

MACKENZIE REGIONAL WASTE MANAGEMENT COMMISSION

AGENDA

October 24, 2009

Page

1. CALL TO ORDER

1.1 Election of Chairman and Vice Chairman

3-4

1.2 Per diems Review

2. ADDITIONS TO OR DELETIONS FROM THE AGENDA

3. ADOPTION OF AGENDA

4. DELEGATIONS

4.1 Daniel Ringrose

5. REPORTS

5.1 Manager's Report for September 2009

5-11

Page

5. REPORTS

12-18

5.2 Financial Reports for September 30, 2009

6. ADOPTION OF MINUTES

19-25

6.1 Minutes of September 12, 2009 General Meeting
and October 7, 2009 Special Meeting

7. BUSINESS ARISING FROM THE MINUTES

26-27

7.1 Internal Communications Policy 55-09

8. NEW BUSINESS

8.1 Budget 2010

9. CORRESPONDENCE

10. NOTICE OF MOTION

11. NEXT MEETING

11.1 January 24, 2010

12. IN-CAMERA ITEMS

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 September 2009

Recommendation:
Reviewed by Manager and accept for information.

Comments:

Date: October 24, 2009
Submitted By: Pat Sliworsky, Manager
Reviewed By:

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

Monthly Operations Report and Summary

Month of September 2009

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 2009

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>

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

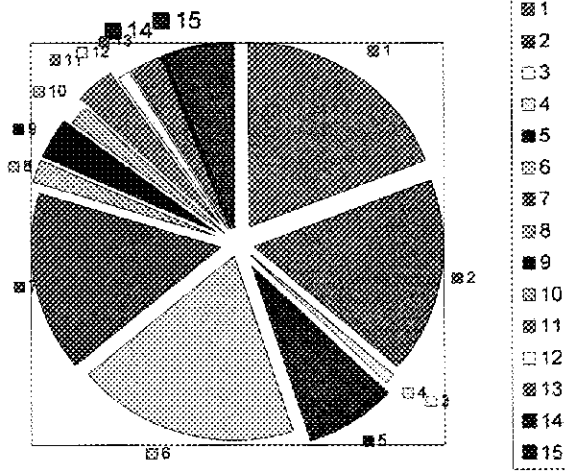
6: Special Activities Litter fences moved to appropriate locations
White goods being hauled off of the site
Metal being sorted and hauled off of the site

Mackenzie Regional Waste Management Commission
Montly Reporting Summary
Month September 2009

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	Finished Cell 3A on Sept.14 2009 moved to Cell 3
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 2009**



Waste Volume Legend	Metric Tonne	% of Total	Legend
MD #23 Transfer Stations	245.70	19%	1
MD #23 Commercial - Industrial	222.22	17%	2
MD #23 Construction - Demolition	0.00	0%	3
MD #23 Farm Residential	12.46	1%	4
H L Residential	98.92	8%	5
H L Commercial-Industrial	244.95	19%	6
H L Construction-Demolition	201.60	16%	7
R L Residential	25.22	2%	8
R L Commercial-Industrial	46.53	4%	9
Dene Tha Residential	20.65	2%	10
Dene Tha Transfer	46.27	4%	11
Dene Tha Const./Demo.	13.87	1%	12
Paddle Transfer	34.16	3%	13
Non-Members	0.00	0%	14
Products to Designated Areas	75.67	6%	15
Total	1288.22	100%	

Items not included in chart

Soil with Hydrocarbons	32.80
DIRT	12.70

**Mackenzie Regional Waste Management Commission
Summary of Waste Received in 2009 - Sorted by Area - per Metric Tonne**

	January	February	March	April	May	June	July	August	September	October	November	December	Total
Mackenzie County	151.25	125.51	146.91	205.25	263.83	289.83	289.78	230.26	245.70	222.22	228.11	203.24	2,063.24
Transfer Stations	260.79	265.70	287.22	241.63	272.02	262.96	242.21	233.17	222.22	222.22	228.11	203.24	2,063.24
Commercial - Industrial	0.04	0.08	0.54	0.35	0.88	0.88	31.63	0.93	0.00	0.00	0.00	0.00	37.69
Construction - Demolition	4.38	2.17	3.60	5.38	20.17	21.66	13.32	14.75	12.46	12.46	12.46	0.00	98.90
Farm Residential	416.65	373.46	437.37	454.11	698.06	684.11	563.63	479.25	490.38	0.00	0.00	0.00	4,407.32
Total Mackenzie County	83.76	53.15	84.78	92.51	178.88	140.77	145.66	102.62	68.92	0.00	0.00	0.00	641.62
Town of High Level	214.81	200.08	227.24	222.59	335.14	355.35	248.82	251.72	244.85	220.11	220.11	220.11	2,201.80
Commercial - Industrial	1.59	1.59	21.86	5.35	34.93	34.93	24.83	5.05	201.80	0.00	0.00	0.00	384.03
Construction - Demolition	278.68	282.48	313.88	321.46	574.30	431.21	418.70	368.29	546.47	0.00	0.00	0.00	3,527.46
Total High Level	24.29	16.49	18.23	22.90	29.52	38.16	36.42	33.37	25.22	0.00	0.00	0.00	245.27
Town of Rainbow Lake	51.72	54.66	54.15	52.36	59.78	116.26	54.55	127.47	46.53	0.00	0.00	0.00	617.60
Residential	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
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	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 Rainbow Lake	0.00	71.15	72.38	75.28	69.73	164.36	81.01	160.84	71.75	0.00	0.00	0.00	662.97
Dene Tha First Nations	13.76	15.25	17.89	16.15	23.92	25.40	20.78	19.96	20.65	0.00	0.00	0.00	171.08
Residential	36.07	35.79	37.28	31.26	60.86	37.47	39.93	47.61	46.27	0.00	0.00	0.00	372.57
Transfer Station	12.00	1.18	18.40	2.09	12.56	1.92	16.16	17.20	13.87	0.00	0.00	0.00	91.20
Construction - Demolition	61.86	68.22	73.27	49.50	86.94	62.69	76.66	74.79	86.79	0.00	0.00	0.00	634.84
Total Dene Tha	25.00	22.05	24.42	36.43	59.24	33.00	36.62	32.42	34.76	0.00	0.00	0.00	305.34
Paddle Prairie Melts Settlement	26.09	22.06	24.42	36.43	59.24	33.00	36.62	32.42	34.76	0.00	0.00	0.00	306.34
Transfer Station	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 Paddle Prairie	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
Others	869.37	807.37	921.32	938.77	1,478.14	1,244.14	1,189.97	1,118.27	1,212.66	6.00	0.00	0.00	9,778.03
Non-members	0.16	0.81	0.57	1.30	7.71	2.33	0.72	0.75	2.46	0.00	0.00	0.00	11.95
Total Others	28.28	1.28	14.87	20.05	4.67	4.73	12.00	1.42	18.31	0.00	0.00	0.00	105.69
Products to Designated Area	1.19	4.19	1.57	6.88	17.83	19.95	20.96	10.90	17.59	0.00	0.00	0.00	99.59
E-waste, electronics	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.18	0.00	0.00	0.00	0.00	0.84
Liquid Dump	1.67	0.37	1.04	0.33	1.69	2.75	0.29	1.93	2.23	0.00	0.00	0.00	12.46
Wooden Burnable	0.99	0.37	0.98	6.47	1.02	2.60	0.48	1.30	3.17	0.00	0.00	0.00	16.53
Pesticide Containers	1.50	1.50	2.60	19.06	11.47	6.75	4.08	6.57	6.57	0.00	0.00	0.00	57.01
Batteries	0.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.29
White Goods/Associated Metals	0.01	0.19	0.19	0.09	7.45	7.37	7.84	6.73	24.40	0.00	0.00	0.00	53.36
Auto Waste & Paint	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.50
Compost	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25.65
Oil Filter/Oil Containers	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.48
Asbestos	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
Animal Baiters 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 in Designated Area	24.38	8.87	21.74	38.68	53.45	62.40	74.93	26.95	74.47	0.00	0.00	0.00	385.78
Products Diverted for Recycle	4.42	3.12	4.45	11.15	31.14	28.50	16.34	14.45	38.96	0.00	0.00	0.00	192.83
2008 Monthly Total by Weight	893.65	816.84	843.96	974.85	1,631.73	1,298.24	1,274.90	1,143.21	1,288.22	0.00	0.00	0.00	10,181.81
2009 Monthly Total by Weight	627.32	669.34	1,073.40	1,048.52	1,807.34	1,222.28	1,311.93	1,247.25	1,322.21	2,366.76	1,170.36	856.79	15,736.52
2007 Monthly Total by Weight	1,030.12	976.75	1,195.46	1,272.70	1,907.85	1,748.85	1,434.49	1,470.43	1,326.92	1,948.29	1,340.10	963.97	16,143.01
Soil with Hydrocarbons	32.55	32.43	49.72	33.76	38.06	18.34	50.01	74.63	32.80	0.00	0.00	0.00	362.21
DIRT	0	0	0	5.23	16.04	20.58	126.45	18.97	12.7	0	0	0	196.17

MACKENZIE REGIONAL WASTE MANAGEMENT COMMISSION
REQUEST FOR DECISION

Issue:
Financial Report

Recommendation:

Adoption of the Financial Report.

Comments:

Date: October 24, 2009

Submitted By: Pat Sliworsky, Manager

Reviewed By: Kathy Bancarz, Administrative/Financial Assistant

**Mackenzie Regional Waste Management Commission
Comparative Balance Sheet
September 30, 2009**

	30-Sep-09	30-Sep-08
Assets		
Current Assets		
Chequing Account	150,673.35	216,592.08
Short Term Investments	406,831.23	300,000.00
Peity Cash	100.00	100.00
Undeposited Funds	170.66	0.00
Safety Program Funds	216.37	641.37
Total Cash	557,991.61	517,333.45
Accounts Receivable	108,737.42	107,084.34
Allowance For Doubtful Accounts	(641.02)	(850.00)
GST Rebate	0.00	3,860.72
Security Deposits	700.00	0.00
Total Receivables	108,796.40	110,095.06
Prepaid Insurance	1,333.72	1,289.55
Prepaid Land Lease	582.08	582.10
Prepaid Promotion	80.00	0.00
Prepaid Membership Fees	176.57	114.56
Prepaid Conference Fees	0.00	1,080.00
Prepaid Legal Fees	0.00	33.75
Prepaid Telephone	94.70	94.70
Prepaid Advertising	0.00	42.00
Prepaid Rental Fees	168.32	120.00
Total Prepaid Assets	2,435.39	3,356.66
Inventory Assets, Composters	393.73	0.00
Total Current Assets	669,617.13	630,785.17
Long Term Investments		
Term Deposit Investments	499,590.87	494,379.44
Total Long Term Investments	499,590.87	494,379.44
Capital Assets		
Building Assets	294,653.74	259,331.49
Accumulated Amortization	(141,515.25)	(128,092.89)
Net - Building Assets	153,138.49	131,238.60
Engineering Structures	2,251,683.78	2,236,671.28
Accumulated Amortization	(1,497,990.00)	(1,451,271.58)
Net - Engineering Structures	753,693.78	785,399.70
Furniture and Equipment	73,619.96	72,019.96
Accumulated Amortization	(54,214.31)	(52,483.16)
Net - Furniture and Equipment	19,405.65	19,536.80
Machinery and Equipment	708,296.27	594,329.76
Accumulated Amortization	(125,350.10)	(51,579.00)
Net - Machinery and Equipment	582,946.17	542,750.76
Total Capital Assets	1,509,184.09	1,478,925.86

	30-Sep-09	30-Sep-08
TOTAL ASSETS	<u>2,678,392.09</u>	<u>2,604,090.47</u>
LIABILITIES		
Current Liabilities		
Accounts Payable	10,955.88	10,716.02
Accounts Payable - Other	0.00	279.31
Credit Card Payable	650.64	3,867.56
Staledated Cheques	603.13	(53.50)
Current Portion of Long Term Debt	16,397.46	15,684.98
Accrued Insurance	0.00	133.83
Accrued Metal Recycling	0.00	0.00
Accrued Bin Rental	3,900.00	0.00
Accrued Equipment Repair Expense	0.00	0.00
Accrued Surface Water Testing	0.00	0.00
Accrued Payroll	9,587.61	8,829.27
Accrued Utilities	12.60	233.50
Accrued WCB Premiums	445.91	0.00
EI Payable	0.00	(0.01)
CPP Payable	0.00	0.00
Income Tax Payable	0.00	0.00
AD&D	0.00	0.00
Dependent Life	0.00	0.00
Dental	0.00	0.00
Extended Health	0.00	0.01
Group Life	0.00	0.00
Long Term Disability	0.00	0.00
Short Term Disability	0.00	0.00
LAPP (ER) Payable	0.00	0.00
LAPP (EE) Payable	0.00	0.00
Workers Compensation Payable	0.00	0.00
Vacation Pay Payable	0.00	181.44
GST Charged on Sales	9,177.85	0.00
GST Paid on Purchases	(7,959.69)	(71.35)
GST Adjustments	0.00	0.00
ITC Adjustments	0.00	0.00
Total Current Liabilities	<u>43,771.39</u>	<u>39,801.06</u>
Long Term Liabilities		
Debenture Payable	318,541.00	350,975.00
Deferred Contributions - Cap. Asset	56,178.75	63,629.04
Landfill Reclamation - Funded	499,590.87	494,379.44
Landfill Reclamation - Unfunded	1,290,670.44	1,187,094.39
Total Long Term Liabilities	<u>2,164,981.06</u>	<u>2,096,077.87</u>
TOTAL LIABILITIES	<u>2,208,752.45</u>	<u>2,135,878.93</u>
EQUITY		
Equity		
Equity in Capital Assets	1,100,548.76	697,369.76
General Landfill Reserve	283,909.12	230,909.12
Total Equity	<u>1,384,457.88</u>	<u>928,278.88</u>

	30-Sep-09	30-Sep-08
Unrestricted Net Assets		
Previous Year	(882,826.30)	(481,476.76)
Current	(31,991.94)	21,409.42
Total Unrestricted Net Assets	<u>(914,818.24)</u>	<u>(460,067.34)</u>
TOTAL EQUITY	<u>469,639.64</u>	<u>468,211.54</u>
TOTAL LIABILITIES AND EQUITY	<u>2,678,392.09</u>	<u>2,604,090.47</u>

Mackenzie Regional Waste Management Commission
Income Statement
For The Nine Months Ended September 30, 2009

REVENUE	BUDGET 2009	ACTUAL 30-Sep-09	ACTUAL 30-Sep-08
Tipping Fees			
County Transfer Stations	133,610.00	99,043.35	100,002.87
County Commercial/Industrial	173,533.36	111,384.23	131,047.92
County Construction/Demolition	22,759.41	1,705.94	17,235.53
County Farm Residential	7,158.98	6,161.51	6,406.61
Total County Revenue	337,061.75	218,295.03	254,692.93
High Level Residential	66,551.85	51,939.64	56,436.25
High Level Commercial/Industrial	178,617.27	112,982.63	138,673.41
High Level Construction/Demolition	19,523.36	18,491.24	13,757.41
Total High Level Revenue	264,692.48	183,413.51	208,867.07
Rainbow Lake Residential	17,536.28	12,084.59	13,352.81
Rainbow Lake Commercial/Industrial	44,473.41	30,417.11	33,494.87
Total Rainbow Lake Revenue	62,009.69	42,501.70	46,847.68
Dene Tha Residential	24,901.67	21,501.70	19,069.25
Dene Tha Construction/Demolition	20,991.67	11,411.25	15,965.00
Dene Tha Transfer Station	69,645.00	46,865.88	52,259.25
Total Dene Tha Revenue	115,538.34	79,778.83	87,293.50
Paddle Prairie Transfer Station	43776.67	38,167.50	32,882.01
Non Members	1618.33	8,261.81	1,213.75
Contaminated Soil	30122.24	2,898.48	21,809.76
Total Tipping Fees	854,819.50	573,316.86	653,606.70
Other Revenue			
Return on Long-term Investments	12,000.00	4,760.09	6,192.74
Interest Earned	5,000.00	702.78	12,114.53
Extra Work Charges	5,000.00	2,683.75	4,294.00
Batteries	0.00	1,002.00	1,078.00
Expense Reimbursements	0.00	300.00	2,204.28
STEP Program	0.00	2,450.00	0.00
WCB Dividends	0.00	0.00	1,176.37
AAMDC Dividends	0.00	50.13	0.00
Deferred Capital Contributions	0.00	5,587.71	5,587.71
Composter Sales	0.00	146.78	0.00
E-Waste	0.00	3,472.90	738.45
Paint / HH Waste Recycling	0.00	1,905.35	1,500.85
Metal Recycling	0.00	0.00	100.00
Total Other Revenue	22,000.00	23,061.49	34,986.93
TOTAL REVENUE	876,819.50	596,378.35	688,593.63
EXPENSES			
Operating Expenses			
Accounting Fees	500.00	0.00	75.00
Administration & Service Fees	140.00	109.89	80.19
Advertising	500.00	1,561.74	2,880.59
Auditing Fees	14,000.00	994.50	17,458.65
Finning Maintenance / Labour	5,000.00	13,760.00	14,737.75
Flat Repairs	350.00	599.00	293.02
Oil Sampling	50.00	0.00	0.00
Steam Cleaning /Vehicle Wash	2,000.00	953.77	1,480.86
Vehicle Oil Changes	550.00	263.19	458.53

	Budget	30-Sep-09	30-Sep-08
Welding Maintenance	15,000.00	687.50	1,893.78
Parts and Materials	6,000.00	8,699.33	10,836.57
Other Labour	1,200.00	3,090.50	1,659.00
Deisel (Dyed)	35,000.00	16,858.92	27,482.70
Gas	4,500.00	2,099.34	3,545.59
Oil, Grease & Anti-freeze	3,850.00	2,619.83	2,555.86
Building & Content Insurance	762.60	926.72	444.58
Equipment Insurance	571.56	776.13	310.81
Vehicle Insurance	350.00	160.22	133.83
General Liability Insurance	1,459.44	397.62	851.38
Contributed to Landfill Closure	110,474.67	82,856.00	77,794.29
Dry Cleaning	375.00	117.15	217.25
Land Lease Agreement	750.00	523.89	116.40
Legal Fees	3,000.00	102.22	101.25
Membership / Conf. Fees	3,000.00	1,070.26	1,745.44
Postage & Freight	2,100.00	1,965.67	1,587.54
Rental Fees	400.00	712.17	309.48
Subscriptions & Publications	0.00	0.00	0.00
Survey for Annual Report	6,200.00	7,181.87	6,174.93
Coffee/Drinking Water Supplies	1,200.00	938.16	797.57
Janitorial Supplies	1,200.00	584.10	672.47
Office Supplies	4,000.00	2,790.91	4,209.17
Shop Supplies	2,000.00	1,007.62	3,218.97
Telephone & Communications	6,420.00	3,552.76	4,724.01
Tools Expense	300.00	385.80	252.60
Training and Education	1,000.00	0.00	1,426.00
Travel & Subsistance	11,000.00	4,402.75	7,422.71
Electrical	3,300.00	1,480.56	2,333.16
Heat	14,540.00	4,873.74	9,612.49
Water Tank Fills	1,500.00	1,226.00	1,121.00
Vehicle Lease	5,052.24	4,010.45	3,789.18
Total Operating Expenses	269,595.51	214,426.28	254,525.60
Payroll Expenses			
Wages and Salaries	294,007.24	214,757.92	205,368.71
Commission Members Per Diem	8,550.00	4,325.00	5,300.00
EI Expense	5,175.20	4,340.77	4,478.39
CPP Expense	14,553.36	8,316.92	8,685.80
WCB Expense	4,557.11	3,914.50	1,101.34
Employee Benefits	17,508.00	12,709.60	13,398.00
Pension Expense	22,398.06	17,920.40	12,481.70
Alberta Health Care	0.00	0.00	3,432.00
Vacation Pay Expense	350.00	273.56	515.16
Total Payroll Expenses	367,098.97	266,558.87	254,761.10
Site Maintenance and Repair			
Building Repair	1,000.00	7,497.75	5,490.75
Ground Water	6,740.00	4,029.25	3,370.00
Leachate	16,000.00	5,311.75	16,234.59
Landfill Contract	0.00	0.00	-10,000.00
Bin Rental	3,600.00	3,900.00	3,600.00
Recycling Expenses	13,800.00	17,312.15	12,893.60
Roads	8,000.00	8,894.24	9,395.26
Surface Water	250.00	229.75	246.00
Site Clean up	2,050.00	2,050.00	2,050.00
New Signs at the Landfill Entrance	500.00	522.97	845.00
Total Site Maintenance and Repair	51,940.00	49,747.86	44,125.20

	Budget 2009	30-Sep-09	30-Sep-08
Other Expenses			
Amortization/Depreciation	0.00	126,993.53	142,516.26
Bank & Collection Charges	0.00	7.15	97.62
Bank Reconciliation Adjustments	0.00	0.00	0.01
Interest Expense	15,407.34	7,883.93	7,875.42
Uncollectible Accounts	500.00	0.00	0.00
Waste Hauling Study	0.00	0.00	0.00
Composter Purchases	0.00	80.00	0.00
Promotion	2,700.00	1,938.92	55.00
Safety Awards	0.00	425.00	535.00
Soil Testing (Hydrocarbons)	0.00	369.75	2,414.00
Total Other Expenses	18,607.34	137,698.28	153,493.31
TOTAL EXPENSE	707,241.82	668,431.29	706,905.21
NET INCOME	169,577.68	(72,052.94)	(18,311.58)
Capital Expenditures			
Electric Perimeter Fence	0.00	0.00	0.00
Track Loader / Backhoe	19,746.00	0.00	0.00
816-F2 Compactor (over 10 years)	32,434.06	23,920.70	23,920.70
Office Expansion	0.00	0.00	62,592.49
Litter Fences	0.00	0.00	15,769.00
Waste Hauling Study	30,000.00	0.00	0.00
Master Plan Review (due in 2010)	3,000.00	0.00	0.00
Future Excavation of Cell 5 (over 10 yrs)	30,000.00	0.00	0.00
Office Furniture	0.00	0.00	1,296.76
Reclaim Monitoring Well/Cover	9,000.00	8,000.00	9,000.00
Heat Blankets for Propane Tanks	0.00	0.00	0.00
New Motor for 963 Track Loader	0.00	0.00	0.00
Deck by Office	3,300.00	3,300.00	0.00
Shop Insulation and Doors	25,500.00	30,723.00	0.00
Replace track links on 963	13,200.00	26,672.03	0.00
Landfill Audit (Due in 2010)	3,250.00	0.00	0.00
New Demo/Construction Cell	0.00	7,012.50	0.00
Final Drive for Track Loader	0.00	31,546.15	0.00
Left Front Housing for Backhoe	0.00	13,376.27	0.00
Load Cell for Scale	0.00	1,225.25	0.00
New Back Tire for Backhoe	0.00	1,033.99	0.00
Total Capital Expenditures	169,430.06	146,809.89	112,577.95
Net Income - Capital Expenditures	147.62	(218,862.83)	(130,889.53)

MACKENZIE REGIONAL WASTE MANAGEMENT COMMISSION
REQUEST FOR DECISION

Issue:
Minutes of September 12 & October 7, 2009

Recommendation:
Adoption of the minutes.

Comments:

Date: October 24, 2009
Submitted By: Pat Sliworsky, Manager
Reviewed By:



Mackenzie Regional Waste Management Commission

Regular Board Meeting
Stardust, Olivier Room
10:00 a.m.
September 12, 2009

MINUTES

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

1. CALL TO ORDER

Chairman Stuart Watson called the meeting to order at 10:00 a.m.

2. ADDITIONS TO OR DELETIONS FROM THE AGENDA

8.2 SKMG Letter
10.1 Budget 2010
10.2 Annual Meeting
10.3 Manager Review

3. ADOPTION OF AGENDA

Resolution #44-09
Moved by Peter Braun
THAT the agenda for the September 12, 2009 board meeting be adopted as amended.

CARRIED

4. DELEGATIONS

There were none.

5. REPORTS

5.1 Manager's Report

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

Resolution #45-09

Moved by Kelly Drover
THAT the Manager's Report be accepted for information.

CARRIED

**5.2 Financial Report as of
July 31, 2009****Resolution #46-09**

Moved by Jerry Chomiak
THAT the Financial Report be accepted for information.

CARRIED

6. ADOPTION OF MINUTES**6.1 Regular Meeting of
June 27, 2009****Resolution #47-09**

Moved by Peter Braun
THAT the minutes of the June 27, 2009 Mackenzie Regional
Waste Management Commission meeting be adopted as
presented.

CARRIED

7. BUSINESS ARISING FROM THE MINUTES**7.1 Review of Policies
17-05 and 48-06****Resolution #48-09**

Moved by Kelly Drover
THAT Policies 17-05 and 48-06 be accepted for information.

CARRIED

Resolution #49-09

Moved by Kelly Drover
THAT the Board direct Administration to draft an Internal
Communications Policy and present it at the next meeting.

CARRIED

**7.2 Approval of Policy
54-09****Resolution #50-09**

Moved by Jerry Chomiak
THAT the Board adopt the Vehicle Replacement Policy 54-09 with
the following amendment;
1. a) Assess and report annual hours of use or annual mileage;

CARRIED

**7.3 Waste Study
Proposals****Resolution #51-09**

Moved by Barry Gladders
THAT the Board accept the proposals for information and instruct
Administration to get further clarification on the options within
Stantec's proposal.

CARRIED

The Board took recess at 11:05 a.m.

The Board reconvened at 11:13 a.m.

8. NEW BUSINESS

8.1 Strategic Plan for the Future (Discussion Item)

Resolution #52-09

Moved by Peter Braun
THAT the Board table the discussion until the waste study has been completed.

CARRIED

8.2 SKMG Construction

Resolution #53-09

Moved by Jerry Chomiak
THAT the letter from SKMG Construction be accepted for information and instruct Administration to respond appropriately.

CARRIED

9. CORRESPONDENCE

9.1 Imperial Oil

Resolution #54-09

Moved by Kelly Drover
THAT the correspondence be accepted for information and instruct Administration to send a thank you letter to Imperial Oil.

CARRIED

10. NOTICE OF MOTION

10.1 Budget 2010

Resolution #55-09

Moved by Kelly Drover

10.2 Annual Meeting

THAT the Board change item 10.3 to item 12.1 in today's meeting.

10.3 Manager Review

CARRIED

11. NEXT MEETING DATE

Resolution #56-09

Moved by Peter Braun

THAT the next meeting be held October 24, 2009 at 10:00 a.m. at Stardust Motor Inn, Olivier Room.

CARRIED

12. IN-CAMERA ITEMS

12.1 Manager Review

Resolution #57-09

Moved by Jerry Chomiak

THAT the Board go in-camera at 11:29 a.m.

CARRIED

Resolution #58-09

Moved by Jerry Chomiak

THAT the Board come out of camera at 12:04 p.m.

CARRIED

The Board took recess at 12:05 p.m.

The Board reconvened at 12:21 p.m.

Resolution #59-09

Moved by Jerry Chomiak

THAT the Manager's current salary be increased by 6% as of November 1, 2009 based on successful evaluation.

CARRIED

13. ADJOURNMENT

Resolution #60-09

Moved by Peter Braun

THAT the meeting be adjourned at 12:24 p.m.

CARRIED

Chairman

Manager



Mackenzie Regional Waste Management Commission

Special Board Meeting
By Conference Call
7:30 p.m.
October 7, 2009

MINUTES

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

1. CALL TO ORDER

Vice Chairman Jerry Chomiak called the meeting to order at 7:39 p.m.

Resolution #61-09

Moved by Barry Gladders
THAT the special meeting be held by conference call.

CARRIED

2. BUSINESS ARISING FROM THE MINUTES

2.1 Waste Study

Resolution #62-09

Moved by Peter Braun
THAT the board accept Stantec's proposal for the residential waste study.

CARRIED

3. ADJOURNMENT

Resolution #63-09

Moved by Barry Gladders
THAT the meeting be adjourned at 7:41 p.m.

CARRIED

Mackenzie Regional Waste Management Commission
Minutes of Special Meeting October 7, 2009

Vice Chairman

Manager

MACKENZIE REGIONAL WASTE MANAGEMENT COMMISSION
REQUEST FOR DECISION

Issue:
Internal Communication Policy 55-09

Recommendation:
THAT the Commission adopt the Internal Communication 55-09 policy.

Comments:
The Commission Board, at the last meeting, requested Administration to draft a policy for internal communication.

Date: October 24, 2009
Submitted By: Pat Sliworsky, Manager
Reviewed By:

Mackenzie Regional Waste Management Commission

TITLE: Internal Communications
POLICY NO: 55-09
RESCINDS:

Policy Objective:

To ensure consistent and effective communication between the Commission Manager and Commission Board.

Policy Statement:

Any operational disruptions and/or emergency situations that occur during the normal operation of the Commission's facilities shall be communicated to the Board, as soon as the situation is under control.

Background:

As has been established in past practice, the Board needs to be informed of any special circumstances and activities which could have an impact on the operation of the Commission's facilities.

Responsibilities and Authorities:

The Manager shall inform the Board of any matters that affect the normal operation of the waste disposal facilities and keep information updated should there be any changes.

	DATE:	RES. NO.
Approved		
Amended		
Amended		