



Ottawa Valley Waste Management Board Minutes December 7th, 2016

A meeting of the above Board was held at the Ottawa Valley Waste Recovery Centre at 4:00 p.m. on the above date, with the following persons in attendance:

Steve Bennett, Chairperson	Township of Laurentian Valley
Tom Mohns, Vice-Chairperson	Town of Petawawa
Melvin Berndt, Member	North Algona Wilberforce Township
Andrew Plummer, Member	City of Pembroke
Sue McCrae, General Manager	Ottawa Valley Waste Recovery Centre
Laurie Benjamin, Diversion Supervisor	Ottawa Valley Waste Recovery Centre
Daniel Burke, Finance & Support Services Supervisor	Ottawa Valley Waste Recovery Centre
Graham Desjardins, Maintenance Supervisor	Ottawa Valley Waste Recovery Centre
Ron McMillan, Acting Hauling Supervisor	Ottawa Valley Waste Recovery Centre
Stephen Munro, Landfill Supervisor	Ottawa Valley Waste Recovery Centre
Elizabeth Graham, Communications Officer	Ottawa Valley Waste Recovery Centre
Jack Wilson	PLC Member, Laurentian Valley

Chairperson, Steve Bennett, called the meeting to order at 4:00 pm.

Quorum

The attendance of at least two-thirds of the members of the Board representing the parties hereto shall constitute a quorum at the Board meeting. A quorum is in attendance for today's meeting.

Votes

For today's meeting the total number of votes is 12, all matters coming before the Board for approval or consideration shall be decided by a majority vote of greater than 50% of the total votes taken regarding any matter before the Board for decision where such majority vote represents a majority vote of greater than 50% of the parties voting.

1. Approval of December 7th, 2016 Meeting Agenda

Moved by: Andrew Plummer

Seconded by: Tom Mohns

That the December 7th agenda be approved as amended.

9a. Landfill Operations Update

Carried

2. Declaration of Pecuniary Interest

There were no declarations of pecuniary interest.

3. Approval of Board Minutes

Moved by: Andrew Plummer

Seconded by: Melvin Berndt

That the Minutes of the October 12th, 2016 meeting be adopted as presented.

Carried

4. Cheque Register & Payroll Direct Deposit (Report 16-A-12)

This report was presented for information purposes only.

5. Accounts Receivable

The Board was provided a copy of current accounts receivable.

6. 2017 Budget – Draft # 1 (Report 16-A-13)

The Board reviewed the draft 2017 Budget.

A resolution was passed:

Resolution

That:

The Board approves an increase of \$100 in the Health Care Spending Allowance for full-time employees.

Moved by: Tom Mohns

Seconded by: Melvin Berndt

Carried

6a. Year-to-Date Actuals

The Board reviewed the year-to-date actuals.

6b. 2016 Tipping Fee Comparison

Staff presented a chart comparing OVVRC tipping fees to other area waste facilities.

6c. 2017 Tipping Fee Rates

A resolution was passed:

Resolution

That:

The Board approves the 2017 Tipping Fees for Partner and Non-Partner Municipalities as per the attached schedules.

Moved by: Tom Mohns

Seconded by: Andrew Plummer

Carried

6d. Hauling Fee Review

A table outlining the hauling fees for 2017 was presented to the Board.

6e. 2017 Pay Grid

A resolution was passed:

Resolution

That:

The Board approves the 2017 Pay Grid as outlined in the attached document.

Moved by: Melvin Berndt

Seconded by: Tom Mohns

Carried

6f. Current Organizational Chart

The Board was provided a copy of the current organizational chart.

6g. Reserve Matrix

The Board was provided a copy of the current reserve matrix outlining capital expenditures.

7. Reserve Transfers

A resolution was passed:

Resolution

That:

The Board approves the transfer of \$179,200 from the operating bank account to the perpetual care investment account.

Moved by: Tom Mohns

Seconded by: Andrew Plummer

Carried

A resolution was passed:

Resolution

That:

The Board approves the transfer of all interest earned, net of expenses, in the perpetual care investments to the perpetual care reserve.

Moved by: Tom Mohns

Seconded by: Andrew Plummer

Carried

A resolution was passed:

Resolution

That:

The Board approves the transfer of \$11,887.97 from the working capital reserve bank account to the operating bank account in order to bring the working capital account to its' prescribed balance of \$200,000.

Moved by: Tom Mohns

Seconded by: Melvin Berndt

Carried

8. Pre-Budget Approval – Landfill Dozer

A resolution was passed:

Resolution

That:

The Board authorizes the purchase of one 2014 Case 1650M Bulldozer from the acceptable bidder J.R. Brisson Equipment Ltd. in the amount of \$194,134 including HST.

Moved by: Andrew Plummer

Seconded by: Melvin Berndt

Carried

A resolution was passed:

Resolution

That:

The Board authorize financing of the 2014 Case 1650M Bulldozer thru Infrastructure Ontario and that Laurentian Valley be requested to make application on behalf of the Centre.

The Board authorize the transfer of funds from the working capital reserve for the immediate purchase of the Bulldozer. Funds to be replaced when financing is received from Infrastructure Ontario in January.

Moved by: Andrew Plummer

Seconded by: Melvin Berndt

Carried

9a. Landfill Operations Update

Staff provided an update on recent Landfill operations.

9b. Communications Update

Staff provided an update on the Centre's Website, Holiday Season Radio Ads and Educational Video.

10. Information Items

- a. Year-to-Date Actuals
- b. 2016 Tipping Fee Comparison
- c. 2017 Tipping Fee Rates (Resolution)
- d. Hauling Fee Review
- e. 2017 Pay Grid (Resolution)
- f. Current Organizational Chart
- g. Reserve Matrix

11. Next Meeting Date - February 1st, 2016, 4:00 PM

Motion to Conclude

Moved by: Tom Mohns

Seconded by: Andrew Plummer

Carried

Meeting Concluded at 5:20 p.m.

Minutes Prepared By: Elizabeth Graham

Distribution: All Present

CAO's/Treasurers

Welch & Company