



Ottawa Valley Waste Management Board
Minutes
February 1st, 2018

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
Andrew Plummer, Member	City of Pembroke
Deborah Farr, Alternate	North Algona Wilberforce Township
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, 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
William Halkett	PLC Member, Pembroke
Jack Wilson	PLC Member, Laurentian Valley
Regrets:	
Melvin Berndt, Member	North Algona Wilberforce Township

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 February 1st, 2018 Meeting Agenda

Moved by: Andrew Plummer

Seconded by: Tom Mohns

That the February 1st, 2018 agenda be approved.

Carried

2. Declaration of Pecuniary Interest

There were no declarations of pecuniary interest.

3. Chair/Vice-Chair Elections (Report 18-A-01)

A resolution was passed:

Resolution

That:

The Board appoints the General Manager as the presiding officer in order to carry out the election of a Chair in accordance with the approved election policy.

Moved by: Tom Mohns

Seconded by: Andrew Plummer

Carried

A resolution was passed:

Resolution

That:

Steve Bennett of Laurentian Valley be elected to the position of Chair of the Ottawa Valley Waste Management Board for 2018.

Moved by: Tom Mohns

Seconded by: Andrew Plummer

Carried

A resolution was passed:

Resolution

That:

Tom Mohns of Petawawa be elected to the position of Vice-Chair of the Ottawa Valley Waste Management Board for 2018.

Moved by: Andrew Plummer

Seconded by: Steve Bennett

Carried

4. Approval of Board Minutes

Moved by: Andrew Plummer

Seconded by: Deborah Farr

That the Minutes of the November 16th, 2017 meeting be adopted as presented.

Carried

5. Disclosure – Ethical Conduct (Report 18-A-02)

This report was presented for information purposes only.

6. Board Remuneration & Expenses (Report 18-A-03)

This report was presented for information purposes only.

7. Quarterly Tonnage Summaries

This report was presented for information purposes only.

8. Quarterly Financial Reports (Report 18-A-04)

A resolution was passed:

Resolution

That:

The Board approves the transfer of \$179,200 in 2017 from the operating bank account to the

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perpetual care investment account.

Moved by: Tom Mohns

Seconded by: Deborah Farr

Carried

A resolution was passed:

Resolution

That:

The Board approves the transfer of all interest earned, net of expenses, in 2017 in the perpetual care investments to the perpetual care reserve.

Moved by: Andrew Plummer

Seconded by: Tom Mohns

Carried

A resolution was passed:

Resolution

That:

The Board approves the transfer of interest earned in 2017 in the amount of \$1,968.35 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: Deborah Farr

Carried

9. Budget 2018

A resolution was passed:

Resolution

That:

The Board approves in principal the 2018 Budget as presented.

Moved by: Tom Mohns

Seconded by: Deborah Farr

Carried

10. Corporate Policies

A resolution was passed:

Resolution

That:

The Board approve Corporate Policy A-04 Ontario Human Rights Code Violation.

Moved by: Andrew Plummer

Seconded by: Deborah Farr

Carried

A resolution was passed:

Resolution

That:

The Board approve Corporate Policy A-09 Violence in the Workplace.

Moved by: Deborah Farr

Seconded by: Andrew Plummer

Carried

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A resolution was passed:

Resolution

That:

The Board approve Corporate Policy D-01A Short Term Disability Plan.

Moved by: Tom Mohns

Seconded by: Deborah Farr

Carried

A resolution was passed:

Resolution

That:

The Board approve Corporate Policy D-01B Short Term Disability Plan.

Moved by: Tom Mohns

Seconded by: Andrew Plummer

Carried

A resolution was passed:

Resolution

That:

The Board approve Corporate Policy E-02 Statutory and Paid Holidays.

Moved by: Andrew Plummer

Seconded by: Deborah Farr

Carried

A resolution was passed:

Resolution

That:

The Board approve Corporate Policy E-04 Vacation as amended to provide staff with an additional 5 days of vacation after they reach 25 years of service.

Moved by: Tom Mohns

Seconded by: Andrew Plummer

Carried

Corporate Policy E-05 Bereavement – Compassionate Leave

The Board tabled this Policy and directed staff to confirm with partner Municipalities.

A resolution was passed:

Resolution

That:

The Board approve Corporate Policy E-06 Pregnancy & Parental Leave.

Moved by: Tom Mohns

Seconded by: Deborah Farr

Carried

11. Bill 151 – Strategy for Waste Free Ontario Update

Staff provided a verbal update on Bill 151.

12. Communications Update – Christmas Tree Collection

Staff provided a verbal update on Christmas Tree Collection.

13. 2017 Health and Safety Trends Report

The Board was provided with a copy of the 2017 Health and Safety Trends Report.

14. Information items.

- a. Welch LLP Audit Planning Letter, November 24th, 2017
- b. Joint Municipal Press Release, Christmas Tree Collection, January 2nd, 2018
- c. MOECC Site Inspection Report, January 15th, 2018
- d. PLC Meeting Minutes, January 18th, 2018

15. Next Meeting Date - March 22nd, 2018 – 4:00 PM

16. Closed Session

A resolution was passed:

Resolution

That:

The Board go into Closed Session to discuss:

- a. Litigation or Potential Litigation

Moved by: Deborah Farr

Seconded by: Andrew Plummer

Carried

Return to Open Session

A resolution was passed:

Resolution

That:

The Board come out of closed session.

Moved by: Tom Mohns

Seconded by: Andrew Plummer

Carried

Motion to Conclude

Moved by: Andrew Plummer

Seconded by: Deborah Farr

Carried

Meeting Concluded at 5:43 p.m.

Minutes Prepared By: Elizabeth Graham

Distribution: All Present

CAO's/Treasurers

Welch & Company