



BEAVER REGIONAL WASTE MANAGEMENT SERVICES COMMISSION

REGULAR MEETING

August 18, 2016

Tofield Chambers, Tofield

5:00 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
Anne Ruzicka – Communications Coordinator
Aaron Hills, CET – VP Operations
Mark Lowe – Landfill Manager
Sebastian Rodolfo – Financial Controller
Marilyn Booth – Executive Assistant

ADMINISTRATION not present at commencement:

Jeanie DeGrande – CHRP, Human Resources/Payroll Manager

1. Call to Order (Regular Meeting)

CHAIRMAN Yarham called meeting to order at 5:00 pm.

2. Additions/Deletions to the Agenda

2.1 6.9 Added – BDR – Risk Management Course for Board Retreat

16 078 Moved by DIR. Marko that the Agenda be approved with amendments.

CARRIED

3. Reading and Approval of the Minutes

3.1 The Minutes of the Regular Meeting of June 23, 2016

16 079 MOVED by DIR. Conquest that the Regular Minutes be approved as presented.

CARRIED

4. Regular Reports (Consensus Agenda)

4.1 FUAL Updated -

4.4 Communications Report

DIR. Marko asked Anne Ruzicka, Communications Coordinator, to look at moving the portable sign for Country Bottle Depot back from its position which is too close to the roadway.

16 080 *MOVED by DIR. Ritchie that the Consensus Agenda be accepted for information as circulated.*

CARRIED

5. Conferences/Training

5.1 Board Events Calendar – Updated

6. Board Matters

6.1 RFD – Quarterly Financial Statement

16 081 *MOVED by DIR. Ducherer that the Board accept for information, the 2nd quarter Financial Statements for the six month period ending June 30, 2016 as presented.*

CARRIED

6.2 RFD – 2016 Pay Grid Job Descriptions Revisions

16 082 *MOVED by DIR. Conquest that the Board approve the Pay Grid Job Descriptions for Hay Grades 4, 5, 6 as presented.*

CARRIED

6.3 RFD – Interim Change to Employee Kilometer Reimbursement Rates.

16 083 *MOVED by DIR Marko that the Board change employee kilometre reimbursement rates to \$0.57 per kilometre over 5,000 kilometre per year from \$0.48 per kilometre on an interim basis to December 31, 2016, with a review of rates to be completed in the 2017 Business Plan for discussion at the December 15, 2016 Board meeting.*

CARRIED

6.4 RFD – Changes in Capital Budgets.

16 084 *MOVED by DIR. Ducherer that the Board approve the landfill closure capping 2016 capital expense budget be increased to \$182,420.00 from \$125,000.00;*

CARRIED

16 085 *MOVED by DIR. Conquest that the Board approve the landfill stage 8 cell design 2016 capital expense budget be increased to \$132,041.00 from \$74,664.00;*

CARRIED

16 086 *MOVED by DIR. Ritchie that the Board approve the landfill stage 8 cell construction 2016 award capital expense budget including*

contingency be increased to \$2,659,026.00 from \$2,534,035.25;

CARRIED

16 087 MOVED by DIR. Marko that the Commission 2016 capital expense budget remain as previously approved at \$8,221,000.00 plus \$144,195.00 in labor costs transferred from the operating expense budget, with savings in the capital budget, as presented by staff, funding the increases required for the landfill closure capping, landfill stage cell 8 design and landfill stage 8 construction projects

CARRIED

6.5 RFD – 2016 Administration Office Hours

16 088 MOVED by DIR. Ritchie that the Board approve the changes to the Administration Office Hours as presented.

CARRIED

6.6 RFD – Quarterly Operations Report

16 089 MOVED by DIR. Ducherer that the Board approve the August Quarterly Operations Report as presented.

CARRIED

6.7 RFD – Public Advisory Committee (PAC) Membership

16 090 MOVED by DIR. Conquest that the vacant member position on PAC be advertised for replacement made to the Board at it's October 2016 regular meeting;

CARRIED

16 091 MOVED by DIR. Ducherer that the existing PAC members be re-appointed for an additional one year term, and that staggered term replacements per the By-Law be advertised prior to the expiration of the one year term extension;

CARRIED

16 092 MOVED by DIR. Ritchie that an opening on the PAC for a member representing youth (under 25) be made per changes to the appropriate By-law, and such amendment be brought forward to the Board for first reading at its September 2016 regular meeting.

CARRIED

6.8 RFD – Adoption of New and Revised Board Policies

16 093 *MOVED by DIR. Conquest that the Board approve the revised policy FIN-001 – Employee Business Expense Policy with amendments.*

CARRIED

16 094 *MOVED by DIR. Conquest that the Board approve the new policy FIN-004 – Enterprise Risk Management Policy, as Presented.*

CARRIED

16 095 *MOVED by DIR. Ducherer that the Board approve the revised policy FIN-004A – Insurance Management Policy, as presented.*

CARRIED

16 096 *MOVED by DIR. Marko that the Board approve the revised policy FIN-006 – Reserves Policy, as presented.*

CARRIED

16 097 *MOVED by DIR. Ritchie that the Board approve the revised policy FIN-009 – Purchasing Policy, as presented.*

CARRIED

16 098 *MOVED by DIR. Conquest that the Board approved the revised policy FIN-010 – Service & Contract Fees Policy, as presented.*

CARRIED

16 099 *MOVED by DIR. Ritchie that the Board approve the new policy BRD-008 – Board Director Orientation Policy, as presented.*

CARRIED

16 100 *MOVED by DIR. Ducherer that the Board approve the new policy BRD-009 – Board Performance Self-Assessment Policy, as presented.*

CARRIED

16 101 *MOVED by DIR. Marko that the Board approve the new policy, BRD-010 – Board Director and Committee Member Selection Policy, as presented.*

CARRIED

16 102 *MOVED by DIR. Ritchie that the Board approve the new policy BRD-011 – Board Director and Committee Member Expenses Policy, as presented.*

CARRIED

- 16 103** *MOVED by DIR. Ducherer that the Board approve the new policy BRD-012 – Board Director and Committee Member Compensation Policy, with amendments.*

CARRIED

- 16 104** *MOVED by DIR. Conquest that the Board approve the new policy BRD-013 – Contractual Services Policy, as presented.*

CARRIED

- 16 105** *MOVED by DIR. Marko that the Board approve the new policy BRD-014 – Annual Budget Approvals and Changes Policy, as presented.*

CARRIED

6.9 BDR – Risk Management Course for Board Retreat

Staff are directed to research dates and locations for the ICD Enterprise Risk Management Course and advise Directors accordingly, including budget funds available. As well, staff are directed to inquire regarding the availability of the course instructor to provide an onsite course for Directors and Staff.

7. In-Camera Session

- 16 106** *MOVED by DIR. Marko to go in-camera at 8:21pm.*

CARRIED

- 16 107** *MOVED by DIR. Ducherer to go out-of-camera at 9:34pm.*

CARRIED

8. Motions Arising from In-Camera Session

- 16 108** *Moved by Director Marko to accept amended General Manager's employment contract, as presented*

CARRIED

- 16 109** *MOVED by DIR. Ducherer to accept proposed amendment to City of Edmonton waste disposal contract as per letters of July 27, 2016 and August 11, 2016.*

CARRIED

- 16 110** *MOVED by DIR. Ritchie to accept extension of current City of Edmonton waste hauling contract for two years ending December 31, 2018 per communication of August 18, 2016.*

CARRIED

16 111 MOVED by DIR. Ducherer to amend May 20, 2016 agreement with Clean Harbors regarding land at 10NW-50-17-W4, as presented.

CARRIED

- 9. Meeting Evaluation Forms Completed
- 10. Adjournment

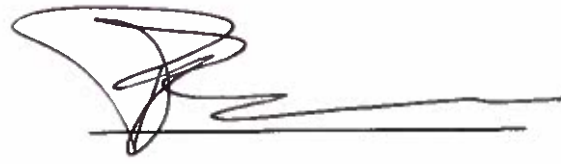
16 112 MOVED by Chairman Yarham to adjourn the meeting at 9:36pm.

CARRIED

The next regular meeting of, the Board will occur on September 22, 2016 at 6:00 pm at Village of Ryley Office, Ryley.



Chairperson



GM