

## BEAVER REGIONAL WASTE MANAGEMENT SERVICES COMMISSION

### REGULAR BOARD MEETING

Date: April 25, 2018  
Location: Village of Ryley  
Time: 5:00 P.M.

### COMMISSION DIRECTORS present at commencement:

Chairman: Brian Ducherer  
Director: Jason Ritchie  
Director: Kevin Smook  
Director: Mark Giebelhaus

### ALTERNATE REPRESENTATION present at commencement:

Mayor of Tofield: Debra Dueck for Harold Conquest

### COMMISSION DIRECTORS absent at commencement:

Vice-Chairman: Harold Conquest

### ADMINISTRATION present at commencement:

General Manager: Pierre Breau, P.Eng, ICD.D  
Chief Financial Officer: Juvy Ceniza, CPA/CMA  
BDR Manager: Greg Olson  
HR/Payroll Manager: Jeanie DeGrande, CHRP  
PCS: Anne Ruzicka  
P/ME: Cam Borton, P. Eng., PMP  
ECM: Meaghan Neufeld, M.Sc.E, E.I.T.  
Operations Manager: Mark Lowe

### ADMINISTRATION absent at commencement:

N/A

### MINUTES OF MEETING:

Executive Assistant: Marilyn Booth

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

Chairman Ducherer called the meeting to order at 5:00 pm.

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

18 036 *Moved by Dir. Debra Dueck to approve the agenda as presented.*

*Carried*

#### 3. Reading and Approval of the Minutes from the March 22, 2018 Regular Meeting.

18 037 *Moved by Dir. Ritchie that the Minutes from the Regular Meeting of March 22, 2018 be approved, as presented.*

*Carried*

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

- 4.1 FUAL Updated
- 4.2 Communications Update
- 4.3 HRP/Update
- 4.4 Ops Update

18 038 *Moved by Dir. Giebelhaus that the Consensus Agenda be accepted for information, as circulated.*

*Carried*

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### 5. Conferences/Training/Correspondence

- 5.1 Board Events Calendar – Updated
- 5.2 Letter – Town of Tofield – Request for Funding
- 5.3 Letter – Bathgate – Request for Funding

### 6. Board Matters

- 6.1 RFD – Quarterly Financial Report

**18 039** *Moved by Dir. Debra Dueck that the Interim Financial Statements be accepted as presented*

*Carried*

- 6.2 FIO – Analysis of Future Surplus  
At the March 22, 2018 Board Meeting, the Commission requested an analysis be prepared regarding BMS' capacity to release surplus funds. The CFO composed a detailed analysis report based on BMS' projected surplus and presented it to the Board for information.

- 6.3 FIO – Annual Safety Report  
HSE Coordinator presented the 2017 Annual Safety Report to the Board for information.

- 6.4 RFD – 2018 Annual Incentive Program (AIP) Corporate Targets

**18 040** *Moved by Dir. Ritchie that the Board approve the 2018 AIP corporate targets as presented.*

*Carried*

- 6.5 FIO – Greenhouse Gas Report  
The Engineering Coordinator presented a Greenhouse Gas Emissions Report based on 2017 year-end results to the Board for information.

- 6.6 RFD – New and Revised Policies

**18 041** *Moved by Dir. Smook that the Board approve revised policy BRD-011 – Board Director and Committee Member Compensation and Expenses as presented, and withdraw previous policy BRD-012 – Director-and-Committee-Member-Compensation;*

*Carried*

**18 042** *Moved by Dir. Giebelhaus that the Board approve the revised policy HUM-014 – Performance Management and Annual Incentive Plan, as presented;*

*Carried*

**18 043** *Moved by Dir. Smook that the Board approve the new policy FIN-018 – Financial Management, as presented;*

*Carried*

**18 044** *Moved by Dir. Ritchie that the Board approve the new policy FIN-019 – Internal Controls, and the policy referenced Statement of Management Responsibility, as presented;*

*Carried*

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**18 045** *Moved by Dir. Giebelhaus that the Board approve the new policy FIN-020 – Inventory Management, as presented;*

*Carried*

**18 046** *Moved by Dir. Debra Dueck that the Board approve the revised policy FIN-009 – Purchasing, as presented;*

*Carried*

**18 047** *Moved by Dir. Debra Dueck that the Board approve revised policy BRD-019 Approval of Organizational Changes and Position Roles, as presented.*

*Carried*

6.7 RFD – BMS-2018-016 – Buildings Relocation Project

**18 048** *Moved by Dir. Smook that the Board award the design-build contract for Landfill Buildings Relocation to Vantage Builders Ltd. for a total including contingency of \$592,000.00 plus GST.*

6.8 BDR – Beaver County Rural Bins  
The Board discussed billing fees for Beaver County rural bins and Transfer Station costing. The Board instructed BMS staff to review previous costing studies, and present findings to the Board at a future meeting.

6.9 FIO – 2018 Community Promotions Plan  
Program and Communication Supervisor presented a PowerPoint presentation outlining the future promotion plans for Beaver Municipal Solutions to the Board for information.

7. In-Camera Session – FOIP

**18 049** *Moved by Dir. Smook to go into camera at 8:28 pm.*

*Carried*

**18 050** *Moved by Dir. Smook to go out of camera at 9:09 pm*

*Carried*

8. Motions Arising from In-Camera Session

N/A


9. Meeting Evaluation Forms - Completed


10. Adjournment

**18 051** *Moved by Chairman Ducherer to adjourn the meeting at 9:09 pm.*

*Carried*

\*The next Regular meeting of the Board will be on May17, 2018 at Village of Holden.

  
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Chairperson

  
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GM