



Ottawa Valley Waste Management Board  
Minutes  
March 26<sup>th</sup>, 2019

A meeting of the above Board was held at the Ottawa Valley Waste Recovery Centre at 12:30 p.m. on the above date, with the following persons in attendance:

Steve Bennet, Chairperson	Township of Laurentian Valley
Tom Mohns, Vice-Chairperson	Town of Petawawa
Andrew Plummer, Member	City of Pembroke
James Brose, Member	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
Elizabeth Graham, Communications Officer	Ottawa Valley Waste Recovery Centre
Ron McMillan, Hauling Supervisor	Ottawa Valley Waste Recovery Centre
Stephen Munro, Landfill Supervisor	Ottawa Valley Waste Recovery Centre
Stephanie Wood, Financial Clerk	Ottawa Valley Waste Recovery Centre
Ernie Lafrance, Chairperson, PLC	Town of Petawawa
William Halkett, PLC Member	City of Pembroke
Jack Wilson, PLC Member	Township of Laurentian Valley
Charlene Jackson, Treasurer/Deputy CAO	Township of Laurentian Valley
Peter Harrington	Welch LLP

Chairperson Steve Bennett, called the meeting to order at 12:21 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 March 26<sup>th</sup>, 2019 Meeting Agenda**

**Moved by:** Andrew Plummer

**Seconded by:** James Brose

That the March 26<sup>th</sup>, 2019 agenda be approved as amended.

8e. Fee Schedule

**Carried**

**2. Declaration of Pecuniary Interest**

There were no declarations of pecuniary interest.

**3. Approval of February 6<sup>th</sup>, 2019 Meeting Minutes**

**Moved by:** Tom Mohns

**Seconded by:** Andrew Plummer

That the Minutes of February 6<sup>th</sup>, 2019 meeting be adopted as presented.

**Carried**

**4. Transfer of Surplus to Reserves**

A resolution was passed:

**Resolution**

**That:**

The Board approves the transfer of the 2018 operating surplus of \$467,042.23 to the Vehicle & Rolling Stock Reserve as of December 31, 2018.

**Moved by:** Tom Mohns

**Seconded by:** Andrew Plummer

**Carried**

**5. Perpetual Care Investment Update**

Charlene Jackson presented the 2018 Perpetual Care Investment Report.

Charlene left the meeting.

**6. Audited Financial Statements**

Peter Harrington reviewed the 2018 Audited Financial Statements.

Peter left the meeting.

**7. 2019 Capital Budget**

A resolution was passed:

**Resolution**

**That:**

The Board approves the sale of the following asset: 2012 Terex TL 260.

**Moved by:** Andrew Plummer

**Seconded by:** James Brose

**Carried**

**8a. Request for Proposal – Used Water Truck**

A resolution was passed:

**Resolution**

**That:**

The Board approves the purchase of a 1994 Ford 9,000 Litre Truck at a cost of \$29,995 plus HST from R.G.T Clouthier Construction.

**Moved by:** Tom Mohns

**Seconded by:** James Brose

**Carried**

**8b. Construction and Demolition and Leaf and Yard (Processing) Grinding Tender Award (Report 19-A-06)**

A resolution was passed:

**Resolution**

**That:**

The Board authorize the General Manager to enter into a contract with NadCore Environmental Shredding Ltd. to provide grinding services for construction and demolition material and leaf and yard material for a two-year period commencing March 1, 2019 and ending February 21, 2021.

**Moved by:** Tom Mohns

**Seconded by:** Andrew Plummer

**Carried**

**8c. Bulky Waste Processing (Grinding) – Verbal Update**

A tender has been issued for bulky waste processing (grinding).

**8d. Propane – Verbal Update**

A tender has been issued for the supply of propane.

**8e. Fee Schedules (Report 19-A-07)**

A resolution was passed:

**Resolution**

**That:**

The Board approve the revised 2019 Partner and Non-Partner Municipal Tipping Fee Schedules and the new 2019 General Fee Schedule.

**Moved by:** Tom Mohns

**Seconded by:** James Brose

**Carried**

**9a. Corporate Policy – Policy A-04 Workplace Discrimination and Harassment**

A resolution was passed:

**Resolution**

**That:**

The Board approve Corporate Policy A-04 Workplace Discrimination and Harassment.

**Moved by:** Tom Mohns

**Seconded by:** Andrew Plummer

**Carried**

**9b. Corporate Policy – Policy A-09 Violence in the Workplace**

A resolution was passed:

**Resolution**

**That:**

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

**Moved by:** James Brose

**Seconded by:** Tom Mohns

**Carried**

**10. Reducing Litter and Waste in Our Communities: Discussion Paper, MOECP**

Staff reviewed the recent Discussion Paper released by the Provincial Government.

**11. Leachate Treatment System – Verbal Update**

Staff provided an update on the operation of the leachate treatment system.

**12. 2019/2020 Collection Schedules, Petawawa, Pembroke, Laurentian Valley (Handouts)**

Staff provided an update on the distribution of the collection schedules.

**13. Information Items**

- a. 2019 Closure and Post Closure Liability, Letter from Golder, February 28<sup>th</sup>, 2019
- b. Joint Municipal Press Release, Collection Schedule Delivery, March 6<sup>th</sup>, 2019

**14. Next Meeting Date: May 9<sup>th</sup>, 2019, 12:00 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:** Tom Mohns

**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**

A resolution was passed:

**Resolution**

**That:**

The Board approves the legal settlement as negotiated.

**Moved by:** Tom Mohns

**Seconded by:** James Brose

**Carried**

**Motion to Conclude**

**Moved by:** Tom Mohns

**Seconded by:** Andrew Plummer

**Carried**

Meeting Concluded at 1:42 p.m.

Minutes Prepared By: Elizabeth Graham

Distribution: All Present  
CAO's/Treasurers  
Welch & Company