



# Township of Georgian Bluffs and Township of Chatsworth BioGRID Joint Board Minutes



Friday, December 19 2014, 8:00 AM

## Members Present:

Mayor – Alan Barfoot, Township of Georgian Bluffs  
Mayor – Bob Pringle, Township of Chatsworth (arrived at 9:02AM)  
Deputy Mayor – Dwight Burley, Township of Georgian Bluffs  
Deputy Mayor – Scott Mackey, Township of Chatsworth

## Staff Present:

Acting Chief Administrative Officer – Holly Morrison – Township of Georgian Bluffs  
Director of Operations – Peter Paquette, Township of Georgian Bluffs  
Biodigester Operator – Troy Unruh, Township of Georgian Bluffs  
Deputy Clerk – Christine Fraser-McDonald, Township of Georgian Bluffs (Recording Secretary)  
Lisa Downey – Treasury Assistant, Township of Georgian Bluffs  
Treasurer – Kassandra Rocca – Township of Georgian Bluffs  
CAO/Clerk – Will Moore – Township of Chatsworth  
Operations Manager – Deb Zehr - Township of Georgian Bluffs

### 1. Call to Order:

Chair Alan Barfoot called the meeting to order at 8:00 AM

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

None at this time

### 3. Minutes of Previous Meeting – July 14, 2014

**Moved by: Member Dwight Burley**

**Seconded by: Member Bob Pringle**

Be it resolved that the Georgian Bluffs-Chatsworth BioGRID Joint Board approves minutes of the July 14, 2014 meeting as presented.

Carried

### 4. Hearing of Delegations or Deputations

1) Rick Chappell – Ministry of the Environment

Mr. Chappell was unable to attend the meeting.

### 5. Correspondence

1) Veolia 2014 June to November, 2014 Wastewater reports

There was a general discussion regarding odour complaints.

**Motion Number: BIO 30-2014**  
**Moved by: Member Dwight Burley**  
**Seconded by: Member Scott Mackey**

Be it resolved that the Georgian Bluffs-Chatsworth BioGRID Joint Board accepts the Veolia April to November 2014 monthly wastewater report.

Carried

2) MOE – Hauled Sewage Disposal Sites

Noted and filed by the Board.

The Board directed the Operations Director to contact Rick Chappell of the MOE.

**6. Reports and Recommendations:**

Operations:

1) Action Items Report

The Action Items report was discussed by the Joint Board.

The Board directed staff to amend the Fees and Services By-law. A fee schedule will be prepared and brought forward to the next Board meeting.

2) Replacement Netting

Director of Operations, Peter Paquette gave a report to the Board.

He noted that on September 6<sup>th</sup>, 2014 staff arrived on the Biodigester site to find the Mesh that contains the vulcanized rubber membrane over the Biodigester had been damaged during a severe wind and thunder storm. The tear in the mesh was observed to be more than 20 feet long. The damaged mesh was installed 2 years ago and does not have a warranty. Staff proceeded to obtain quotes from 2 specialty mesh suppliers.

The following recommendation was made:

**Motion Number: BIO 31-2014**  
**Moved by: Member Bob Pringle**  
**Seconded by: Member Scott Mackey**

Be it resolved that the Georgian Bluffs-Chatsworth BioGRID Joint Board accept the report submitted by the Director of Operations and further that the Joint Board instruct the Director of Operations to purchase new mesh supplied by InCord N815 Nylon mesh at a cost of \$3,654.00 US plus taxes, shipping and currency exchange.

Carried

3) Engineering Fees and Site Operational Review by WSP

The Director of Operations presented his report to the Board.

He noted that the municipality has been holding payment of the outstanding engineering fees until the evaluation was complete. All outstanding engineering fees will be paid as soon as possible, as per the resolutions passed by the joint board in 2014 that instructed staff to pay the engineering fees.

Peter recommended to the Board that the remaining invoices be paid.

Finance:

1) Revenue and Expense reports year-to-date

The Acting CAO discussed the Revenue and Expense report with the Board.

This was noted and filed by the Board.

2) 2014 Financial Impacts

Acting CAO Holly Morrison presented her report to the Board regarding Financial Impacts for 2014.

She noted staff is recommending that the Board consider the following financial impact issues and provide staff with direction (where required):

Budget

A budget has not been adopted by the Joint Board for 2014; however, the two respective Municipalities have adopted their respective budgets, including a set amount to transfer to the Biodigester Board.

The Biodigester Board ended 2013 with an operating deficit, which was to be funded from 2014.

The draft budget has been amended with reduced revenue.

Product

Increase in septage product is beneficial. Consideration to reduce or eliminate tipping fees will require revising the fees bylaw for the respective municipalities, as well as the projected revenue.

Increase in organic waste and FOG (fats, oils and grease) products is beneficial. Consideration to reduce or eliminate tipping fees will require revising the fees bylaw for the respective municipalities, as well as the projected revenue.

Revenue for septage produced within the municipal boundaries, to be invoicing to the residents (included in the tax rate). The residents will pay the hauler direct.

Accountability at the site regarding the amount of product received for invoicing and tracking purposes.

3) Capital Life Expectancy Budgeting Schedule

Acting CAO Holly Morrison presented the Capital Life Expectancy Budgeting Schedule to the Board.

4) 2014 Draft Budget

The 2014 draft Budget was presented to the Board.

This will be brought forward at the next Board meeting in January, 2015.

**7. Public Question Period:**

Cal Confer had questions regarding a green waste program and a pilot project be put in place to test the collection of green waste. He also had questions regarding the receiving area, flow meter and the screen.

Trevor Faulk had questions regarding the July 14<sup>th</sup> minutes, and public notice. He also had questions regarding subsidies, a letter from the MOE and odours.

**8. In Camera Session:**

None.

**9. Accounts:**

The following recommendation was made:

**Motion Number: BIO 32-2014**

**Moved by: Member Dwight Burley**

**Seconded by: Member Bob Pringle**

Be it resolved that the Georgian Bluffs-Chatsworth BioGRID Joint Board approves accounts in the amount of \$155,153.22 for the period of July 10, 2014 to December 16, 2014

Carried

**10. Unfinished Business:**

- 1) Georgian Bluffs draft By-Law to regulate the collection and disposal of septic waste

Noted and filed by the Board.

- 2) Aeration Electrical Supply Quote

Director of Operations Peter Paquette presented a quote to the Board regarding the aeration electrical supply.

A quote was received from Pringle Electric in the amount of \$3,090.00 plus HST.

The following recommendation was made:

**Motion Number: BIO 33-2014**

**Moved by: Member Bob Pringle**

**Seconded by: Member Scott Mackey**

Be it resolved that the Georgian Bluffs-Chatsworth BioGRID Joint Board accepts the quote from Ron Pringle Electric Ltd for the installation of the electrical supply cable to the aerator equipment in the amount of \$3,090.00 plus HST.

Carried

**11. New Business:**

- 1) Next meeting – January 9, 2015 at 8:00 AM.

**12. Adjournment:**

The Georgian Bluffs-Chatsworth BioGRID Joint Board meeting adjourned at 9:45 AM on a motion moved by Member Scott Mackey

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Mayor Alan Barfoot

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Christine Fraser-McDonald,  
Recording Secretary