

**NORTH RENFREW LANDFILL OPERATIONS BOARD**

Laurentian Hills Municipal Building  
34465 Hwy 17, R.R. #1, Deep River, Ontario KOJ 1P0

Telephone: (613) 584-9194

Fax (613) 584-3285

Email: nrwmb@magma.ca

**North Renfrew Landfill Operations Board Meeting**

**Minutes of Meeting**

**Date:** May 31, 2004  
**Time:** 7:30 P.M.  
**Location:** Landfill Site Office, Baggs Road

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

Member of the Public: Brian Gust

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 stated that he had received a call from Pat Stewart who had requested James to present a couple of his ideas to the Board on his behalf. It was decided that this presentation be added as Agenda item number 10. j.

Moved by: Fred Adams

Seconded by: Ron Peori

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

4. Delegations.

None.

5. Review and acceptance of Minutes of Meeting of April 26, 2004.

Moved by: Fred Adams  
Seconded by: Dave Ethier

That the Minutes of the April 26, 2004 Meeting be accepted as presented. Carried.

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

None.

7. Correspondence.

a. Letter to Deep River from the MOE re Service Area Amendment for Millers Road Site.

Chair van der Horn stated that Belo Csomor had received the letter. He added that the operation of the Millers Road Site is out of the Board's jurisdiction. Belo is currently working on the amendment to the Site, which will include the change of service area.

b. Correspondence to the MOE from Robinson Consultants re additional information for Alternative Daily Cover Amendment.

James stated that the letter contains the final information items that the MOE had requested earlier and that the amendment process will now continue. This amendment will allow the storage of C&D waste at the Baggs Road Site. Presently we are only permitted to store C&D wood. A copy of the letter was made available for Board Members.

c. Discussions about James Leon's visits to Site with Board Chair and later with Laurentian Hills' Fire Chief re 30m buffer zone from footprint and suggestions by Chair and Fire Chief.

Chair van der Horn stated that he and James had gone to the Site to examine the perimeter access road and to measure the distances between the active landfilling area and the wooded areas. The D&O Report states that the perimeter access road may be constructed progressively as each phase of the landfill operation progresses. The Chair noted that the perimeter road on the southwest corner of cell one requires work to make it passable by a vehicle. James was instructed to contact the Site Contractor to have this portion of the access road developed. The only measurement that was not 30m from the edge of the active cell, cell one, was at the treed edge of cell three. As cell two is developed, small pockets of trees would have to be removed. Chair van der Horn added that trees in the cell four area are too close to the tire area and the tire area should be moved.

At the request of the Town of Laurentian Hills' Fire Chief, he and James had later visited the Site to examine the distances from the active landfilling cell. The Fire Chief stated that he does not have a concern with the distance between the filled and covered edge of cell one not being 30m from the trees in cell three as the sand cover in cell one would not support fire. Access with a fire truck to the trees surrounding cell one would also not be a problem. He did have some concerns about the location of the tire recycling pile in the relation to the trees on cell four and about the treed area adjacent to the composting, brush and wood areas. It was suggested that the tires could be moved so they are more than 30m from the trees. The Fire Chief also suggested that the land be cleared 30m from the fence near the composting, brush and wood areas. The Fire Chief was informed that the actual Site property was part of the Town of Deep River. He agreed that the Deep River Fire Chief would be the person to make decisions on what must be done at the Site. Chair van der Horn stated that he would contact the Deep River Fire Chief about this matter.

d. Suggestion and verbal quote from Tracy Lance to clear 30m from wood/compost area if required by the Deep River Fire Chief.

Chair van der Horn stated that the Board would have to wait until the Deep River Fire Chief was contacted and his recommendations were received. Fred asked whether maintaining the 30m buffer would not be considered part of the normal operations of the site as set out in the Operations Manual; and therefore be included in the contracted services.

e. Discussion with Andrew Polley re the operation of our approved compost facility.

James stated that he had called Andrew Polley and asked him about documentation and analysis results that were be required to be sent to the MOE so that finished compost could be removed from the Site. Andrew informed him that as the Site has an approved compost facility, nothing is required to be sent to the MOE. Our obligation is to operate the facility according to the C of A and the D&O Report and to keep records and results in our files.

Paul Rochefort suggested that item 10. c. "Results of compost analysis, suggestion for Board to decide on charging for compost and suggestion by Laurentian Hills' Rosalee Boucher re payment for compost at Site." be discussed at this time.

James had asked Robinson Consultants' Andrew Buzza to suggest a lab that could do the required compost analysis. Andrew received a quote from a Laboratory that he deals with for \$164 for the full analysis. James stated that the compost had been mixed and sampled according to procedure and the sample had been taken to Accutest Laboratories in Ottawa. The results for the metals were well below the required maximum concentrations. The result for PCBs was inconclusive, as the required MDL was not obtained. After a reanalysis the result was less than 5 ug/g but the required result is 0.5 ug/g. Upon receiving this result, James contacted Andrew Buzza and discussed the problem. Andrew suggested that he and James contact other local laboratories to determine what their MDL for PCBs for a compost sample is and compare their analytical procedure to that of Accutest Laboratories and have the compost sample reanalyzed for PCBs. James was directed to follow this up.

James stated that Rosalee Boucher had suggested that if the Board decided to charge for the compost, that the payments might be made at the Site. Board Members briefly discussed whether or not they would charge residents for the compost.

Moved by: Fred Adams  
Seconded by: Ron Peori

That the Board would give the compost to residents free of charge.

The motion was discussed further. Paul Rochefort suggested that the compost should be given away so long as there were no costs to the Board including loading charges. If there are any additional costs, the Board should then charge enough to cover them. Chair van der Horn stated that residents would have to load and remove the compost themselves. They must have their own tools and containers. James stated that he would examine the issue of possible additional costs to the Board.

Dave Ethier stated that there might be a liability issue if some of the compost blows or falls out of an open load after it leaves the Site. Loads should be covered or bagged. Fred Adams stated that it is the operator of a vehicle that is responsible for securing their load or be faced with littering charges.

Fred suggested that residents should load the compost themselves and the way they load it is their problem. They must have their own container and tools. If they leave a shovel behind, it is not our responsibility if it is stolen. Fred added that we should not restrict quantities. We should not charge for the compost, as we would then be competing with local retailers. Paul suggested that a local nursery might pickup free compost from the Site and then sell it. Would this be a problem? Fred replied that he does not think so as much of our Reuse Area material winds up for sale at garage sales.

The motion for not charging for the compost was further discussed and was carried.

f. Receipt of Laurentian Hills' Resolution No. 193-04 rescinding No. 130-04 re confirmation of support for Agreement between the Board and Beaumen, as modified, for cardboard recycling.

Fred Adams stated Resolution No. 130-04 was not very clear so it was represented and became Resolution No. 193-04.

g. Suggestion by a resident for Board to recommend the use of tags rather than bags for user pay.

James stated that Marian Stewart had called him and suggested that the Board consider using tags rather than bags for the proposed user pay program. Chair van der Horn suggested that this not be addressed at this time and be considered later when program is presented to Councils.

8. Finance.

a. Financial Report.

The Financial Report dated May 28, 2004 was briefly reviewed. The Board's 2004 Budget has not yet been approved in the Town of Deep River so the "Budget versus Actual" values were not presented.

Moved by: Fred Adams  
Seconded by: Paul Rochefort

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

b. Status of 2004 Budget.

As reported above, the Town of Deep River has not yet approved the Board's 2004 Budget. There would be a Budget Meeting on June 1, 2004.

James distributed copies of the Board's 2003 Audit Report to four Board Members and to the SLC Chair Earl Gust. Fred had already received a copy. He stated that the Board's Auditor had given the open package of Reports to him and he had sealed them and had them given to James.

c. Status of Board's Motion to recommend to both Councils that the basis for apportionment of costs be returned to the original method of calculation.

Paul Rochefort stated that this recommendation was presented at the Committee Meeting and later at the Deep River Council Meeting. Although this change was a Board recommendation, it is not the Board's mandate to make an Intermunicipal decision. That political Agreement would have to be addressed by both Municipalities. The March 12, 2003 Intermunicipal Agreement section 7.3 states in part "..... the parties hereto may, at any time or times determine a different basis for the apportionment of costs."

Fred Adams stated that regarding section 7.2 and 7.3 of the Agreement, we should not get back into these political discussions. We should let the people concerned with it deal with it. Previous negotiations included discussions of the number of Board Members that serve from each town. Paul stated that if there are future negotiations, we should let the both Municipalities handle them. Fred stated that we must remember that the Board did not initiate these discussions but the Auditor originally brought this request to Board. Fred suggested that we continue to use the Agreement as it was written. The estimate of material in the Towns' Contractors' garbage trucks is what most affects the variable costs portion of the percentage split. The garbage truck load estimates should be determined as accurately as possible for a fair percentage split.

Chair van der Horn noted that the Board had based its recent recommendation on the simplest and perhaps fairest way to make the split, which was to return to the previous percentage determination procedure.

d. Quote for Site's Insurance Renewal.

James stated that the Site's Insurance renewal date was May 29, 2004, and although we have received a quote and copies of the renewed policy, we have not received the invoice from James J. Hickey Insurance. He added that he has been trying since this February to obtain a quote from Knox Insurance Brokers in North Bay. This is the insurance company that carries the Town of Deep River's policy. Unfortunately, they have still not provided us with a quote, although James has called them at least weekly. Chair van der Horn suggested a motion to pay the renewal of the existing policy.

Moved by: Paul Rochefort  
Seconded by: Dave Ethier

That the Board pay the premium for the Site's Insurance Policy when the invoice is received from James J. Hickey Insurance. Carried.

James was requested to attempt to get a second quote for the Site's 2005 to 2006 insurance by beginning the process earlier.

9. Update from the Site Liaison Committee.

Earl Gust stated that there has not been an SLC Meeting since before the April Board Meeting. The next SLC Meeting will be in June.

10. Other business.

a. Status of the collection of cardboard and recent correspondence with Beaumen re proposed start date after initial advertising.

James stated that Beaumen would begin the commercial pickup on June 2, 2004. Dan Minard has placed an ad/notice in the Weekend News and it will also be run for two weeks in the NRT beginning with the June 2<sup>nd</sup> edition. James added that this morning he had phoned Glenn Doncaster for an update of the Town of Deep River's position regarding agreeing to have bins provided by Beaumen for cardboard storage for the Giant Tiger. Glenn later informed him that this issue would be brought to Council. Chair van der Horn stated that Glenn would prepare an issue report for a resolution to have two bins placed near Giant Tiger, one bin near Village Pharmacy and one in the Public Works Yard.

Chair van der Horn added that if Beaumen finds that many establishments will not cooperate with cardboard recycling, they would expect that both Municipalities would then have by-laws to keep commercial cardboard out of the landfill. Rather than have by-laws, the Board could ban commercial cardboard from being delivered to the landfill face. Fred asked about the businesses that James had contacted and he replied that he had contacted many of the large establishments in Deep River, Chalk River and Du Manoir's in Point Alexander and Rolphton. He had not yet contacted the Rolphton Motel and Restaurant and Paul's Garage but he would call them this week.

Dave Ethier stated that correspondence from Dan Minard that had recently been sent to James and had been forwarded to Board Members included a May 30, 1997 letter to the Town of Deep River. This might indicate that Beaumen might want this venture to fail. Fred noted that the mindset of the public has changed. People are now more aware of the importance of recycling and extending the life of the Landfill. The Board should not issue a ban preventing commercial cardboard from being landfilled at the Site unless it is demonstrated that the businesses will not cooperate voluntarily. Chair van der Horn added that there would be a learning curve for the cardboard recycling process.

Ron Peori stated that if commercial cardboard isn't banned from being landfilled, something must be done with either the garbage pickup or the garbage receiving at the Site. Chair van der Horn asked if we want to tell the garbage contractors to stop picking up commercial cardboard or should we give it a trial basis. Fred stated that the contractors should be asked to stop the pickup, but it is the Municipalities that employ the contractors. This request must be made to the two Councils.

Moved by: Paul Rochefort  
Seconded by: Fred Adams

That the Board recommend to the two Councils that they direct their garbage contractors to not pickup cardboard from commercial sources. Carried

b. Draft By-Law prepared by Wayne Kirby for prohibiting the pickup of cardboard with regular garbage.

Fred Adams stated that Wayne Kirby had prepared a Draft By-Law last summer to be used when and if it were required. With the commercial cardboard pickup about to begin, Wayne revised the Draft By-Law for the Board to review. Fred added that Larry Simons had stated earlier that the Board itself could ban commercial cardboard from being landfilled so a By-Law would not be required.

c. Results of compost analysis, suggestion for Board to decide on charging for compost and suggestion by Laurentian Hills' Rosalee Boucher re payment for compost at Site.

This topic had been addressed in section 7. e., earlier in the Meeting.

d. Suggestion by James Leon to send Board correspondence to the Board's two Alternate Members.

James stated that the Alternate Board Members are normally sent the Agenda and the Draft Minutes of the Board Meetings. There are instances when they should be informed of other Board issues. When they have to fill in for a Board Member, they should be up to date on the issues. Board Members agreed and instructed James to send Board correspondence to the Alternate Board Members. Fred added that subject came up when James sent information to the Board and to the Deep River Alternate Board Member, Deputy Mayor Glenn Doncaster, about the status of the cardboard contract. Fred had noted that the Laurentian Hills Alternate, Anne Giardini, had not been sent the same information. James had informed Fred that Glenn had been sent the correspondence because he had been involved in the cardboard contract negotiations in 2003. James agreed that both Alternates should be sent the same correspondence and the information was then sent to Anne Giardini.

e. Update about scrap metal value from KIMKO as investigated by Ron Peori.

Ron stated that he had called KIMKO's Norm Sugarman earlier today but he was not in his office and Ron left a message. Fred noted that there is a large amount of white goods in the Reuse Area that need to be removed by a scrap metal recycler. Ron suggested that now that that Bee Line is paying the Board \$40.00/tonne for scrap metal and Bee Line have the refrigerant legally removed at very low cost from the Site's units that contain refrigerant, there might not be any advantage to going to another scrap metal recycler. Ron stated that currently KIMKO pays AECL \$60.00/tonne for AECL's higher value scrap metal.

James noted that he had contacted KIMKO last year and requested that they visit the Site to evaluate our scrap metal. KIMKO did not follow up the request. Fred stated that if KIMKO has been given the opportunity to give us a quote and has not responded, then we should remain with Bee Line. Board Members agreed and Ron added that he would not continue trying to contact KIMKO on the Board's behalf.

f. Suggestion by Chair to inform Tracy Lance that discussion of the Board hiring Tracy to operate the Millers Site was just a consideration and only the Deep River Superintendent can do this.

Chair van der Horn suggested that the Board send a letter to Tracy Lance with this information. The Board should have a hands-off policy with regard to the operation of the Millers Road Site until the Town of Deep River suggests otherwise. Fred Adams stated that tipping fees for C&D waste taken to the Millers Road Site are not being paid by the Board. When the Millers Site is operating, tipping fees for Deep River and Laurentian Hills will likely be paid to Deep River, as it is their Site, but there must be a coordination between who pays the operating costs and who collects the tipping fees

Fred suggested that with the Millers Road Site operating and closure costs, the Town of Deep River must determine how the Town of Laurentian Hills will pay for its share. All costs should be factored into the tipping fees. Deep River might suggest that the Board be the bursar with Belo Csomor remaining as Superintendent.

Chair van der Horn stated that the tipping fees for C&D waste must be the same for both Sites. Dave Ethier and Ron Peori discussed the current requirement for us to landfill much of the C&D waste at the Baggs Road Site. We are losing large volumes of our landfill cells. Ron stated that there should be a push to get the Millers Road C of A Amendment in place as soon as possible. Paul Rochefort reported that Deep River is actively working on the Amendment.

g. Suggestion by Paul Rochefort to discuss electronic waste.

Paul stated that electronic waste in the Site's Re-Use Area should be of concern to the Board from a recycling aspect and a safety aspect. Ron Peori stated that AECL stores their unused computer equipment and periodically Dan Broom checks this material to determine what is useable and what is waste. The waste computers have their hard drives removed and destroyed, and are then either recycled by KIMKO or transferred to Crown Assets for sale.

Fred Adams noted that residents quickly take computer equipment that is taken to the Site's Re-Use Area. James stated that Bee Line removes monitors and televisions. Paul stated that it is important to keep the screens out of the landfill because of their contaminants.

h. Suggestion by Chair to discuss Laurentian Hills' garbage truck contractor picking up large volumes of C&D waste and metal for landfilling.

Chair van der Horn stated that one of his neighbours had put large amounts of C&D waste and metal at his curb and that the Laurentian Hills garbage truck contractor picked up all of it during the regular garbage run. The Town of Laurentian Hills might consider having a yearly pickup similar to that of Deep River, so that the wastes would go to the correct locations and be kept out of the landfill cells. Fred Adams stated that that must have been a special arrangement, as his personal experience has shown that the garbage contractor does not pick up even small amounts of C&D waste in Laurentian Hills.

j. Presentation on behalf of Pat Stewart.

James reported that he had received a phone call from Pat Stewart. During the call, Pat had requested that James present a couple of his ideas to the Board during the next meeting. Pat is concerned because he is not getting any trucking jobs from the Board. He would not bid on the job to haul C&D waste from the Baggs Road Site to the Millers Road Site because at that time K&T trucking was already doing that work. He felt that it is wrong to bid against another contractor who is already doing the job.

Pat was also concerned about the Board going to tender for such jobs, as that would open the door to out-of-town contractors. Pat requested that he just be given some of the jobs as they come up as he is capable and he has all of the necessary equipment.

Board Members agreed that they must go to tender for large jobs. Fred Adams stated that it looks to some people as if K&T Trucking gets all of the work. Paul Rochefort stated that the next contract for the Baggs Road Site operations should include all possible options of tasks to be done. The current operations contract has too many inferences. Fred added that it is easy to get bids but that the extra jobs that came up were unanticipated. Our Site contractor has informed the Board that he must oversee operations at the Site to be sure that things are done correctly if another contractor is working there, and our contractor expects to get paid an additional fee for providing such supervision, but there would be no such additional fee if our contractor were doing the actual job.

Fred stated that the Board needs a price-break policy so that when the anticipated cost to have a job done, including taxes, exceeds the price-break amount we must obtain more than one bid on that job. Fred suggested that this amount be \$4,000. The Board must be seen as operating fairly. Paul Rochefort agreed with this idea and suggested that James draft the policy. The policy might be prepared similar to the Town of Laurentian Hills' policy.



Moved by: Fred Adams  
Seconded by: Paul Rochefort

That it be the policy of the Board that if a job has the potential, including taxes, of costing over \$4,000.00 that bids for the job be obtained. Carried.

Chair van der Horn requested that James contact Pat and inform him of the details of the Board's reply to him.

- i. Information to and from a neighbouring landowner and the Board's attorney re compensation.

The following motion was made for the discussion of legal matters:

Moved by: Hank van der Horn  
Seconded by: Paul Rochefort

That the Board go into closed session to discuss information from David DeMille and to discuss information from a neighbouring landowner. Carried.

Moved by: Fred Adams  
Seconded by: Ron Peori

That the Board come out of closed session. Carried.

The Board reported that in closed session it had been decided that it would have to wait for further information from the Solicitors.

11. Adjourn.

Moved by: Dave Ethier  
Seconded by: Paul Rochefort

That the meeting be adjourned at 9:10 pm. Carried.

The next regular meeting at 7:30 pm, June 28, 2004 will be held at the Point Alexander Meeting Room.