

BEAVER REGIONAL WASTE MANAGEMENT SERVICES COMMISSION

REGULAR MEETING

August 17, 2017

Town of Tofield

5:00 p.m.

COMMISSION DIRECTORS present at commencement:

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

ADMINISTRATION present at commencement:

Pierre Breau, P. Eng. – General Manager
Juvy Ceniza, CPA/CMA – Chief Financial Officer
Jeanie DeGrande, CHRP - Human Resources/Payroll Manager
Meaghan Neufeld, EIT – Engineering Coordinator
Mark Lowe – Landfill Manager
Marilyn Booth – Executive Assistant

ADMINISTRATION absent at commencement

Aaron Hills, CET – VP Operations
Anne Ruzicka – Communications Coordinator

1. Call to Order (Regular Meeting)

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

2. Additions/Deletions to the Agenda

2.1 Deletion of RFD - 6.9 – Dozer Purchase

2.2 Change 6.7 RFD to BDR – Future Distribution of Surplus Funds

17 076 *MOVED by DIR. Conquest to accept the agenda, with amendments.*

CARRIED

3. Reading and Approval of the Minutes

3.1 The Minutes of the Regular Meeting of June 15, 2017

17 077 *MOVED by DIR. Ducherer that the Minutes from the Regular Meeting of June 15, 2017 be approved, as presented.*

CARRIED

4. Regular Reports (Consensus Agenda)

4.1 FUAL Updated
4.2 Communications Update
4.3 HR/Payroll Update
4.4 Operations Update

17 078

MOVED by DIR. Marko 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 Financials Statement

17 079

MOVED by DIR. Ritchie that the Board approve the Quarterly Financial Statements Ending July 31, 2017 as presented.

CARRIED

6.2 FIO – AIP Subjective Performance Numbers

In response to a query from Director Marko at the May 25, 2017 Board Meeting: Subjective evaluations have been used in assessing employee performance for various annual goals and objectives where a specific numerical measurement based on an operational ratio or quantity is difficult or unavailable. Supervisors/managers make the assessment with the assistance of the Human Resources Manager. There are quarterly (3 month) check-ins with the employee to discuss if achievement of the targets are on track.

6.3 FIO – Waste Water Treatment Report

In response to a request for more information from the June 17, 2017 Board Meeting: This project was initiated in mid-May 2017 and was successfully completed by June 15, 2017. The treatment unit was tested on wastewater samples at CIT's location in Edmonton, and subsequently mobilized at the site location north of Fox Creek. CIT was assisted in the testing, mobilization and initial setup of the unit by BMS Wastewater Operator, Brian Rempel. The unit is insured through CIT while on their site. Total billings to CIT for the work = \$34,685.33.

6.4 FIO – Landfill Permit Status

A written request (July 14, 2017) has been made to AEP for a 1 year extension while we complete our response to their administrative review. We expect the extension confirmation shortly.

6.5 FIO – Greenhouse Gas Report

Engineering Coordinator presented a Greenhouse Gas Emissions Report to the Board for their information.

6.6 FIO – Municipal Affairs Approval for Sale of Surplus Equipment

Municipal Affairs has approved that the Beaver Regional Waste Management Services Commission may sell surplus equipment and assets as per the Board's February 24, 2016 motion.

6.7 BDR – Future Distribution of Surplus Funds

BMS management believes that \$2 million in income distribution is a realistic projection. It is recommended that BMS management discuss the matter with member CAO's at the upcoming meeting on the new corporate entity on August 23, 2017, to ensure that all parties are in agreement with the release expectations. Legal advice may also be sought from the Commission law firm.

6.8 RFD – Appointment Yaremchuk & Annicchiarico

17 080 *MOVED by DIR. Ducherer that Yaremchuk and Annicchiarico Chartered Accountants be appointed as external financial auditors to the Board of Directors of the Beaver Regional Waste Management Services Commission for the 2017 fiscal year to conduct such audit services as required to comply with the requirements of the Municipal Government Act.*

CARRIED

6.9 RFD – County Range Road

17 081 *MOVED by DIR. Marko that the Commission request Beaver County to transfer a section of County Range Road 172 to Commission ownership and exclusive use, subject to Commission approval of any required terms and conditions of transfer from Beaver County.*

CARRIED

6.10 RFD – Emergent Capital Projects

17 082 *MOVED by DIR. Conquest that the Board approve an additional \$100,000.00 in funding towards the Stage 8A/7B landfill cell construction project, and \$399,000.00 in presented emergent capital projects for a total of \$499,000.00.*

CARRIED

6.11 RFD – Revisions to BRD-002 – Board Reports Policy

17 083 *MOVED by DIR. Ritchie that the Board approve amendments to BRD-002 to change the reporting timelines for Operations, Communications and Human Resources.*

CARRIED

7. In-Camera Session –

17 084 *MOVED by DIR. Ducherer to go in-camera at 7:09 PM.*

CARRIED

17 085 *MOVED by DIR. Ducherer to go out-of-camera at 8:29 PM*

CARRIED

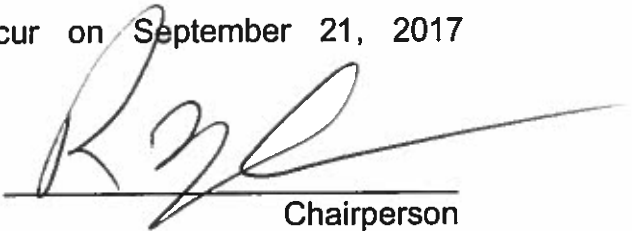
8. Motions Arising from In-Camera Session – N/A
9. Meeting Evaluation Forms - Completed
10. Adjournment

17 086

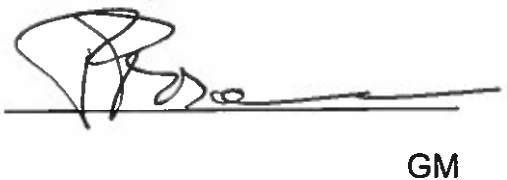
MOVED by Chairman Yarham to adjourn the meeting at 8:29 PM.

CARRIED

The next regular meeting of, the Board will occur on September 21, 2017 at 5:00 pm at Village of Ryley Office.



Chairperson



GM