

MACKENZIE REGIONAL WASTE MANAGEMENT COMMISSION

AGENDA

OCTOBER 25, 2008

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1. CALL TO ORDER

1.1 Election of Chairman and Vice Chairman

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1.2 Per Diems Review

2. ADDITIONS TO OR DELETIONS FROM THE AGENDA

3. ADOPTION OF AGENDA

4. DELEGATIONS

4.1 U-Haul

4.2 Emroc Drywall

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	5. REPORTS
6-19	5.1 Manager's Reports for August and September 2008
20-25	5.2 Financial Reports as at September 30, 2008
	6. ADOPTION OF MINUTES
26-31	6.1 Minutes of September 6, 2008 Regular Meeting
	7. BUSINESS ARISING FROM THE MINUTES
32-41	7.1 Policy 26-05 Appointment of the Secretary-Treasurer
42-43	7.2 Policy 24-05 Reserve and Trust Fund Accounts
	8. NEW BUSINESS
44-47	8.1 Budget 2009
	8.2 U-Haul
48-50	8.3 Emroc Drywall
	9. CORRESPONDENCE
	10. NOTICE OF MOTION
	11. NEXT MEETING
	12. IN-CAMERA ITEMS

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12. IN-CAMERA ITEMS

12.1 Administration Support 2007: with the Town of High Level and KPMG attending

12.2 Manager Performance Appraisal

13. ADJOURNMENT

MACKENZIE REGIONAL WASTE MANAGEMENT COMMISSION

POLICY

	Policy No.: 41-05
Facility: Mackenzie Regional Landfill	Effective Date: October 22, 2005
Policy Title: Per Diem Rates	Page: 1 of 2

PURPOSE:

To ensure that members of the Board are compensated for their time spent in attendance at meetings, conferences or any other function in the discharging of their duties as Commission Board members.

BACKGROUND:

All time spent on Commission business has previously been governed by the policies of the Managing municipality, and paid for by each board member's municipality.

POLICY:

1. Commission Board members, if attending approved meetings only, shall receive per diem fees according to a schedule approved by the Board as amended from time to time.
2. Travel time is to be included in the per diem, the time being calculated from the normal place of residence to and from the meeting place.
- Amended February 25, 2006**
3. The per diem fees shall be paid according to the attached Schedule "A".
4. A T4 will be issued to all directors that have received per diems during the year.
5. The per diem rates may be reviewed annually to be effective at the commencement of any calendar year.

RESPONSIBILITIES:

6. The Commission shall approve the scheduling of all Board meetings, and the attendance of Board members at conferences and other meetings.
7. The per diem fees shall be paid by the Commission to the Board members, and not by their respective municipality or organization.
8. The per diem fees shall be paid on a monthly basis according to their attendance at board meetings, and by directors submitting a time sheet listing all other meetings, conferences and training attended.
9. The Commission Board shall be responsible for the review and update of this policy.

EFFECTIVE DATE:

10. This Policy shall be in force as of January 1, 2006.

	DATE	RESOLUTION NO
Adopted	October 22, 2005	69-05
Amended	February 25, 2006	37-06

PER DIEM RATES POLICY

SCHEDULE "A"

<u>MEETING DURATION</u>	<u>DESCRIPTION</u>	<u>PER DIEM RATE</u>
Half Day	Less than Four (4) Hours	\$175.00
Full Day	Greater than Four (4) hours	\$300.00

	DATE	RESOLUTION NO
Adopted	October 22, 2005	69-05
Amended	February 25, 2006	37-06

MACKENZIE REGIONAL WASTE MANAGEMENT COMMISSION
REQUEST FOR DECISION

Issue:
Monthly Operating Reports for August and September 2008

Recommendation:
Reviewed by Manager and accept for information.

Comments:

Date: October 25, 2008

Submitted By: Pat Sliworsky, Manager

Reviewed By:

Manager's Report

- I was at the Getting to Know You Night in La Crete on September 12, the Town of High Level Trade Show on September 19 & 20, and the Getting to Know You Night in Rainbow Lake on September 24. The number one question asked was "Why are we not recycling milk containers at the Transfer Stations?"
- I attended a meeting in Edmonton on August 27th regarding the Standards and Guidelines for Landfills in Alberta.
- I attended a Conference in Valleyview on September 10th-12th. One of the tours at this conference is to the Transfer Station which now has the new "Transtor" bin system to help cut costs to hauling of waste. Another item that I will be looking into is the proposal that Northern CARE is putting together for all members regarding metal recycling. In talking to them to date they mentioned that they should at least be able to recycle our metal at zero cost in the future. 2008 Budget is \$10,000 for metal recycling costs.
- Composting at the Mackenzie Regional Landfill has started on October 1st.
- We are still looking for a contractor to setup our electric fence.
- I attended the RCA Conference in Jasper on October 8-10. I am now in contact with someone who has a cardboard shredder that could be used to shred cardboard for compost.
- We have had two schools tour the Landfill and another is scheduled for the first week of November.

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

Monthly Operations Report and Summary

Month of August 2008

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 August 2008

1: Supervision and Operating Personnel

<u>Landfill Manager</u>	<u>Pat Sliworsky</u>	<u>MRWMC</u>
<u>Scale Operations</u>	<u>Erica Deveaux</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>
<u>Administrative/Financial Assistant</u>	<u>Kathy Bancarz</u>	<u>MRWMC</u>
<u>Part-time Equipment Operator</u>	<u>Nels Lizotte</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 & Seagulls
Customers placing waste at incorrect locations
Customers not covering & securing loads

5: Public Complaints

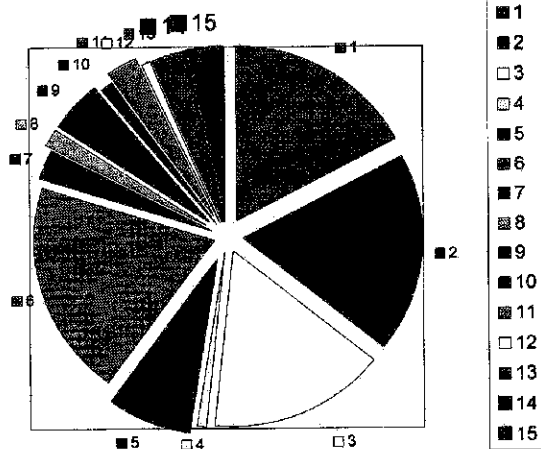
6: Special Activities Litter fences moved to appropriate locations
White goods being hauled off of the site
Metal being sorted and hauled off of the site

Mackenzie Regional Waste Management Commission
Monthly Reporting Summary
Month of August 2008

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 #3A
Cover Thickness	Daily	Observation	Active portion of cell	Operating Record	None, using dirt 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
Intermdiate 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
August 2008**

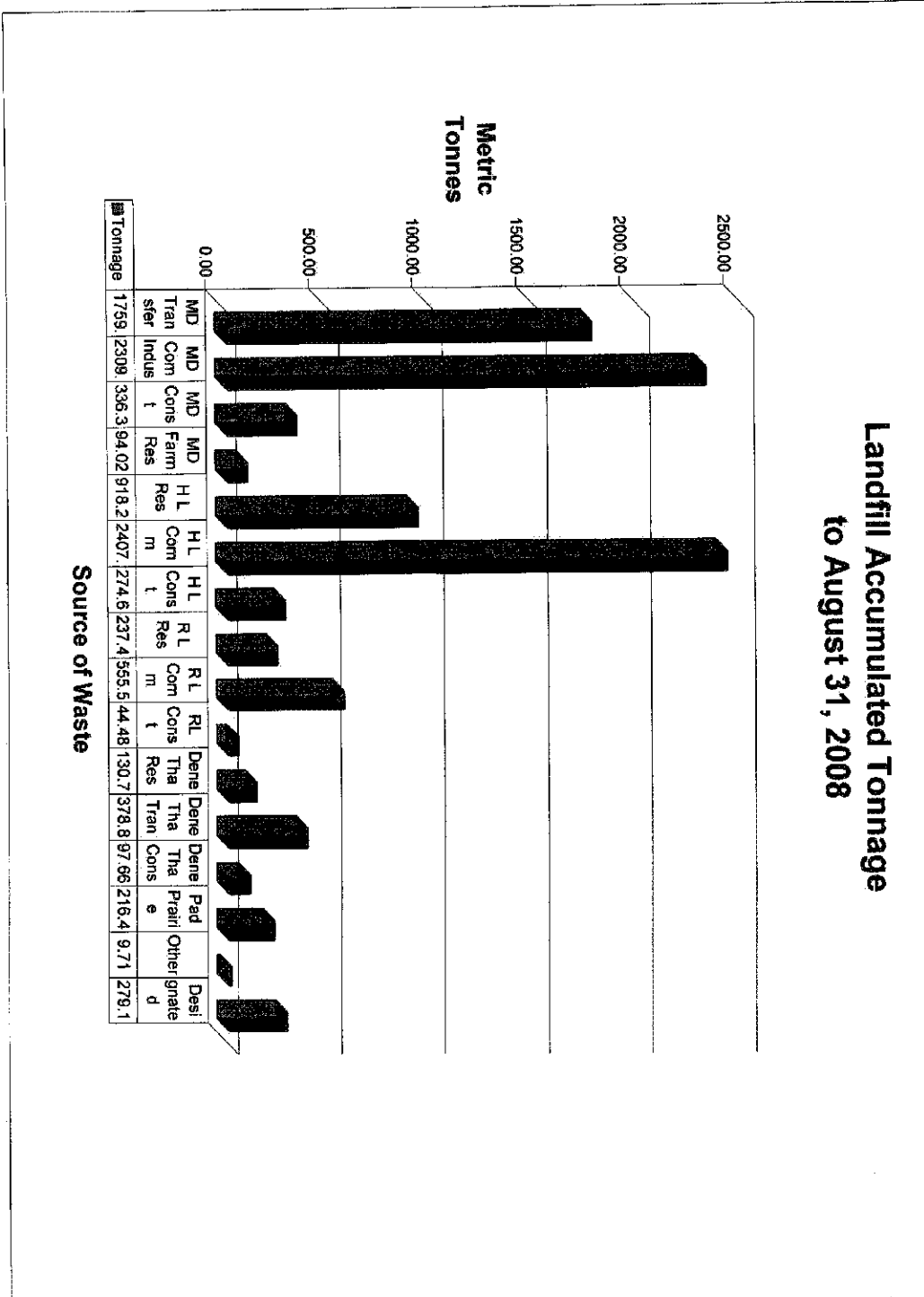


Waste Volume Legend	Metric Tonne	% of Total	Legend
MD #23 Transfer Stations	264.02	17%	1
MD #23 Commercial - Industrial	282.64	19%	2
MD #23 Construction - Demolition	237.78	16%	3
MD #23 Farm Residential	14.92	1%	4
H L Residential	113.81	7%	5
H L Commercial-Industrial	304.30	20%	6
H L Construction-Demolition	43.75	3%	7
R L Residential	24.88	2%	8
R L Commercial-Industrial	69.16	5%	9
Dene Tha Residential	18.97	1%	10
Dene Tha Transfer	43.05	3%	11
Dene Tha Const./Demo.	13.55	1%	12
Paddle Transfer	41.28	3%	13
Non-Members	0.00	0%	14
Products to Designated Areas	50.15	3%	15
Total	1522.26	100%	

Items not included in chart

Soil with Hydrocarbons	171.70
DIRT	71.09

Landfill Accumulated Tonnage to August 31, 2008



Mackenzie Regional Waste Management Commission Summary of Waste Received in 2008 - Sorted by Area - per Metric Tonne

	January	February	March	April	May	June	July	August	September	October	November	December	Total
Mackenzie County													
Transfer Stations	121.38	130.48	141.30	210.87	353.26	261.80	266.89	264.02					1756.54
Commercial - Industrial	239.33	333.87	310.24	250.64	214.79	289.23	280.03	262.64					2309.80
Construction - Demolition	0.00	0.00	18.24	36.88	7.76	23.91	14.38	237.78					336.55
Farm Residential	5.40	4.74	3.67	3.80	27.38	23.40	10.71	14.92					94.02
Total Mackenzie County	366.08	469.08	493.46	602.36	643.18	608.59	682.20	795.36	0.00	0.00	0.00	0.00	4,800.12
Town of Hight Level													
Residential	69.93	60.68	64.00	74.04	228.18	147.25	150.96	113.61					618.21
Commercial - Industrial	248.72	283.97	210.80	208.62	448.13	339.05	287.71	304.30					2407.82
Construction - Demolition	2.56	0.77	7.85	7.85	11.52	20.03	33.22	43.75					274.82
Total Hight Level	320.86	324.82	346.32	352.22	832.04	607.24	485.29	461.86	0.00	0.00	0.00	0.00	3,600.65
Town of Rainbow Lake													
Residential	24.42	28.24	33.95	23.56	35.36	38.40	33.81	24.89					237.48
Commercial - Industrial	68.63	66.46	53.54	58.11	76.72	89.25	80.21	66.16					556.58
Construction - Demolition	0.00	0.00	0.00	0.00	0.00	44.48	0.00	0.00					44.48
Total Rainbow Lake	94.05	78.99	87.49	81.69	110.81	176.23	114.12	94.64	0.00	0.00	0.00	0.00	537.54
Dune Tha First Nations													
Residential	11.80	16.78	12.49	15.97	22.13	17.25	16.32	18.97					130.17
Transfer Station	36.11	62.81	42.08	34.01	74.89	44.65	51.16	43.05					378.67
Transfer Station	6.23	6.33	4.55	9.70	24.56	10.01	20.58	13.56					97.66
Construction - Demolition	62.20	74.03	66.22	83.83	121.67	114.82	88.96	74.87					807.28
Total Dune Tha	117.44	172.24	124.21	139.03	203.78	206.87	133.25	141.28	0.00	0.00	0.00	0.00	216.20
Paddle Prairie Metis Settlement													
Transfer Station	17.74	17.24	21.21	19.03	38.78	26.87	33.25	41.28					216.20
Total Paddle Prairie	17.74	17.24	21.21	19.03	38.78	26.87	33.25	41.28	0.00	0.00	0.00	0.00	216.20
Others													
Non-ferrous	0.00	0.00	8.71	0.00	0.00	0.00	0.00	0.00					8.71
Total Others	84.94	88.88	1,085.32	1,094.92	1,427.16	1,188.66	1,272.92	1,472.11					8,771.67
Products to Designated Area													
Waste Electronics	0.51	0.55	0.77	0.84	1.81	0.13	1.36	3.72					9.79
Leads Snaps	14.63	12.76	10.02	18.83	2.52	11.49	4.21	13.84					89.30
Wooden Burnable	4.68	2.00	4.68	4.17	24.34	19.00	16.74	10.93					84.38
Plastic Containers	0.00	0.00	0.00	0.00	0.22	0.00	0.45	0.67					0.67
Batteries	1.32	0.00	0.00	0.26	3.00	0.00	1.46	3.68					10.38
Tires	1.24	0.00	3.51	3.53	3.22	3.35	6.19	6.84					29.69
White Goods	1.80	0.08	1.79	6.53	8.83	2.90	2.79	6.98					31.89
Household Hazardous Waste	0.00	0.00	0.00	0.00	0.00	0.00	0.01	0.00					0.04
Assorted Metal	0.51	0.17	0.28	0.74	10.24	1.88	4.21	3.94					21.55
Oil Filter/Oil Containers	0.06	0.00	0.00	0.01	0.27	0.21	0.00	0.00					0.72
Automotive	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.89					0.89
Automotive-trailers 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
Automotive-trailers responsible for	22.38	16.38	22.08	34.81	58.95	39.22	59.01	60.16	0.00	0.00	0.00	0.00	279.18
Total to Designated Areas	5.24	1.77	7.38	11.61	28.19	8.48	18.01	24.24	0.00	0.00	0.00	0.00	104.02
Products Diverted for Recycle	877.33	982.24	1,077.40	1,049.43	1,302.21	1,427.88	1,311.33	1,422.26	0.00	0.00	0.00	0.00	10,090.77
2008 Monthly Total by Weight	1,030.12	976.76	1,195.48	1,272.70	1,507.85	1,746.65	1,434.43	1,470.43	0.00	0.00	0.00	0.00	16,143.90
2007 Monthly Total by Weight	1,144.26	1,121.87	1,633.96	1,379.77	1,555.67	1,751.26	1,481.43	1,736.83	2,108.09	1,566.05	1,018.01	1,342.56	18,486.27
2008 Monthly Total by Weight	8.00	0.00	0.00	0.00	0.00	187.24	761.20	171.70	0.00	0.00	0.00	0.00	2,736.14
Soil with Hydrocarbons	0	0	98.88	3.11	185.00	476.64	63.06	71.09	0.00	0.00	0.00	0.00	972.99
DRT	0	0	98.88	3.11	185.00	476.64	63.06	71.09	0.00	0.00	0.00	0.00	972.99

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

Monthly Operations Report and Summary

Month of September 2008

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 2008

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<u>Part-time Equipment Operator</u>	<u>Nels Lizotte</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

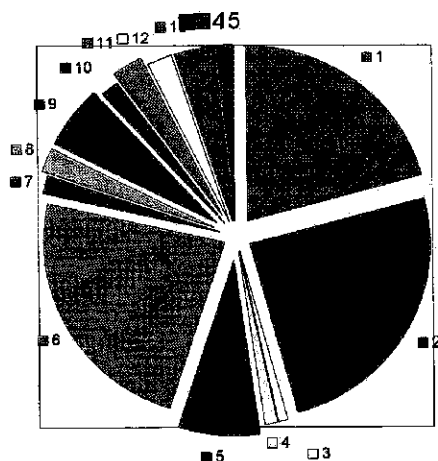
6: Special Activities Litter fences moved to appropriate locations
White goods being hauled off of the site
Metal being sorted and hauled off of the site

Mackenzie Regional Waste Management Commission
Montly Reporting Summary
Month of September 2008

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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 #3A
Cover Thickness	Daily	Observation	Active portion of cell	Operating Record	None, using dirt 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 2008



Waste Volume Legend	Metric Tonne	% of Total	Legend
MD #23 Transfer Stations	274.72	21%	1
MD #23 Commercial - Industrial	332.84	25%	2
MD #23 Construction - Demolition	10.23	1%	3
MD #23 Farm Residential	15.00	1%	4
H L Residential	95.27	7%	5
H L Commercial-Industrial	312.24	24%	6
H L Construction-Demolition	22.69	2%	7
R L Residential	29.57	2%	8
R L Commercial-Industrial	77.20	6%	9
Dene Tha Residential	18.69	1%	10
Dene Tha Transfer	39.00	3%	11
Dene Tha Const./Demo.	28.29	2%	12
Paddle Transfer	46.26	3%	13
Non-Members	0.00	0%	14
Products to Designated Areas	20.21	2%	15
Total	1322.21	100%	

Items not included in chart

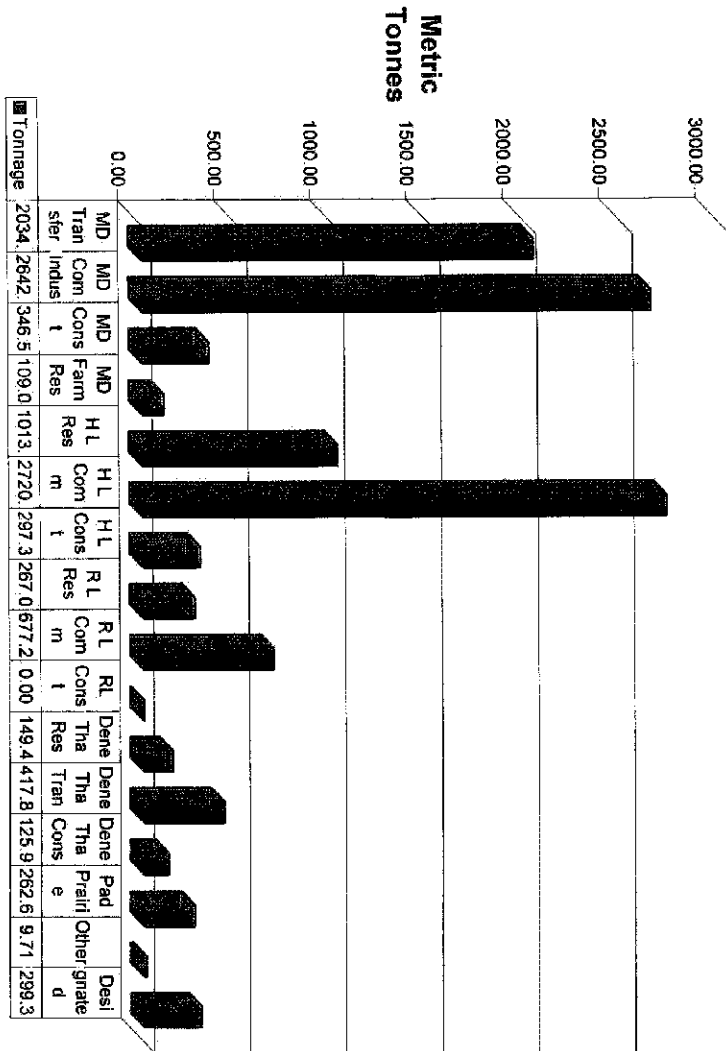
Soil with Hydrocarbons

27.82

DIRT

344.24

Landfill Accumulated Tonnage to September 30, 2008



**Mackenzie Regional Waste Management Commission
Summary of Waste Received in 2008 - Sorted by Area - per Metric Tonne**

	January	February	March	April	May	June	July	August	September	October	November	December	Total
Mackenzie County	191.36	130.45	141.30	216.87	353.26	261.80	266.86	564.02	274.72	29.57	0.00	0.00	2064.67
Transfer Stations	230.33	333.87	370.24	260.64	274.75	268.29	290.03	266.64	332.84	0.00	0.00	0.00	2642.54
Commercial - Industrial	0.00	0.00	16.24	36.99	7.78	14.38	237.78	10.23	1.17	0.00	0.00	0.00	346.85
Construction - Demolition	5.48	4.74	3.67	3.80	27.38	23.40	14.82	14.82	15.00	0.00	0.00	0.00	109.02
Farm Residential	368.89	489.08	531.48	602.38	643.16	808.60	882.20	736.34	632.78	0.00	0.00	0.00	6,132.82
Total Mackenzie County	605.63	861.18	981.32	1,113.76	1,338.57	1,380.29	1,473.33	1,604.50	1,016.81	29.57	0.00	0.00	10,133.48
Town of High Level	65.38	60.08	64.03	75.04	226.18	147.83	155.95	113.81	85.27	0.00	0.00	0.00	720.06
Residential	248.72	263.97	270.83	268.52	448.75	358.66	262.11	324.56	312.24	0.00	0.00	0.00	2,720.06
Commercial - Industrial	2.56	0.77	11.92	7.05	20.03	20.03	33.72	43.75	22.69	0.00	0.00	0.00	267.31
Construction - Demolition	320.84	324.82	348.32	352.22	832.04	607.24	486.28	481.85	430.20	0.00	0.00	0.00	4,030.88
Total High Level	614.70	649.64	691.08	698.33	1,306.56	986.15	887.00	960.01	825.14	0.00	0.00	0.00	7,748.31
Town of Rainbow Lake	24.42	23.64	33.95	32.58	35.36	38.40	33.81	24.88	29.57	0.00	0.00	0.00	267.08
Residential	69.83	66.46	83.54	86.11	75.12	137.83	80.21	68.16	77.20	0.00	0.00	0.00	677.26
Commercial - Industrial	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
Construction - Demolition	84.06	78.50	87.40	81.89	119.87	118.23	114.72	84.04	106.77	0.00	0.00	0.00	844.31
Total Rainbow Lake	153.88	144.96	171.39	168.69	195.23	256.23	209.74	152.20	183.97	0.00	0.00	0.00	1,518.65
Done The First Nations	11.80	15.78	12.48	15.97	22.13	17.25	16.32	18.97	18.69	0.00	0.00	0.00	149.21
Residential	36.11	43.61	42.58	34.01	74.99	44.56	51.16	43.05	39.00	0.00	0.00	0.00	417.87
Transfer Station	8.28	6.33	4.56	8.70	24.55	10.31	20.55	13.55	28.29	0.00	0.00	0.00	125.95
Construction - Demolition	26.29	78.03	68.22	68.83	121.87	71.82	88.36	74.57	85.98	0.00	0.00	0.00	682.23
Total Done The First Nations	50.77	66.72	51.72	51.44	121.55	76.68	89.99	71.57	63.27	0.00	0.00	0.00	866.43
Paddle Prairie Waste Settlement	17.74	17.24	21.21	18.03	38.78	28.97	33.26	41.28	46.28	0.00	0.00	0.00	282.93
Transfer Station	17.74	17.24	21.21	18.03	38.78	28.97	33.26	41.28	46.28	0.00	0.00	0.00	282.93
Total Paddle Prairie	17.74	17.24	21.21	18.03	38.78	28.97	33.26	41.28	46.28	0.00	0.00	0.00	282.93
Other	0.00	0.00	9.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9.71
Non-Harmful	0.00	0.00	9.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9.71
Other	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
Total Waste Dispatched in Pit	864.84	986.46	1,088.32	1,014.87	1,747.15	1,308.68	1,272.82	1,477.21	1,302.00	0.00	0.00	0.00	11,073.67
Products to Designated Area	0.51	0.56	0.77	0.84	1.81	0.13	1.36	5.72	0.83	0.00	0.00	0.00	10.62
E-waste electronics	14.63	12.76	10.02	16.83	2.52	11.48	4.21	13.84	2.60	0.00	0.00	0.00	80.80
Liquid Sludge	2.82	2.03	4.17	4.56	19.05	19.05	16.74	10.93	6.19	0.00	0.00	0.00	80.57
Wooden Burnable	0.00	0.00	0.00	0.00	0.22	0.00	0.50	0.45	0.50	0.00	0.00	0.00	1.17
Pesticide Containers	1.32	0.07	1.09	0.28	3.00	0.00	1.46	3.84	0.16	0.00	0.00	0.00	11.04
Batteries	1.24	0.00	3.51	3.55	2.22	3.36	8.19	6.94	4.06	0.00	0.00	0.00	33.75
White Goods	1.60	0.98	1.78	6.55	8.65	2.80	2.78	0.96	4.00	0.00	0.00	0.00	36.03
Household Hazardous Waste	0.00	0.00	0.00	0.00	0.00	0.00	0.01	0.00	0.00	0.00	0.00	0.00	0.04
Assorted Metal	0.51	0.17	0.28	0.74	10.24	1.88	4.21	3.84	1.63	0.00	0.00	0.00	22.48
Oil Filter/Oil Containers	0.06	0.00	0.00	0.00	0.27	0.21	0.00	0.17	0.05	0.00	0.00	0.00	0.77
Refrigerators	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.58	0.00	0.00	0.00	0.00	0.59
Airconditioners	0.00	0.05	0.00	0.00	0.00	0.00	0.04	0.00	0.15	0.00	0.00	0.00	0.25
Refrigerators 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
Airconditioners 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
Total Re Designated Areas	22.38	16.88	22.08	34.61	68.08	38.22	38.01	50.16	20.21	0.00	0.00	0.00	289.33
Products Diverted for Recycle	1.77	1.77	7.38	11.61	28.19	8.48	18.01	24.24	10.77	0.00	0.00	0.00	115.89
2007 Monthly Total by Weight	677.33	982.24	1,077.40	1,048.83	1,802.21	1,427.88	1,311.83	1,822.28	1,322.21	0.00	0.00	0.00	11,347.88
2008 Monthly Total by Weight	1,030.12	976.76	1,155.45	1,272.70	1,807.86	1,746.85	1,434.49	1,470.43	1,326.92	1,548.28	1,340.10	803.97	16,143.80
2008 Monthly Total by Weight	1,144.28	1,121.87	1,532.98	1,378.77	1,858.67	1,751.26	1,481.43	1,735.83	2,108.06	1,586.05	1,018.01	1,342.56	17,826.83
Soil with Hydrocarbons	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,833.96
DIRT	0	0	98.88	8.11	165.00	476.54	63.66	71.09	344.24	0.00	0.00	0.00	1,217.23

MACKENZIE REGIONAL WASTE MANAGEMENT COMMISSION
REQUEST FOR DECISION

Issue:
Financial Report

Recommendation:

Adoption of the Financial Report.

Comments:

Date: October 25, 2008

Submitted By: Pat Sliworsky, Manager

Reviewed By:

Mackenzie Regional Waste Management Commission
Balance Sheet
September 30, 2008

ASSETS		
Current Assets		
Chequing Account	217,233.45	
Petty Cash	100.00	
Undeposited Funds	0.00	
Safety Program Funds	1,176.37	
Total Cash		218,509.82
Accounts Receivable	105,035.63	
Accounts Receivable - Other	0.00	
Allowance For Doubtful Accounts	(850.00)	
GST Rebate	4,175.69	
Accrued Return on Investments	0.00	
Security Deposits	0.00	
Total Receivables		108,361.32
Prepaid Insurance		1,345.40
Prepaid Land Lease		582.10
Prepaid Membership Fees		114.56
Prepaid Conference Fees		1,080.00
Prepaid Legal Fees		33.75
Prepaid Telephone		94.70
Prepaid Advertising		42.00
Prepaid Rental Fees		120.00
Short Term Investments		303,608.25
Total Current Assets		633,891.90
Long Term Investments		
Term Deposit Investments		494,379.44
Total Long Term Investments		494,379.44
Capital Assets		
Building Assets	259,331.49	
Accumulated Amortization	(128,092.89)	
Net - Building Assets		131,238.60
Engineering Structures	2,236,671.28	
Accumulated Amortization	(1,451,271.58)	
Net - Engineering Structures		785,399.70
Furniture and Equipment	72,019.96	
Accumulated Amortization	(52,483.16)	
Net - Furniture and Equipment		19,536.80
Machinery and Equipment	594,329.76	
Accumulated Amortization	(51,579.00)	
Net - Machinery and Equipment		542,750.76
Total Capital Assets		1,478,925.86
TOTAL ASSETS		2,607,197.20
LIABILITIES		
Current Liabilities		
Accounts Payable		(1,300.01)
Accounts Payable - Other		270.26
Credit Card Payable		3,840.26
Staledated Cheques		(53.50)

Current Portion of Long Term Debt		15,684.98
Accrued Interest on Long Term Debt		0.00
Accrued Audit Fees		0.00
Accrued Bin Rental		0.00
Accrued Equipment Repair Expense		0.00
Accrued Surface Water Testing		0.00
Accrued Payroll		8,829.27
Accrued Utilities		101.29
EI Payable	(0.01)	
CPP Payable	0.00	
Income Tax Payable	0.00	
Total Receiver General		(0.01)
AD&D	0.00	
Dependent Life	0.00	
Dental	0.00	
Extended Health	0.01	
Group Life	0.00	
Long Term Disability	0.00	
Short Term Disability	0.00	
Total Premiums Payable		0.01
LAPP (ER) Payable	0.00	
LAPP (EE) Payable	0.00	
Total Pension Payable		0.00
Workers Compensation Payable		0.00
Vacation Pay Payable		181.44
GST Charged on Sales	10,389.27	
GST Paid on Purchases	(3,396.83)	
GST Adjustments	0.00	
ITC Adjustments	0.00	
GST Owing		6,992.44
Total Current Liabilities		34,546.43
Long Term Liabilities		
Debenture Payable		350,975.00
Deferred Contributions - Cap. Asset		63,629.04
Landfill Reclamation		1,681,473.83
Total Long Term Liabilities		2,096,077.87
TOTAL LIABILITIES		2,130,624.30
EQUITY		
Equity		
Equity in Capital Assets		697,369.76
General Landfill Reserve		230,909.12
Total Equity		928,278.88
Retained Earnings		
Retained Earnings - Previous Year		(482,582.96)
Current Earnings		29,700.61
Total Retained Earnings		(452,882.35)
TOTAL EQUITY		475,396.53
LIABILITIES AND EQUITY		2,606,020.83

Mackenzie Regional Waste Management Commission
Income Statement
For The Nine Months Ended September 30, 2008

REVENUE	ACTUAL	ACTUAL	BUDGET	BUDGET
Tipping Fees				
County Transfer Stations	100,002.87		135,983.00	
County Commercial/Industrial	131,047.92		218,398.00	
County Construction/Demolition	17,235.53		5,092.00	
County Farm Residential	6,406.61		8,315.00	
Total County Revenue		254,692.93		367,788.00
High Level Residential	56,436.25		72,434.00	
High Level Commercial/Industrial	138,673.41		200,581.00	
High Level Construction/Demolition	13,757.41		11,164.00	
Total High Level Revenue		208,867.07		284,179.00
Rainbow Lake Residential	13,352.81		17,666.00	
Rainbow Lake Commercial/Industrial	33,494.87		43,467.00	
Total Rainbow Lake Revenue		46,847.68		61,133.00
Dene Tha Residential	19,069.25		23,028.33	
Dene Tha Commercial/Industrial	221.25		0.00	
Dene Tha Construction/Demolition	15,743.75		32,768.33	
Dene Tha Transfer Station	52,259.25		79,526.67	
Total Dene Tha Revenue		87,293.50		135,323.33
Paddle Prairie Transfer Station		32,882.01		38,501.67
Non Members		1,213.75		15,000.00
Contaminated Soil		21,809.76		17,373.00
Total Tipping Fees		653,606.70		919,298.00
Other Revenue				
Return on Long-term Investments	6500.96			
Return on Short-term Investments	3608.25			
Total Return on Investments		10,109.21		15,000.00
Interest Earned		11,806.31		0.00
Extra Work Charges		4,294.00		1,000.00
Batteries		862.00		0.00
Expense Reimbursements		2,204.28		0.00
WCB Dividends		1,176.37		0.00
Provincial Grant		5,587.71		0.00
E-Waste		480.35		
Metal Recycling		50.00		
Total Other Revenue		36,570.23		16,000.00
TOTAL REVENUE		690,176.93		935,298.00
EXPENSE				
Operating Expenses				
Accounting Fees		75.00		0.00
Advertising		2,880.59		3,000.00
Administration & Service Fees		80.19		0.00
Auditing Fees		17,458.65		12,500.00
Finning Maintenance/Labour	14,737.75		5,000.00	
Flat Repairs	267.02		350.00	
Oil Sampling	0.00		40.00	
Steam Cleaning /Vehicle Wash	1,480.86		1,987.50	
Vehicle Oil Changes	458.53		300.00	
Welding Maintenance	1,893.78		15,000.00	

	ACTUAL	ACTUAL	BUDGET	BUDGET
Parts and Materials	10,836.57		5,664.00	
Other Labour	1,659.00		0.00	
Total Equip/Vehicle Maint & Repair		31,333.51		28,341.50
Deisel (Dyed)	24,212.83		35,033.60	
Gas	2,989.08		3,772.80	
Oil, Grease & Anti-freeze	2,322.01		3,500.00	
Total Fuel/Gas & Oil		29,523.92		42,306.40
Building & Content Insurance	386.65		650.75	
Equipment Insurance	312.89		350.00	
Vehicle Insurance	0.00		250.00	
General Liability Insurance	851.38		0.00	
Total Insurance		1,550.92		1,250.75
Contributed to Landfill Closure		77,794.29		103,725.77
Dry Cleaning		217.25		0.00
Land Lease Agreement		116.40		750.00
Legal Fees		101.25		3,000.00
Membership / Conf. Fees		1,745.44		0.00
Postage & Freight		1,551.54		840.00
Rental Fees		309.48		200.00
Subscriptions & Publications		0.00		300.00
Survey for Annual Report		6,174.93		6,000.00
Coffee/Drinking Water Supplies	797.57		1,000.00	
Janitorial Supplies	672.47		500.00	
Office Supplies	4,209.17		2,500.00	
Shop Supplies	3,218.97		1,200.00	
Total Supplies		8,898.18		5,200.00
Telephone & Communications		4,814.53		2,520.00
Tools Expense		252.60		0.00
Training and Education		1,426.00		2,000.00
Travel & Subsistance		7,422.71		11,327.40
Electrical	2,110.43		3,840.00	
Heat	9,612.49		5,200.00	
Water Tank Fills	1,121.00		1,440.00	
Total Utilities		12,843.92		10,480.00
Vehicle Lease		3,789.18		5,052.24
Total Operating Expenses		210,360.48		238,794.06
Payroll Expenses				
Wages and Salaries		205,368.71		275,499.76
Commission Members Per Diem		5,300.00		8,550.00
EI Expense	4,478.39		7,665.13	
CPP Expense	8,685.80		16,517.67	
WCB Expense	(328.54)		4,270.25	
Employee Benefits	13,397.71		14,648.70	
Pension Expense	12,481.70		17,508.20	
Alberta Health Care	3,432.00		0.00	
Vacation Pay Expense	515.16		0.00	
Total Employer Contributions		42,662.22		60,609.95
Total Payroll Expenses		253,330.93		344,659.71
Site Maintenance and Repair				
Building Repair		5,490.75		2,900.00
Ground Water		3,370.00		7,700.00
Leachate		16,234.59		20,800.00
Landfill Contract		(10,000.00)		0.00

	ACTUAL	ACTUAL	BUDGET	BUDGET
Bin Rental		3,600.00		3,600.00
Recycling Expenses		12,595.00		13,800.00
Roads		9,395.26		8,070.40
Surface Water		246.00		500.00
Site Clean up		2,050.00		3,000.00
New Signs at the Landfill Entrance		845.00		1,400.00
Total Site Maintenance and Repair		43,826.60		61,770.40
Other Expenses				
Amortization/Depreciation		142,516.26		0.00
Bank & Collection Charges		97.62		0.00
Bank Reconciliation Adjustments		0.01		0.00
Interest Expense		7,875.42		0.00
Uncollectible Accounts		0.00		1,000.00
Waste Hauling Study		0.00		20,000.00
Promotion		55.00		0.00
Cleanup Rural Dump Sites		0.00		20,000.00
Soil Testing (Hydrocarbons)		2,414.00		0.00
Total Other Expenses		152,958.31		41,000.00
TOTAL EXPENSE		660,476.32		686,224.17
NET INCOME		29,700.61		249,073.83
Capital Expenditures				
Electric Perimeter Fence		0.00		30,000.00
Track Loader / Backhoe		0.00		19,908.00
816-F2 Compactor (over 10 years)		23,920.70		48,535.00
Fuel Tank for Office		0.00		3,000.00
Surface Water Improvements		0.00		342,000.00
Purchase Compactor		384,201.00		381,548.00
Office Expansion		62,592.49		20,000.00
Litter Fences		15,769.00		15,692.00
Waste Hauling Study		0.00		20,000.00
Master Plan Review (due in 2010)		0.00		3,000.00
Future Excavation of Cell 5 (over 10 yrs)		0.00		30,000.00
Office Furniture		1,295.76		0.00
Reclaim Monitoring Well/Cover		9,000.00		15,500.00
Total Capital Expenditures		496,778.95		929,183.00



Mackenzie Regional Waste Management Commission

**Regular Board Meeting
Stardust Motor Inn at 10 a.m.
September 06, 2008**

MINUTES

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

1. CALL TO ORDER

Stuart Watson called the meeting to order at 11:00 a.m.

2. ADOPTION OF AGENDA

Resolution #41-08

Moved by Jerry Chomiak
THAT the agenda for the September 06, 2008 board meeting be adopted with the following addition:
7.6 Small Steel

CARRIED

3. DELEGATIONS

3.1 Doug Gramson re Invoice to Northern Services

Doug Gramson spoke in regards to being charged for a mixed load of concrete and dirt when in fact there were only about three to four small pieces present in a load of clean fill. He assumed it would be used with the dirt for top soil. Had he known that he would be charged for it, he would have sorted it out. Mr. Gramson has asked the Commission to consider a reduction of the cost for this particular load.

4. REPORTS

4.1 Managers Report

Manager Pat Sliworsky presented his reports for May, June and

Mackenzie Regional Waste Management Commission
Minutes of September 06, 2008

July 2008.

- The waste in 2008 is lower as compared to 2007. 1000 metric tonnes less was placed in the pit in 2007. In looking at the report there was a difference of -800 Tonnes of commercial/industrial from Mackenzie County and -100 Tonnes of commercial/industrial from High Level.
- 14 loads of tires (over 230 Tonnes) have been taken out of the Landfill over the last 2 years.
- The office building is now setup at the Landfill.
- We are now recycling milk cartons and jugs.
- We have updated the changes (Effective July 1/08) to the *Alberta Public Service Subsistence, Travel and Moving Expenses Regulation*.

They include the following:

	Old Price	New Price
- breakfast	\$8.05	\$9.20
- lunch	\$10.20	\$11.60
- dinner	\$18.25	\$20.75
- daily allowance	\$6.45	\$7.35
- accommodation	\$17.70	\$20.15
- mileage	\$0.43/km	\$0.505/km

- We are scheduled to partake in the Getting to Know You Night in La Crete on September 12, the Town of High Level Trade Show on September 19 & 20, and the Getting to Know You Night in Rainbow Lake in October.
- I attended a meeting in Edmonton on August 27th regarding the Standards and Guidelines for Landfills in Alberta.
- I will be attending a Conference in Valleyview on September 10th-12th. One of the tours at this conference is to the Transfer Station which now has the new "Transtor" bin system to help cut costs to hauling of waste. Another item that I will be looking into is the proposal that Northern CARE is putting together for all members regarding metal recycling. In talking to them to date they mentioned that they should at least be able to recycle our metal at zero cost in the future. 2008 Budget is \$10,000 for metal recycling costs.
- A notification for composting has been sent in to Alberta Environment for them to review in order to allow us to start operation.
- We are still looking for a contractor to setup our electric fence. Margo Supplies are the only one that has contacted us in reply to the RFP's that were sent out and they still haven't got back to us as to how much it will cost.
- Our web site is up and running. www.mrwmc.com
- Next meeting to be about the 2009 Budget. Request for items that the Board would like to see included in the next budget. Does the Board wish to send out RFP's for an auditor?

Page 2 of 6

Resolution #42-08

Moved by Carrie Demkiw

THAT the manager's report be accepted for information.

CARRIED

There was a discussion regarding the auditors and whether a multi-year contract had been signed with KPMG. Administration will check into it and forward their findings to the Board.

There was a discussion regarding whether the Commission should become a member of Northern CARE. Currently, the Mackenzie County is a member and the Commission has been included in that membership because of its association. Administration was asked to bring more information to the Budget Meeting regarding the benefits of being a member of Northern CARE.

The land lease was discussed, and to date there have been no decision from Alberta Environment regarding the Commission purchasing the land because they are waiting for Alberta Transportation to respond to our request.

Resolution #43-08

Moved by Kelly Drover

THAT a form letter be drafted and passed through the Commission members for approval regarding the purchasing of the land, sent to the Municipalities for endorsement, then forwarded to the office of the Minister of Environment and cc'd to the local MLA and Alberta Transportation.

CARRIED

**4.2 Financial Report as of
April 30, 2008**

Resolution #44-08

Moved by Jerry Chomiak

THAT the Financial Report be accepted for information.

CARRIED

5. ADOPTION OF MINUTES

**5.1 Regular Meeting of
May 23, 2008**

Resolution #45-08

Moved by Peter Braun

THAT the minutes of the May 23, 2008 Mackenzie Regional Waste Management Commission meeting be adopted as presented.

CARRIED

6. BUSINESS ARISING FROM THE MINUTES

There were none.

7. NEW BUSINESS**7.1 Policy 26-05****Appointment of the
Secretary - Treasurer**

There was a discussion regarding the requirement by the Minister of Environment to keep the position, can we rescind it?

Resolution #46-08

Moved by Jerry Chomiak

THAT the motion be tabled to the next meeting with the request that Administration provide further information.

CARRIED

**7.2 Policy 24-05 Reserve
and Trust Fund
Accounts****Resolution #47-08**

Moved by Jerry Chomiak

THAT the motion be tabled to the next meeting with the request that Administration provide further information.

CARRIED

7.3 Policy 51-06 Batteries**Resolution #48-08**

Moved by Kelly Drover

THAT the Commission accept the change to the Batteries 51-06 policy as presented.

CARRIED

7.4 Policy 34-05 Tires

The Board discussed the safety risk regarding tires with air and liquid.

Resolution #49-08

Moved by Peter Braun

THAT the Commission accept the change to the Tires 34-05 policy as presented, with the addition to Responsibilities and Authorities to include; "The waste hauler will ensure the tires are deflated and empty of all liquids prior to disposal in the designated area".

CARRIED

**7.5 Invoice to Northern
Services**

It was discussed that better communication is needed, in the future; the generator should be called prior to the dumping of a mixed load to inform them of the charge for that particular load. It was also recommended that Administration purchase a digital camera for use at the Landfill.

Resolution #50-08

Moved by Jerry Chomiak

THAT the Commission reduce the charge to \$56.15 and include a letter providing an explanation on how this amount was determined.

CARRIED

7.6 Small Steel

John Klassen was concerned with increases in sorting charges pertaining to transfer stations on the Mackenzie County invoices. The Manager, Pat Sliworsky explained that there is a sorting fee of \$50.00 per hour minimum applied after 15 minutes of sorting to encourage better waste management by the generator. This sorting applies to loads that contain recycled products such as tires and appliances. Future communication will include e-mails to both John and Henry Klassen to forewarn them of any sorting charges with the source of the waste and an inventory of the items.

8. CORRESPONDENCE**8.1 Letter from Highway 43
Waste Commission**

It was discussed that the request of the letter should be handled on a Municipal level, and the Commission would support the Municipalities if they are willing to lobby it.

Resolution #51-08

Moved by Kelly Drover

THAT Administration forward the letter to the Municipalities with the request they garner support for this issue and also request they include support to ban the sale or giving away of styrofoam.

CARRIED

8.2 RCA Conference 2008**Resolution #52-08**

Moved by Jerry Chomiak

THAT Peter Braun and Manager Pat Sliworsky attend the conference.

CARRIED

9. NOTICE OF MOTION

The next meeting will include the 2009 Budget.

10. NEXT MEETING DATE

The next meeting will be held October 04, 2008 at 10:00 a.m. at the Town of High Level Office.

11. IN-CAMERA ITEMS**Resolution #53-08**

Moved by Carrie Demkiw

THAT the Board go in-camera at 12:45 p.m.

CARRIED

Resolution #54-08

Moved by Carrie Demkiw

THAT the Board come out of camera at 1:02 p.m.

CARRIED

Resolution #55-08

Moved by Jerry Chorniak

THAT Administration have the Town of High Level Administration attend the meeting on October 04, 2008, 11:00 a.m., as well as, KPMG via telephone to discuss the Administration Support for 2007.

CARRIED

12. ADJOURNMENT

Resolution #56-08

Moved by Peter Braun

THAT the meeting be adjourned at 1:03 p.m.

CARRIED

Chairman

Manager

MACKENZIE REGIONAL WASTE MANAGEMENT COMMISSION
REQUEST FOR DECISION

Issue:
Appointment of the Secretary-Treasurer 26-05

Recommendation:
THAT the Commission rescind the Appointment of the Secretary-Treasurer 26-05 policy.

Comments:
There is no need to appoint a position that currently exists within the Commission's administration. The Minister of Environment stated '7.1 The Board shall cause to be kept proper books of account and records together with all papers and other documents relating to the Commission shall be kept at the office of the Commission/Manager and shall be open during reasonable business hours.'

Date: October 25, 2008

Submitted By: Pat Sliworsky, Manager

Reviewed By:

Mackenzie Regional Waste Management Commission

TITLE: Appointment of the Secretary-Treasurer
POLICY NO: 26-05
RESCINDS: N/A

Policy Objective: To ensure due diligence in all financial activities of the Commission.

Policy Statement:

At the first meeting following the Municipal Elections or an annual Organizational Meeting, the Commission shall appoint a Secretary-Treasurer as recommended by the Commission Manager.

Responsibilities and Authorities:

The Secretary-Treasurer shall, at the direction of the Commission:

- Administer the funds of the Commission
- Maintain accounting records of all transactions of the Commission on a computer system together with appropriate backup and archival copies in accordance with goods records management practices, showing all its receipts and expenditures relating to the Facilities
- Submit financial statements for the preceding months to the Board at its regular meetings
- Deposit all monies on behalf of the Commission
- Pay all accounts that have been approved by the Commission for payment
- Conduct regular audits of the Operating Contractor's financial practices
- Coordinate and facilitate the annual independent audit of the Commission's financial affairs

As directed by the Commission, the Secretary-Treasurer shall deposit funds into trust accounts and reserves established by the Commission.

The Secretary-Treasurer shall invest portions of the reserve and trust funds, as directed by the Commission Board.

In discharging its responsibilities, the Secretary-Treasurer shall open and keep proper and accurate books of account of all the financial transactions involved in the management and operation of the Facilities.

Entries shall be made therein of all matters as are usually written and entered in books of account kept by persons engaged in concerns of a similar nature to that carried on by the Commission.

*Mackenzie Regional Waste Management Commission
Appointment of the Secretary-Treasurer Policy 26-05
Page 2 of 2*

All books, securities, letters and other things belonging to or concerning the Commission and Facilities managed by the Secretary-Treasurer shall be kept at the municipal office of the Secretary-Treasurer and shall be accessible to the Board of Directors and/or officer of the Commission who shall have free access at all reasonable times to inspect, examine and copy them.

	DATE:	RES. NO.
Approved	October 22, 2005	67-05
Amended		
Amended		



ALBERTA
MINISTER OF MUNICIPAL AFFAIRS

Office of the Minister
MLA, Fort McMurray

AR23656

August 3, 2004

Ms. Pat Kulscar
Chairperson
Mackenzie Regional Waste
Management Commission
9813 - 102 Street
High Level, Alberta
T0H 1Z0

Dear Ms. Kulscar:

Thank you for the letter of July 20, 2004, from Ron Pelensky, Director of Operations of the Mackenzie Regional Waste Management Commission. I am pleased to attach the original copy of Bylaw No. 01-04 with my signature of approval.

In accordance with section 602.07(2) of the Municipal Government Act, my approval applies only to clauses 2, 4.1 and 6.1 of the bylaw. The commission may amend any of the other clauses contained in the bylaw at its discretion.

Hope you are having a great summer!

Best personal regards,


Guy Boutilier
Minister

Attachment

cc: Ron Pelensky
Director of Operations
Mackenzie Regional Waste Management Commission

TOWN OF HIGH LEVEL	
File No	5365-00
RECEIVED	AUG 17 2004
Copy to	Ron
Action	

Mackenzie Regional Waste Management Commission

BYLAW NO. 01-04

BEING A BYLAW OF THE COMMISSION GOVERNING THE ADMINISTRATION OF THE COMMISSION, THE APPOINTMENT OF THE DIRECTORS OF THE COMMISSION AND THE DESIGNATION OF A CHAIRMAN AND THE OFFICERS OF THE COMMISSION.

WHEREAS the Mackenzie Regional Waste Management Commission has been established by Lieutenant Governor in Council by Alberta Regulations and made pursuant to the Municipal Government Act, 2000, Chapter M-26; and

WHEREAS the Mackenzie Regional Waste Management Commission now wishes to make a Bylaw pursuant to section 602.07 of the Municipal Government Act governing the administration and the designation of the Chairman and other Officers of the Commission;

NOW THEREFORE the Board of Directors of the Mackenzie Regional Waste Management Commission in the province of Alberta, duly assembled, enacts as follows:

1. Definitions

- a. "Act" shall mean the Municipal Government Act, 2000, Chapter M-26 as amended from time to time;
- b. "Board" shall mean the Board of Directors of the Mackenzie Regional Waste Management Commission appointed from time to time pursuant to this Bylaw;
- c. "Chairman" shall mean the Chairman of the Board elected as Chairman of the Board pursuant to this Bylaw;
- d. "Commission" shall mean the Mackenzie Regional Waste Management Commission;
- e. "Manager" shall mean a person or persons duly appointed by the Commission who shall hold office at the pleasure of the Board;
- f. "Municipalities" shall mean the member municipalities of the Commission.

*Mackenzie Regional Waste Management Commission
Bylaw 01-04*

2. Board Appointments

2.1 Each municipality shall appoint their members to the commission at their organizational meeting immediately following the municipal elections as follows;

Town of High Level	2 Members
Town of Rainbow Lake	2 Members
MD of Mackenzie	2 Members

2.2 Appointments shall be for a 3 (three) year term (coinciding with municipal elections.)

2.3 At any time a Municipality may terminate the appointment of any Board member whom it has appointed and appoint a replacement member.

3. Board Meetings

3.1 Except as otherwise provided, the business of the Board shall be conducted at meetings of members of the Board.

3.2 Board meeting packages shall be distributed to the members at least three (3) days prior to any regularly scheduled board meeting.

3.3 The Chairman or any three (3) members of the Board may call a special meeting of the Board.

3.4 Forty eight (48) hours notice of a non-regularly scheduled meeting or special meeting of the Board shall be given to each member of the Board personally or by email or fax addressed to him or her at his or her contact information shown on the records of the Board. Such notice shall include reason for the meeting, and date, time and place it is to be held.

3.5 A special meeting may be held with less than forty eight (48) hours notice if at least two thirds (2/3) of the board agrees to this in writing.

3.6 A quorum of the Board, at all meetings of the Board shall consist of a majority of members of the Board.

3.7 Each member of the Board shall have one (1) vote and the Chairman shall not have a second or casting vote.

*Mackenzie Regional Waste Management Commission
Bylaw 01-04*

3.8 Subject to the other provisions of this Bylaw, a resolution passed by a majority of the votes at any duly constituted meeting of the Board shall be binding.

3.9 The Chairman shall preside at meetings of the Board and in the absence of the Chairman, the Vice-Chairman and in the absence of the Vice-Chairman the members present may appoint a Chairman for that meeting pursuant to the Act.

3.10 A Resolution in writing signed by all members of the Board shall be of the same force and effect as if the same had been passed by a majority of the votes cast at a duly constituted meeting of the Board.

4. 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.

*Mackenzie Regional Waste Management Commission
Bylaw 01-04*

5. Seal

5.1 The Board shall adopt a seal of the Commission and the seal shall be in custody of the Manager under the control of the Board.

5.2 The seal of the Commission shall not be affixed to any document except by the authority of a Resolution of the Board.

6. Duties of the Board

6.1 The Board shall ensure that each member municipality receives waste management services from the commission at the same rate.

6.2 Individual board members are to consider the welfare and interests of the region as a whole while carrying out their duties.

6.3 The Board shall formulate programs, policies, procedures, rules and regulations concerning all aspects of the affairs of the Commission in accordance with Act and the Board shall be at liberty to exercise any or all of the powers of the Commission granted to the Commission pursuant to the Act for the purpose of carrying out the objectives of the Commission.

6.4 The Board may appoint such committees consisting of its members or of other persons or any combination thereof as it may deem expedient for the furtherance of the objectives of the Commission.

6.5 The Board, through the Manager, may employ, discipline, terminate, and fix the conditions of remuneration, employee benefits, hours of work and any other matter relating to such employees as may be deemed necessary.

6.6 The Board may from time to time, retain such consultants, engineers, managers, clerks, servants, and agents as the Board may deem necessary.

7. Books and Records

7.1 The Board shall cause to be kept proper books of account and records and such books account and records together with all papers and other documents relating to the Commission shall be kept at the office of the Commission/Manager and shall be open during reasonable business hours.

7.2 All records shall be available for inspection and examination by every member of the Board, upon reasonable notice and with the approval of the board of directors.

7.3 The Board shall appoint an auditor or auditors who shall be a certified general accountant, a chartered accountant or a certified management

*Mackenzie Regional Waste Management Commission
Bylaw 01-04*

accountant and who shall audit the accounts and affairs of the Commission in accordance with the requirements of the Act.

7.4 The Board shall not assume operating deficits.

7.5 Unless otherwise approved by the Minister, the commission must not operate for the purpose of making a profit or distribute any of its surpluses to its member municipalities.

7.6 The Board shall cause minutes to be made and books to be provided for the purpose of recording all Resolutions passed by and all proceedings of any meeting of the Board and shall record the names of all present at such meeting.

7.7 The Board shall at all times ensure that the requirements of the Act relating to the delivery of reports, financial statements and information to the Municipalities from the Commission are met.

8. Manager

8.1 The Board shall appoint a Manager of the Commission.

8.2 The Manager shall manage and direct the affairs of the Commission in accordance with the policies, rules, procedures, and directions of the Board and in accordance with the Act and the Manager shall conform to all lawful orders and directions given to him by the Board.

8.3 The Manager shall keep all records of the Commission in a safe orderly manner in the office of the Manager.

9. Services

9.1 The Commission is authorized to provide solid waste management services.

10. Amendments

10.1 This Bylaw may be amended from time to time by the Board by a majority of the votes cast at any duly constituted meeting of the Board, with the exception of clause 2.1 which must be passed by a Resolution of the majority of the member municipalities.

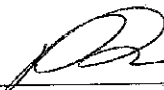
11. Minister of Municipal Affairs

11.1 This Bylaw comes into effect upon the approval of the Minister of Municipal Affairs.

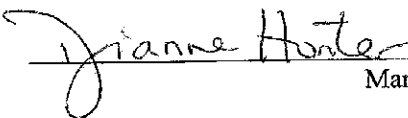
Read a first time this 20th day of February, 2004.

Read a second time this 2nd day of April, 2004

Read a third time and finally passed, this 2nd day of April, 2004

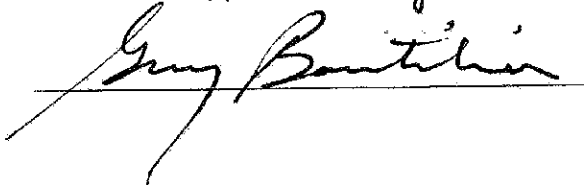


PAT KULSCAR
Chairman



Dianne Hunter
Manager

Approved by the Minister of Municipal
Affairs this 3rd Day of August, 2004



MACKENZIE REGIONAL WASTE MANAGEMENT COMMISSION
REQUEST FOR DECISION

Issue:
Reserve & Trust Fund Accounts 24-05

Recommendation:
THAT the Commission accept the change to the Reserve & Trust Fund Accounts 24-05 policy.

Comments:
The only change is to replace the title "Secretary-Treasurer" to "Administrative/Financial Assistant".

Date: October 25, 2008

Submitted By: Pat Sliworsky, Manager

Reviewed By:

Mackenzie Regional Waste Management Commission

TITLE: Reserve and Trust Fund Accounts
POLICY NO: 24-05
RESCINDS: N/A

Policy Objective: To ensure the Commission is able to meet present and future financial obligations by establishing reserve funds.

Policy Statement:

The Commission shall establish and maintain trust funds, sufficient to meet defined and future financial obligations.

Background:

A Landfill Reserve was established to provide for capital expenditures at the landfill site.

Responsibilities and Authorities:

The Commission will establish the sources and level of funding to be deposited in each reserve fund.

The Secretary-Treasurer shall establish reserve funds, deposit and invest the money collecting in the funds, in a responsible manner as approved by the Commission.

The Secretary-Treasurer shall provide financial status reports to the Commission for each reserve fund on a regular basis, as directed by the Board.

	DATE:	RES. NO.
Approved	October 22, 2005	67-05
Amended		
Amended		

Mackenzie Regional Waste Management Commission Income Statement Jan 01, 2008 to Sept 30, 2008						
REVENUE						
	2008	2008	2008	2008	2009	2009
	ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET
Tippling Fees						
County Transfer Stations	100,002.87		135,983.00		133,610.00	
County Commercial/Industrial	131,047.92		218,398.00		173,533.36	
County Construction/Demolition	17,235.53		5,092.00		22,759.41	
County Farm Residential	6,406.61		8,315.00		7,158.98	
Total County Revenue		254,692.93		367,788.00		337,061.75
High Level Residential	56,436.25		72,434.00		66,551.85	
High Level Commercial/Industrial	138,673.41		200,581.00		178,617.27	
High Level Construction/Demolition	13,757.41		11,164.00		19,523.36	
Total High Level Revenue		208,867.07		284,179.00		264,692.48
Rainbow Lake Residential	13,352.81		17,666.00		17,536.28	
Rainbow Lake Commercial/Industrial	33,494.87		43,467.00		44,473.41	
Total Rainbow Lake Revenue		46,847.68		61,133.00		62,009.69
Dene Tha Residential	19,069.25		23,028.33		24,901.67	
Dene Tha Commercial/Industrial	0.00		0.00		0.00	
Dene Tha Construction/Demolition	15,965.00		32,768.33		20,991.67	
Dene Tha Transfer Station	52,259.25		79,526.67		69,645.00	
Total Dene Tha Revenue		87,293.50		135,323.33		115,538.34
Paddle Prairie Transfer Station		32,882.01		38,501.67		43,776.67
Non Members		1,213.75		15,000.00		1,618.33
Contaminated Soil		21,809.76		17,373.00		30,122.24
Total Tippling Fees		653,606.70		919,298.00		854,819.50
Other Revenue						
Return on Investments		10,109.21		15,000.00		12,000.00
Interest Earned		11,806.31		0.00		5,000.00
Extra Work Charges		4,294.00		1,000.00		5,000.00
Batteries		862.00		0.00		0.00
Expense Reimbursements		2,204.28		0.00		0.00
WCB Dividends		1,176.37		0.00		0.00
Provincial Grant		5,587.71		0.00		0.00
E-Waste		480.35		0.00		0.00
Metal Recycling		50.00		0.00		0.00
Total Other Revenue		36,570.23		16,000.00		22,000.00
TOTAL REVENUE		690,176.93		935,298.00		876,819.50
EXPENSE						
Operating Expenses						
Accounting Fees		75.00		0.00		500.00
Advertising		2,880.59		3,000.00		500.00
Administration & Service Fees		80.19		0.00		140.00
Auditing Fees		17,458.65		12,500.00		14,000.00
Finning Maintenance/Labour	14,737.75		5,000.00		5,000.00	
Flat Repairs	267.02		350.00		350.00	
Oil Sampling	0.00		40.00		50.00	
Steam Cleaning /Vehicle Wash	1,480.86		1,987.50		2,000.00	
Vehicle Oil Changes	458.53		300.00		550.00	

	ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET
Welding Maintenance	1,893.78		15,000.00		15,000.00	
Parts and Materials	10,836.57		5,664.00		6,000.00	
Other Labour	1,659.00		0.00		1,200.00	
Total Equip/Vehicle Maint & Repair		31,333.51		28,341.50		30,150.00
Deisel (Dyed)	24,212.83		35,033.60		35,000.00	
Gas	2,989.08		3,772.80		4,500.00	
Oil, Grease & Anti-freeze	2,322.01		3,500.00		3,850.00	
Propane	0.00		0.00		0.00	
Total Fuel/Gas & Oil		29,523.92		42,306.40		43,350.00
Building & Content Insurance	386.65		650.75		762.60	
Equipment Insurance	312.89		350.00		571.56	
Vehicle Insurance	0.00		250.00		350.00	
General Liability Insurance	851.38		0.00		1,459.44	
Total Insurance		1,550.92		1,250.75		3,143.60
Contributed to Landfill Closure		77,794.29		103,725.77		110,474.67
Dry Cleaning		217.25		0.00		375.00
Land Lease Agreement		116.40		750.00		750.00
Legal Fees		101.25		3,000.00		3,000.00
Membership / Conf. Fees		1,745.44		0.00		3,000.00
Postage & Freight		1,551.54		840.00		2,100.00
Rental Fees		309.48		200.00		700.00
Subscriptions & Publications		0.00		300.00		0.00
Survey for Annual Report		6,174.93		6,000.00		6,200.00
Coffee/Drinking Water Supplies	797.57		1,000.00		1,200.00	
Janitorial Supplies	672.47		500.00		1,200.00	
Office Supplies	4,209.17		2,500.00		4,000.00	
Shop Supplies	3,218.97		1,200.00		2,000.00	
Total Supplies		8,898.18		5,200.00		8,400.00
Telephone & Communications		4,814.53		2,520.00		6,420.00
Tools Expense		252.60		0.00		300.00
Training and Education		1,426.00		2,000.00		1,000.00
Travel & Subsistance		7,422.71		11,327.40		11,000.00
Electrical	2,110.43		3,840.00		3,300.00	
Heat	9,612.49		5,200.00		14,540.00	
Water Tank Fills	1,121.00		1,440.00		1,500.00	
Total Utilities		12,843.92		10,480.00		19,340.00
Vehicle Lease		3,789.18		5,052.24		5,052.24
Total Operating Expenses		210,360.48		238,794.06		269,895.51
Payroll Expenses						
Wages and Salaries		205,368.71		275,499.76		286,076.24
Commission Members Per Diem		5,300.00		8,550.00		8,550.00
EI Expense	4,478.39		7,665.13		6,312.55	
CPP Expense	8,685.80		16,517.67		12,292.44	
WCB Expense	(328.54)		4,270.25		4,434.18	
Employee Benefits	13,397.71		14,648.70		17,508.00	
Pension Expense	12,481.70		17,508.20		15,870.00	
Alberta Health Care	3,432.00		0.00		0.00	
Vacation Pay Expense	515.16		0.00		350.00	
Total Employer Contributions		42,662.22		60,609.95		56,767.17
Total Payroll Expenses		253,330.93		344,659.71		351,393.41

	ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET
Site Maintenance and Repair						
Building Repair		5,490.75		2,900.00		1,000.00
Ground Water		3,370.00		7,700.00		6,740.00
Leachate		16,234.59		20,800.00		18,000.00
Landfill Contract		(10,000.00)		0.00		0.00
Bin Rental		3,600.00		3,600.00		3,600.00
Recycling Expenses		12,595.00		13,800.00		13,800.00
Roads		9,395.26		8,070.40		8,000.00
Surface Water		246.00		500.00		250.00
Site Clean up		2,050.00		3,000.00		2,050.00
New Signs at the Landfill Entrance		845.00		1,400.00		0.00
Total Site Maintenance and Repair		43,826.60		61,770.40		53,440.00
Other Expenses						
Amortization/Depreciation		142,516.26		0.00		0.00
Bank & Collection Charges		97.62		0.00		0.00
Bank Reconciliation Adjustments		0.01		0.00		0.00
Interest Expense		7,875.42		0.00		15,407.34
Uncollectible Accounts		0.00		1,000.00		500.00
Waste Hauling Study		0.00		20,000.00		0.00
Promotion		55.00		0.00		2,700.00
Cleanup Rural Dump Sites		0.00		20,000.00		0.00
Soil Testing (Hydrocarbons)		2,414.00		0.00		0.00
Total Other Expenses		152,958.31		41,000.00		18,607.34
TOTAL EXPENSE		660,476.32		686,224.17		693,336.26
NET INCOME		29,700.61		249,073.83		183,483.24

Capital Expenditures

	2008	2008	2009
	ACTUAL	BUDGET	BUDGET
Electric Perimeter Fence	0.00	30,000.00	0.00
Track Loader & Backhoe	0.00	19,908.00	19,746.00
816-F2 Compactor (over 10 years)	23,920.70	48,535.00	32,434.06
Fuel Tank for Office	0.00	3,000.00	0.00
Surface Water Improvements	0.00	342,000.00	0.00
Purchase Compactor	384,201.00	381,548.00	0.00
Office Expansion	62,592.49	20,000.00	0.00
Litter Fences	15,769.00	15,692.00	0.00
Waste Hauling Study	0.00	20,000.00	0.00
Master Plan Review (due in 2010)	0.00	3,000.00	3,000.00
Future Excavation of Cell 5	0.00	30,000.00	30,000.00
Office Furniture	1,295.76	0.00	0.00
Deck by office	0.00	0.00	3,300.00
Shop insulation and doors	0.00	0.00	25,500.00
Reclaim Monitoring Well/Covers	9,000.00	15,500.00	9,000.00
Replace track links on 963	0.00	0.00	13,200.00
Landfill Audit (due in 2010)	0.00	0.00	3,250.00
TOTALS	496,778.95	929,183.00	139,430.06

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

Item # _____

Issue:

Charges to Emroc Drywall for waste totaling \$509.38 including GST.

Recommendation:

THAT the Commission continue to pursue payment from Emroc Drywall for waste delivered to the Mackenzie Regional Landfill on March 15th, 2008.

Manager Comments:

The contractor was hauled in 3 loads of renovation waste on March 15, 2008. Emroc Drywall explained to the Manager the reason for not paying the invoice was because the loads had snow in them and he didn't feel it was right to charge them for the snow.

Date: October 25, 2008

Submitted By: Pat Sliworsky, Manager

Reviewed By:

Mackenzie Regional Waste Management Commission

Box 235

High Level, Alberta T0H 1Z0

INVOICE

Invoice No.: 2086

Date: 03/31/2008

Emroc Drywall

Box 772

La Crete, Alberta T0H 2H0

Business No.: 845065275

Item No.	Unit	Description	Tax	Unit Price	Amount
2013	9120	Construction Demo (County Com/Ind)	G	150.21	150.21
2013	9124	Construction Demo (County Com/Ind)	G	223.60	223.60
2013	9127	Construction Demo (County Com/Ind)	G	111.31	111.31
		G - GST 5%			
		GST			24.26
Terms: Net 30 Payment Options: Cash or Cheques Only				Total Amount:	509.38

Apr 01,08
10:12:11

MACKENZIE REGIONAL LANDFILL - SE1-110-20-W5M
Customer = EMROC
Charges to Customers for Shipments Received
From Date Mar 01,08 to Mar 31,08

Page

Ticket	Load	Srcce	Netwgt	NetTon	Total	Total w/tax
9120	14	LACO	3050	3.05	150.21	157.72
9124	18	LACO	4540	4.54	223.60	234.78
9127	21	LACO	2260	2.26	111.31	116.88
TOTAL:			9850	9.85	485.12	509.38