



## Ottawa Valley Waste Management Board Minutes March 20, 2025

A meeting of the above Board was held at 3:55 p.m. on the above date, with the following persons in attendance:

### **Ottawa Valley Waste Management Board:**

Steve Bennett, Chairperson, Township of Laurentian Valley

Murray Rutz, Member, Town of Petawawa

James Brose, Member, Township of North Algona Wilberforce

### **Ottawa Valley Waste Recovery Centre:**

Laurie Benjamin, General Manager

Daniel Burke

Elizabeth Graham, Communications and Special Waste Supervisor

Ron McMillan, Operations Supervisor

Jack Wilson, Township of Laurentian Valley PLC Member

Peter Harrington, Welch LLP

### **Regrets:**

Andrew Plummer, Vice-Chairperson, City of Pembroke

### **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 9, 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 20, 2025 Meeting Agenda**

**Moved by:** Murray Rutz

**Seconded by:** James Brose

That the March 20, 2025 agenda be approved as presented.

**Carried**

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

None.

### **3. Chair and Vice-Chair Elections (Report 25-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:** Murray Rutz

**Seconded by:** James Brose

**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 2025.

**Moved by:** James Brose

**Seconded by:** Murray Rutz

**Carried**

A resolution was passed:

**Resolution**

**That:**

Murray Rutz of the Town of Petawawa be elected to the position of Vice-Chair of the Ottawa Valley Waste Management Board for 2025.

**Moved by:** James Brose

**Seconded by:** Steve Bennett

**Carried**

**4. Approval of November 28, 2024 Meeting Minutes**

**Moved by:** James Brose

**Seconded by:** Murray Rutz

That the Minutes of November 28, 2024 meeting be adopted as presented.

**Carried**

**5. Transfer of Surplus to Reserves**

A resolution was passed:

**Resolution**

**That:**

The Board approves the transfer of the 2024 operating surplus of \$1,759,040 to the Vehicle & Rolling Stock Reserve as of December 31, 2024.

**Moved by:** Murray Rutz

**Seconded by:** James Brose

**Carried**

A resolution was passed:

**Resolution**

**That:**

The Board approves the transfer of all interest earned, net of expenses, during 2024 in the perpetual care investments to the perpetual care reserve.

**Moved by:** Murray Rutz

**Seconded by:** James Brose

**Carried**

A resolution was passed:

**Resolution**

**That:**

The Board approves the transfer of interest earned, net of expenses, during 2024 in the working capital bank account to the working capital reserve fund.

**Moved by:** Murray Rutz

**Seconded by:** James Brose

**Carried**

**6. Perpetual Care Investment Update (Report 25-A-11)**

This report was presented for information purposes only.

**7. Audited Financial Statements**

Peter Harrington reviewed the 2024 Audited Financial Statements.

A resolution was passed:

**Resolution**

**That:**

The Board approve the 2024 Audited Financial Statements as presented.

**Moved by:** James Brose

**Seconded by:** Murray Rutz

**Carried**

Peter left the meeting.

**8. Disclosure – Ethical Conduct (Report 25-A-02)**

This report was presented for information purposes only.

**9. Board Remuneration and Expenses (Report 25-A-03)**

This report was presented for information purposes only.

**10. 2024 Tonnage Reports**

This report was presented for information purposes only.

**11. 4<sup>th</sup> Quarter (2024) Finance Reports (Report 25-A-04)**

This report was presented for information purposes only.

**12. Tenders**

**a. Scale Repairs**

A resolution was passed:

**Resolution**

**That:**

The Board approve the purchase of a custom 80 x 11 RLWS Heavy Duty Steel Deck Truck Scale and 80 ft Catwalk for the amount of \$198,790.00 plus tax to be supplied and installed by GTR Scales Limited.

**Moved by:** Murray Rutz

**Seconded by:** James Brose

**Carried**

**b. Coverall Tender (Report 25-A-05)**

A resolution was passed:

**Resolution**

**That:**

The Board award the Coverall/Overall Rental & Laundering Services contract to Canadian Linen & Uniform Service for a 36-month period commencing April 7, 2025.

**Moved by:** Murray Rutz

**Seconded by:** James Brose

**Carried**

**c. C&D Grinding (Report 25-A-06)**

A resolution was passed:

**Resolution**

**That:**

The Board award Northern Bulk Logistics the contract to grind an estimated 3,400 tonnes of construction and demolition and leaf and yard waste materials for a two-year period at an annual cost of \$58,308.00 before taxes.

**Moved by:** Murray Rutz

**Seconded by:** James Brose

**Carried**

**d. Bulky Waste Grinding (Report 25-A-07)**

A resolution was passed:

**Resolution**

**That:**

The Board award Nad-Core Environmental the contract to shred an estimated 820 tonnes of bulky waste materials in 2025 at a net cost of \$100,270.40 plus HST.

**Moved by:** James Brose

**Seconded by:** Murray Rutz

**Carried**

**13. MOLOK Hauling Services (Report 25-A-08)**

This report was provided for information purposes only.

**14. Landfill Expansion & Leachate Treatment System Update (Verbal)**

Staff provided an update on landfill expansion and leachate treatment system approvals.

**15. Blue Box Transition**

**a. Blue Box Transition Update (Report 25-A-09)**

This report was provided for information purposes only.

**b. CMO Agreement – 2026 P&E (Report 25-A-10)**

A resolution was passed:

**Resolution**

**That:**

The Board authorize staff to enter into a Promotion & Education agreement with Circular Materials beginning January 1, 2026 for the recycling portion of the curbside collection calendar.

**Moved by:** Murray Rutz

**Seconded by:** James Brose

**Carried**

**16. Information Items**

**a. 2024 Health & Safety Trends Report – Handout**

b. PLC Meeting Minutes, December 18, 2024

**17. Next Meeting**

June 19, 2025

**Motion to Conclude**

**Moved by:** Murray Rutz

**Seconded by:** James Brose

**Carried**

Meeting concluded at 5:15 p.m.

Minutes Prepared By: Elizabeth Graham

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