



Georgian Bluffs –Chatsworth Biodigester Joint Board Minutes



Friday October 11, 2013, 8:00 AM

Members Present:

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

Staff Present:

Chief Administrative Officer – Murray Hackett, Township of Georgian Bluffs
CAO/Clerk - Will Moore Township of Chatsworth
Director of Operations – Peter Paquette, Township of Georgian Bluffs
Treasurer – Holly Morrison, Township of Georgian Bluffs
Biodigester Operator – Troy Unruh, Township of Georgian Bluffs
Operations Assistant – Desirée van Dijk

Other

Ross Slaughter, GSS Engineering Consultants Ltd.

1. Call to Order:

Chair Alan Barfoot called the meeting to order at 8:00 a.m.

2. Declaration of Pecuniary Interest and the General Nature Thereof:

None at this time

3. Minutes of Previous Meeting:

Motion Number: BIO 054-2013

Moved by: Member Dwight Burley

Seconded by: Member Bob Pringle

Be it resolved that the Georgian Bluffs – Chatsworth Biodigester Joint Board approves the minutes of the September 24, 2013 meeting as presented.

Carried

4. Hearing of Delegations or Deputations:

None

5. Correspondence

1) Rolan 2014 Draft Biogas Service Agreement

Correspondence was deferred until staff has had a chance to review the agreement thoroughly and bring back a report to the Board.

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- 2) Island View Drive & Area Ratepayer's Association re: Septic Waste Disposal By-Law

The letter was deferred until later in the meeting.

6. Reports and Recommendations:

Operations:

- 1) Verbal status update of current operation and generator engine and VFD

VFD was replaced and sewage processing has begun again.
Triple M to service the hydrolizer in the next couple of weeks.
Staff was continuing to look for answers regarding failure of the generator.

- 2) BR011-2013 SUMA Mixer

The following recommendation was made:

Motion Number: BIO 055-2013

Moved by: Member Bob Pringle

Seconded by: Member Terry McKay

Be it resolved that the Georgian Bluffs – Chatsworth Biodigester Joint Board accepts the quotation from Caldecott Millwright Services for the Biogas cell mixer maintenance at a cost of \$5,680 plus HST, to be funded from the capital budget.

Carried

Finance:

- 1) Revenue and expense reports year-to-date

Motion Number: BIO 056-2013

Moved by: Member Terry McKay

Seconded by: Member Bob Pringle

Be it resolved that the Georgian Bluffs – Chatsworth Biodigester Joint Board receives the current revenue and expense financial statements to October 7, 2013.

Carried

- 2) Draft 2014 Budget

Treasurer Holly Morrison presented the preliminary draft 2014 budget.

Revenue has been dropped to reflect if the proposed by-law for residential sewage hauling is not passed.

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Draft budget included a new capital wish list which was created assuming the proposed by-law would be in place and the necessary changes that would be required due to increased flows.

Treasurer Holly Morrison suggested that the Board may wish to consider setting commercial rates for those businesses which do not have an agreement prior to 2011.

7. Public Question Period:

- 1) Calvin Confer
Mr. Confer noted an error in the minutes, showing Ross Slaughter as being employed by Genivar. Mr. Confer had some observations regarding the draft budget and would like to see a broader business plan in place rather than a haphazard one. Further, he would like to see where the revenue is coming from before moving forward with the FIT application and the by-law. The business plan submitted by Genivar in 2012 could be reviewed and made available to the public at the time of the public meeting regarding the by-law.

- 2) David Chapman
Is there a Biodigester anywhere in Ontario that is a benchmark of success?

Mr. Chapman suggested it may not be Chatsworth and Georgian Bluff's responsibility to pioneer environmentally responsible human waste management.

Mr. Chapman urged the Board to ask, if we are in the business of pioneering this process and, if not, why are we doing this?

The Board took a 5-minute recess and reconvened at 9:10AM

- 3) Edith Galloway as President of the Island View Drive & Area Ratepayer's Association

Are you targeting October 24th for the public meeting?

- 4) Trevor Falk
Mr. Falk asked for an update on the letter sent to residents in the area of the Biodigester regarding possible smells.

Mr. Falk also requested that reports from the MOE on smells are made available through the Board.

8. In Camera Session:

None.

9. Accounts:

- 1) Accounts for approval

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Motion Number: BIO 057-2013
Moved by: Member Terry McKay
Seconded by: Member Dwight Burley

Be it resolved that the Georgian Bluffs – Chatsworth Biodigester Joint Board approves accounts for payment in the amount of \$13,026.94 for the period from September 18, to October 7, 2013.

Carried

10. Unfinished Business:

- 1) Genivar engineering fees 2013

Decision will be made after the requested meeting with Genivar has taken place.

- 2) Hourly engineering fees from GSS

Motion Number: BIO 058-2013
Moved by: Member Bob Pringle
Seconded by: Member Dwight Burley

Be it resolved that the Georgian Bluffs – Chatsworth Biodigester Joint Board approves payment of engineering fees to GSS Engineering Consultants Ltd. in the amount of \$4,389.56 to be funded from the operating budget.

Carried

- 3) Sunset Strip income statement

Noted and Filed

- 4) Letter to MOE regarding technical assistance with the odour issue

Joint Board directed letter to be sent.

- 5) Draft letter to Minister of the Environment

Joint Board asked that a timeframe and date for a meeting be added to the letter and sent by registered mail. The letter should be carbon-copied to the local MPP. Letterhead with logos will be sent to Ross Slaughter.

- 6) Cost analysis for the Township of Chatsworth

Noted and Filed

- 7) Revised work plan and schedule for septage by-law

Township of Chatsworth is holding an information meeting on October 23rd

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In field, water quality and quantity sampling and testing of dewatering of septage is on hold until an engineering firm has been acquired through RFP and the Biodigester is up and running.

11. New Business:

- 1) Application for FIT to OPA – Nov 1

Timeline for application is November 4 to December 20, 2013

Generally, the cost to apply has been \$3,000-\$4,000. Joint Board directs Ross Slaughter to prepare the application for submission. A formal motion will be prepared for the next meeting. It was noted that we do not currently have 3-phase power available, however a FIT application is being made for a solar-power project nearby which will require 3-phase power and, if approved, may allow for access at the Biodigester.

- 2) Application to OPA for up to \$500,000 grant for municipalities using biodigesters

November 12, 2013 is the deadline for application.

- 3) OMAFRA odour assignment number

Odour assignment number for Georgian Bluffs is OA11-1006.

- 4) Digestate quality

This information will be added to the letter being sent Rick Chappell at the local Ministry of the Environment.

12. Future Meeting Date:

Friday, November 1, 2013 at 8:00AM.

13. Adjournment:

The Biodigester Joint Board meeting adjourned at 10:25AM on a motion moved by Member Bob Pringle and seconded by Member Dwight Burley.

Mayor Alan Barfoot

Desirée van Dijk,
Recording Secretary