



NORTH RENFREW LANDFILL OPERATIONS BOARD

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North Renfrew Landfill Operations Board Minutes of Special Meeting

Date: March 31, 2008
Time: 7:30 P.M.
Location: Town of Deep River 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

1. Call to order.

The Chair called the Meeting to order at 7:32 pm.

2. Declarations of Pecuniary Interest.

Ann Aikens reminded the Board that depreciation values on Board-owned assets must be entered into the Board's Books beginning January 2009. Members discussed this and decided that the only asset that would depreciate is the Liebherr crawler loader.

3. Adoption of the Agenda for the current Meeting.

The Draft Agenda was discussed and it was recommended that item 2. be "Declarations of pecuniary interest" and item 3. be "Adoption of the Agenda for the Current Meeting".

Moved by: Dave Ethier
Seconded by: Ed Cochrane

That the Agenda be adopted as amended. Carried.

4. Delegations.

Chair Adams stated that he had received a call from Tracy Lance to determine if the Board was working on the Site's Operation Contract. Tracy said that he was interested in attending

the next Board Meeting to discuss this topic. The Chair informed him that discussions and decisions about the Operations Contract are made during closed-to-the-public sessions of Board Meetings. Tracy was informed that he would be welcome to attend the rest of the Meeting; however the other topics would be of less interest to him.

5. Correspondence.

a. Discussion and acceptance of the revised Procurement of Goods and Services Policy.

Ed Cochrane suggested that the Board should be allowed to include a bond for the service if deemed necessary. Ed emphasized that he is concerned with the official Policy draft and not the current RFP and that the Board needs to protect its flexibility in this regard. The Chair noted that the Board can already require anything it wants according to the revised Policy and putting a bond in the Policy might force its requirement. The consensus of the Board was to further discuss this provision in terms of the Policy provisions before putting the final Policy in place.

Members discussed the added costs to contracts that require a performance bond and decided that one option would be to require a certified cheque or bank note instead of a formal bond. The Board decided that the Procurement of Goods and Services policy item 5.7 be changed to item 5.8 and the new item 5.7 be as follows: “As part of the total acquisition cost, the Board may require a form of security for specific performance” and the Board confirmed that its intent in this statement was for the Policy to allow a wide range of arrangements including deposits or formal bonding agreements all, if the Board decides to require them, to be at the expense of any prospective supplier.

A Board Member suggested removal of the bracketed comment “(which they may be, ...)” of item 5.5 so that it reads “5.5 When a purchase under Section 5.2; 5.3 or 5.4 is proposed from other than the lowest bidder, sound reasons for the award must be documented and approved by the Board.”

Moved by: Gary McAnulty
Seconded by: Ann Aikens

That the Procurement of Goods and Services Policy be accepted as amended. Carried.

b. Discussion and acceptance of the revised RFP Document.

With regard to the RFP currently under discussion, Ann Aikens suggested that we assure that WSIB coverage is mandatory and determine the insurance limit. Ann added that a cheque of ten percent of one year’s operating cost for the lower of the two options in the RFP could be required if the Board so chose. All proponents’ questions asked and replied to must be given, in writing, to all parties making a RFP.

The RFP Document was discussed. Chair Adams suggested that the second last sentence on page 2-2 of section 2.3 should have the words “at the price submitted” deleted and the words “consistent with the Board’s Procurement Policy” should be added.

Moved by: Dave Ethier
Seconded by: Ed Cochrane

That the RFP Document be accepted as amended. Carried.

Ann Aikens stated that the RFP Document does not show the Site's hours of operation. Chair Adams noted that the operating hours are included in the Operations Manual which will be included as part of the RFP package.

James was directed to prepare the RFP ad and have it run in next week's NRT.

6. Finance.

a. Presentation and adoption of Auditor's 2007 Report.

The Board's 2007 Audit was examined. Chair Adams pointed out the lines for Prepaid expenses and Fund Balance (note 4) on the Statement of Financial Position page. The 2007 difference in amounts for each Town is seen in Note 4. Fund Balance values are affected by historic amounts. Ann Aikens noted that the Fund Balance is the year's surplus which reduces the amount required for the next year's Budget.

Moved by: Gary McAnulty
Seconded by: Ann Aikens

That the Board accepts the 2007 Audit as presented. Carried.

Ann Aikens suggested that the Board appoint the same Accountants to complete the 2008 Audit.

Moved by: Ann Aikens
Seconded by: Dave Ethier

That the Board appoints Scott, Rosien and Dempsey to complete the Board's next annual Audit. Carried.

b. Presentation and acceptance of recent Site insurance offer.

Details of the offer from MIS were discussed and the cost was deemed to be substantially lower than the Board's current carrier and the following motion was made:

Moved by: Gary McAnulty
Seconded by: Ann Aikens

That the quote from MIS for the Site's insurance be accepted. Carried.

c. Presentation, discussion and approval of Draft 2008 Budget.

Chair Adams stated that the total 2008 Municipal contributions required according to the current draft Budget are seen line 109. The 2008 amount is 5.9% lower than the 2007 Budget amount. The change is largely due to a decrease in line 15 for Vehicles Maintenance and Repair, the decrease in line 43 Insurance Total and an increase in line 94 Surplus Being Carried Foreword.

Moved by: Ann Aikens
Seconded by: Dave Ethier

That the 2008 Budget be accepted as presented.

With the motion on the floor, other Budget values were discussed. Ed Cochrane asked about the 2007 amount in line 14 for Landscaping and Signs. James Leon agreed that the value was well over Budget for this item and he would determine the reason for this exceedance. Ed also inquired about the high 2008 Budgeted amount for line 19 Brush Chipping. Chair Adams stated that there are still seven months left in the current Brush Chipping Contract and suitable provision should be made. James noted that a major wind storm as had occurred in July 2006 could use up much of the Budgeted amount.

Ann Aikens inquired about the 2008 Budgeted amount in line 22 for the Commercial Cardboard Pickup. James stated that Beaumen has increased the cost of their cardboard pickup and bin exchange services so that the 2008 value reflects the actual expected costs.

Chair Adams noted that the 2008 value in line 76 for Survey is the actual quoted amount for this job and the 2008 amount in line 83 for Legal Fees remains the same as in the 2007 Budget although the actual 2007 amount used was nil. Some of the 2008 amount is currently being used for the Board's solicitor, Fred Dean, and money for other legal service should be kept in the Budget.

The earlier motion to accept the 2008 Draft Budget, as presented, was then carried.

7. Request from the Site Liaison Committee.

- a. SLC request for the Board to approve an April 2008 HHW event at the Site.

Moved by: Ed Cochrane
Seconded by: Dave Ethier

That the Board approves the SLC request to conduct an April 2008 HHW event at the Landfill Site HHW Depot. Carried.

8. Adjourn.

Moved by: Gary McAnulty
Seconded by: Dave Ethier

That the Meeting be adjourned at 9:30 pm.

The next General Board Meeting will be on May 26, 2008 at 7:30 pm in the Town of Deep River Meeting Room.