

BEAVER REGIONAL WASTE MANAGEMENT SERVICES COMMISSION

REGULAR MEETING

January 26, 2017

Tofield Chambers, Tofield

5:00 p.m.

COMMISSION DIRECTORS present at commencement:

Ron 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
Jeanie DeGrande, CHRP - Human Resources/Payroll Manager
Anne Ruzicka – Communications Coordinator
Marilyn Booth – Executive Assistant

ADMINISTRATION absent from commencement:

Sebastian Rodolfo – Financial Controller
Mark Lowe – Landfill Manager

1. Call to Order (Regular Meeting)

CHAIRMAN Yarham called meeting to order at 4:59 PM.

2. Additions/Deletions to the Agenda

- 2.1 Deletion – 6.1 – Quarterly Financials Report
- 2.2 Deletion – 6.2 – Due Diligence Study – Replaced with MCC
Application Funding Support
- 2.3 Deletion – 6.10 – 2016 PAC Report

**17 001 *MOVED by DIR. Marko to accept the agenda with
the changes as presented.***

CARRIED

3. Reading and Approval of the Minutes

- 3.1 The Minutes of the Regular Meeting of December 15, 2016

**17 002 *MOVED by DIR. Ducherer that the Minutes from
the Regular Meeting of December 15, 2016 be
approved as presented.***

CARRIED

4. Regular Reports (Consensus Agenda)

- 4.1 FUAL Updated
- 4.2 Operations Report
- 4.3 Communications Report

17 003 *MOVED by DIR. Ducherer that the Consensus Agenda be accepted for information as circulated.*

CARRIED

5. Conferences/Training

- 5.1 Board Events Calendar – Updated
- 5.2 Thank You Card

6. Board Matters

- 6.1 **RFD – MCC Application Funding Support**

17 004 *MOVED by DIR. Conquest that BMS cover the legal, due diligence facilitator and steering committee costs relating to the MCC application process up to \$9,103.82 for 2016 and \$80,000.00 for 2017.*

CARRIED

- 6.2 **RFD – Compactor Tender**

17 005 *MOVED by DIR. Marko that the Board approve the purchase of a Tana E520 Landfill Waste Compactor from Humdinger Equipment Ltd. for the amount of \$1,190,397.00 + GST which includes the four-year (10,000 hrs.) extended warranty.*

CARRIED

- 6.3 **RFD – Revision to HUM-011 Windshield Replacement Policy**

17 006 *MOVED by DIR. Conquest that the Board approve the revised policy HUM-011 – Windshield Replacement Benefit, with amendments.*

CARRIED

- 6.4 **RFD – Revision to BRD-002 Board Reports Policy**

17 007 *MOVED by DIR. Ritchie that the Board approve amendments to BRD-002 to accurately reflect the current organizational changes by adding an HR Update to the consensus agenda and including quarterly reports.*

CARRIED

- 6.5 **RFD – Benefits Renewal**

17 008 *MOVED by DIR. Ducherer that the Board approve BMS switching our extended benefits provider to Equitable from Manulife, based on the report recommendations provided by the HR Manager.*

CARRIED

6.6 RFD – Credit Facility Renewal

17 009 ***MOVED by DIR. Conquest that the Board approve the 2017 renewal of the Municipal Revolving Credit Line with ATB Financial, in the maximum amount of \$600,000.00.***

CARRIED

6.7 FIO – Change to the Organizational Structure

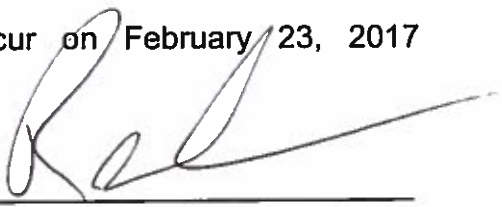
It was presented to the Board that as of January 1, 2017 the GM re-organized the organizational structure to move the Scale Attendants under the control of the Landfill Manager from the CFO. Scale operations, hours and employees are closely linked to the Landfill operations. The Landfill Manager needs to ensure the scale is in line with the Landfill. This aligns with industry standard operating/reporting structures. The notice of change is per policy BRD-007 – Board and Organizational Priorities Policy.

- 7. In-Camera Session – N/A
- 8. Motions Arising from In-Camera Session – N/A
- 9. Meeting Evaluation Forms - Completed
- 10. Adjournment

17 010 ***MOVED by CHAIRMAN Yarham to adjourn the meeting at 5:41 PM.***

CARRIED

The next regular meeting of, the Board will occur on February 23, 2017 at 4:00 pm at Tofield Chambers.



Chairperson



GM