



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



October 30, 2015 8:00 AM

**1. Call to Order**

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

**3. Minutes of Previous Meeting – September 11 and 25, 2015**

Motion: (move and second)

That the Joint Board Minutes of September 11 and 25, 2015 be adopted as presented, including any revisions to be made.

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

None

**5. Correspondence**

1) Veolia August and September 2015 Monthly wastewater report

Motion: (move and second)

That the Georgian Bluffs-Chatsworth BioGRID Joint Board accepts the Veolia August and September 2015 monthly wastewater reports.

**6. Reports and Recommendations:**

1) Card Reader

Motion: (move and second)

That the Georgian Bluffs-Chatsworth BioGRID Joint Board receives this report and accepts the quote from Envirocan for the replacement card reader.

2) Proposal Review – SusGlobal

Motion: (move and second)

That the Board accept the staff's report regarding the SusGlobal Proposal, and provides direction.

**7. Public Question Period:**

**8. In Camera Session:**

None

**9. Unfinished Business:**

1) Proposed 2015 Biodigester Budget

Motion: (move and second)

Be it resolved that the Georgian Bluffs-Chatsworth BioGRID Joint Board provide direction to staff.

**10. New Business:**

- 1) Next Meeting Date

**11. Adjournment:**

**Recommended (Move)**

The Georgian Bluffs-Chatsworth BioGRID Joint Board meeting adjourns at \_\_\_\_\_ on a motion moved by \_\_\_\_\_.



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



September 11, 2015, 8:00 AM

## Members Present:

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

## Staff Present:

Will Moore, CAO/Clerk – Township of Chatsworth  
Troy Unruh, Biodigester Operator – Township of Georgian Bluffs  
Kassandra Rocca, Treasurer – Township of Georgian Bluffs  
Grace Nayler, Treasurer – Township of Chatsworth  
Crystal McPhee, Payroll/HR Coordinator - Township of Georgian Bluffs (Recording Secretary)

### 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 Meetings – June 25 and August 24, 2015

**Motion Number: BIO 37-2015**

**Moved by: Dwight Burley**

**Seconded by: Scott Mackey**

Be it resolved that the Georgian Bluffs-Chatsworth Joint Board Minutes of June 25 and August 24, 2015 be adopted as presented, including any revisions to be made.

Carried

### 4. Hearing of Delegations or Deputations

None

### 5. Correspondence

1) Veolia June and July 2015 Monthly Wastewater Report

**Motion Number: 38-2015**

**Moved by: Dwight Burley**

**Seconded by: Bob Pringle**

Be it resolved that the Georgian Bluffs-Chatsworth Joint Board accepts the Veolia June and July 2015 monthly wastewater reports.

Carried

**6. Reports and Recommendations:**

**1) SusGlobal Energy RFP Evaluation**

As requested by the Board, the RFP was reviewed by staff from both Townships and GHD Limited. An evaluation was done on the RFP.

Under the Bidder's Profile and Qualifications, staff have concerns in regard with SusGlobal having the finances available to commit and the experience level of GSS Engineering. Overall, SusGlobal received a score of 14/25 in this category due to little to no relevant experience in SSO processing.

Under Operations, Feedstock Procurement, BioGRID Modifications and Transition plan, it is unknown how much SSO would be produced locally, the material listed is dirty material, difficult to process and raised concerns if the equipment can handle the feedstock. The odour concerns and the gas being made can damage the equipment. The proposal does not discuss grit. There is no onsite storage for digester solids or fertilizer products proposed. There is not enough storage on site with the amount of loads proposed to be coming. The location of the flare raised concerns as it is near a hydro line and a number of trees. Overall, SusGlobal received a score of 12/25 in this category. Therefore the combined scores are below the minimum requirement of 37.5 points.

Ross Slaughter from GSS Engineering said an interview process should have taken place before the final report was completed for clarification on any questions. Mr. Slaughter provided pictures to the Board of equipment to process SSO.

Alan Barfoot asked Mr. Slaughter will SusGlobal resubmit if another RFP is done. Mr. Slaughter believes an interview between the Board and SusGlobal should have been set up before the report was completed.

Only technical concerns will be released to SusGlobal to prepare for the meeting with the review team. Mr. Slaughter would like to see the break out of the scoring to prepare for the meeting.

The review team will set up a meeting with SusGlobal to review the concerns raised from the report and the RFP submitted. After the meeting, staff will bring forward a report to the Board to decide if another RFP should be put out.

**Motion Number: BIO 39-2015**

**Moved by: Dwight Burley**

**Seconded by: Bob Pringle**

That the Georgian Bluffs-Chatsworth BioGrid Joint Board accepts this report and provides direction to staff on how to proceed with the RFP. The direction is for SusGlobal representatives to meet with the review team as soon as possible.

Carried

2) Intercooler replacement

Troy Unruh told the Board when cleaning the intercooler, the cooler had damage to the fins and decreased the cooling capacity. Cleaning was stopped because of the damage to the fins. This has limited the capacity of the generator.

Scott Mackey asked if this was in the maintenance budget. Troy noted this was not an anticipated expense. More damage will be caused if this repair is not done.

**Motion Number: BIO 40-2015**

**Moved by: Dwight Burley**

**Seconded by: Bob Pringle**

Be it resolved that the Georgian Bluffs-Chatsworth BioGRID Joint Board accepts the quote from Wright's Automotive Machine Shop to replace the intercooler and install for \$11,132.42 plus tax.

Carried

3) Turbo/Intercooler

Troy Unruh noted as per the maintenance manual for the MAN engine, the turbo was scheduled to be replaced after 12,000 hours. Quotes were obtained to replace, clean and inspect. The seal was leaking and needed to be replaced before further damage took place.

**Motion Number: BIO 41-2015**

**Moved by: Dwight Burley**

**Seconded by: Scott Mackey**

That the Georgian Bluffs-Chatsworth BioGRID Joint Board accepts the quote from Addison Truck & Trailer Repair for \$1,019.26 plus tax.

**7. Public Question Period:**

a) Cal Confer

- a. Mr. Confer thinks its appropriate for SusGlobal to discuss their concerns.
- b. Mr. Confer asked if the Veolia contracts that expire at the end of the year include the waste water. Contracts for water and waste water both expire at the end of the year.

Dwight Burley left the meeting at 9:50AM.

b) Trevor Falk

- a. Mr. Falk doesn't believe the direction given to staff is clear in regards to the SusGlobal RFP and SusGlobal should not be able to negotiate the scoring concerns.
- b. Mr. Falk noted an error in the minutes of June 25<sup>th</sup>. Staff will make the correction to the minutes.

c) Sean Greig

- a. Mr. Greig the Board if they will open up the other RFP received. Alan Barfoot noted the other RFP did not qualify as it was not received in time and will not be opened.
- b. Mr. Greig believes the Board is giving SusGlobal a chance to improve their technical score with a meeting.

Kassandra Rocca wants it to be clear that SusGlobal cannot add or change their RFP, the meeting is only for clarification.

d) Ross Slaughter

- a. Mr. Slaughter asked for the name of the other company that submitted the RFP. Alan Barfoot noted the RFP was destroyed and the name will not be released.

**8. Unfinished Business:**

1) Proposed 2015 Biodigester Budget

Kassandra Rocca brought forth the Biodigester Budget for 2015.

Bob Pringle noted Chatsworth is struggling with the Sunset Strip agreements and would like to defer the budget.

Scott Mackey noted Chatsworth is not willing to pay the transportation costs for the Sunset Strip.

The budget has been deferred.

**9. In Camera Session:**

None

**10. New Business:**

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

**11. Adjournment:**

The Georgian Bluffs-Chatsworth BioGrid Joint Board meeting adjourns at 9:10 AM on motion moved by Bob Pringle, seconded by Scott Mackey.

Carried

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Alan Barfoot, Mayor

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Crystal McPhee, Recording Secretary



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



September 25, 2015, 9:00 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:

CAO/Clerk – Holly Morrison, Township of Georgian Bluffs  
CAO/Clerk – Will Moore, Township of Chatsworth  
Biodigester Operator – Troy Unruh, Township of Georgian Bluffs  
Deputy Clerk – Christine Fraser-McDonald (Recording Secretary)

## Other Present:

### 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. Unfinished Business:

#### 1) SusGlobal Energy RFP Scoring Meeting

CAO/Clerk Will Moore discussed the new information that was brought through a staff report.

He noted that SusGlobal is a new business with little experience with SSO processing and they did not have the ability to get the feed stock to the facility.

There was no increase in points after this discussion.

The Board directed that Conestoga Rovers will continue to be the lead on this project.

Ross Slaughter felt that this project would qualify for a federal grant which is due on October 14, 2105. He does not think that you can procure feed stock as it is a large commitment.

Staff will provide correspondence to SusGlobal regarding their RFP submission.

The following recommendation was made:

#### **Motion: BIO 42-2015**

**Moved by: Member Bob Pringle**

**Seconded by: Member Dwight Burley**

Be it resolved that the Georgian Bluffs – Chatsworth BioGRID Joint Board accepts Staff Report BIO 15.12, SusGlobal Engineering RFP Scoring Report.

And further that Conestoga Rovers be contacted to continue to be the lead consultant and in consultation with staff, be authorized to proceed to investigate potential partners.

And further that a new staff and consultant report be available by our next meeting on October 23, 2015 at 8:00 AM.

Carried

**4. Next Meeting**

October 23, 2015 @ 8:00 AM.

**5. Adjournment:**

The Georgian Bluffs-Chatsworth BioGRID Joint Board meeting adjourns at 8:55 AM on a motion moved by Member Mackey and seconded by Member Dwight Burley.

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Alan Barfoot, Mayor

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Christine Fraser-McDonald,  
Recording Secretary





MONTHLY WASTEWATER OPERATIONS REPORT  
FOR THE MONTH OF AUGUST 2015

SUBMITTED TO THE BIO-DIGESTER STEERING COMMITTEE

PREPARED BY VEOLIA WATER CANADA

14 OCTOBER, 2015



### 1.0 Introduction

The following report summarizes operational data, maintenance activities and compliance issue identified during the month of August, 2015. This report includes all information required under Appendix H of the Georgian Bluffs Services Agreement.

### 2.0 Wastewater System – Derby Lagoons

#### 2.1 Influent Flows

The influent flows are determined through records provided by the Septic hauler and are tabulated as follows; for the month of August, the total influent flow was 674.99m<sup>3</sup>, with an average daily flow of 21.77m<sup>3</sup> or approximately 37.87% of the rated capacity based on the monthly average.

#### 2.2 Treated Flows

The irrigated flows for the month of August were 0m<sup>3</sup> based on data collected on 6 August, 2015 (236188m<sup>3</sup>) and compared to data collected on 2 September, 2015 (236,188m<sup>3</sup>). The total effluent volume pumped year-to-date is 18,204m<sup>3</sup>.

### 2.3 Required Analysis as per Amended Certificate of Approval #4027-84PQMX

#### Adjacent Monitoring Wells/Ponds

Date	Location	Conductivity (uS/cm)	Chlorides (mg/L)	Nitrate (mg/L)	pH	Total Phosphorus (mg/L)	Total Ammonia (mg/L)	Unionized Ammonia (mg/L)
8/12/15	TW-1	870	124	1.05				
8/12/15	TW-1A	716	84.5	0.51				
8/12/15	TW-2	572	84.8	1.61				
8/12/15	TW-2A	1020	165	0.04				
8/12/15	TW-3	604	33.3	0.09				
8/12/15	TW-3A	639	50.3	0.04				
8/12/15	TW-4	897	135	0.04				
8/12/15	TW-4A	911	122	0.04				
8/12/15	TW-5	472	4.91	3.88				
8/12/15	TW-6	839	109	0.72				
8/12/15	TW-6A	896	134	0.79				
8/12/15	TW-7	607	73.2	0.04				
8/12/15	TW-7A	465	10.9	0.43				
8/12/15	TW-8	780	82.2	0.69				
8/12/15	TW-9	531	18.1	0.04				

Notes: Nitrites were non detectable, F – Frozen, TW – Test Well, SW – Surface Water Pond



**Effluent Sampling**

Date	Location	CBOD (mg/L)	TSS (mg/L)
No samples taken in August due to Facultative lagoon level			
<b>MONTHLY AVERAGE</b>			

Notes: CBOD is the biochemical oxygen demand and TSS is total suspended solids. The monthly average limits are as follows; for CBOD the limit is 30 mg/L and for TSS the limit is 40 mg/L.

**2.4 Repairs and Maintenance Details**

There were no repairs or non-routine maintenance completed at the lagoon during the month of August, 2015.

**2.5 Regulatory Issues**

There were no regulatory issues at the lagoon during the month of August 2015.

**2.6 Consumer Complaints/Inquiry and Actions Completed**

There were no consumer complaints / inquiries at the lagoon during the month of August, 2015.

2.7 Bio-Digester Operations – Tank Levels

Date	Hydrolyzer			FOG			Digester	Digestate Storage	
	Liquid Level (m <sup>3</sup> )	Stored Waste Volume (m <sup>3</sup> )	Available Waste Volume (m <sup>3</sup> )	Liquid Level (m <sup>3</sup> )	Stored Waste Volume (m <sup>3</sup> )	Available Waste Volume (m <sup>3</sup> )	Liquid Level (cm)	Liquid Level (Small) (m)	Liquid Level (Large) (m)
1	3.00	100.00	0.00	2.840	50.00	0.00	0.621	3.53	1.98
2	2.02	72.78	27.22	1.270	23.43	26.57	0.516	3.68	1.98
3	1.68	60.53	39.47	2.381	43.93	6.07	0.630	3.85	1.98
4	1.77	63.78	36.22	1.591	29.35	20.65	0.693	3.97	1.98
5	1.63	58.73	41.27	2.559	47.21	2.79	0.336	4.07	1.98
6	1.62	58.37	41.63	0.667	12.31	37.69	0.306	4.14	1.98
7	1.41	50.81	49.19	1.996	36.83	13.17	0.609	4.22	1.98
8	1.95	70.26	29.74	0.657	12.12	37.88	0.897	4.29	1.98
9	1.65	59.45	40.55	2.146	39.59	10.41	0.540	4.36	1.98
10	1.40	50.44	49.56	0.678	12.51	37.49	0.165	4.41	1.98
11	1.93	69.54	30.46	0.613	11.31	38.69	0.438	4.51	1.98
12	1.75	63.06	36.94	2.384	43.98	6.02	0.420	4.66	1.98
13	3.00	100.00	0.00	2.624	48.41	1.59	0.654	4.77	1.98
14	3.00	100.00	0.00	2.578	47.56	2.44	0.684	4.86	1.98
15	3.00	100.00	0.00	2.506	46.24	3.76	0.681	3.18	2.19
16	2.08	74.95	25.05	2.002	36.94	13.06	0.414	3.30	2.19
17	1.69	60.89	39.11	0.557	10.28	39.72	0.113	3.42	2.19
18	1.69	60.89	39.11	0.557	10.28	39.72	0.549	3.52	2.19
19	3.00	100.00	0.00	2.727	50.00	0.00	0.525	3.62	2.19
20	3.00	100.00	0.00	2.556	47.16	2.84	0.558	3.79	2.19
21	3.00	100.00	0.00	0.982	18.12	31.88	0.378	3.93	2.19
22	2.75	99.09	0.91	2.600	47.97	2.03	0.816	4.04	2.19
23	2.38	85.76	14.24	2.731	50.00	0.00	1.161	4.26	2.19
24	2.15	77.47	22.53	1.271	23.45	26.55	0.228	4.33	2.19
25	3.00	100.00	0.00	2.095	38.65	11.35	0.216	4.45	2.19
26	1.94	69.90	30.10	2.993	50.00	0.00	0.562	4.62	2.19
27	2.59	93.32	6.68	1.957	36.11	13.89	0.876	4.77	2.19
28	2.71	97.65	2.35	2.150	39.67	10.33	1.236	4.99	2.19
29	2.42	87.20	12.80	2.500	46.13	3.88	0.696	3.37	2.40
30	2.02	72.78	27.22	2.488	45.90	4.10	1.410	3.47	2.40
31	1.81	65.22	37.78	2.303	42.49	7.51	0.915	3.56	2.40

NOTE: Hydrolyzer maximum volume – 100m<sup>3</sup> FOG maximum volume – 50m<sup>3</sup> Digestate Storage maximum volume – 785m<sup>3</sup>



Township of Georgian Bluffs Monthly Report – August 2015

2.8 Bio-Digester Operations – Power Production and Generator Status

Date	Time	Operator(s)	Generator Status	Intellimonitor (Kw)	Produced Kw	Active Power	Generator Hours	Run Hours
1	0724	TU	ON	1843558	1429	55	31596	25
2	1032	TU	ON	1844987	1192	44	31621	19
3	1024	TU	ON	1846179	1290	53	31640	23
4	1338	TU	ON	1847469	844	48	31663	14
5	0557	TU	ON	1848313	985	33	31677	20
6	0601	TU	ON	1849298	763	33	31697	16
7	0517	TU	ON	1850061	710	55	31713	18
8	0907	TU	ON	1850771	720	37	31731	16
9	1122	TU	ON	1851491	340	41	31747	8
10	0540	TU	ON	1851831	356	32	31755	9
11	0612	TU	ON	1852187	715	33	31764	16
12	0609	TU	ON	1852902	769	32	31780	16
13	0615	TU	ON	1853671	828	59	31796	18
14	1035	TU	ON	1854499	657	50	31814	15
15	1221	TU	ON	1855156	593	58	31829	14
16	1049	TU	ON	1855749	261	35	31843	12
17	0553	TU	ON	1856010	575	34	31855	6
18	0606	TU	OFF	1856585	456	60	31861	11
19	0606	TU	OFF	1857041	779	0	31872	17
20	0556	TU	OFF	1857820	1127	0	31889	22
21	0948	TU	ON	1858947	652	33	31911	13
22	0828	TU	ON	1859599	1319	78	31924	22
23	1720	TU	ON	1860918	566	80	31946	13
24	0708	TU	ON	1861484	796	33	61959	16
25	0556	TU	ON	1862280	706	32	31975	14
26	0623	TU	ON	1862986	1232	35	31989	24
27	0613	TU	ON	1864218	1544	80	32013	23
28	0602	TU	ON	1865762	1311	79	32036	23
29	1007	TU	ON	1867073	1376	55	32059	25
30	1252	TU	ON	1868449	766	80	32084	15
31	0608	TU	ON	1869215	1429	72	32099	24
<b>Total</b>					<b>27,086</b>			<b>527</b>

NOTE: TU – Troy Unruh KD – Krystal Douglas GM – Greg McCorquodale

2.9 Bio-Digester Operational Recommendations

No operational recommendations for August, 2015.



MONTHLY WASTEWATER OPERATIONS REPORT  
FOR THE MONTH OF SEPTEMBER 2015

SUBMITTED TO THE BIO-DIGESTER STEERING COMMITTEE

PREPARED BY VEOLIA WATER CANADA

14 OCTOBER, 2015



### 1.0 Introduction

The following report summarizes operational data, maintenance activities and compliance issue identified during the month of September, 2015. This report includes all information required under Appendix H of the Georgian Bluffs Services Agreement.

### 2.0 Wastewater System – Derby Lagoons

#### 2.1 Influent Flows

The influent flows are determined through records provided by the Septic hauler and are tabulated as follows; for the month of September, the total influent flow was 625.17m<sup>3</sup>, with an average daily flow of 20.84m<sup>3</sup> or approximately 36.24% of the rated capacity based on the monthly average.

#### 2.2 Treated Flows

The irrigated flows for the month of September were 2,344m<sup>3</sup> based on data collected on 2 September, 2015 (236,188m<sup>3</sup>) and compared to data collected on 5 October, 2015 (238,532m<sup>3</sup>). The total effluent volume pumped year-to-date is 20,548m<sup>3</sup>.

### 2.3 Required Analysis as per Amended Certificate of Approval #4027-84PQMX

#### Adjacent Monitoring Wells/Ponds

Date	Location	Conductivity (uS/cm)	Chlorides (mg/L)	Nitrate (mg/L)	pH	Total Phosphorus (mg/L)	Total Ammonia (mg/L)	Unionized Ammonia (mg/L)
9/17/15	TW-1	981	115	0.52				
9/17/15	TW-1A	702	66.8	0.49				
9/17/15	TW-2	669	102	0.04				
9/17/15	TW-2A	425	50.6	0.91				
9/17/15	TW-3	589	45.2	0.04				
9/17/15	TW-3A	613	34	0.12				
9/17/15	TW-4	877	132	0.04				
9/17/15	TW-4A	913	133	0.04				
9/17/15	TW-5	482	12.2	1.47				
9/17/15	TW-6	804	122	0.70				
9/17/15	TW-6A	846	118	0.68				
9/17/15	TW-7	719	83	0.04				
9/17/15	TW-7A	497	28	0.83				
9/17/15	TW-8	779	95	0.70				
9/17/15	TW-9	563	22	0.04				

Notes: Nitrites were non detectable, F – Frozen, TW – Test Well, SW – Surface Water Pond



**Effluent Sampling**

Date	Location	CBOD (mg/L)	TSS (mg/L)
9/9/15	Facultative Lagoon	7.4	20
9/9/15	Facultative Lagoon	7.9	20
9/9/15	Facultative Lagoon	7.0	20
28/9/15	Facultative Lagoon	11.1	17
28/9/15	Facultative Lagoon	11.0	17
28/9/15	Facultative Lagoon	10.0	12
<b>MONTHLY AVERAGE</b>		<b>9.07</b>	<b>17.67</b>

Notes: CBOD is the biochemical oxygen demand and TSS is total suspended solids. The monthly average limits are as follows; for CBOD the limit is 30 mg/L and for TSS the limit is 40 mg/L.

**2.4 Repairs and Maintenance Details**

There were no repairs or non-routine maintenance completed at the lagoon during the month of September, 2015.

**2.5 Regulatory Issues**

There were no regulatory issues at the lagoon during the month of September 2015.

**2.6 Consumer Complaints/Inquiry and Actions Completed**

There were no consumer complaints / inquiries at the lagoon during the month of September, 2015.



2.7 Bio-Digester Operations – Tank Levels

Date	Hydrolyzer			FOG			Digester	Digestate Storage	
	Liquid Level (m <sup>3</sup> )	Stored Waste Volume (m <sup>3</sup> )	Available Waste Volume (m <sup>3</sup> )	Liquid Level (m <sup>3</sup> )	Stored Waste Volume (m <sup>3</sup> )	Available Waste Volume (m <sup>3</sup> )	Liquid Level (cm)	Liquid Level (Small) (m)	Liquid Level (Large) (m)
1	1.81	65.22	34.78	1.979	36.51	13.49	26	3.70	2.40
2	1.52	54.77	45.23	2.257	41.64	8.36	22	3.79	2.40
3	3.00	100.00	0.00	1.997	36.84	13.16	23	3.91	2.40
4	2.44	87.92	12.08	2.639	48.69	1.31	21	4.09	2.40
5	2.31	83.23	16.77	2.441	45.04	4.96	22	4.15	2.40
6	2.31	83.23	16.77	2.681	49.46	0.54	22	4.21	2.40
7	2.00	72.06	27.94	2.077	38.32	11.68	23	4.32	2.40
8	1.59	57.29	42.71	2.048	37.79	12.21	22	4.44	2.40
9	3.00	100.00	0.00	2.303	42.49	7.51	21	4.63	2.40
10	1.77	63.78	36.22	1.485	27.40	22.60	22	4.74	2.40
11	3.00	100.00	0.00	2.005	36.99	13.01	24	4.85	2.45
12	2.45	88.28	11.72	1.407	25.96	24.04	48	3.54	2.50
13	2.09	75.31	24.69	0.836	15.42	34.58	21	3.55	2.50
14	1.94	69.90	30.10	2.657	49.02	0.98	45	3.55	2.51
15	1.88	67.74	32.26	3.014	50.00	0.00	42	3.63	2.51
16	2.11	76.03	23.97	0.926	17.08	32.92	21	3.77	2.51
17	2.81	100.00	0.00	2.046	37.75	12.25	22	3.91	2.51
18	2.64	95.12	4.88	1.649	30.42	19.58	22	4.05	2.50
19	2.68	96.57	3.43	2.416	44.58	5.42	22	4.19	2.50
20	2.44	87.92	12.08	1.526	28.15	21.85	22	4.35	2.50
21	2.36	85.04	14.96	2.296	42.36	7.64	22	4.45	2.50
22	2.04	73.51	26.49	1.927	35.55	14.45	22	4.54	2.50
23	1.97	70.98	29.02	0.673	12.42	37.58	22	4.54	2.50
24	2.57	92.60	7.40	0.596	11.00	39.00	21	4.56	2.50
25	3.00	100.00	0.00	0.589	10.87	39.13	53		
26	3.00	100.00	0.00	3.040	50.00	0.00	53	4.60	
27	2.49	89.72	10.28	3.041	50.00	0.0	52	4.66	0.62
28	2.09	75.31	24.69	2.451	44.56	5.44	54	4.90	0.62
29	1.91	68.82	31.18	2.017	37.21	12.79	54	1.63	0.39
30	2.13	76.75	23.25	3.042	50.0	0.00	50	1.73	0.39

NOTE: Hydrolyzer maximum volume – 100m<sup>3</sup> FOG maximum volume – 50m<sup>3</sup> Digestate Storage maximum volume – 785m<sup>3</sup>



Township of Georgian Bluffs Monthly Report – September 2015

2.8 Bio-Digester Operations – Power Production and Generator Status

Date	Time	Operator(s)	Generator Status	Intellimonitor (Kw)	Produced Kw	Active Power	Generator Hours	Run Hours
1	0601	TU	ON	1870644	843	33	32123	20
2	0605	TU	ON	1871487	1261	33	32143	22
3	0610	TU	ON	1872748	1038	80	32165	24
4	1802	TU	ON	1873786	394	0	32189	9
5	1126	TU	ON	1874180	998	65	32198	21
6	1051	TU	ON	1875178	1216	70	32219	22
7	1216	TU	ON	1876394	671	70	32241	15
8	0530	TU	ON	1877065	1055	38	32256	22
9	0558	TU	ON	1878120	1277	33	32278	21
10	0602	TU	ON	1879797	1545	51	32299	25
11	0715	TU	ON	1880942	1317	68	32324	21
12	0629	TU	ON	1882259	1213	33	32345	23
13	0948	TU	ON	1883472	1019	32	32368	19
14	1110	TU	ON	1884491	946	32	32387	17
15	0558	TU	ON	1885437	1684	73	32404	24
16	0813	TU	ON	1887085	1431	90	32428	22
17	0849	TU	ON	1888516	1350	88	32450	21
18	0947	TU	ON	1889866	831	87	32471	18
19	1240	TU	ON	1890697	1439	79	32489	23
20	1406	TU	ON	1892136	831	47	32512	15
21	1144	TU	ON	1892967	634	63	32527	11
22	0609	TU	ON	1893601	420	55	32538	9
23	0613	TU	OFF	1894021	333	0	32547	8
24	0603	TU	OFF	1894354	193	0	32555	5
25	0517	TU	OFF	1894547	342	0	32560	9
26	0645	TU	OFF	1894889	945	0	32569	22
27	0843	TU	ON	1895834	1347	50	32591	21
28	0601	TU	ON	1897181	1493	88	32612	24
29	0615	TU	ON	1898674	1211	57	32636	22
30	0605	TU	ON	1899885	1635	84	32658	23
<b>Total</b>					<b>30,912</b>			<b>558</b>

NOTE: TU – Troy Unruh KD – Krystal Douglas GM – Greg McCorquodale

2.9 Bio-Digester Operational Recommendations

No operational recommendations for September, 2015.



# TOWNSHIP OF GEORGIAN BLUFFS

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**Date:** October 23, 2015  
**Report To:** GB Chatsworth Biodigester Board  
**From:** Troy Unruh, Operator  
**Subject:** Card Reader (Biodigester)  
**Report #:** BIO.15.13

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## Strategic Plan:

### 3.1 Water & Waste Water System

Operate water and waste water systems to maintain a high standard of public health and safety, protect the environment and ensure long term financial sustainability.

### 3.2 Solid Waste Management

Manage solid waste to protect public health and minimize environmental impact through waste reduction, diversion, recycling and re-use.

## Summary:

It was brought to the attention of staff, that the card reader for the sewage haulers was not working. Staff talked with Envirocan and had the card reader tested. Envirocan verified that the reader was faulty.

## Comments:

Currently the sewage hauler is manually inputting his card number. A quote from Envirocan was received. JWC was also contacted but would not provide a quote directly to the Township as they have a distributor agreement with Envirocan.

## Financial Considerations:

The cost of the card reader is \$720.00 plus shipping and HST. Quote is attached.

## Recommendation:

That the committee receive the report and accept the quote from Envirocan for the replacement card reader.

Respectfully submitted,

Troy Unruh  
Operator

Reviewed by: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Supported by:  \_\_\_\_\_

Supported by:  \_\_\_\_\_

## Crystal McPhee

---

**From:** Georgian Bluffs Biodigester <biodigester@georgianbluffs.on.ca>  
**Sent:** Tuesday, October 13, 2015 8:25 PM  
**To:** Rick Winters; Crystal McPhee  
**Subject:** Fwd: \*\*Quote:15-5466-01\*\* New Card Reader for Honey Monster System  
**Attachments:** image001.jpg

Troy Unruh

(Mailing address)

Township of Georgian Bluffs  
177964 Grey Road 18  
R. R. 3  
OWEN SOUND ON N4K 5N5  
(226)668-3239 mobile

biodigester@georgianbluffs.on.ca

(Site location)

062111, Sideroad 3  
Lot4 Cons 6  
TWP of Georgian Bluffs ON, N0H 1G0

----- Forwarded Message -----

From: "Marcus Henderson" <Marcus@acgtechnology.com>  
To: biodigester@georgianbluffs.on.ca  
Cc: "Mike Nelson" <mike@envirocan.ca>  
Sent: Friday, October 2, 2015 4:39:20 PM  
Subject: \*\*Quote:15-5466-01\*\* New Card Reader for Honey Monster System

Good afternoon Troy,

Mike Nelson of Envirocan sent this request to my attention. I do apologize for the delay. Please find your quotation below and let me know if you have any questions.

Quote 15-5466-01 - Card Reader for Honey Monster system with S/N:107084-1-1 Line Item

Part Number

Price Each

MAG. STRIPE READER, RS-232

E12-023-004

\$720.00 CAD

Terms would be Net 30 days  
Delivery would be 1-2 weeks ARO  
HST is not included  
Price is in CDN Funds, FOB our shop, Woodbridge, ON

Upon review, please let me know of any questions you may have.

Best regards,

Marcus Henderson, EIT, CSP  
Aftermarket Sales and Service Manager  
Envirocan Wastewater Treatment  
Equipment Co. Ltd.

[cid:image001.jpg@01D0FD30.DFF94FE0]

13-131 Whitmore Road, Woodbridge, ON L4L 6E4  
Cell: 416-454-8302  
Tel: 905-856-1414 ext. 24  
Fax: 905-856-6401  
[www.acgtechnology.com](http://www.acgtechnology.com)<<http://www.acgtechnology.com/>>

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# TOWNSHIP OF GEORGIAN BLUFFS

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**Date:** October 26<sup>th</sup>, 2015  
**Report To:** Biodigester Board  
**From:** H Morrison, GB CAO/Clerk; W Moore, Chatsworth CAO/Clerk; K Rocca, GB Treasurer; G Naylor, Chatsworth Treasurer; R Winters, GB Director of Operations; T Unruh, Biodigester Operator  
**Subject:** Proposal Review – SusGlobal  
**Report #:** BIO.15.14

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## Strategic Plan:

### 2.0 Environment

Apply principles of sustainable development, reduce the Township's environmental footprint, and improve quality of life.

### 2.0 Accountability

Communicate actively and transparently while providing a high level of customer service to ratepayers, associations, business interests, visitors and others involved in Township initiatives.

### 2.1 Water and Waste Water Systems

Operate water and waste water systems to maintain a high standard of public health and safety, protect the environment and ensure long term financial sustainability.

## Summary:

To provide input and recommendations to the Biodigester Board. Ultimately, the Board has two choices, to accept or reject the proposal. If the proposal is "rejected", then the Board could move forward to negotiating with interested parties.

## Background:

The Biodigester Board issued a RFP to receive proposals from interested entities to partner with the two Municipalities to operate the Biodigester. Conestoga Rovers was hired, to develop the RFP and to review the results.

One proposal was submitted, within the advertised time frame. Letters of expression of interest were received, should the Board decline to move forward with the submitted proposal.

The RFP outlined the evaluation and scoring criteria for the proposals.

1. Bidder's Profile and Qualifications (25 points)
2. Approach to Operations, Feedstock Procurement, BioGRID modifications, and Transition Plan (25 points)
3. Adjusted Township Annual Revenue (50 points)

Bidders must score a minimum of 37.5 out of 50 points on the combined rated requirements Items 1 & 2 in the scoring criteria.

SusGlobal received a score of 26 out of 50 points.

## **Comments:**

Staff presented a report to the Board (BIO.15.11) outlining concerns of staff and GHD Limited (previously known as Conestoga Rovers).

Staff presented a second report to the Board (BIO.15.12) summarizing a meeting held between staff, SusGlobal partners and GHD staff.

Staff met with SusGlobal CEO on October 22<sup>nd</sup> to review their concerns and scoring of the submission. Staff believes their responsibility is to provide the Board with sufficient accurate information to allow the Board to make a decision that is in the best interest of the two municipalities. This includes minimizing long term financial liability, legal liability, maintain a high standard of public health and safety, and protect the environment.

A summary of the existing concerns are as follows:

- a) SusGlobal believes that they should be withdrawn from the Technical scoring, as SusGlobal's interest is in the financial section. GSS Engineering, Aquatech and Maple Reinders are involved in the technical portion of the submission. *Staff asked for clarification, as to whether the other firms were partners, or if SusGlobal was the company submitting the proposal and the other companies were contractors of SusGlobal. If the submission was made by equal partners, then justification could be achieved by removing them. SusGlobal confirmed that they submitted the proposal.*
- b) Financial Protection – *Securities will be required to minimize the impact on the two municipalities, if the design does not work; or if the amount of required product is not secured.*
- c) SSO Product – The proposal indicates that the SSO product would be from Simcoe County. However, SusGlobal has not approached Simcoe or anyone else for product (including a letter of intent).
- d) Class "A" Approval – SusGlobal indicated that they would have approval within 1 year. *However, our Ministry Contacts are indicating much longer. SusGlobal indicated that storage wouldn't be a problem if it took longer. Staff are concerned regarding the "storage". If the approval from the Ministry takes longer than a year, SusGlobal will be taking 835m<sup>3</sup> of storage from the current design for another digester. This will lead to a short fall for storage over the winter and would require additional storage on or offsite.*

- e) MAVITEC equipment. SusGlobal has stated that Maple Reinders is responsible for the design of the equipment and if it doesn't work, they will be responsible to make it work. *Staff has concerns regarding the design of the equipment. Staff contacted the manufacturer directly, and the responses have not been clarified by SusGlobal. While Maple Reinders may be responsible to ensure "it works", what securities are in place, as Maple Reinders are not partners in this proposal?*

*Other Comments from Staff include:*

- a) *Did SusGlobal requesting their securities to be returned (requisite of the RFP) nullify and void their proposal. Taking into consideration that the Board passed a resolution at the September 25<sup>th</sup> "to proceed to investigate potential partners". What is the legal implications if the Board formally rejects the proposal and investigates Expressions of Interest? After consultation with the Township's lawyer, it is in their opinion that by requesting the return of the securities SusGlobal are acknowledging the board's decision to reject their proposal.*
- b) *Little background information is available about SusGlobal and the shareholders, as this is a newly founded company.*
- c) *As part of the RFP process, new information, changes to the equipment, etc. cannot be altered as part of "scoring". The scoring outline included in the RFP clearly states the financial portion will not be considered if the technical review fails to "pass".*

The benefits of rejecting the RFP proposal and moving forward by negotiating include:

- a) SusGlobal proposal includes substantial capital investment from them and multi-year annual revenue to the municipalities.
- b) Financial sustainability is important, and entering into a partnership would provide long term revenue for the two municipalities.
- c) Conestoga Rovers (now GHD) were hired to prepare and evaluate the RFP. The Board should consider the necessity of further involvement of a consultant.
- d) The municipalities obtain outside operating expertise at no additional cost.
- e) Sewage from the two municipalities will still be received at the site, at no additional cost.
- f) The introduction of SSO material, opens up both municipalities to offering organic waste to be diverted from landfills
- g) Staff believes that SusGlobal will negotiate with the Board to secure a partnership, including revisiting the design and equipment proposed.

## **Financial Consideration:**

The financial impact will vary based on the direction given by the Board.



**Recommendation:**

That the Board accept the staff's report regarding the SusGlobal Proposal, and provide direction.

Respectfully submitted,

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Holly Morrison  
CAO/Clerk – Georgian Bluffs

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Will Moore  
CAO/Clerk – Chatsworth

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Kassie Rocca  
Treasurer – Georgian Bluffs

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Grace Naylor  
Treasurer – Chatsworth

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Rick Winters  
Director of Operations – Georgian Bluffs

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Troy Unruh  
Biodigester Operator

**Proposed 2015 Biodigester Budget**

Draft June 25, 2015

		2014 Budget	2014 Actual	Proposed 2015
<b>Revenue</b>				
04-1064-7110	Tipping Fees	-\$70,000.00	-\$49,464.68	-\$70,000.00
04-1064-7111	Sunset Strip Sewage	-\$60,000.00	-\$63,557.36	-\$65,000.00
04-1064-7112	Hydro Generating	-\$90,000.00	-\$62,639.10	-\$90,000.00
04-1064-7113	Hauled Sewage	-\$95,000.00	-\$31,260.08	-\$65,000.00
04-1064-7114	Restaurant Waste	\$0.00		\$0.00
04-1064-7115	Bank Interest	\$0.00	-\$428.68	-\$200.00
04-1064-7116	Miscellaneous	-\$500.00		-\$500.00
04-1064-7200	Transfer from GB (operating)	-\$60,000.00	-\$119,326.00 Note1	-\$60,000.00
04-1064-7201	Transfer from Chats (oper)	-\$60,000.00	-\$119,326.00 Note1	-\$60,000.00
04-1064-7210	Transfer from GB (capital)	-\$90,000.00	-\$90,000.00	-\$90,000.00
04-1064-7211	Transfer from Chats (capital)	-\$90,000.00	-\$90,000.00	-\$90,000.00
		<u>-\$615,500.00</u>	<u>-\$626,001.90</u>	<u>-\$590,700.00</u>

**Expenses**

Various	New Holland Tractor	\$5,000.00	\$1,624.26	\$2,000.00
04-1062-1110	Salaries	\$13,000.00	\$14,698.05	\$15,000.00
04-1062-1111	Benefits	\$3,500.00	\$3,000.14	\$3,500.00
04-1062-1112	Mileage	\$0.00		\$0.00
04-1062-1241	Office Supplies	\$500.00	\$29.99	\$200.00
04-1062-1242	Heat and Hydro	\$28,000.00	\$29,045.84	\$30,000.00
04-1062-1249	Materials and Supplies	\$17,000.00	\$1,818.41	\$3,000.00
04-1062-1250	Bad Debt		\$7,795.94	\$0.00
04-1062-1251	Postage	\$500.00	\$21.39	\$500.00
04-1062-1252	Audit Fees		\$15,000.00	\$15,000.00
04-1062-1253	Service Contracts- Sunset	\$50,000.00	\$48,960.81	\$50,000.00
04-1062-1254	Service Contracts	\$150,000.00	\$133,823.95	\$140,000.00
04-1062-1255	Telephone	\$5,000.00	\$2,194.00	\$3,000.00
04-1062-1256	Membership Fees		\$1,085.58	\$1,000.00
04-1062-1258	Insurance	\$16,500.00	\$19,229.34	\$20,000.00
04-1062-1259	Other services	\$5,000.00	\$2,301.99	\$3,000.00
04-1062-1260	Professional fee-maintenance	\$25,000.00	\$6,651.10	\$32,000.00
04-1062-1261	Professional Fee- Special	\$30,000.00	-\$500.00	\$10,000.00
04-1062-1280	Septage Management	\$8,000.00	\$233.00	\$1,000.00
04-1062-1281	Repairs	\$54,000.00	\$14,200.29	\$20,000.00
04-1062-1282	Licenses	\$500.00	\$640.00	\$500.00
04-1062-1283	Digestate Disposal	\$18,000.00	\$49,937.69	\$50,000.00
04-1062-1289	Taxes	\$6,000.00	\$10,070.72	\$11,000.00
04-1062-1290	Capital	\$10,000.00	\$0.00	\$10,000.00
04-1062-1300	Transfer to GB		\$0.00	\$0.00
04-1062-1301	Transfer to Chats		\$0.00	\$0.00
04-1062-1310	Depreciation		\$0.00	\$0.00
04-1062-1311	Future Capital-Building	\$45,000.00	\$38,815.59	\$45,000.00
04-1062-1312	Future Capital- Equipment	\$120,000.00	\$101,148.64	\$120,000.00
04-1062-1313	Future Capital- Roadways	\$5,000.00	\$1,064.73	\$5,000.00
		<u>\$615,500.00</u>	<u>\$502,891.45</u>	<u>\$590,700.00</u>

Note1= Includes payment received to fund 2013 deficit

Total Georgian Bluffs contributions	-\$150,000.00
Total Chatsworth Contributions	-\$150,000.00