



## **BEAVER REGIONAL WASTE MANAGEMENT SERVICES COMMISSION**

### **PUBLIC ADVISORY COMMITTEE (PAC) REGULAR MEETING**

**November 28, 2017**

**Town of Tofield**

**5:00 p.m.**

PAC MEMBERS present at commencement:

- Dwayne Metro – PAC Chairman
- Marc Svenson – PAC Vice Chairman
- Yvonne Brown – PAC Member
- Lucy Upham – Youth PAC Member

BOARD DIRECTORS present at commencement:

- Brian Ducherer – Board Chairman

ADMINISTRATION present at commencement:

- Anne Ruzicka – Communications Coordinator (CC)
- Marilyn Booth – Executive Assistant (EA)

ADMINISTRATION not present at commencement:

- Pierre Breau, P. Eng. – General Manager (GM)

#### **1. Call to Order (Regular Meeting)**

PAC Chairman Metro called meeting to order at 5:00 p.m.

#### **2. Additions/Deletions to the Agenda**

***17 015      MOVED by Member Svenson to approve the Agenda as circulated.***

***CARRIED***

#### **3. Reading and Approval of the Minutes of September 26, 2017**

***17 016      MOVED by Member Brown that the Minutes from the Regular Meeting of September 26, 2017 be approved as circulated.***

***CARRIED***

#### **4. Regular Reports (Consensus Agenda)**

- 4.1 PAC FUAL Updated
- 4.2 Communications Update
- 4.3 Human Resources Update
- 4.4 Operations Update

#### **5. Conferences/Training**

- 5.1 Board Events Calendar – Updated

CC advised that the 2018 PAC meetings are scheduled for January, May, August and November.

## 6. PAC Matters

### 6.1 FIO – Update on Newly Appointed Council

BMS Board Chairman, Brian Ducherer, introduced himself to the PAC. He also updated the Committee on the members of the newly appointed Board Commission.

### 6.2 FIO – Update on 2 PAC Positions

CC informed the PAC regarding several inquiries for the two positions available in the Public Advisory Committee. Only one application has been received to date.

### 6.3 FIO – Update on Holden Bin

CC reported to the PAC that the Commission will continue to provide a bin for MSW collection for Holden rural residents at the Country Bottle Depot, operated by Mark Giebelhaus.

### 6.4 FIO – Lindbrook Transfer Station Update – Open House – November 30.

The Committee was advised of the upcoming November 30, 2017 Open House for the Resource Recovery Area at the Lindbrook Transfer Station and that their presence at the event would be appreciated.

### 6.5 FIO – Report on RCA Conference

PAC Committee members discussed their experiences from the RCA Conference held in Lake Louise.

### 6.6 FIO – Annual PAC Report Feedback

The Committee members were asked to provide information for inclusion in the annual PAC report, scheduled to be presented to the BMS Board on January 18, 2018. Suggestions and comments are to be sent to the Communications Coordinator.

## 7. Adjournment

**17 017 MOVED by Chairman Metro to adjourn the meeting at 6:47 pm.**

**CARRIED**

The next regular meeting of the PAC will occur on January 30, 2018 at 5:00 pm at the Tofield Chambers, Tofield.

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Chairperson

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GM

## 4.1 - Follow Up Action List - 2018.01.30

Date	Report	Who	Action	Status
2015.03.02	Present an ISO 14001:2004 re-certification update	GM	Update Pending	Pending
2017.03.28	FIO – By-Law Enforcement. 1. Topic on the illegal disposal of waste bin vandalism, who's accountable	GM	Recommendation that BMS draft a By-law regarding illegal waste disposal and Bin vandalism to present to the Board at a future Board Meeting	Delayed
2017.05.30	PAC Member Re-assignment	GM/CC	GM/CC to post for 2 positions on PAC committee before December 2017 PAC Organizational Meeting	Complete
2017.09.27	Annual PAC Report	PAC	PAC to draft Annual PAC Report and submit to Anne Ruzicka	2018.01.30
2018.05.09	SWANA Tour to BMS Site: SWANA to tour BMS and Clean Harbors site: Scheduled time is 10am	PAC/BRD	BMS requests the PAC to attend the tour. Let Anne or Marilyn know if you are able to attend.	2018.05.09



## Section 5.1 – BMS Events Calendar – 2018

Date: 2018.01.30

<del>December 14</del>	<del>10 am – 3 pm</del>	<del>Regular Board Meeting</del>	<del>Tofield Chambers</del>	<del>Regular Meeting</del>
<b>January 18, 2018</b>	5 pm – 7 pm	Regular Board Meeting	Tofield Chambers	Regular Meeting
<b>January 30, 2018</b>	5 pm – 7 pm	PAC Meeting	Tofield Chambers	PAC Meeting
<b>February 1, 2018</b>	Deadline is January 4	Boardroom Financial Essentials	Calgary	If you are interested in attending, please let Marilyn know. 780-663-2038 Ext 117 or email: <a href="mailto:marilyn.booth@beavermunicipal.com">marilyn.booth@beavermunicipal.com</a>
<b>February 05 – 06</b>	Deadline is Dec 19, 2017	ICD - Rotman NFP Program	Edmonton	If you are interested in attending, please let Marilyn know. 780-663-2038 Ext 117 or email: <a href="mailto:marilyn.booth@beavermunicipal.com">marilyn.booth@beavermunicipal.com</a>
<b>February 22, 2018</b>	5 pm – 7 pm	Regular Board Meeting	Tofield Chambers	Regular Meeting
<b>Feb 29 – Mar 2, 2018</b>		Alberta <b>CARE</b> Spring Seminar 2018	Brooks, Alberta	If you are interested in attending, please let Marilyn know. 780-663-2038 Ext 117 or email: <a href="mailto:marilyn.booth@beavermunicipal.com">marilyn.booth@beavermunicipal.com</a>
<b>March 1, 2018</b>	Deadline is Feb 1, 2018	Enterprise Risk Oversight for Directors	Calgary	If you are interested in attending, please let Marilyn know. 780-663-2038 Ext 117 or email: <a href="mailto:marilyn.booth@beavermunicipal.com">marilyn.booth@beavermunicipal.com</a>
<b>March 5, 2018</b>	Deadline is Feb 5, 2018	Crown Director Effectiveness	Edmonton	If you are interested in attending, please let Marilyn know. 780-663-2038 Ext 117 or email: <a href="mailto:marilyn.booth@beavermunicipal.com">marilyn.booth@beavermunicipal.com</a>
<b>March 22, 2018</b>	5 pm – 7 pm	Regular Board Meeting	Village of Ryley	Regular Meeting
<b>April 26, 2018</b>	5 pm – 7 pm	Regular Board Meeting	Village of Ryley	Regular Meeting
<b>April 27, 2018</b>	Deadline Mar 30, 2018	HR & Compensation Committee Effectiveness	Calgary	If you are interested in attending, please let Marilyn know. 780-663-2038 Ext 117



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				or email: <a href="mailto:marilyn.booth@beavermunicipal.com">marilyn.booth@beavermunicipal.com</a>
<b>2018.05.09 to 2018.05.11</b>		2018 SWANA Conference	Edmonton, AB	If you are interested in attending, please let Marilyn know. 780-663-2038 Ext 117 or email: <a href="mailto:marilyn.booth@beavermunicipal.com">marilyn.booth@beavermunicipal.com</a>
<b>May 9, 2018</b>	10 am	SWANA to Tour BMS Site		Please let Anne or Marilyn know if you will be attending the tour.
<b>May 24, 2018</b>	5 pm – 7 pm	Regular Board Meeting	Village of Holden	Regular Meeting
<b>May 29, 2018</b>	5 pm – 7 pm	PAC Meeting	Village of Ryley	PAC Meeting
<b>June 21, 2018</b>	5 pm – 7 pm	Regular Board Meeting	Tofield Chambers	Regular Meeting
<b>August 23, 2018</b>	5 pm – 7 pm	Regular Board Meeting	Town of Viking	Regular Meeting
<b>August 28, 2018</b>	5 pm – 7 pm	PAC Meeting	Village of Ryley	PAC Meeting
<b>Sept 20, 2018</b>	5 pm – 7 pm	Regular Board Meeting	Village of Ryley	Regular Meeting
<b>2018.09.19 to 2018.09.20</b>		RCA Conference	Banff, Alberta	If you are interested in attending, please let Marilyn know. 780-663-2038 Ext 117 or email: <a href="mailto:marilyn.booth@beavermunicipal.com">marilyn.booth@beavermunicipal.com</a>
<b>October 25, 2018</b>	5 pm – 7 pm	Regular Board Meeting	Tofield Chambers	Regular Meeting
<b>November 22, 2018</b>	5 pm – 7 pm	Regular Board Meeting	Tofield Chambers	Regular Meeting
<b>November 27, 2018</b>	5 pm – 7 pm	PAC Meeting	Tofield Chambers	PAC Meeting
<b>December 20</b>	5 pm – 7 pm	<i>Regular Board Meeting</i>	<i>Tofield Chambers</i>	<i>Tentative Regular Meeting</i>