

BEAVER REGIONAL WASTE MANAGEMENT SERVICES COMMISSION

REGULAR MEETING

August 20, 2015

Beaver County Chambers, Ryley AB

6:00 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:

Pierre Breau, P. Eng. – General Manager
Juvy Ceniza, CPA/CMA – Chief Financial Officer
Aaron Hills, CET – VP Operations
Sebastian Rodolfo – Controller
Marilyn Booth – Executive Assistant

GUESTS present at commencement:

Meaghan Colpitts, EIT – Assistant Process Engineer
Tariq Medina, EIT – Assistant Process Engineer
Anne Ruzicka – Communications Coordinator

1. Call to Order (Regular Meeting)

CHAIRMAN Yarham called the meeting to order at 6PM.

2. Additions/Deletions to the Agenda

15-031 ***MOVED by CHAIRMAN Yarham 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 June 18, 2015

15-032 ***MOVED by CHAIRMAN Yarham that the Minutes from June 18, 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

.1 Interim Statements 7 months to July 31, 2015

.2 Capital Projects Update

4.4 Operations Update

4.5 Communications Update

5. Conferences/Training

5.1 Board Events Calendar - Updated

6. Correspondence

- 6.1 Request for Grant - Viking, Beaver FCSS Holden Office Summer Program Letter
- 6.2 Request for Support, Stettler Waste Management - Committee Development Letter
- 6.3 Request for Grant - Fundraising Event Ryley Volunteer Fire Department
- 6.4 Letter, Municipal Affairs Approval of City of Edmonton Hauling Contract Extentsion
- 6.5 Support for Release of Additional Unrestricted Surplus Funds Letter – Beaver County
- 6.6 Village of Holden Letter
- 6.7 Village of Ryley Letter
- 6.8 Village of Tofield Letter
- 6.9 Village of Viking Letter
- 6.10 Request for Grant (Sunshine Villa)
- 6.11 Request for Grant - BESC Halloween Costume Party

Direction was given to Staff that grant requesters be advised of the Community support grant program and that where applicable, requests' would be considered in the next round of applications.

7. Board Matters

7.1 FIO – Grant for Ol' Blue Community Coach

The GM reported on the \$5000.00 operating grant provided to the Ol' Blue Community Coach Society per Policy FIN-013.

7.2 RFD – Landfill Capping 2016 Award

15-033 *MOVED by DIR Conquest that the Board award the Contract for Landfill Capping 2016 to BTO Contracting Ltd. for amount of \$693,792.50 + GST*

CARRIED

7.3 RFD – Cuff Governance Report and Recommendations – Update on Actions

15-034 *MOVED by DIR Marko that the job description for the Commission CAO be changed to General Manager.*

CARRIED

15-035 *MOVED by DIR Conquest that the Board approve the draft scope of work for a request for proposal for a Consultant to work with the Commission and the Beaver Regional Partnership to develop a Members' Statement of Expectations/Charter, a revised a Commission Strategic Plan and a*

**Commission Governance Advisory,
Committee.**

CARRIED

- 15-036** **MOVED by DIR Ritchie that the Board approve a draft methodology for a review of future Commission office renovation and expansion needs.**

CARRIED

7.4 RFD – Authorization for 2016 Capital Equipment Purchases

Staff reported that pending price confirmation, this RFD will be brought forward to the September 10, 2015 Regular Board Meeting.

7.5 FIO – Update on Release of \$2.3 Million in Additional Surplus Funds

The CFO updated the Board on the Status of the surplus release request. The request is now at the Ministerial level for approval.

7.6 RFD – Changes to Employee Handbook:

- .1** Employee Time off for Volunteer Fire Fighter/First Responder Duty call.

- 15-037** **MOVED by DIR Marko that the Board approve the Fire Call Policy as presented, with changes to the Employee Handbook**

CARRIED

- .2** Time in Lieu instead of Overtime Payment

- 15-038** **MOVED by DIR Conquest that the Board approve the Time in Lieu Policy as presented, with changes to the Employee Handbook.**

CARRIED

- .3** Benefits for Regular Part-time Employees

- 15-039** **MOVED by DIR Ritchie that the Board approve pro-rated benefits for regular part time employees working less than 20 hours per week, with changes to the Employee Handbook.**

CARRIED

- .4** Changes to Vision Care Policy

- 15-040** **MOVED by DIR Ducherer that the Board approve the change in Vision Care Policy as presented, with changes to the Employee Handbook.**

CARRIED

7.7 RFD – Change to Employee Windshield Replacement Policy – HUM-011

- 15-041** ***MOVED by DIR Conquest that the Board approve the recommended changes to HUM-011 (Windshield Replacement Policy) to all permanent part time employees and the reimbursement of cracked side windows as presented.***

CARRIED

7.8 RFD – Waste Collection Bin Order Policy

- 15-042** ***MOVED by DIR Ritchie that the Board approve Policy FIN-015 – Waste Bin Collection Order.***

CARRIED

8. In-Camera Session

8.1 FOIP 16(1) and 25(1)

- 15-043** ***MOVED by CHAIRMAN Yarham to go in camera at 8:55PM***

CARRIED

- 15-044** ***MOVED by DIR Marko to go out of camera at 9:16PM***

CARRIED

9. Motions Arising from In-Camera Session

9.1 As Required

- 15-045** ***MOVED by DIR Ducherer that the Landfill Manager position be created with pay grid classification M3-9.***

CARRIED

10. Meeting Evaluation

10.1 Director Form

11. Adjournment

11.1 Motion for Adjournment


- 15-046** ***MOVED by CHAIRMAN Yarham to adjourn the meeting at 9:17PM.***

CARRIED

The next regular meeting of the Board will occur on September 10, 2015 at 6:00 p.m at the Town of Tofield Chambers.



Chairperson



CAO/GM