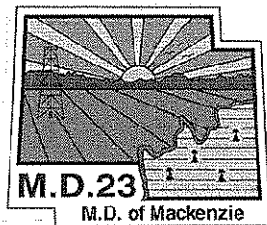


# **MACKENZIE REGIONAL WASTE MANAGEMENT COMMISSION**



**REGULAR MEETING OF  
JANUARY 21, 2006**

**STARDUST MOTEL • HIGH LEVEL  
OLIVIER ROOM**

**AT 10 A.M.**



## **Mackenzie Regional Waste Management Commission**

**Regular Board Meeting  
Stardust Motor Inn at 10 a.m.  
January 21, 2006**

### **AGENDA**

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#### **1. CALL TO ORDER**

#### **2. ADOPTION OF AGENDA**

Additions and deletions

#### **3. DELEGATIONS**

None

#### **4. ADOPTION OF MINUTES**

- |  |                      |          |
|--|----------------------|----------|
| <b>4.1 Regular Meeting of<br/>December 9, 2005</b> | Adoption of minutes. | <b>3</b> |
|--|----------------------|----------|

#### **5. REPORTS**

- |                              |  |           |
|------------------------------|--|-----------|
| <b>5.1 Finance Report</b>    | Financial Report for the three months ending December 31, 2005 by the Director of Finance. | <b>10</b> |
| <b>5.2 Operations Report</b> | Operations Reports for December 31, 2005 by Manager.                                       | <b>12</b> |

#### **6. OLD BUSINESS**

- |  |  |           |
|--|--|-----------|
| <b>6.1 Tipping Fees Procedures<br/>6.3.1 and 6.3.2</b> | Consideration and adoption of Operating Procedures for:<br>6.3.1 Waste Definitions<br>6.3.2 Billing for Mixed Residential and commercial Loads   | <b>14</b> |
| <b>6.2 Election for Chairman and<br/>Vice-chairman</b> | Stuart Watson, as Vice Chair, became acting Chair with Clark McAskile stepping down from the Landfill Commission, and at the December meeting Jerry Chomiak was appointed acting Vice Chair. Elections for 2006 were held over to January. |           |
| <b>6.3 Bank Signing Authority</b>                      | Resolution to appoint signing authority for the bank account.  | <b>16</b> |
| <b>6.4 Meeting Dates for 2006</b>                      | Setting of meeting dates, times and places for 2006. Currently they are set for the third Saturday on alternate months,  |           |

	commencing at 10 a.m.	
<b>6.5 Management Fee Breakdown</b>	For information	<b>18</b>
<b>6.6 Closure of Landfill on Wednesdays</b>	Proposal for Wednesday closures, and the effect on contractors. Discussion and action.	<b>19</b>
<b>6.7 Budget Policy #13-05</b>	Amendment to give prior notice of price increases to customers, contractors and members. Requires adoption.	<b>22</b>
<b>6.8 Wood Chips for Daily cover</b>	Verbal update on research.	

### **7. NEW BUSINESS**

<b>7.1 Policies Recommended in the Operations Plan</b>	The following policies were recommended to us, and are not included in the Operations Plan as procedures. For consideration and adoption:  42-06 Hours of Operation Policy 43-06 Ozone Depleting Substances Management Policy 44-06 Prohibited Waste Policy 45-06 Visitor Record Policy	<b>24</b>
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### **8. CORRESPONDENCE FOR ACTION**

### **9. CORRESPONDENCE FOR INFORMATION**

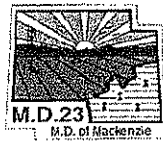
<b>9.1 Audit Engagement Letter</b>	Engagement letter was signed by Chair to enable the commencement of the 2005 audit.	<b>29</b>
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### **10. NEXT MEETING DATE**

March 18, 2006 Subject to Item #6.4

### **11. ADJOURNMENT**

Copy of amended Policy 27-05 Secured Loads and Index for your binder.



## Mackenzie Regional Waste Management Commission

Regular Board Meeting  
Stardust Motor Inn at 10 a.m.  
December 9, 2005

### MINUTES

In Attendance	Stuart Watson Peter Braun Jerry Chomiak Ellis Forest	Acting Chairman, MD Mackenzie Director, MD Mackenzie Director, Town of High Level Director, Town of High Level
Staff:	Ron Pelensky John Crisp	Director of Operations Municipal Secretary
Also:	Jim Clare	UMA Engineering
Absent:	Kelly Drover	Director, Town of Rainbow Lake

#### 1. CALL TO ORDER

##### 1.1 Call to order

Call to order by Acting Chair Stuart Watson at 12:17 p.m.

##### 1.2 Voting for Chair and Vice-Chair

##### Motion #78-05

Moved by Ellis Forest

THAT the Board appoint Jerry Chomiak as acting Vice-Chairman.

CARRIED

By consent the election for Chairman and Vice-Chairman for 2006 is to be deferred to the January 2006 meeting when Rainbow Lake directors will be present.

#### 2. ADOPTION OF AGENDA

##### Motion #79-05

Moved by Jerry Chomiak

THAT the Board adopt the agenda for December 9 meeting with the following additions

- the agenda date be changed from Nov 26 to Dec 9
- 6.3 Fee Schedule "A" Bylaw adoption
- 7.4 Jake's Disposal Rates concern
- 7.5 Wood Pile management

CARRIED

### 3. DELEGATIONS

#### **3.1 UMA Engineering re Master Plan**

Presentation and discussion of 2005 Master Plan, Operations Plan and Groundwater Plan.

Jim Clare of UMA Engineering arrived at 2:35 p.m. and presented the revisions to the Master Plan and the Operations Plan.

#### **Master Plan highlights:**

1. Review of the site plan and construction staging.
2. New 3B pit is larger than planned, being 35,000 tonnes capacity.
3. Construction of Cell 5 can now be delayed until 2009.
4. Cell 1 and the high water table at 1.5 meter, need to construct a drainage line. Build the berm at the same time as the industrial cell construction, so that the dirt can be used.
5. The landfill's life span is approx. 80 years.
6. Lifespan depends on waste/cover soil ratio of 4:1, covering just once per week. Currently between 3:1 and 2:1. Soil budget sheets are supplied in the Master Plan, but the contractor has to account for the soil used.
7. Performance of the contractor should be based on waste compaction and cover soil used. Critical as soil is expensive and uses up air space.
8. **Projects first priority:** Problem is the bears, and Fish and Wildlife may not allow alternate daily cover (tarp) without the electric bear fence.
9. Based upon tonnage of incoming waste, calculate tonnage of dirt required. There is a problem using a Cat dozer instead of a loader, as it is then impossible to measure the dirt used.
10. Try to force the contractor to follow performance requirements, with fines for non-performance. Typically on an annual basis, take a random area, dig out a hole of garbage and weigh it, separating the garbage and cover dirt used.
11. Soil balance is based on 4:1 ratio and 650 kg of garbage per cu meter density. As per Table 5.8
12. The size of the working face is also key, it should not exceed 10 meters,
13. **Projects second priority:** Apply for the lease for the second phase of landfill, to tie up the land.
14. The land could be used for other purposes.
15. Recycling area to be moved to the SW corner of the landfill, in the future, perhaps include a transfer station at the gate to prevent vehicles coming into the landfill.
16. Closure reserve is calculated at \$1.57 per metric tonne,

but the auditor is calculating a greater amount, which seems to change from year to year.

17. Changed the dates to phases.

**Operations Plan Changes:**

1. 6.6.5 Construction and Demolition cell. Must be managed, level the cell and place materials. Expanded the 6.6.5 demolition cell description. Need to control blowing debris.
2. The final document to be printed by paragraph numbers, instead of using page numbers.
3. 6 final copies to be made.
4. Policy Section: Must enforce OH&S procedures, as previously this was missing. Ron assured the Board that it was now in place.
5. The Board can determine what is "acceptable waste".

**General Comments:**

The Mackenzie Valley Pipeline waste cannot stay in the NWT under their agreement. Therefore for consideration for High Level, but the oil companies will first need an audit of our landfill.

Hydro-geological. We had an issue on the monitor wells on the east side. Environment has accepted the high levels of background chloride readings as natural. But will need more statistical information over time.

Some of the dry groundwater monitoring wells were checked, and perhaps will recommend their abandonment. The compliance wells will be specified, and abandon the balance. The wells are being resurveyed with actual locations and relabeled.

Acting Chair Stuart Watson thanked Jim Clare for the presentation.

**Motion #80-05**

Moved by Ellis Forest

THAT the Board adopt the Revised Master Plan, Operations Plan and the Groundwater Monitoring Plan for the Mackenzie Regional Waste Management Commission.

CARRIED

**4. ADOPTION OF MINUTES**

**4.1 Regular Meeting of  
October 22, 2005**

**Motion #81-05**

Moved by Jerry Chomiak

THAT the Board adopt the Minutes of the October 22, 2005 Commission meeting as presented.

CARRIED

## **5. REPORTS**

- 5.1 Operations Report** Report by Ron Pelensky, Director of Operations  
Waste statistics remain similar to 2004, as per charts and waste tonnage schedule submitted.  
Some operating concerns were:
- mud complaints
  - salvaged items were taken from the landfill

- 5.2 Cell 3B Cost Report** Report by Ron Pelensky on costs to complete construction of Cell 3B, a copy of which was distributed to the Board.  
The costs were higher due to a larger cell being excavated to provide approx 37% additional airspace, and encountering wet soil which reduced the truck capacity.

### **Motion #82-05**

Moved by Jerry Chomiak

THAT the Board accept the reports by Ron Pelensky, Director of Operations, for information.

CARRIED

## **6. OLD BUSINESS**

- 6.1 Master Plan** Adopted under delegations.

- 6.2 Budget 2006** The Board discussed the 2006 Budget.

- Electric fence is still dependent on grant approval.
- The tire staging is 100% grantable.
- Insurance questions – on environmental insurance, administration is to check with the MD Mackenzie as they previously had insurance, also with other landfill's experience.
- The inclusion of the closure cost is required by auditor.
- L&P Disposals and Jakes Disposal will be affected by the tipping fee increase, and the rate differential of residential and commercial.
- Administration was directed to examine a single tipping fee for the 2007 budget.

### **Motion #83-05**

Moved by Jerry Chomiak

THAT the Board adopt the 2006 Budget for the Mackenzie Regional Waste Management Commission as presented.

CARRIED

## **7. NEW BUSINESS**

- 7.1 Management Fees** Administration was directed to provide a copy of the breakdown of the management costs for the landfill.
- Motion #84-05**  
Moved by Jerry Chomiak  
THAT the Board approve the management fee for 2006.
- CARRIED
- 7.2 Load Cover Policy** Request to change the penalty for commercial loads without covers. Present system of doubling the tipping fee is difficult to administer.  
Ron presented the concern.
- Motion #85-05**  
Moved by Peter Braun  
THAT the Board amend the Load Cover Policy by increasing the penalty fee to \$30.00 for commercial loads.
- CARRIED
- 7.3 Signing Authority** The signing authority for the CIBC Bank Account was deferred to the next meeting.
- 7.4 Jake's Disposal Rates Concerns** Ron Pelensky spoke to the concerns raised by Jake's Disposal on the Tipping Fee increases for 2006.  
Firstly the Tipping Fee rate for commercial garbage should be the same as the transfer station rate, as people will take their garbage to transfer instead of using his business.  
Administration advised that to keep equal rates the budget would have to go back to Finance for a reworked budget.
- Secondly one month's notice is not sufficient to notify his customers.
- Thirdly, Jake wants to take loads in on Wednesday, as he only has one truck. The Town garbage pickup is taken in on Wednesday, therefore could others take garbage in on Wednesday, such as Jake's. Ron responded that a call out charge is in effect at present and he has been informed that a staff member would come out and open up the landfill for him.
- The Board discussed on which day the landfill should close, as the budget is based on 5 days per week. Haulers have previously stated Wednesday is a better day to close.
- Administration was directed to change the Budget Policy 13-05 to give customers notice of price increases, and bring it back to the Board.

Administration was also directed to close the landfill completely on Wednesdays to all haulers, including local ones, and bring the item to the next meeting.

**Fee Schedule of Bylaw  
02-04**

**Motion #86-05**

Moved by Ellis Forest

THAT the Board adopt the changes for 2006 in Schedule "A" of Bylaw 02-04, being the regional landfill fee schedule .

CARRIED

**Wood Policy**

A concern was raised as to painted wood items coming in, and whether the landfill crushes them and uses it for alternate cover. Administration advised that this has not worked well this year, and the landfill wants to go back to burning. The piles were getting mixed up, and the wood eventually went into the pit taking up air space. Environment stated we cannot burn painted wood.

Perhaps the Policy should read that anything that goes into the pit and takes airspace must be charged.

The Board asked if wood chips are allowable for alternate daily cover? To which administration advised that they could be if Environment approved it.

The Board asked administration what the viability of purchasing a chipper to chip tree limbs coming into the landfill might be, and if the benefits outweigh the costs of operation. Administration is to research the project. I.e. to take trees from land clearing. Alternately what would the cost of a contractor be to chip piled branches and trees, and could the landfill approach the mill for chips?

**8. CORRESPONDENCE FOR ACTION**

There was none.

**9. CORRESPONDENCE FOR INFORMATION**

- 9.1 Newalta Corporation** Ron Pelensky spoke to their marketing survey scatter graphs and cover letter. They still have not committed to locations, they need more marketing research work. However their Zama landfill site is almost full.

**Motion #87-05**

Moved by Ellis Forest

THAT the Board accept the marketing information from Newalta Corporation for information.

CARRIED

- 9.2 Town of High Level** The Town of High Level advised the change of members representing the Town on the Board.

**10. NEXT MEETING DATE**

**10.1 Proposed date**

**Motion #88-05**

Moved by Peter Braun  
THAT the Board set their next meeting for January 21, 2006 and set the meeting dates for 2006 at that meeting.

CARRIED

Options include evening meetings starting at 5 p.m., and perhaps some in Rainbow Lake.

**11. ADJOURNMENT**

**Motion #89-05**

Moved by Stuart Watson  
THAT the Board adjourn the meeting at 4:00 p.m.

CARRIED

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Chairman

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Secretary

Mackenzie Regional Waste Management Commission  
 STATEMENT OF FINANCIAL POSITION  
 For the Twelve Months Ending 31, December 2005

2005

<b>ASSETS</b>	
<b>Financial assets</b>	
Cash	263,949
Accounts receivable	50,414
Investments	700,000
	<u>1,014,362</u>
<b>Physical assets</b>	
Land, structures and equipment	197,612
Other assets	
	<u>1,211,975</u>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
Accounts payable	400,260
Deposit liabilities	104,507
Deferred revenue	
	<u>504,766</u>
<b>Equity</b>	
Equity in physical assets	136,288
Reserves	200,909
Accumulated operating fund	370,011
	<u>707,208</u>
	<u>1,211,975</u>

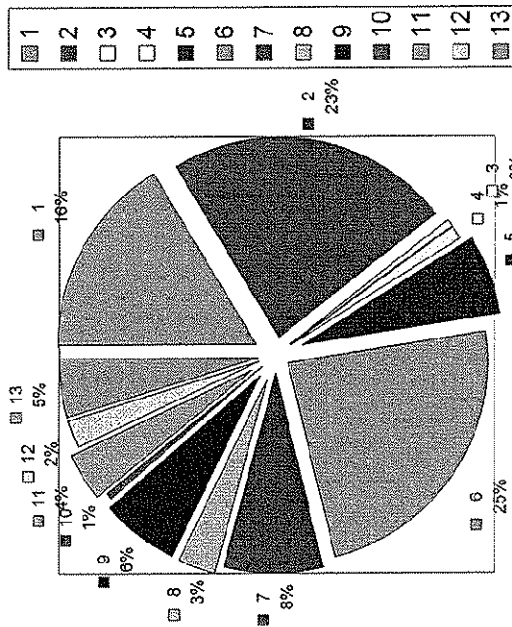
Mackenzie Regional Waste Management Commission  
Statement of Financial Activities  
For the Twelve Months Ending 31, December 2005

	2005 Budget (B)	2005 Actual (A)	Variance (B-A)	Percent o budget (A/B)
<b>REVENUE</b>				
Operating				
Tipping fees	\$401,020.00	\$520,166.94	(\$119,146.94)	129.71%
Penalties and Interest		311,853.87	(311,853.87)	0.00%
Other revenue	30,000.00		30,000.00	0.00%
	431,020.00	832,020.81	(401,000.81)	193.04%
<b>Capital</b>				
Total revenue	431,020.00	832,020.81	(401,000.81)	193.04%
<b>EXPENDITURES</b>				
Operating				
Contracted and general services	339,069.00	280,501.70	58,567.30	82.73%
Materials, goods, supplies and utilities	11,500.00	11,770.78	(270.78)	102.35%
Other expenditures	(44,549.00)	36.62	(44,585.62)	-0.08%
	306,020.00	292,309.10	13,710.90	95.52%
<b>Capital</b>				
Engineering structures	125,000.00	57,626.66	67,373.34	46.10%
Buildings		86,040.45	(86,040.45)	0.00%
Machinery and equipment		5,920.00	(5,920.00)	0.00%
Other projects		46.20	(46.20)	0.00%
	125,000.00	149,633.31	(24,633.31)	119.71%
Total Expenditures	431,020.00	441,942.41	(10,922.41)	102.53%
Excess of revenue over expenditures		390,078.40	(390,078.40)	0.00%

# Mackenzie Regional Waste Management Facility

Waste Received-December 2005

Waste Volume Legend	Metric Tonne	% of Total
MD #23 Transfer Stations	177.16	16%
MD #23 Commercial - Industrial	249.93	23%
MD #23 Construction - Demolition	5.22	0%
MD #23 Farm Residential	12.14	1%
H L Residential	68.14	6%
H L Commercial-Industrial	257.61	24%
H L Construction-Demolition	87.25	8%
R L Residential	32.02	3%
R L Commercial-Industrial	67.72	6%
Dene Tha Residential	8.76	1%
Dene Tha Transfer	41.41	4%
Paddle Transfer	22.37	2%
Products to Designated Areas	51.96	5%
<b>Total</b>	<b>1081.69</b>	<b>100%</b>



Items not included in chart  
 Soil with Hydrocarbons 0.00  
 DIRT 0.00

**Mackenzie Regional Waste Management Commission**

**Summary of Waste Received - Sorted by Area - per Metric Tonne  
Month of December 2005**

MD#23	January	February	March	April	May	June	July	August	September	October	November	December	Total
Transfer Stations	108.13	89.33	97.91	275.56	292.52	259.75	249.10	224.57	245.18	216.42	188.73	177.16	2413.88
Commercial - Industrial	363.60	464.51	580.76	384.10	428.93	376.48	307.92	311.22	266.01	300.43	257.85	249.93	4320.74
Construction - Demolition	10.36	6.85	4.34	29.77	9.44	16.10	67.86	245.92	15.07	6.67	7.34	5.22	454.84
Farm Residential	3.51	10.23	13.54	20.50	24.71	66.48	17.44	26.00	17.26	14.79	10.08	12.14	236.88
<b>Total</b>	<b>485.60</b>	<b>581.22</b>	<b>706.55</b>	<b>709.93</b>	<b>765.60</b>	<b>714.81</b>	<b>662.42</b>	<b>807.71</b>	<b>563.52</b>	<b>540.31</b>	<b>444.00</b>	<b>444.45</b>	<b>7426.12</b>
<b>Town of High Level</b>													
Residential	62.53	96.94	74.94	108.43	147.80	151.42	121.01	135.87	118.12	96.77	162.48	66.14	1302.25
Commercial - Industrial	290.00	302.72	386.38	346.48	345.05	307.21	288.62	278.61	284.34	269.29	233.10	257.61	3589.41
Construction - Demolition	10.36	11.08	8.52	26.86	30.52	65.74	17.68	50.02	193.64	115.06	30.00	87.25	712.73
<b>Total</b>	<b>362.89</b>	<b>370.74</b>	<b>469.84</b>	<b>479.77</b>	<b>523.37</b>	<b>524.37</b>	<b>487.31</b>	<b>484.50</b>	<b>602.10</b>	<b>481.72</b>	<b>426.58</b>	<b>473.00</b>	<b>5604.39</b>
<b>Town of Rainbow Lake</b>													
Residential	29.45	27.90	36.93	33.85	27.36	50.11	43.90	37.91	47.27	40.09	38.96	32.02	435.81
Commercial - Industrial	70.11	78.93	90.97	70.40	94.89	77.17	67.34	76.19	72.83	75.83	77.19	67.72	913.17
Construction - Demolition	0.00	0.00	0.00	2.20	2.01	4.08	0.00	0.00	4.13	0.00	0.00	3.03	15.45
<b>Total</b>	<b>99.56</b>	<b>106.83</b>	<b>127.90</b>	<b>106.46</b>	<b>124.06</b>	<b>131.36</b>	<b>105.24</b>	<b>114.70</b>	<b>124.03</b>	<b>115.92</b>	<b>106.15</b>	<b>102.77</b>	<b>1364.43</b>
<b>Dene The First Nations</b>													
Residential	7.52	9.11	9.18	10.53	12.73	10.58	5.03	13.30	11.36	11.24	8.54	8.76	117.88
Transfer Station	42.46	33.03	31.14	65.32	60.85	46.93	72.12	63.51	44.81	37.62	38.93	41.41	568.13
Construction - Demolition	6.06	0.00	5.91	7.12	44.87	14.70	3.97	228.43	9.95	10.27	4.70	5.88	341.66
<b>Total</b>	<b>56.04</b>	<b>42.14</b>	<b>46.23</b>	<b>82.97</b>	<b>118.25</b>	<b>72.21</b>	<b>81.72</b>	<b>295.24</b>	<b>66.12</b>	<b>59.13</b>	<b>62.77</b>	<b>56.05</b>	<b>1027.67</b>
<b>Paddle Prairie Transfer Station</b>													
Paddle Prairie Transfer Station	16.00	22.06	13.75	47.02	27.04	41.07	31.79	27.34	27.23	27.92	24.75	23.37	328.34
Non-members' BFN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.85	0.00	2.85
<b>Total Waste Deposited in Pli</b>	<b>1020.09</b>	<b>1122.39</b>	<b>1364.33</b>	<b>1436.14</b>	<b>1558.12</b>	<b>1483.82</b>	<b>1367.88</b>	<b>1708.89</b>	<b>1383.00</b>	<b>1224.40</b>	<b>1055.50</b>	<b>1038.64</b>	<b>15753.80</b>
<b>Products to Designated Area</b>													
E-waste electronics	0.11	0.11	0.00	0.09	0.02	0.15	0.10	0.24	0.00	0.00	0.00	0.00	0.74
Liquid Slump	58.67	89.40	177.23	171.92	64.83	73.04	66.31	65.55	57.20	99.96	124.49	43.92	1091.42
Wooden Bumsble	1.88	1.87	2.25	16.23	24.21	16.72	14.22	8.45	20.99	3.10	12.98	6.05	128.45
Pesticide Containers	0.00	0.00	0.00	0.00	0.00	0.25	0.12	0.01	0.08	0.00	0.00	0.00	0.46
Batteries	0.00	0.00	0.17	0.28	1.14	0.27	0.00	2.48	3.48	6.50	0.81	0.27	9.40
Tires	1.35	3.33	3.46	4.12	4.36	4.60	3.29	3.36	1.71	6.01	4.49	1.06	41.34
White Goods	2.83	1.31	1.92	4.86	3.81	5.00	3.25	4.04	2.83	3.87	3.43	1.52	38.47
Car Bodies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Assorted Metal	0.00	0.00	1.20	0.93	0.07	0.47	3.34	0.19	1.49	0.89	0.09	0.05	8.72
Oil Filter/Oil Containers	0.00	0.00	0.00	0.02	0.20	0.10	0.00	0.00	0.25	0.00	0.33	0.00	0.90
Asbestos	0.00	0.00	0.00	0.00	0.00	89.80	9.79	0.00	0.00	0.00	0.00	0.00	99.59
Animals-haulers responsible for	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>64.73</b>	<b>95.82</b>	<b>186.23</b>	<b>209.68</b>	<b>98.84</b>	<b>190.40</b>	<b>127.24</b>	<b>97.77</b>	<b>96.39</b>	<b>114.37</b>	<b>146.65</b>	<b>51.96</b>	<b>1481.48</b>
<b>Products Diverted for Recycle</b>													
2005 Monthly Total by Weight	3.88	4.75	6.75	9.30	9.30	10.59	9.38	10.31	9.78	11.30	9.15	2.90	99.57
2004 Monthly Total by Weight	1084.22	1218.81	1550.56	1635.82	1656.96	1674.22	1495.12	1806.66	1481.39	1336.77	1202.15	1090.60	17334.96
2003 Monthly Total by Weight	979.99	1117.29	1277.86	1497.85	1650.41	1626.66	1667.60	1688.24	1688.24	1688.83	1176.13	1317.06	16666.43
2002 Monthly Total by Weight	1155.19	1537.56	1453.78	1689.04	1901.56	1553.61	1629.86	2682.19	1481.26	1426.67	1125.09	1241.12	18756.93
<b>Soil with Hydrocarbons</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24.30	6103.20	2.96	25.23	0.00	6155.69
<b>DIRT</b>	0.00	0.00	0.00	0.00	0.00	261.6	0.00	60.02	543.99	811.94	253.26	0.00	1943.16

# MACKENZIE REGIONAL WASTE MANAGEMENT COMMISSION

## LANDFILL OPERATING PROCEDURE 6.3.1

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**Subject:** Waste definitions to be used for applying the regional landfill rates  
**Authority:** Bylaw 2-04, Operations Plan 6.3 Tipping Fees  
**Effective Date:** January 1, 2006

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**Issue:** The 2006 regional landfill fee schedule "A" of Bylaw 2-04 differentiates between types of waste and their source.

### **Residential Waste**

Waste delivered to the regional landfill from a household resident or through a municipal residential collection contract from a contractor:

- High Level residential collection
- Rainbow Lake residential collection
- MD Mackenzie residential collection by L&P Disposals, Jake's Disposal
- Individual residents that bring waste to the landfill

Adjustments for mixed loads will be done monthly in the accounting office and credited to the respective haulers.

### **Transfer Station**

Waste delivered to the landfill from approved transfer station locations:

- Bluehills
- Blumenort
- Buffalo Head Prairie
- Fort Vermillion
- La Crete
- Paddle Prairie
- Rainbow Lake
- Rocky Lane
- Zama

### **Commercial Waste**

Waste delivered to the landfill from businesses or waste delivered in a waste collection vehicle.

### **Construction & Demolition**

Waste delivered to the landfill from construction or demolition projects

	DATE
Approved	
Amended	

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Manager

**MACKENZIE REGIONAL WASTE MANAGEMENT COMMISSION**

**LANDFILL OPERATING PROCEDURE 6.3.2**

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**Subject:** **Billing for Mixed Residential and Commercial Waste Loads**

**Authority:** Bylaw 2-04, 6.3 Tipping Fees

**Effective Date:** January 1, 2006

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**Issue:** Bylaw 2-04 Schedule "A" sets fees and classes of waste. Some contract haulers bring in mixed loads of commercial and residential, but cannot determine the split between the two at the time of delivery. Their office knows the source of the garbage pickup by their contracts, and can ascertain the size of bin used and thereby an average tonnage of residential waste.

**Procedure:**

1. The hauler's loads will be weighed in at the Commercial Rate for all loads, because the loads are mixed residential and commercial.
2. The hauler will submit on a monthly basis his MD Mackenzie Residential Waste Hauling Report to both the MD Mackenzie office and the landfill office. This report is based on the average tonnage calculated for each size of bin, i.e. a 3 yard bin.
3. The landfill accounting office will credit the hauler's account for all residential waste hauled that month according to his report, and thereby the hauler is charged the residential rate.

	DATE
Approved	
Amended	
Amended	

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Manager

**MACKENZIE REGIONAL WASTE MANAGEMENT COMMISSION**

**REQUEST FOR DECISION**

Item # \_\_\_\_\_

**Issue:**  
**BANK SIGNING AUTHORITY**

**Recommendation:**

THAT the Board authorize the Commission Chairman or Vice-Chairman together with \_\_\_\_\_, to sign cheques and negotiable instruments for the Mackenzie Regional Waste Management Commission.

**Manager Comments:**

**Date:** September 8, 2005  
**Submitted By:** Michael Roy, Director of Finance  
**Reviewed By:**

## BACKGROUND

### Overview:

The present position, since 2004, is:

1. The Commission bank account at the CIBC is separate from the Town of High Level.
2. The Commission uses the Town's Director of Finance as their Treasurer.
3. The Commission has been using the same signing authorities as the Town of High Level.
4. There has been no direction given since the Authority changed to a Commission.
5. Commission Bylaw 01-04 s. 4.5 states:

"The signing authorities of the Commission shall be two members of the following three positions:

- (a) Chairman
- (b) Vice-Chairman
- (b) Manager

With the exception of cheques and other negotiable instruments which shall be signed by those authorized by the board of directors."

The Bylaw defines the Manager as being the person or persons appointed by the Commission to hold office. In practice the Town of High Level has been named as the manager, specifically Ron Pelensky fills that role.

Therefore it is timely that the Board pass a resolution to authorize the signatories for cheques and other negotiable instruments.

The alternatives include:

1. the Chairman or Vice-Chairman and the Manager;
2. the Chief Elected Official and the CAO of the Town of High Level, or their designates;
3. or any other combination the Board selects.

### Legislation and Policy:

Bylaw 01-04

### Organizational:

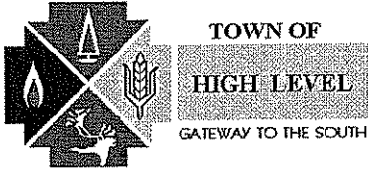
This separates the Commission from the Town if a Board member is appointed as a signatory.

### Alternatives:

1. Authorize the Chairman or the Vice-Chairman with the Manager (signing officer of the Town of High Level) to sign cheques and other negotiable instruments for the Commission.
2. Authorize the Chief Elected Official and the CAO of the Town of High Level to sign cheques and other negotiable instruments for the Commission.
3. Consider other alternatives.

### Reports/Documents:

Previous Request for Decision for Bank Signatures.



9813-102 Street  
High Level, Alberta  
T0H 1Z0  
Tel (780) 926-2201  
Fax (780) 926-2899  
www.highlevel.ca

January 19, 2006  
Mackenzie Regional Landfill Commission  
9813 - 102 street  
High Level, Alberta  
T0H 1Z0

**RE: Details on Administration Fee**

As per the Landfill commission request the following is a cost breakdown of 2006 administration fee.

• Dianne Hunter CAO	\$2000
• Administrator Manager, Ron Pelensky	\$23000
• Municipal Secretary, John Crisp	\$5000
• Financial Services	
o Management Mike Roy	\$5000
o Payables	\$4000
o Receivables	\$5000
• Vehicle costs	\$1500
• Administration Material cost	\$2500
• Office, computer, photocopier	\$2000
Total	\$50 000

If you have any questions or would like to discuss this further please contact me at 926-2201

Yours truly,

Ron Pelensky  
Director of Operations

*Gateway to the South*

**MACKENZIE REGIONAL WASTE MANAGEMENT COMMISSION  
REQUEST FOR DECISION**

Item # \_\_\_\_\_

**Issue: Landfill Access on Wednesday's**

**Recommendation:**

**Continue to allow the Town Of High Level contractor access to the landfill on Wednesday provided they supply a tarp and tarp their dumped load when required.**

**Manager Comments:**

**The commission to deliberate the options**

**Date: January 21, 2006**

**Submitted By: Ron Pelensky**

**Reviewed By:**

## BACKGROUND

### Overview:

Since the existence of the landfill at its present location the Landfill was closed on Wednesdays and the Town Of High Level had its contractor bring in waste from the residential garbage pickup run on Wednesday's.

Usually the contractor collects two packer trucks of waste and dumps one at the landfill on Wednesday. The contractor for the Town Of High Level records the weights from the electronic scale and reports them to the scale the following day. A weigh ticket is issued the next day which charges the tipping fee to the Town Of High Level.

The Landfill does have an after hour call out charge so if a contractor wanted to come in after hours or on our days off they would have to pay an overtime charge or a two hour call out charge. This charge does not get applied to the Town Of High Level contractor ,L&P disposal on Wednesdays as no landfill staff are called out.

A discussion took place on Dec 9 landfill commission meeting weather it was fair to allow access to the landfill for only one contractor.

### Legislation and Policy:

Alberta Environment approval and our Operations plan states we require to place cover or alternate cover on our waste for every day we are open. In the summer months this cover is soil and during the winter it is not required.

We do not have a formal policy on days and hours of operation however we did have a commission resolution choosing the days and hours we are open to the public.

### Financial:

No financial impact caused by allowing access to L&P on Wednesday at this time as there are no landfill or contractor staff required to be present.

### Organizational:

### Plans:

### Comments:

- The Town Of High Level waste collection contractor, L&P Disposals said he needs to dump one truck on Wednesdays to complete the Town Of High Level garbage residential pick up. He said dumping a truck into a waste bin doesn't work well as you have to dump beside it and then move it into the bin with an excavator. After this process you still have to pick up the small pieces of garbage.
- In the past they have allowed the Town Of High Level contractor to dump waste on Wednesday as there were no additional costs to the commission and it accommodated one of the members needs.
- Allowing the Town Of High Level waste contractor in on Wednesday hasn't caused any problems in the past and it appears the weights of the vehicles have been recorded accurately. This may be contributed to the town paying the tipping fees.

- If the Town Of High Level contractor is allowed to continue dumping on Wednesday a tarp should be placed over the waste in the summer months to comply with regulation.
- Allowing one contractor access to the landfill on Wednesday may continue to be viewed as favoritism.
- If the commission decides to open the landfill more days or hours the operation costs will increase.

**Alternatives:**

1. Continue to allow the Town Of High Level contractor access to the landfill on Wednesday provided they supply a tarp and tarp their dumped load when required.
2. Open the landfill for one or two hours on Wednesday and allow the two primary hauling contractors to haul in waste provided they supply a tarp and tarp their dumped load when required.
3. Allow the Town Of High Level contractor and any other contractor access to the landfill on Wednesday provided they supply a tarp and tarp their load when required and pay the two hour call out charge.
4. Advise the Town of High Level that effective March 1 2006 the MRWMC will not permit dumping of the Town Of High Level contractor residential waste collection truck on Wednesday's

**Recommended Alternative:**

Continue to allow the Town Of High Level contractor access to the landfill on Wednesday provided they supply a tarp and tarp their dumped load when required.

**Reports/Documents:**

## MACKENZIE REGIONAL WASTE MANAGEMENT COMMISSION POLICY

	<b>Policy No.:</b> 13-05
<b>Facility:</b> Mackenzie Regional Landfill	<b>Effective Date:</b> October 22, 2005
<b>Policy Title:</b> Budget Development and Approval	<b>Page 1 of 2</b>

### **PURPOSE:**

To ensure the responsible fiscal management of assets, liabilities and current operational costs to maintain responsible financial control and to provide for equitable sharing of costs for waste management disposal services among all member municipalities, while minimizing risk to individual member

### **POLICY:**

Before the end of each and every calendar year, the Commission Board will set a budget for the next fiscal year, such budget to include all sources of anticipated revenue and expenditures for the management, operation and maintenance of the waste disposal facilities. The annual budget shall be based on the principles of full cost recovery

### **RESPONSIBILITIES:**

The Commission has the power to construct, maintain and control the management of the Regional Waste Disposal Facilities and is authorized to receive and disburse funds for the purposes of said undertaking.

By September 30 of each year the member municipalities will be advised of any rate increases. Contractors and customers will be given 60 days prior notice of any rate changes, subject to any unforeseeable circumstances. Amended January 21, 2006 Res. #

At least Thirty (30) days prior to the beginning of each fiscal year of the Commission, during the term thereof and based on the principles of full cost recovery, the Manager shall prepare and submit to the Board, in writing, a recommended budget for operation and management of the facilities for the next year setting forth the Manager's best estimate of all expenses and anticipated revenues for the operation and maintenance of the Facilities, including, but not limited to:

- Operation and supervision of the disposal facilities
- Maintenance and repairs
- Insurance premiums
- Leases and operating permits
- Disposal rates
- Administration costs
- Environmental monitoring
- Consulting fees
- Interest and other revenues
- Audits

## MACKENZIE REGIONAL WASTE MANAGEMENT COMMISSION POLICY

	<b>Policy No.: 13-05</b>
<b>Facility:</b> Mackenzie Regional Landfill	<b>Effective Date:</b> October 22, 2005
<b>Policy Title:</b> Budget Development and Approval	<b>Page 2 of 2</b>

The Board shall amend Fee Schedule "A" of Bylaw 02-04 for each calendar year as required, to be charged to each of the member Municipalities and other users.

	DATE	RESOLUTION
Approved	October 22, 2005	67-05
Amended	January 21, 2006	
Amended		

## MACKENZIE REGIONAL WASTE MANAGEMENT COMMISSION POLICY

	Policy No.: 42-06
Facility: Mackenzie Regional Landfill	Effective Date:
Policy Title: Hours of Operation	Page: 1 of 1

**PURPOSE:**

To control public access to the landfill, and limit it to specified times.

**POLICY:**

1. The landfill gates will only be open for public access during the hours of operation as set out in this policy.
2. The hours of operation are:
  - Monday, Tuesday, Thursday, and Friday..... 8:00 a.m. to 5:00 p.m.
  - Wednesday and Sunday..... CLOSED
  - Saturday..... 9:00 a.m. to 5:00 p.m.
  - Statutory Holidays..... CLOSED
3. If the landfill needs to be accessed outside normal hours of operation an overtime fee or a call out charge applies, as set out in the Fee Schedule.

**RESPONSIBILITIES:**

4. The landfill personnel will be responsible for opening and closing the landfill gate according to the prescribed hours of operation.
5. The Manager will be responsible for the review of this policy and provide recommendations to the Commission for any changes.
6. The hours of operation are to be established by the Commission and subject to change as deemed necessary.

	DATE	RESOLUTION
Approved		
Amended		
Amended		

## **MACKENZIE REGIONAL WASTE MANAGEMENT COMMISSION POLICY**

	Policy No.: 43-06
Facility: Mackenzie Regional Landfill	Effective Date:
Policy Title: Ozone Depleting Substances Management Policy	Page 1 of 2

### **PURPOSE:**

To prevent the uncontrolled release of Ozone Depleting Substances from appliances and equipment stored at the landfill.

The Ozone Depleting Substances Regulation will take precedence over this Policy.

### **POLICY:**

1. In this policy, the term "units" applies to all household and commercial appliances and equipment that may contain Ozone Depleting Substances (i.e. CFCs) and may include refrigerators, freezers, and air conditioning equipment, and may also include automobile air conditioners.
2. All units will be inspected prior to acceptance for storage or disposal at the landfill, and only those units that are tagged by a qualified technician indicating that the CFCs have been purged or units that have the lines removed, may be accepted for storage and recycling.
3. Units that are NOT tagged by a qualified technician indicating that the ozone depleting substances are not purged, the site supervisor may:
  - a. Refer the customer to a qualified technician for purging of the ozone depleting substance and tagging of the unit; or
  - b. May accept the unit for storage and assess a tipping fee in accordance with the rate set out in the fee schedule.
4. All untagged units accepted for storage at the landfill will be stored in an area separate from tagged units and will not be crushed, recycled, or disposed until they are inspected and purged by a qualified technician in accordance with the Ozone Depleting Substances Regulation and appropriately tagged.
5. The units must be unloaded and stored in a manner that does not damage the ozone equipment.
6. Units that have been improperly deposited at the working face or at other locations at the landfill will be separated and inspected for appropriate tags and moved and stored in the appropriate area. In all cases where an untagged unit is identified, attempts will be made to identify the customer and if identified, the appropriate fee will be assessed.

### **RESPONSIBILITIES:**

7. The Scale Operator and/or Landfill Operator will be responsible for inspecting all units delivered to the site.

## MACKENZIE REGIONAL WASTE MANAGEMENT COMMISSION POLICY

	Policy No.: 43-06
Facility: Mackenzie Regional Landfill	Effective Date:
Policy Title: Ozone Depleting Substances Management Policy	Page 2 of 2

8. The Certified Operator will coordinate the inspection and purging of untagged units.
9. The Administrative Manager shall be responsible for the review and update of this Policy.

**RESCINDED:**

Policy No. 35-05 White Goods is hereby rescinded.

	DATE	RESOLUTION
Approved		
Amended		
Amended		

# MACKENZIE REGIONAL WASTE MANAGEMENT COMMISSION POLICY

	Policy No.: 44-06
Facility: Mackenzie Regional Landfill	Effective Date:
Policy Title: Prohibited Waste Policy	Page 1 of 1

**PURPOSE:**

To define wastes that are prohibited from disposal at the Landfill

**POLICY:**

1. Prohibited waste includes:
  - a. Any hazardous waste as defined by the Waste Control Regulation;
  - b. Any waste defined as "dangerous" oilfield waste under Guide 58 (Energy and Utilities Board);
  - c. Biomedical waste that is not rendered inert;
  - d. Radioactive waste;
  - e. Explosives; and
  - f. Bulk liquids.
  
2. The Certified Operator reserves the right to determine if a waste is acceptable at the landfill for storage or disposal, which may include soils or materials containing non-hazardous materials, such as those containing high concentrations of chlorides or other such constituents.

**RESPONSIBILITIES:**

3. The Equipment Operator and Scale Operator shall be responsible to inspect loads for prohibited debris, and to take necessary actions prevent such waste from entering the landfill site.
  
4. The Certified Operator shall be responsible for enforcing this Policy.
  
5. The Administrative Manager shall be responsible for updating and revising this Policy.

	DATE	RESOLUTION
Approved		
Amended		
Amended		

# MACKENZIE REGIONAL WASTE MANAGEMENT COMMISSION POLICY

	Policy No.: 45-06
Facility: Mackenzie Regional Landfill	Effective Date:
Policy Title: Visitor Record	Page 1 of 1

**PURPOSE:**

To maintain a record of site visitors for site safety.

**POLICY:**

1. In this Policy "visitors" means those persons that are non-customers and may include:
  - a. Town employees and councillors;
  - b. Consultants;
  - c. Alberta Environment inspector;
  - d. Scheduled tour groups; or
  - e. Other non-customers.
2. All visitors will report to the weigh scale at the landfill and will sign a visitor registry that includes the person's name, time of entry, and purpose of the visit.
3. All visitors will report to the weigh scale upon leaving the site and will initial and enter the time of departure on the visitor registry.
4. Prior to departure from the site, the weigh scale operator will check the visitor registry to make sure all visitors have signed out.

**RESPONSIBILITIES:**

5. The Scale Operator will maintain the visitor registry.
6. The Manager shall be responsible for the review and update of this Policy.

	DATE	RESOLUTION
Approved		
Amended		
Amended		

# Mackenzie Regional Waste Management Commission

9813-102<sup>nd</sup> Street, High Level Alberta  
Phone No. (780) 926-2201 Fax No. (780) 926-2899



January 3, 2006

Arnold T. Follingo, CA  
KPMG LLP  
Chartered Accountants  
10125 - 102 Street  
Edmonton, AB  
T5J 3V8



Dear Sir:

Please find enclosed the engagement letter from the Commission signed by Stuart Watson, Chairman.

Yours Truly

A handwritten signature in black ink, appearing to read "John Crisp".

John Crisp  
Municipal Secretary

cc Michael Roy, Director of Corporate Services  
Stuart Watson, Commission Chairman

