

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: January 24, 2005
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
	Earl Gust	2004 SLC Chair	Present
	James Leon	Coordinator	Present

Member of the public: Jim Ungrin

1. Call to order by the attending Board Members as a group for selection of a Chair *pro tem* for election of the North Renfrew Landfill Operations Board Chair for 2005.

Board Members called the meeting to order at 7:35 and discussed the election of the 2005 Board Chair. The Inter-Municipal Agreement states that the chair shall serve for a term of one year from the date of his or her election or until the term of the Council appointing him or her ends, whichever comes first, provided always that any person may be reelected to serve as Chair. Fred Adams nominated Hank van der Horn as Chair *pro tem* for elections for the North Renfrew Landfill Operations Board. Hank stated that he would be willing to act as Chair *pro tem* for the elections.

Moved by: Fred Adams
Seconded by: Dave Ethier

That Hank van der Horn be appointed as Chair *pro tem* for the election of 2005 Chair of the North Renfrew Landfill Operations Board. Carried.

Fred noted that there were only three of the five Board members currently present and he suggested that the election for 2005 Chair be tabled until the full Board is in attendance.

Moved by: Fred Adams
Seconded by: Dave Ethier

That the election of the 2005 Chair be tabled until the full Board is in attendance. Carried.

4. Declarations of Interest.

None.

5. Adoption of the Agenda for the current meeting.

Chair van der Horn noted that the Board has received a request from SAIC Canada and he suggested that this topic be added as item 9. i. Board Members agreed with this addition.

Moved by: Fred Adams
Seconded by: Dave Ethier

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

6. Delegations.

None.

7. Review and acceptance of Minutes of Meeting of November 22, 2004.

Moved by: Fred Adams
Seconded by: Dave Ethier

That the Minutes of the November 22, 2004 Meeting be accepted as presented. Carried.

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

None.

9. Correspondence.

a. Bear Wise project Agreement with the MNR.

James Leon reported that the project agreement with the MNR for the completion of the Site's Landfill Area electric fence was nearly completed and required the signature of the Chair of the Board. The Board agreed and Chair van der Horn signed the appropriate line of the agreement. James added that when he receives one more quote, the signed Agreement and required quotes and invoices would be sent to the MNR.

b. Correspondence to CAOs re HHW tipping fees.

The correspondence to the CAOs containing the Board's recommendation 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 was discussed.

The Town of Laurentian Hills By-Law No. 10 - 05 has Liquid Waste - used motor oil with a disposal fee of "no charge". Liquid Waste - fuel oil, glycol (antifreeze) and any flammable product has a disposal fee charge of \$1.25 per litre. The Town of Deep River's Draft By-Law No. 4-2005 has Liquid Wastes: Fuel Oil, glycol (antifreeze), or any inflammable product with a

disposal fee of \$5.00 for each 4 litres or part thereof. Used motor oil is not included in the Draft By-Law. Fred Adams reported that Laurentian Hills Council had passed their By-Law. Chair van der Horn stated that Deep River would pass its By- Law after a public meeting is held.

Board Members discussed the differences and deemed both By-Laws acceptable, as each Municipality will collect their own fees for HHW materials.

- c. Correspondence to CAOs re creating reserve funds for major expenses such as repairs to the Liebherr, and information report re estimates of future repair costs for the Liebherr.

Chair van der Horn reported that James had sent a letter to the CAOs stating that the Board's Auditor has informed us that we are not permitted to create a reserve fund without authorization by the Municipalities. The Board's situation was explained and the reason that a reserve fund should be in place for unanticipated capital expenses, and a request for approval from the Councils for the Board to create such a reserve has been sent to the CAOs. James had contacted Liebherr Canada and requested information on the amount that should be reserved annually. An Information Report was prepared based on hours per year that the Board-owned Liebherr is being used. The Report included estimates of reserve funds that should be set aside annually for one of two suggested time periods.

Chair van der Horn stated that the Deep River CAO would prepare an Issue Report about reserve funds and the Town would hold its own reserve funds for this purpose. Preparing for future expenditures is good management. Fred noted that Laurentian Hills Council has passed the Resolution No. 425-04 approving the request by the Board for the creation of the requested reserve fund, the difference being that the Board can hold the reserve fund. Dave Ethier stated that Laurentian Hills can pay their own way and he added that the reserve would make handling an unexpected expense easier.

At 7:50 pm, Ron Peori and Paul Rochefort joined the Meeting and Chair *pro tem* Hank van der Horn suggested that we return to Agenda item 2.

2. Election of the Board Chair.

After a brief discussion, a call was made for nominations for 2005 Board Chair. Paul Rochefort nominated Hank van der Horn. Dave Ethier nominated Fred Adams. No further nominations were made. James Leon prepared ballots and gave one to each Board Member. Completed ballots were collected and Earl Gust and James logged the results. Hank van der horn received two votes and Fred Adams received three votes. Fred Adams was declared elected as Chair of the North Renfrew Landfill Operations Board for 2005.

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

That the ballots from the election of Board Chair for 2005 be destroyed. Carried.

James was instructed to destroy the ballots.

Chair Adams suggested that as the Meeting had earlier been called to order by Chair *pro tem* van der Horn, that Hank continue as Chair for the remainder of the meeting.

2005 Chair Adams complimented Hank for doing an excellent job in leading the Board as Chair in 2004. He added that Hank has done a bang up job.

Ron Peori stated that he would be resigning from the Board. He is retiring from AECL and moving to BC. Fred Adams suggested that Chair van der Horn accept Ron's resignation with regret. The following motion was made:

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

That the Board accept Ron Peori's resignation with regret and thanks for his excellent service. Carried.

Fred noted that now that Ron has resigned, the Board would require a new Vice-Chair. He nominated Hank van der Horn as Vice-Chair of the Board. Other nominees were called for but none were made. All Board Members were in favour of Hank van der Horn becoming the Vice-Chair of the Board.

Fred stated that now that Ron has resigned as fifth Board Member, the fifth Member candidate selection and election process would have to be again initiated. Each Council will have to nominate two members of the public for this election.

- c. Agenda item 9 c. was then continued.

Paul Rochefort stated that the Board's original decision was to put some money aside for the Liebherr to be available for unanticipated maintenance and repairs. However, the Deep River Council did not want to open up the Intermunicipal Agreement and negotiate the necessary changes to have the reserve fund held by the Board. The CAO of Deep River would be making an issue report about the reserve. Paul added that Deep River believes that the two municipalities should each create a reserve for this purpose. Dave Ethier and Fred Adams discussed this issue and Fred suggested that the Laurentian Hills Council should create their reserve in the same manner as Deep River.

Dave suggested that the Board is often treated as being more of a committee than a Board. Dave added that an unexpected expense of up to \$50,000 would be easier for the Town of Deep River to handle. Fred noted that \$25,000 of the Laurentian Hills Budget would be about the same as \$40,000 of the Deep River Budget. Dave summarized by saying that as long as the money is available for unexpected repair costs for the Liebherr, then the Board's recommendation has accomplished what it set out to do.

- d. Letter from Wayne Kirby with Laurentian Hills' resolution No. 425-04 re Reserve Fund and copy of proposed change for HHW fees.

The Laurentian Hills' resolution No. 425-04 was discussed earlier during Agenda item 9. c.

- e. Application to the MOE re modification to the Monitoring and Contingency Plan of the C of A for pH values in exceedance of the trigger value.

The application was reviewed briefly and Board members agreed with its contents.

- f. Suggestion by Chair to decide on contents of a weekly ad with the hours of operation for both Sites to possibly include wastes that are received at both Sites and review of photos of illegally dumped materials in Rolphton.

The ad that was originally suggested by Fred Adams was discussed. Chair van der Horn stated that the suggestion to include waste types for both sites in the ad might be worth discussing. He added that we should hold off until the decision and mechanism are made for collecting tipping fees at both Sites. Fred stated that the proposed ad with just the hours of both sites would cost about \$300.00 a year. If the ad was expanded it would be more costly and perhaps the Board should look to the Town of Deep River to pay for a portion of the cost to cover expanded Miller Road data. Paul Rochefort suggested that the Board just direct James to run the ad with the hours of operation. Chair van der Horn agreed that just the hours of operation of both sites would less costly for the Board. James was directed to run the ad.

- g. Request from Coordinator about illegal dumping signs and advertising re illegal dumping and free removal of waste vehicles.

James stated that the topic of signs and advertising had been discussed at the last meeting but no decisions were made on who would install and pay for the signs. Signs adjacent to the Miller's Road Site might be erected by the Town of Deep River. Paul Rochefort stated that he would bring this to the attention of Deep River Council. Hank van der Horn stated that the Town of Laurentian Hills should have No Dumping Signs in its problem areas. Fred noted that signs in the problem area across from the Millers road site are actually in Laurentian Hills and would need to be so identified.

Fred Adams stated that the signs should say No Dumping and the contents of the by-law for the appropriate town. James was directed to inform CAOs of the locations for illegal dumping signs and suggest what they should say. Fred suggested that we could add the provincial illegal dumping regulations on the signs. These regulations could be obtained from the MOE.

The photos taken by James in the Rolphton area last fall were distributed and discussed. Chair van der Horn and Fred Adams noted that much of the waste is on Rail-Link property. Hank suggested that we send a letter to them and request that the piles of waste be removed. Paul observed that much of the waste is old railroad ties. Fred stated that a recent environmental policy requires that piles of damaged ties must be properly disposed of. Fred suggested that the Laurentian Hills' CAO be requested to send the letter to Rail Link.

- h. Request by Chair to discuss and decide on printing a reduced number of copies of the Board's 2004 Annual Report.

Chair van der Horn noted that the cost of printing of over 20 copies of the 2003 Annual Status Report was quite high. He stated that he is suggesting that a limited number of copies be printed. Paul suggested that two copies be made available to each council. Fred agreed and stated that the executive summary should be sent to everyone. Paul added that perhaps one copy for the SLC and one copy for each council might be enough and allow it to be available to everyone necessary. James noted that at least two copies would have to be sent to the MOE. There would also be a copy for each Library and one for the Board's files. The Executive Summary would be provided to all Board members.

At 8:30 p.m. Ron Peori left the meeting.

- i. Request by SAIC's Robert Focht to take leachate samples from monitoring wells on Site property.

The letter and email requesting that samples be taken for a project involving a survey of PBDEs at landfill sites were reviewed. James has consulted with Andrew Buzza as he was concerned about implications if PBDEs were found in higher concentrations. Andrew stated that it is unlikely that leachate would have traveled to the nearest downgradient monitoring well. He added that he doesn't believe that we would have a problem but that we should weigh the possible consequences. However, he stated that it would look good if we were to cooperate with this survey.

Dave Ethier stated that he believes that there would be no benefit to the Board for this sampling. His vote would be no. Fred Adams stated that he also does not agree with allowing the samples to be taken. Paul Rochefort stated that he has mixed feelings about this request but he sees the potential danger in allowing samples so he also disagrees with the sampling/survey. We should be cautious in these types of matters. Chair van der Horn suggested that this be put to a vote.

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

That the Board decline PBDE's request.

Carried.

James was instructed to inform Robert Focht of this decision.

Board Members briefly discussed the topic of recycling and recent articles in the NRT. Fred noted that the Board is not responsible for the recycling program in each town but we must encourage increased recycling. In the near future the MOE will require that we divert 60% from our landfill site. Fred added that the SLC is charged with enhancing recycling so in this respect it is also the Board's business. Board Members discussed the WDO application by both Municipalities or the Board for the E&E funding. The two options as presented to both councils were, as suggested by the SLC, for the applications to be made for the funding by either both Municipalities or by the Board on behalf of both Municipalities. Paul Rochefort noted that there are some differences in the two towns and the most obvious one was the urban vs. rural geography. Paul stated that Deep River council believes that the applications should be made by each Municipality. It would be more efficient if each Municipality does their own application. After a discussion on the applications, Dave agreed that this is the correct response from Deep River in view of the options laid out by the Board. Chair van der Horn noted that there is some confusion with applications for WDO Grant money. James stated that the WDO E&E program is a new funding program that has begun in August 2004. This question is in the area of Council authority and the Board must leave it to the two Councils to determine whether or not they will make any applications.

10. Finance

a. Financial Report.

Board members reviewed the Financial Report. The report included the Budget vs. Actual for January through December 2004. Paul Rochefort noted that the net income line shows \$59,767.81 and he asked if this is funds left over at the end of 2004. James replied that this is the pre-audit amount and that the audit will likely present a different number. He added that this was higher than the estimate that he had made at the November 2004 meeting about the 2005 Budget. Some of this is due to compensation not yet paid to neighbouring landowners.

Fred stated that the auditor might reallocate the 2004 pro-forma invoice for wages to the contractor that will complete the reuse area shelter in the spring of 2005. It is a prepaid expense asset vs. accrued liability issue.

Fred pointed out that the Budget amount for Scrap Metal sales was \$6,000 and we received \$13,059. Fred also noted that the line items for Consulting-Other and Landfill Operations-Other are items that are not showing properly when entered into the QuickBooks program. Fred added that when the master account is set up and then used as a posting account it does not know what to do with items that do not fit into the existing lines and it creates the "Others" lines. James was directed to contact Steve Recoskie for these minor changes and to obtain a clean copy. Board members noted that there was no draw on the Refrigerant Removal line, although there was \$450.00 in the Budget. This topic was discussed and Fred Adams suggested that James contact Bee Line Disposal and ask them if they will be handling refrigerant removal in 2005 in the same manner that they did in 2004.

b. Discussion re the 2005 Draft Budget.

Fred noted that Dave Ethier did not have a copy of the Draft Budget and stated that it was likely because it was an XLS document. Fred suggested that James send this type of information as a pdf file. The Draft Budget was discussed and line 15 - Vehicles has \$400 in it for 2005. James was directed to change this amount \$1,000. Details of the Liebherr warranty were discussed and the board requested James to check the warranty details to see what is covered and for how long. Fred suggested that James explore purchasing of an extended warranty. Dave Ethier suggested that each time maintenance is performed, we be given a report on what was done.

c. 2004 Change Management Plan from Robinson Consultants for Board's approval and signing.

The details of the Plan were discussed and James was directed to have it signed and returned to Robinson Consultants.

d. Three quotes for electric fence installation and three for fence area preparation as required by MNR.

This topic was discussed earlier during Agenda item 9 a. James stated that he has received the three quotes required for the electric fence installation and is waiting for the third of three quotes required for the fence area preparation. The best of three quotes for installation was from M&R Feeds in Pembroke and the better of the two quotes received to date for area preparation was from K&T Trucking. Fred asked if the removed trees for the area preparation would be a source of funds from K&T Trucking. James replied that Tracy Lance had informed him that the Board would receive a cheque for the trees.

11. Update from the Site Liaison Committee.

a. Possible appointments of five SLC applicants for 2005 Membership.

James informed the Board that the four 2004 SLC Members are reapplying for 2005 Membership. He added that there has also been one new applicant and it is Jim Ungrin. James presented a copy of Jim Ungrin's application to Board Members. After a brief discussion the following motion was made:

Moved by: Fred Adams

Seconded by: Paul Rochefort

That the five applicants for 2005 SLC Membership be appointed. Carried.

James was directed to inform the 2005 members of their appointments.

- b. December 15, 2005 SLC ad in the NRT re Site features, operating hours and encouraging recycling.

James presented the ad that was run in the NRT on December 15th, 2004. Details of waste accepted at both sites, hours of operation and encouragement to residents to increase recycling were presented in the ad. Dave Ethier stated that this ad could be inserted into the NRT monthly, or quarterly for lower cost per insertion.

Fred gave James a copy of a two-page recycling article that appeared in the August 10, 2003 Ottawa Citizen. Details of the article were briefly presented. Fred suggested that this article might help sort out which materials were and were not actually being recycled by contractors.

Fred suggested that future contract negotiations with the recycler for both municipalities might be more efficient if they were done on a joint basis. There are some sources of inefficiency in the recycling pickup run such as in Mountain View Subdivision. Paul Rochefort agreed that a joint contract might be more efficient and suggested that the Municipalities have their renewal time in sync. Chair van der Horn said that there would be a pitching-in program this spring for cleanups of local baseball fields, etc.

12. Other business.

- a. Request for suggestions of contents of letter to garages re waste oil and filters and proposed ad.

The possible ad and letter were discussed. James' request was to determine the content of the letter and the ad, and to whom the letter would be sent, and to whom the ad would be directed. Fred noted that Paul's Garage has a company called ONYX pick up their waste oil about every 2 weeks. When he was there recently the company picked up about 1,000 litres of waste engine oil. Chair van der Horn suggested that we not tell large generators of waste oil to take it to the site. He stated that the SLC ad, discussed earlier, would be enough information to the public. Board members agreed and James was told to not send a letter or run an additional ad.

- b. Status of Re-Use Area trailer/shelter and motion to ratify the purchasing of solar power.

James stated that the trailer had been levelled and blocked and that two steps were built at the entrance. The remaining work to build an attached lean-to would be done this spring. Chair van der Horn requested that the Board ratify the purchase of two solar panels and two deep-cycle batteries for lights inside the reuse area shelter/trailer.

Moved by: Dave Ethier
Seconded by: Paul Rochefort

That the Board approve the purchase of two solar panels and two deep-cycle batteries using funds from the 2004 Budget for the reuse area shelter/trailer. Carried.

- c. Status of applications by both Municipalities for WDO Effectiveness and Efficiency Fund.

This topic had been discussed earlier during this meeting.

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

James stated that he had been directed to add this item to this month's agenda. Chair van der Horn and Dave discussed the Extravaganza. It would be sometime in May this year. Chair van der Horn asked which of the Board Members would be attending the Extravaganza and all four Board Members would attend along with Earl Gust. James was directed to invite the other SLC Members to this function.

- e. Details and photos of OVWRC tour and shredder demo attended by the Chair, Fred and James.

James distributed photos that were taken and printed by Fred of the OVWRC visit. James thanked Fred for the excellent photos. Details of the visit and the photos were discussed. Chair van der Horn stated that one of the better ideas was using a shredder to reclaim filled landfill sites and possibly phases of our existing site as they are filled. Chair van der Horn suggested that James ask the MOE about shredding/mining to reclaim sites or portions thereof and the potential for other existing sites in our municipalities.

Fred stated that the Buchanan Site is closed and he believes that the MOE would not allow its reopening unless something like re-mining were done. The other closed sites in Laurentian Hills include the Rolphton Site and the Bass Lake Site and both of them are adjacent to swamps so they would not likely be permitted to reopen under any circumstance. Paul Rochefort stated that reclaiming Phase 1 at the Bagg's Road Site when it is filled to grade would be a financially sound endeavour. Fred and Paul discussed this and Paul stated that we could look at reclaiming Phase 1 in 5-6 years time.

Prior to the closed session in 12. f., Earl Gust asked when the next Board meeting would be held. Fred suggested that 12 f. be tabled until after setting the next meeting date and location. James noted that the inter-Municipal agreement states that the Board shall establish a regular schedule of meetings. Fred suggested that the 2005 meetings be held bi-monthly so the next meeting would be Monday March 28, 2005 at 7:30 p.m. in Deep River. Earl Gust and Jim Ungrin left the meeting at this time.

- f. Closed session to discuss correspondence from Board's solicitor and an employee's wage adjustment.

The following motion was made for compensation and personnel reasons:

Moved By: Paul Rochefort
Seconded By: Dave Ethier

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

Moved By: Paul Rochefort
Seconded By: Fred Adams

That the Board come out of closed session. Carried.

During closed session Board Members had directed James Leon to contact the Board's solicitor and give him instructions regarding a compensation issue. Board Members also ratified the Coordinator's wage adjustment.

11. Adjourn.

Prior to adjourning, James informed the Board that to December 31, 2004, there have been nineteen waste refusals at the Baggs Road Site. All but one of these were C&D waste loads that were redirected to the Millers Road Site. The last refusal was on December 21, 2004 and was a load of waste from outside of our service area. Fred Adams Chair asked James to add refusals as an item on future Meeting Agendas.

Moved by: Paul Rochefort
Seconded by: Dave Ethier

That the meeting adjourn at 10:20 pm. Carried.

The next regular meeting will be at 7:30 pm March 21st, 2005, since our usual date of March 28th would conflict with a holiday date. It will be held in the Town of Deep River Council Chambers.