



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 Web: www.magma.ca/~nrwmb/

North Renfrew Landfill Operations Board Minutes of Meeting

Date: January 30, 2006
Time: 7:30 P.M.
Location: Deep River Meeting Room

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	Present
Councillor	Dave Ethier	Town of Laurentian Hills	Present
	Jim Boulanger	Resident/Board Member	Present
	Earl Gust	SLC Chair	Absent
	James Leon	Coordinator	Present

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 2006.

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 stated that he would let his name stand as Chair *pro tem* for elections for the North Renfrew Landfill Operations Board. Board Members agreed that Fred act as Chair *pro tem* for the election of the Board Chair for 2006.

2. Adoption of the Agenda for the current Meeting

James Leon noted that there were two additional items that should be addressed during the Meeting. The first was the possible acceptance of a contract with Waste Care Services to extend all current pricing for removal of HHW for a further 2 years. The second was an estimate by Robinson Consultants to complete the 2006 year-end survey and draft the figures for the 2006 Annual Status Report. Chair *pro tem* Adams suggested that the two items be added to the Agenda as 12. b. and 12.c.

Moved by: Jim Boulanger
Seconded by: Dave Ethier

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

3. Election of (1) the Board Chair and (2) the Board Vice Chair.

A call was made for nominations for 2006 Board Chair.

Moved by: Dave Ethier
Seconded by: Paul Rochefort

That Fred Adams be nominated as a candidate for 2006 Board Chair. Carried

Moved by: Paul Rochefort
Seconded by: Jim Boulanger

That Hank van der Horn be nominated as a candidate for 2006 Board Chair. Carried

No further nominations were made. James Leon prepared ballots and gave one to each Board Member. Completed ballots were collected 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 2006.

Chair Adams nominated Hank van der Horn as Vice-Chair of the Board for 2006. Hank declined the nomination. Chair Adams then nominated Paul Rochefort as Vice-Chair of the Board. Paul declined the nomination. Chair Adams nominated Jim Boulanger as Vice-Chair of the Board. Jim accepted the nomination. Other nominations were called for but none were made. Jim Boulanger was thus selected as Vice-Chair of the Board for 2006.

4. Call to Order by the new Chair. Brief opening remarks by the incoming Chair.

Chair Adams welcomed Jim Boulanger as 2006 Vice Chair of the Board.

5. Declarations of interest - None

6. Delegations - None.

7. Review and Acceptance of Minutes of Meeting of November 28, 2005

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

That the Minutes of the Board Meeting of November 28, 2005 be accepted as presented. Carried

8. Business arising from previous Minutes and not dealt with elsewhere in the Agenda

None.

9. Correspondence

a. Correspondence re brush burning and letter to the MOE.

The issue was reviewed. The contractor that had been hired to clear the area around Phases 3 and 4 of the landfill had also cleared the trees from within the two Phases and had paid the Board for the trees. In Early December he removed the remaining stumps and debris with the exception of a pile of brush, which he burned. The Chair, the Coordinator, the Vice Chair and the other Board Members had since discussed this topic extensively. The contractor stated that he had called the Coordinator at home but he was out of town. He then called the Deep River Fire Chief and asked if it would be acceptable to burn the brush. The Fire Chief replied that as there was snow on the ground, the brush was in the center of the clearing and the wind was light that the burning could be done. The contractor checked the C of A re burning and it states that natural wood products may be burned. He then lighted the fire. While it was burning he called the Board Office and left a message. He then called the Vice Chair and reported the burning.

A message from the Chair about the burning was sent to the rest of the Board. James was directed to draft a letter to the MOE and report the matter. Chair Adams started that it was important that the MOE understood that our situation should be viewed as an unfortunate occurrence. Hank van der Horn stated that contents of that message should never have been sent. The Chair should have first called him to confirm the facts. Chair Adams noted that when Hank learned of the burning, he should have then called the Coordinator and the Chair.

In the letter to the MOE's Andrew Polley, he was informed that the burning was unauthorized, as the Board had not approved it. Andrew was requested to send a letter to the Board that had been requested in 2003, which would have clarified whether or not burning is permitted and to include definitions of wood materials including brush that are considered to be waste. Prior to the meeting James had distributed the reply from Andrew Polley noting that wood and brush are considered as waste. Andrew added that there should be no burning at the site as during the Environmental Assessment process the public consultation clearly identified the need for the new landfill site operations to be designed in a manner which would have no adverse impact on the adjacent properties or residents. Thus the D & O Report states: "Burning of waste will be prohibited". Paul Rochefort stated that the next contract for site operation should specify that there will not be any burning at the site unless the Board gives permission.

Paul added that there is no value in continuing to discuss this issue, as we now know that we are not allowed to burn. Chair Adams noted that the contractor should have known that burning is not allowed as it is stated within the C of A item 1. of SCHEDULE "A", (the D & O Report) and also in the Site Operations Manual. James was directed to add in the next tender file for Site operations that there would be no burning at the Site. The Chair stated that the contractor has confirmed that he did not try to call the Chair in regard to burning the brush. Jim Boulanger agreed that proactively contacting the MOE was the correct thing to do.

b. Letter to MOE requesting permission to resume accepting HHW materials on HWIN list.

James stated that earlier he had sent Board Members an email from Andrew Polley, in which Andrew stated that he does not have the authority to grant our request. The application in for review must be approved and an amendment made to the C of A before these additional waste categories could be received at the HHW Depot. The Board will have to wait for the formal amendment.

c. Update on complaint # 5 for 2005.

James briefly brought Board members up to speed on the status on Complaint #5 for 2005.

d. Letters to the two Towns re tipping fees for tires.

Chair Adams stated that the letters had been sent to the Towns and each Town had passed a tipping fee By-Law that included not charging residents for tires from automobiles and light trucks. The by-laws differ slightly in that Laurentian Hills' By-Law states that residents would not have to pay for tires that are 20" or less and Deep River's By-Law states that residents would not have to pay for tires that are less than 20". There are also some differences in the definition of the ranges of tire sizes. The Chair added that there are also some differences in the tipping fees for HHW Materials. He noted that good tires should be placed in the reuse area in accordance with the specific direction of the C of A, and directed James to assure that this is happening.

e. Discussion between Chair and Coordinator re notification to all Board Members if a Scheduled Board Meeting has to be cancelled and rescheduled.

This issue arose due to a requested change to the January Board meeting date. The Chair wished to get the message to Board members to mark the Board meeting dates on their calendars so that other meetings are not inadvertently scheduled on the same date as a scheduled Board Meeting.

10. Finance

a. Financial Report.

Board Members discussed the January through December 2005 Financial Report. Chair Adams noted that according to the Report, the amount to be carried forward as a surplus is \$18,800, subject to confirmation or change in the audit process.

Moved by:	Paul Rochefort
Seconded by:	Jim Boulanger

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

b. Discussion with Liebherr re 2006 amount to budget for the machine.

James Leon reported that he had contacted the Liebherr Service Manager, George Ilieopolis, about the amount that the Board should budget for the machine in 2006. George recommended that the amount should be \$10,000 for 2006.

Jim Boulanger recommended that a spare set of rollers for the Liebherr be purchased and stored for the next time that they need replacing. Dave Ethier agreed with this idea and suggested that the set of rollers and costs for their replacement be budgeted for over the next two or three years. Dave requested that James Leon prepare a list of Liebherr spare parts that the Board currently has in stock and spare parts that should be added to the inventory.

Chair Adams noted that Liebherr-Canada Ltd. had stored an inventory of spare parts for our Liebherr at Clouthier's in Pembroke in 2002 when they had a Liebherr mechanic in their employ. Liebherr had lost ownership of most of these parts when Clouthier's mechanic left in 2003. He added that having to float the machine to Carp rather than Pembroke escalates the costs of repair.

Dave requested that James contact the Liebherr mechanic and obtain a list of parts that will soon need replacing that are not under warranty. James replied that he had asked the mechanic for a list during the summer of 2005 and the only parts identified were the worn rollers, which have since been repaired by rotating their contact points, but which will likely need replacing over the next two to three years. The mechanic stated that he would report potential problems and possible requirements for parts to James during repair and maintenance visits to the Site.

Paul Rochefort and Chair Adams reviewed the options to compacting the landfilled waste. One option would be to sell the Liebherr and have a contractor provide a compacting machine. The second option is to retain the Liebherr and keep it well maintained. Board Members agreed with the second option.

c. Items mentioned by MOE but not included in Inspection Report that might be considered for the 2006 Budget.

James reported that the two verbal suggestions made by Andrew Polley in June 2005 had been sent in an email to Board Members. The first suggestion was for the Board to replace the Diesel fuel tank with a double walled tank and to have it set on a cement pad with a recess or containment side walls to hold fuel if it were to leak out. The second suggestion was for the Board to purchase or rent a side-opening bin to house the recyclable/blue box materials to keep them out of the weather and to be more pleasing to the eye. An option for this would be a cement pad and a lean-to type roof to cover the bluebox materials. James briefly itemized the estimated costs to have these items in place. Board members discussed these requests. Hank van der Horn recommended that in these years of stressed budgets, that the Board not act on these requests until the MOE includes them in a formal Inspection Report. Board Members agreed with Hank's recommendation.

d. Draft 2006 Budget.

In accordance with past practice, the Draft Budget for the upcoming year had been prepared under the guidance of the Vice-Chair, Hank van der Horn, working with James Leon and with suggestions from Steve Recoskie. Board Members examined the draft dated January 27th, 2006 line by line. Several minor changes were suggested. Line 79 "Consulting - Survey - Cell Corners and Volume Estimation" was discussed. A recent cost estimate from Robinson Consultants to do this work and prepare the landfill figures for the 2006 Annual Status Report for about \$2,500 was reviewed. After a discussion, James was directed to have the Site contractor do the survey in December 2006 and have him assist with the production of the volume-used estimation and required figures for the 2006 Annual Status Report. This line item amount was adjusted to \$1,000. Chair Adams noted that the estimated 2005 amount to be carried over is \$18,800 and that this amount, as adjusted by the results of the year-end audit, should be added to the appropriate lines of the Budget. James was directed to update the 2006 Budget. Hank van der Horn suggested that James should attend the January 31st Deep River Council Meeting and present the revised Budget. Chair Adams thanked Hank and James for a job well done on the 2006 Budget. James was directed to send the revised 2006 Budget to both Towns and to present it to the Deep River Council on January 31, 2006.

Dave Ethier requested that James prepare an inventory list of Liebherr parts and other Board-owned materials that are greater than \$100.

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

That the Board accept the Budget as revised. Carried.

11. Update from Site Liaison Committee.

a. Response from SLC Member application ad and possible appointments of SLC applicants for 2006 Membership.

In the absence of the SLC Chair, James reported that the ad for SLC Members had been run in a Friday edition of The News and had been run twice in the NRT. There was one additional applicant for SLC membership. The applicant is Anne Oesinghaus and James briefly reviewed her letter of application. The 2005 SLC Members that have agreed to reapply for 2006 membership are Earl Gust, Susan Farr, Susan McBride and Gary McAnulty. Board Members discussed the applicants and the following motion was made.

Moved By: Jim Boulanger
Seconded By: Paul Rochefort

That the Board appoint the five applicants as 2006 SLC members. Carried.

b. Issue Report # 1 for 2005 and Motion from Laurentian Hills' Town Council re the Board's and the SLC's mandate re recycling and a possible addition to SLC Terms of Reference.

Hank van der Horn had originally requested this issue report as Deep River Council required more information about giving the Board and potentially the SLC a mandate to advertise and educate the public about recycling. Chair Adams asked Hank if he was satisfied with the issue report. Hank said he was satisfied. The Chair stated that Laurentian Hills has recently approved allowing the Board to advertise and educate the public about recycling.

Paul Rochefort stated that this topic should be discussed with both towns and included in the Intermunicipal agreement.

Moved By: Paul Rochefort
Seconded By: Jim Boulanger

That Issue Report #1 for 2005 be accepted as presented. Carried.

Hank van der Horn agreed that this topic should be discussed at the next Tri-council meeting. James will ask the Towns' clerks to add this consideration to the next Tri-Council meeting agenda.

12. Other Business.

a. Update on signs and agreement sheets prepared by solicitor.

James reported that the two signs had been prepared and delivered to the Site and that copies of the agreement sheets were also taken to the Site. James added that materials were required for erecting the sign at the reuse area. He had recently had the materials delivered to the Site and the signs will be erected.

b. Possible acceptance of extension of contract from Waste Care for 2 years for HHW removal.

James stated that a proposed extension of contract terms with Waste Care Services for two years for HHW removal had recently been presented to him. As the costs have not changed and he is satisfied with the costs and service, he recommends that the Board approve the extension of the contract. Waste Care won the initial contract by presenting costs that were well below two other companies that had bid on the job.

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

That the Board approve the contract for the two-year extension of the contract from Waste Care Services. Carried.

c. Estimate from Robinson Consultants to complete 2006 year-end survey and figures.

This topic had been discussed earlier.

11. Adjourn.

Moved by: Paul Rochefort
Seconded by: Jim Boulanger

That the Meeting be adjourned at 9:45 pm. Carried.

The next regular Board Meeting will be held on March 27, 2006 at 7:30 pm in the Point Alexander Meeting Room.