



## NORTH RENFREW LANDFILL OPERATIONS BOARD

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### North Renfrew Landfill Operations Board Minutes of Meeting

Date: February 18, 2008  
Time: 7:30 P.M.  
Location: Point Alexander Meeting Room

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
Visitor	Dan Menard	Beaumen Waste Management	Present

#### 1. Call to order.

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

#### 2. Adoption of the Agenda.

Moved by: Ann Aikens  
Seconded by: Gary McAnulty

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

#### 3. Declarations of interest.

None.

#### 4. Delegations.

At 7:40 pm Beaumen's Dan Menard arrived. Chair Adams welcomed Dan. The Chair stated that Dan had called James last week and offered to attend this Meeting and give Members a brief presentation and a letter about options for recycling. James noted that the Board could only entertain suggestions about commercial cardboard/fibres recycling. James informed Dan that he would run his request by the Chair and get back to him. After some discussions, the Chair agreed that there might be some merit to having Dan attend the Board Meeting. He directed James to first contact Vice Chair McAnulty to determine if he thinks that Dan should be invited. The Vice Chair agreed that Dan be invited.

Chair Adams informed Dan that blue box recycling is the jurisdiction the individual Councils. Dan distributed copies of a letter regarding overall recycling in both Towns. He added that he wants to provide information about the broad spectrum of options for future recycling. His company will no longer be providing any recycling service in the two Towns or for the Board. He added that he is presenting the options for recycling as a favour and requested that the two Members of each Council attending this Meeting bring the letter to the attention of their Council.

Ann Aikens recommended that Dan visit each Council and make his presentation. Dan replied that this will be his only visit and requested that his letter be accepted at this Meeting for presentation to both Councils. Dan offered to be available by phone for questions and advice.

Chair Adams agreed that the information from Dan be passed along to the Councils. He and Ed Cochrane thanked Dan for the information and for his part in recycling on behalf of both Towns.

Dan Menard left the Meeting at 8:52 pm.

5. Review and acceptance of Minutes of November 26, 2007 Board Meeting and February 4, 2008 Special Board Meeting.

Moved by: Dave Ethier  
Seconded by: Gary McAnulty

That the Minutes of the November 26, 2007 Board Meeting be accepted as presented. Carried.

Moved by: Gary McAnulty  
Seconded by: Dave Ethier

That the Minutes of the February 4, 2008 Board Meeting be accepted as presented. Carried.

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

None.

7. Correspondence.

- a. Emails from Board re topic of including the Liebherr as part of RFPs and revised RFP document.

Ed Cochrane suggested that the Board revisit the topic of including the Liebherr in the RFP. He had re-thought his suggestion made during the last Meeting and noted that all things mechanical are subject to wear and breakage. Trying to stick a contractor with service and repair costs of the machine, even if it were taken over in apparently good repair, would make the contractor reluctant to use it. It would be inappropriate to saddle a contractor with such potential major expenses. Although it was a major expenditure when purchased, the machine is now not worth a lot of money and there is no sense having it sit unused and rusting in the elements.

Ed stated that the successful contractor, once selected, could be asked make a proposal about the Liebherr's service and repair or the costs could be split with the Board, unless the machine was misused by the contractor or his employees. Chair Adams noted that contractors normally have a fleet of machinery; however the Board's Liebherr is a fleet of one. An estimate of repair expenses on one piece of equipment cannot be statistically estimated. Thus, a contractor will not be able to realistically predict expenses. The contractor's proposal will not likely be less than a guess at the worst case scenario.

Vice Chair McAnulty noted that recommended service intervals for machinery used in dusty operating conditions is usually about twice the frequency as in clean conditions. He suggested that the Board adopt this practice as dust and sand at our Site cause a harsh operating environment. This should be kept in mind whether the Board or the contractor does the maintenance.

Chair Adams suggested that if the Board builds in half of the major repair expenses, the contractor will take good care of the machine. He suggested that a major expense be defined as a single repair of \$5,000 or more.

Ann Aikens suggested that these ideas might make the RFP too complex and perhaps we should leave the service and repairs to the Board. Dave Ethier stated that the Board should get out of the responsibility of this unit. Ann suggested that we could offer it as part of the RFP Document.

Ed agreed that we include the machine as part of the RFP and have the Board pay 50% of the major expenses.

Members debated the options and the Chair suggested that the Liebherr be turned over for use at the beginning of the contract and the ownership would be transferred to the contractor at the end of the fifth year. The RFP could say that the Liebherr will be provided

for the contractor's use, the contractor will pay for service and 50% of the major repairs and at the end of the 60 month contract ownership will be turned over to the contractor. Insurance expenses will be paid by the Board until the end of the fifth year. Board Members agreed with this suggestion. The Chair directed James to draft up a clause to reflect this and circulate it to Board Members for comments.

Members then agreed that one ad be run in the NRT for RFPs.

b. Reply from Towns re policies for procurement of goods and services.

James Leon stated that the Towns' procurement policies were requested and received. A Draft Procurement of Goods and Services policy was prepared and sent to the Board. Members discussed the Draft and Ann Aikens noted that the Board's policy should define that services can be obtained by tender or RFP for high dollar contracts of \$10, 000 or greater. Dave Ethier suggested that for a service that is \$10,000 or more, the Board may select to obtain them by tender, RFP or quote.

Ann requested information about section 5.3 of the Draft "...tenders by request...". Dave Ethier gave an example of a recent request by tender that Laurentian Hills used for a recent roof repair of a Town building. Sections 5.3 and 5.4 of the Draft were discussed and the Board agreed that quotes be requested in an advertisement according to the RFP Document.

Ed Cochrane recommended that the Board have its lawyer examine the Draft procurement policy to assure that we are proceeding properly. Members agreed with Ed and suggested that a lawyer be selected. Ann Aikens noted that one solicitor that has expertise in Municipal law is Fred Dean. He is the current lawyer used by Head, Clara and Maria Twp.

Chair Adams suggested a motion be made to contact this solicitor.

Moved by:	Dave Ethier
Seconded by:	Ann Aikens

That the Board requests that the Coordinator contact Fred Dean to determine if he is willing to work with the Board and review the Procurement policy. Carried.

Ann suggested that James call Melanie at HCM Twp for contact information for Fred Dean. James was asked to make this contact quickly as we want his recommendations ASAP so that the Board can proceed with policy approval. Tell the solicitor that the Board requires the ability to seek services by tender, RFP or quotations and either by advertising or by invitation. Members agreed that other sections of the Draft are acceptable.

c. Amendment to C of A re alternate daily cover materials including tarps.

James reported that the Approved Amendment dated November 19, 2007 was received the first week of December 2007. The text was unchanged from the Draft Amendment which was presented to the Board during the November 26, 2007 Board Meeting. Chair Adams

suggested that the Amendment had been adequately covered during the November Meeting.

- d. Suggestion by Chair that the Board discuss FCM Funding Opportunity for exceptional waste diversion projects.

The FCM letter – “New Funding Opportunity For Municipal Solid Waste Projects” was discussed. James stated that Chair Adams had originally sent the FCM letter to him for discussion by the Board. James had discussed the letter with the Laurentian Hills’ CAO, who suggested that large Municipalities with more resources to pursue this opportunity will likely receive most of the funding. James added that while the Board is authorized to apply for grants in most cases, the terms of the FCM letter indicate that it would not be the mandate of the Board but for each Town to make an application unless the both Towns give the Board the authority to make an application. Dave Ethier stated that there are consultants that provide the service of writing up applications like this one.

- e. Reply from Laurentian Valley Twp re resolution for a maximum of three bags of garbage/two weeks and Whitewater Region Twp user-pay details – for information only – Council jurisdiction.

The By-Law from LV Twp was displayed to Members. Members accepted it for information purposes.

## 8. Finance.

- a. Financial Report.

The Financial report was distributed and examined. James noted that the actual 2007 amounts will not be available until the Auditor completes his report. He was shown a rough draft of the report which indicated 2007 surplus of about \$5,000. As the audit is not completed, the actual amounts might differ. The Financial Report for January through December 2007 indicates that the Net Income is \$25,565 which is \$20K more than the amount in the rough draft of the 2007 audit.

Chair Adams suggested that the difference is likely caused by not having all of the 2007 payments in the computer when the Financial Report was prepared. James was directed to contact the Auditor and determine sources of this difference and obtain a copy of the 2007 Audit Report.

- b. Discussion and approval of Draft 2008 Budget.

The 2008 Pre-Draft Budget dated December 3, 2007 prepared by 2007 Vice Chair Adams and the Coordinator was discussed. The 2007 amount column was deemed at best an estimate as made on December 3, 2007.

Ann Aikens stated that we cannot approve a Budget as we do not know the costs of the operations contract for the last five months of 2008. Chair Adams agreed with this uncertainty, but added that we do need a Budget.

The amount in line 6 of the Pre-Draft “Contingencies/Miscellaneous” was discussed and agreed upon. Ann suggested that amount in line 19 “Brush Chipping” be changed to \$5,000 as the brush chipping contract will finish in August 2008. The amount in line 22 for the commercial cardboard contract was discussed. Chair Adams stated that on November 1, 2007 Beaumen increased the weekly cardboard pickup to \$200/week and began charging for the bin service for cardboard at the Site. This will at least double the costs for cardboard removal during 2008. He added that James is currently trying to get quotes from other contractors for cardboard recycling and this will be addressed under Agenda item 8. e.

The Board noted that there was no budgeted amount for the tarp for daily cover. James was instructed to add \$1,500 on line 27 for the purchase of a tarp and chain.

When the 2007 figures are received from the Auditor, James should update the 2008 Budget and review it with Chair Adams, prior to sending the Draft Budget to the other Board Members.

- c. 2007 Chair’s suggestion that the Board approve purchase of tarp for landfill daily cover.

Moved by: Ed Cochrane  
Seconded by: Gary McAnulty

That the tarp and chain be purchased for use as daily cover. Carried.

- d. Appointment of Town of Laurentian Hills’ Treasurer, Sherry Batten, as Board Financial Officer and one of the three bank account signatories.

Moved by: Ed Cochrane  
Seconded by: Dave Ethier

That the Town of Laurentian Hills’ Treasurer, Sherry Batten, be appointed as the Board’s Financial Officer and one of the three bank account signatories. Carried.

- e. Update on request for estimates for commercial cardboard recycling.

James reported that he again made several calls to earlier and other potential contractors that might be interested in making a proposal for recycling commercial cardboard in our service area. No one has yet replied with a proposal. James was directed to continue trying to obtain proposals.

- 9. Update from Site Liaison Committee.

a. Details of February 11, 2008 SLC Meeting.

In the absence of the SLC Chair, James stated that during the February 11<sup>th</sup> SLC Meeting Earl Gust was nominated and declared acclaimed as 2008 SLC Chair and Nora Waddell was nominated and declared acclaimed as 2008 SLC Vice Chair. Topics discussed included 2008 advertising and the request that is included in the following Board Meeting Agenda item – 9. b.

b. Request for reply from Councils re SLC suggestions in the Minutes of the November 26, 2007 Board Meeting.

The SLC suggestions were discussed. Ann Aikens stated that she was not aware of the suggestions. Chair Adams noted that the suggestions were included in the Minutes of the November 26<sup>th</sup>, 2007 Board Meeting Minutes. The Minutes are sent to Board Members, Alternate Members, the CAOs and the Mayors. Normally the CAOs distribute the Minutes to the Councils. Ann briefly reviewed the SLC section of the November 26, 2007 Minutes and agreed that the suggestions be reviewed. Replies to the SLC is up to the individual Councils.

10. Other Business.

a. Update on suggestion that Deep River Council/Board Members reminds Council of acceptable materials for landfilling at the Baggs Road Landfill Site for the 2008 spring cleanup and that the information be included in the prior-to-cleanup advertising.

The spring cleanup was briefly discussed. Chair Adams stated that this was also discussed during the November 26<sup>th</sup>, 2007 Board Meeting and Council should have been made aware of that discussion.

Ann Aikens stated that this topic was not presented to Deep River Council. She inquired about ways to not repeat the problems that occurred during the 2007 cleanup. Members discussed this and agreed that the main problem with waste from the 2007 cleanup was the landfilling of recyclable cardboard. Details of item 10. a. of the November 26, 2007 Board Meeting Minutes “Request by Chair that the Board discuss allowable materials in the Deep River pickup for landfilling at the Baggs Road Site.” was discussed. Chair Adams recommended that residents be informed that recyclable cardboard should not be put out with spring cleanup materials and that the purpose of the blue box program is to capture all recyclable cardboard and other listed recyclable materials. The Chair added that when the weekly cardboard pickup began in 2004, the Board decided that recyclable cardboard would no longer be accepted for landfilling. A sign stating this is placed at the landfilling area gate. For convenience, a bin for recyclable cardboard is located at the recycling area of the Site.

Ann stated that residents will likely place much of the 2008 spring cleanup waste in garbage bags that was put out in cardboard boxes in earlier years. Board Members agreed with this as garbage bags take up less volume than cardboard. Ann added that this information will be brought to the attention of Council.

- b. Suggestion by Chair that the Board discuss paying for shredding or tub-grinding of C&D waste being brought to Deep River's Miller Road Site.

Ann Aikens noted that the operation of the Miller Road C&D Site owned and operated by Deep River, and issues including shredding or tub-grinding would be decided by Deep River Town Council.

Chair Adams stated that the reason that he had suggested this was that shredding or tub-grinding is very expensive and if the Board were to pay for it, both Towns would be paying their share. James stated that last estimate that he received was for \$430/hour for shredding plus travel time. Travel time costs could be minimized by coordinating the grinding with the OVWRC.

The Chair added that this would extend the life of the Miller Road Site thus extending the life of the Baggs Road Site. Board Members discussed this initiative and agreed that shredding or tub-grinding would be helpful in extending the Sites' lives.

- c. Summary of Landfill Operations training course attended by Coordinator and Site Attendant.

James stated that the course was a very useful review of Site operations. He displayed the course text to Board Members. All but a few topics were useful to our operation. He reported that the Landfill operator paid for one of the Landfill employees to also attend.

## 11. Adjourn.

Moved by: Dave Ethier  
Seconded by: Ed Cochrane

That the Meeting be adjourned at 10:05 pm. Carried.

The next General Board Meeting will be held on May 26, 2008 at 7:30 pm in the Town of Deep River Meeting Room. A Special Meeting prior to May 26<sup>th</sup> to complete approval of both the Purchasing Policy and the Operations RFQ is subject to the call of the Chair.