



## Ottawa Valley Waste Management Board Minutes February 1<sup>st</sup>, 2017

A meeting of the above Board was held at the Ottawa Valley Waste Recovery Centre at 4:00 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
Melvin Berndt, Member	North Algona Wilberforce Township
Andrew Plummer, Member	City of Pembroke
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
Ron McMillan, Acting Hauling Supervisor	Ottawa Valley Waste Recovery Centre
Stephen Munro, Landfill Supervisor	Ottawa Valley Waste Recovery Centre
Elizabeth Graham, Communications Officer	Ottawa Valley Waste Recovery Centre
Jack Wilson	PLC Member, Laurentian Valley

Chairperson, Steve Bennett, called the meeting to order at 4:00 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 February 1<sup>st</sup>, 2017 Meeting Agenda**

**Moved by:** Andrew Plummer

**Seconded by:** Melvin Berndt

That the February 1<sup>st</sup> agenda be approved.

**Carried**

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

There were no declarations of pecuniary interest.

**3. Chair/Vice-Chair Elections (Report 17-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:** Tom Mohns

**Seconded by:** Andrew Plummer

**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 2017.

**Moved by:** Tom Mohns

**Seconded by:** Melvin Berndt

**Carried**

A resolution was passed:

**Resolution**

**That:**

Tom Mohns of Petawawa be elected to the position of Vice-Chair of the Ottawa Valley Waste Management Board for 2017.

**Moved by:** Melvin Berndt

**Seconded by:** Andrew Plummer

**Carried**

**4. Approval of Board Minutes**

**Moved by:** Tom Mohns

**Seconded by:** Melvin Berndt

That the Minutes of the December 7<sup>th</sup>, 2016 meeting be adopted as presented.

**Carried**

**5. Disclosure – Ethical Conduct (Report 17-A-02)**

This report was presented for information purposes only.

**6. Board Remuneration & Expenses (Report 17-A-03)**

This report was presented for information purposes only.

**7. Quarterly Tonnage Summaries**

This report was presented for information purposes only.

**8. Quarterly Financial Reports (Report 17-A-04)**

This report was presented for information purposes only.

**9. Budget 2017**

A resolution was passed:

**Resolution**

**That:**

The Board approves in Principal the 2017 Budget as presented.

**Moved by:** Andrew Plummer

**Seconded by:** Melvin Berndt

**Carried**

The Board provided staff with direction to seek additional quotes on a used trommel screen which is utilized in the screening of finished compost.

**10. Corporate Policies**

A resolution was passed:

**Resolution**

**That:**

The Board approve Corporate Policy A-04 Ontario Human Rights Code Violation.

**Moved by:** Melvin Berndt

**Seconded by:** Andrew Plummer

**Carried**

A resolution was passed:

**Resolution**

**That:**

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

**Moved by:** Andrew Plummer

**Seconded by:** Tom Mohns

**Carried**

A resolution was passed:

**Resolution**

**That:**

The Board approve Corporate Policy E-02 Hours of Work, Overtime, Vacation, Leave of Absence & Attendance.

**Moved by:** Andrew Plummer

**Seconded by:** Melvin Berndt

**Carried**

**11. Reuse Centre (Report 17-OP-01)**

This report was presented for information purposes only.

**12. Communications Plan – 15 Year Anniversary**

The Board reviewed the Centre's proposed 15 year anniversary event plan.

**13. 2016 Health and Safety Trends Report**

The Board was provided with a copy of the 2016 Health and Safety Trends Report.

**14. Leaf & Yard Waste/Construction & Demolition Grinding Tender**

A resolution was passed:

**Resolution**

**That:**

The Board accept National Grinding as the acceptable bidder in response to the Construction & Demolition/Leaf & Yard Waste Grinding Tender in the amount of \$120,752 + HST.

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**Moved by:** Tom Mohns

**Seconded by:** Andrew Plummer

**Carried**

**15. Information Items**

a. OVWRC – Press Release, December 21<sup>st</sup>, 2016, OVWRC Donation

b. Joint Municipal – Press Release, December 29<sup>th</sup>, 2016, Christmas Tree Collection – Councillor Plummer provided the Board with an update on Pembroke's decision to collect Christmas Trees with City staff versus the collection contractor, Miller Waste.

c. PLC Meeting Minutes, January 19<sup>th</sup>, 2017 – Staff provided an update on Bill 151 – Waste Free Ontario Act. The Board of Directors for the Resource Productivity and Recovery Authority (RPRA) has been appointed. They will have the ability to enforce the legislation. Staff are participating in a Municipal Workshop on Bill 151 via webinar hosted by Association of Ontario Municipalities on February 8<sup>th</sup>.

**16. Next Meeting Date - March 22<sup>nd</sup>, 2017**

**Motion to Conclude**

**Moved by:** Andrew Plummer

**Seconded by:** Tom Mohns

**Carried**

Meeting Concluded at 5:30 p.m.

Minutes Prepared By: Elizabeth Graham

Distribution: All Present

CAO's/Treasurers

Welch & Company