

## BEAVER REGIONAL WASTE MANAGEMENT SERVICES COMMISSION

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### REGULAR BOARD MEETING

**Date:** March 26, 2020  
**Location:** Tele-Conference  
**Live Stream:** BMS Facebook  
**Time:** 10:00 am

### COMMISSION DIRECTORS present at commencement:

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

### COMMISSION DIRECTORS absent at commencement:

**Director:** Jason Ritchie, BBA, ICD.D

### 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  
**PCS** Anne Ruzicka  
**P&C Assistant** Andrew Sorenson  
**EA** Marilyn Booth

### ADMINISTRATION absent at commencement:

N/A

### VISITORS present at commencement:

N/A

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

Chairman Ducherer called the Meeting to order at 10:10 am.

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

##### 2.1 Deletion - Viking Community Cleanup Invitation

##### 2.2 Addition – 6.7 – Surplus Reserve Fund

##### 2.3 Addition – 6.8 – Status of Municipal Affairs Approval of Dividends

**20 038** *Moved by Dir. Conquest to approve the agenda, with amendments.*

*Carried*

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

3.1 Minutes of the Regular Meeting of February 20, 2020.

3.2 Discussion on 6.7 of February 20, 2020 Board Meeting regarding Holden/Ryley school programs. BMS is waiting for further information from the Communities regarding what BMS can do to assist with the creation of programs that may be beneficial to the community schools within the municipality.

**20 039** *Moved by Dir. Smook that the Minutes from the Regular Meeting of February 20, 2020, be approved, with amendments to location.*

*Carried*

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### 4. Regular Reports – Consensus Agenda

#### 4.1 Follow up Action List (FUAL)

**20 040** *Moved by Dir. Conquest to approve the Consensus Agenda for information, as circulated.*

*Carried*

### 5. Conferences/Training/Correspondence

#### 5.1 Calendar of Events

Due to Covid-19, future regular Board Meetings will be held via tele-conference. Public viewing locations will be determined in advance.

### 6. Board Matters

#### 6.1 RFD – Auditor Appointment

**20 041** *Moved by Dir. Conquest that Yaremchuk and Annichiaricco Chartered Accountants be appointed as external financial auditors to the Board of Directors of Beaver Regional Waste Management Services Commission for the 2020 fiscal year to conduct such audit services, as required to comply with the requirements of the Municipal Government Act.*

*Carried*

**20 042** *Moved by Dir. Giebelhaus that Yaremchuk and Annichiaricco Chartered Accountants be appointed as part of external consultants for MCC initiative.*

*Carried*

#### 6.2 RFD – Award of Dozer Tender – BMS-2020-005 *Discussion deferred - See Motion - 20 048*

#### 6.3 RFD – Revision to MCC Business Plan

**20 043** *Board directed staff to complete all Business Plan revisions and review with John McGowan, and resubmit for the April 16, 2020 Board Meeting.*

*Carried*

#### 6.4 BDR – Board Retreat

Scheduling of the retreat has been delayed due to Covid-19.

#### 6.5 FIO – Covid-19 Plan

GM discussed BMS' response to the Covid-19 pandemic.  
As of March 13

- BMS has been in conformance with Alberta Health Services criteria for isolation and protection of staff through the coronavirus (Covid-19) pandemic.
  - Administrative staff work from home
  - Childcare has been provided to employees when required
  - Scale attendants have protected area, free from customer physical interaction
  - Future Board Meetings will be held via teleconference until further notice
  - Daily updates are provided to Staff and Board Directors. Regular news updates are made to BMS Website and Facebook. Communications

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regarding the Covid-19 will continue to be relayed by BMS Management on a daily basis.

6.6 RFD – PAC Member Selection  
*In closed session FOIP Section 19 – See Motion – 20 047*

6.7 BDR – Surplus Reserve Funds

The Board recommended staff draft a Surplus Reserve Fund (Rainy Day Fund) Policy. Recommendation for approving the policy will be put forward at the May 21, 2020 Regular Board Meeting.

6.8 BDR – Municipal Affairs Approval of Dividends

Board suggested that BMS request Municipal Affairs, to approve the release of up to a maximum \$3,000,000 of surplus distribution yearly over the next 3 years. Staff will report back at the April 16, 2020 Board Meeting.

### 7. Closed Session – Section 19 and Section 14

**20 044** *Motion to go in-session moved by Chair Ducherer at 12:20 pm.*

*Carried*

**20 045** *Motion to go out-of-session moved by Chair Ducherer at 12:55 pm.*

*Carried*

**20 046** *Motion to notify the public to return to open meeting moved by Chair Ducherer at 12:56 pm.*

*Carried*

### 8. Motion arising from Closed Session –

**20 047** *Moved by Dir. Smook that the Board appoint Brett Huculak and Rod Krips as members of the Public Advisory Committee (PAC) each for terms ending December 31, 2021, effective April 1, 2020, replacing PAC members Yvonne Brown and Lucy Upham whose terms end on March 31, 2020, and further, that Brett Huculak be appointed as the PAC member representing youth.*

*Carried*

**20 048** *Moved by Chair Ducherer that the decision to award purchase of the dozer equipment per recommendation in 6.2 RFD Dozer Tender BMS-2020-005 Award 2020.03.26 be deferred to the next regular Board Meeting pending presentation to the Board of a first quarter financial update from staff.*

*Carried*

### 9. Meeting Evaluation Forms – N/A

### 10. Adjournment

**20 049** *Moved by Chairman Ducherer to adjourn the meeting at 12:58 pm.*

*Carried*

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The next Regular Meeting of the Board will be April 16, 2020, 10:00 am via teleconference, Live Stream available at: [www.facebook.com/beavermunicipalsolutions](http://www.facebook.com/beavermunicipalsolutions).



Chairperson



GM