



NORTH RENFREW LANDFILL OPERATIONS BOARD

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North Renfrew Landfill Operations Board Meeting Minutes of Meeting

Date: February 26, 2007
Time: 7:30 P.M.
Location: Point Alexander Meeting Room

Chair	Hank van der Horn	Town of Deep River	Present
Vice Chair	Fred Adams	Town of Laurentian Hills	Present
Councillor	Ed Cochrane	Town of Deep River	Present
Councillor	Dave Ethier	Town of Laurentian Hills	Present
	Gary McAnulty	Resident/Board Member	Present
	Earl Gust	SLC Chair	Absent
	James Leon	Coordinator	Present
	Jim Boulanger	Fifth Member Nominee	
	Nora Waddell	Fifth Member Nominee	

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 Fifth Member and Officers for 2007.

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.

Hank van der Horn nominated Fred Adams as Chair *pro tem*. Fred Adams stated that he would let his name stand as Chair *pro tem* for elections for the North Renfrew Landfill Operations Board.

Moved by: Hank van der Horn
Seconded by: Ed Cochrane

That Fred Adams be Chair *pro tem* for the election of the Fifth Board Member, the Board Chair and the Board Vice Chair for 2007. Carried.

2. Adoption of the Agenda for the current Meeting.

Hank van der Horn suggested that the topic of the WDO In-Kind Advertising Program be added to the Agenda. Members agreed that this topic be added as Agenda item 10. d.

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

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

3. Election of the fifth Board Member.

Pro tem Chair Adams stated that the election procedure will be in accordance with section 4.3 of the Intermunicipal Agreement that was signed on March 12, 2003. He reviewed the procedure of the selection of the fifth Board Member from four non-council nominees, two submitted by each council. The selection would be done by secret ballot. Section 4.3 of the agreement states "...If no nominee receives a majority of votes, any nominee who received no votes will be eliminated, and a second ballot will be held. If no nominee receives a majority of votes in the second ballot, any nominee who received no votes will be eliminated, and one of the remaining nominees will be selected by lot. *Pro tem* Chair Adams asked current Board Members if they understood the selection procedure and it was determined that the process was understood. It was agreed that the interpretation of "majority" is three.

The two nominees selected by the Town of Deep River Council were Nora Waddell and Gary McAnulty and the two selected by the Town of Laurentian Hills Council were Jim Boulanger and Thomas Nicks. Ballots were handed out to the four Board Members and after voting they were collected and examined by James Leon and Dave Ethier. Nora Waddell received one vote, Gary McAnulty received one vote and Jim Boulanger received two votes. A second ballot was held and Jim Boulanger received two votes and Gary McAnulty received two votes. The two names were placed into a box and Nora Waddell was requested to draw out one name and set it flat on the table. The name was Gary McAnulty. She was then requested to remove the second name from the box and lay it flat on the table and the name was Jim Boulanger. Thus Gary McAnulty has been elected as fifth Board Member. *Pro tem* Chair Adams informed Gary that it is his duty as fifth Board Member to keep the best interests of the Board and the Site in mind with all Board dealings and not be biased toward either Municipality. He added that Board Members are also expected to do the same. Jim Boulanger and Nora Waddell left the Meeting at 7:45 pm.

4. Election of (1) the Board Chair; and (2) the Board Vice-Chair.

Hank van der Horn nominated Ed Cochrane as Board Chair. Dave Ethier nominated Fred Adams for the same position. Ed Cochrane stated that he has not been a Board Member for three years and feels uncomfortable accepting the nomination. Ed then nominated Hank van der Horn as Board Chair. Fred and Hank both agreed to the nominations.

Hank stated that he lives nearby and frequently visits the Board office for information and discussions. Fred stated that he has served on the Board for over 8 years and he is again willing to serve as Chair. Blank ballots were handed out to Board members and after the vote they were collected and examined by James Leon and Dave Ethier. Fred Adams received 2 votes and Hank van der Horn received 3 votes. Thus, Hank van der Horn was elected as Board Chair for 2007.

The election of the Vice Chair was then held. Ed Cochrane nominated Fred Adams. A call was made for other nominees and none were brought forward.

Moved By: Dave Ethier
Seconded By: Gary McAnulty

That the nominations for Vice Chair be closed. Carried.

Thus, Fred Adams has been appointed as Vice Chair for 2007. James was instructed to contact Steve Recoskie and Scotiabank to update the signing authority documents for 2007.

5. Call to order by new Chair. Brief opening remarks by the incoming Chair.

Chair van der Horn called the meeting to order and thanked Fred Adams for agreeing to be a nominee for Chair and for accepting the Vice Chair position.

6. Declarations of interest.

None.

7. Delegations.

None.

8. Review and Acceptance of Minutes of the Meeting of November 27th, 2006.

Moved by: Dave Ethier
Seconded by: Ed Cochrane

That the minutes of the Meeting of November 27th, 2006 be accepted as presented. Carried

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

None.

10. Correspondence.

a. MOE inspections Reports of January 23, 2007 Site Inspection, email from Coordinator to Board re Inspection Reports and request for acceptance of actions to address issues for inclusion in 2006 Annual Status Report.

The Reports had been delivered to Board Members prior to the meeting and an email was sent with a plan to address the actions. Photos taken of the Site during the inspection were distributed to Members.

Chair van der Horn noted that section 2.3 in the Reports required name changes for Laurentian Hills. The contaminated soil topic was discussed. James stated that an analysis of the soil is supposed to be presented to the Board prior to it being accepted at the Site. Members discussed emergency clean-up procedures from spills on or near the highway. James stated that the MOE is usually involved in emergency clean-ups and would direct the procedure for sampling, analysis and acceptance at the Site at that time. Gary McAnulty said that the MOE's Spills Action Centre procedures would cover such emergencies.

Chair van der Horn noted that the Report Section 2.6 stated that Natural Wood Products could be burned. The correspondence from Andrew Polley about this topic should be redistributed to Board Members. The issue of burning was briefly discussed and Dave Ethier noted that the earlier Board had agreed with neighboring land owners that there would be no burning at the site. Vice Chair Adams stated that the C of A allows burning of natural wood products but Appendix A, of the C of A is the D&O Report which states that there will be no burning at the Site.

Dave Ethier stated that Section 2.9 requires addressing re the passive ventilation in buildings at the Site. James should respond to the MOE about the status of this ventilation issue. Chair van der Horn added that Section 3.0 on page 3, the last paragraph, also requires addressing. James was directed to tell Mark Lesieur that there were five amendments to the C of A and they are numbered 1, 1, 2, 3 and 4. James was requested to send earlier correspondence about the Site Inspection to Gary McAnulty.

b. Closure costs letter from Robinson Consultants for 2006 audit.

The letter was examined and Vice Chair Adams and Chair van der Horn discussed the life expectancy of the Site. Last year's letter stated that there were 26 years remaining and this year's letter states 24 years, although the fill rate has decreased. James was requested to check into this. Gary McAnulty suggested that we examine note 2 which might account for the discrepancy. Dave Ethier stated that with 24 years left, we are still in pretty good shape.

Dave stated that he had spoken to Earl Gust about another landfill using metal grid type drop mats instead of top cover that are removed for new garbage and replaced after compacting at the end of the day. They could be placed over the garbage during the day to keep birds from digging up the garbage. Vice Chair Adams agreed that this is a good idea as the current 6" of sand daily cover is impossible to remove the following day and adds to our landfill volume used. James was directed to contact Earl Gust to discuss this idea. Gary suggested that James contact the Carp Road Landfill Site for information about this type of cover.

James noted that he had recently investigated tarp covering for daily cover and had contacted the OVWRC about their practice of top covering. The OVWRC uses a tarp for daily cover and it saves them large volumes of landfill. James suggested that the Board direct him to visit the OVWRC during covering or uncovering their waste. Board Members agreed that James call and arrange a visit for this purpose.

c. Discussion with Liebherr re 2007 possible funds required for service and repair of LR622 Crawler/Loader for budgetary purposes.

Earlier budget practices of not including the total expected expenditures for the Liebherr was discussed. Chair van der Horn stated that he and James had determined that repairs for the Liebherr including warranty repairs have totalled an average of \$10,000 a year. This amount should be the minimum amount for Vehicles in the 2007 Budget. James stated that he had contacted Liebherr and the calculated amount for this year would be 21,900.

Dave Ethier stated that it is the Board's job to prepare a budget that makes sense and the amount that was determined by Liebherr should be added to the budget and presented to both Councils. Chair van der Horn agreed with this and Ed Cochrane inquired about the amount of time that the machine is used daily. James replied that it is used one to three hours a day and this is dependant on the amount of work to be done and the time of year.

James stated that the five-year warranty is up on June 22, 2007 and both maintenance and repair of the machine will have to be paid by the Board. Gary McAnulty stated that his company runs only one truck for garbage collection and consequently he takes extremely good care and spends extra for frequent maintenance including oil and filter changes. The winter oil for all of his diesel engines is semi-synthetic 0W-40 grade. He has the oil changed every 100 hours and air filters changed frequently in the summer. Gary offered to prepare a maintenance schedule for the Liebherr that is similar to the one that he uses for his machines. Board Members agreed with this idea and thanked Gary for this offer.

Chair van der Horn noted that the Site operations contract is up in the summer of 2008. The Board might consider an action for the new contract that involves some how including the take-over of the Liebherr. Otherwise the machine should be used until it is worn out.

d. WDO In-Kind advertising.

This topic was discussed. James stated that he had called the WDO and they believe that the Board can make their applications for lineage in local newspapers.

Chair van der Horn stated that he had brought this issue to James' attention as the Town has not made an application. Vice Chair Adams stated that the advertising should be done by the SLC. James was directed to make the required application to the WDO.

11. Finance.

a. Financial Report

The current report was briefly reviewed. Ed Cochrane noted that vehicle maintenance was budgeted at \$1000 and the actual amount used in 2006 was \$1830. Fred stated that the amount in that line presented to Councils was originally \$10,000 but Deep River decided that it would be \$1000 and additional funds would be made available as required. The auditor chose the \$1000 amount in the 2006 audit.

Moved by:	Dave Ethier
Seconded by:	Fred Adams

That the current financial report be accepted for information purposes. Carried.

b. Discussion, editing and acceptance of 2007 Budget.

2007 Budgetary amounts were determined from the January 1, 2006 to December 31, 2006 Financial Report and from the auditor's 2006 Financial Statements. The Board requested that James again contact the Liebherr mechanic to fine-tune the cost of repairs for 2007 required for

the Board-owned machine. He should then update the 2007 Draft Budget and send it to the Board for approval.

- c. Applications to Towns for first draw of funds for 2007 dated February 7, 2007.

James reported that the Board's financial officer, Steve Recoskie, informs him when we are deficient in funds and the application should be made. The application was sent out on February 7th and the payments should be received shortly.

- d. Reminder for Towns to revisit the Towns' apportionment of costs once in each term of Municipal Councils.

Vice Chair Adams stated that these sharing costs are examined at least one time for each new Council. The two Councils should be reminded to look at the percentage split.

12. Update from Site Liaison Committee.

- a. Response from SLC application press release and appointment of SLC applicants for 2007 Membership.

The press release article in the NRT did not encourage any new SLC applicants. James stated that four of the six 2006 SLC Members are reapplying for 2007 Membership. Board Members agreed to the appointment of the four reapplying members.

At the last SLC Meeting on November 20th, 2007, Members reviewed the letters to the new and returning Council Members. They agreed that SLC Chair Gust sign the letters and that they be sent.

- b. Emails from 2006 SLC Members re December 27, 2006 NRT article "Council balks at recycling request".

This topic was briefly discussed and Vice Chair Adams stated that both Towns are now in agreement with SLC advertising and educating residents about waste diversion and recycling. The Board will review the SLC's advertising/educating information to eliminate possible controversy.

- c. Update on SLC terms of approval for recycling/diversion advertising and education.

This topic was covered in 12 b. above.

13. Other Business.

- a. Presentation of Draft 2007 Board Meeting Schedule and reply from Ed Cochrane re it is very difficult for him to attend day-time meetings.

Board members agreed with the schedule and requested that James send it out. A summer evening Site inspection meeting would be set during the next meeting. Vice Chair Adams stated that it should be set early enough so that insects are not too much of a problem.

- b. Updated on status on 2006 Annual Status Report.

James stated that much of the report was complete and the HHW portion would be reviewed by Vice Chair Adams. He is currently waiting for the landfilling figures and the 2006 Monitoring Report from Robinson Consultants.

c. Results of recycling reports for both Towns and Board's cardboard contract.

A copy of the three reports was distributed to Board Members. The numbers were examined and discussed. Chair van der Horn noted that materials received and diverted at the Baggs Road Site were recorded and reported by volume. The Towns' WDO reports must be done by weight. The Chair suggested that it would be beneficial to know the weight of garbage from both towns that is landfilled. He suggested that the empty and full garbage trucks could be weighed at the Swisha Mill. James was requested to contact Bee Line Disposal and ask if they have an old scale that could be employed.

Gary McAnulty stated that one cubic meter of garbage weighs one ton. He agreed that the empty and full trucks could be weighed to determine the amount of garbage by weight per week. Gary added that K & T Trucking has a set of scales on the Wiley Road that might be used. James was directed to contact Tracy Lance to determine if his scale could be used.

Other forms of waste diversion that could be included in the Board's and the Towns' waste diversion reports were discussed. They included scrap automobiles removed from both Towns, cardboard diversion from the Valu-Mart, composting done in the Towns, containers recycled by the local Beer Store and AECL diversion including metal. The amount of brush being burned by both towns should also be examined.

d. Discussion of and approval for Board's participation in the 2007 Extravaganza.

Board Members agreed that the 2007 Extravaganza be attended by the Board and the SLC. Dave Ethier suggested that prize giveaways might include reusable shopping bags that might be donated by local businesses. James was directed to contact Jim Boulanger and determine when and where the event would be held and obtain details of signing up.

14. Adjourn.

The next regular Board Meeting will be held in the Deep River Meeting Room on May 28th, 2007.

Moved by: Ed Cochrane
Seconded by: Fred Adams

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