

NORTH RENFREW LANDFILL OPERATIONS BOARD

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North Renfrew Landfill Operations Board Meeting

Minutes of Meeting

Date: March 22, 2004
Time: 7:30 P.M.
Location: Town of Deep River Council Chambers

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

Member of the public: Tracy Lance

1. Call to order.

The Chair called the meeting to order at 7:30 pm.

2. Declarations of interest.

None.

3. Adoption of the Agenda for the current meeting.

James Leon suggested that "Damage to monitoring bore hole BH - 5 I casing" be added to section 10. of the current Agenda.

Moved by: Fred Adams

Seconded by: Dave Ethier

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

4. Delegations.

a. Presentation by Tracy Lance with a revised offer for having an Attendant at the gate at the Millers Road Site and details of ramp for bins.

Tracy presented a revised proposal for the operation of the Millers Road Site for C&D waste. He stated that he had thought that a plan prepared by Jp2g Consultants, titled "Miller's road Landfill Closure and C&D Waste Operation and Development Plan", detailed the Service Population as being the Town of Deep River and the Town of Laurentian Hills. However, since this plan has not yet been approved by the MOE, only C&D waste from the Town of Deep River can currently be accepted at that Site. Tracy presented a fax from Jp2g Consultants that included two letters to Andrew Polley.

Chair van der Horn inquired as to the cost per load that Tracy would charge if the transport of the C&D waste were to be taken from Baggs Road to Millers Road via the highway. Tracy stated that he would still charge \$50.00 per load, but the loads would not be overfilled loads as they had been while moving the C&D waste on the un-serviced road to the Millers Road Site. He would also have to tarp each load.

Tracy continued, saying that Jp2g's Kevin Mooder had met with Andrew Polley to discuss the amendment to the Millers Road Site's C of A. Andrew informed Kevin that he would require a plan for the operation for that Site. The letter from Kevin to Andrew Polley, dated March 17, 2004, stated in part: "The Baggs Road (NRWMB) operator, Mr. Tracy Lance, has contacted Jp2g in consultation with Mr. Belo Csomor to expedite approval of the service area change. The basis of this request is that the stockpiled C & D waste at the Baggs Road Site is more conveniently and cost-effectively hauled to the Miller's Road Site during ground frost conditions. Basically within the next 2 weeks he would haul 80 to 90 loads over the unopened road allowance between the two (2) sites."

Tracy stated that his current proposal for the operation of the Millers Road Site for C&D waste, with the Board's and the Towns' Councils acceptance, would be presented to Andrew Polley as part of the operation plan for that Site. Glenn Doncaster noted that the letter from Kevin Mooder to Andrew Polley dated March 22, 2004 confirms Andrew's approval to transfer the stockpiled C&D waste at the Baggs Road Site to the Millers Road Site. Fred Adams stated that we could rely on this information even though it is a self-serving document as Jp2g is the hired steward in this matter. The Board might accept Jp2g's verification of approval. Board Members discussed the transfer of C&D waste to the Millers Road Site and decided that Tracy be given the Board's approval to begin the transfer this week. James Leon noted that the pile of C&D waste at the Baggs Road Site was currently larger than the acceptable size and that this could get us in conflict with the MOE. James strongly recommended moving this current pile, and maintaining an allowably sized pile in the future.

Tracy then explained the details of his current proposal for the operation of the Millers Road Site for C&D waste. One of the Attendants from the Baggs Road Site would attend the Millers Road Site from 9:00 am to 12:00 noon Tuesday to Friday. If being open on Saturday morning were required, there would be an additional charge, as Saturday is very busy at the Baggs Road Site and an extra person would have to be employed. The Attendant at the Millers Road site would operate the gate and perform the normal Attendant duties including the keeping of all required waste records. After an initial cleanup which should be done by the Town of Deep River or by the Board, litter shall be picked up on a weekly basis. Waste shall be compacted in lifts on a weekly basis and sand will be hauled and spread over the C&D waste as required by the Operations Report submitted by Jp2g. Snow will be removed from the access road to allow vehicles to access the Site and the working face. Exceptions would include having to open the Site for additional hours to accommodate larger quantities of C&D waste such as waste from Bee Line Disposal bins. The cost per month for the proposal was not yet specified.

Fred Adams asked Tracy if most of the C&D waste was brought in Tuesday to Friday and Tracy replied that most of it did but many small loads were brought in on Saturday. Chair van der Horn suggested that the Board keep Tracy's proposal for information purposes. Glen Doncaster voiced his concern about the possibility of fines from the MOE for improper storage of C&D waste at the Baggs Road Site. Chair van der Horn asked Tracy if the Millers Road Site would be operated according to its C of A and Tracy assured him that it would. The C&D waste that had been hauled to the Millers Road Site earlier must be covered in the spring when the frost is out of the ground.

James asked Tracy about the status of the possible construction of the ramp for the metal and cardboard bins. Tracy replied that he is going to assess this job once the frost is out of the ground. This issue was briefly discussed and it was decided that having lower bins would eliminate the requirement to construct a ramp. James was instructed to contact Bee Line and request that they provide lower walled bins for the scrap metal.

5. Review and acceptance of Minutes of Meeting of February 23, 2004.

Moved by: Fred Adams
Seconded by: Dave Ethier

That the Minutes of the February 23, 2004 Meeting be accepted as presented. Carried.

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

None.

7. Correspondence.

- a. Discussion of an Issue Report suggested by Chair van der Horn for a tender for the operation of the Millers Road Site.

Chair van der Horn stated that this Report was prepared to attempt to solve the problem of having the costs of handling the C&D waste being paid by all residents. Everyone with C&D waste should pay the costs. Fred asked about fees for very small amounts of C&D waste in a car trunk or in a small truck. Chair van der Horn stated that even residents with small amounts should pay a tipping fee. Fred added that residents are already being taxed for waste disposal. Chair van der Horn suggested that money collected as tipping fees could be used to reduce the annual budget by paying for the operation of the Millers Road Site.

Fred asked the Chair about the details of who would hire the Attendant for that Site and he replied that the Board should go to tender for the operation of the Site. Chair van der Horn recommended that the Board present the Issue Report to both Town Councils including the idea of having the tipping fees go to the Board to pay for the Operation of the Millers Road Site.

Fred stated that tipping fees being paid for large volumes of C&D waste might be a fair system but he is still concerned about residents with small volumes of waste. Chair van der Horn stated that it would be difficult to have a system that didn't include fees for the small loads. Fred added that people with very small loads would then have to go to one of the town offices to pay the tipping fee and he thought that we should not be trying to create a whole new issue with these small loads. Dave Ethier stated that he

thought that having to pay tipping fees for all but the smallest of loads should be recommended. Earl Gust added that if people have to pay tipping fees for very small loads then they might try to hide the C&D waste in garbage bags that would then be landfilled. Fred added that there might also be problems with mixed loads causing residents to have to go to both Sites. Glen Doncaster stated that there would indeed be a learning curve for any changes to the current system.

Chair van der Horn stated that we would have to have all the C&D waste diverted to the Miller's Road Site. Glen Doncaster noted that there would be only a limited number of years available for the C&D waste at the Millers Road Site and that the site would then be closed completely. Tracy Lance stated that there is about 30,000 cubic meters of volume left at that site and this would likely represent about six to eight years of C&D Waste acceptance from both towns.

Tracy stated that before the Miller's Road Site begins operations, the Board should advertise the hours and other details of that Site's operations. Tracy added that with regard to small loads of C&D that are brought to Bagg's Road after the Miller's Road opens; a bin could be used for a short period of time. Glen suggested that a maximum volume size for small loads should be established. Fred asked Tracy if he was able to handle a roll-off bin and he replied that he could not. James suggested that rather than having a bin, that we continue to have a small pile for the small amounts of C&D waste brought to Bagg's Road and have it trucked over to Miller's Road on an as required basis. Fred noted that the information exchange between Board Members regarding C&D waste, tipping fees and other important issues should be easily and efficiently communicated, but communication is at times difficult as some members do not have or use the Internet. Fred added that about 90% of the C&D waste problem would likely be solved by using the Miller's Road Site and accepting Tracy's contract offer.

Details of the payment of tipping fees at the Towns' offices and of paying or not paying tipping fees at the Site were discussed. Glen stated that the Town of Deep River would collect tipping fees, as required. Alternatively the site attendant could issue a ticket and the town could send an invoice. Chair van der Horn suggested that tickets in increments of \$5.00 and \$20.00 or \$25.00 could be sold by the Towns and/or by local businesses. Fred stated that it would be quite difficult for either of these to estimate the volume of C&D waste in a vehicle or trailer. Additionally, the shop owners would require a profit of 25-30% and a UPC code might be required for each denomination of the tickets. The shops would then be liable for the tickets as they are for their own merchandise.

Fred noted that the Town of Laurentian Hills has collected tipping fees for large volumes of tires and the Board in turn must pay to have the tires removed from the site. Glen Doncaster suggested that in the future tipping fees for tires and C&D waste should go to the Board. Tracy suggested that if we decide to collect tipping fees at the Site by issuing a ticket, then James could have the tipping fee invoice sent out. This would generate more funds, as the margin of profit would not go to local stores. Glen suggested that the Board collect all tipping fees for both towns.

Glen asked Tracy if 60% of the C&D waste that was from Deep River is the percentage that was previously hauled to the Miller's Road Site. Tracy replied that at least that much had been hauled earlier. Fred stated that we must now identify the commercial generators of C&D waste. Chair van der Horn asked how we would define who is a contractor. Tracy replied that there are only about fifteen to twenty contractors total in the two towns. Dave Ethier stated that the local contractors currently factor in tipping fees for their clients. Glen stated that both councils should give the Board authority to issue a tipping fee ticket and either the Board or both towns issue the invoices. Dave suggested that the Board handle the tickets and invoices. Fred noted that James could produce the invoices by computer. Glen

added that this would lower the Boards' Annual Budget. Earl Gust suggested that unpaid invoices could be sent out with the Towns' tax bills. Glen recommended that this topic be brought to each council.

Moved by: Dave Ethier
Seconded by: Glenn Doncaster

That the Board recommend to both Councils that a resolution to have tipping fees charged for all C&D waste volumes disposed of by contractors in the service area, be made.

Carried

James Leon was instructed to send Issue Report #1 to Larry Simons and Wayne Kirby for presentation to the both Councils. Board Members discussed this matter further and suggested that perhaps residents with very small amounts of C&D waste not have to pay a tipping fee.

b. Discussion of an Issue Report suggested by Chair van der Horn for the possible recommendation of user pay with bags or tags and revisions to the tipping fee by-laws for most wastes

Chair van der Horn had requested James to prepare an issue report for user pay with bags or tags. Glen suggested that James prepare a proposal regarding both issue reports and send it to both towns. James was instructed to send both current Issue Reports, #1 and #2, to Larry Simons and Wayne Kirby for presentation to the both Councils.

Chair van der Horn suggested that residents be given something such as a new blue box when the bags or tags program begins. Fred noted that the Province might pay for 50% of the blue boxes. Glen asked whether or not we should give 52 bags or tags to each household or require residents purchase their bags or tags. Glen added that both councils should discuss these issues. Fred commented that the experience of other communities was that giving the tags in bulk for free at the start of the year removed all incentive until the free ones were used up, thereby delaying the learning curve. Chair van der Horn stated that collecting tipping fees for C&D waste and instituting a bags or tags program would alleviate much of the Board's financial burden. Glen noted that his business generates about one bag of garbage with a minimum of four bags a week. Fred stated that residents and businesses would recycle more efficiently if the bags or tags program were initiated. Dave Ethier suggested that businesses purchase the bags or tags that they require, the same as everyone else. The blue box pick-up for apartment buildings was discussed and Glen stated that if the recycler sees a blue box at the curb, the material is picked up. Glen suggested that a blue box be given to each apartment.

Tracy Lance asked if the Board intended to accept his proposal. Fred Adams noted that the line on the proposal for the price per month was not filled in, and Tracy stated that he would quote an amount if the Board would agree to the proposal. If the operation of the Millers road Site were to go to tender, the amount would change. Tracy then provided the monthly amount of \$1,750 per month. Fred asked about the cost to have the Miller's Road Site opened on Saturday mornings and Tracy said that it would cost an additional \$50 a week. The total would then be \$1,966 a month. Tracy stated that an initial clean up of the Miller's Road Site would first have to be done before he begins operations.

Moved by: Fred Adams
Seconded by: Glen Doncaster

That Tracy Lance be given the approval to operate the Miller's Road Site on a month-to-month basis for \$1,966 per month for 3 hours a day, 5 days a week.

Carried.

Board Members suggested that before the Miller's Road Site opened for C&D waste, that a press-release be prepared and signs be installed. The suggested opening date should be April 1, 2004. Tracy and Glen discussed the definition of C&D waste. Should items such as couches and mattresses be included in the definition?

c. Correspondence to and from Robinson Consultants re list of analytes, making file inactive or method to collect a refund for fees paid for cancelled amendment to C of A for alternate cover.

James reported that he had received an email from Andrew Buzza that stated "Larry Wilcox of the Waste Management Policy Branch has not been in his office recently due to a death in the family. Sit tight, we'll get you some feedback soon." Andrew will update us on the list of analytes as soon as he gets word from the MOE.

d. Letter from the Town of Deep River re appointment of Deputy Mayor Glenn Doncaster as the Town's Alternate Board Member.

James stated that we received a letter from Larry Simons that contained the resolution of Glenn's appointment as Alternate Board Member.

8. Finance.

a. Financial Report.

The current Financial Report dated March 15, 2004 was briefly reviewed and the following motion was made:

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

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

b. Draft 2004 Budget after Draft Audit, addition of funds owed to Laurentian Hills and amount for honorarium payments to fifth Board Member.

The revised 2004 Budget was reviewed. Steve Recoskie had requested that James add \$240 to item 54 "Office Rent/Photocopying/Fax". This is the amount owing to the Town of Laurentian Hills from 2001 and 2002 that was determined during the preparation of the 2003 Audit. Chair van der Horn and James had previously discussed the omission of funds for the payment of honorarium to the fifth Board Member. The Chair suggested that James add \$700 to item 65 "Payroll" of the Budget.

The amount that was inserted in item 97 "Transfer to Reserves" as shown in the 2003 Draft Audit was \$34,819.

c. Status of first quarterly 2004 application for funds from both Municipalities.

James informed the Board Members that Steve Recoskie had contacted him and stated that because the Board's account was at the point of being overdrawn, he had had \$40,000 of funds from the Town of Laurentian Hills deposited into the Board's account. Steve suggested that James Apply for the first quarterly funds from the Town of Deep River. He added that the amount to be applied for should be the same as the 2003 quarterly amount. James stated that he had sent this application to Brian Quibell in Deep River.

9. Update from the Site Liaison Committee.

James and Earl Gust noted that there has not yet been a meeting in 2004. They decided to check the calendar and set a date for the SLC meeting in the near future.

10. Other business.

a. Status of approval for Millers Road C&D waste acceptance from Laurentian Hills and copy of C of A and Amendment for Millers Road Site for the Board's files.

As discussed earlier in the meeting, the approval for acceptance of C&D waste from Laurentian Hills has not yet been received.

Chair van der Horn stated that he would obtain a copy of the available C of A documentation for the Board's files.

b. Status of Agreement for the collection of cardboard.

The Agreement for the collection of cardboard was discussed and minor changes were made. James was directed to have the changes sent to the Town of Deep River for editing prior to being returned to George LeConte. The ad prepared by Beaumen for distribution to the large cardboard generators was discussed and minor changes were suggested. James was also directed to bring these changes to the attention of the Town of Deep River.

Glen suggested that a bin provided by Beaumen be placed in the Point Alexander parking lot for cardboard pick-up. Fred said that he would raise this at the next Town of Laurentian Hills Council Meeting.

Glen and Fred discussed the decision by the Town of Laurentian Hills to not open the undeveloped road between Millers Road and Baggs Road. Fred stated that residents of Millers Road had been promised that this development would not take place.

c. Suggestion by Chair van der Horn for the Board to discuss and possibly propose a by-law to both Councils to eliminate cardboard from the Landfill.

Chair van der Horn suggested that the next step would be to pass this by-law. Fred stated that the Baggs' Road Site is the mandate of the Board and thus the Board could make this decision but each town would have to instate the by-law. Chair van der Horn suggested that the residential garbage truck companies be instructed to not pick-up cardboard. Glen stated that local high school students will become involved in recycling and will go door to door to speak to residents. The Town of Deep River

Public Works Department will arrange and monitor this project. Glen added that anything that can be recycled should be. The cardboard pick-up/recycling should be voluntary at first and if necessary, the suggested by-laws would be put in place. Glen stated that Port Elgin has a garbage inspector and he periodically inspects homeowner's garbage and his findings are left with an attached note to the homeowner and the garbage truck driver.

d. Update of premises for cardboard collection in service area; information from Glenn Doncaster and Gary McAnulty. James reported that Glenn had informed him that the list of premises and a suggested pickup route had been prepared and that he could pick up a copy at the Town of Deep River Municipal Building. Glenn stated that most or all of the potential premises in both Towns were on the list. The information had also been sent to Dan Minard. James stated that Gary had not replied to a request for a list from the Town of Laurentian Hills.

e. Update about scrap metal value from KIMKO as investigated by Ron Peori and increase from Bee Line for scrap metal.

James noted that Ron was not at this meeting and he would contact him for an update on scrap metal value. James stated that Bee Line Disposal had again been contacted about the value of scrap metal. The latest payment from Bee Line was increased to \$40.00 a tonne.

f. Damage to monitoring bore hole BH - 5 I casing.

James stated that he had reported the damage to BH-5I to Board Members. A snowmobile or groomer had bent the casing of BH-5 I during the winter. It was not noticed until the snow melted and revealed the damage. James examined the damage and reported it to Chair van der Horn. The OPP was contacted to report the damage and to determine if they were aware of an accident in that location during the winter. There were no reported accidents in that location.

OPP Constable G.H. Hupe and James examined the damage and Constable Hupe filed a report and stated that our Insurance Company could call the OPP for claim information.

Chair van der Horn suggested that the damage be reported to our Insurance Company and to AECL. James reported it to the Site's insurance company and to Jim Coleman at AECL. Jim Coleman verified that the snowmobile clubs had been given permission to groom and use the new AECL fence road along Baggs Road.

James discussed the damage with Andrew Buzza of Robinson Consultants. The repair or replacement of the BH-5 I sample station, being a single sampling well, might cost as much as \$2,000 plus about \$500 to decommission the damaged well.

James added that the damaged casing would have to be straightened to determine if it is repairable. He requested Tracy Lance to try to straighten it and Tracy replied that he would see what could be done. He might have to heat it to straighten it. As it is, the locked lid could not be opened to check for internal damage.

This issue was briefly discussed and James was directed to have the repair done, if possible.

g. Closed meeting to discuss recent information from the Board's attorney and suggestion by Chair van der Horn to discuss the legal contract.

The following motion was made.

Moved by: Glenn Doncaster
Seconded by: Fred Adams

That the Board go into closed session to discuss recent information from David DeMille and to discuss the legal contract. Carried.

Moved by: Glenn Doncaster
Seconded by: Dave Ethier

That the Board come out of closed session. Carried.

The Board requested James Leon to contact David DeMille and inform him of details of a revision to the current offer to landowners that have property in the Site's impact zone. The Board also decided to not address details of the legal contract at this time.

11. Adjourn.

Moved by: Glenn Doncaster
Seconded by: Fred Adams

That the meeting be adjourned at 10:15 pm. Carried.

The next regular meeting at 7:30 pm, April 26, 2004 will be held in the Town of Deep River Council Chambers