

TRI R COMMITTEE MINUTES

July 6, 2011

The regular meeting of the TRI R Committee was held on Wednesday, July 6, 2011 at the Armour Township Office and called to order at 7:10 p.m.

Committee Members Present: Bob MacPhail, Committee Chair, Cathy Still, Rex Smith, Glenn Miller, Pat Hayes. Doug Weddel absent.

Staff Members Present: Amy Tilley, Landfill Administrator, Mark Staples, Site Manager.

APPROVAL OF MINUTES

- ▶ A motion to accept the minutes of the regular meeting held on June 1, 2011 was passed.

DECLARATION OF PECUNIARY INTEREST - None

BUDGET AND FINANCIAL

- ▶ The budget was reviewed and discussed. All accounts appear to be on budget at the mid point of the year.

APPROVAL OF ACCOUNTS

- ▶ Invoices for GB Hydraulic were reviewed as well as the invoice for the forklift annual inspection with Davis Industries. The issue of the forklift overheating is still being addressed.
- ▶ A motion was passed to authorize the payment of the landfill and recycling accounts as presented.

ADMINISTRATORS REPORT

- ▶ In reviewing the Administrator's report, the landfill users report was discussed. Information presented is distorted, commercial users counted the same as residential users. The information will be reviewed and sorted through a spreadsheet.

BUSINESS ARISING FROM THE June 1, 2011 MINUTES

- ▶ A Request for Proposal for the building renovation and loading dock expansion was reviewed. Minimum standards for the dock will be determined and the information will be included in the RFP. Committee Member, Glenn Miller will assist the Administrator with the details and site meeting. The dock layout will also be revised. Resolution was passed to proceed with amendments.
- ▶ The Site design and traffic flow was brought back to the table for further review. The Site Manager expanded on the reasons for change and the advantages that could be achieved. Bottlenecks and entrances were discussed and the

Site Manager was directed to investigate the cost of expanding the driveway to accommodate two separate gates, entrance and exit. The width and turning ratio for dump trucks and transports should also be considered.

- ▶ The southeast border project was reviewed. In order to push forward with this project a Request for Proposal will be created and a special meeting of the TRI R Committee will be called.

UNFINISHED BUSINESS

- ▶ The Certificate of Approval # A521003 was issued on June 8, 2011. A review of the costs will be brought to the August meeting of the TRI R.
- ▶ A meeting was held to discuss the waste management and recycling bylaw and a report from the meeting was reviewed. Clauses in the existing bylaw establish the requirement to sort and dispose of all designated waste accordingly. The process of enforcement should begin in stages, signage, user discussions, abusers warned. Further steps will include users being banned from the site. The Administrator and Site Manager will review signage and rules of enforcement.

NEW BUSINESS

- ▶ A staff report highlighted activities at the site. The reuse center will continue to be managed on a donation basis, abusers will not be allowed. The steel pile issue cannot be prevented at this time. All locks at the site will be changed and keys issued will be limited.
- ▶ The Employment policy will be reviewed and requests/recommendations will be addressed at the September TRI R meeting. Any changes will not take place to January 2012.
- ▶ The annual review of the Emergency Response Plan will proceed. The plan has been reformatted. The plan will be sent to the Burk's Falls Fire Department for approval and then forwarded to the Ministry of the Environment.

CORRESPONDENCE

- ▶ Raw Materials Company will be contacted and a battery drop-off program will be established.
- ▶ ARI agenda and minutes were reviewed as information. The September HAZMAT date will be changed to Saturday September 24, 2011.

ADJOURNMENT

- ▶ A motion to adjourn was passed at 8:39 p.m. The next regular meeting scheduled for August 3, 2011 at 7:00 p.m.

RESOLUTIONS

- ▶ Moved by Rex Smith, Seconded by Glenn Miller, That the TRI R Committee accept the minutes of the June 1, 2011 regular meeting, as circulated. Carried.

- ▶ Moved by Cathy Still, Seconded by Pat Hayes, That the TRI R Committee approve payment voucher #7-2011 (landfill) in the amount of \$82,556.21 and #7-2011 (recycling) in the amount of \$23,817.36 for payment. Carried.
- ▶ Moved by Pat Hayes, Seconded by Cathy Still, That the TRI R Committee approve the Request for Proposal as presented with further specs to be provided by Glenn Miller, and authorize the Administrator to proceed with advertising for the building renovation and dock expansion. Carried.
- ▶ Moved by Cathy Still, Seconded by Glenn Miller, That the TRI R Committee approve the Emergency Response Plan as presented and direct the Administrator to forward the document to Burk's Falls Fire Department for approval. Carried
- ▶ Moved by Rex Smith, Seconded by Pat Hayes, That the TRI R Committee adjourn at 8:39 p.m. until the next regular meeting scheduled for August 3, 2011 at 7:00 p.m. Carried.

The above minutes will not be adopted by the committee until the next regular meeting on August 3, 2011.

Bob MacPhail, Chairperson