

## BEAVER REGIONAL WASTE MANAGEMENT SERVICES COMMISSION

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### REGULAR BOARD MEETING

**Date:** January 16, 2020  
**Location:** Town of Tofield  
**Time:** 5:00 PM

### COMMISSION DIRECTORS present at commencement:

**Chairman:** Brian Ducherer  
**Vice-Chairman:** Harold Conquest, BSc, ICD.D  
**Director:** Mark Giebelhaus  
**Director:** Kevin Smook  
**Director:** Jason Ritchie, BBA, ICD.D

### COMMISSION DIRECTORS absent at commencement:

N/A

### ADMINISTRATION present at commencement:

**HR/Payroll Manager:** Jeanie DeGrande, CHRP  
**Engineering Coordinator:** Meaghan Neufeld., M.Sc.E., E.I.T.  
**P/ME** Cam Borton, P. Eng., PMP  
**Operations Manager:** Mark Lowe  
**P&C Assistant:** Andrew Sorenson  
**EA** Marilyn Booth

### ADMINISTRATION absent at commencement:

**General Manager:** Pierre Breau, P. Eng., ICD.D (joined meeting at 5:12pm)

### VISITORS present at commencement:

Y & A Chartered Professional Accountants Robert Hoar  
New West Public Affairs Inc. Keith McLaughlin

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

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

### 2. **Additions/Deletion/Changes to the Agenda**

- 2.1 Addition – 6.8 – RFD – Sale of Surplus Equipment
- 2.2 Addition – 6.9 – RFD – Signing of Authority Approval Levels
- 2.3 Deletion – Section 7 - In Session
- 2.4 Change – 6.6 BDR – Discussion with Auditors and 6.4 RFD – Response to Public Information Sessions be advanced in the Agenda after approval of meeting minutes with respect to visitors' attendance.

**20 001** *Moved by Dir. Giebelhaus to approve the agenda, with amendments.*

*Carried*

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

- 3.1 Minutes of the Regular Meeting of December 12, 2019.

**20 002** *Moved by Dir. Smook that the Minutes from the Regular Meeting of December 12, 2019, be approved, as presented.*

*Carried*

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### 3.2 6.6 BDR – Discussion with Auditors

Y&A Chartered Professional Account - Robert Hoar, engaged the Board to audit the financial statements of BMS for the year ending December 31, 2019. Canadian generally accepted auditing standards (GAAS), requires that auditors communicate annually on all relationships between the Commission and the auditor.

*(General Manager Breau joined the Board Meeting at 5:12 pm.)*

**20 003** *Motion to go in-session moved by Dir. Smook at 5:16 pm.*

*Carried*

**20 004** *Motion to go out-of-session moved by Dir. Giebelhaus at 5:22 pm.*

*Carried*

**20 005** *Motion to notify public to return to open meeting moved by Dir. Giebelhaus at 5:23 pm.*

*Carried*

### 3.3 6.4 RFD – Response to Public Information Sessions

**20 006** *Moved by Dir. Smook that the Response to Consultation Report regarding the MCC Public Information Sessions, as presented by consultant New West Public Affairs, be accepted and forwarded to the MCC Transition Committee for its consideration, and communication to the municipal members with an amendment to include Grants in lieu of taxes.*

*Carried*

## 4. Regular Reports – Consensus Agenda

### 4.1 Follow up Action List (FUAL)

**20 007** *Moved by Dir. Ritchie to approve the Consensus Agenda for information, as circulated.*

*Carried*

## 5. Conferences/Training/Correspondence

### 5.1 Calendar of Events

**20 008** *Moved by Dir. Smook that the Board Meeting of February 27, 2020 be rescheduled for February 20, 2020 at 6:00 pm.*

*Carried*

## 6. Board Matters

### 6.1 RFD – Quarterly P&C Report

**20 009** *Moved by Dir. Conquest that the Board receive the 2019 Program & Communications Quarterly Report IV for the period of August 2019 – November 2019, as presented.*

*Carried*

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6.2 RFD – Quarterly Ops Report

**20 010** *Moved by Dir. Giebelhaus that the Board approve the Quarterly Operations Report IV from September 2019 – December 2019, as presented.*

*Carried*

6.3 RFD – Corporate Valuation Services

**20 011** *Moved by Dir. Ritchie that Request for Proposal, Corporate Valuation Services – Beaver Municipal Solutions Transition to Claystone Waste Ltd., RFP No. BMS-2020-050, be issued, as presented.*

*Director Smook requested a recorded vote.*

<i>In favor</i>	<i>Vice Chairman Conquest</i>
<i>In favor</i>	<i>Dir. Ritchie</i>
<i>In favor</i>	<i>Dir. Giebelhaus</i>
<i>In favor</i>	<i>Chairman Ducherer</i>
<i>Opposed</i>	<i>Dir. Smook</i>

*Carried*

Chairman Ducherer called for break at 7:45 pm  
Chairman Ducherer called meeting back in session at 7:55 pm

6.4 RFD – Response to Public Information Session Concerns

See Section 3.3

6.5 RFD – PAC Member Nominations

**20 012** *Moved by Dir. Smook that the Public Advisory Committee (PAC) member selection matrix presented, be used to evaluate and select nominated candidates for appointment to the PAC.*

*Carried*

**20 013** *Moved by Dir. Conquest to allow Public Advisory Committee Members, Lucy Upham and Yvonne Brown to resume their role on the PAC committee up to March 31, 2020.*

*Carried*

6.6 BDR – Discussion with Auditors

See Section 3.2

6.7 FIO – Update – MCC Transition Steering Committee Meeting – January 9, 2020

The GM provided an update to the Board on discussion and actions arising from the MCC Transition Steering Committee of January 9, 2020

6.8 RFD – Sale of Surplus Equipment

**20 014** *Moved by Dir. Conquest That the Board request Municipal Affairs for approval to dispose of the following equipment which is surplus to Commission requirements:*

- Unit 150, a 2011 Wanco light tower - Serial # 5F13D1417B1003452, is being replaced by a new light tower;

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- Unit 292, a 2009 International Prostar highway tractor – Serial #2HSCUAPR99C122123, requires repairs that are uneconomical;
- Unit 293, a 2009 International Prostar highway tractor – Serial #2HSCUAPR59C133314, requires repairs that are uneconomical;
- Unit 301, a 2012 Ford F150 pickup – Serial # 1FTFX1EFXCFC13967, requires repairs that are uneconomical and will be replaced;
- Unit 305, a 2012 Ford F150 pickup – Serial # 1FTFW1EF7CFC44631, requires repairs that are uneconomical and will be replaced.

*Carried*

6.9 RFD – Authority Approval Levels

- 20 015** *Moved by Dir. Smook that the Board approve a special signing authority to Kiran Bhangu – Engineering Design Technologist and Brian Rempel – Project/Maintenance Lead in the amount of \$5,000 each for operating and project expenses for the fiscal year 2020.*

*Carried*

7. Closed Session – FOIP - N/A
8. Motion arising from Closed Session – N/A
9. Meeting Evaluation Forms – Completed
10. Adjournment

**20 016** *Moved by Dir. Smook to adjourn the meeting at 9:05 pm.*

*Carried*

The next Regular meeting of the Board will be February 20, 2020, at the Town of Tofield Chambers

  
Chairperson

  
GM