



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



June 25, 2015, 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 – Scott Mackey, Township of Chatsworth

## **Staff Present:**

Biodigester Operator – Troy Unruh, Township of Georgian Bluffs (arrived at 8:20 AM)  
CAO/Clerk – Holly Morrison, Township of Georgian Bluffs (arrived at 8:20 AM)  
CAO/Clerk – Will Moore, Township of Chatsworth  
Treasurer – Kassandra Rocca, Township of Georgian Bluffs  
Treasurer – Grace Nayler, Township of Chatsworth  
Payroll/Human Resources Coordinator - Crystal McPhee, Township of Georgian Bluffs  
(Recording Secretary)

## **Staff Present:**

Michael Muffels – Conestoga-Rovers & Associates

### **1. Call to Order**

Chair, Mayor 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 Meetings – May 15, 2015**

**Motion Number: BIO 28-2015**

**Moved by: Bob Pringle**

**Seconded by: Scott Mackey**

Be it resolved that the Georgian Bluffs-Chatsworth Joint Board Minutes of May 15, 2015 be adopted as presented, including any revisions to be made.

Carried

### **4. Hearing of Delegations or Deputations**

1) Conestoga – Rovers & Associates

Mr. Muffels from Conestoga – Rovers & Associates made a presentation to the Board for the preparation of a Request for Proposal for a BioGRID Digester Operating Partner.

Mr. Muffels discussed whether the Board should go out for an RFP or an Expression of Interest.

Mr. Muffels has spoken with 10 to 12 firms in the Biogas and Waste Management field. Interest varied amongst the firms. Others expressed interest but due to the size of the facility had reservations.

Mayor Barfoot wanted know when the Board is going to get something put out, as the process has already it has taken a few months. Mayor Barfoot noted that Georgian Bluffs is ready move forward.

Mayor Pringle was under the understanding this would be ready for both Councils for July 8<sup>th</sup>. Mayor Pringle noted the Board received information from Bob Dejong, resident of Chatsworth, the night prior to the board meeting.

Deputy Mayor Mackey noted Chatsworth is ready to move forward too.

Mr. Muffels noted that putting out the RFP is a faster process as you will get prices and technical information back from those interested. The proposals would not be set in stone but would require negotiation on the agreements. Mr. Muffels recommends a minimum of 6 weeks for the RFP to remain open.

Deputy Mayor Mackey would like Mr. Dejong and Mr. Muffels to sit together and discuss the comments. Staff from both Townships will be involved in the discussions with Mr. Dejong and Mr. Muffels prior to the RFP going out.

Deputy Mayor Burley feels that more interest will come if an Expression of Interest is put out versus an RFP.

Mr. Muffels asked before the RFP is finalized, asked if it is a priority for the sewage to go into the digester or into the lagoon.

Deputy Mayor Mackey asked Troy, does the Certificate of Approval allow for the Sunset Strip material to go into the lagoon. Troy noted only sewage can go into the lagoon.

Mr. Muffels noted the current facility is not designed to process Separated Source Organics but if it's part of the RFP, there will be odors so a treatment for that will have to be considered.

On behalf of the Board, Mayor Barfoot thanked Mr. Muffels for his presentation.

## 5. Correspondence

1) Veolia May 2015 Monthly Wastewater Report

**Motion Number: BIO 29-2015**

**Moved by: Deputy Mayor Burley**

**Seconded by: Mayor Pringle**

Be it resolved that the Georgian Bluffs-Chatsworth BioGRID Joint Board accepts the Veolia May 2015 monthly wastewater report.

Carried

## 6. Reports and Recommendations:

### Operations:

#### 1) Action Items List

Holly Morrison, CAO/Clerk is reviewing the Sunset Strip sewage agreements. Notice was given by staff to end the contract with Veolia as of December 31, 2015. The Wastewater summary up until the end of May was included in the agenda package.

Deputy Mayor Mackey asked what the maximum allowable's are for the Sunset Strip. Holly noted that when the agreements were first put in place, they were based on the capacity of lagoons and the size of business.

#### **Motion Number: BIO 30-2015**

**Moved by: Mayor Pringle**

**Seconded by: Deputy Mayor Mackey**

Be it resolved that the Georgian Bluffs-Chatsworth BioGRID Joint Board receives the Action Items list for June 2015.

Carried

#### 2) Biodigester Tipping Fees

As per the Boards request a spreadsheet was prepared for pricing for companies who bring material into the Biodigester but do not have agreements. This will also provide a guideline for pricing for staff. After discussion with staff, the distance fee has been removed from the original report.

#### **Motion Number: BIO 31-2015**

**Moved by: Deputy Mayor Mackey**

**Seconded by: Mayor Pringle**

Be it resolved that the Georgian Bluffs-Chatsworth BioGRID Joint Board receives the Biodigester Tipping Fees report and authorizes the proposed tipping fees to be implemented upon the passing of bylaws by both municipalities.

Carried

### Finance:

#### 1) Year to Date Financial Report

Treasurer, Kassandra Rocca gave a review of the financial report up until June 22, 2015 to keep the board informed.

#### **Motion Number: BIO 32-2015**

**Moved by: Deputy Mayor Burley**

**Seconded by: Deputy Mayor Mackey**

Be it resolved that the Georgian Bluffs-Chatsworth BioGRID Joint Board accepts the year to date financial report.

Carried

**7. Public Question Period:**

1) Trevor Falk

- a. Mr. Faulk had no questions just a comment about the Mr. DeJong publication not being available prior to the meeting.

**8. In Camera Session:**

None

**9. Accounts:**

**Motion Number: BIO 33-2015**

**Moved by: Mayor Pringle**

**Seconded by: Deputy Mayor Burley**

Be it resolved that the Georgian Bluffs-Chatsworth BioGRID Joint Board approves accounts in the amount of \$3,269.44 for the period of December 16<sup>th</sup> to December 31<sup>st</sup>, 2014 and in the amount of \$128,895.75 for the period of January 1<sup>st</sup> to June 22<sup>nd</sup>, 2015.

Carried

**10. Unfinished Business:**

1) Terracedent Agreement

Operator, Troy Unruh noted changes were made under section 4.2 for tipping fees. The agreement is specific to the amount Green for Life (GFL) will pay for bulk liquid loads and Planet Earth will not be charged a tipping fee for 10 tonnes and under.

Treasurer, Kassandra Rocca noted what was adjusted is current practice and corrects the documentation.

**Motion Number: BIO 34-2015**

**Moved by: Mayor Pringle**

**Seconded by: Deputy Mayor Mackey**

Be it resolved that the Georgian Bluffs-Chatsworth BioGRID Joint Board receives the Terracedent Agreement report and provides further direction to initiate a bylaw for both municipalities to enter into an agreement.

Carried

2) Fee Amendment from the Township of Chatsworth

Deputy Mayor Mackey would like to see the motion go to Georgian Bluffs council. He told the Board that Chatsworth doesn't feel they should subsidize the Sunset Strip.

Mayor Barfoot noted doing this would require opening up the entire Biodigester agreement between Georgian Bluffs and Chatsworth.

**Motion Number: BIO 35-2015**

**Moved by: Deputy Mayor Mackey**

**Seconded by: Mayor Pringle**

Be it resolved that the Georgian Bluffs-Chatsworth BioGRID Joint Board accepts the Resolution from the Township of Chatsworth for the following Biodigester amendments: Tipping Fees for the Sunset Strip be at \$25 m<sup>3</sup> or Georgian Bluffs to subsidize the difference if they wish and the Haulage fees be removed from the Operating costs.

Deputy Mayor Burley asked for a recorded vote:

For: Deputy Mayor Mackey, Mayor Pringle

Against: Deputy Mayor Burley, Mayor Barfoot

The motion was defeated.

3) Proposed 2015 Biodigester Budget

Treasurer Cassandra Rocca noted the budget will have to be revised as there were two options originally prepared. The revised budget will come back to the next meeting.

Deputy Mayor Burley left the meeting at 9:35 AM.

**11. New Business:**

1) Generator and ROHES verbal updates from Troy Unruh

Regional of Huronia Environmental Services has started to bring material to the site and expressed interested to the site to hopefully bring more. The tipping fee for the grease trap waste is \$25/m<sup>3</sup>. If new material comes in a possible agreement should be prepared.

The generator had some issues and was down for a period of time. Troy notified Veolia and the Ministry of the Environment.

The next meeting date will be at the call of the chair.

**12. Adjournment:**

The Georgian Bluffs-Chatsworth BioGRID Joint Board meeting adjourns at 9:35 AM on a motion moved by Mayor Pringle and seconded by Deputy Mayor Mackey.

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Alan Barfoot, Mayor

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Crystal McPhee, Recording Secretary