

TRI R COMMITTEE MINUTES

October 5, 2011

The regular meeting of the TRI R Committee was held on Wednesday, October 5, 2011 at the Armour Township Office and called to order at 7:00 p.m.

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

Staff Members Present: Amy Tilley, Landfill Administrator

APPROVAL OF MINUTES

- ▶ A motion to accept the minutes of the regular meeting held on September 7, 2011 was passed.

DECLARATION OF PECUNIARY INTEREST - None

BUDGET AND FINANCIAL

- ▶ The budget and financial information was provided at the meeting on a separate agenda. The information is usually provided on the meeting agenda the day of, with the employment policy review to be discussed, the Administrator distributed the meeting agenda before the payroll had been generated.
- ▶ The Landfill and Recycling budget as of September 30, 2011 was reviewed and discussed. Update for TRI Committee meeting and forward to Ryerson for inclusion.
- ▶ A staff report was presented as information to discuss the installation for a second driveway. Given the time of year and the limited capital project budget, the driveway installation will be postponed until 2012. Costs to be investigated further.

APPROVAL OF ACCOUNTS

- ▶ The cost of auditing the financial statements was discussed as well as the 2011 fuel expense.
- ▶ Request to move into closed later in the meeting.

ADMINISTRATORS REPORT

- ▶ Standard Operating procedures for the site being implemented.
- ▶ Storage trailer ready for lock - discuss with Manager and call. Purchase air compressor for this year.
- ▶ User stats being reviewed for November meeting.

BUSINESS ARISING FROM THE September 7, 2011 MINUTES

- ▶ A staff report was presented outlining changes to the employment policy. The Administrator followed the report while the committee discussed and reviewed changes.

- ▶ Administrator to appoint Employment Review Committee for 2012 at the January meeting.
- ▶ Reviewed change to process for evaluating exceptional performance.
- ▶ Changes reviewed and recorded vote requested. Recorded as all in favor.
- ▶ The Township of Armour TRI R OMERS Administration Policy was revised to reflect the new work week and the defined summer and winter hours.
- ▶ The Corrective Action Program was reviewed and will be implemented in conjunction with the employment policy.
- ▶ A staff report detailing the equipment repairs for 2011 was reviewed. New or used forklift costs should be researched for 2012 budget. Establish reporting for, what equipment broke when, who fixed it and what did they do.

UNFINISHED BUSINESS

- ▶ A staff report was presented as an update to projects. The Administrator was given ideas for a test run on the loading dock. Rail to be installed by October 15, 2011.
- ▶ The South Border and Mantle Repair project is complete. Elevation stakes were established to provide guidelines for the Site Manager. Operators should be made aware of the purpose.

NEW BUSINESS

- ▶ The most recent water sampling event provided the Administrator with more information on the well sampling. Further research into material and supply costs and training.

CORRESPONDENCE

- ▶ The Trans Canada Pipeline staff report was recognized as information.
- ▶ MWA training session to be attended by the Administrator.
- ▶ Other courses available through the Ontario Blue Box Recycler Training, Administrator to register for Data Management.
- ▶ More information on battery recycling, our program has taken off quite well, where else should we collect? Committee member Glenn Miller will review with the Arena Manager and schools.

CLOSED SESSION

- ▶ A motion to move into closed session was passed at 8:44 p.m.
- ▶ A motion to move out of closed session was passed at 9:14 p.m.

RESOLUTIONS FROM CLOSED SESSION

- ▶ A resolution accepting the minutes of the January 5, 2011 meeting will be brought to the regular meeting in November.

ADJOURNMENT

- ▶ Before adjourning the Committee Chair as for items to be discussed at the TRI Committee meeting. The budgets will be reviewed as well as the battery program. ISF ceremonies will be held in the spring of 2012 and should we consider dedicating the landfill project to the deceased manager.
- ▶ A motion to adjourn was passed at 9:18 p.m. The next regular meeting scheduled for November 2, 2011 at 7:00 p.m.

RESOLUTIONS

- ▶ Moved by Rex Smith, Seconded by Doug Weddel, That the TRI R Committee accept the minutes of the September 7, 2011 regular meeting, as circulated. Carried.
- ▶ Moved by Glenn Miller, Seconded by Pat Hayes, That the TRI R Committee approve payment voucher #10-2011 (landfill) in the amount of \$52,777.67 and #10-2011 (recycling) in the amount of \$14,424.82 for payment. Carried
- ▶ Moved by Pat Hayes, Seconded by Doug Weddel, That the TRI R Committee approve the Employment Policy as presented by the Administrator. Carried.
- ▶ Moved by Glenn Miller, Seconded by Rex Smith, That the TRI R Committee adopt the Township of Armour OMERS Administration policy as presented by the Administrator. Carried.
- ▶ Moved by Rex Smith, Seconded by Doug Weddel, That the TRI R Committee authorize the Landfill Administrator's attendance at the MWA Markets and Marketing course and to cover all associated out of pocket expenses for the same. Carried.
- ▶ Moved by Glenn Miller, Seconded by Rex Smith, That the TRI R Committee hereby move into closed session at 8:44 p.m. in order to discuss matters pursuant to Section 239 (b) (e) of the Municipal Act. Carried
- ▶ Moved by Rex Smith, Seconded by Glenn Miller, That the TRI R Committee hereby move out of closed session at 9:14 p.m. Carried.
- ▶ Moved by Doug Weddel, Seconded by Rex Smith, That the TRI R Committee adjourn at 9:18 p.m. until the next regular meeting scheduled for November 2, 2011 at 7:00 p.m. Carried.

The above minutes will not be adopted by the committee until the next regular meeting on November 2, 2011.

Bob MacPhail, Chairperson