

BEAVER REGIONAL WASTE MANAGEMENT SERVICES COMMISSION

REGULAR BOARD MEETING

Date: February 21, 2019
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 Giebelhaus

COMMISSION DIRECTORS absent at commencement:

N/A

ADMINISTRATION present at commencement:

General Manager: Pierre Breau, P. Eng., ICD.D
Chief Financial Officer: Juvy Ceniza, CPA/CMA
Operations Manager: Mark Lowe
HR/Payroll Manager: Jeanie DeGrande, CHRP
PCS: Anne Ruzicka
P/ME: Cam Borton, P. Eng., PMP

ADMINISTRATION absent at commencement:

BDR Manager: Greg Olson

MINUTES OF MEETING:

EA 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

2.1 Addition – 6.7 – RFD - Revisions to Board Policy BRD-011 – Board Director and Committee Member Compensation and Expenses

2.2 Change – 6.1 – RFD – 2018 Annual Auditor's Report
Chairman Ducherer recommended that the Annual Auditors Report be presented immediately after the approval of the January 24, 2019 minutes. After the presentation and consideration of the motions, the Board could resume the order of the items per the Preliminary Agenda.

19 016 *Moved by Dir. Ritchie to approve the agenda with amendments, as presented.*

Carried

3. Reading and Approval of the Minutes:

3.1 Minutes of the Regular Meeting of January 24, 2019

19 017 *Moved by Dir. Smook that the Minutes from the Regular Meeting of January 24, 2019, be approved, as presented.*

Carried

4. Regular Reports – Consensus Agenda

4.1 RFD – 2018 Annual Auditors Report

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19 018 *Moved by Dir. Giebelhaus that the 2018 Audited Financial Statements of the Commission and the Auditor's report to management, be approved, as presented;*

Carried

19 019 *Moved by Dir. Ritchie that the Commission release funds in the amount of \$1,679,127.00 from the restricted capital reserve covering prior year capital projects completed in 2018;*

Carried

19 020 *Moved by Dir. Conquest that the Commission set aside funds to the restricted capital reserve in the amount of \$431,267.00 to pay for incomplete capital projects from fiscal year 2018 that will be completed in fiscal year 2019:*

Carried

19 021 *Moved by Dir. Smook that the Commission restrict and set aside additional funds of \$725,474.00 to the post closure investment account in accordance with the calculation in the 2018 audited financial statements and Board policy FIN-006 – Reserves;*

Carried

19 022 *Moved by Dir. Ritchie that the Commission declare release of \$2,000,000 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

The audit firm was requested, by the Board, to submit the details of marketable securities transaction in 2018 for presentation to the Board, through staff, at a future meeting.

Chairman called for a break at 5:45 pm in order to sign approved 2018 audited financial statements.

Chairman called to resume commencement at 5:50 pm.

4.2 Follow up Action List (FUAL)

19 023 *Moved by Dir. Giebelhaus to approve the Consensus Agenda for information, as circulated.*

Carried

5. Conferences/Training/Correspondence

5.1 Calendar of Events

5.2 Re-Schedule March Board Meeting from March 28, to March 21.

19 024 *Moved by Dir. Smook to reschedule the following dates for upcoming Board Meetings.*

- i. March 28 to March 21, for 9:00 am, at Village of Ryley Office*
- ii. May 23 to May 30, for 4:30 pm, at Village of Ryley Office*
- iii. September 26 to September 19, for 4:30 pm at Village of Ryley Office*

Carried.

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6. Board Matters

6.1 RFD – 2018 Annual Auditors Report – See 4.1

6.2 RFD – Quarterly Operations Report

19 025 *Moved by Dir. Smook that the Board approve the Quarterly Operations Report, as presented.*

Carried

6.3 RFD – Quarterly Program & Communications Report

19 026 *Moved by Dir. Conquest that the Board receive the 2019 Program & Communications Quarterly Report I for the period November 2018 – January 2019, as presented.*

Carried

19 027 *Moved by Dir. Giebelhaus that the Board has reviewed and approved the 2019 Community Promotions Plan, as presented.*

Carried

6.4 RFD – Quarterly HRP Report.

19 028 *Moved by Dir. Ritchie that the Board accept the Human Resource Quarterly Report I, for information, as presented.*

Carried

6.5 RFD – 2018 AIP Payouts

19 029 *Moved by Chairman Ducherer that the Board approve the 2018 Annual Incentive Program (AIP) maximum payout in the gross amount of \$493,226.00.*

Carried

6.6 FIO – RFP, Landfill Landscape Architectural Study

BMS posted a Request for Proposals (RFP) landscape architecture for a landfill conceptual plan onto Alberta Purchasing Connection website. RFP's were received and opened on February 19, 2019.

All proposals are still under review. Award to the successful firm is expected in the next few weeks, Board and PAC will be advised accordingly.

6.7 RFD – Revisions to Board Policy BRD-011 – Board Director and Committee Member Compensation and Expenses.

19 030 *Moved by Dir. Conquest that the Board approve the revised policy BRD-011 – Board Director and Committee Member Compensation and Expenses, with amendments, as presented.*

Carried

7. In Closed Session – FOIP - Section 2 (16)

19 031 *Motion to go in-session moved by Dir. Giebelhaus at 7:30 p.m.*

Carried

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19 032 *Motion to go out-of-session moved by Dir. Ritchie at 8:55 p.m.*

Carried

19 033 *Motion to notify public to return to open meeting moved by Dir. Ritchie at 8:56 p.m.*

Carried

19 034 *Motion to re-convene moved by Dir. Ritchie at 8:57 p.m.*

Carried

8. Motions Arising from In-Closed Session

19 035 *Moved by Dir. Ritchie that the Board approve the General Manager's 2018 AIP payment.*

Carried

9. Meeting Evaluation Forms – Completed

10. Adjournment

19 036 *Moved by Chairman Ducherer to adjourn the meeting at 8:59 p.m.*

Carried

The next Regular meeting of the Board will be March 21, 2019 at the Village of Ryley Office.



Chairperson



GM