



Mackenzie Regional Waste Management Commission

**Regular Board Meeting
Stardust Motor Inn at 10 a.m.
January 12, 2008**

MINUTES

In Attendance	Jerry Chomiak Peter Braun Kelly Drover Carrie Demkiw	Vice Chair, Town of High Level Mackenzie County Town of Rainbow Lake Town of High Level
Staff:	Pat Sliworsky Kathy Bancarz John Klassen	Manager Administrative/Financial Assistant Director of Environmental Services, Mackenzie County
Regrets:	Stuart Watson Chris Berkholtz	Chair, Mackenzie County Town of Rainbow Lake

1. CALL TO ORDER

Jerry Chomiak called the meeting to order at 10:15 a.m.

2. ADOPTION OF AGENDA

Resolution #1-08

Moved by Peter Braun
THAT the agenda for the January 12, 2008 board meeting be adopted with the addition of:
7.5 Office Prices

CARRIED

3. DELEGATIONS

There were none

4. REPORTS

**4.1 Managers Report &
October, November,
December Statistics**

- The waste in 2007 is lower as compared to 2006. 1100 metric tonnes less was placed in the pit in 2007. In looking at the report there was a difference of -1300 Tonnes of construction/demolition from High Level. There was an increase in the tonnage of hydrocarbon contaminated dirt + 1600 Tonnes and dirt + 1800 Tonnes.
- Kathy Bancarz has been hired as the Administrative/ Financial Assistant.

- Final costs for the repairs to the 963C Track Loader were \$23,030.27. Other repairs done on the Track Loader during the first service was a replacement to the engine temperature gauge and the fuel tank gauge.
- Repairs to the 416C Backhoe were done and the final costs for the repairs were \$15,105. At the time of this report Camex has not yet offered their amount of the repair. Other repairs done to the Backhoe includes the changing of the hydraulic shaft on the clam of the bucket.
- Maltais Geomatics have surveyed the Landfill site for 2007 and are currently putting together their findings for the year end report to AENV.

The compactor arrived in Peace River on Thursday. They are putting on the add-ons that are not done at the factory and should be completed by Tuesday. Manager Pat Sliworsky will go to Peace River on Wednesday for a pre-delivery inspection. The compactor should be delivered Thursday or Friday.

Resolution #2-08

Moved by Kelly Drover

THAT the manager's report be accepted for information.

CARRIED

**4.2 Financial Report as of
November 30, 2007**

Manager Pat Sliworsky presented the financial report. It was discussed that future reports will show a breakdown with greater detail.

Resolution #3-08

Moved by Carrie Demkiw

THAT the financial report be accepted for information.

CARRIED

5. ADOPTION OF MINUTES

**5.1 Regular Meeting of
August 25, 2007**

Resolution #4-08

Moved by Peter Braun

THAT the minutes of the August 25, 2007 Mackenzie Regional Waste Management Commission meeting be adopted as presented.

CARRIED

**5.2 Regular Meeting of
November 03, 2007**

Resolution #5-08

Moved by Kelly Drover

THAT the minutes of the November 03, 2007 Mackenzie Regional Waste Management Commission meeting be adopted as presented.

CARRIED

6. BUSINESS ARISING FROM THE MINUTES

6.1 Grant Information

Resolution #6-08

Moved by Peter Braun

THAT the grant information be accepted for information.

CARRIED

Resolution #7-08

Moved by Kelly Drover

THAT a letter be drafted and passed through the Commission members for approval, sent to the Municipalities for endorsement, then forward the original to the office of the Minister of Environment and cc's to the Premier and local MLA.

CARRIED

6.2 Metal Recycling

Manager Pat Sliworsky read a letter from A&L Maintenance, offering both options of supplying bins or cleaning a stockpile. It was discussed that there will be a need for an all-weather pad and access around it for the stockpile option. Also discussed, that currently BJE Group is supplying the service without a contract. The viability of milk jug recycling was discussed. Is it financially feasible? There was a concern that the consumers wouldn't want to stockpile their milk jugs until they can make a trip to the landfill.

Resolution #8-08

Moved by Peter Braun

THAT Administration gets more information about milk jug recycling this summer.

CARRIED

Resolution #9-08

Moved by Peter Braun

THAT the Commission accepts to continue to use BJE Group for the recycling of metal at the Mackenzie Regional Landfill and to continue to investigate other options.

CARRIED

7. NEW BUSINESS

**7.1 Uncollectible Debts
Written Of**

Resolution #10-08

Moved by Carrie Demkiw

THAT the Board approve the 2007 Uncollectible Accounts Write-off in the amount of \$227.26.

CARRIED

**7.2 Changes to the
Human Resource
Policy**

- 1) Page 2 Organizational Chart: There has been a change in the organization and the attachment shows the changes to the organizational chart.
- 2) Page 10 – 7.4 Hours of Work: There is a need to delete the work week hours for administrative staff. All staff works a 40 hour workweek.
- 3) Page 11 – 7.9 Pension: There needs to be a definition of eligibility. The addition of the words “starting after the probationary period” has been added to help define the

eligibility.

A discussion took place regarding the Commission Manager's need to fulfill a specified amount of hours per week as well as the unnecessary tracking of those hours on a time sheet. Further discussions ensued regarding the legality of severance pay and the smoking policy.

Resolution #11-08

Moved by Kelly Drover

THAT the Commission accept the changes to the Human Resource Policy as recommended by the Manager with the additional changes

- 4) Page 10 – 7.4 Hours of Work: "The Commission Manager and supervisory staff are expected to work a forty (40) hour workweek" will be removed.
- 5) Page 11 – 7.12 Termination: Remove the expectation of severance pay. It will be dealt with on an individual basis. Termination decisions will be made by the board after checking with legal guidance.
- 6) Page 13 – 8.4 Smoking: The Commission's employees will follow Provincial Regulations regarding smoking.

7.3 Signing Authority

CARRIED

Recommendation: That the signing authorities for the Commission bank account be any one of the Chairman, Stuart Watson, the Vice-chairman, Jerry Chomiak, and board member Carrie Demkiw, with the Manager, Pat Sliworsky or his designate Administrative/Financial Assistant Kathy Bancarz effective March 10, 2008

It was suggested to remove the specific names of the board members, as any board member can act as a signing authority for the Board's required signature.

Resolution #12-08

Moved by Kelly Drover

THAT the change be amended to read, The signing authorities for the Commission bank account be any one of the board members, with the Manager, Pat Sliworsky or his designate Administrative/Financial Assistant Kathy Bancarz effective March 10, 2008.

7.4 Information on the Internet

CARRIED

Discussion of the Commission having a website

- Contact the Commissions current internet server for information
- Consult with the Rainbow Lake Town Manager
- Google ITOOLKIT online
- Having a website would be an opportunity to post hours of operation, contacts, board meeting minutes, and links to recycling sites.

Resolution #13-08

Moved by Peter Braun

THAT Administration investigate the options and bring them to the next meeting.

7.5 Office Prices

CARRIED

Manager Pat Sliworsky discussed the two price quotes he received for the new office building. He will get the specs for both and some quotes for pilings. He will circulate the information by email and will hold a teleconference with the board members once final approval is needed.

8. CORRESPONDENCE

8.1 Alberta Environment

Resolution #14-08

Moved by Carrie Demkiw

THAT the letters be accepted for information.

CARRIED

9. NOTICE OF MOTION

10. NEXT MEETING DATE

The next meeting is March 8, 2008 at 10:00 a.m. in the Olivier room at Stardust. The meeting will conclude with a tour of the Landfill site.

11. IN-CAMERA ITEMS

Resolution #15-08

Moved by Peter Braun

THAT the Board go in-camera at 11:38 a.m.

CARRIED

Resolution #16-08

Moved by Peter Braun

THAT the Board come out of camera at 11:45 a.m.

CARRIED

12. ADJOURNMENT

Resolution #17-08

Moved by Kelly Drover

THAT the meeting be adjourned at 11:46 a.m.

CARRIED

Chairman

Municipal Secretary