Beaumen, the two Municipalities and the Board. Dick Rabishaw stated that an agreement could be prepared that suits both Towns. Glenn Doncaster stated that although the Board does not currently have the authority to have such an agreement, Deep River could overcome this issue and give the Board the necessary authority. Chair Adams suggested that Laurentian Hills would then use Deep River's authorization format to give the Board the required authority so that both Towns' approval would be identical.

8. Finance.

a. Financial Report.

Board Members discussed the current Financial Report dated November 19, 2003. Chair Adams inquired about the \$466 amount on the line "Landfill Site Equipment". James Leon replied that that was the amount paid to Lacombe Waste for HHW drums. Dick Rabishaw noted that the line "Tub Grinding of C & D waste" was the amount budgeted for tub grinding C & D waste but that some of these funds have been used to pay for the hauling of C & D waste to the Millers Road Site. James stated that the 2003 Budgeted amount for tub grinding was \$12,000. To date, 108% was drawn from this line of the Budget. Tub grinding was done in January 2003 at a cost of \$8,222.63 and the remainder of the funds was used to pay for hauling 94 loads of Deep River C & D waste to the Millers Road Site. The Laurentian Hills C & D waste is still at Baggs Road waiting for clear authority to remove it to the Millers Road site.

Chair Adams suggested the following motion:

Moved by: Jim Boulanger
Seconded by: Dick Rabishaw

That the current Financial Report be accepted for information purposes. Carried.

b. Receipt of Deep River's acceptance of the final Budget.

James reported that he had received a letter from Larry Simons dated September 22, 2003, containing the Resolution of approval of the June 25, 2003 Budget.

9. Update from Site Liaison Committee.

a. Ad for SLC Members and suggestion by Chair Adams for Board Members not returning to Council being requested to serve as SLC Members.

James reported that there has only been one new application for SLC Membership to date and that the deadline for applications was November 28, 2003. James had earlier suggested that the new SLC applicant and two or three of the 2003 SLC Members be considered by the Board for possible appointments as 2004 SLC Members. Ed Cochrane and Chair Adams replied to James that appointments of 2004 SLC Members would be decided upon by the new Board.

The suggestion made by Chair Adams to request Board Members not returning to Council to serve as SLC Members was discussed. Jim Dickens had responded to this request by email and stated that he was not interested, as he would be taking a long-awaited break. Chair Adams suggested that the new Board could consider directing James to ask Denise Walker, Ed Cochrane and Dierdrie Burton if they would be interested in being SLC Members for 2004.

b. Letters to successful candidates re congratulations and cardboard concerns.

James had sent an email to Board Members on November 7, 2003. In the email he stated "At the October 29, 2003 SLC Meeting a motion was made as seen below. The SLC will have the letter sent to each of the elected in both Towns after the November 10, 2003 elections. This should not be viewed as being out of the SLC mandate as one of the roles of the SLC is to promote waste diversion activities such as recycling, reusing and composting."

The extract of the SLC Minutes is as follows:

(extract begins) "The SLC Members expressed concern about the time-line of diverting cardboard from the Landfill. A cardboard recycling contract for large volume generators should be in place as soon as possible. In an effort to hasten the issue, Earl and Susan discussed possible actions that the SLC could employ to help expedite a solution. It was decided that a letter be sent to each successful municipal candidate in both Towns after the elections.

Moved by: Susan McBride
Seconded by: Earl Gust

That a letter be sent to each successful municipal candidate in both Towns congratulating them on being elected and recommending that the elimination of commercial cardboard and paper from the Landfill Site be placed near the top of the agendas for both new Councils. Carried.

James was requested to prepare the draft letters after the elections were over." (extract ends)

Chair Adams responded to James stating that he is pleased to see the SLC wanting to get involved directly. James noted that the letters were signed by the SLC Chair, Earl Gust, and were mailed on November 14, 2003.

c. NRT September 24, 2003 Recycling article in Louise Atfield's Match up Column.

James reported that a five-paragraph article titled RECYCLING was run in the September 24th NRT. James had asked Louise Atfield to have information about the features of the Baggs Road Site included in her Match Up column. Louise agreed and prepared the text that highlighted the HHW and the Re-Use Area. As nearly everyone that reads the NRT looks at the Match Up column, that was a very effective and inexpensive way to get the message out. James added that contacting Louise with this request was originally suggested by Jim Dickens at the August 25, 2003 Board Meeting. Chair Adams requested James to contact Jim Dickens and thank him for that suggestion.

10. Other Business.

a. Meeting with Belo Csomor re approval for Millers Road C&D waste acceptance from Laurentian Hills and discussion of our Site workers re key to that Site.

Board Members and Belo discussed this issue. Belo stated that the Board would have to wait for the new Deep River Council to decide on the handling and the payments of the hauling, levelling and covering of C&D waste from both towns. Chair Adams requested that the Board be given a copy of the Millers Road Site C of A and a copy of the Amendment to the C of A for our files to ensure we are able to honour any restrictions in the C of A.

Glenn Doncaster stated that although Deep River has received the Approved Amendment, the new Council must first approve the C&D acceptance from both Towns. Belo added that the approval letter would allow a key to the Millers Road Site to be available to the Baggs Road Site Attendant. The C&D waste must then be levelled and covered once a week. Glenn Doncaster stated that he would have a motion put forward to have this approval for the acceptance of C&D waste from both Towns.

Having the key to the Millers Road Site would allow the Baggs Road Site Attendant to unlock the gate for accepting larger loads of C&D waste at the Millers Road Site. This would save trucking costs from one Site to another. The logistics of informing the Site Attendant as to when a larger load would be transported, and how the Attendant would get to the Millers Road site, would have to be discussed at a later meeting.

Ed Cochrane and Dick Rabishaw discussed the expense to truck the current pile of C&D waste from the Baggs Road Site to the Millers Road Site. Money could be saved if Municipal trucks were used to help with the transport of the C&D waste when they were not too busy. Chair Adams noted that neither Town nor the Site has a clam for loading the waste. Ed suggested that organizing this transport would be James Leon's job.

Belo gave his verbal approval to begin moving the C&D waste. Glenn stated that he would bring the required motion to the Deep River Council meeting.

b. Update on presentations to Deep River Council re commercial cardboard/paper pickup.

Glenn Doncaster stated that he would discuss this issue with the new Deep River Council. Glenn would launch a public ad campaign and when the cardboard pickup contract was in place, City Disposal would be instructed to not pick up commercial cardboard.

c. Update on planning a meeting with merchants for a solution to the commercial cardboard problem.

Glenn noted that once a route for cardboard pickup and the frequency was established and the businesses were given the required information, the pickups could begin.

d. Remind each Council to (1) appoint two new Board Members, (2) nominate two persons as candidates for 5th Board Member and (3) to each appoint an alternate Board Member.

The reminder for these items was directed mainly at those present that would be Members of the new Councils. These reminders should ensure that the items are not overlooked at the first Council meetings so that the new Board would be formed and the business of Site Operations could continue. Glenn Doncaster suggested that the Councils should appoint more than one alternate Board Member. Glenn added that Wednesday November 26th is striking day and that when the new Board Members are appointed they will have to be provided with the necessary Board information. Glenn requested James to prepare a Board information package for each new Member. Glenn stated that he would try to determine if the Deep River Council could suggest volunteers from the public that could be appointed by the Board as 2004 SLC Members.

Jim Boulanger thanked Chair Adams for doing a wonderful job and he thanked the other current Board Members for their support and he added that it has been great working with them and with the former Members.

Chair Adams thanked all current and past Members of the Board for three great years of teamwork. The Board is an excellent example of how well the two municipalities could work together. He added that there hasn't been one Board problem or conflict that wasn't easily overcome in the last three years.

Ed Cockrane agreed with the compliments that Jim Boulanger had made to Chair Adams and the other Board Members. Chair Adams has done a terrific job and he has been very helpful in bringing new Members up to speed on the running of the Board and current issues as they arose. Ed stated that Jim Boulanger's work with one family's compensation settlement had ensured the completion of that compensation package. He does not believe that that deal would otherwise yet be completed. Ed stated that Dick Rabishaw's addition to the Board had brought a high degree of valuable experience that proved very helpful in many aspects of operation. Ed added that he was impressed with the quality of the Minutes of the Board Meetings and with the timeliness of information that James had sent to him during his term of Membership.

James informed Dick that as this is the last meeting of the current Board he would have his honorarium payment prepared and sent. The Board had decided on this honorarium during the May 26, 2003 Meeting.

11. Adjourn.

Moved by: Glenn Doncaster
Seconded by: Jim Boulanger

That the meeting be adjourned at 9:20 pm. Carried.

The next regular meeting at 7:30 pm, January 26, 2004, will be held in the Point Alexander Meeting Room.