

## BEAVER REGIONAL WASTE MANAGEMENT SERVICES COMMISSION

### REGULAR BOARD MEETING

**Date:** February 22, 2018  
**Location:** Tofield Chambers  
**Time:** 5:00 P.M.

### COMMISSION DIRECTORS present at commencement:

**Chairman:** Brian Ducherer  
**Vice-Chairman:** Harold Conquest  
**Director:** Jason Ritchie  
**Director:** Kevin Smook  
**Director:** Mark Geibelhaus

### ADMINISTRATION present at commencement:

**General Manager:** Pierre Breau, P.Eng  
**BDR Manager:** Greg Olson  
**Communications Coordinator:** Anne Ruzicka  
**Engineering Coordinator:** Meaghan Neufeld, E.I.T  
**Landfill Manager:** Mark Lowe

### ADMINISTRATION not present at commencement:

**Chief Financial Officer:** Juvy Ceniza, CPA/CMA  
**HR/Payroll Manager:** Jeanie DeGrande, CHRP

### GUESTS present at commencement:

**Financial Controller:** Steffany Kuhn, BBA  
**Payroll/HR Assistant:** Lyndie Nickel

### MINUTES OF MEETING:

**Executive Assistant:** Marilyn Booth

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

Chairman Ducherer called the meeting to order at 5:05 pm.

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

2.1 Addition – 6.1 – RFD – Annual Auditors Report – Additional information added to the RFD prior to presentation.

2.2 Addition – In-Camera – FOIP – Division 2 (Section 16)

18 009 *Moved by Dir. Conquest to approve the agenda with amendments as presented.*

*Carried*

#### 3. Reading and Approval of the Minutes from the January 18, 2018 Regular Meeting.

18 010 *Moved by Dir. Conquest that the Minutes from the Regular Meeting of January 18, 2018 be approved, as presented.*

*Carried*

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

4.1 FUAL Updated  
4.2 Financial Update Ending January 31, 2018  
4.3 Operations Update

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**18 014** *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 Thank You Letter – Tofield Kids Youth Group
- 5.3 Municipal Affairs Letter – Request for Minister Awards.

### 6. Board Matters

6.1 RFD – Annual Auditors Report

**18 011** *Moved by Dir. Ritchie that the 2017 Audited Financial Statements of the Commission and the Auditor's management report be approved, as presented;*

*Carried*

**18 012** *Moved by Dir. Smook that the Commission restrict and set aside additional funds of \$824,422 to the post closure investment account in accordance with the calculation in the 2017 audited financial statements and Board policy FIN-006 – Reserves; and*

*Carried*

**18 013** *Moved by Dir. Conquest that the Commission declare release of \$2,000,000.00 in unrestricted surplus funds to the municipal members in accordance with Ministerial order MSL: 115/17 and Board policy FIN-011 – Distribution of Surplus.*

*Carried*

6.2 RFD – Quarterly Communications Report

**18 015** *Moved by Dir. Geibelhaus that the Board approve the 2018 Communications Quarterly Report 1 and the Public Advisory Committee report for 2017, as presented.*

*Carried*

6.3 RFD – Quarterly Human Resource/Payroll Report

**18 016** *Moved by Dir. Ritchie that the Board approve the 2018 Human Resources and Payroll report 1 as presented.*

*Carried*

6.4 RFD – AIP Metrics Report

**18 017** *Moved by Dir. Geibelhaus that the Board approve the 2017 Annual Incentive Program Payout in the gross amount of \$417,276.00 for distribution to BMS Staff on March 1, 2018.*

*Carried*

6.5 FIO – Risk Management – Board Retreat Information

A Board Strategic planning retreat was discussed at the August 2016 Board Meeting. After review and research BMS will pursue hosting two ICD Courses.

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6.6 RFD – BMS-2018-008 Stage 7B Landfill Cell Construction

**18 018** *Moved by Dir. Smook that the Board award the construction contract for Stage 7B Landfill Cell to BTO Contracting Ltd. for the total, including contingency of \$ 3,523,729.44 plus GST.*

*Carried*

6.7 RFD – Upgrade to RR 201

**18 019** *Moved by Dir. Conquest that Beaver Municipal Solutions grant funds of one-third the cost, to a maximum of \$25,000.00, to Beaver County for the proposed 2018 upgrades to re-surface Range Road 201, and that the funding remain available through to the end of the 2018 fiscal year.*

*Carried*

6.8 FIO – Annual Employee Report

As per BMS policy BRD-002 – Board Reports Policy, a report is to be presented to the Board to address the behaviors expected of BMS employees, volunteers and representatives towards each other and towards others outside the organization. BMS is pleased to report that there are no outstanding violations, or harassment complaints for the 2017 fiscal year.

7. In-Camera Session –

**18 020** *Moved by Dir. Conquest to go in-camera at 7:15 PM.*

*Carried*

**18 022** *Moved by Dir. Conquest to go out of camera at 9:50 PM.*

*Carried*

8. Motions Arising from In-Camera Session -

**18 021** *Moved by Dir. Ritchie that the Board approve the General Manager's 2017 AIP payment.*

*Carried*

9. Meeting Evaluation Forms - Completed


10. Adjournment

**18 023** *Moved by Chairman Ducherer to adjourn the meeting at 9:52 PM*

*Carried*

\*The next Regular meeting of the Board will be on March 22, 2018 at Village of Ryley.

  
Chairperson

  
GM