



# Township of Georgian Bluffs & Township of Chatsworth BioGRID Joint Board of Management Agenda

December 11, 2020, 11:00 a.m.

Council Chambers remain closed to the public. Should you wish to participate electronically, contact the Clerk at [bdrury@georgianbluffs.ca](mailto:bdrury@georgianbluffs.ca)

This document can be made available in other accessible formats or with communications supports as soon as practicable and upon request.

---

**Pages**

**1. Call to Order**

**2. Approval of Agenda/Additions to the Agenda**

**Recommendation:**

That the agenda be approved as presented.

**3. Declaration of Pecuniary Interest**

**4. Minutes of Previous Meetings**

**4.1. September 22, 2020**

**3**

**Recommendation:**

That the minutes of the Joint Board meeting held on September 22, 2020, be adopted.

**5. Presentations**

Nil

**6. Delegations**

Nil

**7. Correspondence**

Nil

## 8. Staff Reports

### 8.1. CAO Clerk's Report 2020-38- RFP – BioGRID Assets Peer Review

5

#### **Recommendation:**

That Township of Chatsworth CAO Clerk's Report 2020-38 regarding the RFP – BIOGRID Assets Peer Review be hereby received;

And that the Joint BIOGRID Board recommends to the Councils of the Township of Georgian Bluffs and Chatsworth the acceptance of the RFP GHD Group in the amount of \$22,393.35 exclusive of HST, plus the cost from Ontario Clean Water Agency in the amount of \$6,800.00 exclusive of HST.

## 9. Public Question Period

Please email questions for consideration of the Board to the Clerk at [bdrury@georgianbluffs.ca](mailto:bdrury@georgianbluffs.ca).

## 10. Unfinished Business

Nil

## 11. New Business

Nil

## 12. Closed Session

#### **Recommendation:**

That the Georgian Bluffs - Chatsworth Joint Board move into closed session at \_\_:\_\_ p.m. with the Interim CAO /Treasurer – Georgian Bluffs, CAO / Clerk – Chatsworth, Clerk –Georgian Bluffs and Operations Manager - Chatsworth to discuss:

- 12.1. Advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

## 13. Date of Next Regular Meeting/Adjournment

To be determined by the Board.



# Township of Georgian Bluffs & Township of Chatsworth

## BioGRID Joint Board of Management Minutes

September 22, 2020, 1:00 p.m.

Members Present: Mayor Dwight Burley  
Deputy Mayor Sue Carleton  
Mayor Scott Mackey

Members Absent: Deputy Mayor Brian Gamble

Staff Present: Brittany Drury, Acting Clerk – Georgian Bluffs (Recording Secretary)  
Kassandra Rocca, Interim CAO / Treasurer / Director of Finance – Georgian Bluffs  
Tyler Jahnke, Director of Operations – Georgian Bluffs  
Patty Sinnamon, CAO/Clerk – Chatsworth

**This document can be made available in other accessible formats or with communications supports as soon as practicable and upon request.**

---

**1. Call to Order**

Mayor Dwight Burley called the meeting to order at 1:00 p.m.

**2. Approval of Agenda/Additions to the Agenda**

Moved By: Deputy Mayor Sue Carleton

Seconded By: Mayor Scott Mackey

**That the agenda be approved as presented.**

Carried

**3. Declaration of Pecuniary Interest**

None declared.

**4. Closed Session**

The motion was amended to remove the Township of Chatsworth Operations Manager.

BIO-2020-15

Moved By: Deputy Mayor Sue Carleton

Seconded By: Mayor Scott Mackey

**That the Georgian Bluffs - Chatsworth Joint Board move into closed session at 1:02 p.m. in the Council Chambers with the Interim CAO / Treasurer – Georgian Bluffs, CAO / Clerk – Chatsworth, Acting Clerk – Georgian Bluffs and Director of Operations – Georgian Bluffs remaining in the room to discuss:**

- 4.1 A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board - Biodigester Chloride Levels**

Carried

The Board resumed open session at 1:32 p.m.

**5. Date of Next Regular Meeting/Adjournment**

Moved By: Mayor Scott Mackey

Seconded By: Deputy Mayor Sue Carleton

**That the meeting be adjourned at 1:33 p.m.**

Carried

\_\_\_\_\_  
Mayor, Dwight Burley

\_\_\_\_\_  
Acting Clerk, Brittany Drury



## CAO CLERKS REPORT

TO: Chair Burley and Members of Joint BioGRID Board

FROM: Patty Sinnamon, CAO Clerk

RE: RFP – BioGRID Assets Peer Review

DATE: December 11, 2020

---

### **RECOMMENDATION:**

That Township of Chatsworth CAO Clerk's Report 2020-38 regarding the RFP – BIOGRID Assets Peer Review be hereby received;

And that the Joint BIOGRID Board recommends to the Councils of the Township of Georgian Bluffs and Chatsworth the acceptance of the RFP GHD Group in the amount of \$22,393.35 exclusive of HST, plus the cost from Ontario Clean Water Agency in the amount of \$6,800.00 exclusive of HST.

### **BACKGROUND:**

At the March 13, 2020 meeting of the Joint BIOGRID Board, direction was given to staff to draft an RFP for the hiring of an independent consultant, to complete an assessment of the Biodigester/lagoon, including assessment of equipment and overall value of the Biodigester and lagoon, and costs associated with mothballing.

The RFP is to include the following:

- An analysis of operating options at the facility, including operation of strictly lagoons and mothballing;
- Costs associated with mothballing and the process and timelines associated with doing so;
- Implications of mothballing, including its effect on existing equipment;
- Overall value of the Biodigester and lagoon, and potential to operate the facility using the lagoons only;
- Value and state of the lagoons.

The draft RFP was to be presented to the Board at a future meeting for their review prior to commencement of the advertising process. However, due to delays in meeting as the result of COVID, the board did meet in June and instructed staff to proceed based on the March 13<sup>th</sup> discussion as noted above.

Subsequently an RFP was issued in September on September 23 with a closing date of October 16<sup>th</sup>.

Only one submission was received from GHD Group (formerly Conestogo Rovers) in the

amount of \$38,316.50. The submission did appear to be vague in its understanding of what the joint board was asking as it seemed to be more focused on the replacement of the assets from an asset management point of view, as opposed to focusing on the decommissioning.

The Board is also aware that the Township of Georgian Bluffs also issued a separate RFP in partnership with OCWA to conduct a feasibility study on the facility to evaluate the following with the objective to identify and recommend technically and financially viable approaches to transform the BIOGRID facility using innovative technologies to allow for the receipt of additional organics:

1. The SSO availability around Grey and Bruce counties and the feasibility of accepting SSO at the BIOGRID;
2. Innovative reception, separation and digestion technologies and retrofit/upgrades required for anaerobic digestion and associated processes;
3. The most beneficial usage of increased biogas produced, such as electricity generation, upgraded clean fuel and injection into the natural gas pipeline;
4. The current facility tipping fees and present a financial analysis;
5. Review of regulatory landscape, the current market and case studies of similar projects; and
6. The separating of sewage treatment an anaerobic digestion of SSO and other organic wastes resulting in all sewage/septage being disposed of at the existing lagoon.

GHD Group was awarded the contract to carry out the above work on behalf of the Township of Georgian Bluffs.

Following the receipt of the Joint RFP submission, staff from Georgian Bluffs and Chatsworth had conversation with OCWA regarding the lone GHD submission.

Staff from Georgian Bluffs and Chatsworth are of the opinion that the Joint RFP could be considered an extension of the Georgian Bluffs RFP and would give a full picture of options for the Joint Board to consider. (it is noted that the Georgian Bluffs contract is being fully funded by Georgian Bluffs and the Joint RFP contract would be funded jointly through the Board.

Indra Maharjan of OCWA is overseeing the Georgian Bluffs project. He offered to speak with GHD on behalf of the two municipalities to determine whether there would be interest and negotiate a lower price for the joint RFP as an extension of the Georgian Bluffs RFP. The Township of Chatsworth did receive an amended submission from GHD on this basis in the amount of \$22,393.35.

Staff recommend that the Board accept the revised proposal from GHD to carry out the work. Additionally, staff are recommending that OCWA provide support to the project and provide advice to the Board as the asset review unfolds. OCWA has extensive experience in this regard that would be beneficial to the Board and respective Councils. OCWA'S fee is \$6,800.00 exclusive of HST.

The proposal from GHD and OCWA leverages ongoing work already commenced by Georgian Bluffs.

**Financial Implications:**

The cost of this project would be included in the 2021 budget of the Joint BIOGRID Board.

**Attachments:** None

Respectfully submitted,



Patty Sinnamon, Dipl.M.M.  
CAO Clerk  
Township of Chatsworth