

## **TRI R COMMITTEE**

### **MINUTES**

July 2, 2014

The regular meeting of the TRI R Committee was held on Wednesday July 2, 2014 at the Armour Township Office and called to order at 7:00 p.m.

Committee Members Present: Bob MacPhail, Committee Chair, Cathy Still, Rex Smith, Glenn Miller, Doug Weddell, Pat Hayes.

Staff Members Present: Amy Tilley, Landfill Administrator

#### **APPROVAL OF MINUTES**

- A motion to accept the minutes of the regular meeting held on June 4, 2014 was passed.

**DECLARATION OF PECUNIARY INTEREST - None**

#### **BUDGET/FINANCIAL**

- Reviewed as information. Outstanding revenue and Compactor repair were discussed.

#### **APPROVAL OF ACCOUNTS – TRI R WASTE MANAGEMENT #7-2014**

- Items were discussed prior to approval.

#### **ADMINISTRATOR'S REPORT**

- Reviewed as information. Discussed medical aid, MWA tour and promo & education for Waste Reduction Week

#### **BUSINESS ARISING FROM June 4, 2014 MINUTES**

- The terms and conditions of the Attendance Management Policy were reviewed. Administrator elaborated on the reason for change and definitions.
- The Committee reviewed definitions, disciplinary behaviours, call in and corrective action procedures.
- Sick time vs paid personal days were discussed and the need to pre-book appointments to work around the landfill hours of operation. Other items that were previously defined in the Employment Policy were acknowledged as well as notes from the Auditor's Communication of Internal Controls.
- Direction was given to create applicable acknowledgement forms and a motion to accept the policy presented was passed.

#### **UNFINISHED BUSINESS**

- A staff report outlined the cost of supplies and signage for the defibrillator station.

#### **CLOSED SESSION**

- A motion to move into closed session was passed at 7:25 p.m. the meeting was held to review and discuss an incident and damage report.
- A motion to move out of closed session was passed at 7:31 p.m.

#### RESOLUTIONS FROM CLOSED SESSION

- Moved by Rex Smith, Seconded by Doug Weddel, That the TRI R Committee accept the minutes of the closed session of the June 4, 2014 as circulated. Carried

#### ADJOURNMENT

- A motion to adjourn was passed at 7:35 p.m. The next regular meeting scheduled for July 2, 2014 at 7:00 p.m. Carried.

#### RESOLUTIONS

- Moved by Cathy Still, Seconded by Doug Weddel, That the TRI R Committee accept the minutes of the June 4, 2014 regular meeting, as circulated. Carried.
- Moved by Pat Hayes, Seconded by Cathy Still, That the TRI R Committee approve payment voucher #7-2014 (TRI R Waste Management) in the amount of \$18,673.08 for payment. Carried.
- Moved by Cathy Still, Seconded by Doug Weddel, That the TRI R Committee accept the Attendance Management Program and Policy and direct the Administrator to review with the site staff. Carried.
- Moved by Glenn Miller, Seconded by Pat Hayes, That the TRI R Committee authorize the payment of vacation pay at 40 hours for the week taken by Marlene Bennett. Carried.
- Moved by Doug Weddel, Seconded by Pat Hayes, That the TRI R Committee direct the Administrator to order supplies and signage and have the site equipped with the donated defibrillator. Carried
- Moved by Rex Smith, Seconded by Cathy Still, That the TRI R Committee hereby move into closed session at 7:25 p.m. in order to discuss matters pursuant to Section 239 (2)(b) of the Municipal Act. Carried.
- Moved by Rex Smith, Seconded by Doug Weddel, That the TRI R Committee accept the minutes of the closed session of the June 4, 2014 as circulated. Carried
- Moved by Rex Smith, Seconded by Pat Hayes, That the TRI R Committee hereby move out of closed session at 7:31 p.m. Carried.
- Moved by Glenn Miller, Seconded by Pat Hayes, That the TRI R Committee adjourn at 7:35 p.m. until the next regular meeting scheduled for August 6, 2014 at 7:00 p.m. Carried.

**The above minutes will not be adopted by the committee until the next regular meeting on August 6, 2014.**

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Bob MacPhail, Chairperson