

NORTH RENFREW LANDFILL OPERATIONS BOARD

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North Renfrew Landfill Operations Board Meeting

Minutes of Meeting

Date: January 26, 2004
Time: 7:30 P.M.
Location: Point Alexander Meeting Room

Chair	Hank van der Horn	Town of Deep River	Present
Vice Chair	Ron Peori	Member of public/Board Member	Present
Deputy Mayor	Fred Adams	Town of Laurentian Hills	Present
Councillor	Paul Rochefort	Town of Deep River	Present
Councillor	Dave Ethier	Town of Laurentian Hills	Present
Councillor	Anne Giardini	Town of Laurentian Hills	Present
	Earl Gust	2003 SLC Chair	Present
	James Leon	Coordinator	Present

Member of the public: Dierdre Burton

1. Call to order by the four Council representatives as a group for selection of a Chair *pro tem* for elections for the North Renfrew Landfill Operations Board.

Fred Adams noted that the new Board does not have a Chair so the first agenda item suggests that an acting Chair be appointed *pro tem* to begin the meeting. Hank van der Horn nominated Fred Adams as Chair *pro tem* for elections for the North Renfrew Landfill Operations Board. Fred stated that he would be willing to act as Chair *pro tem* for the elections.

Moved by: Hank van der Horn
Seconded by: Dave Ethier

That Fred Adams be appointed as Chair *pro tem* for the elections of the fifth Board Member and the Chair and the Vice Chair of North Renfrew Landfill Operations Board. Carried.

2. Election of the fifth Board Member from among the candidates proposed by the two Municipalities. Procedure will be in accordance with the applicable section of the Intermunicipal agreement, which established this Board.

Pro tem Chair Adams reviewed the procedure of the selection of the fifth Board Member from four non-council nominees, two submitted by each council. The selection would be done by secret ballot in accordance with the Intermunicipal Agreement that was signed on March 12, 2003. Section 4.3 of the agreement states "...If no nominee receives a majority of votes, any nominee who received no votes will be eliminated, and a second ballot will be held. If no nominee receives a majority of votes in the second ballot, any nominee who received no votes will be eliminated, and one of the remaining nominees will be selected by lot." *Pro tem* Chair Adams asked the four current Board Members if they understood the selection procedure and it was determined that the process was understood. It was agreed that the interpretation of "majority" is three.

Pro tem Chair Adams suggested that prior to the election each nominee for the position of fifth Board Member briefly present his or her background and experience. The two nominees that were selected by the Town of Deep River were Ron Peori and Andrew Conroy and the two selected by the Town of Laurentian Hills were Jim Boulanger and Dierdre Burton. Fred noted that James Leon had spoken earlier to Jim Boulanger and Jim informed him that he would be at work this evening and he requested that James say a few words on his behalf.

James stated that Jim had asked him to inform the Board members that he was up to speed on Board issues as he was a member of the Board from 2000 to 2003. He has good communication skills and he has the trust of the public including the Site's nearby neighbours and he has no trouble approaching these neighbours about issues. Jim has a good working relationship with the Site's contractor and workers. He is up to date with the details of the Board-owned loader, its use, problems and it was he that noticed that the mirrors were missing when the loader first arrived on Site. Jim added that he knows the terrain in and around the site area and he has experience with electric fences and that he was instrumental in the selection and the construction of the Site's electric fence. He believes that he would make a good neutral Board Member and he is very interested in solving the cardboard issue.

Dierdre Burton stated that she was on the Board and was Chair for about six years. She is very familiar with Board issues, present and past and she believes that she would be a good and neutral fifth Board Member.

Hank van der Horn spoke on behalf of Andrew Conway. Andrew is currently employed by R D Tech Probes Inc. and he and his family have recently been Hank's neighbours. Andrew is conscientious, punctual and environmentally minded. He is not very familiar with the operation of the Board but he is a fast learner and he would make a good neutral Board Member.

Ron Peori stated that he was an SLC Member from 2001 to 2003 and was the SLC Chair for one year. He is currently employed at AECL in the Waste Management Branch. He has ten years of experience with chemical waste and five additional years of experience with housecleaning and managing waste disposal sites for AECL. Ron is in charge of recycling at AECL and he is the interface with the Board through James Leon. Ron stated that he is concerned about this interfacing being a potential source of conflict of interest. Board Members informed Ron that this would not be a conflict of interest situation. Ron added that many tons of paper has been taken to the Ottawa Valley Waste Recovery Centre and suggested that the Board could have cardboard from the site added to this AECL run.

Pro tem Chair Adams suggested that we begin the voting. James passed each Board Member a ballot and the first vote was conducted. The ballots were collected and James and Earl Gust opened them and logged the results. Dierdre Burton received two votes and Ron Peori received two votes.

The Ballots were again given to Board Members and a second vote was conducted. The ballots were collected and James and Earl Gust opened them and logged the results. Dierdre received one vote and Ron Peori received three votes. Thus, Ron Peori had been elected as the fifth Board Member.

Pro tem Chair Adams thanked Dierdre for her participation in this election process and suggest that because the Board has had some difficulty getting volunteers for SLC Membership, perhaps she would consider volunteering as a Member. Dierdre replied that she would not commit to volunteering at this time.

3. Election of the Board Chair and Vice Chair.

Pro tem Chair Adams stated that this election of the new Board Chair and Vice Chair has traditionally encouraged one of the Chair or Vice Chair positions to be from each municipality. The Vice Chair's position has been traditionally charged with the responsibility of the preparation of the yearly Board's Budget. *Pro tem* Chair Adams asked if he could have nominations for the Chair position. Dave Ethier nominated Fred Adams for the position of Chair. Fred Adams agreed and asked if there were any further nominations for Chair. Paul Rochefort nominated Hank van der Horn. Hank agreed with this nomination and Fred asked James Leon to prepare ballots. James prepared and passed out ballots to each Board Member. Fred Adams received two votes and Hank van der Horn received three votes. Thus, Hank van der Horn had been elected as Board Chair for 2004.

The next order of business was the election of the Board's Vice Chair. Fred Adams nominated Dave Ethier. Dave declined this nomination and nominated Fred Adams for this position. Fred declined this nomination. Paul Rochefort nominated Ron Peori for Vice Chair and Ron agreed to accept this nomination. A call for further nominations was made and none were brought forward. Thus, Ron Peori is the Board Vice Chair for 2004.

4. Call to Order by the Chair for the meeting of the full Board. Brief opening remarks by the incoming Chair.

Chair van der Horn called the meeting to order at 7:55 pm. The Chair stated that he would do his best to fill this position and help to continue the smooth operation of the Landfill Site.

5. Declarations of Interest.

None.

6. Adoption of the agenda for the current meeting.

Board Members reviewed the agenda and the following motion was suggested.

Moved by: Paul Rochefort
Seconded by: Dave Ethier

That the agenda for the current meeting be accepted as presented. Carried.

7. Delegations.

None.

8. Review and acceptance of Minutes of Meeting of November 24, 2003.

Fred Adams suggested that the minutes be accepted as presented.

Moved by: Fred Adams
Seconded by: Paul Rochefort

That the minutes of the November 24th, 2003 Board Meeting be accepted as presented.

Carried.

9. Business Arising from Previous Meetings that is not dealt with elsewhere in the Agenda.

None.

10. Correspondence.

a. November 27th Letter from David DeMille with a letter to David from Mr. Huckabone.

James Leon informed the Board that he had contacted David's office last week and earlier today to determine if there was any word from Mr. Huckabone about the current offer to landowners. David's secretary stated that there has not yet been a reply from Mr. Huckabone. Fred Adams stated that we would have to wait until we receive a reply before we proceed with the settlement.

b. Resolutions from both Municipalities re appointment of Board Members and alternates.

James reported that he had received the resolutions from both municipalities about the appointment of the two Board members from each. The resolution from the Town of Laurentian Hills contained the name of the appointed Board Alternate, and this person is Councillor Anne Giardini. The Town of Deep River's resolution did not contain the name of the Board Alternate. Paul Rochefort stated that he would have council appoint a Board Alternate at a future Council Meeting.

c. Note to be attached to C of A re not burning at Site and email from Ed Cochrane re burning.

The draft note that James had prepared had earlier been given to the four Board Members. The fifth Board Member, Ron Peori, was then given a Board information binder that contained a copy of the note and of other current information. James stated that he has not received a written reply from the MOE's Andrew Polley about not burning at the Site. Chair van der Horn stated that he had contacted Andrew Polley and Andrew said that the MOE's position was that there is to be absolutely no burning at the Site. Andrew added that he would prepare and send the requested letter in the near future.

d. November 28, 2003 letter to the MOE from Robinson Consultants re amendment to C of A for alternate cover material.

The letters to and from the MOE since November were discussed. James stated that the request for analysis of a sample of C&D Waste was updated today and the MOE requires that the full list of 88 analytes be analyzed to continue with the approval process. James added that the cost for this analysis would be in excess of \$2,500. The Board Members discussed this additional cost. It was decided that

because the approval for the acceptance of C&D Waste from both municipalities for the Miller's Road Site was near completion, the Board would drop this application and save the additional \$2,500 charge.

Moved by: Paul Rochefort
Seconded by: Fred Adams

That the application for the amendment of the C of A for alternate daily cover be cancelled. Carried.

James Leon was requested to inform Andrew Buzza of this cancellation.

e. Letter of completion to the Blimkie's - cc'd to Mr. Huckabone.

James had prepared and sent the letter to the Blimkies detailing the completion of the agreed-upon compensation terms. Paul Rochefort suggested that James contact the Blimkies to determine if they received the letter and to obtain their verbal confirmation and acceptance that the Board has paid the terms of compensation in full.

f. Suggestion by Hank van der Horn to discuss improving the Miller's Road to Bagg's Road stretch for residents only, to save them several km to and from the Site.

Chair van der Horn stated that this improvement would be very beneficial to many residents that go to the site. Fred Adams stated that the connecting trail is only passable for truckers going to and from the Site, and that when the Miller's Road Site was receiving residential waste, there were many traffic and road maintenance problems. A former Board assured the residents of Miller's Road that the stretch from Millers Road to Baggs Road would not be improved. Miller's Road suffered from the heavy traffic going to the Millers Road Landfill Site and the traffic caused many maintenance problems that had to be paid for by for the Town of Laurentian Hills. The expenses for Road Maintenance were not shared by both towns and were a burden to the Town of Laurentian Hills. James Leon was requested to get a copy of the Laurentian Hills Council Minutes that dealt with not improving the Miller's to Bagg's Road stretch. Dave Ethier stated that it would have been originally cheaper to build the Road to the new Site from the Miller's Road side.

Chair van der Horn asked about the details for getting C&D Waste from Bagg's Road to Millers Road in the winter and would the workers at the Bagg's Road Site be taking care of opening the gate to accept C&D waste at the Millers Road Site. Paul Rochefort and Dave Ethier agreed that it would be very costly to have the Millers Road Site opened for each load of C&D waste or to have a full-time Attendant at that Site. Fred Adams stated that the road connecting Miller's Road to Bagg's Road is not a jointly owned road but belongs to the Town of Laurentian Hills and that the Site itself is an island of Deep River surrounded by Laurentian Hill's roads and lands. Dierdre Burton stated that the cost of upgrading this connecting stretch of road would be very expensive and would require engineering drawings and approvals from the Dept. of Highways.

11. Finance

a. Financial Report

Board Members discussed the current Financial Report and Paul Rochefort asked if there were any surprises on this report. James Leon replied that there were no surprises. A couple of items on the budget had been exceeded but these items had appeared in 2003 Financial Reports and had been

discussed by the former Board. One of the items was the cost of removal of waste tires and Fred Adams stated that although both municipalities collect and retain the tipping fees for tires brought to the site, the Board pays for their removal.

Moved by: Paul Rochefort
Seconded by: Ron Peori

That the financial report be accepted for information purposes. Carried.

Fred Adams stated that the 2003 Board had discussed changing the Board's cheque signing authority to prevent delays in the payment of invoices. The signing authority is assigned to two of the following: The Chair of the Board, the Vice Chair of the Board and the Treasurer Deputy Clerk of the Town of Laurentian Hills. If one of these three were absent, the invoices would still be signed and paid on time. This would save time and eliminate potential interest charges. The Waste Management Coordinator and the Chair of the Board approve the invoices and the Treasurer Deputy Clerk reviews the invoices prior to the preparation of the cheques.

b. Planning of the 2004 Budget.

Fred Adams stated that the Vice Chair and the Coordinator would prepare the 2004 Budget. James Leon, Ron Peori and Chair van der Horn discussed the 2004 Budget and decided to have a Budget preparation meeting in Deep River on February 3rd at 6:30 p.m. Chair van der Horn stated that he would book the meeting room in Deep River.

c. Payment for scrap metal from Bee-Line.

James stated that he had distributed information about payment for 102 tonnes of mixed scrap metal from Bee-Line. Paul Rochefort asked James if we were receiving a fair price for our scrap. James replied that in July 2003, he had negotiated a higher payment for the scrap metal and that we are receiving fair payments. Ron Peori stated that he would look into having another scrap metal dealer make an offer to the Board for scrap removal from the Site.

d. Discussion of frequency and other details of honorarium payments for fifth Board Member.

Fred Adams stated that the amount of honorarium per meeting that would be paid to the fifth Board Member had been set at the May 26, 2003 Board Meeting. Frequency of the payment had not been set and Fred asked Ron Peori of his preference for honorarium payment frequency. Ron stated that he would like to be paid bi-yearly.

e. Suggestion to reserve funds from 2003 Budget to purchase a combustible gas detector.

James Leon stated that the D&O Report for the Site, page 19 section 4.8.4 **Site Office**, states: "Standard safety equipment in the site office will include a first aid kit, fire extinguisher and a battery-powered combustible gas detector". James had searched for currently available and reasonably priced detectors and had earlier sent this information to Board Members. The 2003 Board had not made the decision to purchase the detector. Fred Adams stated that because the office is raised about four feet off of the ground, this passive ventilation would eliminate infiltration of combustible landfill gas into the site office.

Dave Ethier stated that he had examined the information that James had sent about two available detectors and he was not satisfied with the specified battery life of both detectors. A detector for the Site Office should have a battery with a long life expectancy, similar to that of a smoke detector. Paul Rochefort suggested that a wired in detector would be best. Fred Adams informed Paul that the Site Office does not have electricity with the exception of 12-volt solar power system to light the rooms. The cost to have power run to the Site would be about \$50,000. Board Members directed James to look into a possible alternative that would solve the combustible gas detector problem.

12. Update from the Site Liaison Committee.

a. Results of ad for SLC Members.

James Leon reported that the only one new application had been received. Despite placing four advertisements in two local papers during a two-year period, this is the first new applicant. Fred Adams stated that the MOE should be satisfied with the Board's effort to obtain additional SLC Members.

The applicant was Susan Farr. The application was sent to the 2003 Chair, Fred Adams for Review. Susan works at the Waste Management Operations Division at AECL. She has five years experience in waste segregation at CRL and is a resident of Laurentian Hills.

b. Appointment of 2004 SLC Members.

James stated that he had contacted the 2003 SLC Members to determine if they would apply for 2004 Membership. Earl Gust, Susan McBride and Gary McAnulty had agreed to apply for 2004 SLC Membership. Along with the new applicant, Susan Farr, this brings the list to four applicants for the Board's consideration.

James noted that the maximum number of SLC Members is six. Paul Rochefort stated that he would determine if he could find an applicant or two from Deep River. Fred Adams stated that the Board could consider new applicants at any time.

Moved by: Paul Rochefort
Seconded by: Fred Adams

That Earl Gust, Susan McBride, Gary McAnulty and Susan Farr be appointed as 2004 SLC Members.
Carried.

c. Recommendation to the Board by 2003 SLC Members for the Board to begin the new Site selection process.

James stated that this request originated at the July 23, 2003 SLC meeting and had been presented at the July 28, 2003 Board meeting. At that Board meeting, the request was accepted for information purposes and passed along to the next Board that would be formed after the November 2003 Municipal elections.

Earl Gust stated that the Site selection for the Baggs Road Site took about fifteen years and that with a current life expectancy of less than twenty years total for the Baggs Road Site, it might be wise to start the task as soon as possible. Chair van der Horn agreed with this suggestion. Paul Rochefort stated that the Site selection methodology is in place because of the previous selection process. Paul added that we are an operations Board and do not have the mandate to decide about the next Site selection. Paul added

that this issue should be brought to the attention of both councils. Fred Adams stated that the contents of Board meeting minutes are circulated to all Council Members so they are informed in this manner.

13. Other Business.

a. Status of approval for Millers Road C&D waste acceptance from Laurentian Hills.

Paul Rochefort stated that the amendment to the Millers Road Site's C of A for the acceptance of C&D waste had not included the Town of Laurentian Hills. James Leon stated that he had contacted Andrew Buzza and inquired about the amendment and he replied that although it did include the full service area for both Municipalities, the Town of Laurentian Hills was not specified. Paul added that when the approval is received, it would specify that only C&D waste from Deep River and Laurentian Hills would be accepted. Chair van der Horn stated that he would check with Belo Csomor to determine when the approval would be available.

Members discussed the issue of how C&D waste might be sent directly to the Millers Road Site. This would save most of the cost of having it trucked from the Baggs Road Site. One option would be to have one of the Baggs Road Site workers have the key to the Millers Road Site to go there and accept the C&D waste. A mechanism to have the waste accepted directly must be decided upon and James was asked to contact Tracy Lance to see what the costs would be to have one of his workers open the Millers Road Site's gate.

Dave Ethier and Chair van der Horn discussed the tipping fees for the C&D waste. Dave suggested that the fees might be increased to help pay for the added expense of trucking, levelling, covering and attending the Millers Road Site.

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

Paul Rochefort stated that Glenn Doncaster would be taking this issue to the Community Services Committee. Glenn had informed Paul that the cost of the cardboard pickup in the service area would be \$100.00 per run if the current value of recyclable cardboard is less than \$100.00 per metric ton. If the value of cardboard goes above the \$100 mark, the cost per run would be \$50.00.

Glenn had discussed the proposed cardboard pickup contract with Wayne Kirby and Mayor Gutzman and Glenn stated that he would propose a motion to Deep River Council for the Board to be given the mandate to handle the cardboard recycling contract with Beaumen. After the motion has been passed by the Deep River Council, a copy will be given to Laurentian Hills so that that Council could have the same motion to approve. Fred Adams stated that Glenn originally became involved with this issue because he is the Chair of the local Chamber of Commerce.

Chair van der Horn noted that Fleury's Valu-Mart has a compactor for their cardboard and the contents are picked up biweekly in the winter and weekly in the summer. When the commercial cardboard pickup contract begins, the bin at the Site will be picked up first during the run. Fred Adams stated that the costs of the pickup would be shared by both Municipalities according to the Intermunicipal agreement. This will be a fair arrangement because Deep River generates about 75% of the commercial cardboard and Laurentian Hills will require about 75% of the distance travelled for the pickup.

c. Update on planning a meeting with merchants for a solution to the commercial cardboard problem, and by-laws to ban commercial cardboard from the landfill.

Paul Rochefort stated that Glenn Doncaster is working on a public information campaign to educate commercial establishments and residents of the two municipalities.

d. Decision and details of drafting a contract for the commercial cardboard pickup.

Chair van der Horn stated that Glenn Doncaster, Belo Csomor and Larry Simons would draw up a contract. Fred Adams stated that they would then get George LaConte to review and finish the draft contract.

e. Discussion about board information material that might be given to Alternate Board members.

James Leon noted that he and Fred Adams had discussed this topic earlier. The Alternate Board Member from each Municipality should be given some background Board information to enable them to easily participate in Board meetings as Board Members when required. James suggested that the Board's 2003 Annual Report might represent a sufficient information package for each Alternate Member. Board members agreed with this idea and James stated that when the Report was being printed, he would have two extra copies prepared for the Alternate Members.

f. Revised APPENDIX B of Operations Manual, Hours of Operation and updated Complaints Procedure.

Board Members examined the revised and updated sheets.

Moved by: Fred Adams
Seconded by: Ron Peori

That the revised APPENDIX B of the Operations Manual, Hours of Operation and updated Complaints Procedure be accepted as presented.

g. Suggestion to have the compost sampled and analyzed for use off-site by the Towns, residents and businesses.

James Leon stated that the 2002 compost pile would be useable this spring. The D&O Report states that before the composted material can be removed off Site, samples are to be taken and sent to a laboratory for testing to determine if the material meets MOEE criteria. Paul Rochefort suggested that this might be another set of analysis that is quite expensive and might not be worth the cost. Paul added that there might a liability issue to be considered, before we decide to have the analysis completed and have compost removed from the Site. Fred Adams stated that the board must use due diligence in this issue.

James was requested to determine the required frequency of the analysis, the costs for the sampling protocol and the costs of the analysis of the compost material.

h. Suggestion to discuss a portion of "5.7.3 Reuse Area" of the D&O Report, as follows: "Depending on the success of the program and the nature of these items, the Board may decide to construct a lean-to, shed, or plastic covered enclosure for the re-use area."

Fred Adams stated that the 2003 Board had added the estimated cost of the re-use area shelter to the 2003 Budget. The Town of Laurentian Hills Council reviewed the Board's 2003 Budget and requested that the shelter be removed from the 2003 Budget. Fred added that the shelter was removed from the Budget and it is being presented for inclusion in the 2004 Budget. The area is well used and scavenging in the landfill is prohibited so many reusable items that would have been landfilled are now made available to residents. Some of the items including books, furniture and electronics are subject to ruin if left out in the weather, so a shelter would be beneficial. The Re-Use Area is beneficial in increasing waste diversion for the Site.

The estimate to have a permanent lean-to was about \$7,200. Hank van der Horn suggested that the cost of the shelter be added to the 2004 Budget. Paul suggested that James contact Bill Sikorsky to determine if a building permit would be required to construct this shelter. Fred agreed with this action, although the shelter would not have a floor and would be open on three sides. Fred added that once the shelter was complete, the Site Plan might have to be updated.

14. Adjourn.

Moved by: Ron Peori
Seconded by: Fred Adams

That the meeting be adjourned at 9:50 pm. Carried.

The next regular meeting at 7:30 pm, February 23, 2004, will be held in the Town of Deep River Council Chambers.