



Mackenzie Regional Waste Management Commission

**Board Meeting
Stardust Motor Inn at 6 p.m.
July 25, 2006**

AGENDA

1. CALL TO ORDER

Call to order and introduction of Pat Sliworsky, Landfill Manager.

2. ADOPTION OF AGENDA

Additions and deletions

3. DELEGATIONS

None.

4. ADOPTION OF MINUTES

4.1 Regular Meeting of April 29, 2006

Adoption of minutes.

4.2 Special Meeting of June 15, 2006

Adoption of minutes.

5. REPORTS

5.1 Finance Report

For period of January 1 to June 30, 2006.

5.2 Operations Report

Ron Pelensky report.

6. OLD BUSINESS

7. NEW BUSINESS

7.1 Discussion of Landfill Goals and Objectives

Discussion of goals and objectives for immediate and short term, with reference to the Master Plan and Manager Job Description.

7.2 Communications

Consideration of cell phone capability, as there is only one phone line to the landfill office, for phone and fax.

7.3 Landfill Vehicle

Alternatives for provision of a Landfill vehicle. Quotations to be submitted at meeting. Estimated to be \$1,850 for balance of the year.

**7.4 Residential Tonnage
Rebate for Contractors**

Approval of residential tonnage rebates to contractors up to June.

8. CORRESPONDENCE FOR ACTION

None.

9. CORRESPONDENCE FOR INFORMATION

None.

10. NEXT MEETING DATE

Date for September meeting. Fourth Saturday of the month is
September 23, 2006.

11. ADJOURNMENT

ITEM 4.1



Mackenzie Regional Waste Management Commission

Regular Board Meeting
Stardust Motor Inn at 10 a.m.
April 29, 2006

MINUTES

In Attendance:	Stuart Watson, Chair, MD Mackenzie Jerry Chomiak, Vice Chair, Town of High Level Kelly Drover, Town of Rainbow Lake Peter Braun, MD Mackenzie
Staff:	Ron Pelensky, Director of Operations, Manager John Crisp, Municipal Secretary Michael Roy, Director of Corporate Services
Absent:	Ellis Forest, Town of High Level

1. CALL TO ORDER

Chair Stuart Watson called the meeting to order at 10 a.m.

2. ADOPTION OF AGENDA

Resolution #42-06
Moved by Peter Braun
THAT the Board adopt the agenda of April 29 with the following addition:
7.5 Community Stewardship

CARRIED

3. DELEGATIONS

There were none.

4. ADOPTION OF MINUTES

**4.1 Regular Meeting of
February 25, 2006**

Resolution #43-06
Moved by Kelly Drover
THAT the Board adopt the February 25, 2006 minutes as presented.

CARRIED

5. REPORTS

5.1 Finance Report

Resolution #44-06

Moved by Jerry Chomiak

THAT the Board accept the financial report for the period January 1 to March 31, 2006, as presented by Michael Roy, Director of Corporate Services, for information.

CARRIED

5.2 Operations Report

Monthly Report of Tonnage and Operations was submitted by Ron Pelensky, Manager

- There were no reductions in tonnage in February and March 2006.
- Spring thaw – short muddy season, with a few complaints about the sump area.
- Pit face went well.
- Should be starting daily cover soon with dirt and/or tarp.
- Requested more people on site (landfill) from the contractor, as only one person before Easter. Need more staff for litter, and pumping water of new cell.
- Battery storage area needs some gravel, which will be done when the tire staging area is constructed.

Resolution #45-06

Moved by Kelly Drover

THAT the Board accept the Operations Report by Ron Pelensky, Manager, for information.

CARRIED

5.3 Paint Workshop Report

Verbal Report was given by Ron Pelensky on the proposed Alberta Environment's Paint Program, after attending the workshop in Grande Prairie.

- Program seems similar in concept to the e-waste program.
- Program to collect paint cans, empty or full. At present no fees to the operator but to the consumer.
- Would not take paint thinners.

Resolution #46-06

Moved by Peter Braun

THAT the Board accept the Paint Workshop Report by Ron Pelensky for information, and send a letter to Alberta Environment regarding acceptance of paint thinners.

CARRIED

5.4 Task List

Task List of previous meetings and progress to date was presented.

- Insurance – discussion of deficiencies that were the basis of refusal.
- Alternate Daily Cover – this was discussed with George Neurohr, who advised that a tarp could be tried. A tarp will be included in a grant application.
- Land lease expansion – administration is to research whether to purchase or lease, and whether the Commission can be the lessee or purchaser directly; and report back to the next meeting.

Resolution #47-06

Moved by Peter Braun

THAT the Board accept the Task List report for information.

CARRIED

6. OLD BUSINESS

6.1 Amended Policies

Policies previously adopted as amended, final copies given to the Board:

- Freon Policy 43-06
- Hours of Operation Policy 42-06
- Per Diem Policy 41-06

**6.2 2005 Annual
Groundwater
Monitoring program
Report**

Ron Pelensky noted the highlights of the Report.

- Need several more years' data on the 30 meter deep well, as we want to use this well to establish alternate standards for the background readings.
- East side of landfill has high chloride, sodium, and sulphate levels by substantial amounts.
- Surface water testing results are above accepted standards in borrow pit, and in the east slough. The surrounding area has higher readings than the landfill.
- We will ask if we can pump out the borrow pit.
- Some of the wells have higher chlorides also.
- Concern on UMA's testing methods. The wells were purged and tested in the same day instead of allowing at least a day for the well to refill. Some of the graphs are quite different than previous years, with no explanation. It is crucial that proper testing be done, as the results stay in the records permanently and the ground water study is based on test results. In the future we will need to give instructions to UMA on purging wells. Administration

to check with other landfills on alternate companies and costs for completing ground water studies and report back to the Board.

- Demonstrates that the drainage is different than previously thought, some drainage is to the Northwest and some to the South.
- The Report is missing page numbers, and therefore more difficult to use.

Resolution #48-06

Moved by Peter Braun

THAT the Board send a letter to Alberta Environment advising of the landfill test results by UMA Engineering, and request a release of water from the borrow pit without any remedial treatment.

CARRIED

Resolution #49-06

Moved by Jerry Chomiak

THAT the Board accept the 2005 Annual Groundwater Monitoring Program Report by UMA Engineering for information.

CARRIED

**6.3 UMA Request for
Additional Fees for
Master Plan**

Resolution #50-06

Moved by Kelly Drover

That the Board reject invoice # 060222-1094 from UMA Engineering Ltd in the amount of \$7,266.18 because the work stated is included in the original RFP and is part of the contract.

CARRIED

Administration was instructed to discuss the invoice with UMA and report back to Commission.

7. NEW BUSINESS

**7.1 2005 Audited Financial
Statements**

Michael Roy, Director of Corporate Services, submitted the Auditor's Findings Report, and the 2005 Financial Statements to the Board.

- The Findings and the Statements were reviewed with the Board.
- The Board was advised that the Statements are in compliance with Municipal Affairs' timelines.
- The Board expressed concern over Planet Recycle

still owing \$31,156, and requested administration to use a lawyer to attempt recovery, and name both Planet Recycle and the purchaser, L&P as potential defendants.

- The Board then discussed possible methods to prevent future occurrences of unpaid invoices. Administration was requested to bring back recommendations to the Board.
- The Board was advised that closure costs are depreciated over the next 15 years, and are primarily affected by the lease restriction of 25 years. There is a need to request a longer lease to more closely match the life of the landfill, or purchase the present site. Administration is to meet with Alberta Sustainable Resources to make such application, and report back to the next Commission meeting.

Resolution #51-06

Moved by Peter Braun

THAT the Board adopt the 2005 Audited Financial Statements for the Mackenzie Regional Waste management Commission.

CARRIED

7.2 2005 Write-offs

The Board discussed the procedures and steps that have been taken by administration to prevent future occurrences.

Administration is to research installing a bank machine terminal at the Landfill Gatehouse to accept credit cards and bank cards to prevent cash being handled at the gatehouse, for those without approved credit.

A minimum transaction value is to be established.

Recommendations are to be brought back to the Board.

Resolution #52-06

Moved by Kelly Drover

THAT the Board approve the write-off of uncollectible accounts for 2005 in the amount of \$53,905.43.

CARRIED

7.3 Approval of Contractor's Residential Waste Haulage Loads

Resolution #53-06

Moved by Peter Braun

THAT the Board approve the process of crediting for residential waste to contractor's accounts and that Jake's Disposal be credited for \$667.17 for the invoices from January to March 2006 inclusive.

CARRIED

Meeting Break for Lunch

Recessed at 12:43 p.m.
Reconvened at 1:04 p.m.

**7.4 Annual Report to
Alberta Environment**

Ron Pelensky gave a summary of the Report's highlights.

Resolution #54-06

Moved by Kelly Drover
THAT the Board adopt the Commission's 2005 Annual
Report to Alberta Environment.

CARRIED

**7.5 Community
Stewardship**

Kelly Drover commented on the litter on Highway 58.
The Board discussed the practices of other community
groups in cleaning up highways and roadsides.
Administration explained the processes already in place with
La Prairie and corporate sponsors.

Resolution #55-06

Moved by Kelly Drover
That the Commission sponsor an annual cleanup on
Highway 58 West from the landfill to the Husky Oil
Evergreen Plant, at a maximum cost of \$1,000, with
appropriate public recognition.

CARRIED

8. CORRESPONDENCE FOR ACTION

**8.1 FCM re Green
Municipal Fund**

Resolution #56-06

Moved by Jerry Chomiak
THAT the Board instruct administration to investigate the
design and construction of a composting facility, if fully
grantable under the FCM's Green Municipal Fund, and bring
back the information to the next meeting.

CARRIED

9. CORRESPONDENCE FOR INFORMATION

**9.1 Grantable Projects
2005-6**

Resolution #57-06

Moved by Peter Braun
THAT the Grantable projects list in NW Alberta presented by
Alberta Environment be accepted for information.

CARRIED

Administration to inform BJE Group of tarp required in the
contract for Alternate Daily Cover and the date for

commencement.

10. IN-CAMERA AGENDA

**10.1 Landfill Manager
Applications**

Resolution #58-06

Moved by Jerry Chomiak

THAT the Board go in-camera at 1:52 p.m. to discuss the land manager applications.

CARRIED

Resolution #59-06

Moved by Kelly Drover

THAT the Board come out of camera at 2:27 p.m.

CARRIED

Administration was asked to set interviews for the Landfill Manager position up for May 19, 2006.

11. NEXT MEETING DATE

11.1 Regular Meeting

To be set later.

**11.2 Landfill Manager
Interviews**

May 19, 2006 at 6:30 p.m. in the Council chambers. The Board to meet at 6 p.m.

12. ADJOURNMENT

Resolution #60-06

Moved by Peter Braun

THAT the Board adjourn the Mackenzie Regional Waste Management Commission meeting at 2:28 p.m.

CARRIED

Chairman

Municipal Secretary



Mackenzie Regional Waste Management Commission

Special Board Meeting
by Conference Call
June 15, 2006

MINUTES

In attendance:	Stuart Watson	Chair, MD Mackenzie
	Jerry Chomiak	Vice Chair, Town of High Level
	Ellis Forest	Town of High level
	Kelly Drover	Town of Rainbow Lake
	Loren Bojarski	Town of Rainbow Lake
Staff:	John Crisp	Secretary
Regrets:	Peter Braun	MD Mackenzie

1. CALL TO ORDER

Telus Conference Call #321916 at which all participants could hear each other, pursuant to s.199 MGA.

Chair Stuart Watson called the meeting to order at 9:03 a.m.

2. LANDFILL MANAGER POSITION

2.1 Manager Employment Contract

The proposed Employment Contract, with the attached Schedules of Job Description and Benefits Summary, was e-mailed to all Board members prior to the meeting.

Amendments were made to the Benefits Summary in response to questions from the candidate.

Resolution #61-06

Moved by Kelly Drover

THAT an Employment Contract, as amended, be sent to Pat Sliworsky for the Landfill Manager position, with a closing date of June 23, 2006.

CARRIED

3. NEXT MEETING DATE

Dependant upon the response from the candidate.

4. ADJOURNMENT

Resolution #62-06

Moved by Stuart Watson

THAT the special meeting be adjourned at 9:25 a.m.

CARRIED

Stuart Watson, Chairman

John Crisp, Secretary

k) Relocate and construct storage compounds

Schedule Future

Cost Estimate \$100,000

l) Cell 5

Schedule Future - as determined by airspace and cover soil requirements

Cost Estimate \$300,000

LANDFILL MANAGER

REPORT TO: MACKENZIE REGIONAL WASTE MANAGEMENT COMMISSION

INCUMBENT:

Reporting to the Mackenzie Regional Waste Management Commission, the Landfill Manager will be responsible for the responsible and efficient management of waste disposal. This includes the efficient operation of the Landfill site, under the approved budget, policies, by-laws, procedures, pertinent codes, guidelines and legislation.

RESPONSIBILITIES/DUTIES

1. The preparation of annual budgets and expenditure control for the department within the parameters of the budget as approved by the Mackenzie Regional Waste Management Commission (MRWMC).
2. Provide supervision, hiring, training and direction for the Landfill Staff. Ensure and facilitate all applicable training programs and related policies are in place and adhered to.
3. Ensure all functions, infrastructure maintenance, and Capital Projects for any and all projects for the Landfill are completed within budget, approved standards, and to the satisfaction of the MRWMC
4. Oversee operations of the Landfill in cooperation with engineering consultants and Alberta Environment, to ensure compliance with the operating license, all Alberta Environment, Municipal, Provincial and Federal policies, laws and regulations.
5. Ensure scale tickets are completed accurately and filed for invoicing and record keeping
6. Access applicable alternate funding sources and grants in a timely fashion.
7. Maintain memberships with, and attendance to, all applicable Associations, Meetings, Workshops, and/or Conferences.
8. Ensure and direct enforcement of all regulations and legislated requirements as directed by the MRWMC
9. Maintain an effective working relationship with other key personnel, including, but not limited to: all members of the MRWMC, participating municipalities, and related provincial and regional associations.
10. Supervise the Landfill contractor to ensure the requirements of the contract are being met .
11. Supervise operation of waste transfer sites and Household Hazardous Waste Collection roundups.
12. Provide excellent customer service by responding to customer inquires in a professional and timely manor.
13. Prepare and distribute MRWMC meeting agendas and ensure the minutes are taken and filed.
14. Prepare and supervise contracts.
15. Present informed recommendations and monthly reports to the MRWMC.
16. Perform other duties and/or functions as assigned by the MRWMC

REQUIREMENTS

1. The minimum qualifications required to perform these duties are:
 - High School diploma
 - Certified Landfill Operator designation (or working towards)
 - S.W.A.N.A. certification

2. The minimum experience required to perform these duties are:
 - Minimum three years landfill operation;
 - Minimum five years in a supervisory capacity.
 - Contract preparation and management
 - Demonstrated ability to work with a Council, Board and/or Commission

GUIDANCE RECEIVED

Directives, manuals, regulations, ordinance, or other written guidelines used regularly by this position are:

- Direction from the MRWMC
- Waste Management Commission Policies and Procedures;
- Human Resources Manual;
- Provincial regulations and legislation
- Accepted construction/maintenance methods and/or practices;
- Plans and specifications.
- MRWMC Master Plan and Operations Plan
- Standard Guidelines for Landfills

CONTACTS

This position will have frequent contact with the following:

- Contractors & Engineers;
- Alberta Government Representatives;
- General Public;
- Mackenzie Regional Waste Management Commission board.

ENVIRONMENT

Features of work, which may create unusual demands or, which may create physical and/or mental stress, are:

- Considerable pressure may be exerted on the Landfill Manager by the MRWMC to ensure work is completed, to meet deadlines;
- Requires discretion in all matters;
- Working irregular hours (i.e. evenings/weekends/emergency call-outs);
- Working in extreme weather conditions

SIGNATURES

I have read and understand the contents contained within this job description. The MRWMC has informed me that this is a general description of the duties responsibilities and qualifications for the position of the Landfill Manager. This description will form the basis for my classification level and the basis for my performance evaluation.

Employee's Signature: _____

Supervisor's Signature: _____

Date: _____

MACKENZIE REGIONAL WASTE MANAGEMENT COMMISSION
REQUEST FOR DECISION

Issue:

Residential Pickup Rebates to Contractors

Background:

Both Jake's Disposal and L&P Disposal have submitted dates and tonnage for the residential waste that was contained in their truck(s) that were invoiced out at commercial rates. As before the Board is requested to approve the credits.

Recommendation:

THAT the Board approve the credits to the following contractor's accounts for residential waste pickup:

Jake's Disposal for April to June 2006 inclusive in the amount of \$667.17

L&P Disposals for January to June 2006 inclusive in the amount of \$604.10.

Comments:

Date: July 25, 2006

Submitted By: John Crisp

Reviewed By: Ron Pelensky

JAKE'S DISPOSAL LTD.
 BOX 901 PH 92B 2006
 LA CRETE, AB T0H 2H0

RECEIVED

JUN 22 2006

PLEASE RETURN THIS PORTION
 WITH YOUR PAYMENT

TOWN OF HIGH LEVEL

STATEMENT DATE	ACCOUNT NO.
06-20-06	135

STATEMENT OF ACCOUNT

MACKENZIE REGIONAL WASTE
 9813 - 102 STREET
 HIGH LEVEL, AB T0H 1Z0

STATEMENT DATE	ACCOUNT NO.
06-20-06	135

AMOUNT REMITTED _____

DATE PAID _____ CHEQUE NO. _____ AMOUNT _____

IF PAYING BY INVOICE - PLEASE
 CHECK INDIVIDUAL INVOICES PAID

TRANSACTION DATE	INVOICE NO.	DESCRIPTION	AMOUNT	BALANCE
01-20-06	17858	Invoice	222.39	
05-29-06	CH 5179	Payment	222.39	0.00
02-20-06	17876	Invoice	222.39	
05-29-06	CH 5179	Payment	222.39	0.00
03-20-06	17993	Invoice	222.39	
05-29-06	CH 5179	Payment	222.39	0.00
04-20-06	18116	Invoice	222.39	
05-20-06	18240	Invoice	222.39	
06-20-06	18373	Invoice	222.39	
AGE	Current	31-60	Over 60	TOTAL
AMOUNT	222.39	222.39	222.39	667.17

INVOICE NO.	AMOUNT DUE
17858	0.00
17876	0.00
17993	0.00
18116	222.39
18240	222.39
18373	222.39
BALANCE DUE	TOTAL
← →	667.17

L&P Disposals
Box 179
High Level, AB.
T0H 1Z0

May 16, 2006

Town of High Level

Re: Residential tipping fees for rural customers

Please credit our account for the following

January 2006	15.740 T x \$8.00 =	\$125.92
February 2006	9.740 T x \$8.00 =	\$77.92
March 2006	12.550 T x \$8.00 =	\$100.40
April 2006	12.930 T x \$8.00 =	\$103.44
	Total	\$407.68

TOWN OF HIGH LEVEL	
File No. _____	
RECEIVED: MAY 24 2006	
Copy to: _____	
Action: _____	

L&P Disposals
Box 179
High Level, AB.
T0H 1Z0

July 4, 2006

Town of High Level

Re: Residential tipping fees for rural customers

Please credit our account for the following

May 2006	11.121 T x \$8.00 =	\$88.96
June 2006	13.433 T x \$8.00 =	\$107.46
	Total	\$196.42

RECEIVED

JUL 06 2006

TOWN OF HIGH LEVEL