

## BEAVER REGIONAL WASTE MANAGEMENT SERVICES COMMISSION

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### REGULAR BOARD MEETING

**Date:** February 20, 2020  
**Location:** Town of Tofield  
**Time:** 6:00 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:

**General Manager:** Pierre Breau, P. Eng., ICD.D  
**Chief Financial Officer:** Juvy Ceniza, CPA/CMA  
**HR/Payroll Manager:** Jeanie DeGrande, CHRP  
**BDM** Greg Olson  
**Operations Manager:** Mark Lowe  
**PCS** Anne Ruzicka  
**P&C Assistant** Andrew Sorenson  
**EA** Marilyn Booth

### ADMINISTRATION absent at commencement:

### VISITORS present at commencement:

**Y & A Chartered Professional** Robert Hoar & Ted Matsikas  
**Accountants**  
**PAC Chairman** Mark Svenson  
**PAC Member** Yvonne Brown  
**PAC Member** Lucy Upham  
**PAC Member** Zsuzanna Hemperger

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

Chairman Ducherer called the meeting to order at 5:45 pm.

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

- 2.1 Change – 6.7 to BDR – Partnership Considerations with School District – Mark Giebelhaus
- 2.2 Addition – 5.3 – BMS hosting a MLA Landfill Tour – Brian Ducherer
- 2.3 Moved to upcoming Board Meeting - 6.9 – RFD – Revisions to MCC Business Plan
- 2.4 Moved to March 26, 2020 Board Meeting – 6.5 – RFD – Award Recommendation – RFP for BMS-2020-050 Corporate Valuation Services
- 2.5 Moved to March 26, 2020 Board Meeting – 6.7 – RFD – BESC Director Payroll
- 2.6 Moved to March 26, 2020 Board Meeting – 6.10 – RFD – Release of Surplus Equipment

**20 017      *Moved by Dir. Giebelhaus to approve the agenda, with amendments.***

***Carried***

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

3.1 Minutes of the Regular Meeting of January 16, 2020.

**20 018** *Moved by Dir. Conquest that the Minutes from the Regular Meeting of January 16, 2020, be approved, as presented.*

*Carried*

3.2 **6.1 RFD – Annual Auditors Report**

**20 019** *Moved by Dir. Ritchie that the Board approve revision to FIN-006 Reserves Policy, section 3 to read “All reserve accounts must be presented in BMS’ audited financial statements as Internally Restricted, except for reserves with funding set aside separately. Funding specifically designated for reserves will be presented as Restricted Cash or Restricted Marketable Securities in the audited financial statements”.*

*Carried*

**20 020** *Moved by Dir. Ritchie that the Commission restrict and set aside additional funds of \$1,551,475.54 to the post closure investment account to bring total restricted marketable securities to \$8,042,461 in accordance with the 2019 audited financial statements (notes 4 and 7) and Board policy FIN-006 – Reserves;*

*Carried*

**20 021** *Moved by Dir. Ritchie that the Commission release funds in the amount of \$6,431,267 from the restricted capital reserve covering prior year capital projects carried forward in 2019;*

*Carried*

**20 022** *Moved by Dir. Ritchie that the Commission set aside funds to the restricted capital reserve in the amount of \$6,000,000 for future capital requirements (including business development) and contingent carbon gas tax;*

*Carried*

**20 023** *Moved by Dir. Conquest that the 2019 Audited Financial Statements of the Commission, and the Auditor’s management letter, be approved, as presented*

*Carried*

**20 024** *Moved by Dir. Ritchie that the Commission declare release of \$2,000,000.00 in unrestricted surplus funds to the municipal members in accordance with Ministerial order MSL: 115/14 and Board policy FIN-011 – Distribution of Surplus.*

*Carried*

3.3. **6.2 RFD – Annual PAC Report**

**20 025** *Moved by Dir. Smook that the 2019 Annual PAC Report, be accepted, as presented by PAC Chairman – Mark Svenson.*

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*Carried*

### 4. Regular Reports – Consensus Agenda

- 4.1 Follow up Action List (FUAL)
- 4.2 MCC Checklist

**20 026** *Moved by Dir. Ritchie to approve the Consensus Agenda for information, as circulated.*

*Carried*

### 5. Conferences/Training/Correspondence

- 5.1 Calendar of Events
- 5.2 Annual Snow Goose Chase – As presented by Director Smook  
Director Smook requested BMS consider donating a micro grant to the Annual Snow Goose chase to be held in Tofield on April 23, 2020. PCS Anne Ruzicka Will work on this request and report back to the Board.
- 5.3 Host Landfill Tour for Political Figures – As presented by Chairman Ducherer  
Chairman Ducherer recommended that BMS Staff host a landfill tour to MLA's for the purpose of visiting BMS operations. Staff will communicate with MLA offices and report back to the Board on tour plans.

### 6. Board Matters

- 6.1 RFD – Annual Auditors Report

**See Section 3.2**

- 6.2 RFD – Annual PAC Report

**See Section 3.3**

- 6.3 RFD – AIP Annual Report and Annual Bonus Program

**20 028** *Moved by Dir. Ritchie that the Board approve the 2020 Annual Incentive Program (AIP) maximum payout in the gross amount of \$617,132.00 to be paid out on February 26, 2020.*

*Carried*

- 6.4 RFD – HRP Quarterly Report

**20 027** *Moved by Dir. Conquest that the Board approve the 2019 Annual HRP – HSE Report, and 2019 Annual Major Incident Reports, as presented.*

*Carried*

*Chairman Ducherer called for break at 8:16 pm.  
Chairman Ducherer called meeting back to order at 8:33 pm*

- 6.5 RFD – Response to Consultation Report

**20 029** *Moved by Dir. Smook that the presentation on Cumulative Effects of Landfill Operations be provided to the MCC Steering Committee for its information;*

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**20 030** *Moved by Dir. Ritchie that the presentation on Cumulative Effects of Landfill Operations be presented to the Councils for the village of Ryley and Beaver County;*

**20 031** *Moved by Dir. Conquest that BMS administration prepare a proposal regarding a plan on preparing the Good Neighbour Grant policy to accommodate Beaver County residents and present the report at a future Board Meeting.*

*Carried*

6.6 RFD – Administration Building Budget

**20 032** *Moved by Dir. Giebelhaus that additional capital funds to a maximum of \$500,000, plus GST, be budgeted for the new administration building project, BMS-2019-002.*

*Carried*

6.7 BDR – Holden/Ryley School Programs

Director Giebelhaus requested that BMS consider possible partnership opportunities for the local school district that would assist the schools in creating programs beneficial to local residents and BMS. BMS staff will explore possible avenues for action and report back to the Board.

### 7. Closed Session – FOIP

**20 033** *Motion to go in-session moved by Dir. Smook at 10:30 pm*

*Carried*

**20 034** *Motion to go out-of-session moved by Dir. Ritchie at 11:30 pm.*

*Carried*

**20 035** *Motion to notify the public to return to open meeting moved by Dir. Ritchie at 11:31 pm.*

*Carried*

### 8. Motion arising from Closed Session –

**20 036** *Moved by Dir. Ritchie that the Board approve the General Manager's 2019 AIP payment.*

*Carried*

### 9. Meeting Evaluation Forms – Completed

### 10. Adjournment

**20 037** *Moved by Chairman Ducherer to adjourn the meeting at 11:33 pm.*

*Carried*

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The next Regular meeting of the Board will be March 26, 2020, at the Village of Ryley.



Chairperson



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