

BEAVER REGIONAL WASTE MANAGEMENT SERVICES COMMISSION

REGULAR BOARD MEETING

Date: March 21, 2019
Location: Village of Ryley
Time: 9:00 AM

COMMISSION DIRECTORS present at commencement:

Chairman: Brian Ducherer
Vice-Chairman: Harold Conquest
Director: Jason Ritchie
Director: Mark Giebelhaus

COMMISSION DIRECTORS absent at commencement:

Director: Kevin Smook

COMMISSION ALTERNATE(S) present at Commencement:

Alternate: Barry Bruce

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
BDR Manager: Greg Olson

GUESTS present at commencement:

BMS HSE Coordinator: Iris Robinson
PCS Assistant: Jamie Carter
Lane Caputo Representative: Nora Sargant

ADMINISTRATION absent at commencement:

N/A

MINUTES OF MEETING:

EA Marilyn Booth

1. Call to Order (Regular Meeting)

Chairman Ducherer called the meeting to order at 9:05 am.

2. Additions/Deletion/Changes to the Agenda

- 2.1 Addition – 6.7 – FIO – Verbal Report on Asbestos Disposal
- 2.2 Addition – 6.8 – RFD – Verbal Report Grader Purchase
- 2.3 Change – 6.2 – BDR – Lane Caputo Compensation Review

Presentation of BDR will follow reading and approval of minutes and prior to consideration of the Consensus Agenda.

19 037 Moved by Dir. Conquest to approve the agenda with amendments, as presented.

Carried

3. Reading and Approval of the Minutes:

- 3.1 Minutes of the Regular Meeting of February 21, 2019

19 038 Moved by Dir. Ritchie that the Minutes from the Regular Meeting of February 21, 2019, be approved, as presented.

Carried

BEAVER REGIONAL WASTE MANAGEMENT SERVICES COMMISSION

- 3.2 6.2 – Presentation from Nora Sargent of Lane Caputo regarding employee compensation review (FOIP Section 2(19)).

19 039 *Motion to go in-session moved by Dir. Conquest at 9:12am.*

Carried

19 040 *Motion to go out-of-session moved by Dir. Ritchie at 10:14am.*

Carried

19 041 *Motion to notify public to return to open meeting moved by Dir. Ritchie at 10:15am.*

Carried

BMS Staff will provide comment on the compensation review report at a future meeting.

4. Regular Reports – Consensus Agenda

- 4.1 Follow up Action List (FUAL)
- 4.2 Financial Update Ending February 28, 2019
- 4.3 Operations Update
- 4.4 Program & Communications Update
- 4.5 HRP Update

19 042 *Moved by Dir. Conquest to approve the Consensus Agenda for information, as circulated.*

Carried

5. Conferences/Training/Correspondence

- 5.1 Calendar of Events
Policy sub-committee is scheduled for April 9, 2019, in Tofield Chambers.

6. Board Matters

- 6.1 FIO – BMS Investment Portfolio
- 6.2 See Section 3.2
- 6.3 RFD – AIP 2019 Recommended Metrics

Board directed that AIP 2019 Health Safety & Environment corporate and HSE targets be:

- Near Miss Reporting – 198 – weighted at 10% (10% increase over 2018 target)
- Average Workdays Lost – 0.55 – weighted at 25% (10% reduction from our achieved 2018 number)
- Training Hours (avg per ee) – 57 – weighted at 5% (same as our achieved 2018 hours)

19 041 *Moved by Dir. Ritchie that the Board approve the 2019 AIP corporate targets for HSE as presented.*

Carried

AIP 2019 recommended financial corporate targets will be presented at the April 25, 2019 Board meeting.

BEAVER REGIONAL WASTE MANAGEMENT SERVICES COMMISSION

- 6.4 FIO – Revisions to BRD-011 – Board Director and Committee Member Compensation and Expenses Revisions.

General Manager clarified that the subject policy has been revised, per motion 19-030 of the February 21 meeting, and added to the BMS website.

- 6.5 FIO – BMS-2019-010 - Landfill Architectural Study Award

General Manager presented to the Board that, the awarded Landfill Architectural Study went to Compass Rose Landscape Architecture for the amount of \$46,418.40 plus GST.

Compass Rose Landscape Architecture are tentatively scheduled to present their proposal development program to the Board, and the Public Advisory Committee, in June 2019.

- 6.6 FIO – BMS-2019-002 – New Administration Office Building

General Manager provided information and conceptual drawings to the Board involving the construction of a new administration office building, in the south west corner section of BMS. The project is budgeted in the 2019 Capital, for \$1.6 million. The tender package will be presented to the Board at the April 25, Board meeting.

- 6.7 FIO – Asbestos Disposal at BMS

Landfill Manager provided information on BMS handling procedures for asbestos per the request of the Chair. More detailed reporting will follow at the April Board meeting.

- 6.8 RFD – Grader Purchase (Verbal)

19 042 *Moved by Dir. Conquest that the Board approve the purchase of a John Deere grader from Brandt Tractor Ltd., for the purchase price of, \$376,000 plus GST.*

Carried

The General Manager reported that a June 27, 2018 award of a grader to Evolution Mechanical for delivery in 2019 at a cost of \$323,500 plus GST, has been cancelled, due to late delivery. This amount was budgeted in the 2019 plan. Recommended replacement award to Brandt Tractor is for \$376,000, more than \$50,000 above budget. Per policy FIN-003, this budget over expenditure requires Board approval. The over-budget expense can be contained within the total 2019 capital program.

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

19 043 *Motion to go in-session moved by Dir. Ritchie at 12:12pm.*

Carried

19 044 *Motion to go out-of-session moved by Dir. Ritchie at 12:40pm.*

Carried

19 045 *Motion to notify public to return to open meeting moved by Dir. Conquest at 12:41pm.*

Carried

8. Motions Arising from In-Closed Session
N/A

9. Meeting Evaluation Forms – Completed

BEAVER REGIONAL WASTE MANAGEMENT SERVICES COMMISSION


10. Adjournment


19 046

Moved by Chairman Ducherer to adjourn the meeting at 12:42pm

Carried

The next Regular meeting of the Board will be April 25, 2019 at the Village of Ryley Office.


Chairperson


GM