



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

November 24, 2021, 8:00 a.m.

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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. June 28, 2021

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**Recommendation:**

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

**6. Delegations**

Nil

**7. Correspondence**

Nil

**8. Staff Reports**

**8.1. Biodigester Membrane Replacement**

8

**Recommendation:**

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

**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**

**12. Closed Session**

**Recommendation:**

That the BioGRID Joint Board of Management move into closed session at \_\_\_:\_\_\_ p.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.

**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

June 28, 2021, 11:00 a.m.

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

Members Absent: Deputy Mayor Brian Gamble

Staff Present: Cassandra Rocca, Treasurer, Township of Georgian Bluffs  
Brittany Drury, Clerk, Township of Georgian Bluffs  
Steven Dollmaier, Director of Operations, Township of Georgian Bluffs  
Al Meneses, Township CAO, Township of Georgian Bluffs  
Patty Sinnamon, CAO/Clerk, Township of Chatsworth

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### 1. Call to Order

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

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

Due to technical difficulties, the Board recessed at 11:02 a.m.

The Board reconvened at 11:07 a.m.

Moved By: Deputy Mayor Sue Carleton

Seconded By: Mayor Scott Mackey

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

**3. Declaration of Pecuniary Interest**

None declared.

**4. Minutes of Previous Meetings**

4.1 March 12, 2021

BIO2021-04

Moved By: Deputy Mayor Sue Carleton

Seconded By: Mayor Scott Mackey

**That the minutes of the Biodigester Joint Board of Management meeting held on March 12, 2021, be approved.**

Carried

**5. Delegations**

5.1 Traci Smith, BDO - 2020 Financial Statements

Traci Smith of BDO outlined the 2020 Financial Statements, as applicable the Joint Board of Management.

BIO2021-05

Moved By: Deputy Mayor Sue Carleton

Seconded By: Mayor Scott Mackey

**That the 2020 Financial Statements for the Biodigester Joint Board of Management, be approved as presented.**

Carried

5.2 Ben Samuelli, GHD - BioGRID System Decommissioning and Recommissioning Plan

Ben Samuelli of GHD outlined both the Decommissioning and Recommissioning Memo and Valuation Memo, and highlighted next steps associated with each.

There was discussion regarding:

- Clean out funds, including the necessity of completion in either scenario, being decommissioning and continuing operations,
- Costs associated with recommissioning in the future, and
- Maintenance at the facility following decommissioning.

The motion was amended to reflect receipt of both the Decommissioning and Recommissioning Memo and Valuation Memo.

BIO2021-06

Moved By: Mayor Scott Mackey

Seconded By: Deputy Mayor Sue Carleton

**That the BioGRID System Decommissioning and Recommissioning Memo and Valuation Memo , be received for information, and**

**That both Memos be referred to both respective Councils for consideration and information.**

Carried

## **6. Correspondence**

Nil

## **7. Staff Reports**

### **7.1 OPS2021-29 - Biodigester Netting Replacement**

BIO2021-07

Moved By: Mayor Scott Mackey

Seconded By: Deputy Mayor Sue Carleton

**That the Biodigester Joint Board of Management receive report, OPS2021-29, Biodigester Netting Replacement, for information, and**

**That the emergency purchase of a replacement netting for the digester, at a total cost of \$4,447.00 USD plus shipping and HST, is hereby authorized.**

Carried

7.2 OPS2021-30 - Heat Exchanger Replacement

BIO2021-08

Moved By: Deputy Mayor Sue Carleton

Seconded By: Mayor Scott Mackey

**That the Biodigester Joint Board of Management receive report, OPS2021-30, Heat Exchanger Replacement, for information, and**

**That the emergency purchase of a replacement heat exchanger for the genset, at a total cost of \$7,217.10 plus shipping and HST, is hereby authorized.**

Carried

**8. Public Question Period**

The Clerk noted no questions had been received.

**9. Unfinished Business**

Nil

**10. New Business**

Nil

**11. Closed Session**

Nil

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

Moved By: Mayor Scott Mackey

Seconded By: Deputy Mayor Sue Carleton

**That the meeting be adjourned at 12:00 p.m.**

Carried

Mayor, Dwight Burley

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Clerk, Brittany Drury



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**Date:** 2021-11-24

**From:** Troy Unruh, Utilities Coordinator

**Subject** Biodigester Membrane Replacement

**Report** OPS2021-31

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### Recommendation

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

### Background

Scheduled to be replaced in 2021, the membrane has failed and was repaired July 19, 2021. Due to failure a spill happened and was reported. The digester is being kept at a lower pressure to reduce another failure.

### Analysis

The current membrane is original and should be replaced. With the current global back log of production on the material there is currently a 6 month wait before the material will arrive to be put together. With the extended wait times from manufacturing and shipping it should be ordered now. If more tears happen, there is more potential for another failure, which could result in methane spills and unsafe operations.

### Financial Impact

While included for replacement on the 2021 Capital Budget for the Biodigester, this budget has not yet been adopted by both respective Councils, as such this report is presented as an emergency repair.



## 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

The membrane for the digester is integral to the successful operation of the Biodigester facility and required protection from spills and fines. It is recommended that the Board authorize the emergency purchase of new membrane to ensure the continued safe operation of the facility.

Respectfully Submitted: Troy Unruh, Utilities Coordinator

## Report Approval Details

Document Title:	OPS2021-31 Biodigester Membrane Replacement.docx
Attachments:	- 21334P1.pdf
Final Approval Date:	Nov 22, 2021

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

Steven Dollmaier

Tim Lewis

Jenn Burnett

Kassandra Rocca

Brittany Drury



85 Pascon Court  
Gaston, SC 29053  
(803) 551-5700  
(803) 551-5701 FAX  
[www.environmentalfabrics.com](http://www.environmentalfabrics.com)

## PROPOSAL

September 22, 2021

Georgian Bluffs

**Attn: Troy Unruh**  
**Project: EPDM Cover**

**EFI #21334P1**

Environmental Fabrics, Inc. hereby proposes to furnish the following scope of work:

### **1.0 Environmental Fabrics, Inc. (EFI) Scope of Work:**

The scope of work covered by this Budgetary Proposal is limited to the following Bid Items:

1.1 Supply Only - one 60' D tank cover fabricated out of 60mil EPDM.

1.2 Out Bound Freight is not included

1.3 Sales Tax or Use Tax is **not included** in the Lump Sum Price.

**Lump Sum Pricing:**

**\$8,000.00 plus Freight**

### **2.0 Material Specifications:**

2.1 The material supplied for this project will be supplied by others and subject to the Manufacturer's standard Material Specifications.

2.2 All QA/QC tests will be performed in accordance with the Manufacturer's QA/QC Manual. EFI personnel will perform all Shop tests and inspections.



**3.0 Items Specifically Not Included:**

3.1 Payment and performance bonds, permits, licenses, fees, union wages, union agreements, and Sales / Use Tax.

3.2 Retainage being withheld from the contract amount beyond the completion of scope of work listed in paragraph 1.0.

3.3 All costs related to the repair of damage to the geomembrane that results from work performed by others or exposure of liner to the elements.

**4.0 Terms of Payment:** Invoicing subject to establishment of an approved line of credit. The following terms will apply as a minimum:

4.1 EFI will invoice for all materials delivered to the site. Payment will be made to EFI within thirty (30) days after receipt of invoice.

**5.0 Pricing:** The prices quoted will be valid for a period of thirty (30) days after the date of this proposal. EFI reserves the right to increase pricing if our suppliers increase pricing for any reason and/or as a result of invoking force majeure.

**6.0 Terms of Contract:** The terms and conditions of this proposal will be made part of any agreement or purchase order for the scope of work listed in this proposal.

Respectfully Submitted,



Jason Taylor

