



Ottawa Valley Waste Management Board Minutes November 23, 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

WSP

Andrew Harwood, Senior Environmental Engineers
Yannick Marcerou, Environmental/Waste Engineer

Chairperson Steve Bennett, called the meeting to order at 4:30 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 November 23, 2023 Meeting Agenda

Moved by: Andrew Plummer

Seconded by: James Brose

That the November 23, 2023 meeting agenda be approved as amended.

7d. Signing Authority

Carried

2. Declaration of Pecuniary Interest

None.

3. Approval of September 28, 2023 Meeting Minutes

Moved by: Andrew Plummer

Seconded by: Theresa Sabourin

That the Minutes of September 28, 2023 meeting be adopted as presented.

Carried

4. WSP Presentation – Phase 2 Landfill Expansion & Overview of Future Capital Requirements

Representatives from WSP provided an update on Phase 2 Landfill Expansion and Future Capital Requirements at the Centre.

Andrew and Yannick left the meeting.

5. Automotive Materials Services Agreement (Report 23-A-15)

This report was presented for information purposes only.

6. 2024 Budget

a. Budget

A resolution was passed:

Resolution

That:

The Board approves, in principle, the 2024 Budget as presented.

Moved by: Andrew Plummer

Seconded by: James Brose

Carried

b. Tipping Fees and General Fees

A resolution was passed:

Resolution

That:

The Board approves the 2024 Partner and Non-Partner Municipal Tipping Fee Schedules and the 2024 General Fee Schedule.

Moved by: Theresa Sabourin

Seconded by: Andrew Plummer

Carried

c. Pay Grid

A resolution was passed:

Resolution

That:

The Board approves the 2024 Pay Grid.

Moved by: James Brose

Seconded by: Theresa Sabourin

Carried

7. Information Items

a. MOECP Landfill Inspection Report, September 29, 2023

b. Public Liaison Committee Meeting, October 4, 2023

c. Joint Municipal Media Release, Fall Leaf & Yard Waste, October 10, 2023

7d. **Signing Authority**

A resolution was passed:

Resolution

That:

The Board approve the following change to the Ottawa Valley Waste Management Board signing authority and that staff proceed with the appropriate notification and documentation for the financial recording of these changes as follows:

Name

Mr. Ron McMillan

Position

Operations Supervisor

Moved by: Theresa Sabourin

Seconded by: Andrew Plummer

Carried

Sue McCrae, General Manager will be removed from signing authority upon her retirement, effective December 31, 2023.

8. **Next Meeting**

Call of the Chair.

9. **Closed Session**

A resolution was passed:

Resolution

That:

The Board go into Closed Session to discuss:

- a. Personnel Matters Regarding an Identifiable Individual

Moved by: Andrew Plummer

Seconded by: James Brose

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 General Manager to issue a Performance Bonus to each of the Facility's Supervisors to recognize outstanding work performance during 2023.

Moved by: Theresa Sabourin

Seconded by: Andrew Plummer

Carried

Motion to Conclude

Moved by: James Brose

Seconded by: Andrew Plummer

Carried

Meeting concluded at 6:10 p.m.

Minutes Prepared By: Elizabeth Graham

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