

MEETING AGENDA



MEETING **City of Guelph Organic Waste Processing Facility Public Liaison Committee – Meeting #1**

DATE Thursday November 17, 2011

LOCATION Administration Boardroom, Waste Resource Innovation Centre
110 Dunlop Drive, Guelph, Ontario

TIME 6:30 p.m. to 8:00 p.m.

CHAIR Michael Calzonetti (Facilitator for the first meeting until a chair is selected by the Committee)

***WITHOUT QUORUM, IMPORTANT ISSUES CANNOT BE VOTED ON.
IF YOU WILL BE UNABLE TO ATTEND THIS MEETING,
please call BILL SHIELDS, Supervisor, Governance & Compliance
Planning & Building, Engineering and Environment, City of Guelph
(519) 767-0598, x. 2058.***

Anyone wishing to delegate on any agenda item must notify Bill Shields no later than five business days immediately preceding the scheduled meeting if they wish to have their name included on the agenda. (Note: item must be on the agenda) and where possible should provide a written copy of their submission before 4:00 p.m. five business days prior to the meeting so the information can be included in the committee package.

AGENDA ITEMS

ITEM #	DESCRIPTION	
1	Declaration of Pecuniary Interest	Michael Calzonetti
2	Round Table Introductions	Michael Calzonetti
3.	Presentation on Committee Guidance Documents/Terms of Reference	Bill Shields
4.	Volunteers for Chair/Chair selection	Michael Calzonetti
5.	Delegations wishing to be heard regarding matters on the agenda	Elected Chair
6.	Matters arising from the Delegations	Elected Chair
7.	New Business a) Format for recording and distributing minutes b) Organics Facility update on operations c) Review of issues and concerns	Bill Shields David Gordon Committee members

	d) Facility tour?	David Gordon
8.	Other Business – Discuss ERT Decision	Dean Wyman
9.	Next Meeting Date	Elected Chair
10.	Adjournment	Elected Chair

ACTION ITEMS

ITEM #	ASSIGNED TO	DUE DATE	DESCRIPTION
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DOCUMENTS DISTRIBUTED AT MEETING	DISTRIBUTED BY
COMMITTEE GUIDANCE DOCUMENTS THAT INCLUDE THE TERMS OF REFERENCE FOR THE COMMITTEE, THE CITY'S PROCEDURAL BY-LAW, A PLC MEETING CODE OF CONDUCT, THE SITE CERTIFICATE OF APPROVAL, AND THE SITE FUGITIVE ODOUR MANAGEMENT PLAN	BILL SHIELDS

MEETING MINUTES



MEETING City of Guelph Organic Waste Processing Facility Public Liaison Committee Meeting #1

DATE Thursday November 17, 2011

LOCATION Administration Boardroom, Waste Resource Innovation Centre 110 Dunlop Drive, Guelph, Ontario

TIME 6:30 p.m. to 8:00 p.m.

PRESENT Facilitator for the first meeting Michael Calzonetti

Committee Members: Elected Chair, Michael Fortin,(City of Guelph resident) Larry Conrad,(City of Guelph resident) Karyn Hogan, (City of Guelph resident) Laura Marini, (City of Guelph resident) Ken Spira, (City of Guelph resident) Donna Sunter, (City of Guelph resident) Scott Massen ,(City of Guelph resident)

Lynnette Armour (MOE)

Sandra Droullaird (AIM) Frank Peters(AIM)

Dean Wyman (City of Guelph, General Manager WRIC), Heather Connell (City of Guelph Manager Integrated Services WRIC) Catherine McClausland (City of Guelph , Operations Manager WRIC) David Gordon (City of Guelph , Manager Organic Waste Processing Facility) Bill Shields (City of Guelph , Supervisor of Governance and Compliance)

Kate Armstrong (City of Guelph , Clerk II WRIC)

REGRETS None

DISCUSSION ITEMS

ITEM #	DESCRIPTION
1	Disclosure of Pecuniary Interest No disclosures of Pecuniary Interest.
2	Introductions

	<p>Quorum Established (7/7)</p> <p>Sandra Droullaird & Frank Peters from AIM attend</p>
3	<p>Presentation on Committee Guidance Documents / Terms of Reference & C of A</p> <p>Binders given to each member which included /Terms of Reference/C of A/ Code of conduct/ City of Guelph procedural By-law for committees, & fugitive odour management plan.</p>
4	<p>Volunteers for Chair/ Chair Selection</p> <p>Michael Fortin Elected 4-3</p> <p>Vote @ 6:43 p.m.</p>
5	<p>Delegations wishing to be heard regarding matters on the agenda</p> <p>None</p>
6	<p>Matters arising from the Delegations</p> <p>None</p>
7	<p>New Business</p> <p>a) Format for recording and distributing minutes: Draft minutes to be put on the website & PDF File to be e-mailed to members.</p> <p>b) Organics Facility update on Operations (David Gordon) Plant began operating on the 27th of September 2011 Plant currently receives waste from the City of Guelph and the Region of Waterloo. Up until Friday 11th of November the plant had processed over 2524.47 tonnes of raw Organic waste. Plant is still in the wet commissioning phase until January 2012. This is where various parts of the plant are tested to make sure it will be able to operate when it is running at full capacity. There have been a couple of issues in commissioning so far:</p> <ul style="list-style-type: none"> ❖ Measurement of negative pressure has been an issue. The sensors in place cannot currently cope with the movement of air into the building. The city is working with various parties to rectify. ❖ The Ministry received an odour complaint on November 14th and informed the City of the Complaint November 15th. The after the fact complaint referred to the incident on Friday November 11th at 4 p.m. <p>All members are invited to tour the plant by contacting David Gordon. (519-822-1260 ext. 2104)</p> <p>a) Review of issues and concerns, meetings not to conflict with City Council Meetings</p>

<p>8</p>	<p>Other Business – Discuss ERT Decision</p> <p>Dean Wyman talks of the overturned Ottawa C of A decision to allow plastic. Waiting on the MOE. Bags or No Bag’s!</p> <p>Zoning issues:</p> <p>Brought up by Ken Spira regarding clean fill storage on Stone Road and ground water.</p> <p>It was felt by the city that these two topics were not the mandate of the committee; however Lynnette Armour of the MOE indicated that these were issues of the site relevant for discussion. Bill Shields advised that the city is currently working with the MOE on the fill issues and had no comment on the zoning issues.</p>
<p>9</p>	<p>Next Meeting Date</p> <p>Thursday January 12th 6:30 to 8 p.m.</p> <p>Other tentative dates:</p> <p>Thursday April 26</p> <p>Thursday July 26</p> <p>Thursday Oct 25</p>
<p>10</p>	<p>Adjournment</p> <p>Next meeting: Terms of Reference for the Committee and the scope.</p> <p>Composting Site Map</p> <p>Complaint – Procedures Update</p> <p>Odour Management Plan</p> <p>Guidance documents</p> <p>Send all ,Certificate of Approval in PDF File</p> <p>There being no further business, the was adjourned at 8:23 p.m.</p>

MEETING AGENDA



MEETING **City of Guelph Organic Waste Processing Facility Public Liaison Committee – Meeting #2**

DATE Monday, December 19th, 2011

LOCATION The Boardroom, Waste Resource Innovation Centre, 110 Dunlop Drive, Guelph, Ontario

TIME 6:30 pm to 8:00 pm

CHAIR Mike Fortin

AGENDA ITEMS

ITEM #	DESCRIPTION	
1	Round Table Introductions	Chair
2	Opening remarks from Director of West Central Region	Bill Bardswick
3.	Presentation on draft plan to review the air containment and odour management system for the organics facility	Maple Reinders
4.	Presentation on draft re-commencement of waste receipt	Theo Van Wely
5.	Questions and or comments	Everyone
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ACTION ITEMS

ITEM #	ASSIGNED TO	DUE DATE	DESCRIPTION
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DOCUMENTS DISTRIBUTED AT MEETING	DISTRIBUTED BY
MAPLE REINDER'S DRAFT PLAN (DISTRIBUTED ELECTRONICALLY)	BILL SHIELDS

MEETING MINUTES



MEETING City of Guelph Organic Waste Processing Facility Public Liaison Committee Meeting #2

DATE Monday December 19, 2011

LOCATION Administration Boardroom, Waste Resource Innovation Centre 110 Dunlop Drive, Guelph, Ontario

TIME 6:30 p.m. to 9:00 p.m.

PRESENT Committee Members: Elected Chair, Michael Fortin, (City of Guelph resident) Larry Conrad, (City of Guelph resident) Karyn Hogan, (City of Guelph resident) Laura Marini, (City of Guelph resident) Ken Spira, (City of Guelph resident) Donna Sunter, (City of Guelph resident) Scott Massen, (City of Guelph resident)

MOE: Bill Bardswick, Lynnette Armour, Jane Glassco

Maple Reinders: John Haanstra, Don Holland, Paul Kundrat, Dusko Grambozov

Wellington Organix: Theo Van Wely, Sandra Droullaird

City of Guelph: Janet Laird, Dean Wyman Catherine McCausland David Gordon Bill Shields Kate Armstrong

Various residents from the local community in the public gallery.

REGRETS None

DISCUSSION ITEMS

ITEM #	DESCRIPTION
1	Introductions: Round Table
2	Opening remarks from Director of West central Region of the Ministry of the Environment, Bill Bardswick The PLC is a critical part of the process Put forward plans to be open and transparent with the community.

	<p>There was a discussion with the local residents on the committee about whether any of the odour complaints would be referred to Investigations for prosecution. Bill Bardswick confirmed that they would not be referred. The reasons that he used for this decision were:</p> <p>It is a brand new facility,</p> <p>While the C of A doesn't mention commissioning, the plant is in a commissioning phase.</p> <p>The City had been proactive in stopping the receipt of waste.</p> <p>The City had instigated a thorough investigation and review of the system.</p> <p>He went on to say that the MOE would judge each future case on the evidence produced and the City had been informed of this.</p> <p>Looking to find the source of the odour.</p>
<p>3</p>	<p>Presentation on draft plan to review the air containment and odour management system for the organics facility (Maple Reinders):</p> <p>The main points of the draft plan :</p> <p>Air containment review system</p> <ul style="list-style-type: none"> • Blower room air handling • Acid waste tank venting <p>Water holding tank</p> <p>Odour management system review</p> <ul style="list-style-type: none"> • Air flow distribution • Ammonia Sensor Operation • Chemical scrubber/ humidifier performance <p>Biological system review</p> <p>Operational Process Review</p> <p>Dusko Grambozov and Paul Kundrat of Maple Reinders talked through each of the main points in the plan.</p> <p>There were various discussions from the committee members about the points raised in the action plan.</p> <p>There were some items listed for action from this section. These are summarised in the</p>

	actions items section.
4	<p>Presentation on draft re-commencement of waste receipt (Wellington Organix), Theo Van Wely:</p> <p>The President of Wellington Organix outlined the operational action plan for the recommencement of receipt of waste. This was broken down into 4 key areas:</p> <ul style="list-style-type: none"> Receiving of Waste Material Preparation Process Odour management <p>There were various discussions from the committee members to the points raised in the action plan.</p> <p>It was decided that Wellington Organix would work up the action plan with more information and submit to the City for review.</p>
5	<p>Round the table discussion of the 2 action plans put forward:</p> <p>Bill Bardswick noted that there needed to be more rigour and detail added to the action plans so that they contained more hard numbers.</p> <p>Each person in the room was asked if they wanted to ask any questions.</p> <p>Most members of the committee would like target numbers attached to the action plan. Is the "power booster -after burner" required?</p> <p>At the end of this discussion the PLC had agreed that there would be a need to allow fresh Source Separated Organics into the facility. This amount should be enough to fill a tunnel to 75% and it would be done in order to provide food and warmth to the bacteria within the bio filter. There would only be enough material allowed in to keep the bio filter operational and prevent freezing.</p> <p>Important that there feedback on the progress of the Action Plan (how things are going) Keep everyone in the loop, let people know in advance of issues especially if there are issues that may cause problems.</p>

ACTION ITEMS

ITEM #	ASSIGNED TO	DUE DATE	DESCRIPTION
1	Maple Reinders	January 3,2012	Any further questions from any interested parties need to be submitted by this date so that they can be answered and the final action plan can be produced
2	Maple Reinders		The committee asked to see the peer review by 2 independent experts of the process design conditions for the scrubber/ humidifier performance were fit for the application
3	MOE		Core sampling- the MOE were to provide further information on what core samples had asked to be taken from the Bio filter
4	Maple Reinders		Costing for the project. If any of the work done was being charged to the City. What the change orders on the project had contained.
5	Maple and Wellington Organix	6 th January 2012	Finalised action plans need to be completed by the 6 th January, in time for review at the next plc meeting on the 12 th January.
6	Next Meeting Date January 12 @ WRIC 6:30		
	Adjournment		