

MACKENZIE REGIONAL WASTE MANAGEMENT COMMISSION

AGENDA

NOVEMBER 03, 2007

- 1. CALL TO ORDER**
 - 1.1 Election of Chair and Vice Chair

 - 1.2 Establish Executive Committee

- 2. ADOPTION OF AGENDA**
 - 2.1 Agenda Additions/Deletions

- 3. DELEGATIONS**
 - 3.1 George Schmidt re: Invoice for Waste

- 4. REPORTS**
 - 4.1 Managers Report & September Statistics

4. REPORTS

4.2 Financial Report as of September 30, 2007

5. ADOPTION OF MINUTES

5.1 Minutes of August 25 2007 Regular Meeting

5.2 Minutes of September 29, 2007 Regular Meeting

6. BUSINESS ARISING FROM THE MINUTES

6.1 Tipping Fees from other Landfill Sites

6.2 2008 Budget

6.3 Non-member Tipping Fees

6.4 Fee Schedule Bylaw 02-07

7. NEW BUSINESS

7.1 George Schmidt Invoice

7.2 Job Description for Administrative/Financial Assistant

7.3 Per Diem

8. CORRESPONDENCE

8.1 Paint Program

9. NOTICE OF MOTION

10. NEXT MEETING

10.1 January 26, 2008

11. IN-CAMERA ITEMS

12. ADJOURNMENT

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

Issue:
Election of Chair and Vice Chair for 2007/8

Recommendation:
THAT the Commission hold election for the offices of Chairman and Vice Chairman for the balance of 2007 and up to the next organizational meeting.

Manager Comments:

Date: November 3, 2007
Submitted By: Pat Sliworsky, Manager
Reviewed By:

BACKGROUND

Overview:

The Bylaws state that elections be held annually in conjunction with the member municipalities' organizational meetings, as follows:

Officers

- 4.1 The Board shall at its first regular meeting after the municipal elections and appointments, elect one Board member to serve as Chairman and one Board member to serve as Vice-Chairman. These appointments shall be for a one (1) year term.
- 4.2 The Officers of the Commission shall include:
 - (a) Chairman
 - (b) Vice-Chairman
- 4.3 Chairman shall:
 - (a) Preside over all meetings of the Commission
 - (b) Vote as a normal member of the Commission
- 4.4 The Vice-Chairman shall:
 - (a) Preside over all meetings of the Commission in the absence of the Chairman,
 - (b) Assist the Chairman in all duties, as required
- 4.5 The signing authorities of the Commission shall be two members of the following three positions:
 - (a) Chairman
 - (b) Vice-Chairman
 - (c) Manager
 With the exception of cheques and other negotiable instruments which shall be signed by those authorized by the board of directors.

The elections are therefore required.

The Bylaw does not state that all Board members must be present to hold elections.

Legislation and Policy:

Commission Bylaw 01-04

Financial:

No impact.

Organizational:

Required.

Alternatives:

1. Elect Chair and Vice Chair

MACKENZIE REGIONAL WASTE MANAGEMENT COMMISSION
REQUEST FOR DECISION

Issue:

Executive Committee

Recommendation:

THAT the Commission approve the Chairman and Vice-Chairman as the Executive Committee.

Comments:

If there is a need for a quick decision to be made for direction to the Administration, it would be done by the Executive Committee and ratified at the next meeting.

Date: November 3, 2007

Submitted By: Pat Sliworsky, Manager

Reviewed By:

Mackenzie Regional Waste Management Commiss
 c/o Town of High Level
 10511-103 Street
 High Level AB T0H 1Z0

INVOICE	IVC0000000001495
Type	
Date	09/10/2007
Page	1

Bill to:

SCHMIDT, GEORGE
 BOX 1444
 HIGH LEVEL ALBERTA T0H 1Z0

Ship to:

SCHMIDT, GEORGE
 BOX 1444
 HIGH LEVEL ALBERTA T0H 1Z0

Purchase Order ID	Customer ID	Salesperson ID	Shipping Method	Payment Terms ID	
	SCHM001		NONE	Net 30	
Quantity	Description	U Of M	Discount	Unit Price	Ext. Price
1	LANDFILL SEPTEMBER 2007	Each	\$0.00	\$53.94	\$53.94
1	PRIVATE HAUL	Each	\$0.00	\$0.00	\$0.00
1	RESIDENTIAL WASTE	Each	\$0.00	\$0.00	\$0.00
Subtotal					\$53.94
Misc					\$0.00
Tax					\$3.24
Freight					\$0.00
Trade Discount					\$0.00
Total					\$57.18

MACKENZIE REGIONAL WASTE MANAGEMENT COMMISSION
 10511-103 Street
 High Level, AB
 T9H-1Z0

R 106107972
 Phone 780-926-2950

MACKENZIE REGIONAL LANDFILL - SE1-110-20-WSM

Site ID: MC

Load: 1

Ticket: 5161

Account: PRI PRIVATELY HAULED (PRI)
 Vehicle: PRI PRIVATE PRIVATE
 Source: RES Residential Waste High Level
 Material: RES Residential Waste/HL

In	Sep 07, 07	00:32		Gross	6,780 kg	6.78 mt
Out	Sep 07, 07	06:44	ES	Tare	5,520 kg	5.62 mt
				NET	1,160 kg	1.16 mt

Rate \$ 46.50/MT
 Minimum Charge \$ 5.00

Extended \$ 53.94
 G. S. T. \$ 3.24
 P. S. T. \$ 0.00

HOUSEHOLD/GREY DODGE & TRAILER/GEORGE SCHMIDT

GRAND TOTAL \$ 57.18

Due on Account

MON-FRI 8-5PM SAT 9-5PM

LANDFILL HOURS OF OPERATION:

SUN AND WEDNESDAY CLOSED

THIS IS NOT AN INVOICE; DO NOT PAY!

CLOSED ALL HOLIDAYS

PRINT NAME:

SIGNATURE:

MACKENZIE REGIONAL WASTE MANAGEMENT COMMISSION
REQUEST FOR DECISION

Issue:
Operating Report for September 2007

Background:
Submission of the standard operating report to Alberta Environment and the Commission Board.

Recommendation:
Review by Manager of operations, and accept for information.

Comments:

Date: November 3, 2007
Submitted By: Pat Sliworsky, Manager
Reviewed By:

Manager's Report

- The waste in the first 9 months of this year is a little higher as compared to 2006.
- Alberta Environment gave us a surprise inspection on October 25th. A letter will follow and all was said to be very positive.
- Final costs for the repairs to the 963C Track Loader were not received at the time of this report.
- Repairs to the 416C Backhoe were done but the final costs for the repairs were not received at the time of this report. Return of this equipment from Peace River was to be on October 30th.

***Mackenzie Regional Waste Management Commission
Class IIB Landfill***

Monthly Operations Report and Summary

Month of September 2007

Reporting To:

Alberta Environmental and Protection

Attention: Mr. George Neurohr

10320 - 99th Street

Grande Prairie, Alberta

T8V 6J4

Phone: 780-538-5351

Mackenzie Regional Waste Management Commission
Monthly Operations Summary
Month of September 2007

1: Supervision and Operating Personnel

<u>Landfill Manager</u>	<u>Pat Sliworsky</u>	<u>MRWMC</u>
<u>Scale Operations</u>	<u>Erica Stewart</u>	<u>MRWMC</u>
<u>Landfill Operator</u>	<u>Neville Pomeroy</u>	<u>MRWMC</u>
<u>Equipment Operator</u>	<u>Hamid Achour</u>	<u>MRWMC</u>

2: Load Inspections

Inspections are conducted on a random basis throughout the month

3: Daily Activities

Please find attached the Summary of Daily Activities and Information
 Daily journal filed at the landfill office;
 Scale cleaning
 Sorting and hauling recycled metals and white goods

4: Operational Problems

Ravens
 Customers placing waste at incorrect locations
 Customers not covering & securing loads

5: Public Complaints

People don't want to pay for Freon removal

6: Special Activities

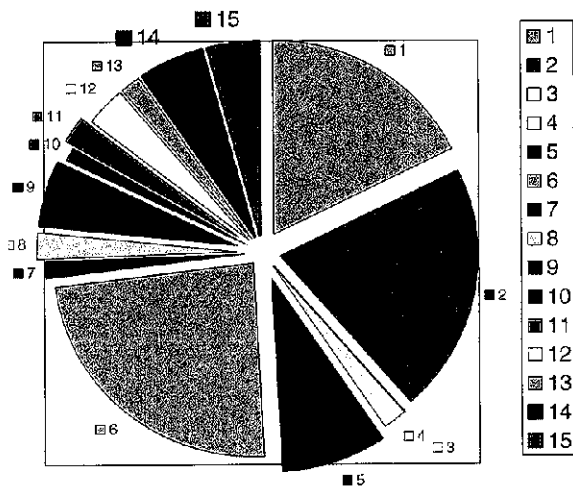
Litter fences moved to appropriate locations
 White goods being hauled off of the site
 Metal being sorted and hauled off of the site

Mackenzie Regional Waste Management Commission
Montly Reporting Summary
Month of September 2007

Monitoring Parameters	Frequency	Method	Sampling Location	Reporting Method	Attachment of Action
Weight & type of waste received	Daily, per load	Landfill Weigh Scale	Landfill Entrance	Scale Record per load	Attached Waste Received Report
Weight & type of waste removed	Daily, per load	Landfill Weigh Scale	Landfill Entrance	Scale Record per load	Attachment #2 Load Summary
Hazardous waste detection	Daily, per load	Observation and load inspection	Landfill & Entrance and disposal storage sites	Operating Record	None observed this reporting
Location of waste deposited	Daily	Per survey record	Active portion of cell	Operating Record	cell #3B
Cover Thickness	Daily	Observation	Active portion of cell	Operating Record	None, using snow as daily cover
Working Face Width	Daily	Observation	Active portion of cell	Operating Record	75ft working face, monitored
Leachate level monitoring	Per operation plan	Measurement	Leachate storage pond or cell	Operating Record	Annual reporting
Leachate analysis	Per operation plan	Grab Sample	Leachate storage pond or cell	Operating Record	none
Volume of leachate removed	As removed	Measurement	Leachate storage pond or cell	Operating Record	none
Surface Monitoring	Surface water monitoring plan	Observation	Active portion of cell	Operating Record	Daily
Intermediate cover	When cover applied	Observation	Completion of cell	Operating Record	none
Final cover	Cell Closure	Survey cores and test pits	Completion of cell	Survey Record	none
Groundwater monitoring	Per GWP as amended	Measurement and grab sample	Groundwater monitoring wells	Operating Record	Annual reporting

Mackenzie Regional Landfill

**Waste Received
September 2007**

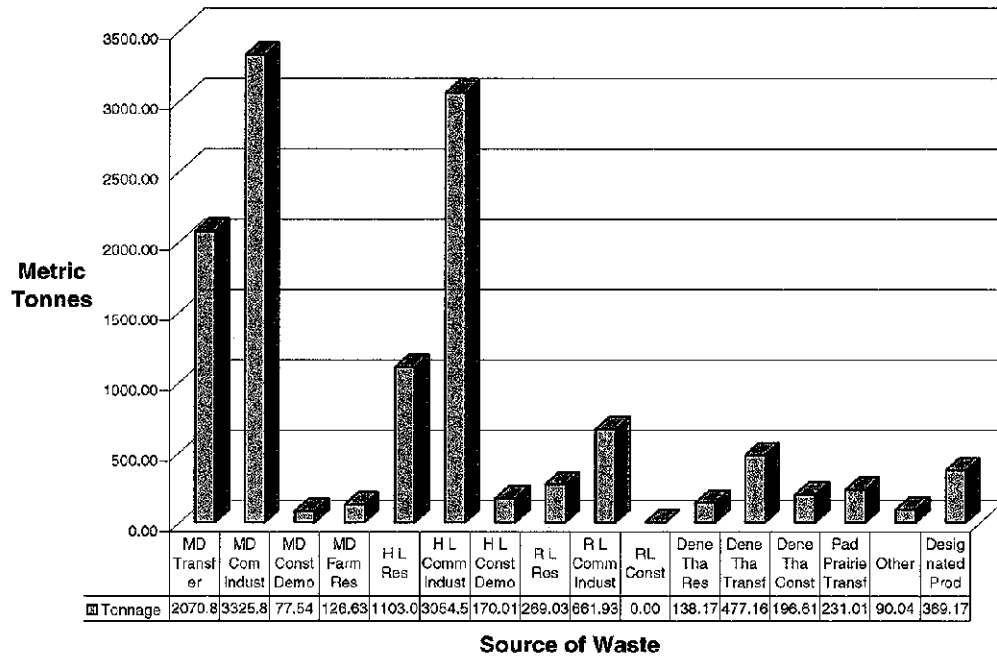


Waste Volume Legend	Metric Tonne	% of Total	Legend
MD #23 Transfer Stations	236.52	18%	1
MD #23 Commercial - Industrial	276.18	21%	2
MD #23 Construction - Demolition	0.52	0%	3
MD #23 Farm Residential	23.83	2%	4
H L Residential	117.02	9%	5
H L Commercial-Industrial	316.07	24%	6
H L Construction-Demolition	17.36	1%	7
R L Residential	28.36	2%	8
R L Commercial-Industrial	76.94	6%	9
Dene Tha Residential	13.06	1%	10
Dene Tha Transfer	28.41	2%	11
Dene Tha Const./Demo.	45.13	3%	12
Paddle Transfer	23.70	2%	13
Non-Members	69.67	5%	14
Products to Designated Areas	54.14	4%	15
Total	1326.92	100%	

Items not included in chart

Soil with Hydrocarbons	0.00
DIRT	29.38

Landfill Accumulated Tonnage to September 30, 2007



ID#23	January	February	March	April	May	June	July	August	September	October	November	December	Total
Transfer Stations	130.32	108.65	142.82	227.06	319.36	309.92	356.12	291.03	236.52				2070.81
Commercial - Industrial	333.07	357.09	452.47	393.12	575.24	432.02	275.50	257.50	278.18				3925.85
Construction - Demolition	3.01	0.58	11.04	0.06	4.97	0.00	43.89	7.41	0.52				77.54
Farm Residential	3.58	11.25	12.10	10.30	17.55	21.46	14.54	12.02	23.93				126.62
Total WDR#23	478.98	478.08	618.43	604.53	900.02	771.98	627.84	587.72	537.09	0.00	0.00	0.00	3,900.83
Town of High Level													
Residential	61.71	58.43	67.37	117.60	222.14	172.18	134.70	181.91	117.02				1103.06
Commercial - Industrial	246.40	228.03	255.15	301.61	369.48	488.54	399.04	478.33	316.07				3064.54
Construction - Demolition	7.26	12.37	18.60	13.06	32.45	25.76	18.24	26.31	17.56				170.01
Total High Level	315.37	298.72	360.13	432.27	624.07	686.48	542.98	686.55	450.43	0.00	0.00	0.00	4,327.61
Town of Rainbow Lake													
Regional	22.06	23.15	27.28	25.69	45.26	30.34	27.19	35.73	26.36				289.03
Commercial - Industrial	65.17	65.94	78.30	65.85	91.59	74.22	79.27	65.75	76.94				651.93
Construction - Demolition													0.00
Total Rainbow Lake	86.20	88.49	105.18	95.04	136.85	104.56	106.46	101.48	103.30	0.00	0.00	0.00	930.96
Dene Tha First Nations													
Residential	11.73	11.79	12.19	17.57	24.20	16.26	15.33	16.05	19.08				183.17
Transfer Station	92.33	32.55	46.31	45.51	99.99	68.54	52.19	50.23	38.41				477.16
Construction - Demolition	9.71	5.19	6.77	14.99	27.25	46.46	9.24	32.27	45.13				195.61
Total Dene Tha	73.82	49.53	65.26	78.67	151.44	131.26	76.76	98.60	85.60	0.00	0.00	0.00	811.94
Paddle Prairie Mills Settlement													
Transfer Station	13.35	28.79	24.12	30.73	33.12	26.31	21.70	34.19	23.70				231.01
Total Paddle Prairie	13.35	28.79	24.12	30.73	33.12	26.31	21.70	34.19	23.70	0.00	0.00	0.00	231.01
Others													
Non-members	0.00	0.47	0.00	0.00	0.00	0.00	19.30	0.00	89.67				90.04
Total Others	966.72	941.06	1,174.12	1,237.26	1,866.50	1,700.00	1,385.44	1,438.54	1,272.78	0.00	0.00	0.00	11,992.49
Products to Designated Area													
E-waste, electronics	1.05	0.44	0.09	2.42	0.22	0.46	0.17	0.09	0.18				5.12
Liquid Sump	44.82	28.50	13.06	20.30	14.94	21.60	30.27	16.02	19.05				208.34
Wooden Burnable	11.84	5.66	2.88	5.91	5.92	6.11	0.88	6.50	9.45				54.95
Pesticide Containers													0.17
Batteries	2.17	0.46	0.19	1.20	0.37	0.07	1.29	0.13	0.94				6.75
Tires	1.95	2.97	4.63	4.63	14.38	16.47	2.45	6.83	17.48				67.90
White Goods	1.50	0.56	1.40	0.65	3.82	0.82	1.84	1.57	1.65				13.41
Car Bodies													0.39
Assorted Metal	0.32	0.08	0.65	0.24	1.38	2.25	0.41	3.30					10.61
Oil Filter/Oil Containers	0.05	0.10	0.10	0.04	0.57	0.09	0.21	0.03	0.08				1.11
Asbestos													0.36
Animals: felines, responsible for		0.02			0.09				0.08				0.16
Total to Designated Areas	63.40	36.70	21.34	36.45	40.95	46.55	39.45	31.89	54.14	0.00	0.00	0.00	369.17
Products Diverted for Recycle	7.14	1.52	5.40	9.24	19.70	19.01	8.03	9.23	25.56				104.80
2007 Monthly Total by Weight	1,080.12	976.78	1,195.46	1,272.70	1,907.85	1,746.85	1,434.49	1,470.43	1,326.92	0.00	0.00	0.00	12,361.57
2008 Monthly Total by Weight	1,344.20	1,121.87	1,523.96	1,375.77	1,558.57	1,751.26	1,481.43	1,735.83	2,103.09	1,585.09	1,342.55	1,342.55	16,486.27
2005 Monthly Total by Weight	1,064.22	1,213.81	1,550.56	1,638.69	1,566.36	1,644.22	1,455.12	1,816.66	1,481.39	1,338.77	1,212.15	1,030.50	16,144.68
Soil with Hydrocarbons			2.24			114.37	512.03						1,528.74
DIRT	21.22		15.53	127.46	125.22	2874.98	36.83	7.23	25.38				3,340.58

Mackenzie Regional Waste Management Commission
STATEMENT OF FINANCIAL POSITION
For the Nine Months Ending 30, September 2007

	2007	2006
ASSETS		
Current assets		
Cash	435,836	519,097
Trade and other receivables	266,911	76,525
Investments	483,791	419,004
	<u>1,186,537</u>	<u>1,014,625</u>
Capital assets	1,068,604	1,068,604
Other assets		
	<u>2,255,141</u>	<u>2,083,229</u>
LIABILITIES AND NET ASSETS		
Current Liabilities		
Accounts payable and accrued liabilities	42,701	115,834
	<u>42,701</u>	<u>115,834</u>
Long Term Liabilities		
Deferred contributions - capital assets	77,306	77,306
Landfill closure and post-closure liabilities	1,506,288	1,506,288
	<u>1,583,595</u>	<u>1,583,595</u>
Total liabilities	<u>1,626,295</u>	<u>1,699,429</u>
Net assets		
invested in capital assets	-514,988	-514,988
Internally restricted	200,909	200,909
Unrestricted	942,925	697,879
	<u>628,846</u>	<u>383,800</u>
	<u>2,255,141</u>	<u>2,083,229</u>

Mackenzie Regional Waste Management Commission
Statement of Operations
For the Nine Months Ending 30, September 2007

	2007 Budget (B)	2007 Actual (A)	Variance (B-A)	Percent o budget (A/B)
REVENUE				
Operating				
Tipping fees	\$834,948.00	\$589,010.58	\$245,937.42	70.54%
Penalties and Interest	15,000.00	19,063.52	(4,063.52)	127.09%
Other revenue	1,000.00		1,000.00	0.00%
	<u>850,948.00</u>	<u>608,074.10</u>	<u>242,873.90</u>	<u>71.46%</u>
Capital				
Grants	279,000.00		279,000.00	0.00%
	<u>279,000.00</u>		<u>279,000.00</u>	<u>0.00%</u>
Total revenue	<u>1,129,948.00</u>	<u>608,074.10</u>	<u>521,873.90</u>	<u>53.81%</u>
EXPENDITURES				
Operating				
Salary and wages	154,076.00	122,612.34	31,463.66	79.58%
Contracted and general services	341,538.00	212,693.05	128,844.95	62.28%
Materials, goods, supplies and utilities	184,106.00	10,643.56	173,462.44	5.78%
Other expenditures	13,052.00	4,269.23	8,782.77	32.71%
	<u>692,772.00</u>	<u>350,218.18</u>	<u>342,553.82</u>	<u>50.55%</u>
Capital				
Engineering structures	372,000.00	9,464.50	362,535.50	2.54%
Machinery and equipment	1,500.00	2,546.00	(1,046.00)	169.73%
Other projects	50,000.00	800.00	49,200.00	1.60%
	<u>423,500.00</u>	<u>12,810.50</u>	<u>410,689.50</u>	<u>3.02%</u>
Total Expenditures	<u>1,116,272.00</u>	<u>363,028.68</u>	<u>753,243.32</u>	<u>32.52%</u>
Excess of revenue over expenditures	<u>13,676.00</u>	<u>245,045.42</u>	<u>(231,369.42)</u>	<u>*****</u>



CIBC Business Operating Account™

Statement period ending
Sep 30, 2007

01899 000362
MACKENZIE REGIONAL WASTE MANAGEMENT
COMMISSION
9813 102 ST
HIGH LEVEL AB T0H 1Z0

Account summary

Balance forward		\$305,075.11
Debits (total of 39)	-	\$88,605.58
Credits (total of 2)	+	\$116,837.83
Closing balance	=	\$333,307.36

Vouchers Enclosed (total of 38)

Account number

89-06912

Branch transit number

01899

Account fee type

Pay As You Go

Your branch

10003-100TH AVE.
HIGH LEVEL AB T0H 1Z0

Questions?

- Call us at 1-800-465-2422
- Visit us on the internet at www.cibc.com

CIBC and Small Businesses

CIBC values small businesses and their contribution to the Canadian economy. We have cash management, credit and investment solutions you need to help you manage your business. For information on specific products and solutions, including special time-limited offers, visit www.cibc.com/smallbusiness.



Transaction details

Date	Description	Debits (\$)	Credits (\$)	Balance (\$)
Sep 1	BALANCE FORWARD			305,075.11
Sep 4	BILL PAYMENT 57754 XPLORNET	143.09		304,932.02
	CHEQUE 5545 35257393	9,913.12		295,018.90
	CHEQUE 5537 37339535	1,775.50		293,243.40
Sep 5	DEPOSIT		115,818.16	409,061.56
	CHEQUE 5542 35274876	107.43		408,954.13
	CHEQUE 5541 35275008	101.53		408,852.60

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Page 1 of 3



CIBC Business Operating Account

Sep 30, 2007
Account number: 89-06912
Branch transit number: 01899

Transaction details (continued)

Date	Description	Debits (\$)	Credits (\$)	Balance (\$)
	BALANCE FORWARD			408,852.60
Sep 6	CREDIT MEMO INT @ 4.2500% CIBC-AUTOMATED INTEREST SYSTEM		1,019.67	409,872.27
Sep 7	CHEQUE 5549 37042078	175.00		409,697.27
Sep 10	CHEQUE 5552 35286850	1,139.81		408,557.46
	CHEQUE 5553 35286876	156.14		408,401.32
	CHEQUE 5563 35286892	41.08		408,360.24
	CHEQUE 5551 35286893	1,794.53		406,565.71
Sep 11	CHEQUE 5564 37246571	650.75		405,914.96
Sep 12	CHEQUE 5554 35484412	1,321.82		404,593.14
	CHEQUE 5555 35506359	44,889.24		359,703.90
	CHEQUE 5560 37317001	74.73		359,629.17
Sep 14	CHEQUE 5565 35089093	1,896.44		357,732.73
	CHEQUE 5547 35121443	158.16		357,574.57
Sep 17	CHEQUE 5557 35305752	96.80		357,477.77
	CHEQUE 5546 35305753	261.92		357,215.85
Sep 18	CHEQUE 5550 35456350	300.00		356,915.85
	CHEQUE 5556 35456424	123.20		356,792.65
Sep 19	CHEQUE 5559 35616864	123.20		356,669.45
	CHEQUE 5548 35616865	261.92		356,407.53
	CHEQUE 5562 37020490	1,272.00		355,135.53
Sep 24	CHEQUE 5576 35462514	4,664.00		350,471.53
	CHEQUE 5571 37111913	4,041.78		346,429.75
	CHEQUE 5570 37129751	413.40		346,016.35
Sep 25	CHEQUE 5567 35601149	1,076.26		344,940.09
	CHEQUE 5568 35601220	1,329.02		343,611.07
	CHEQUE 5579 35601256	100.22		343,510.85
	CHEQUE 5566 35601257	1,586.85		341,924.00
	CHEQUE 5582 35603431	498.42		341,425.58
	CHEQUE 5572 35665893	1,464.95		339,960.63
Sep 26	CHEQUE 5580 35011137	101.58		339,859.05
	CHEQUE 5581 35011343	144.72		339,714.33
	CHEQUE 5575 35106874	88.05		339,626.28
	CHEQUE 5577 35122230	1,823.43		337,802.85
Sep 27	CHEQUE 5519 35232844	27.56		337,775.29
	CHEQUE 5569 35265287	467.93		337,307.36
	CHEQUE 5574 26022025 T	4,000.00		333,307.36
Sep 30	CLOSING BALANCE			333,307.36

Message centre

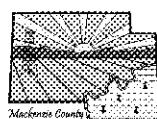
Time Limited Special Offer

Register now and as a new Government Payment and Filing Service (GPFS) client all of your GPFS transactions paid between October 1 and November 29, 2007 will be free! 1 GPFS provides you with a simpler and faster way to remit government payments online, giving you more control over your cash flow. For more information, visit www.cibc.com/smallbusiness and select

Important: Under your business account agreement with CIBC, this statement will be considered correct if you do not report errors, omissions or irregularities to CIBC in writing within 30 days of the date CIBC mails or otherwise sends this statement to you. (This rule does not apply to mistakes or

continued next page

Page 2 of 3



Mackenzie Regional Waste Management Commission

Regular Board Meeting
Stardust Motor Inn at 10 a.m.
September 29th, 2007

MINUTES

IN ATTENDANCE	Stuart Watson	Chair, Mackenzie County
	Kelly Drover	Rainbow Lake
	Peter Braun	Mackenzie County
	Loren Bojarski	Rainbow Lake
STAFF	Pat Sliworksy	Manager
	John Klassen	Director, Mackenzie County
	Debra Langford	Secretary
REGRETS	Jerry Chomiak	Vice Chair, Town of High Level
	Ellis Forest	Town of High Level

1. CALL TO ORDER

Chair Stuart Watson called meeting to order at 10:00am, September 29, 2007.
Manager Pat Sliworksy introduced Debra Langford as replacement for John Crisp.

2. ADOPTION OF AGENDA

Resolution #87-07
Moved by Peter Braun
THAT the agenda of September 29, 2007 be adopted with the following:
7.4 Letter from Town of High Level
8.1 Letter from Alberta Environment

Mackenzie Regional Waste Management Commission
Agenda of September 29th, 2007

CARRIED

3. DELEGATIONS

No delegations at this meeting.

4. REPORTS

**4.1 Manager's Report &
August Statistics**

Resolution #88-07

Moved by Lorne Bojarski

1. Used equipment purchased did not have mechanical inspection/warranty. Should look into putting policy in place where all used equipment purchased must go through mechanical inspection.
2. Current metal recycle company rumored to be closing. Need to look into finding a replacement company or look at the profit of recycling the metal on site. Need to budget for a consultant over a two year contract.
3. Sludge waste from Lagoon is currently being used as top soil, accepting sludge currently from Town of High Level.
4. Still waiting for provincial government to respond to proposed purchase of the landfill site. Administration needs to contact the provincial government again for status.
5. Need to budget for a consultant to study the hauling contract within the next two years.

CARRIED

**4.2 Financial Report as of
August 31, 2007**

Resolution #89-07

Moved by Kelly Drover

Presented by Manager Pat Sliworsky, information as emailed by Michael Roy.

1. Create a 10 year plan for up-coming board members information.

CARRIED

5. ADOPTION OF MINUTES

**5.1 Minutes of August 25,
2007 regular meeting**

Resolution #90-07

Moved by Peter Braun

THAT the minutes of August 25, 2007 meeting were not available at the time of this meeting.

Tabled until next meeting.

CARRIED

6. BUSINESS ARISING FROM THE MINUTES

6.1 2007 Audit Estimate

Resolution #91-07

Moved by Peter Braun

KPMG Auditor estimate costs.

1. Estimate is high due to Town office not having a Director of Finance, the auditors will be doing more work.

Mackenzie Regional Waste Management Commission
Agenda of September 29th, 2007

2. Manager Pat Sliworsky recommends using KPMG again for this year, and look into using a different company for next year.

CARRIED

7. NEW BUSINESS

7.1 Administrative Assistance

Resolution #92-07

Moved by Kelly Drover

THAT Debra Langford will be taking over for John Crisp since his departure from the Town of High Level, at the same rate of pay, effective September 20, 2007, until the Commission decides what they wish to do in the future.

CARRIED

7.2 Christmas Dinner Arrangements

Christmas party has been booked for December 14th, 2007 at the Executive Suites, Executive Lounge.

7.3 2008 Budget

Resolution #93-07

Moved by Kelly Drover

THAT \$15,000 be put into reserve for Bear Fence to cover costs should grant not be received.

CARRIED

Resolution #94-07

Moved by Loren Bojarski

THAT municipal rates for tipping fees be \$49.25.

CARRIED

Resolution #95-07

Moved by Stuart Watson

THAT \$20,000 be included in the budget for clean up of rural dump sites.

CARRIED

Pat went over budget:

1. Insurance may increase once not with Town of High Level.
2. Fuel fees should be priced out with each company prior to purchase.
3. Expansion on scale house. Remove \$48,000 addition cost. Put \$20,000 into reserve to purchase a new mobile office.
4. Manager Pat Sliworsky to move reserves from operating to capital.
5. Bear Fence project, budget should be setting aside money as a reserve in case grant from government not be received.
6. Proposed to have two new signs, one as per Alberta Environment specifications, the other with prices, policies that can be changed.
7. Manager Pat Sliworsky to look into the tipping fees of other sites in the area, to stay competitive. Possibility of charging more than \$120.00 per tonne for non-commission municipalities than for commission members.
8. Need to secure a storage space for financial records.
9. Legal, administration support, and consulting costs seem low. Include extra costs for the land purchase, change of

3

Mackenzie Regional Waste Management Commission
Agenda of September 29th, 2007

financial/administrative assistance, review waste hauling services. Manager Pat Sliworsky to look at and bring back to table.

10. Add to budget for PR items.

12. Manager Pat Sliworsky was given approval to waive fee for LaPrairie Group for waste brought in from highway clean up.

7.4 Letter from Town of High Level

Resolution #96-07

Moved by Kelly Drover

THAT the letter presented by Pat be accepted as information.

1. The Town of High Level has decided not to renew the Financial Services contract.

2. Pat to get a new address, check with Auditors for compatible software programs, decide on hiring an employee or contract the services again.

CARRIED

8. CORRESPONDENCE FOR ACTION

8.1 Letter from Alberta Environment

Resolution #97-07

Moved by Peter Braun

THAT the letter presented by Manager Pat Sliworsky be accepted as information.

1. Paint will now be picked up from landfill site free of charge as of April 1st, 2008.

CARRIED

There were no notices of motion.

9. NOTICE OF MOTION

10. NEXT MEETING DATE

Resolution #98-07

Moved by Kelly Drover

THAT the next meeting will be held on November 3rd, 2007 10:00am Olivier Room

CARRIED

11. IN CAMERA ITEMS

Resolution #99-07

Moved by Peter Braun

THAT the meeting go In Camera at 13:10

CARRIED

Resolution #100-07

Moved by Peter Braun

THAT the meeting come Out of Camera at 13:21

CARRIED

11.1 Manager Salary

Resolution #101-07

Moved by Kelly Drover

THAT the Manager's current salary be increased by 10% as of

Mackenzie Regional Waste Management Commission
Agenda of September 29th, 2007

January 1st, 2008, based on successful evaluation.

11.2 COLA Increase

CARRIED

Resolution #102-07

Moved by Peter Braun

THAT there will be an increase to remaining wage budget by 4.9%, to be administrated by the Manager as per his discretion.

11.3 Manager evaluation

CARRIED

Resolution #103-07

Moved by Loren Bojarski

THAT a written Manager Evaluation be held immediately after the meeting and that the Manager's yearly review date be changed to the last meeting before October.

CARRIED

12. ADJOURNMENT

Resolution #104-07

Moved by Kelly Drover

THAT the meeting be adjourned at 13:27, September 29, 2007

CARRIED

Waste Comparison Rates for 2007

Waste Facility	Yearly Tonnage	Member Price	Construction/Demo	Shingles/Cement	Asbestos	Non-member	Items w/Freon/unit	Metals	Mixed Load/special handling	Residential Wood(Burnable)
CITY OF GRANDE PRAIRIE	80,000	\$60.00		\$220.00	\$220.00		\$15.00	\$29.00	\$120.00	
County Of Gr Clairmont	18,000	\$60.00					\$15.00		\$120.00	Free
County Of Gr West	7,000	\$60.00					\$15.00		\$120.00	Free
Evergreen (St Paul)	13,020	\$50.00	\$20.00	\$100.00	\$100.00	\$57.00			\$100.00	\$7.50
EPRL (Peace River)			\$124.34						\$108.34	
Long Lake (Grimshaw)	7,000	\$18.00	\$65.00	\$65.00	\$105.00		\$20.00	\$10/unit		Free
Mackenzie Landfill	18,000	\$48.50	\$48.50	\$48.50	\$110.00		\$25.00	\$48.50	\$50.00	\$48.50
										Free

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

Issue:
2008 Budget Adoption

Recommendation:
THAT the Commission adopt the 2008 Budget.

Manager Comments:

Date: November 3, 2007
Submitted By: Pat Sliworsky, Manager
Reviewed By:

BACKGROUND

Overview:

Each year the Budget must be adopted prior to the preceding year end in order to comply with the Bylaw, Budget Policy and more importantly the Municipal Government Act that stipulates that no expenditure may be made in any given year without an approved budget in place.

The draft budget is for the setting of tipping fees per tonne which includes all waste streams both in revenue and expenditures.

The alternatives are to adopt this budget as final, after discussion and any changes, or to accept it in principle. It is appreciated that member municipalities have not finalized their own budgets. Adoption in principle would mean bringing the budget back to a future commission meeting.

Legislation and Policy:

Budget Policy.

Financial:

No expenditures can take place in 2008 without an approved budget in place.

Alternatives:

1. Adopt the 2008 Budget.
2. Adopt the 2008 Budget in principle.

Recommended Alternative:

#1

Reports/Documents:

2008 Budget Final Draft

Notes

For every \$5.00/Tonne increase for non-members there will be a revenue increase of \$7,553.00.

Reserves do not include equipment, assumption that future equipment will be bought with borrowed money.

If used equipment was spread over 5 years, payments = \$43,143.59
Based on 4.775% interest

Each litter fence is 14' 9" long over a skid 16' 2" long

BJE Group has added an increase of \$40.00/Tonne for recycling metal.

The Commission's cost for the Surface Water Improvements and Electric Bear Fence is 25% of the total cost. This works out to \$93,000.00. The Electric Fence can come from this.

ACCOUNT NO.	NARRATIVE AND DETAIL-	EACH	DETAIL AMOUNTS	\$ TOTAL
2-00-00-110	Wages			
	(5 days/wk., 80 hrs./wk.X 52 wks.)			
	(i) Manager - salary	1	\$79,310.00	\$79,310.00
	(ii) Scale Op. - 189 days - hours	1512	\$19.00	\$28,728.00
	Scale Op. - 72 days - hours	576	\$19.93	\$11,479.68
	Equip. Op. - 248 days - hours	1984	\$22.50	\$44,640.00
	Equip. Op. - 13 days - hours	104	\$23.60	\$2,454.40
	Landfill Op. - 239 days - hours	1912	\$24.00	\$45,888.00
	Landfill Op. - 22 days - hours	176	\$25.18	\$4,431.68
	Admin. Asst. - 261 days - hours	2088	\$21.00	\$43,848.00
	(iii) Summer student - 90 days - hours	720	\$13.50	\$9,720.00
	sub-total			\$270,499.76
	Overtime Wages - call-outs, etc.			
	lump	1	\$5,000.00	\$5,000.00
	Total Wages & Overtime Wages			\$275,499.76
2-00-00-112	Commission per deim and travel			
	per meeting	7	\$1,768.20	\$12,377.40
2-00-00-131	Employer Contribution	21%	\$275,499.76	\$57,854.95
2-00-00-136	Workers Compensation Board	1%	\$275,499.76	\$2,755.00
	Total Benefits			\$60,609.95

ACCOUNT NO.	NARRATIVE AND DETAIL-	EACH	DETAIL AMOUNTS	S TOTAL
2-00-00-211	Travel & Subsistence - lump	1	\$7,500.00	\$7,500.00
	Employee travel, accomidations, and meals. Commission meeting meal expenses.			
2-00-00-214	Subscriptions, Memberships (SWANA)	1	\$300.00	\$300.00
2-00-00-216	Postage & Freight - lump	1	\$840.00	\$840.00
2-00-00-217	Telephone - month	12	\$210.00	\$2,520.00
	landfill, fax, and cell			
2-00-00-221	Advertising - lump	1	\$3,000.00	\$3,000.00
2-00-00-225	Auditing Fees (Finance) - lump	1	\$12,500.00	\$12,500.00
2-00-00-227	Land Lease Agreement - lump	1	\$750.00	\$750.00
2-00-00-232	Legal Fees - lump	1	\$3,000.00	\$3,000.00
2-00-00-239	Training & Education - lump	1	\$2,000.00	\$2,000.00
	Manager, Scale Operator, Landfill and Equipment Operator			

ACCOUNT NO.	NARRATIVE AND DETAIL-	EACH	DETAIL AMOUNTS	\$ TOTAL
2-00-00-251	Purchase Maintenance/ Contract			
	propane tank rental	1	\$200.00	\$200.00
	grading (1x / mon. for @ 2 hrs. min.)			
	-hours	24	\$169.60	\$4,070.40
	survey for annual report - lump	1	\$6,000.00	\$6,000.00
	gravel for site - lump	1	\$4,000.00	\$4,000.00
	groundwater testing 2x/yr. - each well	22	\$350.00	\$7,700.00
	surface water monitoring 2x/yr. -each	2	\$250.00	\$500.00
	leachate testing - each	2	\$400.00	\$800.00
	leachate removal - lump	1	\$20,000.00	\$20,000.00
	freon removal - lump	1	\$3,000.00	\$3,000.00
	site grass cutting - lump	1	\$1,000.00	\$1,000.00
	highway litter clean-up - km	4	\$500.00	\$2,000.00
	recycling metal - bin	36	\$300.00	\$10,800.00
	public use bin - month	12	\$300.00	\$3,600.00
	Total Purchase Maintenance			\$63,670.40
2-00-00-252	Building Repair			
	scale calibration - lump	1	\$900.00	\$900.00
	misc. repairs - lump	1	\$2,000.00	\$2,000.00
	Total Building Repair			\$2,900.00
2-00-00-253	Vehicle and Equipment Maintenance			
	flat repairs - lump	1	\$350.00	\$350.00
	vehicle oil changes - each	3	\$100.00	\$300.00
	oil sampling for packer & loader - each	20	\$2.00	\$40.00
	steam cleaning equipment - hours	15	\$132.50	\$1,987.50
	welding maintenance - lump	1	\$15,000.00	\$15,000.00
	Finning maintenance - lump	1	\$5,000.00	\$5,000.00
	Total Maintenance			\$22,677.50

ACCOUNT NO.	NARRATIVE AND DETAIL-	EACH	DETAIL AMOUNTS	\$ TOTAL
	Insurance			
2-00-00-274	buildings and content - lump	1	\$650.75	\$850.75
2-00-00-275	vehicle insurance - lump	1	\$250.00	\$250.00
2-00-00-275	equipment insurance - lump	1	\$350.00	\$350.00
	Total Insurance			\$1,250.75
2-00-00-510	Administrative Supplies - lump	1	\$2,500.00	\$2,500.00
2-00-00-520	Equipment parts & materials			
	corks for tracks	132	\$2.00	\$264.00
	misc. parts (glass, belts, etc.)			
	- lump	1	\$2,500.00	\$2,500.00
	filters - lump	1	\$1,800.00	\$1,800.00
	welding rods - lump	1	\$1,100.00	\$1,100.00
	Total Equipment Charges			\$5,664.00
2-00-00-521	Fuel/gas, other equipment charges			
	diesel (dyed) - litres	44,800	0.782	\$35,033.60
	gas - litres	3,600	1.048	\$3,772.80
	oil, grease, and anti-freeze - lump	1	\$3,500.00	\$3,500.00
	Total Fuel/Gas & Oil			\$42,306.40

ACCOUNT NO.	NARRATIVE AND DETAIL-	EACH	DETAIL AMOUNTS	\$ TOTAL
2-00-00-523	Maintenance Materials			
	boot allowance, gloves, etc. - lump	1	\$400.00	\$400.00
	coveralls/ incl. cleanings - lump	1	\$800.00	\$800.00
	coffee, cleaning supplies, and drinking water - lump	1	\$1,500.00	\$1,500.00
	Total Maintenance Materials			\$2,700.00
2-00-00-543	Heating Fuel & propane - lump	1	\$5,200.00	\$5,200.00
2-00-00-544	Electricity - month	12	\$320.00	\$3,840.00
2-00-00-545	Water Tank Fills - each	12	\$120.00	\$1,440.00
2-00-00-594	Contributed to Lanfill Closure - lump	1	\$103,725.77	\$103,725.77
2-00-00-822	Lease of pick-up - month	12	\$421.02	\$5,052.24
2-00-00-927	Uncollectable Accounts - lump	1	\$1,000.00	\$1,000.00
	Total Expenditures			\$644,824.17

MACKENZIE REGIONAL WASTE MANAGEMENT COMMISSION BUDGET 2008

Account	Description	2003 Budget	2004 Budget	2005 Budget	2006 Budget	2007 Budget	2008 Budget	Projected waste volume	Rate
1-00-00-350	Sale To Ctr Govt (MTR23)	(253,000)	(72,300)	(6,600)	(6,902)	(9,971)	(9,915)	-199.64	\$49.25
1-00-00-360	Sale To Ctr Govt (Faintow)	(10,000)	(17,900)	(220)	(297)	(349)	(17,656)	-338.71	\$49.28
1-00-00-370	Sale To Ctr Govt (First Nations)	(32,000)	(8,800)	(22,000)	(65,500)	(116,036)	(178,818)	-1390.6	\$125.00
1-00-00-380	Sale To Ctr Govt (High Level)	(39,000)	(32,000)	(35,200)	(47,479)	(55,533)	(72,434)	-1470.75	\$49.25
1-00-00-411	Trapping (Other)	(120,000)	(239,669)	(297,000)	(466,919)	(607,060)	(614,885)	-12490.91	\$49.25
1-00-00-412	Contaminated Sol.	-	(20,000)	(40,000)	(20,000)	(4,000)	(17,373)	-2171.65	\$80.00
	Non-members	-	-	-	-	-	(15,000)	-120	\$125.00
1-00-00-590	Extra Work Charges	-	-	-	(4,000)	-	-	-	-
1-00-00-550	Interest from Investments	-	-	-	-	(15,000)	(15,000)	-	-
1-00-00-590	Other Revenues (Fire Staging Grant)	-	-	(30,000)	-	-	-	-	-
1-00-00-850	Provincial Grant	(140,286)	(140,286)	-	-	-	-	-	-
	Loan from ACFA	-	-	-	-	-	(391,543)	-	-
	Revenue Total	(566,286)	(690,655)	(431,020)	(653,097)	(850,946)	(1,316,840)	(17,993)	
	Wages for Manager	-	-	-	-	72,100	-	-	411,548
	Wages for Landfill Operator	-	-	-	-	45,448	-	-	-
2-00-00-110	Total Wages	-	-	-	-	117,548	-	-	275,500
2-00-00-112	Commission members per diem and travel	-	-	-	10,562	-	-	-	12,377
2-00-00-191	Employer contributions	-	-	-	24,532	-	-	-	57,855
2-00-00-196	Workers Compensation Board	-	-	-	1,334	-	-	-	2,755
	Total Benefits	-	-	-	26,896	-	-	-	60,910
2-00-00-211	Travel & Subsistence	-	4,800	3,000	17,015	7,496	7,500	-	-
	Employee travel, accommodations, and meals	-	-	-	-	-	-	-	-
	Commission meeting meal expenses	-	-	-	-	-	-	-	-
2-00-00-214	Subscriptions, Memberships, & Publications	535	150	-	-	300	300	-	-
	SWANA, other magazines	-	-	-	-	-	-	-	-
2-00-00-210	Postage & Freight	-	-	-	-	840	840	-	-
2-00-00-217	Telephone (includes cell phone & extra line at Landfill)	-	-	-	-	3,000	2,820	-	-
2-00-00-210	Landfill Contract	221,000	221,000	221,000	221,000	221,000	-	-	-
2-00-00-221	Advertising	600	600	600	900	1,800	3,000	-	-
	includes PR items	-	-	-	-	-	-	-	-
2-00-00-222	Landfill Audit	-	-	-	-	7,050	-	-	-
2-00-00-225	Auditing Fees (Finance)	2,000	2,400	7,000	10,000	10,000	12,600	-	-
2-00-00-228	Miscellaneous Services	1,000	-	-	-	-	-	-	-
2-00-00-227	Land Lease Agreement	769	769	769	769	1,500	750	-	-
	additional cost for lease expansion	-	-	-	-	-	-	-	-
2-00-00-229	Professional Development	-	-	-	-	-	-	-	-
2-00-00-232	Legal Fees	1,400	1,400	1,400	4,000	4,000	3,000	-	-
2-00-00-339	Training & Education	-	-	1,200	1,200	2,000	2,000	-	-
	Manager, Scale Operator, & Comm. Members	-	-	-	-	-	-	-	-
	survey annual report	-	-	-	-	8,000	-	-	-
	travel for access road	-	-	-	-	4,000	-	-	-
	ground water report	-	-	-	-	20,000	-	-	-
	influent leachate	-	-	-	-	1,600	-	-	-
	leachate testing	-	-	-	-	2,500	-	-	-
	leach removal	-	-	-	-	1,000	-	-	-
	new contract for operating landfill - consultant	-	-	-	-	7,000	-	-	-
	site grass cutting	-	-	-	-	800	-	-	-
	h/w, paint, and antifreeze for disposal of bins & drums	-	-	-	-	2,300	-	-	-
	litter control	-	-	-	-	1,000	-	-	-
2-00-00-251	Total Landfill Purchased Maintenance	58,900	10,600	13,100	35,000	40,250	63,070	-	-
2-00-00-252	Building repair (includes scale repair and calibration)	-	-	-	-	5,000	2,900	-	-
2-00-00-253	Vehicle maintenance	-	-	-	-	500	22,678	-	-
2-00-00-262	Office rent	-	-	-	-	5,000	0	-	-
2-00-00-274	Building & Content Insurance	600	10,300	11,000	11,000	500	851	-	-
2-00-00-275	Vehicle & Equipment Insurance	-	-	-	-	400	900	-	-
2-00-00-290	Administrative Services (Finance & Secretarial)	70,125	74,805	60,000	147,045	25,000	0	-	-
2-00-00-510	Administrative Supplies	8,000	4,000	3,400	3,400	2,560	2,500	-	-
2-00-00-520	Equipment parts & materials	-	-	-	-	-	5,884	-	-
2-00-00-521	Fuel/Gas & other equipment liquids	-	-	-	-	3,900	42,306	-	-
2-00-00-523	Maintenance Materials	2,200	3,300	3,600	3,600	1,500	2,700	-	-
	coffee, cleaning supplies, ppe, and drinking water	-	-	-	-	-	-	-	-
2-00-00-543	Heating fuel & propane	-	-	-	-	3,000	5,200	-	-
2-00-00-544	Electricity (office & shop)	-	-	-	-	2,040	3,840	-	-
2-00-00-545	Water tank fills	-	-	-	-	1,200	1,440	-	-
	Total Utilities	5,440	4,516	4,500	4,770	6,240	10,480	-	-
2-00-00-694	Contributed To Landfill Closure	-	-	-	28,200	154,506	103,735	-	-
2-00-00-762	Master Plan Review (over 4 years)	-	-	-	-	3,000	3,000	-	-
	Reserves	-	-	-	-	-	-	-	-
2-00-00-822	Lease of pick-up	-	-	-	-	5,052	5,052	-	-
2-00-00-927	Uncollectible Accounts	-	-	-	-	5,000	1,000	-	-
	Expenses Total	\$70,569	\$38,740	\$50,619	\$68,697	\$51,200	\$64,824	-	-
2-00-00-764	Surplus Available For Transfer To Capital	(228,717)	(251,915)	(85,451)	(164,500)	(499,748)	(672,016)	-	-

MACKENZIE REGIONAL WASTE MANAGEMENT COMMISSION 2008 BUDGET

Account	Description	2008 Budget	2004 Budget	2005 Budget	2006 Budget	2007 Budget	2008 Budget
5-00-00-930	Surplus Operating	(225,717)	(251,915)	(80,451)	(164,500)	(499,748)	(672,016)
	Tire Grant				(30,000)		
5-01-06-840	Alberta Environment Grant Surface Water				(279,000)	(279,000)	(279,000)
5-00-00-920	Contributed From Reserves	(15,283)	-	-			
5-00-00-930	Contributed From Operating	-	-	-			
		(241,000)	(251,915)	(80,451)	(473,500)	(778,748)	(951,016)
6-00-00-600	Fence And Master Plan	146,000	104,286	-			
6-00-00-610	Cell Construction	66,000					
6-00-01-250	Electric Perimeter Fence	-	-	15,000	30,000	30,000	30,000
6-00-00-620	Excavate The Balance Of Cell 5A	-	-	80,000			
6-00-00-630	Tire Staging Area Site	-	-	30,000	28,000		
6-00-00-680	Irrigate Leachate Water On Site	-	5,000	-			
6-00-00-680	Monitor Wells	-	8,000	-			
6-00-01-630	Air Conditioner	-	4,000	-	1,500	1,500	
6-00-01-620	Storage Shed For Recycling	-	6,000	-			
6-00-01-610	Tire Holding Area	-	30,000	-			
6-00-00-661	Commission	-	6,000	-			
6-00-00-662	Cleanup Rural Dump Sites	-	8,000	-			20000
6-00-00-663	Burn Brush Piles	-	6,000	-			
6-00-06-610	Land Lease Amendment				2,500		
6-01-06-610	Surface Water Improvements				342,000	342,000	342,000
6-02-06-610	Berm For Construction & Demolition Area				10,000		
6-03-06-610	Desktop Computer And A Backup System				3,500		
6-04-06-250	Business Plan Study				50,000	50,000	
6-05-06-250	New Employee Expenses				8,000		
	Track Loader & Backhoe (over 10 yrs. +int.)						19,908
	816-F2 Cat Landfill Compactor (over 10 yrs.)						48,535
	New signs at Landfill entrance						1,400
	Fuel Tank for office						3,000
	Office expansion						20,000
	Reclaim and redrill monitoring well						11,500
	Monitoring Well Head Covers						4,000
	Shop vacuum						250
	Litter Fences						15,692
	Waste Hauling Study						20,000
	Master Plan Review (over 4 years)						3,000
	Future Excavation of Cell 5 (over 10 years)						30,000
	Purchase 816F2 from Finning						381,548
		211,000	177,286	125,000	473,500	423,500	950,833
4-00-00-910	(Surplus)/deficit	(30,000)	(74,629)	44,549	-	(355,248)	(183)

MACKENZIE REGIONAL WASTE MANAGEMENT COMMISSION
REQUEST FOR DECISION

Issue:

Non-member Fee Rates for 2008

Recommendation:

THAT the Commission set the non-member fee rate to \$125.00/tonne.

Comments:

Upon approval of the 2008 Budget in whole or in principle, the fees need to be set for member and non-member users.

The member rate had been set at the September 29th meeting and there is a need to set the non-member rate so it applies to the Fee Schedule.

Date: November 3, 2007

Submitted By: Pat Sliworsky, Manager

Reviewed By:

MACKENZIE REGIONAL WASTE MANAGEMENT COMMISSION
REQUEST FOR DECISION

Issue:
Fee Schedule "A" Bylaw 02-07

Recommendation:
THAT the Commission adopt Fee Schedule "A" Bylaw 02-07 with the recommended fees.

Comments:
Resolution #94-07; THAT municipal rates for tipping fees be \$49.25 per tonne.
Non-member tipping fees set at \$125.00 for the 2008 budget year.
Prices have also been amended for asbestos waste which requires special handling.

Date: November 3, 2007
Submitted By: Pat Sliworsky, Manager
Reviewed By:

**Mackenzie Regional Waste Management Commission
Fee Schedule "A" Bylaw 02-07
Effective January 1, 2008**

Fees for Members of Mackenzie Regional Waste Management Commission		
Material	Fee	Additional Fees
Residential	\$49.25/Tonne	
Commercial Industrial	\$49.25/Tonne	
Construction & Demolition	\$49.25/Tonne	
Transfer Station	\$49.25/Tonne	
Liquid Sump	\$31.50/Tonne	Contamination or Spillage, results in waste hauler responsible for all associated clean up costs.
Assorted Metals	\$49.25/Tonne	If metal is contaminated with waste the hauler will be charged \$50/hr for sorting
Wooden Burnable	No Charge	
Oil, Oil Container	No Charge	Contamination or Spillage, results in waste hauler responsible for all associated clean up costs.
Vehicle Tires	No Charge	
Industrial Tires	No Charge	
Freon Removal Charge	\$25/Residential \$100/Commercial	Per unit, typically fridge
White Goods	\$49.25/Tonne	
Asbestos	\$150 min charge or \$49.25/Tonne	The waste hauler is also responsible for all fees associated for disposal of Asbestos
Animals	\$49.25/Tonne	For large animals or quantities the waste hauler is responsible for all fees associated for disposal. Bovine waste NOT accepted.
Clean Soil	No Charge	
Contaminated Soil requiring treatment	As per agreement	See agreement for rates
Contaminated Soil approved for Daily Cover	\$8.00/Tonne	Unless otherwise provided for by Agreement.

Fees for Non-Members of Mackenzie Regional Waste Management Commission		
Material	Fee	Additional Fees
Residential	\$125.00/Tonne	
Commercial Industrial	\$125.00/Tonne	
Construction & Demolition	\$125.00/Tonne	
Transfer Station	\$125.00/Tonne	
Liquid Sump	\$125.00/Tonne	Contamination or Spillage, waste hauler responsible for all associated clean up costs.
Assorted Metals	\$125.00/Tonne	If metal is contaminated with waste the hauler will be charged \$50/hr for sorting
Wooden Burnable	No Charge	
Oil, Oil Container	No Charge	Contamination or Spillage, results in waste hauler responsible for all associated clean up costs.
Clean Soil	No Charge	
Vehicle Tires	No Charge	
Industrial Tires	No Charge	
Freon Removal Charge	\$25/Residential \$100/Commercial	
Assorted Metals	\$125.00/Tonne	If metal is contaminated with waste the hauler will be charged \$50/hr for sorting
White Goods	\$125.00/Tonne	
Asbestos	\$375 min charge or \$125.00/Tonne	The waste hauler is also responsible for all fees associated for disposal of Asbestos
Animals	\$125.00/Tonne	For large animals or quantities the waste hauler is responsible for all fees associated for disposal. Bovine waste NOT accepted.

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

Item # _____

Issue:

Charges to George Schmidt for waste totaling \$57.18 including GST.

Recommendation:

THAT the Commission continue to pursue payment from George Schmidt for waste delivered to the Mackenzie Regional Landfill on September 7th, 2007.

Manager Comments:

It was explained to the generator prior to disposal that if the load was greater than 1 Tonne in weight that the waste would be charged back to the generator and not the municipality which they reside.

Date: November 3, 2007

Submitted By: Pat Sliworsky, Manager

Reviewed By:

MACKENZIE REGIONAL WASTE MANAGEMENT COMMISSION
REQUEST FOR DECISION

Issue:

Administrative/Financial Assistant Job Description

Recommendation:

THAT the Commission approve the Administrative/Financial Assistant job description.

Comments:

Date:

November 3, 2007

Submitted By:

Pat Sliworsky, Manager

Reviewed By:

SCHEDULE "A"
JOB DESCRIPTION

ADMINISTRATIVE/FINANCIAL ASSISTANT

REPORT TO: **Manager of the Mackenzie Regional Waste Management Commission**

INCUMBENT:

Reporting to the Manager, the ADMINISTRATIVE/FINANCIAL ASSISTANT is responsible for the secretarial duties, payroll, and accounts receivable and payable. The incumbent will also be responsible for the efficient and effective financial tracking of the Commission's funds.

Administrative Duties

1. Agendas and Minutes are published electronically, both directly to the members and on the Commission's web page.
2. Completed files are to be filed electronically on the Commission's server at their office.
3. Operate a computer system with Microsoft Office Suite.
4. Accept items for the agenda, ensure all attachments are included with the Request for Decision, reformat as required and draft the agenda for the Commission Manager at least 5 business days prior to the meeting date.
5. Prepare printed copies of the agenda for the meeting.
6. Take the minutes, average meeting length 4 hours.
7. After the review responses are received, edit and then publish the draft minutes. The Commission minutes and agendas can be seen on the webpage at <http://highlevel.fileprosite.com>
8. Prepare an Action Item List from the minutes for the Manager, usually within one or two working days following the meeting.
9. Prepare any action items designated to the administrative function i.e. correspondence.
10. Maintain an up-to-date filing system, create new files as needed. File copies and originals as needed.
11. Prepare proper formatted items from the Manager's notes i.e. Policies, Reports, as required.
12. Assumes other responsibilities as assigned by the Manager or as designated.

Financial Duties

1. All of the financial service requirements of the Commission, acting as the external bookkeeper, including filing of all financial records.
2. The Commission is governed by the requirements of the Municipal Government Act and public sector accounting principles. These and the financial policies set forth by the Commission must be followed.
3. To receive weigh tickets and issue monthly invoices to businesses and private individuals as required.
4. Process all payables, issue cheques at least bi-weekly, and reconcile payables monthly.
5. Monthly bank reconciliations, including all bank accounts and investments.
6. Assist in grant applications for projects.
7. Process the payroll for all employees, currently from 4-5 employees.
8. Produce a financial report for each Commission Board meeting.
9. At year end, reconcile all accounts and produce an auditable set of financial statements.

Other Duties

1. Provide back-up to the Scale Operator.
2. Ensure professional development by attending conferences, seminars, and workshops;
3. Be responsible for safety, the safety of fellow workers at all times;
4. Recognize potential hazards in the workplace and report them to the Supervisor.
5. Complete a daily diary on daily events.
6. Be courteous, understanding, and conclusive when dealing with public complaints or inquiries
7. Ensure the same level of service is extended to the public, regardless of the individual or circumstances
8. Report all accidents or incidents immediately to supervisor and complete Accident/Incident

SCHEDULE "A"
JOB DESCRIPTION

- reports within 12 hours of such incidents.
9. Record your time accurately and complete timesheet.
 10. Assist the supervisor with budget and projects

EDUCATIONAL AND EXPERIENCE REQUIREMENTS

The minimum level of education required to perform these duties are:

Completion of Grade 12 Diploma;
Driver License Operator 5;

The minimum experience required to perform these duties are:

2 years of experience dealing in an Administrative and Financial capacity
Proficient computer skills, specifically Microsoft Office Suite, Simply Accounting or QuickBooks
Excellent public relations skills

GUIDANCE RECEIVED

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

- Direction received by supervisor
- The Mackenzie Regional Waste Management Commission's policies and procedures
- Standards for Landfills in Alberta and Ministry of Environment approval
- Landfill operation plan
- Alberta Environment Regulations

CONTACTS

This position will have frequent contact with the following:

- Contractors
- General Public
- Mackenzie Regional Waste Management Commission staff

ENVIRONMENT

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

- Considerable pressure may be exerted on the ADMINISTRATIVE/FINANCIAL ASSISTANT by the public, or supervisor to ensure duties are completed and complaints are handled in an efficient way
- Working alone

SIGNATURES

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

Date: _____

Employee's Signature: _____

Supervisor's Signature: _____

MACKENZIE REGIONAL WASTE MANAGEMENT COMMISSION
REQUEST FOR DECISION

Issue:

Payment to Board Members for doing job interviews

Recommendation:

THAT the Commission pay the Board Members a Per Diem for assisting in the hiring of Mackenzie Regional Waste Management Commission personnel.

Comments:

There is a need for a rate to be set up for this or accumulate 4 hours and pay the per diem rate for ½ day.

Date: November 3, 2007

Submitted By: Pat Sliworsky, Manager

Reviewed By:

Dear Sir or Madam:

Last week, the Hon. Rob Renner, Alberta Minister of Environment, announced a new paint stewardship program as part of the launch of Alberta's new waste strategy, *Too Good to Waste*, which will further reduce material heading to landfills, helping to protect air, land, water and human health.

The Minister noted that the paint recycling program will be implemented on April 1, 2008, and Alberta Recycling has been delegated as program manager. We are pleased to take on the new stewardship responsibility on behalf of the Government of Alberta.

Municipal solid waste management and recycling staff are key stakeholders in the new stewardship program. Building on the original consultations by Alberta Environment on a paint stewardship program, we are seeking your input before finalizing the program.

We are proposing the following schedule of regional meetings to get municipal input:

Grande Prairie	Friday, November 23, 2007
Red Deer	Tuesday, November 27, 2007 (before AUMA Calgary)
Calgary	Friday, November 30, 2007 (after AUMA)
Lethbridge	Monday, December 3, 2007
Edmonton	Wednesday, December 5, 2007
St. Paul	Monday, December 10, 2007 (Please note date correction)

The meetings will run from 10:00 am until 2:00 pm, with lunch provided. **Attached is a registration form for your use.** In addition, please share this letter and form with others in your organization as appropriate.

Following the meetings, we will distribute the results of these consultations to all municipalities prior to finalizing the program. We will then provide municipalities with a comprehensive program package well in advance of the April 2008 start date.

The new paint recycling program builds on the solid foundation provided by Alberta Environment's voluntary household hazardous waste program. There are still significant challenges to address, and we look forward to benefiting from your input in finalizing the program. If you would like more information on the meetings please contact Chantel Ducharme, Brad Schultz or myself regarding the program at 1-888-999-8762.

Yours truly,

Doug Wright
Chief Executive Officer
Alberta Recycling Management Authority

Attachment



Please select meeting you would like to attend

- Grande Prairie, Friday, November 23, 2007 10:00 a.m. – 2:00 p.m.
- Red Deer, Tuesday, November 27, 2007 10:00 a.m. – 2:00 p.m.
- Calgary, Friday, November 30, 2007 10:00 a.m. – 2:00 p.m.
- Lethbridge, Monday, December 3, 2007 10:00 a.m. – 2:00 p.m.
- Edmonton, Wednesday, December 5, 2007 10:00 a.m. – 2:00 p.m.
- St. Paul, Monday, December 10, 2007 10:00 a.m. – 2:00 p.m.

Please list detail of people attending

Organization/Municipality : _____

Name (Print)	Phone Number	Fax Number	Email address
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Complete Mailing Address: _____

Total Number Attending _____

Please return to:
 Alberta Recycling Management Authority
 P.O. Box 189
 Edmonton, AB T5J 2J1
 Fax Number toll free 1-866-990-1122 or (780) 990-1122
 Email mail@albertarecycling.ca
 Phone Number toll free 1-888-999-8762 or (780) 990-1111