



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

January 17, 2022, 10:00 a.m.

Council Chambers remain closed to the public. Should you wish to participate electronically, contact the Clerk at 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. **Land Acknowledgement Statement**

We acknowledge with respect, the history, spirituality, and culture of the Anishinaabek: The People of the Three Fires known as Ojibway, Odawa, and Pottawatomi Nation, who have inhabited this land from time immemorial. And further give thanks to the Chippewas of Saugeen, and the Chippewas of Nawash, now known as the Saugeen Ojibway Nation, as the traditional keepers of this land. We also recognize, the Metis and Inuit whose ancestors shared this land and these waters. May we all, as Treaty People, live with respect on this land, and live-in peace and friendship with all its diverse peoples.

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

Recommendation:

That the agenda be approved as presented.

4. **Declaration of Pecuniary Interest**

5. **Minutes of Previous Meetings**

5.1. November 24, 2021

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Recommendation:

That the minutes of the Biodigester Joint Board of Management meeting held November 24, 2021, be adopted.

6. **Delegations**

Nil

7. Correspondence

Nil

8. Staff Reports

8.1. OPS2022-03 - Emergency Contractor Services – Biodigester

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Recommendation:

That the BioGRID Joint Board Committee receive staff report OPS 2022-03 entitled “Emergency Contractor Services – Biodigester”, for information; and

That the Emergency Agreement in Schedule A for the Operation of the Bio-Digester, at a cost of \$15,333 per month for a two-month term contract be accepted.

9. Public Question Period

Please email 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

November 24, 2021, 8:00 a.m.
Virtual/Council Chambers

Members Present: Mayor Dwight Burley
Deputy Mayor Sue Carleton
Mayor Scott Mackey (Township of Chatsworth)
Deputy Mayor Brian Gamble (Township of Chatsworth)

Staff Present: Brittany Drury, Interim CAO/Clerk
Patty Sinnamon, Township of Chatsworth CAO/Clerk
Steven Dollmaier, Director of Operations
Carly Craig, Deputy Clerk

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1. Call to Order

Mayor Dwight Burley called the meeting to order at 8:05 p.m.

2. Land Acknowledgement Statement

Mayor Dwight Burley opened the meeting with the land acknowledgement statement.

3. Approval of Agenda/Additions to the Agenda

Mayor Scott Mackey requested that a closed session discussion on the sale or disposition of land be added under item 12.

Moved By: Mayor Scott Mackey
Seconded By: Deputy Mayor Sue Carleton

That the agenda be approved as amended.

Approved

4. Declaration of Pecuniary Interest

None declared.

5. Minutes of Previous Meetings

5.1 June 28, 2021

BIO2021-09

Moved By: Mayor Scott Mackey

Seconded By: Deputy Mayor Sue Carleton

That the meeting minutes of the June 28, 2021, BioGRID Joint Board of Management be approved as presented.

Approved

6. Delegations

Nil

7. Correspondence

Nil

8. Staff Reports

8.1 Biodigester Membrane Replacement

The Board requested a conversion of funds in the recommendation from US currency to Canadian, with the total expense being \$10,161.80 CAD. The Board also briefly discussed hydro generation interference.

BIO2021-10

Moved By: Deputy Mayor Brian Gamble

Seconded By: Deputy Mayor Sue Carleton

That the Biodigester Joint Board of Management receive report, OPS2021-31, Biodigester Membrane Replacement, for information, and

That the emergency purchase of a replacement membrane for the digester, at a total cost of \$8,000.00 USD plus shipping and HST, is hereby authorized

Approved

9. Public Question Period

The Interim CAO/Clerk noted that no public questions had been received for consideration of the Board.

10. Unfinished Business

Nil

11. New Business

Nil

12. Closed Session

BIO2021-11

Moved By: Deputy Mayor Brian Gamble

Seconded By: Mayor Scott Mackey

That the BioGRID Joint Board of Management move into closed session at 8:14 a.m. with the Interim CAO/Clerk, Director of Operations, and Township of Chatsworth CAO/Clerk to discuss:

12.1. 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.

12.2. A proposed or pending acquisition or disposition of land by the municipality or local board.

Approved

The Board resumed open session at 8:43 p.m.

Mayor Dwight Burley reported out of closed session noting that the Board went into closed session under open meeting exemptions "K" and "C" of the *Municipal Act*. He noted that the following actions were taken:

12.1. Direction was provided to staff.

12.2. No action was taken.

13. Date of Next Regular Meeting/Adjournment

Moved By: Deputy Mayor Sue Carleton

Seconded By: Deputy Mayor Brian Gamble

That the meeting be adjourned at 8:44 a.m.

Approved

Mayor, Dwight Burley

Clerk, Brittany Drury



Date: 2022-01-17

From: Steven Dollmaier, Director of Operations

Subject: Emergency Contractor Services – Biodigester

Report: OPS 2022-03

Recommendation

That the BioGRID Joint Board Committee receive staff report OPS 2022-03 entitled “Emergency Contractor Services – Biodigester”, for information; and

That the Emergency Agreement in Schedule A for the Operation of the Bio-Digester, at a cost of \$15,333 per month for a two-month term contract be accepted.

Background

With the resignation of the Utility Coordinator set for January 21, 2022, staff connected with Ontario Clean Water Agency (OCWA) to provide a quote for short-term contracted services for the Bio-Digester that include the operation, routine maintenance, asset protection, and management of the facility.

As included in the quote, OCWA will provide all labour, vehicles, and services required to operate, maintain, and manage the facilities. OCWA staff will be assigned work duties as required to complete rounds, sampling, and operating and maintenance duties to fulfill the Joint Board’s contractual obligations.

The scope of services is based on OCWA's risk and value-based asset protection predictive/preventive methodology. The routine maintenance plan is created utilizing best practices and manufacturers recommended maintenance plans. Routine maintenance also ensures services are maintained according to the design intent of the facilities.

Analysis

As part of the short-term contract, OCWA will oversee, operate, and maintain the Township's, wastewater treatment and lagoon systems, including all administrative and support functions, as well as a single source of accountability for all core services.

They will manage, operate, and maintain the Township's facilities in accordance with current federal and provincial guidelines and legislation, local statutes, regulations, and by-laws, and within the design capacity and capabilities of the system.

In addition, OCWA will perform all current analytical testing mandated by legislation with respect to the operation of the wastewater treatment facilities and will maintain appropriate records in accordance with legislation.

All required regulatory reports will be prepared and submitted to the Township's management staff. These duties will be managed and administered by OCWA's Operations Manager and Process and Compliance Technician (PCT). Certified operators working in each system will perform operational duties.

The following list provides a summary of typical operational duties to be performed on a regular basis to ensure that the bio digester facility is operating according to the terms provided and within generally accepted industry standards.

In addition to operational duties, OCWA will perform day-to-day routine maintenance of the facility in accordance with industry standards and equipment manufacturer's instructions.

Financial Impact

The monthly cost for the proposed Emergency Agreement is \$15,333 per month and is on a two-month term. General Reserves would need to fund \$4,708 per month to offset the remaining amount as currently we allocate approximately \$10,625 per month for the GSS and a municipal employee to run the Bio-Digester.

This short-term contract allows for proper operation of the Bio-Digester and will allow staff time to report back to the BioGRID Joint Board on the feasibility study and for further discussions on the next steps for the Bio-Digester.

Strategic Priorities

Demonstrate and Enhance Environmental Stewardship

The Township of Georgian Bluffs strives to become a leader in Environmental Stewardship by reducing energy consumption, reducing solid waste, increasing diversion rates of recyclable materials, and lessening the environmental impact of existing and future infrastructure through innovation and upgrading.

- 3.1 Continually strive to reduce environmental footprint by reducing energy consumption and greenhouse gas emissions to minimize climate change.

Conclusion

With this Emergency Agreement in place, staff will have time to determine the next steps, and report back to the BioGRID Joint Board Committee.

Supporting Documentation

Schedule A - Township of Georgian Bluffs-Biodigester Proposal Letter - January 10th, 2022 (002)

Respectfully Submitted: Steven Dollmaier, Director of Operations

Report Approval Details

Document Title:	OPS 2022-03 Bio-Digester - Emergency Contractor Services.docx
Attachments:	- Township of Georgian Bluffs-Biodigester Proposal Letter.January 10th 2022 (002).pdf
Final Approval Date:	Jan 11, 2022

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

Steven Dollmaier, Director of Operations

Samantha Buchanan, Acting Treasurer

Brittany Drury, Clerk

Cynthia Fletcher, Chief Administrative Officer

PROPOSAL LETTER to the Township of Georgian Bluffs for Provision of Operational Services on an Emergency Basis for the Derby Biodigester Facility

SUBMITTED BY
Ontario Clean Water Agency
30 Spence Avenue
Midhurst, Ontario
Canada L9X 0P2

January 10, 2022

January 10, 2022

Steven Dollmaier, C.E.T, CMMIII, ITE
Director of Operations
Township of Georgian Bluffs
Tel: 519-376-2729 ext. 306
sdollmaier@georgianbluffs.ca

Re: Provision of Operational Services on an Emergency Basis for the Derby Biodigester Facility

Dear Mr. Dollmaier,

From recent discussions with the Township of Georgian Bluffs (the Township), the Ontario Clean Water Agency (OCWA) understands that you are seeking immediate assistance to manage, operate and maintain the Georgian Bluffs/Chatsworth BioGRID Biodigester Facility.

This document outlines our proposed services and price for a two-month Emergency Agreement and includes the management, operations and maintenance requirements for the Biodigester Facility. Under the proposed Emergency Agreement, the Township of Georgian Bluffs would benefit from a depth of operational and engineering resources. OCWA is a service provider wholly dedicated to our clients, their communities, public health and safety and environmental protection. From in-field services to IT solutions, we offer a complete and total package of expertise and resources to meet all municipal water and wastewater needs.

As part of the Emergency Agreement, OCWA would provide the Township with:

- Operations management for all aspects of the Township's Biodigester Facility
- Certified operators to operate and maintain the facility in compliance according to the current Environmental Compliance Approvals (ECA)
- Access to OCWA skilled trades and UPITs when required to assist for operational requirements and capital projects
- Access to an extensive support network with professional resources as well as our specialized operational support services team
- Efficiencies and value for money – as a Crown Agency competing with the private sector, we not only focus on cost-effective and reliable delivery of services , but also ensure that we meet our public mandate to protect public health and the environment
- In addition to O&M, our Innovation group will continue to provide support related to securing and sourcing organics.

Operational and Maintenance Duties

The following list provides a summary of typical operational duties to be performed on a regular basis to ensure the system is operating according to the terms and within generally accepted industry standards.

- Comply with relevant government and agency regulations and standards and Environmental Compliance Approvals
- Properly handle and dispose of treatment process residuals
- Deliver to the Township detailed reports that demonstrate compliance and support future planning.
- Provide capital and maintenance reporting to the Township
- Be available to provide for 24-hour, 7-day per week coverage at the facility should an adequate communication system exist
- Carry out a routine lubrication program including greasing and oiling as specified in the lubrication schedule
- Perform day-to-day maintenance duties to equipment by following the preventive maintenance procedures and by checking machinery and electrical equipment when required
- Receiving of loads during regular business hours
- Ensure security of the facility by locking doors and gates

Certified Staff & Training

OCWA's Georgian Highlands Region operates several municipal water and wastewater facilities servicing 13 municipal and 11 commercial clients. There are 104 facilities in the Georgian Highlands Region supported by a complement of 75 staff members. Our strong presence in the area means staff can be drawn from nearby projects in the event of absences, equipment breakdowns or emergency situations at the facility.

OCWA's large staffing pool offers the Township assurance that in unusual circumstances or in times of crisis, we can respond quickly and effectively. Our Regional Team includes a Regional Hub Manager, a Safety Process and Compliance Manager, a Business Development Manager, as well as Skilled Trades and Operations staff.

OCWA's Price for Emergency Operations and Maintenance Services

As a cost recovery public agency, we are tasked to meet our mandate by providing affordable essential services to municipalities in a manner that recovers our costs. OCWA has priced its services to reflect an immediate deployment response. Our pricing is based on meeting your needs, as we understand them to be, for emergency operations and maintenance of the

Biodigester Facility owned by the Township of Georgian Bluffs and the Township of Chatsworth.

The fixed price for operational services of the facility is set for a two-month term. During this period, OCWA will provide management oversight, operations and maintenance. As well as access to additional operational support and engineering resources. This offer is based on OCWA’s standard terms and conditions.

OCWA'S PROPOSED FIXED PRICE	
Facility	Monthly Fixed Fee
Operations and Maintenance Services	\$15,333

Basis for the Price:

1. Operational services of municipal water and wastewater treatment is not subject to the Harmonized Sales Tax (HST) therefore HST has not been included in the price.
2. Commercial general liability, environmental (pollution), and vehicle insurance are included in OCWA’s Monthly Fixed Fee.
3. The price is based on present applicable law. The price does not include any changes in services required by changes to applicable laws and/or regulations.
4. Chemicals for wastewater treatment are included in the Monthly Fixed Fee.
5. Laboratory analysis services are included in the Monthly Fixed Fee.
6. OCWA will act as Overall Responsible Operator and Operating Authority.
7. Minor planned maintenance supplies such as belts, oils and miscellaneous hardware for preventative maintenance activities are included in the Monthly Fixed Fee.

Items not included in the Monthly Fixed Fee

1. Overtime
2. Facility Call Backs
3. Major Maintenance or Capital Projects

Out of Scope Work and Ancillary Services

Fees for additional work or services requested by the Township that are outside the regular scope are reflected in the following rates:

1. Labour rates on Business Days, Monday to Friday, (07:00 to 15:30) shall be billed at \$90.00/hour/person for a senior operations manager and process & compliance technician, and \$65.00/hour/person for an operator or mechanic.

2. Labour rates on statutory holidays shall be billed at \$132.50/hour/person for a senior operations manager and process & compliance technician, and \$87.50/hour/person for an operator or mechanic, with a minimum eight (8) hour charge.
3. Labour rates at all other times (after hours and on weekends) shall be billed at \$132.50/hour/person for a senior operations manager and process & compliance technician, and \$87.50/hour/person for an operator or mechanic, with a minimum four (4) hour charge.
4. Costs for parts, equipment and supplies, and outside labour charges (i.e., contractors), used by OCWA staff to provide the Optional Services shall be billed to the Township, and the Township will pay such costs together with a 15% Service Fee.

Biodigester Facility Assessment – Required Improvements

OCWA completed a feasibility study report that includes all the upgrades required in short term, midterm and long-term to enable sustainable operation of this facility. OCWA also made a presentation to the joint board on July 13th outlining these recommendations. OCWA offers this service with the understanding that, in general, the improvements required for health, safety, process and compliance issues will be addressed by the owners. OCWA is prepared to assist with any of these items. OCWA will continue to work with the board to address the key financial barrier to achieve these outcomes in the coming months as directed by the board.

Other Services Available

Our employees have lengthy and strong backgrounds in the various services we offer and OCWA provides a solid base of training to maintain those skills. An experienced team of operators, supported by corporate resource specialists, and leaders in water and wastewater quality are the backbone of the Agency.

With our operations and maintenance experience and additional support services, OCWA is able to offer ancillary functions to clients along with our O&M services such as:

- Engineering Services
- Energy Management
- Distribution & Collection Services
- Emergency & Contingency Planning
- Training
- Asset Management
- Strategic Capital Planning
- Process Optimization

With our depth of resources and experience from the number and variety of facilities we operate throughout the province, clients can be assured that OCWA is prepared to support them with all our available resources.

As a Crown Agency, criteria factors that our clients benefit from include cost management, fiscal and compliance accountability, risk management, and performance guarantees.

These benefits actively support a relationship of trust as we work together with our municipal partners to provide water and wastewater treatment services to millions of residents in hundreds of Ontario communities. Because of our ongoing improvements and the expansion of our service offerings, we are in an excellent position to negotiate any future relationship in a way that reflects the full water and wastewater needs of your community.

Our offer for emergency services is bundled with two supplemental items. We would request the following:

- a) That the Townships receive and review in good faith, a proposal for a long-term operations and maintenance partnership option (which may require more information be provided to OCWA) and
- b) An opportunity to present and discuss this option with staff and the board directly.

We look forward to continuing our discussions on service options and how OCWA can support the Township of Georgian Bluffs and the Township of Chatsworth.

Sincerely,



Mike Mortimer
Regional Manager – Georgian Highlands Region
mmortimer@ocwa.com
647-391-9295