



NORTH RENFREW LANDFILL OPERATIONS BOARD

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North Renfrew Landfill Operations Board

APPROVED

Minutes of Meeting

Date: May 26, 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
Resident/Visitor	Tracy Lance	K&T Trucking	Present
Resident/Visitor	Selma Nussbaumer-Roth		Present

1. Call to order.

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

2. Declarations of pecuniary interest.
None.

3. Adoption of the Agenda.

Moved by: Dave Ethier
Seconded by: Gary McAnulty

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

4. Delegations.
None.

5. Review and acceptance of Minutes of December 11, 2007, February 18, 2008 and March 31, 2008 Board Meetings.

Moved by: Ann Aikens
Seconded by: Dave Ethier

That the Minutes of the December 11, 2007 Board Meeting be accepted as presented. Carried.

Moved by: Gary McAnulty
Seconded by: Dave Ethier

That the Minutes of the February 18, 2008 Board Meeting be accepted as presented. Carried.

Board Members reviewed the Draft Minutes of the March 31, 2008 Board Meeting and amended section 5. a.

Moved by: Ann Aikens
Seconded by: Dave Ethier

That the Minutes of the March 31, 2008 Board Meeting be accepted as amended. Carried.

6. Business arising from previous Minutes that is not dealt with elsewhere in the Agenda.
None.

7. Correspondence.

a. Information from Stewardship Ontario re the Board's partnering for MHSW/HHW program to save HHW costs and approval for Coordinator to attend an information session.

Members discussed the Stewardship Ontario information that was sent to them earlier. Partnering with Stewardship Ontario in the delivery of a MHSW/HHW program would save about \$3,000/year in the Sites' HHW Depot. James was directed to obtain additional information that could be presented to the Councils. The information should be given to Board Members and the Chair will call a Meeting if needed prior to the August 18, 2008 Board Meeting.

With regard to the Coordinator attending an information session, Members agreed that this is a management decision.

b. Discussion with and offer from Fred Belcourt re scrap metal and white goods removal and suggestion re compacting waste landfilled.

James has met with Fred Belcourt of the Gemini Group – Material Recovery Division about scrap metal recycling. During the visit Fred presented his method of collecting and scrap handling, using a 53' truck with a magnet. The metal is taken directly to the recycler/steel mill. His offer/ton of scrap was about the same as the Board is being paid by its current scrap dealer. The Board agreed that there was no obvious advantage to switching contractors.

Fred Belcourt suggested that compacting would be achieved better using a sheep's foot steel wheeled compacting machine. Members acknowledged this recommendation and agreed that purchasing another compacting machine would be too expensive.

c. Report from AECL's Ray Lambert to two Towns re summary of amounts sent to landfill sites and OVWRC.

Ray Lambert's April 16 report was addressed to Belo Csomor and Bruce Boucher, stating that it addressed actions from the March 13th AECL/Council Breakfast briefing. Ray attached a table summarizing the wastes AECL has sent to the municipal landfill sites in 2007 and the amount recycled at OVWRC rather than being landfilled.

390 cu m of cardboard was sent to Baggs Road for recycling, and materials sent to the reuse area was 56 cu m. The amount of cardboard sent to OVWRC was 17.8 tonnes. James confirmed that the amounts were included in the 2007 Annual Status Report. He had called AECL in February and obtained the amounts for inclusion.

As the Site's Annual Status Report must be received by the MOE by March 31 of each year, waiting for the 2008 April 16 AECL report was not an option. Ann Aikens stated that she and Fred would, at the upcoming Breakfast meeting, ask AECL to provide the recycling report to the Board in early March in future years.

Chair Adams noted that the C of A states:

"The status report shall be submitted annually for at least the first five years following the year in which waste is first received for disposal. Thereafter, the frequency of the report may be reduced only with the prior written permission of the District Manager, and provided that the Board demonstrates to the District Manager that the Site operations and monitoring results have become routine and consistent and the SLC has been consulted on the matter".

Board Members agreed that costs could be saved by decreasing the frequency of the status reports.

Moved by: Dave Ethier
Seconded by: Gary McAnulty

That, after first consulting with the SLC, the Regional Director be asked to permit not preparing a status report for one year Carried.

Ann Aikens asked if the waste diversion data for the annual WDO recycling report would still be available for the Towns' WDO reports. James replied that he will provide the annual results to the Towns.

d. Correspondence to Insurance Agents and reply from Jim Hickey.

James sent a letter to MIS Insurance re the Board's approval of their offer to insure the Site and to James J. Hickey/Cowan re cancelling the Board's current policy. James Hickey replied that he understands the financial reason for the change and thanked the Board for prior business.

8. Finance.

a. Financial Report.

Chair Adams noted that the current bank balance is missing and asked that the balance be included in future.

30% of projected 2008 scrap metal revenue has been received to date. The Chair suggested that the annual amount of scrap collected and diverted from landfilling by Deep River in their annual

cleanups should be included in the Board's Annual Status Report. Gary McAnulty added that the volume of brush that is burned off-site by independent contractors and thus diverted from landfilling should be determined if feasible and also be added to the Annual Status Reports.

Moved by: Dave Ethier
Seconded by: Gary McAnulty

That the current Financial Report be accepted for information purposes. Carried.

b. Responses to RFP invitation ad and opening of proposal offers.

James reported receiving one response to the RFP invitation ad. The Proposal for the Operation of the North Renfrew Landfill Site was from 1063445 Ontario Inc. operating as K&T Trucking. It was received on time, left unopened and stored in the Laurentian Hills safe.

The proposal envelope was opened and passed to the Chair for examination. Chair Adams reported that the proposal offer for Option One was for \$1,130,000.00 for the five-year contract period. The proposal offer for Option Two was for \$962,000.00 for the five-year contract period. He stated that the Board has to now determine if the amounts in either of the Options is acceptable. The Chair scanned the rest of the proposal offer and deemed it to be in order. After a brief discussion, the Board determined that proof of insurance including WSIB would be required prior to the signing of the agreement. Tracy Lance of 1063445 Ontario Inc. operating as K&T Trucking, who had submitted the sole proposal and who was present, stated that he would provide the required proof of insurance during the signing event. The following motion was made:

Moved by: Gary McAnulty
Seconded by: Ann Aikens

That the Board accepts Option Two of the Request For Proposal offer as submitted by 1063445 Ontario Inc. operating as K&T Trucking for the amount of \$962,000.00 including PST but excluding GST for Landfill Site Operations from August 1, 2008 to July 31, 2013, noting that Option Two provides for the title to the Liebherr LR-622 to pass to the Contractor at July 31, 2013, all in accordance with the previously approved Request For Proposals document. Carried.

When signature copies have been prepared and Mr. Lance has the required proof of insurance, the copies will be signed and the certified cheque which accompanied the Proposal will be returned to Mr. Lance. The Chair noted that the Board will continue to pay for insurance coverage for the Liebherr until July 31, 2013 since the machine is the Board's property and asset until that time.

c. Discussion with Equipment Sales' Robert Fick re extra costs to the Board for Liebherr's undercarriage replacement.

James stated that the undercarriage parts for the Liebherr were received in December 2007 and the installation began in March 2008. The mechanic noted that the tracks were both short by two links. The supplier, Equipment Sales & Service Limited, came to the Site to add the missing links, but determined that a special machine was needed. The tracks were removed and James shipped them to the facility in Toronto for the installation of the links.

The finished tracks were returned and installed. The extra costs to remove, transport and reinstall the tracks amounted to \$954.85 including tax. James contacted Robert Fick, who requested a fax

detailing our extra costs. Robert stated that he would look into reimbursing the Board. Since then James called Robert and the Carp Road Equipment Sales location several times to no avail.

The Board has been invoiced \$567.93 for the extra parts. James has not paid this invoice as he was waiting for payment of the amount owing the Board. Members agreed that the invoice not be paid until the Board has received the funds it is owed. Chair Adams directed James to send a letter detailing the problem to the person in the highest position at Equipment Sales.

- d. Approval of invoice from Solicitor, Fred Dean, re review of Board's Procurement Policy.

Moved by: Ann Aikens
Seconded by: Dave Ethier

That the invoice from Fred Dean be paid. Carried.

- e. Suggestion to discuss the Board's setting up a UPS Brokerage account.

James briefed over the time-consuming problem with shipping and getting the tarp cover cleared through Customs. UPS suggested that the Board create a no-charge account with them for future shipping from the U.S. The Board discussed this suggestion and agreed that the no-charge account be set up to save shipping time in the future.

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

James has made several calls to prior and potential contractors seeking interest in collecting and recycling our commercial cardboard. No one appears to be interested. James contacted Steve Munroe at the OVWRC who suggested installing a compactor bin to reduce the need for weekly trucking, which would give a fairly quick investment payback, and offered to provide literature on different compactor bins."

James was asked to determine if Beaumen will continue to provide cardboard service until year-end. Ann Aikens suggested that James contact Sue Campbell at OVWRC for ideas and costs for commercial and Site bin cardboard recycling. She also suggested contacting Sylvie Chevarie/Yvonne Lamoureux at Swisha for recycling information. Yvonne handles recycling for Head, Clara and Maria Twps. James will continue pursuing proposals.

- 9. Update from Site Liaison Committee.

- a. Details of April 28, 2008 SLC Meeting.

In the absence of the SLC Chair, James stated that during the April 28, 2008 SLC Meeting Members discussed the 2008 Site features ad and WDO ads. The WDO ads' sizes and frequency could not be addressed until the 2007 WDO final report was available.

SLC Members discussed the status of the tarp covering procedures and savings in volume and costs.

James presented a letter of application for SLC Membership from Mr. Brian Burke. Ann Aikens and Chair Adams discussed the criteria for SLC Membership and deemed Brian eligible. There are currently five Members and the maximum authorized Membership is six.

Moved by: Ann Aikens
Seconded by: Ed Cochrane

That Brian Burke be appointed as an SLC Member. Carried.

The Chair directed James to inform the current SLC Members of this appointment.

b. Details of April HHW Day Event.

James reported that the HHW Day Event response was overwhelming. Hundreds of residents brought HHW materials to the Site on Saturday April 19, 2008. He added that about 2,400 litres of HHW materials were received according to the logged volumes. James stated that had the Event been held in one of our Towns, the cost would be in excess of \$2,500.

10. Other Business.

a. Update on Deep River's Spring Cleanup flyer which states that the pickup is not for cardboard.

The spring cleanup flyer was discussed and the statement "This pick-up is not for regular household garbage, cardboard or tires" was deemed acceptable.

b. Presentation of 2007 Annual Status Report and estimate of Site's life expectancy.

James displayed copies of the 2007 Annual Status Report and noted that the 2007 year-end estimate of remaining Site life was 23 years. Chair Adams stated that the Site's design life was 25 years, it has operated nearly six years, so 23 years remaining is excellent. Hard copies are available for examination by Board Members and copies have been sent to each Town, each Town's main Library, the AECL Library, the MOE and Robinson Consultants. The SLC will also be offered a hard copy. The main text and tables of the Report are also available by email, upon request.

c. Decision on date for Liebherr inspection prior to July 31, 2008.

The inspection date was discussed and James was directed to have LR-622's inspection performed as late in July 2008 as is practical. The inspection forms obtained from Liebherr would be used for this task.

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 on August 18, 2008 at 7:30 pm in the Point Alexander Meeting Room.