

## **NORTH RENFREW LANDFILL OPERATIONS BOARD**

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### **North Renfrew Landfill Operations Board Meeting**

#### **Minutes of Meeting**

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

<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>Absent</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>Absent</b>
	<b>James Leon</b>	<b>Coordinator</b>	<b>Present</b>

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.

Moved by: Paul Rochefort  
Seconded by: Fred Adams

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

4. Delegations.

None.

5. Review and acceptance of Minutes of Meeting of October 25, 2004.

Moved by: Dave Ethier  
Seconded by: Paul Rochefort

That the Minutes of the October 25, 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. Suggestion by Deep River Police Department's Sergeant Bill Charles re vandalism.

James stated that he had contacted Sergeant Bill Charles on October 29<sup>th</sup>. They had discussed the fact that there had been no further cases of vandalism and agreed that increased surveillance be addressed during the summer of 2005. Sergeant Charles stated that he would obtain a video surveillance system for this purpose when required.

Fred Adams stated that the best way to film the vandals would be to set up a digital video unit set to take a shot about every 15 seconds before and during the night using a sub-0-lux system.

Chair van der Horn stated that the press releases about vandalism had likely had a positive impact. Fred agreed and added that after the parents of youths in the area had read some of the releases, they had likely warned their children about not committing acts of vandalism. Dave Ethier suggested that the Board not purchase the sub-0-lux system. Fred noted that the cost of such a system would be \$699 plus tax. He added that the system must be set up close to the problem area for clear after dark photos.

b. Discussions with Site Contractor and Workers re branches in the compost pile.

James reported that he had contacted the Contractor and the Site Attendant about this problem. They informed him that branches are likely coming in with loads of yard waste and are frequently buried in the loads. The wood chipper only expels small chips. James had suggested that the attendant inform residents that branches should be separated and added to the brush pile. The attendants agreed and added that the only branches that would now be in the compost pile would be ones that are well hidden within the yard waste.

Fred Adams stated that the simplest solution to having better compost would be to screen it. Dave Ethier agreed. If our big concern is saving landfill volume, then we should have it screened. A course  $\frac{3}{4}$  grid screen would not be too costly. Dave suggested that Board Members should have a tour of the OVWRC. James noted that the invitation to view the shredder demo was for December 8<sup>th</sup> at 10am. He would try to arrange a tour for Board Members who are able to attend on this date, prior to the demo. Dave stated that he would bring a movie camera and Fred added that he would bring a digital camera. James was instructed to get directions to the Ottawa Valley Waste Recovery Center for those that would be attending the tour and demo.

c. Letter to garages re waste oil and filters and proposed ad in the NRT.

James stated that he had not yet sent the letter or placed the ad. The reason for this was that the Board is hoping to have a ten cent per liter over twenty-five liters tipping fee for waste oil. James also inquired as to the number of waste oil filters that could be accepted per residence or business. He suggested that larger businesses such as Canadian Tire should continue to do their own recycling. Chair van der Horn agreed and suggested that a letter not be sent to Canadian Tire. Dave Ethier suggested that we wait until January, after the 2005 tipping fees are set for both towns, before sending the letter or placing the ad. Fred Adams noted that the tipping fees would be discussed under Agenda No. 10.a.

- d. Update from Robinson consultants re offer to modify the Monitoring and Contingency Plan of the C of A for pH values in exceedence of the trigger value.

James reported that he had contacted Robinson Consultants' Andrew Buzza for an update on the status of the modification to the C of A re field pH values that have exceeded the trigger value. Andrew replied that the application would be sent to the MOE in about two weeks time. This time frame would not create a problem with the MOE, as the suggested change was the MOE's recommendation.

- e. Calls from residents to report illegal dumping, report to the OPP and suggestion to run a weekly ad with the hours of operation for both Sites.

James stated that he had been contacted by two residents of Laurentian Hills about illegal dumping on and near their properties. James had earlier informed Chair van der Horn of the incidents. The first concern that was received was on November 10, 2004, from Maurice Mirault of Rolphton. He stated that he would like James to view several areas on and near his property that contained illegally dumped materials. James informed the Chair and met with Maurice on November 17, 2004 in Rolphton. James viewed and took photos of the dumped materials. The photos were not yet ready for viewing at this meeting. Much of the material is tires, C&D waste, brush and portions of vehicles.

James noted that much of the illegally dumped materials appeared to have been there for quite some time. Maurice Mirault informed James that he was very concerned about the proposed tipping fees for C&D waste that would be in place in January 2005. Although he has often done cleanups of illegally dumped materials on his property and on neighbouring properties, he would not do any future cleanups if he would have to pay tipping fees.

The second person with a recent illegal dumping problem was Eileen Burke on Millers Road. She called regarding illegal dumping on the weekend of November 13, 2004. Waste including furniture, appliances and a carpet was left on her red pine plantation. Inside the rolled up carpet there were six photos of a boy who she believes is a neighbour. She stated that she would contact the boy's parents and inform of them of her find. Eileen believes that posting "No Dumping" signs might help. James added that he has been requested to have the Board or the Town(s) to post the signs. As her pine plantation is adjacent to the Millers Road Site, it might be best if the Town of Deep River is requested to post the signs.

Paul Rochefort stated that illegal dumping near the Landfill Sites is our responsibility. Fred Adams added that the Board is responsible for cleanups along Baggs Road and Plant Road. We should be aware of illegal dumping incidents, but the cleanups in other areas are the responsibilities of the Municipalities.

Board Members discussed the issue of tracing tires by identification numbers. Dave Ethier stated that the numbers should be on file at the retail stores and should be traceable to the purchaser. However, many of the waste tires might originate outside our area. Fred Adams noted that these numbers might not always be recorded. Dave added that the tire dealers in our area should be contacted to determine if the identification numbers are being recorded and if a file of the brands and numbers would be available to help identify the source of tires that are were illegally dumped. If not, we should find out why and request that the dealers establish traceability in the future.

Fred stated that the large portions of derelict vehicles that James saw in the side roads of Rolphton should not have been discarded there. Residents should be informed that Bee Line Disposal would remove vehicles free of charge. Paul suggested that it is up to Laurentian Hills to handle illegal dumping in their Town and all that the Board can do is advertise. Chair van der Horn stated that each Town should post signs in areas of concern.

James added that Maurice Mirault had stated that he would remove illegally dumped tires in his area if he were permitted to take them to the Baggs Road Site without having to pay tipping fees. Dave agreed that there should be allowable exceptions for public property cleanup. Paul stated that if it is being done as a public service, then he should not have to pay tipping fees. Fred agreed that for cleanup on his own property or public property tipping fees should be waived but if the waste is on other people's property, he should not trespass to do a cleanup. Fred added that if a cleanup were required in Laurentian Hills, Jerry Dupuis would have the landowner do the work. Dave stated that creating a paper trail is important and if the waste is deemed illegally dumped; tipping fees should not have to be paid by the landowner. Investigations are the mandate of the Town's By-Law Officer. It is not likely that people will dump litter on their own property. Paul stated that the first contact in the Towns should be the Public Works Department.

f. Ideas to decrease illegal dumping including signs, advertising and neighbourhood watch.

James stated that posting signs in the problem areas had been discussed in Agenda item 7. e. In earlier correspondence with James, Fred Adams had suggested that a weekly ad for operation hours for the two Landfill Sites be run in the NRT. This would be similar to the Drug Store's hours ad and he suggested that James contact the NRT for a quote. A similar 20 words ad would cost \$6.42/week. Board Members agreed that the weekly ad be placed in the NRT. The idea of having a neighborhood watch was deemed to be ineffective in areas with low or no residences.

8. Finance

a. Financial Report.

Board Members examined the Financial Report dated November 18, 2004. Paul Rochefort noted that only 52% of the Budget had been used from the line Total Payroll. James stated that the Board has only been invoiced twice this year and that the next invoice would bring this percentage back in line. Paul suggested that Laurentian Hills invoice the Board quarterly. The line for Miscellaneous Revenues showed \$3,489 and James was instructed to determine the source of this revenue.

Fred Adams noted that there is no payment showing for HHW Pick-up yet this year. James stated that there were two pick-ups this year and that the July invoice must be entered elsewhere. He stated that he would check into this issue.

Fred noticed that there has not yet been a payment for Refrigerant Removal. James reported that we have not received an invoice for 2004 from Bee Line Disposal. Dave Ethier inquired whether the Board would be responsible for refrigerant leaking from units that are stored in the reuse area. James noted that these units are normally stored for only about a month. Fred suggested that once a residence accepts a refrigerant-containing unit then they are taking responsibility. He added that many of the units likely no longer contain refrigerant.

b. Discussion re the 2005 Draft Budget.

The 2005 Draft Budget dated November 1<sup>st</sup>, 2004 was discussed. Board members decided that \$1000 should be added to item 16. Shelter for Re-Use Area for 2005. After some discussion it was decided that the amount for item 27, Trucking C&D Waste to Millers Road Site be changed to \$2,500. Item 30, Fence + Gates + Labour + Tax was discussed. James stated that this amount was added in case of a problem with the Fence equipment, including the battery.

Chair van der Horn noted that the amounts for legal fees in line 86 and 87 were adjusted after estimates of where the fees would apply was determined. He added that no longer having C&D Waste at the Baggs Road Site is helping to keep the budget in line. Dave Ethier stated that C&D Waste Disposal is an issue that will eventually come back.

Board Members/Councillors from each town would decide when this 2005 Draft Budget would be presented to their Council.

c. Reply from Board's Auditor re reserve funds and suggestion by Chair to create a reserve to replace the Liebherr, when required.

The letter from the Auditor was discussed. Creating a reserve for Capital Equipment Replacement such as the Liebherr would require a by-law from both Towns. Chair van der Horn suggested that when this piece of equipment wears out, after perhaps 20 years or so, it would be a great financial strain on both Towns to replace it. Fred Adams stated that in 20 years time there might not be very much life left in the site so a replacement at the present site would be unnecessary.

Dave Ethier suggested that the next time a Site Operations Tender package is prepared, it should specify that the contractor provide an appropriate machine. After a discussion of the Liebherr, Dave inquired as to whether we should be in the business of supplying capital equipment.

Fred stated that with good maintenance, the Liebherr would likely last for the life of the Site. Paul Rochefort suggested that the question is; should the Board put a reserve fund aside to replace or repair the Liebherr. Dave stated that even if a reserve fund were in place, the money in it might be spent elsewhere in the future. He added that he doesn't see the benefit of replacing the machine or having a reserve fund to do this. He noted that a heavy-duty bulldozer with a narrow track would do the job.

Paul inquired as to whether there were other items of capital equipment that might need replacing in the future. James replied that the Liebherr is our only piece of capital equipment. Dave stated that a major engine job on the Liebherr would require funds to be available. Dave suggested that when we have the tour of the OVWRC, we might get some beneficial ideas from their operation. The reserve fund was further discussed and Fred stated that a named reserved fund must be for a specific purpose. Paul and Fred discussed the estimated \$40,000 from the 2004 Budget that would be transferred to reserves, being used as a reserve fund for Capital repair or replacement. Fred stated that the amount transferred to reserves from recent Budgets has been rolled over to reduce the following year's Budget. Fred added that to create a reserve, both municipalities must agree to it. However, if for instance a major engine overhaul were required and there was not a reserve fund in place, the Towns would have to make the required payment at that time.

Paul stated that this topic should be brought to the attention of both councils, as we would not know in advance when such a problem would arise. He suggested that the Board write a letter to the two

councils informing them that we cannot currently maintain a reserve and recommend that the both Town Councils give the Board the mandate to allow it to build such a reserve.

Moved By: Paul Rochefort  
Seconded By: Fred Adams

That the Board send a letter to both councils stating that the Board's Auditor has informed us that we are not permitted to create a reserve fund without authorization by the Municipalities. In the letter explain the Board's situation and the reason that a reserve fund should be in place for unanticipated capital expenses. Carried.

James was directed to prepare a draft letter and have it reviewed by Fred and the Chair.

9. Update from the Site Liaison Committee.

a. Recommendations to the Board from the November 15, 2004 SLC Meeting.

The following are two recommendations from the SLC from 5. b. and 5. c. of the Draft Minutes of the November 15, 2004 SLC Meeting, to be presented at the November 22, 2004 Board Meeting. The two extracts of the SLC Meeting are as follows:

Extract for the first SLC recommendation begins:

5. b. Update on HHW Depot and Agreement with NOCO Lubricants for waste engine oil pickup.

The agreement signed with NOCO Lubricants for free removal of waste engine oil from the Site's HHW area was briefly discussed and Members were pleased with this agreement. After a brief discussion the following motion was made.

Moved by: Susan Farr  
Seconded by: Susan McBride

That the SLC recommend to the Board that no tipping fees for waste engine oil be put in place. Carried.  
Extract ends.

Board Members discussed the first SLC recommendation. The following motion was made:

Moved by: Paul Rochefort  
Seconded by: Fred Adams

That the Board recommend to both Councils that tipping fees for waste engine oil not be put in place. Carried.

Extract for the second SLC recommendation begins:

5. d. Details of the WDO Effectiveness and Efficiency Fund for waste diversion.

Moved by: Susan Farr  
Seconded by: Susan McBride

That the SLC request that the Board recommend to the both Towns that they, or the Board on their behalf, apply for the WDO Effectiveness and Efficiency Funding. Carried.  
Extract ends.

Board Members discussed the second SLC recommendation. Dave Ethier suggested that the response to the SLC should be that the individual Towns should apply for the Funding. James was directed to inform the two Town Administrators that the Board agrees with this SLC recommendation. SLC Members are to be informed that it is the two Towns that must make the decisions to apply as the Board has not yet been given the authority to make the applications.

- b. Suggestion to advertise for additional SLC Members.

James stated that the SLC had agreed to have an ad placed for new 2005 Members. James was directed to place the ad in the local newspaper.

- 10. Other business.

- a. Suggestions for tipping fee proposals for waste liquid hydrocarbons for 2005 and list of pure load materials that might be deemed exempt from fees.

In a note from James to Board Members, the suggestions and costs for HHW materials were presented. Fred stated that we could not administrate tipping fees for waste aerosols. He suggested that the Board recommend to the two Councils that tipping fees be set for \$1.25/litre for waste liquid hydrocarbons, antifreeze/glycol and transmission/hydraulic fluid, with the exception of waste engine oil. Board Members agreed with the three tipping fee exempt pure-load materials such as cardboard and scrap metal.

Moved by:	Fred Adams
Seconded by:	Paul Rochefort

That the Board recommend to the two Councils that tipping fees be set for \$1.25/litre for waste liquid hydrocarbons, antifreeze/glycol and transmission/hydraulic fluid, with the exception of waste engine oil. Carried.

- b. Status of Re-Use Area trailer/shelter.

Chair van der Horn stated that although the Board had agreed to purchase the trailer with side doors, when Gary McAnulty arrived at M& J Enterprises, the only two trailers emptied and available did not have side doors. One of the trailers was transported to the site on November 15<sup>th</sup>. The Chair recommended that Board Members accept this trailer for use in the reuse area, and this recommendation was adopted.

Fred Adams stated that the trailer with just end doors would have more useable area but less light. The Chair noted that there were three skylights in the roof of the trailer that provided a limited amount of light. Board Members discussed digging a hole to have the trailer accessible without steps. Dave Ethier suggested that the hole be dug to bury the wheels and front jack and that it then be back filled. James was directed to contact Tracy and inform him that the Board requires the trailer to be placed in a hole and backfilled as soon as possible.

- c. Status of applications by both Municipalities for WDO Effectiveness and Efficiency Fund and Paul Rochefort's conversation with Belo Csomor re the E and E Application(s).

This topic had been discussed earlier in Agenda item 9. a. and Board Members decided that details for possible applications for funding be presented to the both Councils.

- d. Suggestion by Chair for Board to have a booth at the Area Extravaganza in Chalk River in April 2005.

The Extravaganza in Chalk River in the spring of 2005 was discussed. Chair van der Horn stated that it would be similar to a home show and would be held again at the Lion's Club as it was in 2004. He suggested that the Board have an information booth and encourage recycling to the public. Brochures on this topic might be obtained from the MOE, and Fred suggested a blown up photo of the Chair and the Coordinator during their earlier garbage audit be placed in the background. The Chair, Dave Ethier and Fred Adams agreed to be present at the Extravaganza.

Paul Rochefort asked if there would be a cost to the Board to have the booth and Fred Adams replied that the municipalities would be paying the costs.

Moved By: Paul Rochefort  
Seconded By: Fred Adams

That this topic be added to the next Board Meeting Agenda. Carried.

- e. Closed session to discuss Coordinator's possible wage adjustment and landowner compensation.

The following motion was made for personnel and compensation reasons:

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

That the Board go to closed session to discuss a personnel matter and a compensation issue. Carried.

Moved By: Paul Rochefort  
Seconded By: Fred Adams

That the Board come out of closed session. Carried.

During closed session Board Members had firstly agreed, by a motion, to a wage adjustment for the Waste Management Coordinator and secondly directed him to contact the Board's solicitor for advice on a compensation issue.

- 11. Adjourn.

Moved by: Paul Rochefort  
Seconded by: Dave Ethier

That the meeting adjourn at 9:45 pm. Carried.

The next regular meeting, at 7:30 pm January 24, 2005, will be held in the Point Alexander Meeting room.