



Ottawa Valley Waste Management Board Minutes September 28, 2023

A meeting of the above Board was held at 4:30 p.m. on the above date, with the following persons in attendance:

Ottawa Valley Waste Management Board:

Steve Bennett, Chairperson, Township of Laurentian Valley
Andrew Plummer, Vice-Chairperson, City of Pembroke
Theresa Sabourin, Member, Town of Petawawa
James Brose, Member, Township of North Algona Wilberforce

Ottawa Valley Waste Recovery Centre:

Sue McCrae, General Manager
Laurie Benjamin, Diversion and Environmental Compliance Supervisor
Daniel Burke
Elizabeth Graham, Communications and Special Waste Supervisor
Ron McMillan, Operations Supervisor

Public Liaison Committee:

William Halkett, PLC Member, City of Pembroke

Chairperson Steve Bennett, called the meeting to order at 4:36 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 September 28, 2023 Meeting Agenda

Moved by: Andrew Plummer

Seconded by: Theresa Sabourin

That the September 28, 2023 meeting agenda be approved as presented.

Carried

2. Declaration of Pecuniary Interest

None.

3. Approval of May 11, 2023 Meeting Minutes

Moved by: Theresa Sabourin

Seconded by: Andrew Plummer

That the Minutes of May 11, 2023 meeting be adopted as presented.

Carried

4. Quarterly Tonnage Reports

This report was presented for information purposes only.

5. Quarterly Financial Reports (Report 23-A-14)

This report was presented for information purposes only.

6. Commercial Customers (Verbal)

Staff reviewed the implementation of a waste declaration form for commercial customers.

7. Tender/Request for Proposal Awards

a. Tender Award – Baler Wire (Report 23-A-12)

A resolution was passed:

Resolution

That:

The Board authorize the award of a tender for the purchase of approximately 48,000 pounds of baler wire, to the low bidder, Accent Wire-Tie at a bid price of \$1.02 per pound.

Moved by: Theresa Sabourin

Seconded by: Andrew Plummer

Carried

b. Request for Proposal – Janitorial Services (Report 23-A-13)

A resolution was passed:

Resolution

That:

The Board authorize the award to provide janitorial services to the Centre in accordance with the August 9, 2023 Request for Proposal, to Kaszuby Kleaners, at an annual cost of \$62,000.

Moved by: James Brose

Seconded by: Andrew Plummer

Carried

8. General Manager Hiring Process

Staff provided an update on the General Manager hiring process.

9. Information Items

a. Public Liaison Committee Meeting, June 14, 2023

b. Joint Municipal Media Release, Large Item Collection, August 24, 2023

10. Next Meeting

Thursday, November 23, 4:30 p.m.

12. Closed Session

A resolution was passed:

Resolution

That:

The Board go into Closed Session to discuss:

a. Proposed or Pending Acquisition or Disposition of Land

b. Personnel Matters Regarding an Identifiable Individual

Moved by: Andrew Plummer

Seconded by: Theresa Sabourin

Carried

Return to Open Session

A resolution was passed:

Resolution

That:

The Board come out of Closed Session.

Moved by: Andrew Plummer

Seconded by: James Brose

Carried

A resolution was passed:

Resolution

That:

The Board authorize the Chairman and the General Manager to proceed with the execution of the Lease Agreement (attached) with Halton Recycling Ltd. dba Emterra Environmental for the Centre's Material Recycling Facility for a period of 7 years commencing December 1, 2024.

The Board Chairman is authorized to present the Lease agreement to Laurentian Valley Council for execution. This agreement includes provision for Emterra to act at the Centre's agent for the processing of recyclables for the period December 1, 2024 to April 25, 2025, the transition date for recycling responsibility to move to the private sector as set out in Provincial Legislation.

The Centre agrees to pay Emterra a tipping fee for municipally collected materials from the Partner Municipalities as well as recyclables collected by the Centre from Algonquin Provincial Park for December 2024 at the approved Tipping Fee as set by the Board. The tipping fee for January 1, 2025 to April 25, 2025 will be set by Emterra and the Board shall be notified of the rate by October 1, 2024.

Moved by: Andrew Plummer

Seconded by: Theresa Sabourin

Carried

A resolution was passed:

Resolution

That:

The Board authorize the sale of the Centre's recycling processing equipment as set out in the Bill of Sale Agreement (attached) to Halton Recycling Ltd. dba Emterra Environmental, for the sum of \$360,000 on December 1, 2024.

Moved by: Andrew Plummer

Seconded by: James Brose

Carried

Motion to Conclude

Moved by: James Brose

Seconded by: Andrew Plummer

Carried

Meeting concluded at 6:08 p.m.

September 28, 2023 OVWMB Meeting

Minutes Prepared By: Elizabeth Graham

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