

## BEAVER REGIONAL WASTE MANAGEMENT SERVICES COMMISSION

### REGULAR MEETING

November 16, 2017

Town of Tofield

5:00 p.m.

#### COMMISSION DIRECTORS present at commencement:

Brian Ducherer –Chairman  
Harold Conquest – Vice-Chairman  
Kevin Smook – Director  
Jason Ritchie – Director  
Mark Geibelhaus - 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  
Greg Olson, Business Development Manager  
Anne Ruzicka – Communications Coordinator  
Marilyn Booth – Executive Assistant

#### ADMINISTRATION absent at commencement

Meaghan Neufeld, EIT – Engineering Coordinator  
Mark Lowe – Landfill Manager

#### 1. Call to Order (Regular Meeting)

CHAIRMAN Ducherer called the meeting to order at 5:02 PM.

#### 2. Additions/Deletions to the Agenda

2.1 6.4 – FIO – Proposed Annual Budget and 5 Year Business Plan –  
Presented first on the Agenda under Board Matters.

2.2 Added – In-Camera (FOIP – Section 19(2))

**17 104** *MOVED by DIR. Ritchie to approve the Agenda with  
amendments as distributed.*

**CARRIED**

#### 3. Reading and Approval of the Minutes

3.1 The Minutes of the Regular Meeting of September 21, 2017

**17 105** *MOVED by DIR. Conquest that the Minutes from the Regular  
Meeting of September 21, 2017 be approved, as presented.*

**CARRIED**

3.2 The Minutes of the Organizational Meeting of November 2, 2017

**17 106** *MOVED by DIR. Conquest that the Minutes from the November  
2, 2017 Organizational Meeting be approved as presented.*

**CARRIED**

#### 4. Regular Reports (Consensus Agenda)

- 4.1 FUAL Updated
- 4.2 Operations Update

**17 107**      ***MOVED by DIR. Smook that the Consensus Agenda be accepted for information, as circulated.***

**CARRIED**

#### 5. Conferences/Training

- 5.1 Board Events Calendar – Updated
- 5.2 2018 Proposed Board Schedule Dates

#### 6. Board Matters

- 6.1 **RFD – Communications Quarterly Report**

**17 108**      ***MOVED by DIR. Conquest that the Board receive the Communications Quarterly Report as presented.***

**CARRIED**

- 6.2 **RFD – Human Resource Quarterly Report**

**17 109**      ***MOVED by DIR. Geibelhaus that the Board receive the Human Resources Quarterly Report as presented.***

**CARRIED**

- 6.3 **RFD – Quarterly Financial Report Ending October 31, 2017**

**17 110**      ***MOVED by DIR. Ritchie that the Board receive the Interim Financial Statements as presented.***

**CARRIED**

- 6.4 **FIO – Proposed Annual Budget and 5 Year Business Plan**

CFO Juvy Ceniza and GM Pierre Breau presented the preliminary 2018 budget and 5 Year Plan 2018-2021 to the Board and discussed questions and comments from the Commission Directors.

Presentation of the detailed budget and 5 year plan will be presented to the Board on December 14, 2017 from 10 am – 3 pm at the Tofield Chambers in Tofield.

- 6.5 **RFD – Amendment to Restricted Funds**

**17 111**      ***MOVED by DIR. Conquest that the Board amend motion 17 094 to reduce the restricted funds for future capital projects from \$10 million to \$6 million.***

**CARRIED**

6.6 RFD – Credit Line Renewal with ATB Financial

17 112 **MOVED by DIR. Geibelhaus that the Board approve the 2018 renewal of the Municipal Revolving Credit Line with ATB Financial, in the maximum amount of \$600,000.00.**

**CARRIED**

17 113 **MOVED by DIR. Smook that the Board approve the extension of the Letter of Credit until December 31, 2018 in the amount of \$500,000.00 as required by Beaver County for development agreement.**

**CARRIED**

6.7 RFD - Holden Bin Agreement

Director Geibelhaus advised of a potential Conflict of Interest with this topic and recused himself from voting.

17 114 **MOVED by DIR. Ritchie that the Commission continue to provide a bin for MSW collection for Holden rural residents at the Country Bottle Depot, operated by Mark Geibelhaus, located at 49233 – RR160, Holden, AB T0B 2C0, at the original terms of service, dated May 31, 2016 for an additional period through to November 30, 2018.**

**CARRIED**

7. In-Camera Session

17 115 **MOVED by DIR. Ritchie to go In-Camera at 7:43 P.M.**

**CARRIED**

17 116 **MOVED by DIR. Smook to go Out-of-Camera at 8:30 P.M.**

**CARRIED**

8. Motions Arising from In-Camera Session – N/A


9. Meeting Evaluation Forms - Completed

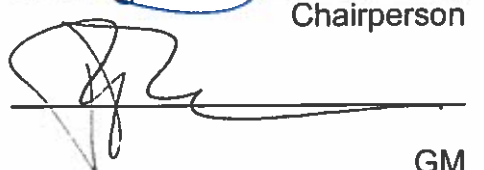
10. Adjournment

17 117 **MOVED by CHAIRMAN Ducherer to adjourn the meeting at 8:30 PM.**

**CARRIED**

The next regular meeting of, the Board will occur on December 14, 2017 at 10:00 am at Town of Tofield.

  
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Chairperson

  
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GM