

# **MACKENZIE REGIONAL WASTE MANAGEMENT COMMISSION**

## **AGENDA**

**APRIL 9, 2011**

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- 3. ADOPTION OF AGENDA**
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MACKENZIE REGIONAL WASTE MANAGEMENT COMMISSION  
REQUEST FOR DECISION

**Issue:**  
**Monthly Operating Reports for February 2011.**

**Recommendation:**  
Reviewed by Manager and accept for information.

**Comments:**

**Date:** April 9, 2011  
**Submitted By:** Pat Sliworsky, Manager  
**Reviewed By:**

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

**Monthly Operations Report and Summary**

**Month of February 2011**

**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 February 2011

**1: Supervision and Operating Personnel**

<b><u>Manager</u></b>	<b><u>Pat Sliworsky</u></b>	<b><u>MRWMC</u></b>
<b><u>Landfill Operator</u></b>	<b><u>Neville Pomeroy</u></b>	<b><u>MRWMC</u></b>
<b><u>Equipment Operator</u></b>	<b><u>Nels Lizotte</u></b>	<b><u>MRWMC</u></b>
<b><u>Administrative/Financial Assistant</u></b>	<b><u>Kathy Bancarz</u></b>	<b><u>MRWMC</u></b>

**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**

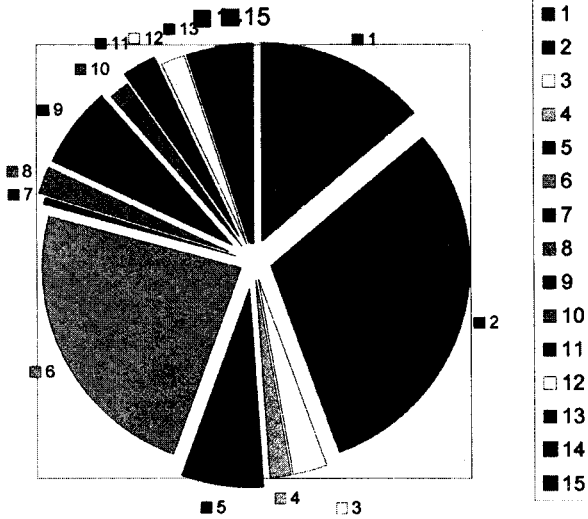
- Litter fences are moved to appropriate locations
- White goods are being stored for future recycling off site
- Metal is being stored for future recycling off site

**Mackenzie Regional Waste Management Commission**  
**Montly Reporting Summary**  
**Month February 2011**

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

**Mackenzie Regional Landfill**

**Waste Received  
February 2011**

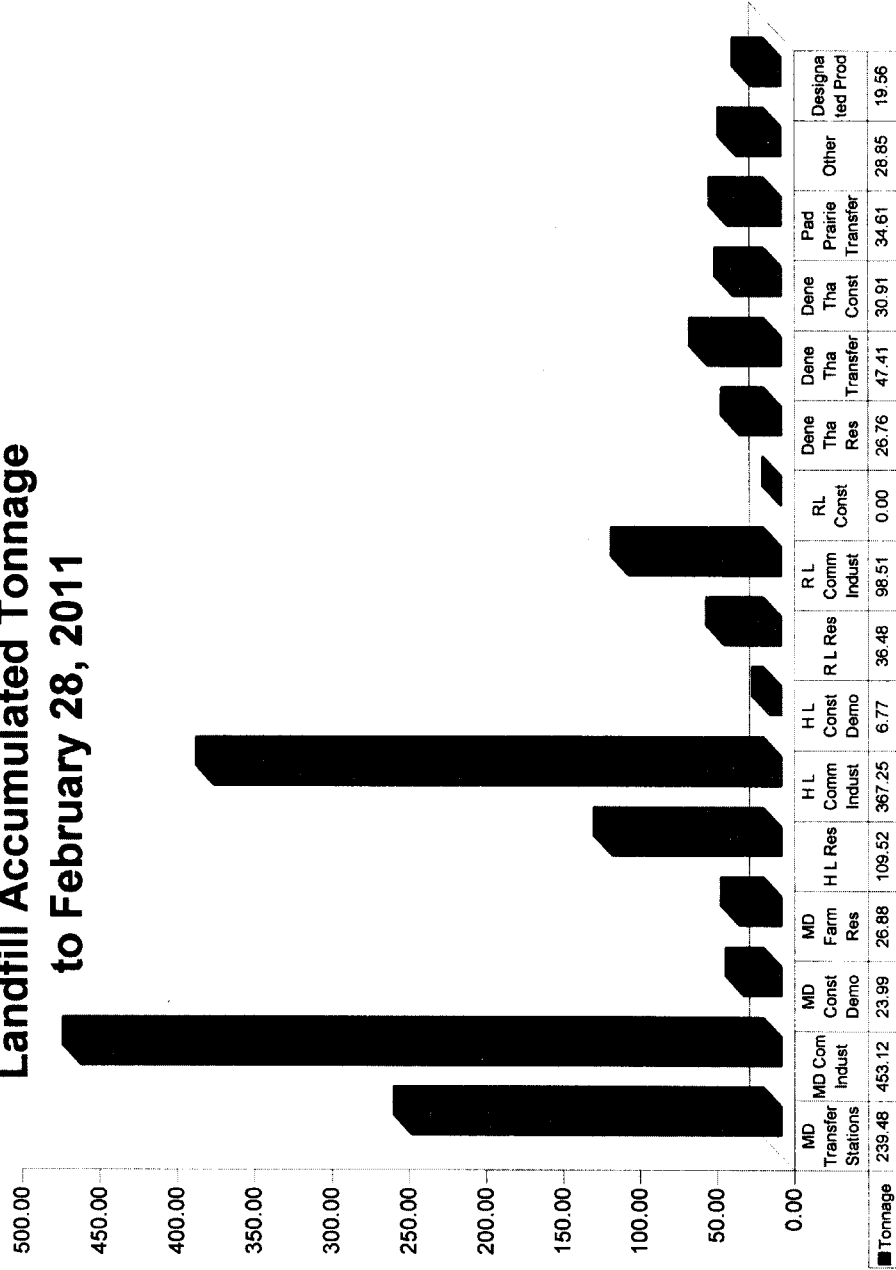


<b>Waste Volume Legend</b>	<b>Metric Tonne</b>	<b>% of Total</b>	<b>Legend</b>
MD #23 Transfer Stations	109.16	14%	1
MD #23 Commercial - Industrial	240.58	31%	2
MD #23 Construction - Demolition	21.52	3%	3
MD #23 Farm Residential	13.16	2%	4
H L Residential	52.29	7%	5
H L Commercial-Industrial	185.08	24%	6
H L Construction-Demolition	3.93	1%	7
R L Residential	17.35	2%	8
R L Commercial-Industrial	52.70	7%	9
Dene Tha Residential	14.69	2%	10
Dene Tha Transfer	20.95	3%	11
Dene Tha Const./Demo.	14.33	2%	12
Paddle Transfer	17.27	2%	13
Non-Members	17.98	2%	14
Products to Designated Areas	4.90	1%	15
<b>Total</b>	<b>785.89</b>	<b>100%</b>	

**Items not included in chart**

Soil with Hydrocarbons	40.89
DIRT	0.00

# Landfill Accumulated Tonnage to February 28, 2011



Source of Waste

## Mackenzie Regional Waste Management Commission Summary of Waste Received in 2011- Sorted by Area - per Metric Tonne

Mackenzie County	January	February	March	April	May	June	July	August	September	October	November	December	Total
Transfer Stations	130.32	109.16											239.48
Commercial - Industrial	212.54	240.58											453.12
Construction - Demolition	2.47	21.52											23.99
Farm Residential	13.72	13.16											26.88
<b>Total Mackenzie County</b>	<b>358.05</b>	<b>384.42</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>743.47</b>
<b>Town of High Level</b>													
Residential	57.23	52.29											109.52
Commercial - Industrial	182.17	185.08											367.25
Construction - Demolition	2.84	3.93											6.77
<b>Total High Level</b>	<b>242.24</b>	<b>241.30</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>483.54</b>
<b>Town of Rainbow Lake</b>													
Residential	19.13	17.35											36.48
Commercial - Industrial	45.81	52.70											98.51
Construction - Demolition	0.00	0.00											0.00
<b>Total Rainbow Lake</b>	<b>64.94</b>	<b>70.05</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>134.99</b>
<b>Dene Tha First Nations</b>													
Residential	12.07	14.69											26.76
Transfer Station	26.46	20.95											47.41
Construction - Demolition	16.58	14.33											30.91
<b>Total Dene Tha</b>	<b>55.11</b>	<b>49.97</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>106.08</b>
<b>Paddle Prairie Metis Settlement</b>													
Transfer Station	17.34	17.27											34.61
<b>Total Paddle Prairie</b>	<b>17.34</b>	<b>17.27</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>34.61</b>
<b>Others</b>													
Non-members	10.87	17.98											28.85
<b>Total Others</b>	<b>10.87</b>	<b>17.98</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>28.85</b>
<b>Total Waste Deposited in Pit</b>	<b>748.55</b>	<b>780.99</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,530.54</b>
<b>Products to Designated Area</b>													
E-waste, electronics	0.08	0.21											0.29
Liquid Sump	7.51	0.00											7.51
Wooden Burnable	3.06	1.36											4.42
Pesticide Containers	0.00	0.00											0.00
Batteries	0.00	0.04											0.04
Tires	1.30	2.06											3.36
White Goods/Assorted metals	2.54	1.23											3.77
HH Waste & Paint	0.05	0.00											0.05
Compost	0.00	0.00											0.00
Oil Filter/Oil Containers	0.03	0.00											0.03
Asbestos	0.00	0.00											0.00
Animals-haulers responsible for	0.09	0.00											0.09
<b>Total to Designated Areas</b>	<b>14.66</b>	<b>4.90</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>19.56</b>
<b>Products Diverted for Recycle</b>	<b>3.95</b>	<b>3.54</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7.49</b>
<b>2011 Monthly Total by Weight</b>	<b>764.21</b>	<b>785.89</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,550.10</b>
<b>2010 Monthly Total by Weight</b>	<b>734.73</b>	<b>763.55</b>	<b>1,004.15</b>	<b>1,014.76</b>	<b>1,143.41</b>	<b>1,353.60</b>	<b>1,390.74</b>	<b>1,295.05</b>	<b>1,207.48</b>	<b>1,194.06</b>	<b>970.15</b>	<b>867.46</b>	<b>12,938.14</b>
<b>2009 Monthly Total by Weight</b>	<b>693.65</b>	<b>815.94</b>	<b>943.06</b>	<b>974.65</b>	<b>1,531.73</b>	<b>1,296.24</b>	<b>1,274.90</b>	<b>1,143.22</b>	<b>1,288.22</b>	<b>1,228.99</b>	<b>892.40</b>	<b>798.45</b>	<b>15,739.54</b>
<b>Soil with Hydrocarbons</b>	<b>28.88</b>	<b>40.89</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>69.77</b>
<b>DIRT</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>

MACKENZIE REGIONAL WASTE MANAGEMENT COMMISSION  
REQUEST FOR DECISION

**Issue:**  
**Financial Report**

**Recommendation:**

Adoption of the Financial Report.

**Comments:**

**Date:** April 9, 2011  
**Submitted By:** Pat Sliworsky, Manager  
**Reviewed By:** Kathy Bancarz, Administrative/Financial Assistant

**Mackenzie Regional Waste Management Commission  
Comparative Balance Sheet  
February 28, 2011**

	28-Feb-11	28-Feb-10
<b>Assets</b>		
<b>Current Assets</b>		
Chequing Account	327,871.50	162,838.52
Short Term Investments	663,026.35	437,674.15
Petty Cash	100.00	100.00
Undeposited Funds	0.00	5.25
Safety Program Funds	16.41	216.37
<b>Total Cash</b>	<b>991,014.26</b>	<b>600,834.29</b>
Accounts Receivable	65,006.80	89,884.86
Allowance For Doubtful Accounts	(631.64)	(641.02)
Accrued Return on Investments	0.00	0.00
Security Deposits	700.00	700.00
<b>Total Receivables</b>	<b>65,075.16</b>	<b>89,943.84</b>
Prepaid Insurance	1,187.38	1,423.93
Prepaid Land Lease	291.03	291.05
Prepaid Promotion	80.00	80.00
Prepaid Membership Fees	392.99	290.83
Prepaid Conference Fees	0.00	695.00
Prepaid Telephone	94.70	184.70
Prepaid Rental Fees	0.00	176.65
<b>Total Prepaid Assets</b>	<b>2,046.10</b>	<b>3,142.16</b>
Inventory Assets, Composters	40.00	160.00
<b>Total Current Assets</b>	<b>1,058,175.52</b>	<b>694,080.29</b>
<b>Long Term Investments</b>		
Term Deposit Investments	556,853.05	520,463.59
<b>Total Long Term Investments</b>	<b>556,853.05</b>	<b>520,463.59</b>
<b>Capital Assets</b>		
Building Assets	294,653.74	294,653.74
Accumulated Amortization	(163,046.89)	(147,912.95)
<b>Net - Building Assets</b>	<b>131,606.85</b>	<b>146,740.79</b>
Engineering Structures	2,251,683.78	2,251,683.78
Accumulated Amortization	(1,610,871.87)	(1,531,190.58)
<b>Net - Engineering Structures</b>	<b>640,811.91</b>	<b>720,493.20</b>
Furniture and Equipment	75,291.94	73,619.96
Accumulated Amortization	(56,226.81)	(54,793.76)
<b>Net - Furniture and Equipment</b>	<b>19,065.13</b>	<b>18,826.20</b>
Machinery and Equipment	738,575.83	707,692.79
Accumulated Amortization	(197,712.64)	(150,937.56)
<b>Net - Machinery and Equipment</b>	<b>540,863.19</b>	<b>556,755.23</b>
<b>Total Capital Assets</b>	<b>1,332,347.08</b>	<b>1,442,815.42</b>
<b>TOTAL ASSETS</b>	<b>2,947,375.65</b>	<b>2,657,359.30</b>

	28-Feb-11	28-Feb-10
<b>LIABILITIES</b>		
<b>Current Liabilities</b>		
Accounts Payable	32,086.41	29,595.58
Accounts Payable - Other	547.39	547.39
Credit Card Payable	230.12	447.60
Current Portion of Long Term Debt	35,447.93	33,907.53
Accrued Audit Fees	14,500.00	4,000.00
Accrued Payroll	7,377.80	6,603.35
Accrued Rental Fees	203.30	0.00
Accrued Waste Hauling Study	0.00	9,564.00
Accrued Utilities	524.97	401.41
Accrued WCB Premiums	0.00	0.00
EI Payable	0.00	0.00
CPP Payable	(0.10)	0.00
Income Tax Payable	0.00	0.00
AD&D	(1.34)	0.00
Dependent Life	(1.12)	0.00
Dental	0.01	0.00
Extended Health	0.00	0.00
Group Life	(15.36)	0.00
Long Term Disability	(40.58)	0.00
Short Term Disability	36.67	0.00
LAPP (ER) Payable	(48.92)	0.00
LAPP (EE) Payable	(43.52)	0.00
Workers Compensation Payable	0.00	0.00
Vacation Pay Payable	0.00	0.00
GST Charged on Sales	4,012.48	3,806.62
GST Paid on Purchases	(1,878.83)	(1,840.91)
<b>Total Current Liabilities</b>	<b>92,937.31</b>	<b>87,032.57</b>
<b>Long Term Liabilities</b>		
Debenture Payable	249,185.86	284,633.79
Deferred Contributions - Cap. Asset	45,548.32	52,998.63
Landfill Reclamation - Funded	556,853.05	520,463.59
Landfill Reclamation - Unfunded	1,263,047.72	1,246,010.49
<b>Total Long Term Liabilities</b>	<b>2,114,634.95</b>	<b>2,104,106.50</b>
<b>TOTAL LIABILITIES</b>	<b>2,207,572.26</b>	<b>2,191,139.07</b>
<b>EQUITY</b>		
<b>Equity</b>		
Equity in Capital Assets	1,013,702.88	1,100,548.76
General Landfill Reserve	449,446.79	351,737.52
<b>Total Equity</b>	<b>1,463,149.67</b>	<b>1,452,286.28</b>
<b>Unrestricted Net Assets</b>		
Previous Year	(704,905.89)	(950,304.69)
Current	(18,440.39)	(35,761.36)
<b>Total Unrestricted Net Assets</b>	<b>(723,346.28)</b>	<b>(986,066.05)</b>
<b>TOTAL EQUITY</b>	<b>739,803.39</b>	<b>466,220.23</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>2,947,375.65</b>	<b>2,657,359.30</b>

**Mackenzie Regional Waste Management Commission**  
**Comparative Income Statement**  
**For Month Ended February 28, 2011**

<b>REVENUE</b>	<b>BUDGET 2011</b>	<b>ACTUAL 28-Feb-11</b>	<b>ACTUAL 28-Feb-10</b>
<b>Tipping Fees</b>			
County Transfer Stations	129,358.95	11,794.09	13,027.65
County Commercial/Industrial	139,058.35	22,362.95	21,545.81
County Construction/Demolition	6,765.51	1,181.53	142.83
County Farm Residential	11,794.56	1,469.32	607.80
<b>Total County Revenue</b>	<b>286,977.37</b>	<b>36,807.89</b>	<b>35,324.09</b>
High Level Residential	68,419.77	6,113.17	6,500.10
High Level Commercial/Industrial	132,568.88	18,487.48	18,530.62
High Level Construction/Demolition	18,821.75	334.49	550.13
<b>Total High Level Revenue</b>	<b>219,810.40</b>	<b>24,935.14</b>	<b>25,580.85</b>
Rainbow Lake Residential	14,300.81	1,796.64	1,825.21
Rainbow Lake Commercial/Industrial	34,110.00	4,851.62	4,763.97
<b>Total Rainbow Lake Revenue</b>	<b>48,410.81</b>	<b>6,648.26</b>	<b>6,589.18</b>
Dene Tha Residential	28,520.03	3,777.20	3,706.65
Dene Tha Construction/Demolition	19,554.38	4,327.40	378.85
Dene Tha Transfer Station	57,679.94	6,638.52	7,202.77
<b>Total Dene Tha Revenue</b>	<b>105,754.35</b>	<b>14,743.12</b>	<b>11,288.27</b>
Paddle Prairie Transfer Station	<b>44,192.66</b>	<b>4,845.12</b>	<b>5,885.63</b>
Non Members	<b>25,000.00</b>	<b>4,039.00</b>	<b>1,670.50</b>
Contaminated Soil	<b>5,000.00</b>	<b>716.76</b>	<b>446.86</b>
<b>Total Tipping Fees</b>	<b>735,145.59</b>	<b>92,735.29</b>	<b>86,785.38</b>
<b>Other Revenue</b>			
Funds From Reserve Account	48,600.00	0.00	4,077.50
Return on Long-term Investments	3,310.29	0.00	(1,931.00)
Interest Earned	366.62	541.00	28.20
Extra Work Charges	4,746.48	1,255.00	190.00
Batteries	1,200.00	240.00	0.00
Expense Reimbursements	7,070.00	363.25	363.00
STEP Program	2,450.00	0.00	0.00
WCB Dividends	0.00	0.00	0.00
WCB PIR Refund	1,027.17	0.00	0.00
AAMDC Dividends	279.12	318.50	279.12
Deferred Capital Contributions	7,450.29	1,241.72	1,241.72
Composter Sales	73.39	146.78	0.00
E-Waste	3,847.80	688.40	263.50
Paint / HH Waste Recycling	1,735.75	669.25	0.00
Surplus Transfer	44,575.44	0.00	0.00
<b>Total Other Revenue</b>	<b>126,732.35</b>	<b>5,463.90</b>	<b>4,512.04</b>
<b>TOTAL REVENUE</b>	<b>861,877.94</b>	<b>98,199.19</b>	<b>91,297.42</b>
<b>EXPENSES</b>			
<b>Operating Expenses</b>			
Administration & Service Fees	110.00	4.00	0.00

	<b>Budget 2011</b>	<b>28-Feb-11</b>	<b>28-Feb-10</b>
Advertising	1,000.00	59.80	171.28
Auditing Fees	16,000.00	10,000.00	0.00
Finning Maintenance / Labour	3,500.00	0.00	0.00
Flat Repairs	500.00	150.00	140.00
Oil Sampling	25.00	0.00	0.00
Steam Cleaning /Vehicle Wash	1,125.00	12.00	12.00
Vehicle Oil Changes	400.00	60.45	0.00
Welding Maintenance	8,000.00	407.26	0.00
Parts and Materials	10,000.00	2,538.49	673.97
Other Labour	1,500.00	0.00	0.00
Deisel (Dyed)	25,000.00	5,106.08	3,634.46
Gas	3,000.00	263.95	291.61
Oil, Grease & Anti-freeze	4,000.00	167.50	537.91
Building & Content Insurance	1,276.63	206.66	213.82
Equipment Insurance	860.91	141.32	143.84
Vehicle Insurance	218.00	33.00	36.34
General Liability Insurance	518.02	86.32	86.34
Contributed to Landfill Closure	55,811.29	9,301.89	8,824.96
Dry Cleaning	310.00	0.00	0.00
Land Lease Agreement	698.52	116.42	116.42
Legal Fees	105.00	101.68	101.72
Membership / Conf. Fees	1,200.00	97.97	113.80
Postage & Freight	2,000.00	184.82	213.28
Rental Fees	400.00	63.32	263.34
Survey for Annual Report	6,000.00	3,145.00	5,836.00
Coffee/Drinking Water Supplies	1,000.00	177.99	344.76
Janitorial Supplies	500.00	67.12	92.72
Office Supplies	4,000.00	437.01	796.49
Shop Supplies	1,000.00	175.37	78.91
Telephone & Communications	5,200.00	809.46	755.06
Tools Expense	400.00	66.15	0.00
Training and Education	1,000.00	0.00	0.00
Travel & Subsistance	7,000.00	31.80	415.80
Electrical	3,100.00	724.35	584.18
Heat	5,433.00	2,612.62	2,716.50
Water Tank Fills	1,700.00	201.00	352.50
Vehicle Lease	7,707.48	1,284.58	1,284.58
<b>Total Operating Expenses</b>	<b>181,598.85</b>	<b>38,835.38</b>	<b>28,832.59</b>
<b>Payroll Expenses</b>			
Wages and Salaries	282,857.23	42,371.27	46,366.22
Commission Members Per Diem	9,300.00	0.00	2,000.00
EI Expense	4,044.48	944.88	1,032.52
CPP Expense	7,626.84	1,776.66	1,976.93
WCB Expense	6,474.00	1,332.38	780.63
Employee Benefits	16,319.52	2,846.97	3,300.13
Pension Expense	25,870.18	4,064.86	4,367.92
Vacation Pay Expense	432.00	0.00	144.69
<b>Total Payroll Expenses</b>	<b>352,924.25</b>	<b>53,337.02</b>	<b>59,969.04</b>
<b>Site Maintenance and Repair</b>			
Building Repair	2,000.00	0.00	0.00
Ground Water	7,110.00	0.00	0.00

	<b>Budget 2011</b>	<b>28-Feb-11</b>	<b>28-Feb-10</b>
Leachate	5,000.00	0.00	0.00
Bin Rental	2,400.00	0.00	0.00
Recycling Expenses	9,000.00	3,193.95	705.00
Roads	3,200.00	0.00	0.00
Surface Water	230.00	0.00	0.00
Site Clean up	2,050.00	0.00	0.00
Signs	300.00	0.00	170.00
<b>Total Site Maintenance and Repair</b>	<b>31,290.00</b>	<b>3,193.95</b>	<b>875.00</b>
<b>Other Expenses</b>			
Amortization/Depreciation	142,400.73	23,933.96	23,311.41
Bank & Collection Charges	25.00	0.02	1.03
Bank Reconciliation Adjustments	0.00	1.00	0.00
Interest Expense	10,732.85	0.00	0.00
Uncollectible Accounts	100.00	0.00	428.21
Waste Hauling Study	0.00	0.00	13,641.50
Composters Cost of Goods Sold	0.00	120.00	0.00
Promotion	0.00	0.00	0.00
Safety Awards	400.00	0.00	0.00
Soil Testing (Hydrocarbons)	0.00	363.25	0.00
<b>Total Other Expenses</b>	<b>153,658.58</b>	<b>24,418.23</b>	<b>37,382.15</b>
<b>TOTAL EXPENSE</b>	<b>719,471.68</b>	<b>119,784.58</b>	<b>127,058.78</b>
<b>NET INCOME</b>	<b>142,406.26</b>	<b>(21,585.39)</b>	<b>(35,761.36)</b>
<b>Capital Expenditures</b>			
816-F2 Compactor (over 10 years)	35,447.93	0.00	0.00
Master Plan Review (due in 2010)	0.00	0.00	0.00
Future Excavation of Cell 5 (over 10 yrs)	25,000.00	0.00	0.00
Landfill Audit (Due in 2013)	3,000.00	0.00	0.00
Building Reserve	8,648.33	0.00	0.00
Equipment Reserve	14,010.00	0.00	0.00
Electric Perimeter Fence	5,000.00	0.00	0.00
Freon Removal Equipment Reserves	300.00	0.00	0.00
Metal Recycling (over 2 years)	0.00	0.00	0.00
Cover on Cell 4	48,600.00	0.00	0.00
Computer & Printer	1,600.00	871.98	0.00
Generator	800.00	800.00	0.00
Muffler for Track Loader	0.00	0.00	1,950.51
Repair Radiator on Track Loader	0.00	0.00	0.00
Final Drive Seals on Track Loader	0.00	0.00	0.00
Freon Removal Equipment	0.00	0.00	0.00
Front Idler Track Loader	0.00	0.00	0.00
Track Frame Repairs on Loader	0.00	9,485.43	0.00
<b>Total Capital Expenditures</b>	<b>142,406.26</b>	<b>11,157.41</b>	<b>1,950.51</b>
<b>Net Income - Capital Expenditures</b>	<b>0.00</b>	<b>(32,742.80)</b>	<b>(37,711.87)</b>

MACKENZIE REGIONAL WASTE MANAGEMENT COMMISSION  
REQUEST FOR DECISION

**Issue:**

Minutes of March 12, 2011

**Recommendation:**

Adoption of the minutes.

**Comments:****Date:**

April 9, 2011

**Submitted By:**

Pat Sliworsky, Manager

**Reviewed By:**

Kathy Bancarz, Administrative/Financial Assistant



## Mackenzie Regional Waste Management Commission

Regular Meeting  
Stardust, Olivier Room  
10:00 a.m.  
March 12, 2011

### MINUTES

In Attendance	Peter Braun John Driedger Barry Gladders Rod Chalifoux Rose Cretney	Mackenzie County Mackenzie County Town of High Level Town of High Level Town of Rainbow Lake
Staff:	Pat Sliworsky Kathy Bancarz	Manager Administrative/Financial Assistant
Regrets:	Gordon Ross	Town of Rainbow Lake

#### 1. CALL TO ORDER

Chairman Peter Braun called the meeting to order at 10:00 a.m.

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

There were none.

#### 3. ADOPTION OF AGENDA

##### Resolution #01-11

Moved by John Driedger

THAT the agenda for the March 12, 2011 regular meeting be adopted as presented.

CARRIED

#### 4. DELEGATIONS

##### **4.1 Richard Donaldson, Auditor**

Richard Donaldson presented the Draft 2010 Financial Statements. The Board moved up Item 6.3 General Landfill Reserve for discussion.

##### Resolution #02-11

Moved by John Driedger

THAT the Commission accept the changes to the General Landfill Reserve as recommended by the Manager.

CARRIED

**Resolution #03-11**

Moved by Barry Gladders

THAT the Board approve the Draft Financial Statements as amended.

CARRIED

**5. IN-CAMERA ITEMS****5.1 Audit Report****Resolution #04-11**

Moved by Barry Gladders

THAT the Board go in-camera at 10:29 a.m.

CARRIED

**Resolution #05-11**

Moved by Rod Chalifoux

THAT the Board come out of camera at 10:49 a.m.

CARRIED

**Resolution #06-11**

Moved by Rose Cretney

THAT the Board accept the Audit Report for information.

CARRIED

**Resolution #07-11**

Moved by Barry Gladders

THAT the Board direct Administration to review Policy 24-05 Reserve &amp; Trust Funds and bring back recommendations.

CARRIED

**6. REPORTS****6.1 Manager's Report**

Manager Pat Sliworsky updated the Board on the current happenings.

**Resolution #08-11**

Moved by Barry Gladders

THAT the Manager's Report be accepted for information.

CARRIED

**6.2 Financial Report****Resolution #09-11**

Moved by Rose Cretney

THAT the Financial Report be accepted for information.

CARRIED

**6.3 General Landfill Reserve**

This Item was moved up to 4.1 for discussion.

**7. ADOPTION OF MINUTES****7.1 Minutes of November  
20, 2010****Resolution #10-11**

Moved by John Driedger

THAT the minutes of the November 20, 2010 Mackenzie Regional Waste Management Commission Annual Meeting be adopted as presented.

CARRIED

**8. BUSINESS ARISING FROM THE MINUTES****8.1 Comparison of Waste  
Commissions****8.2 Researching Capital  
Costs of Constructing  
A New Landfill****Resolution #11-11**

Moved by Rod Chalifoux

THAT 8.1 and 8.2 be accepted for information.

CARRIED

**9. NEW BUSINESS****9.1 Write-offs****Resolution #12-11**

Moved by John Driedger

THAT the Board approve writing-off the Hammer Down Construction, High Class Painting, Western Construction, and Winks High Level accounts and give A&amp;J Fencing and NDEH Ltd. Partnership until the end of March before sending them to collections.

CARRIED

**9.2 Call-out Directive****Resolution #13-11**

Moved by Rod Chalifoux

THAT the Commission accept the change to the 07-01 Call Out Directive.

CARRIED

**10. CORRESPONDENCE****10.1 Alberta Health &  
Safety Association****Resolution #14-11**

Moved by John Driedger

THAT the Letter from Alberta Health &amp; Safety Association be accepted for information.

CARRIED

**10.2 Letter From AENV Re:  
Site Inspection****Resolution #15-11**

Moved by John Driedger

THAT the Letter from AENV Re: Site Inspection and the Manager's Letter of Response be accepted for information.

CARRIED

**11. NOTICE OF MOTION**

There were none.

**12. NEXT MEETING**

12.1 April 9, 2011

**13. ADJOURNMENT**

**Resolution #16-11**

Moved by Rod Chalifoux

THAT the meeting be adjourned at 11:28 a.m.

CARRIED

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Manager

## 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		

## MACKENZIE REGIONAL WASTE MANAGEMENT COMMISSION POLICY

	<b>Policy No.: 13-05</b>
<b>Facility:</b> Mackenzie Regional Landfill	<b>Effective Date:</b> October 22, 2005
<b>Policy Title:</b> Budget Development and Approval	<b>Page 1 of 2</b>

### **PURPOSE:**

To ensure the responsible fiscal management of assets, liabilities and current operational costs to maintain responsible financial control and to provide for equitable sharing of costs for waste management disposal services among all member municipalities, while minimizing risk to each individual member.

### **POLICY:**

Before the end of each and every calendar year, the Commission Board will set a budget for the next fiscal year, such budget to include all sources of anticipated revenue and expenditures for the management, operation and maintenance of the waste disposal facilities. The annual budget shall be based on the principles of full cost recovery.

### **RESPONSIBILITIES:**

The Commission has the power to construct, maintain and control the management of the Regional Waste Disposal Facilities and is authorized to receive and disburse funds for the purposes of said undertaking.

By September 30 of each year the member municipalities will be advised of any rate increases. Contractors and customers will be given 60 days prior notice of any rate changes, subject to any unforeseeable circumstances. Amended January 21, 2006 Res. #16-06

At least Thirty (30) days prior to the beginning of each fiscal year of the Commission, during the term thereof and based on the principles of full cost recovery, the Manager shall prepare and submit to the Board, in writing, a recommended budget for operation and management of the facilities for the next year setting forth the Manager's best estimate of all expenses and anticipated revenues for the operation and maintenance of the Facilities, including, but not limited to:

- Operation and supervision of the disposal facilities
- Maintenance and repairs
- Insurance premiums
- Leases and operating permits
- Disposal rates
- Administration costs
- Environmental monitoring
- Consulting fees
- Interest and other revenues
- Audits

# MACKENZIE REGIONAL WASTE MANAGEMENT COMMISSION POLICY

	<b>Policy No.: 13-05</b>
<b>Facility:</b> Mackenzie Regional Landfill	<b>Effective Date:</b> October 22, 2005
<b>Policy Title:</b> Budget Development and Approval	<b>Page 2 of 2</b>

The Board shall amend Fee Schedule "A" of Bylaw 02-04 for each calendar year as required, to be charged to each of the member Municipalities and other users.

	DATE	RESOLUTION
Approved	October 22, 2005	67-05
Amended	January 21, 2006	16-06
Amended		

**MACKENZIE REGIONAL WASTE**  
**Statement of Financial Position**  
**December 31, 2010**

	2010	2009
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	\$ 381,458	\$ 143,012
Marketable securities (Note 3)	1,119,879	958,138
Accounts receivable	90,996	106,585
Interest receivable	-	1,931
Prepaid expenses	4,424	6,298
Security deposits	700	700
	<u>1,597,457</u>	<u>1,216,664</u>
PROPERTY, PLANT AND EQUIPMENT (Note 4)	<u>1,345,123</u>	<u>1,464,177</u>
	<u>\$ 2,942,580</u>	<u>\$ 2,680,841</u>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT</b>		
Accounts payable	\$ 36,206	\$ 37,472
Current portion of long term debt (Note 5)	35,448	33,908
Wages payable	6,108	6,646
	<u>77,762</u>	<u>78,026</u>
LONG TERM DEBT (Note 5)	249,185	284,633
DEFERRED CAPITAL CONTRIBUTIONS	46,790	54,240
LANDFILL CLOSURE AND POST CLOSURE LIABILITIES	<u>1,810,599</u>	<u>1,757,649</u>
	<u>2,184,336</u>	<u>2,174,548</u>
<b>NET ASSETS</b>		
General fund	(704,906)	(954,014)
Restricted fund	449,447	368,909
Capital fund	<u>1,013,703</u>	<u>1,091,398</u>
	<u>758,244</u>	<u>506,293</u>
	<u>\$ 2,942,580</u>	<u>\$ 2,680,841</u>

**ON BEHALF OF THE BOARD**

\_\_\_\_\_ Director

\_\_\_\_\_ Manager

See notes to financial statements

**MACKENZIE REGIONAL WASTE**  
**Statement of Revenues and Expenditures**  
**Year Ended December 31, 2010**

	Budget 2010	2010	2009
<b>REVENUE</b>			
Service fees - non-members	\$ 551,575	\$ 673,790	\$ 543,322
Service fees - members	212,295	220,359	203,377
Amortization of deferred capital contributions	7,450	7,450	7,526
	<u>771,320</u>	<u>901,599</u>	<u>754,225</u>
<b>EXPENSES</b>			
Amortization	139,477	142,401	169,447
Accretion of closure and post closure costs	-	52,950	50,243
Bad debts	100	-	-
Interest and bank charges	-	35	53
Interest on long term debt	13,934	13,934	15,352
Salaries and wages	339,891	341,927	367,256
Contracts and general services	180,429	152,613	156,601
Supplies, materials and utilities	34,220	43,192	69,366
	<u>708,051</u>	<u>747,052</u>	<u>828,318</u>
<b>EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES FROM OPERATIONS</b>	63,269	154,547	(74,093)
<b>OTHER INCOME</b>	81,415	97,404	78,754
<b>EXCESS OF REVENUE OVER EXPENSES</b>	<u>\$ 144,684</u>	<u>\$ 251,951</u>	<u>\$ 4,661</u>



See notes to financial statements

*Daniel M. Ringrose*  
 CHARTERED ACCOUNTANT