



NORTH RENFREW LANDFILL OPERATIONS BOARD

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North Renfrew Landfill Operations Board

APPROVED

Minutes of Meeting

Date: May 28, 2012
Time: 7:00 P.M.
Location: Point Alexander Meeting Room

Chair	Gary McAnulty	Resident/Fifth Member	Present
Vice Chair	Bruce Boucher	Town of Laurentian Hills	Present
Deputy Mayor	Anne Giardini	Town of Laurentian Hills	Present
Councillor	Ruth Syme	Town of Deep River	Present
Councillor	Kate Robertson	Town of Deep River	Present
SLC Chair	Annie Oesinghaus	Site Liaison Committee	Present
Coordinator	James Leon	NRLOB	Present
Site Contractor	Tracy Lance	K&T Trucking	Present

1. Call to Order.

The Chair called the Meeting to order at 7:03 pm.

2. Declarations of pecuniary interest.

None.

3. Adoption of the Agenda.

Moved by: Ruth Syme
Seconded by: Anne Giardini

That the Agenda be accepted as presented. Carried.

4. Delegations.

The delegation from Tracy Lance will be covered as Agenda item 7. a.

5. Review and acceptance of Minutes of February 27, 2012 Board Meeting.

Members discussed the Draft Minutes of the February 27, 2012 Board Meeting.

Moved by: Bruce Boucher

Seconded by: Katie Robertson

That the Minutes of the February 27, 2012 Board Meeting be accepted as presented. Carried.

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

James noted that the Board's 2011 Audit/Financial Statements had been emailed earlier to Board Members. Members accepted the 2011 Audit for information purposes.

7. Correspondence.

- a. Update from Site Contractor re Contract renewal for July 2013.

Site Contractor Tracy Lance stated that he has begun the process of opening a new pit for loamy top cover for future Site use. The loamy material will be better than the native sand as daily, interim and final cover. Tracy noted that the Liebherr crawler loader and the John Deere dozer will both require an undercarriage in the next few years which will be major expenses.

Chair McAnulty asked Tracy if he had prepared a quote for a new operations contract for an August 2013 renewal after the current contract is finished. Tracy replied and handed the Chair a contract proposal. The Chair passed the offer to James and asked that he read it to the Board. The offer from K&T Trucking's Tracy Lance, 1063445 ON Inc. addressed to:

"North Renfrew Landfill Site Operations Board"

Contract Proposal

Attn: Landfill Operations Board Members"

The opening paragraph detailed the information about the new pit and the future expenses for the Liebherr and the John Deere as Tracy had stated above.

The proposal continued:

"Since these expenses are quite substantial, I would like to propose a 10 year contract to the Board.

10 Year Term - Price per year \$____,____.00 + HST" James noted that the annual amount was only slightly more than the current contract's annual amount. The annual amount will be an increase of \$1,400 plus tax.

Board Members discussed this offer and reviewed the NRLOB's "PROCUREMENT OF GOODS AND SERVICES" document which was approved March 31, 2008. Members agreed that part 'B' allows the acceptance of this offer for services. It is as follows:

"'B' PROCUREMENT OF SERVICES:

- 7.1 All of the above procedures for the procurement of goods and services shall apply save and except as follows

7.2 The procurement of goods or a service to operate the landfill site may, with a duly entered resolution of the Board in its minutes, be waived under the following conditions

- i the service has been obtained previously by following the procedures under 'A'
- ii the service has been performed to the full satisfaction of the Board
- iii the service has been or is a previously offered and contracted service

7.3 If all the conditions under section 7.2 are followed and observed then the Board may by a resolution duly entered in its minutes procure, without requesting or advertising or following public procurement practices, the goods or service from an existing supplier or contractor.

Moved by: Bruce Boucher
Seconded by: Katie Robertson

That the Board enters into a 10-year Site Operations Agreement with K&T Trucking as per the Contract Proposal letter from Tracy Lance. All current services including garbage compaction pressure and transporting the ground mattresses/bulky materials will be included in the agreement. Carried.

James was directed to prepare the Contract Agreement for signing during the next Board Meeting.

- b. Update from Jp2g's Andrew Buzza re Application to delete the annual winter Monitoring event.

James stated that he had contacted Andrew on February 17, 2012 and Andrew then contacted the MOE to determine the status of this application. The MOE's Victor Castro later replied "I have no concerns with the proposed change to the surface water monitoring program." Our Senior Environmental Officer, Lance Larkin, also replied noting: "I have to check the approval to see how we apply the change administratively."

- c. Update from MOE re application to permit stockpiling of mattresses/bulky material, request for the Board's approval to have the mattresses etc. ground and the new ECA.

James stated that the new ECA which will be in place soon has the approval for this storage of bulky items as follows:

“7. (15) Storage of bulky material is hereby approved subject to the following conditions:
(a) Up to 1000 units of bulky material including mattresses may be stored for size reduction by shredding as per documents in the Schedule "A";
(b) The *Owner* shall ensure that only Ministry-approved mobile waste processing operators undertake waste shredding at the *Site*; and
(c) Stored material shall be shredded and deposited in the landfill at least once per year.”

James requested the Board’s approval to have the bulky materials ground. This could exhaust the budgeted amount in the Draft 2012 Budget. Members discussed the request.

Moved by: Katie Robertson
Seconded by: Gary McAnulty

That the Board agrees to have the bulky materials ground. Carried.

Tracy asked that we wait for about a month for the grinding as he will have a truck and a loader available to haul the ground material to the landfilling area.

- d. Complaint by landowner Justin Blimkie re litter on Baggs Road and reply letter to landowner by Board to 2011 letter addressed to MOE and cc’d to Board.

Tracy Lance said that the Site Attendants were directed to check Baggs Road on Site operating days and remove litter as required. Tracy added that Baggs Road is likely cleaner than most rural Roads.

Board Members discussed this complaint and agreed with the current efforts to address litter on Baggs Road.

Prior to the April 29th complaint, the resident emailed the Coordinator wondering why he had not replied to a letter that had been addressed and sent to the MOE. James sent him a reply letter, after it was reviewed by the Chair.

James noted that complaint Written Notices and log of complaints are stored in the Complaint File in the Board’s Office and are included in the Site’s Status Reports.

- e. Query made by landowner about fire response time and discussions with the Towns’ two Fire Chiefs.

On May 16, 2012 James had asked the Deep River Fire Chief, Gene Thompson, what the response time would be if there was a fire at the Baggs Road Landfill Site. Chief Thompson stated that it would be about ten minutes.

Later that day James met the Laurentian Hills Fire Chief, Kevin Waito, at Point Alexander and informed him of the resident’s question and the reply from Chief Thompson.

On May 28, 2012 James was informed by Chief Waito that he had taken Chief Thompson to the Baggs Road Site last week and they both agreed that if there is a fire at the Site that Laurentian Hills would be contacted immediately for mutual aid.

- f. Information from OES re Site being third in WEEE collections and press release.

A copy of the press release had been sent to the NRT and to Board Members. Members were pleased with the Baggs Road Site's WEEE collection success.

8. Finance.

a. Financial Report.

The current Profit and Loss statement was examined and discussed. James stated that it is just a statement of current financial standing without a comparison to a budget as there still isn't an approved 2012 Budget.

Moved by: Anne Giardini
Seconded by: Katie Robertson

That the current statement be accepted for information purposes. Carried.

b. Examination and approval of updated Draft 2012 Budget.

Members examined and discussed the Draft 2012 Budget. The split for the Towns for 2012 has not yet been determined. Two possible percentage splits are entered on lines 114 and 115 for a 60/40% split and lines 117 and 118 for a 52/48% split.

Moved by: Katie Robertson
Seconded by: Bruce Boucher

That the Board approves the 2012 Budget down to line 113 and the Municipal percentage split on lines 114 and 115 or 117 and 118 will not be approved until the two Towns decide on the split. Carried.

c. Status of approval by Towns of revised Table 1 of the Draft Baggs Road Tipping Fee Schedule, Asbestos Tipping Fee Schedule and formal request to the Towns about the fees should be made by the Board.

The updated tipping fee schedules and the request from Deep River's CAO were discussed.

Moved by: Katie Robertson
Seconded by: Gary McAnulty

That the Board agrees with the updated Baggs Road Landfill Site Tipping Fee Schedules and that this be sent to the Towns' CAOs as a formal letter to request acceptance. Carried.

d. Request for update from Board Members re having the Towns approve that tipping fees be collected at the Baggs Road Site and formal request to Towns by Board.

During the February 27, 2012 Board Members agreed that if suggestion #1 of Table 1 of the Baggs Road tipping fees is accepted by both Towns that the Site Attendant should be empowered to collect the tipping fees according to the new Table 1 for Baggs Road. This might best be presented to the Towns along with the new tipping fee schedule and be included in the formal letters to the CAOs.

- e. 2012 Stewardship payments and annual 2011 HST rebate.

James stated that two Stewardship Ontario payments for 2011 and the 2011 HST rebate were received and these amounts form part of the 2012 Budget as line 107 Surplus. For 2012 OES/WEEE payment received was for \$586 and five more pickups for 2012 should provide additional payments of over \$2,000.

- f. Receipt of Census and request by Laurentian Hills that the Towns update the apportionment of costs as there is a requirement that once in term of Council the Joint Agreement be examined.

This matter was discussed earlier in this Meeting. The Town of Laurentian Hills will be sending Deep River a letter about apportionment of costs and the Town of Deep River will be sending a letter to Laurentian Hills about sharing the operations of the Miller Road Site which is currently being done for the Baggs Road Site.

- 9. Update from the Site Liaison Committee.

- a. Details of April 11, 2012 SLC Meeting.

Annie Oesinghaus reviewed the April 11th SLC Meeting. 4. Advertising. SLC Members agreed to update the 2011 HHW/WEEE Day posters and ads for the 2012 event and use the approved Selma's "It's Time..." ad. Ruth noted that Selma had sent several emails about waste management and attended a Public Works meeting to make a presentation, but left prior to making the presentation.

Annie stated that the SLC was very impressed with Katie Robertson's "\$70 Per Cubic Meter" ad/poster and are requesting her permission to use it and for the Board's approval for its use. Katie was asked to make one minor change which was to increase the zero representing the planet earth in the \$70 or putting a halo around the planet so that it was the same size as the \$7. Katie agreed to allow the SLC to use her ad and to make the requested minor change. Board Members agreed that the SLC use the ad/poster.

Annie reviewed the following from item 6. of the SLC Meeting:

"Members discussed asking the Board to recommend to the two Towns that the HCM or Petawawa WM By-Law be adopted to increase waste reduction."

Moved by: Selma Nussbaumer-Roth
Seconded by: Annie Oesinghaus

That the SLC requests that the Board recommends that both Town Councils examine and adopt the HCM or Petawawa WM By-Law to increase waste reduction and extend Landfill life. Carried."

Members discussed the implications of the Towns adopting all or part of HCM's or Petawawa's more aggressive waste management By-Laws. Reducing landfilled waste and increasing the level of recycling will be worthy benefits. Board Members decided to examine the waste management By-Laws from the web sites of HCM and Petawawa and address this SLC request during the next Board Meeting.

- b. Results of May 5, 2012 HHW/WEEE day.

James had reported earlier:

“The SLC's HHW/WEEE Day event went well on Saturday. There were about 60 vehicles that dropped off HHW materials and about 40 vehicles (with some overlap) with WEEE materials. Thank you to Annie O. and other attending SLC Members.”

- c. Request that the Board approves a framed “Recycling Recognition Award for the Halfway Gas Bar”.

The Board was shown the “*Recycling Recognition Award*” which would be framed and with the Board's approval, presented to the owners of HALFWAY GAS BAR.

Board Members were pleased with the award format and with the idea of giving an award to companies that are excellent recyclers. The award and presentation was approved by Board Members.

- d. Observation made by Earl Gust that a new power pole was placed on the Baggs Road snowmobile allowance and SLC request that James takes photos of the pole's location and brief discussions with the Board's Vice Chair and Chair.

Bruce noted that James had acted on the SLC request to take photos of the poles and sent the photos to the Board's Chair and Vice Chair. Bruce had examined the photos and discussed the pole's location with the Snowmobile Association. They determined that it was not an issue as the trail groomer could work around the pole. This is done in several locations on trails in Renfrew County. Board Members agreed that this is a non-issue and asked that James shares this information with Earl Gust and the other SLC Members.

Prior to adjourning, Anne Giardini reminded James that a review of actions that come out of the current Meeting be listed. Katie Robertson and James compiled the actions as follows:

- i. That there be a formal request to the Towns re the updated Tipping Fee Schedules and request that the Site Attendant be empowered to collect tipping fees when the updated Schedules are in place.
- ii. That Board Members decided to examine waste management By-Laws in the web sites of HCM and Petawawa and address this SLC request during the next Board Meeting.
- iii. That James informs Earl Gust about the outcome of discussions about the hydro pole which was recently erected on the Baggs Road snowmobile trail.
- iv. That letters are being sent by both Towns to one another about the percent split and the operation of the Miller Road C&D Landfill Site.
- v. That James prepares the Contract Agreement with K&T Trucking for signing during the next Board Meeting.

- vi. That James arranges to have the mattresses/bulky materials ground and have the ground matter landfilled.
- vii. That Katie Robertson makes the requested minor change to her \$70 Per Cubic Meter ad/poster for use by the SLC.

10. Adjourn.

- a. The next Board Meeting will be on August 27, 2012 in the Town of Deep River Meeting Room at 7:00 pm.
- b. Motion to adjourn.

Moved by: Anne Giardini
Seconded by: Katie Robertson

That the Meeting be adjourned at 8:10 pm. Carried.