



NORTH RENFREW LANDFILL OPERATIONS BOARD

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North Renfrew Landfill Operations Board Minutes of Special Meeting

Date:	February 4, 2008		
Time:	7:30 P.M.		
Location:	Point Alexander Meeting Room		
2007 Chair	Hank van der Horn	Town of Deep River	Present
2008 Chair	Fred Adams	Town of Laurentian Hills	Present
Vice Chair	Gary McAnulty	Resident/Fifth Member	Present
Councillor	Ed Cochrane	Town of Deep River	Present
Councillor	Dave Ethier	Town of Laurentian Hills	Present
Mayor	Ann Aikens	Town of Deep River	Present
SLC Chair	Earl Gust	Site Liaison Committee	Absent
Coordinator	James Leon	NRLOB	Present

1. Call to order.

The 2007 Chair called the Meeting to order at 7:35 pm.

2. 2008 Board Elections

Board Members agreed that 2007 Chair, Hank van der Horn be Chair *Pro Tem* for the Election of the 2008 Chair.

Ann Aikens nominated Fred Adams for 2008 Board Chair.

Moved by: Ann Aikens
Seconded by: Gary McAnulty

That Fred Adams be nominated as a candidate for the position of 2008 Chair of the Board. Carried.

Fred accepted the nomination. A call was made for further nominations, but none were made. Fred Adams was declared acclaimed as 2008 Board Chair.

Chair Adams thanked Hank van der Horn for his dedicated service as Board Member and Chair during the past four years. Hank's frequent visits to the Board Office for business, approval of invoices and cheques signing were appreciated.

Hank replied that he enjoyed being on the Board and working with Board Members during the last four years.

Ann Aikens also thanked Hank for his service to the Board and added that he did an enormous amount of work for the Board.

The Chair called for nominations for Vice Chair and noted that the Board has tried to have a Vice Chair not from the same Town as the Chair. Fred nominated Ann Aikens as Vice Chair. Ann Aikens declined the nomination and nominated Gary McAnulty as Vice Chair of the Board.

Moved by: Ann Aikens
Seconded by: Dave Ethier

That Gary McAnulty be nominated as a candidate for the position of Vice Chair of the Board. Carried.

Gary accepted the nomination. A call was made for further nominations, but none were made. Gary McAnulty was declared acclaimed as Board Vice Chair.

3. Review of Board Meetings dates

Recent correspondence about the General Board Meeting being scheduled for February 25, 2008 was discussed. Vice Chair McAnulty will be away on vacation during the week of February 25th and will not be available to attend that Meeting. The Board decided that the date be changed to February 18, 2008.

Ann Aikens stated that she has reviewed the 2008 Board Meetings schedule and noted that she will not be available on August 25, 2008 and suggested that the Meeting date be changed to August 18, 2008. Board Members agreed with this date and James Leon was instructed to change the dates and issue the edited 2008 Meeting Schedule.

4. Review of RFP Document and Draft of Policy

Members discussed the current RFP document and the Chair asked if there were any changes that should be made.

Ann Aikens noted that the draft policy was for recruitment and/or hiring of employees full time, part time or contract. The policy should be for procurement of goods and services. The Board instructed James to obtain both Towns' procurement policies and to work with Wayne Kirby and Gene Kiviaho to prepare the Board's Draft Policy. Ann recommended that the new policy be flexible and only be required for higher cost procurements including services obtained by RPFs.

Board Members discussed whether local companies should be invited to make proposals or should there be advertising in the NRT. Members agreed that an ad be placed in the NRT about three weeks prior to the RFP closing date.

5. Discussion of RFP document and Board-owned Liebherr.

Ann Aikens suggested that RFP page 1.10 “Discharge of Employee” should be reworded so that the Contractor is told to fix the problem. Gary McNulty agreed that if a Contractor’s employee treats the public disrespectfully, the Contractor must be asked to address the problem.

It was decided that the sentence in that section simply be ended after “...shall notify the Contractor, in writing, stating the reasons”.

Ann added that page 1.6 “Workers Compensation Board” should be updated to “Workplace Safety & Insurance Board”. She noted that the RFP or the ad should include the Landfill Site operating hours. Chair Adams stated that the operating hours are included in the Operations Manual.

Board Members briefly discussed RFP section 4.0 “General Conditions” which is part of the standard construction document.

Members then discussed possible ways that the Board-owned Liebherr crawler-loader might be included as part of the next operations contract. Options include having the contractor own the machine and reducing the five-year contract bid by an amount that reflects the value of the Liebherr. As the Liebherr was a sizable investment by the two Towns when it was purchased, Ed Cochrane suggested a second option, that the RFP could include the maintenance and repair of the Liebherr while ownership is kept by the Board. A third option would wait until the new contract begins and then negotiate the details of the Liebherr ownership and/or maintenance and repair.

Chair Adams stated that a five-year contract would be best. Ed Cochrane added that there should be a clause to allow a renewal for a second five-year term. Gary McNulty suggested that a 90 day escape clause should also be added.

Ann Aikens noted that other machines a potential contractor might wish to use for landfill compacting must be able to do the same job, as a minimum, as the Liebherr and this should be added to the RFP. Gary stated that waste taken to the Site in garbage trucks is already compacted to one ton/cubic metre. James stated that he could easily obtain the compaction rate of the Liebherr by using the machine’s total weight and the area of the tracks’ ground contact. Ed Cochrane suggested that the RFP states that the Contractor can use the Liebherr or a different machine provided by them that has the same or better compaction.

The Chair and Ann Aikens discussed this topic and suggested that this issue about the Liebherr be left for now and that we first get the five-year contract in place before addressing these details. Chair Adams directed James to prepare a Draft of the Board’s Procurement Policy and send it to the Board for discussion and approval during the next Meeting.

Advertising the RFPs was discussed again and the Board confirmed that an ad in the NRT would be best. Ann Aikens suggested that a draft ad be prepared and recommended that it

include comments as to “ways that your proposed operation of the Landfill Site will extend its life”.

The Board then revisited Ed Cochrane’s idea to add the Liebherr for use in the next five year Landfill operations contract and include its maintenance and repair in the RFP, while the Board continues to own the machine. The machine would be in good repair when the contract begins and when the contract ends it must be in the same well-maintained and repaired condition. Chair Adams asked James to add this to the RFP and have Ed examine the changes before they are circulated.

Chair Adams directed James to call Liebherr and determine the cost to have an inspection report completed for our machine. He asked James for the status of the required repairs to the undercarriage/track and James stated that most of the parts have already been received and the remaining parts are expected shortly. James was instructed to have the work completed as soon as all of the parts are received.

Chair Adams agreed with Gary’s earlier suggestion for a ninety-day operational tracking period for the new contract to determine if we are losing Site life. The Chair briefly summarized the tarp daily cover C of A amendment #5 that should add life to the Site by decreasing the amount of daily cover.

6. Discussion of Board’s signing officers or 2008.

Chair Adams stated that with newly elected Board officers, some changes are required to the list of the Board’ signing officers. James was directed to contact Scotiabank and inform them that the 2008 signing officers are any two of Fred Adams, Gary McAnulty and the Town of Laurentian Hills’ Treasurer, Sherry Batten.

Ann Aikens suggested that the Treasurer should be formally appointed and given signing authority during the next Board Meeting. James was asked to add this to the next Meeting Agenda.

7. Adjourn.

Moved by: Ed Cochrane
Seconded by: Dave Ethier

| That the Meeting be adjourned at 8:50 pm.

The next Board Meeting had been set earlier during this Meeting for Monday February 18, 2008 at 7:30 pm in the Point Alexander Meeting Room.