



NORTH RENFREW LANDFILL OPERATIONS BOARD

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North Renfrew Landfill Operations Board Minutes of Meeting

Date: November 26, 2007
Time: 7:30 P.M.
Location: Town of Deep River 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
Fifth Member	Gary McAnulty	Resident/Board Member	Regrets
SLC Chair	Earl Gust	Site Liaison Committee	Present
Coordinator	James Leon	NRLOB	Present
Guest	Kevin Waito	Laurentian Hills Fire Chief	Present

1. Call to order.

The Chair called the Meeting to order at 7:33 pm.

2. Adoption of the Agenda for the current Meeting.

Moved by: Fred Adams
Seconded by: Ed Cochrane

That the Agenda be accepted as presented. Carried.

3. Declarations of interest.

None.

4. Delegations.

Laurentian Hills Fire Chief Kevin Waito stated that he is seeking some financial help with a project to purchase reusable fabric shopping bags. Kevin and Board Members discussed details of availability and costs of reusable bags. Vice Chair Adams stated that the funds in the Board's Budget are only to be used for Landfill Site operations. He suggested that

Kevin bring this request to Town Council. Council might approve some funding as waste diversion initiatives.

5. Review and acceptance of Minutes of August 27, 2007 Board Meeting.

Ed Cochrane raised a concern about the status of Board Minutes that were being distributed to the Towns' Councils prior to full Board review and approval. Vice Chair Adams stated that the Draft Minutes had been sent to the Towns as soon as they were prepared and reviewed by the Board's Chair. This was done so that important issues could be presented to the Councils as soon as possible and well before they were formally approved during the next Board Meeting. Now that there are only four scheduled Meetings per year, prior distribution is very important. Ed suggested that the Draft Minutes could be first sent to Board Members and reviewed before being sent to the Towns.

Vice Chair Adams noted that earlier sets of Draft Minutes had the watermark "DRAFT MINUTES" on each page so that the Towns were aware that the minutes were not yet approved. He agreed with Ed's suggestion to have Board Members including the SLC Chair review and comment on the Draft Minutes before sending them to the Towns. The Coordinator was instructed to have this review of the Draft Minutes completed prior to sending them to the Towns and to add the Draft Minutes watermark.

Moved by: Fred Adams
Seconded by: Dave Ethier

That the Minutes of the August 27, 2007 Board Meeting be accepted as presented.
Carried.

Moved by: Ed Cochrane
Seconded by: Dave Ethier

That the Draft Minutes of Board Meetings be sent to Board Members so that they can review and comment on them prior to sending them to the Towns. Carried.

6. Business arising from previous Minutes that is not dealt with elsewhere in the Agenda.

None.

7. Correspondence.

a. Emails re amendment to the C of A to allow the use of tarps etc. for daily cover.

James Leon reported that the MOE had sent a draft of the amendment and that he had made some changes that they had overlooked. The important changes were accepted verbatim. The approved amendment is expected shortly.

b. Correspondence re annual landfill survey.

Correspondence re the 2007 annual survey and Board approval was discussed. James stated that the survey was completed and the plots should be received in about one month.

c. Suggestion from Vice Chair and contact with OPA re “The Great Refrigerator Roundup”.

Earlier calls and emails about The Great Refrigerator Roundup were discussed. OPA have recently agreed to remove refrigerators and other cooling appliances from the Landfill Site when there are some working units available. There would not be any charges and that they would provide freon volumes for the Board’s files.

d. Discussion re Christmas week Site hours.

James reported that he had received two messages from Lucien Krytes of City Disposal for advice re the Christmas week garbage pickups in Deep River. The problem was that the Landfill Site is closed on Tuesday and Wednesday for the holidays. James called him and informed him that the pickup date changes and advertising the changes should be discussed with the Town of Deep River as Lucien’s contract is with them. Lucien was also informed that if he wanted the load(s) of waste accepted on Boxing Day, he could contact the Baggs Road Landfill Site’s Contractor to determine if an arrangement could be made.

Members discussed this issue and Vice Chair Adams stated that if Lucien required schedule changes during Christmas week he would have to pay the costs including advertising.

e. Summary of discussion with WDO’s Clayton Sampson re waste diversion/recycling.

After brief consideration, Board Members decided that the discussion with Clayton not be addressed as he should only present this information to the Towns as recycling, with the exception of commercial cardboard recycling, is in control of the Towns.

f. Correspondence re dropping tipping fee for ½ or ¾ ton trucks with trailer.

Members discussed the recommendation to Towns from the Board to drop the tipping fees for ½ or ¾ ton truck with trailer, both containing waste, that are brought to the Baggs Road Landfill Site. The recommendation was discussed by both Councils and Laurentian Hills Council had agreed to, have already gone ahead and made the change and no longer collect these tipping fees. Deep River Council decided to examine the bylaw and make the decision in the new year.

g. Letters and discussions re increased costs for cardboard recycling.

The letters were discussed and the Board decided to continue with the current cardboard recycling company until a better one is found. James stated that he had made several requests for proposals for cardboard recycling but has not yet received any replies. He was directed to continue to pursue this issue.

James stated that he has received recent information from Beaumen stating that because Wednesday December 26th is a holiday, they will make the commercial cardboard pickup on Monday December 24th. James was directed to run an appropriately sized ad in the NRT on December 19th informing commercial institutions of this change.

8. Finance.

a. Financial Report.

The Report was examined. Vice Chair Adams and Dave Ethier noted that the 2006 surplus amount is seen in the "Budget" column but "0.00" is in the "Jan 1 – Nov 23, 07 column. James stated that he had requested the Board's Financial Officer to check into this and she stated that she would contact the Board's Auditor. The Vice Chair asked about the amount for the electric fence maintenance being "0.00" and James replied that no service/repairs were yet required during 2007. He suggested that an amount be left in the 2008 Budget for the fence as we will likely need one new deep-cycle battery and possibly some repairs.

The 2007 budgeted amount for "Vehicle/Equipment Repair" for the Liebherr was noted as not yet being used and James was asked the reason for this. He replied that the Liebherr is now due for the first after-warranty service and the mechanic has informed him that the tracks were well worn and replacement should be done in December 2007 or January 2008. James was instructed to order the required parts.

b. Proposal from Robinson Consultants re annual survey.

The proposal had recently been sent to Board Members by email and they had agreed to have the 2007 survey completed. The second, third and fourth year surveys amounts were discussed. The proposal had amounts lowered because of sampling and analysis savings due to the amendment to C of A Schedule "B". James added that with the savings, the proposal amounts were substantially lower than two other quotes received.

Moved by: Dave Ethier
Seconded by: Ed Cochrane

That the proposal from Robinson Consultants for 2008, 2009 and 2010 annual landfill surveys and plots for Annual Status Reports be accepted. Carried.

c. Planning meeting for Draft 2008 Budget.

James stated that historically the initial draft budget for the next year was prepared by the Vice Chair and the Coordinator. Vice Chair Adams agreed and requested that James contact him to set up a meeting for the 2008 draft budget preparation.

9. Update from the Site Liaison Committee.

a. Details of September 10 and November 19, 2007 SLC Meetings.

SLC Chair Earl Gust stated that information and motions from last two SLC Meetings are as follows:

Information and motion to Board from the September 10, 2007 Minutes of SLC Meeting:

“5. c. Discussion of ways to increase recycling.

SLC Members discussed small compostable garbage bags, transparent and translucent garbage bags and user-pay per bag or tag methods to decrease recyclable materials from being landfilled. James stated that the last Board discussed user-pay ideas and decided that a plan be made to reduce garbage and increase the amount being recycled. Members agreed that a first step should be to use clear bags as people get embarrassed and refrain from putting recyclable materials in their garbage bags.

Moved by: Susan Patterson
Seconded by: Anne Oesinghaus

That the SLC request that the Board recommends to the two Town Councils that clear bags or user-pay bags be mandated to enhance recycling. Carried.”

Board Members discussed this request and directed James to include the SLC recommendation in the Minutes of this Meeting.

Information and motion to Board from the November 19, 2007 Minutes of SLC Meeting:

“4. e. Results of garbage audit at Landfill Site and press release.

James reported that he and fifth Board Member, Gary McAnulty, had conducted the garbage audit on October 7th. The following press release was sent to the NRT and run in the October 17th edition:

“During a recent Board Meeting, the Board agreed to a request made by the North Renfrew Site Liaison Committee to conduct a waste audit on garbage arriving from both of our Towns. The purpose of the audit was to determine the rate of recycling by examining the contents of bags of garbage and separating the materials that are garbage that should be landfilled from the materials that should have been recycled using our blue box programs. Board Member Gary McAnulty and the Waste Manager Coordinator agreed to conduct this audit.

The first audit was conducted in 2004 by Councillor Hank van der Horn, Chairperson of the Board, and the Coordinator. At that time the audit revealed that garbage bags being brought to the Landfill Site to be landfilled contained

about two-thirds by volume of materials that were not garbage but were recyclable materials that should have been recycled.

Random samples of the loads from the garbage trucks from both Towns were used during the audits.

The second audit conducted on October 6, 2007 painted a slightly brighter picture. This time the volumes were equal. This indicated that residents are becoming aware of the importance of recycling and its advantages to the environment and the economy. The actual message is that this change is just a step toward not landfilling any recyclable material. Residents are encouraged to recycle everything possible.

Two photos of the piles from the audit are attached. The pile on the left is the true garbage and the pile on the right is the recyclable material. Please accept this press release and one of the photos (your choice) for publication. Thank you on behalf of the Board and the Site Liaison committee.”

Board Members discussed the various ways to encourage people to recycle more and requested that James communicate the SLC’s comments to the Councils for their information and request any alternate suggestions the Councils may wish to make for effecting an increased awareness of the need for broader-based recycling, or any response they might wish to make with regard to the SLC’s thoughts.

The next topic from the November 19, 2007 SLC Meeting was:

“Susan Patterson suggested that several three-system recycling containers could be placed in strategic locations in the two Towns. Susan estimated that about six containers could be placed in Deep River and two or three in Laurentian Hills. The containers could be emptied by the blue box contractor and this should be included in the next contract.

Moved by: Susan Patterson
Seconded by: Anne Oesinghaus

That the Board be asked to recommend that the two Towns add three-system recycling containers to strategic areas to increase recycling of materials that would otherwise be placed in garbage cans. Carried.

Susan added that she would look into availability and cost of the containers.”

Board Members agreed that this SLC recommendation be included in the Minutes of this Meeting.

The SLC discussion of “The Great Refrigerator Roundup” during the November 19, 2007 SLC Meeting was covered in part in item 7. c. of this Board Meeting and was as follows:

“5. a. Discussions with OPG re “The Great Refrigerator Roundup”.

Fred Adams, the Board’s Vice Chair had contacted James and informed him of the “The Great Refrigerator Roundup” information that had been enclosed with his recent hydro bill. He suggested the SLC should contact the Ontario Power Authority (OPG) and determine if they would take some of the units from our Site’s HHW Area. James called and visited the OPG web site. Information about the Roundup was downloaded and he had several discussions with OPG’s Bill Wiley. Bill later agreed that when units that meet the Roundup criteria are received, they should be called to schedule a pickup. For a pickup to happen, 20 to 30 units in our area must be available including the units at the Landfill Site. An added bonus is that if there is room still available on their truck, they will take additional units. They will also provide amounts of refrigerant removed from our units for our Annual Status Report purposes. Everything that is recyclable including foam insulation and plastics are recycled by this program.

SLC Members agreed that this is a worthwhile SLC initiative that should save money and assure the proper recycling of the units.”

Board Members agreed that this OPG information also be included in the Minutes of this Board Meeting.

b. Appointment of SLC applicants for 2008.

Earl Gust stated that the 2007 SLC Members have agreed to apply for 2008 SLC Membership. The 2008 applicants are: Earl Gust, Nora Waddell, Susan McBride, Anne Oesinghaus and Susan Patterson.

Board Members discussed the applications.

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

That Earl Gust, Nora Waddell, Susan McBride, Anne Oesinghaus and Susan Patterson be appointed as SLC Members for 2008. Carried.

c. SLC request that the Board recommends to the two Town Councils that clear bags or user-pay bags be considered to enhance recycling.

This topic was covered in Agenda item 9. a.

b. Result of garbage audit at Landfill Site.

This topic was covered in Agenda item 9. a.

- c. Email discussion re battery recycling by Laurentian Hills Fire Department and SLC suggestion for a press release.

The battery recycling initiative and press release were discussed. An email with the proposed press release had been sent to Board Members earlier. Members agreed with this mode of recycling and with the press release as presented by the SLC.

10. Other Business.

- a. Request by Chair that the Board discuss allowable materials in the Deep River spring pickup for landfilling at the Baggs Road Site.

Chair van der Horn stated that he would like the Board to discuss this issue early enough to dissuade the Town from having materials sent to the Baggs Road Site for landfilling that should not be landfilled during future spring cleanups, as had happened in 2007. Members discussed this issue and decided that Deep River must be reminded of what is and is not acceptable for landfilling at the Baggs Road Site. The greatest problem during the 2007 pickup was the amount of recyclable cardboard that was in with the loads destined for landfilling.

Vice Chair Adams noted that the materials loaded on trucks to be landfilled should be sorted so that there aren't any recyclable cardboard or other recyclable or disallowed materials in the load. The Town usually does some sorting to keep scrap metal separate. Ed Cochrane noted that some of the material placed out for the spring pickup is in cardboard boxes. The Vice Chair stated that if the box is clean it is recyclable cardboard and if it is contaminated it must be landfilled. Clean boxes should be emptied and recycled.

Chair van der Horn recommended that prior to beginning the spring cleanup, the Town should advertise what is acceptable for the cleanup and what is not. Recyclable materials, especially recyclable cardboard, should be placed out for blue box pickups. Board Members agreed that the Town be requested to have this information added to their spring pickup flyers and ads. Ed Cochrane added that Pubic Works should also be given this information about what is acceptable at the Baggs Road Site.

- b. Suggestion by Chair that the Board discuss renewal of the operations contract.

Dave Ethier stated that one option would be for the Board to hire staff and operate the Site. The Chair noted that he had asked James to contact the Laurentian Hills CAO and Treasurer to try and obtain an estimate of the possible costs for the Board to operate the Site. James stated that he had had the requested discussion in July 2007 and had given the Chair a copy of the notes of the discussion. James was directed to send the notes of that discussion to Board Members.

Members agreed that there would be a hefty overhead to begin operations. Extending the contract was suggested and Earl Gust stated that there might be some complaints if the Board does not go out to tender.

Vice Chair Adams stated that the cost of the preparation of a Tender package would be many thousands of dollars and suggested that the Board go out for proposals. Dave Ethier suggested that an information package be prepared for proponents. The Vice Chair noted that we have an Operations Manual, the C of A with amendments and the D&O Report to set the rules and the Board could ask for 1, 3 and 5 year proposals.

Moved by: Fred Adams
Seconded by: Ed Cochrane

That the Chair and the Coordinator be directed to meet and put the information together for a RFP package and to circulate the information to the Board for approval prior to going to the public for RFPs. Carried.

The Board discussed if a local lawyer should review the package, the topic of lowest bidder and the statement “To be a successful bidder, you must demonstrate the capacity to do the job”. Dave Ethier suggested that the Board have a special meeting to review the information and that the Vice Chair examine it on-line before the RFP package Meeting.

11. Adjourn.

Prior to adjourning, Vice Chair Adams suggested that, at a future Meeting, the Board discuss paying to have the C&D waste being brought to Deep River’s Miller Road Site shredded or tub-ground. The reason for the Board discussing this topic and possibly providing Board-based funding from both Municipalities would be that any extension of the life of the Miller Road Site will bear directly on the overall life of the Baggs Road Site. James stated that he would add this suggestion to the next agenda.

Moved by: Earl Gust
Seconded by: Fred Adams

That the Meeting be adjourned at 9:47 pm. Carried.

The Chair set the first General Board Meeting of 2008 for Monday February 25 at 7:30 pm in the Point Alexander Meeting Room.