



NORTH RENFREW LANDFILL OPERATIONS BOARD

Laurentian Hills Municipal Building
34465 Hwy 17, R.R. #1, Deep River, Ontario KOJ 1P0

Telephone: (613) 584-9194

Fax (613) 584-3285

Email: nrlob@town.laurentianhills.on.ca

Web: www.magma.ca/~nrwmb/

North Renfrew Landfill Operations Board Minutes of Meeting

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

Chair	Fred M. 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	Andrew Clarke	Dumpy's	Present

1. Call to Order.

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

2. Declarations of pecuniary interest.

None.

3. Adoption of the Agenda.

Ann Aikens suggested that a legal issue regarding a neighbouring Landfill Site be added to the Agenda. The Board decided that this be added as Agenda item 10. c.

James Leon suggested that information from the MOE's Marc Lesieur be added to the Agenda. The Board agreed that this be added as item 7. f.

James then informed the Board that he would be taking two weeks vacation from September 11 to September 25, 2008.

Moved by: Dave Ethier
Seconded by: Ann Aikens

That the Agenda be accepted as amended. Carried.

4. Delegations:

Visitor Andrew Clarke was introduced. Andrew stated that he would like to discuss the Board's commercial cardboard collection. He is currently in the process of purchasing Beaumen's recycling facility in Pembroke and he has a C of A to operate the facility for recycling, contaminated soil and asbestos. He added that if the Board is happy with Beaumen's current commercial cardboard service, he is willing to take it over at Beaumen's rates. Chair Adams informed Andrew that the Board was satisfied with the rates of the original agreement with Beaumen; however a recent increase had nearly doubled our costs over a short period.

Ann Aikens noted that the Town of Deep River is currently evaluating tenders for recycling and the bidders have had the option to include commercial cardboard recycling. The bidders might provide a breakdown on the costs for blue box, recyclable cardboard and organics. Details of the tender bids cannot be discussed until the Town has made its decision.

Chair Adams stated that commercial cardboard recycling has always been kept separate from regular blue box recycling in the Town of Laurentian Hills. The Board has handled the commercial cardboard collection for the both Towns since 2004 and the Towns have not allowed the pickup of any recyclable cardboard with their weekly garbage pickup. The Board has also disallowed the landfilling of recyclable cardboard at the Site.

Andrew stated that the OVWRC will take all of these types of recyclables. He added that his company now recycles clean untreated wood products that arrive in his bins. The wood and other recyclables including metal are separated from each bin load. The wood is ground and sold as hog fuel for the fiberboard plant. He will send the Board additional information.

The Chair noted that brush is chipped at the Baggs Road Landfill Site and used as top cover. Clean larger wood can be stacked in the Re-Use Area and is thus made available to residents. Andrew Clarke stated that he would send the Board his pricing to do the cardboard run. He left the Meeting at 7:55 pm.

Chair Adams presented a letter from Yvan Lamoureux and Sylvie Chevarie of RapidesDesJoachims. James Leon stated that they had offered to quote for a commercial cardboard collection agreement. The quote was examined and Dave Ethier suggested that it and information from Andrew Clarke be filed for information purposes. The earlier and the current costs for cardboard collection along with the landfill volume that it saves were briefly reviewed. Ann Aikens suggested that any decisions about the Board's seeking a new cardboard contractor will hinge on the Towns' recycling tender selection.

Ed Cochrane recommended that James prepare and send a letter of acknowledgement and thanks to both companies for their interest in commercial cardboard recycling for the Board.

5. Review and acceptance of Minutes of May 26, 2008 Board Meeting.

Ed Cochrane suggested that the second paragraph of the Draft Minutes' item 7. b. be removed. Members discussed this and agreed.

Moved by: Ed Cochrane
Seconded by: Dave Ethier

That the Minutes of the May 26, 2008 Board Meeting be accepted as amended. Carried.

Board Members discussed the distribution of unapproved/Draft Minutes to the Councils. Ann Aikens recommended that Draft Minutes only be sent to Board Members. Chair Adams noted that historically Draft

Minutes were checked by the Board for accuracy and sent to the Councils. Now that regular Board Meetings are only held quarterly, early distribution of Draft Minutes is important. Approved Minutes would only be made available three months or longer after the previous Board Meeting. Ann suggested that Board Members could report on important Board issues to the Councils using unapproved Minutes but the text of the Draft should not be made available to anyone but Board Members. Ed Cochrane agreed that important Board information be given to the Councils verbally.

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

None.

7. Correspondence.

a. Emails about Stewardship Ontario and the Board's partnering for a MHSW/HHW program to save HHW costs and request for approval from the Towns for the Board to sign a partnership agreement.

Ann Aikens and Chair Adams discussed this request and the Chair stated that Laurentian Hills has already approved the Board's partnering with Stewardship Ontario. James noted that he believed that the Board should have the Towns' approval as the Towns had had to approve the earlier Commercial Cardboard agreement. Chair Adams agreed as the Intermunicipal Agreement does not give the Board the authority to go into a partnership without the both Towns agreeing.

Ed Cochrane stated that it does not hurt to err on the side of common sense and he believes that there should be no problem to have Deep River agree to this as operations costs stand to be saved. Ann agreed and as the Board will be receiving money for HHW operations she suggested that Deep River pass a motion to allow the Board to sign this partnership. She accepted a copy of the Laurentian Hills' approval and added that a similar motion would be recommended to Council.

b. Email re MHSW/HHW information July 22, 2008 from The Minister of the Environment stating that funding will be the full responsibility of the stewards including all the costs from collection through final diversion or disposal of these materials.

Members agreed that having all of the MHSW/HHW costs paid by the Stewards is a further advantage to the Board's partnering with Stewardship Ontario.

c. Discussions with local companies re an agreement for commercial cardboard recycling.

This topic had been discussed earlier during this Meeting.

d. Revised offer from Fred Belcourt re scrap metal and White Goods Recycling.

James reported that Fred Belcourt had again contacted him and had offered to attend this Board Meeting to present an offer for scrap metal and white goods removal. As he is not present, James stated that the verbal offer was to give the Board 50% of the profit from the scrap sales. Board Members agreed that the logistics of only having two pickups annually, not using a bin, crushing the scrap with the loader or a dozer and having the metal occupy too much of the Site's area are unacceptable. The metal area would be too large and it would be unsightly. Using a machine to crush the metal might cause damage to its undercarriage. The Board decided that this offer not be accepted.

e. Report re tarp daily landfill covering.

The report that was sent to the Board on July 9, 2008 was briefly discussed. The potential volume savings using a tarp was deemed to be well worth while. Ann Aikens suggested budgeting for another tarp in 2009. The life expectancy of a tarp was questioned and James replied that the OVWRC informed him that a tarp usually lasts two or three years. It might last us longer as they have bear problems that are sometimes detrimental to the tarp.

f. Reply from the MOE's Marc Lesieur re two items.

James stated that he had asked Marc Lesieur some questions and he had replied by email. James had asked Marc for details about applying to reduce the frequency of Part A of the Annual status report. Marc replied "Please make a written request to reduce the Part A reporting to Steve Burns, Ottawa District Manager in accordance with Condition 55. I suggest that the letter clearly indicates that the Board and SLC support the request to reduce reporting. It is understood that Part B reporting (environmental monitoring) will continue annually in accordance with the Certificate of Approval."

The Board directed James to make the written application to the District Manager as specified by Marc Lesieur.

James also asked Marc about the Waste Electrical and Electronic Equipment (WEEE) plan as follows: "This plan should save us some landfill volume and eliminate these hazardous materials from being landfilled. Should we begin planning for this WEEE plan before the implementation in the spring of 2009 by deciding on an accepting procedure and storage location? Details of the location will have to be addressed. Do you have any suggestions for us about this WEEE plan?"

Marc replied: "The district is fully supportive to implement a WEEE diversion system at the site. Please note that an administrative change to the C of A (drawing and quantity) would be required. It is suggested that an enclosed structure be used (building, shed, trailer, etc.) near the re-use area to store the WEEE and protect them from the elements until such time as enough quantity has accumulated for a contractor to come and pick them up."

Members discussed the WEEE topic and one suggestion was to use the Re-Use area trailer for storage. James advised that he will proceed to request the administrative change, for which the fee will be about \$200.00.

8. Finance.

a. Financial Report.

Members were given a copy of a Financial Report dated January 1 through August 8, 2008 that was prepared using the last reconciled monthly statement. This was for June 30, 2008 so a copy of the recently received June 30 to July 31, 2008 bank statement was also distributed to give Members a clearer picture of the Board's financial status. Chair Adams noted that there will not be any more invoices for brush chipping after July 31, 2008 as beginning August 1, 2008 chipping will be part of the operations contract.

Ann Aikens reminded the Board that beginning January 1, 2009 the Board must have a list of its assets and a report must be included in the 2008 Audit. It must be determined if the list/report should be prepared either for the Board or for each Town. Chair Adams directed James to contact the Board's Auditor for advice on this topic. The Chair added that if the Landfill Site is considered to be a municipal asset then it is a shared asset.

Ann Aikens asked about the possibility of burning at the Site. Chair Adams replied that although the C of A allows the burning of clean untreated wood products, the Site's Operation Manual and the Design and Operations Report both state that there will be no burning at the Site.

Moved by: Dave Ethier
Seconded by: Gary McAnulty

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

- b. Discussion with Robinson Consultants about a required BH-8 repair, request for approval for \$900 for the repair and additional information from Coordinator.

James reported that Bore Hole # 8 (BH-8) must be kept in good condition for sampling according the Site's C of A. During the spring sampling event damage to BH-8 was inspected. The casing was knocked over about 60° from vertical and the inner well tube was broken off well below ground level. The damage was likely caused by a bear or moose as signs of both were observed. With the exception of the consultant and James, there were no signs of human activity in the area.

A quote from Robinson Consultants for the repair was for \$900. A civil technologist with well boring experience could re-bore it during the fall sampling event. James added that during the summer event he had tried to grab the buried-in-mud inner well tube with Vice-Grips and twist/wiggle the tube out of the ground. This effort was successful and will eliminate the necessity to bore a new well and decommission the damaged one. The existing well will simply be re-bored and inserting a new inner well tube will complete the repair. This might decrease the cost.

Moved by: Dave Ethier
Seconded by: Gary McAnulty

That the Board agrees to pay the quoted \$900 for the BH-8 repair. Carried.

- c. Discussion with Chair re an oversight in the Board's Procurement Policy for items that are less than \$1,000 and not in the Budget.

Chair Adams stated that when he had discussed the BH-8 matter with James he noted that the Board's Procurement Policy does not address an unbudgeted amount of less than \$1,000. Members discussed this oversight and agreed that the Policy should be looked at again in the future so that such amounts are included.

- d. Discussion with Equipment Sales' George Parps re paying the Board for extra costs for Liebherr's undercarriage replacement.

James reported that after several calls, George Parps agreed to pay the amount owing to the Board. The payment has not yet been received and an outstanding invoice payable by the Board to Equipment Sales will also continue to not be paid.

- e. Update on Liebherr's inspection.

The agreement for the operations of the Landfill Site was signed on June 2, 2008 and is included in this Meeting's Agenda as item 10. a. The Agreement's Option Two specification states: "Prior to the start of the Contract period the Board will at its own expense perform those necessary repairs of which the Board then

has current knowledge and will, prior to the deadline date for RFP quotations and proposals, provide an inspection report to interested Contractors, said report to be prepared at the Board's expense by a mechanic certified by Liebherr and stating the current condition of the equipment.” James stated that necessary repairs to the Liebherr were completed prior to the commencement of the operations contract on August 1, 2008. A minor problem with the Liebherr’s air conditioner was reported and the repair was initiated prior to August 1, 2008. The boxes in the Liebherr inspection report that relate to the LR-622 were ticked off as “Liebherr Runs OK”. There were no “Needs Attention” boxes ticked off.

Members discussed the inspection and directed James to contact Tracy Lance and have him sign copies of a letter that states that he has examined and accepts the Liebherr’s inspection report. Dave Ethier suggested that James draft the letter and include the wording of the contract that defines Option Two of the contract. James should then send a copy of the signed letter to Board Members.

- f. Site insurance (paid) invoice for \$2,468 which is below the \$2,600 quoted amount.

The Board acknowledged the payment of the reduced insurance invoice.

- g. HHW service provider draft agreement for the Board’s consideration.

Copies of the draft agreement were distributed and examined. James stated that we had always received good service and fair pricing from Jim Halloran of Waste Care/Veolia. Earlier HHW carriers that we employed or from whom we received quotes were more expensive as they would charge mileage, insurance surcharges, time on site labour and often materials including drums were more costly. James noted that the draft does not have an escape clause so he had contacted Jim Halloran and he agreed to add one if required by the Board. Board Members agreed that the escape clause be included.

Moved by: Gary McAnulty
Seconded by: Ed Cochrane

That a copy of the agreement with the thirty day escape clause be obtained and signed by James Leon. Carried.

- 9. Update from the Site Liaison Committee.

- a. Details of June 23, 2008 SLC Meeting.

James stated that as the SLC Chair is not present, he would briefly report on the June 23rd Meeting. Nora Waddell’s recent resignation from the SLC for family reasons left the Committee without a Vice Chair. Anne Oesinghaus was nominated and appointed as SLC Vice Chair for the remainder of 2008.

Members agreed with the format and content of the SLC spring/summer flyer that was delivered as unaddressed aemail. Members were thanked for the help with folding the flyers. A new SLC applicant, Selma Nussbaumer-Roth, had volunteered to help with the folding and had folded about 1,000 flyers.

Selma’s application for membership was examined and SLC Members agreed that the Board be asked to consider her application.

The April HHW day was deemed a success and James stated that he had informed Stewardship Ontario’s Joe Hall about the event. Joe praised this initiative as he thought that having the event at the Site was a unique and cost-saving idea.

2008 WDO in-kind ads were discussed and Members decided that select ads that are fewer and thus larger than 2007's ads be run. The SLC also discussed the advantages of tarp covering and partnering with Stewardship Ontario.

Members considered and agreed to the Board's applying to the MOE to decrease the frequency of Part A of the Annual Status Report.

- b. New SLC Membership Application for the Board's consideration.

Copies of an application for SLC Membership from Selma Nussbaumer-Roth were distributed and considered by Board Members.

Moved by: Ann Aikens
Seconded by: Dave Ethier

That Selma Nussbaumer-Roth be appointed as a 2008 SLC Member. Carried.

- 10. Other Business.

- a. Signing of five-year Site Operations Contract.

Copies of the signed agreement were given to and examined by Board Members.

- b. Information re Waste Electrical and Electronic Equipment (WEEE) Plan; should the Board prepare for this April 2009 plan by selecting a WEEE storage location, adding it to the Site Plan and begin not landfilling these materials.

Chair Adams noted that the question is whether the Board should prepare for this WEEE plan? He suggested that before we stop landfilling electronics, we should first inform the Towns of the Board's intent. Ann Aikens and the Chair discussed WEEE and decided that the Board should consider a storage location. Chair Adams had suggested earlier that the Re-Use trailer might be a possible option. Ann added that the WEEE would thus still be in the Re-Use Area so that residents could still take what they want.

The reply from the MOE's Marc Lesieur that was presented earlier in item 7.f. was discussed. An application for a minor administrative change to the C of A should be made before the spring of 2009.

- c. Suggestion to discuss the Board's legal status.

An Aikens referred to a recent newspaper article which indicated that the OVWRC does not have its own identity. One of their employees was injured and the Ministry of Labour is charging the individual OVWRC Members/Municipalities. Gary McAnulty stated that one of OVWRC's employees was hurt when he fell off a molac truck. Chair Adams noted that James is the only employee of the Board so the Board's and the Towns' chances of having a similar problem are much lower. Either way the Municipalities would have to pay. Chair Adams added that the Ministry of Labour can charge whoever they want and then leave it to the Courts to decide who is responsible.

- 11. Adjourn.

Moved by: Gary McAnulty
Seconded by: Ann Aikens

That the Meeting be adjourned at 9:21 pm. Carried.

The next General Board Meeting will be on November 24, 2008 at 7:30 pm in the Town of Deep River Meeting Room.