



Minutes

Friday, March 15, 2013

8:00 A.M.

Members Present:

Mayor – Alan Barfoot, Township of Georgian Bluffs
Mayor – Bob Pringle, Township of Chatsworth
Deputy Mayor – Dwight Burley, Township of Georgian Bluffs

Staff Absent:

Deputy Mayor – Terry McKay, Township of Chatsworth

Staff Present:

Chief Administrative Officer – Murray Hackett, Township of Georgian Bluffs
Chief Administrative Officer - Will Moore Township of Chatsworth
Treasurer - Holly Morrison, Township of Georgian Bluffs
Operations Manager – Chris Thompson, Township of Georgian Bluffs
Biodigester Operator – Troy Unruh, Township of Georgian Bluffs
Operations Assistant- Desirée van Dijk, Township of Georgian Bluffs

Other:

Ross Slaughter, Senior Environmental Engineer, Genivar

1. Call to Order:

Chair Alan Barfoot called the meeting to order at 8:05 a.m.

2. Disclosure of Pecuniary Interest and the general nature thereof:

None.

3. Adoption of the Minutes:

Motion: BIO009-2013

Moved by: Dwight Burley

Seconded by: Bob Pringle

That the Biodigester Joint Board minutes of February 14, 2013 be adopted as presented.

Carried

4. Delegations or Deputations:

a) None

5. Correspondence:

a) Veolia January Wastewater Report

Motion: BIO010-2013

Moved by:

Seconded by:

Be it resolved that the Georgian Bluffs-Chatsworth Biodigester Joint Board

accepts the January 2013 monthly wastewater report.

Carried

- b) 2013 OGRA report on banning septage spreading MOE
C.A.O. Murray Hackett to follow up with Mississippi Mills and MOE.

Noted and Filed

- c) Audit of the 2012 Financial Statements of Georgian Bluffs Chatsworth
Biodigester

Motion: **BIO011-2013**

Moved by: Dwight Burley

Seconded by: Bob Pringle

Be it resolved that the Georgian Bluffs-Chatsworth Biodigester Joint Board acknowledges that the 2012 budget was passed late in the year, and after the respective municipalities had already officially adopted their budgets. Further, that the actual operating expenses were greater than the budgeted operating expenses and that the actual capital was less than the budgeted capital amount. Therefore, the Board authorizes the Treasurer to fund the operating deficit from the capital fund and that the budget capital fund total amount will not be invoiced to the respective municipalities for 2012.

Carried

- d) CH Four Biogas Inc. - Proposal for ongoing operational support

Motion: **BIO012-2013**

Moved by: Bob Pringle

Seconded by: Dwight Burley

Be it resolved that the Georgian Bluffs-Chatsworth Biodigester Joint Board accepts the proposal of CH4 Biogas Inc. for a one-year contract at \$700 per month.

Carried

6. Staff Reports:

- a) Operations:** Operations Manager Chris Thompson

- i) Action Items Report

· Items reviewed and completed as applicable

Motion: **BIO013-2013**

Moved by: Dwight Burley

Seconded by: Bob Pringle

Be it resolved that the Georgian Bluffs-Chatsworth Biodigester Joint Board receives the March 15, 2013 Action Items report.

Carried

- ii) BR002-2013 Active NS

Staff directed to obtain CH Four's comments on use of the product. If they are in agreement with using the product, the Board directs staff to obtain and begin use of Active NS.

iii) Eco-Strat visit March 1, 2013 – a verbal update was provided.

b) Finance: Treasurer Holly Morrison

i) Waste Water Summary

Noted and Filed

ii) Account Approval List February 12, 2013 to March 12, 2013

Motion: BIO014-2013

Moved by: Dwight Burley

Seconded by: Bob Pringle

Be it resolved that the Georgian Bluffs-Chatsworth Biodigester Joint Board approves accounts for payment in the amount of \$37,851.97 for the period from February 12, 2013 to March 12, 2013.

Carried

iii) Year-to-date Financial Statement

Treasurer Holly Morrison reviewed the revenue and expense report for the 2013 year to date.

Noted and Filed

iv) 2013 Budget

Motion Deferred to next meeting.

c) Engineering: Ross Slaughter, Genivar

i) Summary of FIT applications was reviewed.

ii) Waste from P&H poultry processing plant in Hanover

Presently, they pay \$20 m³ for tipping fees in Hanover. Amount of material is approximately 7m³/day. Some analysis has been done. Limited information forward to CH Four was reported to have potential.

Staff directed to obtain a sample for further analysis.

iii) Discussion with Don Houston (area farmer with 600 acres)

Ross briefly outlined his conversation with Don Houston.

iv) RFP

The RFP for the removal, hauling and disposal of treated digestate from the Georgian Bluffs Chatsworth Biodigester was reviewed. Suggestions made for changes. A mandatory meeting will be set prior to closing the bid. Request to be sent out the first week of April. There will be a three-week window for receiving proposals. Members of the committee will provide further feedback by the middle of next week.

7. Unfinished Business:

- a) Legal Opinion regarding the legality of a septage by-law
Initial opinion, not yet formally reviewed, indicates probability of having the authority to proceed.

Motion: BIO015-2013

Moved by: Bob Pringle

Seconded by: Dwight Burley

Be it resolved that the Georgian Bluffs-Chatsworth Biodigester Joint Board accepts a quote from the Olfield, Greves & D'Agostino lawfirm for \$3,500.00 to \$4,500.00 to provide comment on structuring a bylaw to send product to the Biodigester.

- b) Response to questions and suggestions from residents in Biodigester vicinity
Letter has been sent out.
- c) Date and location of meeting with Haulers
Wednesday March 27, 2013 at 8:00 a.m. with the location to be determined. MOE will be invited. (Thursday March 28 could be an alternate date) Ross Slaughter and Chris Thompson will co-ordinate this meeting.

8. New Business

- a) April 25, 2013 at 10:00 a.m. Biodigester tour for North Bruce Peninsula Public Works Committee
Joint Board would like to defer this meeting.
- b) March 19, 2013 Biodigester tour for Lystek

9. In Camera:

None

10. Public Question

Questions were received from Randy Taylor and Garry Johnson:

- 1) What is the purpose of the Biodigester?
 - a. To provide for the disposal of septage in the townships of Chatsworth and Georgian Bluffs
- 2) Who made the decision to deny the expansion application
 - a. Application for Mill was not approved by OMAFRA
- 3) When is the next removal of digestate planned?
 - a. This is what the RFP is for, with the intention to spread this spring
- 4) Is there enough land capacity to take the digestate?
 - a. There is a good chance there is enough land to take most of what's available to spread, depending on the crops currently on the land.
- 5) The \$45,000 cost of removing digestate from the digester – was this a line item in the budget?

- a. Yes
- 6) \$120,000 line item for future capital expenses – Why the discrepancy from 2011, which was \$1,000.
 - a. Due to Public Sector Assessment Board and Municipal Act rules, we have changed the way capital assets are funded and reported. Also, a printing error misaligned the line items in the report.
- 7) Service contracts, who is that for?
 - a. Rolan Inc.; Veolia(licensed company to oversee the operation); CH Four
- 8) What percentage of “recipe” is septage from Georgian Bluffs & Chatsworth?
 - a. Approximately 14 m³ per day is received; 10 m³ sewage and 4 m³ fats, oils and grease. Approximately 70%/30% breakdown.
- 9) Has another source product been found to replace the product from Chapmans?

Yes, another product is being accepted beginning this week, with another hopefully coming on-line soon.

11. Next Meeting:

To be determined.

12. Adjournment:

The Biodigester Joint Board meeting adjourned at 10:00 a.m. on a motion moved by Member Dwight Burley and seconded by Member Bob Pringle.

Mayor – Alan Barfoot

Recording Secretary –
Desirée van Dijk