



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

December 17, 2020, 2:00 p.m.

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. December 11, 2020	3
Recommendation: That the minutes of the Biodigester Joint Board of Management meeting held on December 11, 2020, be adopted.	
5. Presentations	
Nil	
6. Delegations	
Nil	
7. Correspondence	
Nil	

8. Staff Reports

8.1. LEG2020-30 - Replacement of Inner Cooler

7

Recommendation:

That the Joint Board hereby authorizes purchase of a replacement inner cooler unit for use at the Biodigester facility, at a total cost of \$12,643.84, HST inclusive, and

That staff are hereby directed to finalize the purchase and installation of the unit.

9. Public Question Period

Please forward questions for consideration of the Board to the Clerk at bdrury@georgianbluffs.ca

10. Unfinished Business

Nil

11. New Business

Nil

12. Closed Session

Nil

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

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

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

Staff Present: Kassandra Rocca, Interim CAO / Director of Finance / Treasurer
Brittany Drury, Clerk
Troy Unruh, Utilities Coordinator
Patty Sinnamon, CAO/Clerk
Jamie Morgan, Director of Operations

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

Chair Dwight Burley called the meeting to order at 11:00 a.m.

2. Approval of Agenda/Additions to the Agenda

At the request of Chair Dwight Burley, an update regarding projects and operations at the Biodigester facility was added to New Business.

Moved By: Mayor Scott Mackey

Seconded By: Deputy Mayor Sue Carleton

That the agenda be approved as amended.

Carried

3. Declaration of Pecuniary Interest

None declared.

4. Minutes of Previous Meetings

4.1 September 22, 2020

BIO-2020-16

Moved By: Mayor Scott Mackey

Seconded By: Deputy Mayor Sue Carleton

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

Carried

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

The CAO / Clerk of Chatsworth outlined the report, highlighting conversations with the awarding party and benefits of completing the review.

There was a lengthy discussion regarding:

- The intent of the RFP, including gathering of information relating to mothballing the facility
- Total cost, including HST, with half of the costs to be covered by each participating municipality
- Feasibility study being conducted by Georgian Bluffs and the differences between the two studies
- Option to defer pending completion of the feasibility study
- Completing the study to understand the impact of closing the facility on the existing equipment and gaining a holistic understanding of possibilities at the facility
- Responsibility of the Board to consider all viable options

Chair Dwight Burley requested a recorded vote.

BIO-2020-17

Moved By: Deputy Mayor Brian Gamble

Seconded By: Deputy Mayor Sue Carleton

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.

Member	For	Against
Mayor Dwight Burley		X
Deputy Mayor Sue Carleton	X	
Mayor Scott Mackey	X	
Deputy Mayor Brian Gamble	X	

Carried

9. Public Question Period

The Clerk noted that no questions had been submitted.

10. Unfinished Business

Nil

11. New Business

The Township of Georgian Bluffs Utilities Coordinator outlined operations at the facility, including potential new sources of materials.

The Utilities Coordinator noted that the inner cooler is currently non-operational, however staff are investigating methods to remedy the breakdown. Costs are estimated to be approximately \$10,000.00 to either fix or replace the unit. Staff will inform the Board of costs prior to moving forward with purchase, if said purchase totals greater than \$5000.00.

12. Closed Session

The motion was amended to include the Township Utilities Coordinator.

BIO-2020-19

Moved By: Deputy Mayor Brian Gamble

Seconded By: Deputy Mayor Sue Carleton

That the Georgian Bluffs - Chatsworth Joint Board move into closed session at 11:31 p.m. with the Interim CAO /Treasurer – Georgian Bluffs, CAO / Clerk – Chatsworth, Clerk –Georgian Bluffs, Operations Manager – Chatsworth, Utilities Coordinator, Georgian Bluffs to discuss:

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

Carried

The Board resumed opened session at 11:46 p.m.

13. Date of Next Regular Meeting/Adjournment

To be determined by the Board.

Moved By: Mayor Scott Mackey

Seconded By: Deputy Mayor Sue Carleton

That the meeting be adjourned at 11:47 p.m.

Carried

Mayor, Dwight Burley

Clerk, Brittany Drury



Date: 2020-12-17

From: Troy Unruh, Utilities Coordinator

Subject Replacement of Inner Cooler

Report LEG2020-30

Recommendation

That the Joint Board hereby authorizes purchase of a replacement inner cooler unit for use at the Biodigester facility, at a total cost of \$12,643.84, HST inclusive, and

That staff are hereby directed to finalize the purchase and installation of the unit.

Background

At their meeting on December 11, 2020, the Utilities Coordinator notified the Joint Board of difficulties with the existing inner cooler at the Biodigester facility. At said meeting, the Joint Board was informed that the unit would likely need replacing, however staff were investigating alternatives to replacement, including maintenance, and rebuilding the existing unit to an operational standard. It has since been determined that replacing the unit, not rebuilding the existing unit, is both the most cost effective and efficient option to guarantee successful operation at the facility.

Analysis

The existing inner cooler was approved for purchase by the Board in 2015. Staff have regularly serviced the unit over the course of its operations, including scheduled cleaning and inspections. Due to the chemical composition and nature of gas produced by the Biodigester, wear on the inner cooler is anticipated. Due to said composition of the gas, operational life expectancy of inner coolers at the facility is no greater than five years. Therefore, it is likely that the unit will need replacing again in 2025.

The replacement unit is a direct replica of the existing unit. Unfortunately, there is no currently existing cost effective or efficient solution to mitigate damage to the unit caused by the gas produced at the facility.

In anticipation of the unit failure, staff investigated the following options to avoid replacement:

- Repair and cleaning of the existing unit
 - As mentioned, the gas travelling through the unit, as produced by the facility, is 'dirty' in nature, in that the chemical compound of the gaseous products is composed of organic materials which erode mechanical equipment. As a result, staff are not confident that simply repairing and cleaning the existing unit will be an effective solution to guarantee operations over the long term.
- Recoring the existing unit (ie. remanufactured inner cooler)
 - Staff have contacted multiple suppliers and equipment servicing agents and have been unsuccessful in locating a contractor that is able and qualified to recore the existing unit to an operational standard.

The inner cooler unit is integral to the successful operation of the Biodigester facility – without the unit, the facility simply will not produce power. To avoid damage to the facility on a larger scale, including major engine failure, the inner cooler must operate at its full capacity, which cannot be guaranteed by simply cleaning and repairing the unit. It is recommended that the Board authorize purchase of a new inner cooler to ensure continued operation of the facility.

Financial Impact

Further to Appendix 'A' to this report, the replacement unit will cost a total of \$12,643.84, HST inclusive. Due to the gas used to power the unit, as created at the facility, there is no warranty to be applied to the unit.

Conclusion

The inner cooler unit is integral to the successful operation of the Biodigester facility. It is recommended that the Board authorize purchase of a new inner cooler to ensure continued operation of the facility.

Appendix A - The Wright Automotive Machine Shop, Quote for Purchase

Respectfully Submitted: Troy Unruh, Utilities Coordinator

Report Approval Details

Document Title:	LEG2020-30 - Replacement of Inner Cooler.docx
Attachments:	- Appendix A - Inner Cooler Cost Estimate.pdf
Final Approval Date:	Dec 16, 2020

This report and all of its attachments were approved and signed as outlined below:

Kassandra Rocca, Treasurer / Director of Finance

Al Meneses, Chief Administrative Officer

The Wright Automotive Machine Shop

168 Bruce Road 5
Tara, ON N0H 2N0
519-371-1314

Estimate

Date	Estimate #
12/15/2020	275

Name / Address
Township of Georgian Bluffs

Project

Description	Qty	Rate	Total
MAN GAS ENGINE E 0836 LE202	1	11,189.24	11,189.24
Intake Air Charge Intercooler , Includes freight, HST (ON) on sales		13.00%	1,454.60
Thank you for your business.		Total	\$12,643.84