



BEAVER REGIONAL WASTE MANAGEMENT SERVICES COMMISSION

REGULAR MEETING

May 21, 2015

Holden Chambers, Holden AB

3:00 p.m.

COMMISSION DIRECTORS present at commencement:

Ronald Yarham – Chairman
Brian Ducherer – Vice-Chairman
Harold Conquest – Director
Jason Ritchie – Director
Bernie Marko – Director

ADMINISTRATION present at commencement:

J.A Pierre Breau, P. Eng. – GM/CAO
Juvy Ceniza, CMA – Chief Financial Officer
Sebastian Rodolfo – Controller
Tina Courtney – Executive Assistant

GUESTS present at commencement:

Meaghan Colpitts – Assistant Process Engineer
Tariq Medina – Assistant Process Engineer

1. Call to Order (Regular Meeting)

CHAIRMAN Yarham called the meeting to order at 3:07 p.m.

2. Additions/Deletions to the Agenda

2.1 Motion to consider Deferred Agenda of April 30, 2015 Meeting.

15-050 ***MOVED by DIR Marko that the Deferred Agenda of April 30, 2015 be approved with changes as circulated***

CARRIED

2.2 Approval of Addition and Deletions of the Agenda for May 21, 2015.

15-051 ***MOVED by DIR Ritchie that the Agenda be approved with changes as circulated***

CARRIED

3. Reading and Approval of the Minutes

3.1 The Minutes of the Regular Meeting of March 19, 2015

15-052 ***MOVED by DIR Ritchie that the Minutes from March 19, 2015 be approved as circulated.***

CARRIED

3.2 The Minutes of the Regular Meeting of April 30, 2015

15-053 **MOVED by DIR Marko that the Minutes from April 30, 2015 be approved as circulated.**

CARRIED

4. Regular Reports (Consensus Agenda)

- 4.1 Strategic Plan Priorities Chart Update
- 4.2 FUAL – Updated
- 4.3 Financials
 - 4.3.1 First quarter F/S
 - 4.3.2 Capital Projects Update

5. Conferences/Training

- 5.1 Board Events Calendar - Updated

6. Correspondence

- 6.1 Support Letters
- 6.2 Thank you notes

7. Board Matters

- 7.1 RFD – Employee Pay Grid

15-061 **MOVED by DIR Ducherer that the Board accept the Employee Pay Grid, as presented based on the Hay Group Compensation Study, with 1.5% adjustments, for 2015.**

CARRIED

- 7.2 RFD – Pay-for Performance Model – Progression through Grid and Bonus Award.

15-062 **MOVED by DIR Ducherer that the Board approve the Pay for Performance frameworks – Annual Incentive Plan (AIP) and Performance Management, as presented.**

CARRIED

15-063 **MOVED by DIR Ritchie that the Board approve the 2015 AIP balance scorecard weighting and corporate metrics on financial performance and safety, as presented.**

CARRIED

- 7.3 FIO – Municipal Affairs – Info package for Approval of \$2.3 M Release

15-054 **MOVED by DIR Conquest that the Board request Municipal Affairs to approve a release of up to \$2,000,000 in**

unrestricted surplus funds to the Municipal Members in each of 2016 and 2017, in addition to the \$2, 300, 00 previously requested to be released for 2015, and further that the Board request Municipal Members to prepare letters of support to support these surplus distributions.

CARRIED

7.4 RFD – CoE Hauling Contract – Revised Motion

15-057 **MOVED by DIR Ducherer that the Board rescind Motion 15-018 (February 19, 2015 re-extension of City of Edmonton hauling contract)**

CARRIED

15-058 **MOVED by DIR Ritchie that the Board request approval from the Minister of Municipal Affairs for the Commission to provide services to the City of Edmonton for the period from January 1, 2015 to December 31, 2016, pursuant to the hauling contract extension/agreement with Edmonton.**

CARRIED

7.5 RFD – LAPP Opt out – Casual Employees

15-059 **MOVED by DIR Conquest that the Board approve the change in Employee Handbook Section 19.01 to "Part-time regular employees working 14 hours or more may or may not choose to participate in the pension plan upon three months of hire".**

CARRIED

7.7 FIO – Cuff Report Recommendations – Review and Update.

A discussion with Board, Staff is waiting on written confirmation from each Town/Village. GM and Staff will present at June 18th, 2015 meeting.

7.8 RFD – Pay-for Performance Model – General Manager.

7.9 BDR – Adopt-a-Highway.

Direction of Board to staff through the GM is to develop an Adopt-A-Highway Program and present at June 18th, 2015 meeting. Initiate Highway clean-up in the interim.

7.10 RFD – Changes to Bereavement Leave Policy.

15-060 **MOVED by DIR Conquest that the Board approve the changes with amendments in Employee Handbook Section 22.02 (b) as follows:**

"Bereavement-maximum five days

Leave of absence of up to five days per calendar year will be granted for bereavement. The guidelines are as follows:

- i) Leave of absence of up to five days will be granted in the death of a spouse, parent, guardian, parent-in-law, son, daughter, son-in-law, daughter-in-law, grandchild, brother, sister, grandparent, or a person permanently residing in the persons household or with who employee permanently reside.***
- ii) Leave of absence of up to 2 days will be granted in the death of other relatives and in-laws or close friend.***
- iii) In no instance will the total bereavement leave exceed 5 days in any calendar year.***
- iv) BMS, through payroll, reserves the right to request a death certificate."***

CARRIED

7.11 RFD – Participation in purchasing Beef from 4-H Club and re-donation to Holden Junior Cattlemen Achievers Show

15-064 **MOVED by DIR Yarham that we purchase a steer from the 4-H Club and donate to the Holden Junior Cattlemen Achievers Show, for the value of \$3964.44 GM to return with a draft policy discussing grants, for the June 18-2015 Board Meeting.**

CARRIED

8. In-Camera Session

8.1 As required

15-055 **MOVED by DIR Yarham to go In-Camera at 5:09 p.m.**

CARRIED

15-056 **MOVED by DIR Marko to go Out-of-Camera at 6:18 p.m.**

CARRIED

15-065 **MOVED by DIR Marko to go In-Camera at 7:30 p.m.**
CARRIED

15-069 **MOVED by DIR Ducherer to go Out-of-Camera at 7:58 p.m.**
CARRIED

9. Motions Arising from In-Camera Session

9.1

15-066 **Moved by DIR Ritchie that the Commission agrees to sell NE-3-50-17-W4 to Beaver County for the average price of the two appraisal reports received.**
CARRIED

9.2

15-067 **MOVED by DIR Ducherer that the Board agrees to the creation of a Communication Coordinator position which will report to the GM.**
CARRIED

9.3

15-068 **MOVED by DIR Marko that the Board agrees with GM approving interim bonuses to the CFO and VP of Operations.**
CARRIED

10. Meeting Evaluation

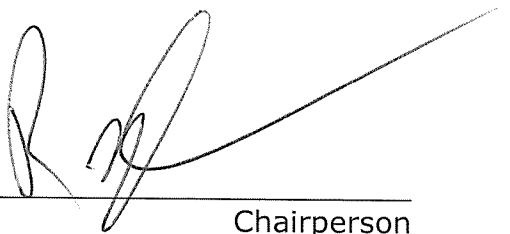
10.1 Director Form

11. Adjournment

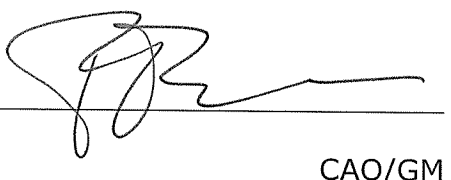
11.1 Motion for Adjournment

15-070 **MOVED by DIR Ducherer to adjourn the meeting at 7:59pm.**
CARRIED

The next regular meeting of the Board will occur on June 18, 2015 at 3:00 p.m at the Town of Viking Chambers.



Chairperson



CAO/GM