



Ottawa Valley Waste Management Board  
Minutes  
April 29<sup>th</sup>, 2020

A meeting of the above Board was held on-line via ZOOM at 3:00 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
James Brose, Member	Township of North Algona Wilberforce
Sue McCrae, General Manager	Ottawa Valley Waste Recovery Centre
Daniel Burke, Finance & Support Services Supervisor	Ottawa Valley Waste Recovery Centre
Elizabeth Graham, Communications Officer	Ottawa Valley Waste Recovery Centre
Stephanie Wood, Finance Clerk	Ottawa Valley Waste Recovery Centre
Ernie Lafrance, PLC Member	Town of Petawawa
Peter Harrington	Welch LLP

Chairperson Steve Bennett, called the meeting to order at 3:08 p.m.

### **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 April 29<sup>th</sup>, 2020 Meeting Agenda**

**Moved by:** Andrew Plummer

**Seconded by:** James Brose

That the April 29<sup>th</sup>, 2020 agenda be approved as presented.

**Carried**

### **2. Declaration of Pecuniary Interest**

There were no declarations of pecuniary interest.

### **3. Approval of February 6<sup>th</sup>, 2020 Meeting Minutes**

**Moved by:** Andrew Plummer

**Seconded by:** Tom Mohns

That the Minutes of February 6<sup>th</sup>, 2020 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 2019 operating surplus of \$333,539.33 to the Vehicle & Rolling Stock Reserve as of December 31, 2019.

**Moved by:** Tom Mohns

**Seconded by:** Andrew Plummer

**Carried**

**5. Perpetual Care Investment**

This report was presented for information purposes only.

**6. Audited Financial Statements**

Peter Harrington of Welch LLP reviewed the audited financial statements.

A resolution was passed:

**Resolution**

**That:**

The Board approved the 2019 Audited Financial Statements as presented.

**Moved by:** Tom Mohns

**Seconded by:** James Brose

**Carried**

Peter Harrington left the meeting.

**7. Corporate Policies**

The following corporate policies were approved.

**7a. Policy A-04 – Workplace Discrimination & Harassment**

A resolution was passed:

**Resolution**

**That:**

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

**Moved by:** Andrew Plummer

**Seconded by:** James Brose

**Carried**

**7b. 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:** Tom Mohns

**Seconded by:** Andrew Plummer

**Carried**

**7c. Policy M-01 – Procurement**

A resolution was passed:

**Resolution**

**That:**

The Board approve Corporate Policy M-01 Procurement.

**Moved by:** Andrew Plummer

**Seconded by:** Tom Mohns

**Carried**

**8. Tender Approvals**

The following tenders were approved.

**8a. Loader (Report 20-A-05)**

A resolution was passed:

**Resolution**

**That:**

The Board authorize the purchase of a Case 321F (2020) loader to the low acceptable bidder of J.R. Brisson Equipment.

**Moved by:** Tom Mohns

**Seconded by:** James Brose

**Carried**

**8b. Bulky Waste Grinding (Report 20-A-06)**

A resolution was passed:

**Resolution**

**That:**

The Board authorize the General Manager to enter into a contract with Northern Bulk Logistics to provide grinding services for bulky waste material in the spring of 2020.

**Moved by:** James Brose

**Seconded by:** Andrew Plummer

**Carried**

**9. Landfill Leachate Treatment System Technology Review & Next Steps**

Documents will be submitted to the Ministry for approval to install the Nexcom SAGR System for treatment of landfill leachate impacted groundwater.

**10. Landfill Gas Collection Tender Update**

A tender is being prepared for installation of Landfill Gas Collection wells. Construction is expected to start in July.

**11. Algonquin Park Contract**

The next 5 – year term of the Algonquin Park contract has been confirmed by the Province.

**12. Operations Update**

Staff provided an update on operations during the COVID-19 pandemic.

**13. Next Meeting:**

**Motion to Conclude**

**Moved by:** Andrew Plummer

**Seconded by:** James Brose

**Carried**

Meeting Concluded at 4:20 p.m.

Minutes Prepared By: Elizabeth Graham

Distribution: All Present

CAO's/Treasurers

Welch & Company