

NORTH RENFREW LANDFILL OPERATIONS BOARD

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North Renfrew Waste Management Board Meeting

Minutes of Meeting

Date: April 4, 2005
Time: 7:30 P.M.
Location: Town of Deep River Council Chambers

Chair	Fred Adams	Town of Laurentian Hills	Present
Vice Chair	Hank van der Horn	Town of Deep River	Present
Councillor	Paul Rochefort	Town of Deep River	Regrets
Councillor	Dave Ethier	Town of Laurentian Hills	Present
Deputy Mayor	Glenn Doncaster	Town of Deep River	Present
	Earl Gust	SLC Chair	Absent
	James Leon	Coordinator	Present

1. Call to order.

The Chair called the meeting to order at 7:36 pm.

2. Declarations of Interest.

None.

3. Delegations.

None

4. Adoption of the Agenda for the current Meeting.

Dave Ethier suggested that the topic of reclaiming landfill volume by mining and shredding existing and filled phases of the Landfill Site, be added to this Agenda so that we do not lose site of this possibility. Board Members Agreed that this topic be added as Agenda item 10. d.

Hank van der Horn displayed a letter to the Mayor of the Town of Deep River regarding services being offered to recycle computers and other electronic equipment. Members agreed that this letter be discussed as Agenda item 7. f.

Moved by: Hank van der Horn

Seconded by: Dave Ethier

That the agenda be accepted as amended. Carried

5. Review and Acceptance of Minutes of the Regular Board Meeting of January 24, 2005 and the Special Board Meeting of February 10, 2005.

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

That the minutes of the Regular Board Meeting of January 24, 2005 be accepted as presented. Carried

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

That the minutes of the Special Board Meeting of February 10, 2005 be accepted as presented. Carried

6. Business Arising from Previous Minutes and not dealt with elsewhere in the Agenda.

James Leon stated that he suggests adding recently obtained information about two topics discussed during previous Board Meetings. The first was the clearing of the remaining perimeters of Phases 3 and 4 for the installation of the electric fence extension. He had discussed this topic with Tracy Lance who informed James that while the skidders are in that area would be the ideal time to also cut and remove the remaining large poplars from the two phases. He stated that all of the smaller trees and brush that are not in the electric fence clearance, would be left to continue to serve as a wind block. In the future, when the electric fence is in place, it would be difficult to move the skidders around that area to complete the clearing of the remaining large poplars. The tall poplar trees, if left, might occasionally fall and damage the electric fence.

An added bonus would be the payment of an extra \$4.00/ton for the trees. The Board would receive a payment of about \$2,500 for the trees. James suggested that the Board consider agreeing to this offer.

Moved by: Dave Ethier
Seconded by: Glenn Doncaster

That the tall poplars be removed from Phases 3 and 4 during the preparation for the completion of the electric fence. Carried

The second topic was a discussion with Liebherr's Mahandra Singh about the current warranty on the Board owned Liebherr LR 622, and purchasing an extended warranty. The Board had requested that James examine the warranty details to see what is covered and for how long. Mahandra of Liebherr was called and the original proposal states that we have the maximum 5,000 hours or 60 months warranty covering failure of major components. These components are: Engine, Pumps, Final Drive and Travel Gears and Motors.

He asked Mahandra about the possibility of purchasing an extended warranty, as this machine has only about 1,600 hours on it after being used for nearly three years. Mahandra stated that we already have the maximum available warranty.

At an earlier Board Meeting, Dave Ethier suggested that each time maintenance is performed, we be given a report on what was done. James requested a report for each maintenance event and Mahandra stated that he would assure that a report is given. He suggested that we also ask the service technician for a report when each service is completed.

Board Members discussed the extended warranty and James was directed to contact Liebherr again to try to arrange an extended warranty. James would suggest that as the machine has such low hours, Liebherr might reconsider and allow an extended warranty hinged on operation hours rather than years.

Dave Ethier inquired as to whether the Board had sent a thank you letter to Ron Peori for serving as fifth Board Member. James stated that a letter has not yet been sent. Board Members discussed the suggested letter and James was instructed to draft it and have the Chair review and sign it before it is sent. Dave added that it should be standard procedure to send this type of correspondence. Chair Adams agreed and noted that the Chair should sign all formal correspondence on behalf of the Board.

7. Correspondence.

a. Discussions re nominees for 5th Board Member, and election of 5th Member if circumstances allow.

Chair Adams stated that Laurentian Hills Council has approved Kate Tilley and Jim Boulanger as their two candidates for 5th Board Member. He added that they have both served as Councillors in the past and that Jim Boulanger had served as a Board Member during the last term of Council.

Glenn Doncaster reported that Deep River Council would approve two of four nominees as candidates for this position during their April 6, 2005 Council Meeting. Chair Adams suggested that the election of 5th Board Member take place at the next regular Board Meeting.

b. Landfill closure/post closure costs letter from Robinson Consultants for Board's Auditor.

Copies of this letter from Andrew Buzza were distributed to Board Members. Details of the letter were discussed. Members noted that the cost of synthetic final cover, if required, would be very high and if 25 post closure years monitoring were required, the total cost could exceed \$700,000.

Chair Adams suggested that the Auditor be informed that it was earlier agreed that the post-closure costs for the Millers Road Site would rest on the shoulders of both Municipalities for the number of years by which the current C&D use extends the post-closure period. James was instructed to contact the Auditor with this information. He added that Steve Recoskie had requested that all references to "Reserves" on the Board's Budget be changed to "Surplus Being Carried Forward".

c. Note from Wayne Kirby to OVR re ties and garbage near tracks and reply from OVR.

James stated that the Board had directed him to contact Wayne Kirby and request that he send a letter to Rail Link requesting a cleanup near the tracks in the Rolphton area. James read the note

from Wayne to Board Members. In it, he stated that the Board is asking O.V. RailLink to remove the two piles. Rail Link's Bob Jackson replied that local OVR staff have been made aware of this issue, and that they will handle the situation as required.

Chair Adams stated that this issue began last fall when a Rolphton resident requested that James accompany him for a tour of the area to view illegally dumped materials. The Chair and Dave Ethier discussed occurrences of illegal dumping. Dave suggested that such requests to James, for areas that are not in the Landfills' designated care area, should be redirected to the Laurentian Hills Town Public Works Department.

d. Correspondence from Beaumen re 2004 Cardboard Report and recycling weight to volume conversion.

James reported that he had consulted with Beaumen's Dan Minard to determine the factor to convert mass to volume for blue box recycling material. This factor is 12 cubic metres per tonne. The factor for cardboard from a reference was 55.48 cubic meters per tonne. The total cardboard volume diverted from the landfill in 2004 was 5,426 cubic meters. These factors were required for the preparation of the Waste Diversion report in the 2004 Annual Status Report.

Glenn Doncaster noted that, regarding the cardboard pickup, recently the bin used by Giant Tiger and PharmaPlus was emptied on Wednesday and full again on Friday. This might be partly due to the merger of the two drug stores. Glenn and Chair Adams discussed this issue and decided that if it continues to be a problem, a larger bin or an extra pickup might be required. Chair Adams suggested that the Deep River Board Members keep an eye on this situation.

Glenn added that Ryan's Camp Site has also recently had a cardboard recycling bin overflow problem. James replied that he had contacted Beaumen about Ryan's and they stated that the pickup is being completed weekly and the overflow was waxed cardboard that must be removed by the garbage contractor.

Hank van der Horn inquired about tipping fees that might be being paid for dumpsters used by local businesses. Hank was concerned about businesses unfairly having to pay for a garbage pickup service. After a brief discussion, Hank suggested that if it isn't a problem, we should leave it alone.

e. Update on agreement to erect "dumping illegal" signs.

Two draft signs were prepared earlier and sent to the two CAOs for comments. Board Members agreed that the Littering Prohibited sign be changed to Maximum Fine \$1,000. Chair Adams stated that because the signs would be erected in Laurentian Hills, they should be bilingual. The Board directed James to edit the Littering Prohibited sign accordingly.

Chair Adams noted that litter on Plant Road and Baggs Road to Millers Road is the responsibility of the Board. Glenn Doncaster and Chair Adams discussed the locations that the signs should be placed. Locations of concern for littering/illegal dumping are within Laurentian Hills but Glenn suggested that the Board should pay for signs placed near the two Landfill Sites so that both Towns pay their share. James was instructed to give these recommendations to Bruce Boucher and ask him to have the approved signs erected in the appropriate locations.

f. Letter from Computer Recyclers Inc. re computers/electronics recycling.

Hank van der Horn presented a letter dated February 10, 2005 that had been sent to the Mayor of Deep River from Robert Brodie of Computer Recyclers Inc. in Ottawa. In the letter, Mr. Brodie states that the changes to the Waste Diversion act 2002 will quite effectively prohibit electronic and computer waste from being landfilled in Ontario's landfill sites. He added that 100 years of accumulated electronics and obsolete technology are in need of proper recycling.

Members discussed electronics recycling. Dave Ethier suggested that we call this company and determine if they will come and take waste TVs and other waste electronic materials free of charge. Chair Adams agreed that James call them to find out the amount of waste electronic materials that we would have to accumulate to warrant a pickup. Fred suggested that we monitor the amount of waste electronics that are received at the Site's Re-Use Area and are not removed by residents.

8. Finance

a. Financial Report and discussions with Chair and Steve Recoskie re improving interest income.

Chair Adams stated that when he received the Draft 2004 Financial Statements, he noticed that Cash, end of year was \$103,360 and that 2004 Interest was \$150. The year-end Liabilities were \$65,624 and the Total Net Assets were \$52,126. He added that he had contacted Steve Recoskie and James to determine the reason for this low interest amount for 2004. He requested that Steve investigate having the Board's funds handled in a manner that would earn interest.

James reported that Steve had replied by sending a memorandum titled "Banking Services" dated 17/03/2005. In it, Steve stated: "Wayne (Kirby) and I had a chance to meet with Gord Holmes, Manager of Scotiabank, Deep River Branch. We reviewed our cash flow situation and the banking and investment opportunities available to us. Our current arrangement is still the best they have to offer us. We do not carry enough cash long enough to warrant a savings account as the service charges would far exceed the interest earned. At present, we do not earn interest on our account but our service charges are also next to nill. The other option given to us was to put the account in the same bracket as the town's main account and earn interest but the free items would be removed thereby negating any benefits. I will continue to track the ongoing balance in the account and make adjustments as appropriate."

Board Members discussed the Expense under Landowner Compensation in the current Profit & Loss report. Chair Adams stated that this amount was supposed to have been paid with 2004 funds that were carried over for this purpose. Glenn Doncaster agreed and noted that this expense should have been budgeted for in 2004. Hank van der Horn stated that the offer to the landowners had been made in 2004. Glenn added that he thought that during the construction of the Landfill Site, money was placed in reserve for landowner compensation. The source of funds for this payment should be clarified.

Glenn noted that the actual amount of \$8,215 for landowner compensation in 2004 as seen in the Draft 2004 Financial Statements is confusing and should also be clarified. Dave Ethier and Chair Adams stated that all references to a reserve in the current and future Budgets be called a surplus. The Chair stated that the \$8,215 amount should have been the sum of all compensation amounts paid with 2004 funds and that this amount should include the recent \$25,000 payment. Dave added that this would then decrease the 2004 surplus funds by the difference. James was requested to have these issues clarified by Steve Recoskie and Wayne Dempsey, the Board's Auditor.

Chair Adams stated that it has been past Board practice that the Vice Chair and the Coordinator prepare the Draft Budget and address Budget issues in order to broaden the base of involvement of

members. Vice Chair Hank van der Horn agreed and stated that he would work with James, Steve and Wayne Dempsey to clarify the compensation payments.

Glenn suggested that a pie graph might be helpful during the year to identify the portion of Budget funds being used monthly or bi-monthly. Chair Adams suggested that as the funds are not used uniformly throughout the year, a graph might not clearly define trends.

Chair Adams noted that the current report's Balance Sheet shows that \$70,216 is in the Board's Bank Account, however the Total Accounts payable is \$35,143.

(Note to reader: discussions with Wayne Dempsey subsequent to the meeting show that the \$25,000.00 was fully provided in the Dec 31, 2004 Accounts Payable, and that the expense was taken partially in 2003 and the balance in 2004. It will be reallocated from 2005 expense to become an offset to Accounts Payable in the 2005 financial records)

b. Discussion re the 2005 Draft Budget as updated with information from the Draft 2004 Financial Statements received from the Board's Auditor.

Board Members discussed the amount in line 26 of the Draft 2005 Budget. This 2005 amount for "HHW Pickup and Materials" is \$15,000. The actual amount used for HHW in 2004 was \$5,914 of the \$19,000 in the Budget. James and Hank agreed that the 2004 budget amount of \$19,000 was the amount decided upon based on the actual costs in 2003. The reduction to \$15,000 for 2005 was a decision made by the 2004 Chair, the Vice Chair and the Coordinator during the initial drafting of the 2005 Draft Budget in November 2004 using the 2003 data and an estimate of the 2004 year-end amount. Chair Adams agreed with the 2005 \$15,000 amount, as it would only take one contamination problem such as PCBs discovered in our used oil to use up the Budgeted amount.

The amount in line 88, "Temporary and Contract Services 5th Member Honorarium," for 2005 is \$700. The Chair suggested that based on the 2004 Actual amount of \$450 and the fact that there are fewer Meetings scheduled in 2005, the amount be reduced to \$400. The amount of \$4,500 in line 87 for "Legal Fees/Property Owners" was then discussed. The recent payment of \$5,000 for Legal Fees would indicate that this amount is low by at least \$500. James and Hank agreed to also investigate this amount while checking into other issues discussed earlier.

James suggested that Board Members examine the 2005 amount of \$5,637 in line 67 "Payroll Costs". The 2004 Actual amount was \$7,788. Chair Adams suggested that the 2005 amount be increased to \$7,788 plus 5%. He added that he had instructed James to maintain core hours of 8:30 am to 1:30 pm as the required hours to be worked decrease.

Hank referred to line 23 "Refrigerant Removal". He had been called by a resident about the loading practices of the recycler that removes the refrigerant-containing appliances from the Site. The resident had been present during a recent pickup and he noticed that at least one refrigerator was damaged while being loaded on the truck. Chair Adams directed James to look into this poor loading practice. Hank suggested that although most units arrive at the Site without refrigerant, we must assume that units with intact systems do contain refrigerant and they must be handled accordingly. In the future, modern non-freon containing units will not require the same degree of handling care. Chair Adams agreed that we must ensure that these units are properly handled and loaded. James was directed to send a letter to Tracy Lance with instructions for his employee(s) to

keep a close watch on the recyclers during the loading of these units to prevent damage that might cause freon leaks.

- c. Draft 2004 Financial Statements and discussions re reserve funds for closure/post closure.

Chair Adams stated that the Draft had been discussed earlier. He added that we do not yet have the completed approved document to discuss or to distribute.

- d. Fax to Board from Ontario Shared Services re PO for MNR approved Site Electric Fence completion.

James reported that we have received a copy of the PO. Construction of the electric fence will commence when the frost is out of the ground.

- e. Details of applications by Board to both Municipalities for funds for the first quarterly 2005 draw.

James stated that Steve Recoskie had suggested that he apply for funds on March 4, 2005 as the Board's account was depleted. The applications were prepared and delivered to both Towns on March 4. Payments were received shortly afterwards.

9. Update from Site Liaison Committee.

- a. March 7, 2005 SLC Meeting poorly attended due to storm. Alternate Meeting date to be set by SLC Chair.

Chair Adams noted that the SLC Chair was not present. James should contact him and arrange a meeting.

10. Other Business.

- a. 2004 Annual Status Report and article in NRT March 5, 2005 re Site to last 32 years.

James summarized the details of the 2004 Report and distributed copies of the cover letter, the Executive Summary and updated Appendices to Board Members. Copies of the report were sent to the MOE, Robinson Consultants, AECL, both Towns and to the three Libraries. A copy was also taken to the Site Office and one given to Chair Adams. Chair Adams returned his 2003 Report copy to James for office use. A copy is being stored for the fifth Board Member, the SLC and one for Board Members to borrow.

The March 2, 2005 NRT article re Landfill site to last 32 years was acknowledged as good press.

- b. Update on Board having a booth at the Area Extravaganza in Chalk River in 2005.

The Area Extravaganza was discussed. James stated that he had completed the Confirmation form and dropped it off in the Town Office. Chair Adams suggested that this might be a good opportunity to promote the Site's Re-Use Area. We could have a couple of enlarged photos prepared to hang in the booth. Chair Adams offered to loan a camera to James to take the photos.

Chair Adams stated that the old rule has changed. You are now allowed to leave the Landfill Site with more than you arrived with. He added that the information/recreational pamphlets from both Towns should be made available as handouts. James was requested to obtain the pamphlets for the Board's booth. A prize draw was suggested for this event.

c. Closed session to discuss the status of compensation and possible letter to landowners.

Chair Adams suggested since the landowner compensation documents have been signed and payment has been made, a closed session is not necessary. James handed out copies of the signed documents to the attending Board Members.

d. Discussion re reclaiming Landfill Phases by mining/shredding.

Dave Ethier suggested that we not lose sight of reclaiming landfill volume by shredding. We should consider being ready to reclaim Landfill Phases as they become filled. Should we be asking if this is the right time to be applying for MOE approval for mining/shredding of our Phases? Chair Adams agreed that we should not lose sight of possible volume reclaiming by mining/shredding, but noted that today's MOE approval might not mean very much in ten years' time when we wanted to do some mining. New technology will change landfills and methods of reclaiming in the future. The Chair added that the SLC had suggested earlier that the Towns begin the search for a new landfill site. This latter suggestion was more important when it appeared the current Site would only last about eighteen years.

11. Adjourn.

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

That the Meeting adjourn at 9:25 pm. Carried.

Due to a conflict with the Victoria Day Holiday the next meeting will be held on May 16, 2005 at 7:30 pm in the Point Alexander Meeting Room.