

# MACKENZIE REGIONAL WASTE MANAGEMENT COMMISSION

## AGENDA

DECEMBER 5, 2009

- 1. CALL TO ORDER**
- 2. ADDITIONS TO OR DELETIONS FROM THE AGENDA**
- 3. ADOPTION OF AGENDA**
- 4. DELEGATIONS**
  - 4.1 Richard Donaldson, Daniel M. Ringrose Accountant
  
- 5. REPORTS**
- 6. ADOPTION OF MINUTES**
  - 6.1 October 24, 2009 Annual General Meeting
  
- 7. BUSINESS ARISING FROM THE MINUTES**
  - 7.1 2010 Budget
  
- 8. NEW BUSINESS**
  - 8.1 Policy #24-05 Reserve & Trust Fund Accounts

- 9. CORRESPONDENCE**
- 10. NOTICE OF MOTION**
- 11. NEXT MEETING**
  - 11.1 January 23, 2010

- 12. IN-CAMERA ITEMS**
- 13. ADJOURNMENT**

MACKENZIE REGIONAL WASTE MANAGEMENT COMMISSION  
REQUEST FOR DECISION

**Issue:**  
**Minutes of October 24, 2009**

**Recommendation:**  
Adoption of the minutes.

**Comments:**

**Date:** December 5, 2009  
**Submitted By:** Pat Sliworsky, Manager  
**Reviewed By:**



## Mackenzie Regional Waste Management Commission

Annual General Meeting  
Stardust, Olivier Room  
10:00 a.m.  
October 24, 2009

### MINUTES

In Attendance	Stuart Watson Peter Braun Kelly Drover Barry Gladders	Chair, Mackenzie County Mackenzie County Town of Rainbow Lake Town of High Level
Staff:	Pat Sliworsky Kathy Bancarz	Manager Administrative/Financial Assistant
Regrets:	Jerry Chomiak Rose Cretney	Vice Chair, Town of High Level Town of Rainbow Lake

#### 1. CALL TO ORDER

Chairman Stuart Watson called the meeting to order at 10:01 a.m.

##### **1.1 Election of Chairman and Vice-Chairman**

*Position of Chairman*  
Peter Braun Nominated Stuart Watson, who accepted

Call for other nominations.

##### **Resolution #64-09**

Moved by Peter Braun  
THAT nominations for the position of Chairman cease.

CARRIED

Stuart Watson was acclaimed as chairman.

##### *Position of Vice-Chairman*

Barry Gladders nominated Jerry Chomiak and added that Jerry Chomiak had stated to him that he would accept the nomination.

Call for other nominations.

##### **Resolution #65-09**

Moved by Barry Gladders  
THAT nominations for the position of Vice-Chairman cease.

CARRIED

Jerry Chomiak was acclaimed as Vice-Chairman.

**1.2 Per diems Review**

**Resolution #66-09**

Moved by Peter Braun

THAT Policy No. 41-05 be accepted for information.

CARRIED

**2. ADDITIONS TO OR DELETIONS FROM THE AGENDA**

There were none.

**3. ADOPTION OF AGENDA**

**Resolution #67-09**

Moved by Kelly Drover

THAT the agenda for the October 24, 2009 annual general meeting be adopted as presented.

CARRIED

**4. DELEGATIONS**

**4.1 Daniel Ringrose**

Daniel Ringrose presented the Audit Service Plan and answered any questions that the Board had.

The Board took recess at 10:38 a.m.

The Board reconvened at 10:41 a.m.

**Resolution #68-09**

Moved by Kelly Drover

THAT Daniel Ringrose's presentation be accepted as information.

CARRIED

**5. REPORTS**

**5.1 Manager's Report**

Manager Pat Sliworsky presented his report and updated the Board on the current happenings.

**Resolution #69-09**

Moved by Barry Gladders

THAT the Manager's Report be accepted for information.

CARRIED

**Resolution #70-09**

Moved by Kelly Drover

THAT the Board asks the Municipalities to lobby for the land sale on the Commission's behalf, and have Administration send the following letters:

- A letter from the Commission to the Municipalities asking them to lobby the Alberta Government to proceed with the land sale on the Commission's behalf, and include a draft letter addressed to the Minister, and cc'd to Stelmach and

the local MLA, for their convenience.

- A letter from the Commission to the Minister, and cc'd to Steilmach and the local MLA, requesting the Alberta Government proceed with the land sale.

CARRIED

**5.2 Financial Report as of  
September 30, 2009**

**Resolution #71-09**

Moved by Peter Braun

THAT the Financial Report be accepted for information.

CARRIED

**6. ADOPTION OF MINUTES**

**6.1 September 12, 2009  
General Meeting and  
October 7, 2009  
Special Meeting**

**Resolution #72-09**

Moved by Barry Gladders

THAT the minutes of the September 12 and October 7, 2009 Mackenzie Regional Waste Management Commission meetings be adopted as presented.

CARRIED

**7. BUSINESS ARISING FROM THE MINUTES**

**7.1 Internal  
Communications  
Policy 55-09**

It was discussed that where the Policy Statement reads "... as soon as the situation is under control." it should be amended to read "...in a timely fashion."

**Resolution #73-09**

Moved by Kelly Drover

THAT the Internal Communications Policy 55-09 be accepted as amended.

CARRIED

**8. NEW BUSINESS**

**8.1 Budget 2010**

The Board took recess at 11:34 a.m.  
The Board reconvened at 11:39 a.m.

The Board took recess at 1:17 p.m.  
The Board reconvened at 1:25 p.m.

**Resolution #74-09**

Moved by Peter Braun

THAT before the Board makes a decision regarding the budget for 2010, Administration is to consult with a Financial Advisor on issues relevant to the budget and have the Advisor attend the next meeting to explain the details.

CARRIED

**9. CORRESPONDENCE**

There were none.

**10. NOTICE OF MOTION**

There were none.

**11. NEXT MEETING DATE**

**Resolution #75-09**

Moved by Peter Braun

THAT the next meeting be a budget meeting, held December 5, 2009 at 10:00 a.m. at Stardust Motor Inn, Olivier Room.

CARRIED

**12. IN-CAMERA ITEMS**

**13. ADJOURNMENT**

**Resolution #76-09**

Moved by Barry Gladders

THAT the meeting be adjourned at 3:23 p.m.

CARRIED

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Manager

Mackenzie Regional Waste Management Commission Income Statement Jan 01, 2009 to Oct 31, 2009				
REVENUE				
	2008	2009 YTD	2009	2010
	ACTUAL	ACTUAL	BUDGET	BUDGET
<b>Tipping Fees</b>				
1 County Transfer Stations	128,703.68	111,404.75	133,610.00	133,223.81
2 County Commercial/Industrial	168,640.99	123,045.30	173,533.36	148,038.41
3 County Construction/Demolition	17,328.84	1,710.94	22,759.41	2,232.80
4 County Farm Residential	7,497.11	6,708.65	7,158.98	6,236.15
5 Total County Revenue	322,170.62	242,869.64	337,061.75	289,731.17
6 High Level Residential	69,663.18	58,056.58	66,551.85	62,329.82
7 High Level Commercial/Industrial	180,657.82	128,313.13	178,617.27	147,942.08
8 High Level Construction/Demolition	50,083.07	20,436.17	19,523.38	25,030.03
9 Total High Level Revenue	300,404.07	206,805.88	264,692.48	235,301.93
10 Rainbow Lake Residential	17,443.04	13,526.16	17,536.28	16,225.31
11 Rainbow Lake Commercial/Industrial	69,316.45	33,364.73	44,473.41	40,037.30
12 Total Rainbow Lake Revenue	86,759.49	46,890.89	62,009.69	56,262.61
13 Dene Tha Residential	25,614.65	23,495.55	24,901.67	28,053.00
14 Dene Tha Construction/Demolition	19,628.85	12,306.25	20,991.67	14,767.50
15 Dene Tha Transfer Station	66,408.00	53,467.63	69,645.00	63,807.00
16 Total Dene Tha Revenue	111,651.50	89,269.43	115,538.34	106,627.50
17 Paddle Prairie Transfer Station	45,831.26	41,577.88	43,776.67	49,893.00
18 Non Members	1,213.75	16,847.56	1,618.33	13,909.50
19 Contaminated Soil	21,809.76	3,163.36	30,122.24	3,796.03
20 Total Tipping Fees	889,840.45	647,424.64	854,819.50	755,521.74
21				
22 <b>Other Revenue</b>				
23 Funds from Reserve Account	0.00	0.00	0.00	48,600.00
24 Return on Investments	6,644.08	8,172.59	12,000.00	9,807.11
25 Interest Earned	13,254.02	738.11	5,000.00	1,054.17
26 Extra Work Charges	4,419.00	2,314.00	5,000.00	3,853.13
27 Batteries	1,338.00	1,662.00	0.00	1,994.40
28 Expense Reimbursements	2,204.28	4,391.75	0.00	450.00
29 STEP Program	0.00	2,450.00	0.00	2,450.00
30 WCB Dividends	1,176.37	0.00	0.00	349.87
31 AAMDC Dividends	0.00	50.13	0.00	50.13
32 Deferred Capital Contributions	7,450.29	6,208.56	0.00	7,450.29
33 Composter Sales	0.00	146.78	0.00	146.78
34 E-Waste	2,060.05	3,472.90	0.00	4,167.48
35 Paint/HH Waste	2,051.00	1,905.35	0.00	2,858.03
36 Metal Recycling	100.00	0.00	0.00	0.00
37 Total Other Revenue	40,697.09	31,512.17	22,000.00	83,231.39
38				
39 <b>TOTAL REVENUE</b>	930,537.54	678,936.81	876,819.50	838,753.13
40				
41 <b>EXPENSE</b>				
42				
43 <b>Operating Expenses</b>				
44 Accounting Fees	75.00	0.00	500.00	0.00
45 Advertising	3,070.09	1,608.84	500.00	2,000.00
46 Administration & Service Fees	18,807.34	117.03	140.00	135.00

47		2008	2009 YTD	2009	2010
48		ACTUAL	ACTUAL	BUDGET	BUDGET
49	Auditing Fees	30,958.65	994.50	14,000.00	15,500.00
50	Finning Maintenance/Labour	17,777.75	14,906.00	5,000.00	2,500.00
51	Flat Repairs	650.00	599.00	350.00	720.00
52	Oil Sampling	0.00	0.00	50.00	25.00
53	Steam Cleaning /Vehicle Wash	1,524.96	1,506.27	2,000.00	2,000.00
54	Vehicle Oil Changes	532.99	263.19	550.00	400.00
55	Welding Maintenance	1,893.78	687.50	15,000.00	8,000.00
56	Parts and Materials	11,943.70	9,802.43	6,000.00	10,000.00
57	Other Labour	1,774.00	3,782.50	1,200.00	1,500.00
58	Total Equip/Vehicle Maint & Repair	36,097.18	31,548.89	30,150.00	25,145.00
59	Diesel (Dyed)	38,082.58	19,555.87	35,000.00	25,000.00
60	Gas	4,481.84	2,394.90	4,500.00	3,000.00
61	Oil, Grease & Anti-freeze	3,828.41	2,755.32	3,850.00	2,000.00
62	Total Fuel/Gas & Oil	46,392.83	24,706.09	43,350.00	30,000.00
63	Building & Content Insurance	693.14	1,009.57	762.60	1,265.79
64	Equipment Insurance	451.59	953.87	571.56	1,144.64
65	Vehicle Insurance	181.62	198.02	350.00	237.62
66	General Liability Insurance	1,061.38	441.80	1,459.44	530.16
67	Total Insurance	2,387.73	2,603.26	3,143.60	3,178.21
68	Contributed to Landfill Closure	103,725.77	75,976.94	75,976.94	79,558.00
69	Dry Cleaning	235.25	141.15	375.00	200.00
70	Land Lease Agreement	291.03	582.10	750.00	698.52
71	Legal Fees	135.00	102.22	3,000.00	1,000.00
72	Membership / Conf. Fees	2,879.17	1,269.09	3,000.00	3,000.00
73	Postage & Freight	2,028.55	2,107.93	2,100.00	2,500.00
74	Rental Fees	504.49	1,043.84	400.00	400.00
75	Subscriptions & Publications	0.00	0.00	0.00	0.00
76	Survey for Annual Report	6,174.93	7,181.87	6,200.00	6,000.00
77	Coffee/Drinking Water Supplies	1,064.38	998.81	1,200.00	1,200.00
78	Janitorial Supplies	865.40	647.25	1,200.00	800.00
79	Office Supplies	5,503.39	3,301.33	4,000.00	2,800.00
80	Shop Supplies	3,690.84	1,114.25	2,000.00	1,500.00
81	Total Supplies	11,124.01	6,061.64	8,400.00	6,300.00
82	Telephone & Communications	6,107.13	4,027.83	6,420.00	4,800.00
83	Tools Expense	718.42	463.80	300.00	400.00
84	Training and Education	1,426.00	50.00	1,000.00	1,000.00
85	Travel & Subsistance	11,577.97	7,171.89	11,000.00	7,000.00
86	Electrical	2,861.01	2,171.89	3,300.00	2,650.00
87	Heat	12,961.25	6,645.38	14,540.00	10,000.00
88	Water Tank Fills	1,538.75	1,296.50	1,500.00	1,560.00
89	Total Utilities	17,361.01	10,113.77	19,340.00	14,210.00
90	Vehicle Lease	5,052.24	4,652.74	5,052.24	7,707.48
91	<b>Total Operating Expenses</b>	<b>307,129.79</b>	<b>182,523.42</b>	<b>235,097.78</b>	<b>210,732.21</b>
92					
93	<b>Payroll Expenses</b>				
94	Wages and Salaries	280,992.82	243,002.34	294,007.24	312,717.94
95	Commission Members Per Diem	9,425.00	5,525.00	8,550.00	8,550.00
96	EI Expense	5,327.15	4,862.74	5,175.20	3,658.95
97	CPP Expense	10,749.60	9,303.74	14,553.36	12,625.83

98		2008	2009 YTD	2009	2010
99		ACTUAL	ACTUAL	BUDGET	BUDGET
100	WCB Expense	2,168.90	4,360.41	4,557.11	5,660.19
101	Employee Benefits	18,174.74	14,122.00	17,508.00	18,450.36
102	Pension Expense	18,586.86	20,809.33	22,398.06	26,049.40
103	Alberta Health Care	4,752.00	0.00	0.00	0.00
104	Vacation Pay Expense	547.56	273.56	350.00	432.00
105	Total Employer Contributions	60,306.81	53,731.78	64,541.73	66,876.73
106	<b>Total Payroll Expenses</b>	<b>350,724.63</b>	<b>302,259.12</b>	<b>367,098.97</b>	<b>388,144.67</b>
107					
108	<b>Site Maintenance and Repair</b>				
109	Building Repair	6,421.75	7,497.75	1,000.00	2,000.00
110	Ground Water	6,624.00	8,335.25	6,740.00	8,800.00
111	Leachate	16,234.59	6,431.75	16,000.00	6,000.00
112	Landfill Contract	(10,000.00)	0.00	0.00	0.00
113	Bin Rental	3,600.00	4,200.00	3,600.00	2,400.00
114	Recycling Expenses	16,439.35	24,484.15	13,800.00	9,019.91
115	Roads	9,624.06	8,894.24	8,000.00	6,000.00
116	Surface Water	246.00	229.75	250.00	250.00
117	Site Clean up	2,050.00	2,050.00	2,050.00	2,050.00
118	New Signs at the Landfill	1,329.00	522.97	500.00	300.00
119	<b>Total Site Maintenance and Repair</b>	<b>52,568.75</b>	<b>62,645.86</b>	<b>51,940.00</b>	<b>36,819.91</b>
120					
121	<b>Other Expenses</b>				
122	Amortization/Depreciation	194,165.97	141,206.00	0.00	169,447.56
123	Bank & Collection Charges	97.62	7.15	0.00	0.00
124	Bank Reconciliation Adjustments	0.01	0.00	0.00	0.00
125	Interest Expense	17,138.78	7,883.93	15,407.34	9,460.72
126	Uncollectible Accounts	0.00	0.00	500.00	100.00
127	Waste Hauling Study	0.00	0.00	0.00	0.00
128	Landfill Audit	0.00	0.00	0.00	0.00
129	Composter Purchases	0.00	80.00	0.00	0.00
130	Promotion	64.20	1,938.92	2,700.00	2,700.00
131	Safety Awards	535.00	425.00	0.00	200.00
132	Soil Testing (Hydrocarbons)	2,414.00	369.75	0.00	0.00
133	<b>Total Other Expenses</b>	<b>214,415.58</b>	<b>151,910.75</b>	<b>18,607.34</b>	<b>181,908.28</b>
134					
135	<b>TOTAL EXPENSE</b>	<b>924,838.75</b>	<b>699,339.15</b>	<b>672,744.09</b>	<b>817,605.07</b>
136					
137	<b>NET INCOME</b>	<b>5,698.79</b>	<b>(20,402.34)</b>	<b>204,075.41</b>	<b>21,148.06</b>
138					
139	<b>CAPITAL EXPENDITURES</b>	<b>496,778.95</b>	<b>496,778.95</b>	<b>169,430.06</b>	<b>160,107.39</b>
140					
141	<b>Surplus/-deficit</b>			<b>34,645.35</b>	<b>-138,959.33</b>

Note: Includes a 0% increase in waste fees.  
**\$49.25/tonne - member**  
**\$125/tonne - non-member**  
**\$8/tonne - contaminated soil**

**Capital Expenditures**

		2008	2009	2010
		ACTUAL	BUDGET	BUDGET
1	Purchase Compator	384,201.00	0.00	0.00
2	Office Expansion	62,592.49	0.00	0.00
3	Litter Fences	15,769.00	0.00	0.00
4	Office Furniture	1,295.76	0.00	0.00
5	Deck by office	0.00	3,300.00	0.00
6	Shop insulation and doors	0.00	25,500.00	0.00
7	Waste Hauling Study	20,000.00	30,000.00	0.00
8	Replace track links on 963	0.00	13,200.00	0.00
9	Reclaim Monitoring Well/Covers	9,000.00	9,000.00	0.00
10	816-F2 Compactor (over 10 years)	23,920.70	32,434.06	32,434.06
11	Master Plan Review (due in 2010)	0.00	3,000.00	3,000.00
12	Future Excavation of Cell 5	0.00	30,000.00	30,000.00
13	Landfill Audit (due in 2010)	0.00	3,250.00	3,250.00
14	Building Reserve	0.00	0.00	8,648.33
15	Equipment Reserve	0.00	19,746.00	21,015.00
16	Electric Perimeter Fence	0.00	0.00	5,000.00
17	Freon Removal Equipment	0.00	0.00	3,000.00
18	Computer & Printer	0.00	0.00	1,600.00
19	Metal Recycling (over 2 years)	0.00	0.00	3,560.00
20	Cover on Cell 4(16,200m3)	0.00	0.00	48,600.00
21	TOTALS	516,778.95	169,430.06	160,107.39

MACKENZIE REGIONAL WASTE MANAGEMENT COMMISSION  
REQUEST FOR DECISION

**Issue:**  
**Reserve & Trust Fund Accounts 24-05**

**Recommendation:**  
THAT the Commission accept the change as recommended to the Reserve & Trust Fund Account Policy 24-05.

**Comments:**  
This policy does not specify when the reserve should be started should there be exceptions to the rule. By adding the following line, it would help explain this exception.  
“Should an asset be purchased through a debenture, that debenture should first be paid off before a reserve is started for that asset.”

**Date:** December 5, 2009

**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

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**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 Administrative/Financial Assistant shall establish reserve funds, deposit and invest the money collecting in the funds, in a responsible manner as approved by the Commission.

The Administrative/Financial Assistant shall provide financial status reports to the Commission for each reserve fund on a regular basis, as directed by the Board.

	<b>DATE:</b>	<b>RES. NO.</b>
Approved	October 22, 2005	67-05
Amended	October 25, 2008	67-08
Amended		