

# MACKENZIE REGIONAL WASTE MANAGEMENT COMMISSION

## AGENDA

NOVEMBER 20, 2010

Page	
	<b>1. CALL TO ORDER</b>
	1.1 Election of Chairman and Vice Chairman
3-4	1.2 Per Diems Review
	<b>2. ADDITIONS TO OR DELETIONS FROM THE AGENDA</b>
	<b>3. ADOPTION OF AGENDA</b>
	<b>4. DELEGATIONS</b>
5-8	4.1 Richard Donaldson, Auditor
	<b>5. REPORTS</b>
9-21	5.1 Manager's Report

Page

	<b>5. REPORTS</b>
22-28	5.2 Financial Report
	<b>6. ADOPTION OF MINUTES</b>
29-36	6.1 Minutes of September 18 and October 15, 2010
	<b>7. BUSINESS ARISING FROM THE MINUTES</b>
	<b>8. NEW BUSINESS</b>
37-39	8.1 Confidentiality Policy 46-06
	<b>9. CORRESPONDENCE</b>
	9.1 Waste Study
	<b>10. NOTICE OF MOTION</b>
	<b>11. NEXT MEETING</b>
	11.1 February 12, 2011
	<b>12. IN-CAMERA ITEMS</b>
	<b>13. ADJOURNMENT</b>

**MACKENZIE REGIONAL WASTE MANAGEMENT COMMISSION**  
**POLICY**

	Policy No.: <b>41-05</b>
Facility: Mackenzie Regional Landfill	Effective Date: October 22, 2005
Policy Title: <b>Per Diem Rates</b>	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.
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.

**Amended February 25, 2006**

**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



November 20, 2010

Mackenzie Regional Waste Management Commission  
Box 235  
High Level, Alberta  
T0H1Z0

To the Audit Committee

We have been engaged to audit the financial statements of the Mackenzie Regional Waste Management Commission for the year ending December 31, 2010. Canadian generally accepted auditing standards require that we communicate the following information with you in relation to your audit.

Management is responsible for establishing and maintaining an adequate internal control structure and procedures for financial reporting. This includes the design and maintenance of accounting records, recording transactions, selecting and applying accounting policies, safeguarding of assets and preventing and detecting fraud and error.

#### **Our Responsibility as Auditors**

As stated in the engagement letter dated, December 2, 2008, our responsibility as auditors of your organization is to express an opinion on whether the financial statements present fairly in all material respects, the financial position, results of operations and cash flow of the organization in accordance with Canadian generally accepted accounting principles.

An audit is performed to obtain reasonable but not absolute assurance as to whether the financial statements are free of material misstatements. Due to the inherent limitations of an audit, there is an unavoidable risk that some misstatements of the financial statements will not be detected (particularly intentional misstatements concealing through collusion), even though the audit is properly planned and performed.

Our audit includes:

- Assessing the risk that the financial statements may contain misstatements that, individually or in aggregate, are material to the financial statements taken as a whole, and
- Examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements.

As part of our audit, we will obtain a sufficient understanding of the business and the internal control structure of the company to plan the audit. This will include management's assessment of:

The risk that the financial statements may be materially misstated as a result of fraud and error, and

## Audit Service Plan



The internal controls put in place by management to address such risks.

### **Audit Committee Members' Responsibilities**

The audit committee's role is to act in an objective, independent capacity as a liaison between the auditors, management and the board of directors, to ensure the auditors have a facility to consider and discuss governance and audit issues with parties not directly responsible for operations.

The audit committee's responsibilities include:

- Being available to assist and to provide direction in the audit planning process when and where appropriate.
- Meeting with auditors as necessary and prior to release and approval of financial statements to review audit, disclosure and compliance issues.
- Where necessary, reviewing matters raised by the auditors with appropriate levels of management and reporting back to the auditors their findings.
- Make known to the auditors any issue of disclosure, corporate governance, fraud or illegal acts, non-compliance with laws or regulatory requirements that are known to them, where such matters may impact the financial statements or auditors' report
- Providing guidance and direction to the auditors on any additional work they feel should be undertaken in response to issues raised or concerns expressed.
- Making such enquires as appropriate into the findings of the auditors with respect to corporate governance, management conduct, cooperation, information flow and systems of internal controls.
- Reviewing the draft statements prepared by management, including the presentation, disclosures and supporting notes and schedules, for accuracy, completeness and appropriateness and approves same to be passed to directors for approval.

### **Audit Approach**

Outlined below are certain aspects of our audit approach which are intended to help you in discharging your oversight responsibilities. Our general approach to the audit of the company is to assess the risks of material misstatements in the financial statements and then respond by designing audit procedures.

### **Illegal Acts, Fraud, Intentional Misstatements and Errors**

Our auditing procedures, including test of your accounting records, are limited to those considered necessary in the circumstances and would not necessarily disclose all illegal acts, fraud, intentional misstatements or errors should any exist. We will conduct the audit under Canadian generally accepted auditing standards (GAAS) which include procedures to consider (based on the control environment, governance structure and circumstances encountered during the audit), the potential likelihood of fraud and illegal acts occurring.

These procedures are not designed to test for fraudulent or illegal acts, nor would they necessarily detect such acts or recognize them as such, even if the effect of their consequences on the financial statements is material. However, should we become aware that an illegal or possible illegal act or an act of fraud may have occurred, other than one considered clearly inconsequential, we will communicate this information directly to the audit committee.

It is management's responsibility to detect and prevent illegal actions. If such acts are discovered or audit committee members become aware of circumstances under which the

## Audit Service Plan



company may have been involved in fraudulent, illegal or regulatory non-compliance situations, such circumstances must be disclosed to us.

### **Related Party Transactions**

During our audit, we conduct various tests and procedures to identify transactions considered to involve related parties. Related parties exist when one party has the ability to exercise, directly or indirectly, control, joint control or significant influence over the other. Two or more parties are related when they are subject to common control, joint control or common significant influence. Related parties also include management, directors and their immediate family members and companies with which those individuals have an economic interest.

We will ensure that all related party transactions that were identified during the audit have been represented by management to have been disclosed in the notes to financial statements, recorded in accordance with Canadian generally accepted accounting principles and have been reviewed with you. All gains and losses occurring as a result of transactions with related parties have been recorded in accordance with recommendations of Section 3840 of the Canadian Institute of Chartered Accountants (CICA) Handbook. Management has advised that no other related party transactions have occurred that have not been disclosed to us. The audit committee is required to advise us if they are aware of or suspect any other related party transactions have occurred which have not been disclosed in the financial statements.

### **Risk Based Audits**

Our risk based approach focuses on obtaining sufficient appropriate audit evidence to reduce the risk of material misstatement in the financial statements to an appropriately low level. This means that we focus our audit work on higher risk areas that have a higher risk of being materially misstated.

Based on our knowledge of the company's business and our past experiences, we have identified the following areas that have a potential higher risk of a material misstatement:

- Investments and bank
- Capital assets
- Landfill closures and post closures liabilities
- Long term debt

### **Materiality**

Materiality in an audit is used to

- Guide planning decisions on the nature and extent of our audit procedures
- Assess the sufficiency of the audit evidence gathered and
- Evaluate any misstatements found during our audits.

Materiality is defined as the term used to describe the significance of financial statement information to decision makers. An item of information or an aggregate of items is material if it is probable that its omission or misstatement would influence or change a decision. Materiality is a matter of professional judgment in the circumstances.

We plan to use \$ 50,000 for our current year audit.

## Audit Service Plan

**Audit Procedures**

In responding to our risk assessment, we will use a combination of test of controls, test of details and substantive analytical procedures. The objective of the tests of controls is to evaluate whether certain controls operated effectively. The objective of the tests of details is to detect material misstatements in the account balances and transaction streams. Substantive analytical procedures are used to identify differences between recorded amounts and predictable expectations in larger volumes of transactions over time.

**Other Matters**

We have observed that there are concerns over the accounting for reserves. This issue will be discussed with management to determine the effect on the 2010 financial statements.

The CICA has made a number of recommendations under the International Financial Reporting Standards (IFRS) for companies with year ends beginning on or after January 1, 2011. We will need to work with management to ensure that they are compliant with the new IFRS.

The CICA has new recommendations for Not-for-Profit Organizations for recognition of non-financial contracts and derivatives for adoption for fiscal years beginning on or after August 1, 2008. There also exist new sections in the CICA Handbook effecting fiscal years beginning on or after January 1, 2009. These new sections were reviewed with management in detail to determine how these sections affected the 2009 and 2010 fiscal year's statements.

**Fee Disclosure**

We have quoted a fee of \$14,500 for the completion of the 2010 audit for the Mackenzie Regional Waste Management Commission.

This communication is prepared solely for the information of the audit committee and is not intended for any other purposes. We accept no responsibility to a third party who uses this communication.

Yours truly

Chartered Accountant

MACKENZIE REGIONAL WASTE MANAGEMENT COMMISSION  
REQUEST FOR DECISION

**Issue:**  
**Monthly Operating Reports for September and October 2010**

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

**Comments:**

**Date:** November 20, 2010  
**Submitted By:** Pat Sliworsky, Manager  
**Reviewed By:**

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

**Monthly Operations Report and Summary**

**Month of September 2010**

**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 2010

**1: Supervision and Operating Personnel**

<u>Manager</u>	<u>Pat Sliworsky</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**

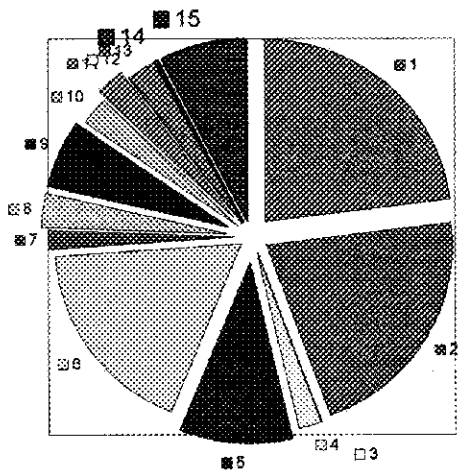
**6: Special Activities**      Litter fences are moved to appropriate locations  
White goods are being stored for future recycling off site  
Metal is being stored for future recycling off site

**Mackenzie Regional Waste Management Commission**  
**Monthly Reporting Summary**  
**Month September 2010**

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 3B
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 2010**



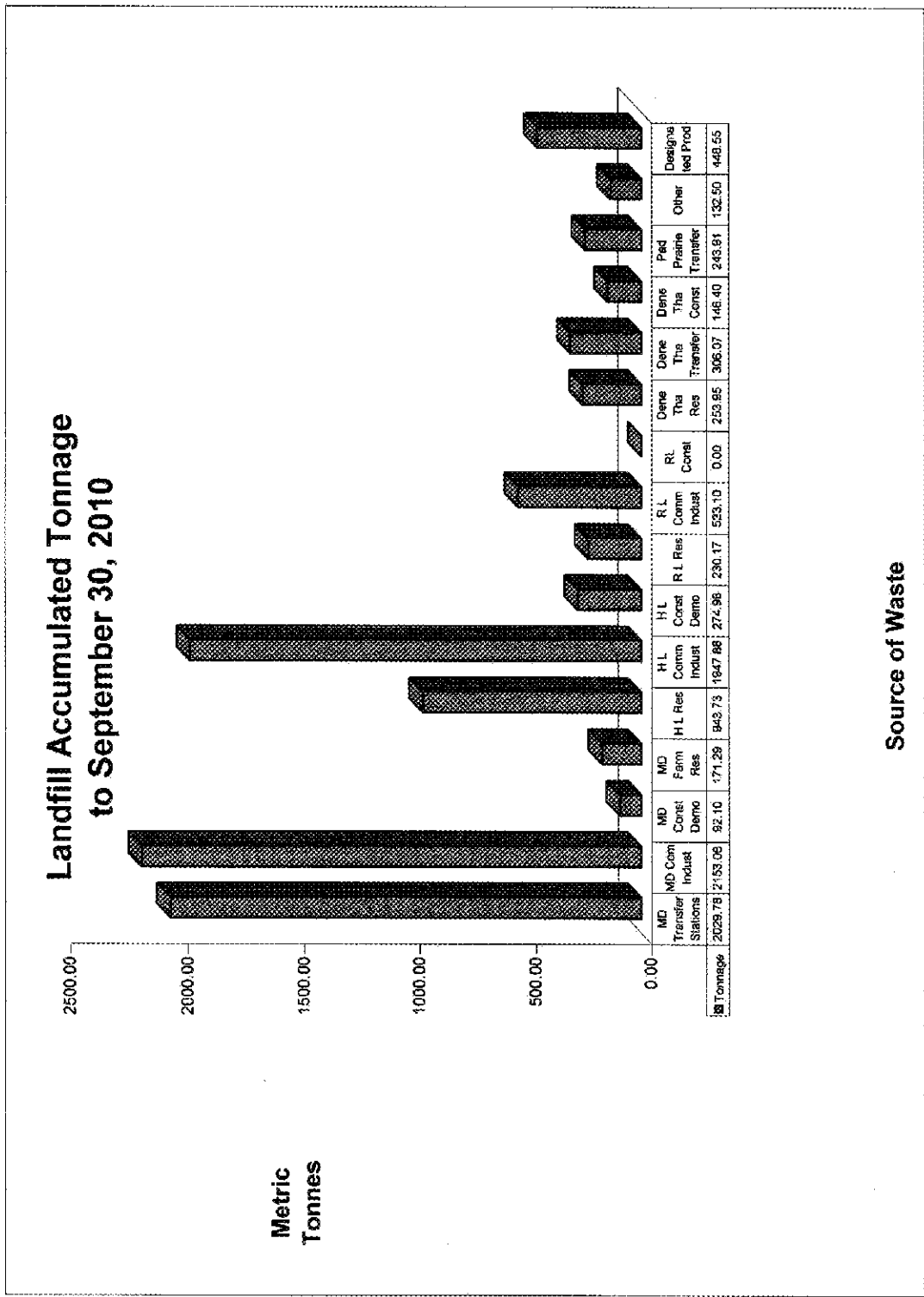
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<b>Waste Volume Legend</b>	<b>Metric Tonne</b>	<b>% of Total</b>	<b>Legend</b>
MD #23 Transfer Stations	278.74	23%	1
MD #23 Commercial - Industrial	257.28	21%	2
MD #23 Construction - Demolition	0.52	0%	3
MD #23 Farm Residential	24.94	2%	4
H L Residential	118.92	10%	5
H L Commercial-Industrial	212.85	18%	6
H L Construction-Demolition	22.75	2%	7
R L Residential	36.59	3%	8
R L Commercial-Industrial	71.38	6%	9
Dene Tha Residential	30.14	2%	10
Dene Tha Transfer	30.73	3%	11
Dene Tha Const./Demo.	0.00	0%	12
Paddle Transfer	31.23	3%	13
Non-Members	2.90	0%	14
Products to Designated Areas	90.52	7%	15
<b>Total</b>	<b>1207.48</b>	<b>100%</b>	

**Items not included in chart**

Soil with Hydrocarbons  
DIRT

2615.74
25.25



**Mackenzie Regional Waste Management Commission  
Summary of Waste Received in 2010- Sorted by Area - per Metric Tonne**

	January	February	March	April	May	June	July	August	September	October	November	December	Total
Mackenzie County	151.87	117.85	173.39	228.35	268.83	277.12	247.77	260.06	278.74	209.74	209.74	209.74	2029.76
Transfer Stations	194.78	242.70	250.52	217.10	228.54	278.17	248.99	257.59	257.28	257.28	257.28	257.28	2153.06
Commercial - Industrial	2.90	2.90	10.03	0.00	1.21	4.74	36.83	32.77	0.52	0.52	0.52	0.52	92.10
Construction - Demolition	5.98	3.24	3.93	44.99	22.05	32.32	38.24	6.00	24.94	0.00	0.00	0.00	171.29
Farm Residential	352.63	363.08	438.27	489.44	550.63	582.35	572.83	534.42	561.48	0.00	0.00	0.00	4,466.23
Total Mackenzie County	597.17	726.75	976.18	1,259.76	1,449.25	1,572.58	1,436.64	1,427.07	1,477.44	1,267.52	1,267.52	1,267.52	11,633.71
Town of High Level													
Residential	180.12	182.67	241.23	241.23	198.06	244.12	246.59	211.20	213.65	197.88	197.88	197.88	1,978.88
Commercial - Industrial	6.39	2.06	16.67	23.77	8.39	10.13	157.72	31.82	22.15	0.00	0.00	0.00	274.88
Construction - Demolition	243.86	247.72	325.66	346.71	378.98	388.68	518.21	364.36	352.62	0.00	0.00	0.00	3,166.89
Total High Level	430.37	432.45	583.56	611.71	585.43	642.93	876.73	640.44	572.55	197.88	197.88	197.88	5,616.65
Town of Rainbow Lake													
Residential	18.78	18.78	21.97	18.85	25.39	37.37	24.50	27.70	36.59	0.00	0.00	0.00	230.17
Commercial - Industrial	48.58	48.14	73.27	42.98	40.33	60.50	74.33	75.56	71.38	0.00	0.00	0.00	533.10
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	67.36	66.92	95.24	61.83	65.72	97.87	99.32	103.29	107.97	0.00	0.00	0.00	763.27
Dene Tha First Nations													
Residential	14.18	14.73	22.74	26.01	24.15	30.05	31.30	41.54	30.14	0.00	0.00	0.00	263.95
Transfer Station	25.01	24.12	30.28	35.84	45.80	43.52	31.34	31.40	30.73	0.00	0.00	0.00	306.07
Construction - Demolition	0.97	1.94	0.00	0.00	0.53	2.80	0.00	140.48	0.00	0.00	0.00	0.00	146.40
Total Dene Tha	40.16	40.79	53.02	61.85	70.48	76.37	62.64	213.56	60.87	0.00	0.00	0.00	706.42
Paddle Prairie Metis Settlement													
Transfer Station	20.97	23.32	20.64	21.22	21.81	21.76	25.93	26.00	31.23	0.00	0.00	0.00	203.91
Total Paddle Prairie	20.97	23.32	20.64	21.22	21.81	21.76	25.93	26.00	31.23	0.00	0.00	0.00	203.91
Others													
Non-members	3.90	6.45	17.27	0.00	9.32	67.14	17.97	5.81	2.00	0.00	0.00	0.00	132.89
Total Others	3.90	6.45	17.27	0.00	9.32	67.14	17.97	5.81	2.00	0.00	0.00	0.00	132.89
Total Waste Deposited in Pit	728.39	723.18	949.11	908.85	1,033.14	1,240.29	1,328.44	1,243.56	1,116.96	0.00	0.00	0.00	9,466.82
Products to Designated Area													
E-waste, electronics	0.14	3.04	0.07	3.34	2.20	0.53	1.88	2.48	1.84	0.00	0.00	0.00	14.09
Liquid Pump	0.00	0.56	34.67	1.23	7.57	0.00	14.57	0.82	9.19	0.00	0.00	0.00	68.60
Wooden Burnable	0.65	0.47	1.16	6.24	7.36	11.62	7.25	3.21	24.56	0.00	0.00	0.00	65.32
Plastics Containers	0.00	0.00	0.00	0.00	0.00	0.00	0.01	0.00	0.03	0.00	0.00	0.00	0.11
Batteries	0.13	2.89	0.43	0.00	0.82	0.48	0.53	2.73	0.85	0.00	0.00	0.00	8.79
Tires	2.07	0.32	1.38	2.89	1.59	3.25	0.90	0.58	1.69	0.00	0.00	0.00	14.03
White Goods/Assorted metals	3.25	2.27	3.78	8.14	9.08	5.71	2.14	2.42	3.31	40.01	0.00	0.00	124.00
HH Waste & Paint	0.00	0.22	0.00	0.00	0.21	0.02	0.23	0.16	0.06	0.00	0.00	0.00	1.24
Compost	0.00	0.00	0.00	0.74	10.56	13.90	6.18	4.87	2.72	0.00	0.00	0.00	64.22
Oil Filter/Oil Containers	0.00	0.00	0.01	0.32	0.83	0.40	0.00	0.00	0.04	0.00	0.00	0.00	1.69
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/birds responsible for	0.00	0.00	0.04	0.01	0.08	0.03	0.01	0.00	0.19	0.00	0.00	0.00	0.36
Total to Designated Area	6.39	19.37	45.04	24.91	49.27	113.32	62.30	48.47	90.52	0.00	0.00	0.00	448.55
Products Diverted for Recycle	5.61	8.92	18.84	15.43	25.05	24.26	12.92	13.26	9.45	0.00	0.00	0.00	133.36
2010 Monthly Total by Weight	734.72	763.66	1,004.16	1,014.78	1,143.41	1,365.60	1,390.74	1,295.06	1,207.48	0.00	0.00	0.00	9,907.47
2008 Monthly Total by Weight	885.65	815.94	943.06	974.85	1,031.73	1,274.90	1,274.90	1,288.22	1,228.99	962.40	798.45	798.45	13,081.84
2008 Monthly Total by Weight	877.33	982.24	1,077.40	1,049.53	1,802.21	1,427.86	1,311.93	1,522.26	1,322.21	2,395.70	1,174.06	835.78	15,735.54
Soil with Hydrocarbons	26.88	23.96	37.85	199.71	38.17	54.85	5295.26	4988.90	2615.74				12,884.67
DIRT	0	0	0	0.00	32.72	18.62	13.04	1.55	25.25				96.41

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

**Monthly Operations Report and Summary**

**Month of October 2010**

**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 October 2010

**1: Supervision and Operating Personnel**

<u>Manager</u>	<u>Pat Sliworsky</u>	<u>MRWMC</u>
<u>Landfill Operator</u>	<u>Neville Pomeroy</u>	<u>MRWMC</u>
<u>Equipment Operator</u>	<u>Nels Lizotte</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**

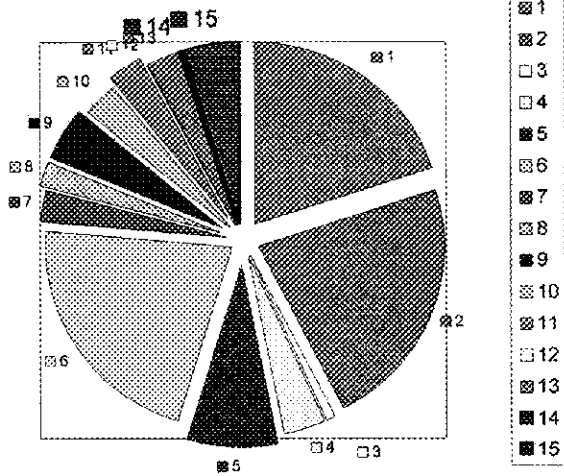
**6: Special Activities**      Litter fences are moved to appropriate locations  
 White goods are being stored for future recycling off site  
 Metal is being stored for future recycling off site

**Mackenzie Regional Waste Management Commission**  
**Monthly Reporting Summary**  
**Month October 2010**

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 3B
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**

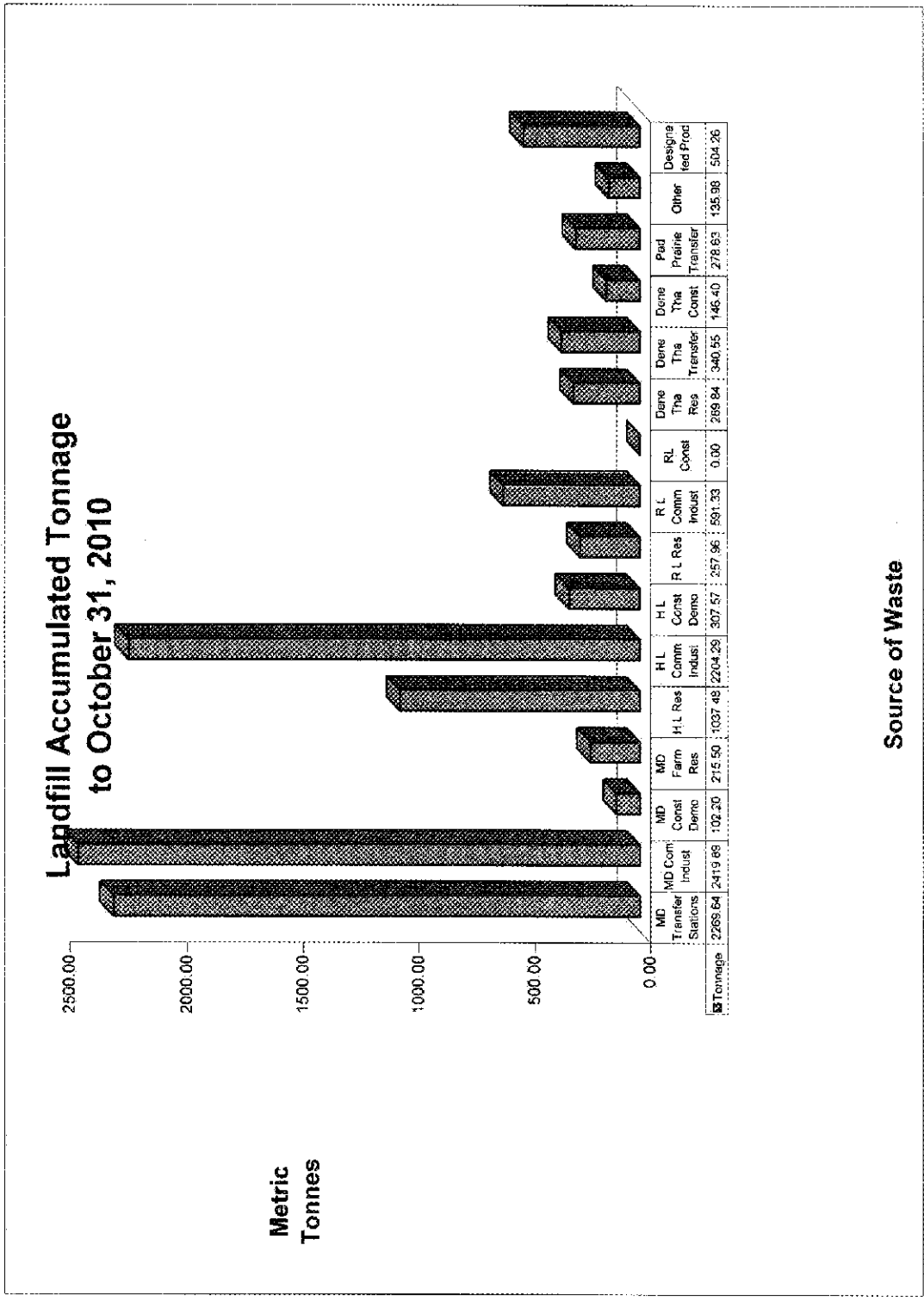
**Waste Received  
October 2010**



<b>Waste Volume Legend</b>	<b>Metric Tonne</b>	<b>% of Total</b>	<b>Legend</b>
MD #23 Transfer Stations	239.86	20%	1
MD #23 Commercial - Industrial	266.83	22%	2
MD #23 Construction - Demolition	10.10	1%	3
MD #23 Farm Residential	44.21	4%	4
H L Residential	93.75	8%	5
H L Commercial-Industrial	256.41	21%	6
H L Construction-Demolition	32.59	3%	7
R L Residential	27.79	2%	8
R L Commercial-Industrial	58.24	5%	9
Dene Tha Residential	35.89	3%	10
Dene Tha Transfer	34.48	3%	11
Dene Tha Const./Demo.	0.00	0%	12
Paddle Transfer	34.72	3%	13
Non-Members	3.48	0%	14
Products to Designated Areas	55.71	5%	15
<b>Total</b>	<b>1194.06</b>	<b>100%</b>	

**Items not included in chart**

Soil with Hydrocarbons	47.54
DIRT	103.75



### Mackenzie Regional Waste Management Commission Summary of Waste Received in 2010- Sorted by Area - per Metric Tonne

Mackenzie County	January	February	March	April	May	June	July	August	September	October	November	December	Total
Transfer Stations	151.87	112.65	173.39	228.35	288.63	277.13	247.77	260.05	218.74	233.89			2,269.64
Commercial - Industrial	194.78	242.70	280.92	217.10	228.54	278.17	249.99	233.59	257.28	266.83			2,419.89
Construction - Demolition	0.00	2.90	10.03	1.21	1.21	4.74	39.93	32.77	0.52	10.10			102.20
Farm Residential	5.98	3.84	44.98	8.00	22.32	22.32	24.94	44.21					215.50
<b>Total Mackenzie County</b>	<b>352.63</b>	<b>362.09</b>	<b>433.27</b>	<b>451.44</b>	<b>550.63</b>	<b>562.35</b>	<b>572.93</b>	<b>534.42</b>	<b>561.48</b>	<b>561.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,007.23</b>
<b>Town of High Level</b>													
Residential	57.37	52.87	87.76	101.93	171.81	134.73	118.90	121.24	116.92	83.75			1,037.48
Commercial - Industrial	190.12	182.67	241.23	221.01	198.05	244.12	246.59	211.20	212.85	256.41			2,204.25
Construction - Demolition	5.36	2.08	16.67	23.77	8.38	15.72	37.92	31.92	0.00	32.39			307.57
<b>Total High Level</b>	<b>243.85</b>	<b>247.72</b>	<b>325.66</b>	<b>346.71</b>	<b>378.26</b>	<b>398.98</b>	<b>516.21</b>	<b>364.36</b>	<b>352.52</b>	<b>382.75</b>	<b>0.00</b>	<b>0.00</b>	<b>3,549.34</b>
<b>Town of Rainbow Lake</b>													
Residential	18.28	18.78	21.97	19.65	25.38	37.31	24.30	27.70	36.06	27.79			257.96
Commercial - Industrial	48.59	48.14	77.27	42.98	40.33	60.50	73.32	75.59	71.38	58.24			591.33
Construction - Demolition	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
<b>Total Rainbow Lake</b>	<b>66.87</b>	<b>66.92</b>	<b>99.24</b>	<b>62.63</b>	<b>65.72</b>	<b>97.81</b>	<b>97.62</b>	<b>103.29</b>	<b>107.47</b>	<b>86.03</b>	<b>0.00</b>	<b>0.00</b>	<b>848.29</b>
<b>Dene Tha First Nations</b>													
Residential	14.18	13.73	22.74	26.01	24.15	30.05	31.30	31.64	30.14	35.99			285.84
Transfer Station	25.01	29.12	30.28	35.84	45.60	43.55	34.34	31.40	30.75	34.48			340.55
Construction - Demolition	0.97	1.84	0.00	0.00	0.53	2.60	0.00	140.46	0.00	0.00			146.40
<b>Total Dene Tha</b>	<b>40.16</b>	<b>44.69</b>	<b>53.02</b>	<b>61.85</b>	<b>70.28</b>	<b>76.21</b>	<b>65.64</b>	<b>213.50</b>	<b>60.87</b>	<b>70.37</b>	<b>0.00</b>	<b>0.00</b>	<b>716.78</b>
<b>Paddle Prairie Metis Settlement</b>													
Transfer Station	20.97	23.32	20.84	27.22	27.81	27.79	35.93	25.00	31.23	34.72			278.63
<b>Total Paddle Prairie</b>	<b>20.97</b>	<b>23.32</b>	<b>20.84</b>	<b>27.22</b>	<b>27.81</b>	<b>27.79</b>	<b>35.93</b>	<b>25.00</b>	<b>31.23</b>	<b>34.72</b>	<b>0.00</b>	<b>0.00</b>	<b>278.63</b>
<b>Others</b>													
WSP Members	3.50	8.45	17.27	0.00	9.92	67.74	17.81	5.01	2.90	3.38			135.98
Total Others	3.50	8.45	17.27	0.00	9.92	67.74	17.81	5.01	2.90	3.38			135.98
<b>Total Waste Deposited in Pit</b>	<b>728.38</b>	<b>763.18</b>	<b>849.11</b>	<b>988.86</b>	<b>1,103.14</b>	<b>1,240.28</b>	<b>1,328.44</b>	<b>1,249.58</b>	<b>1,116.96</b>	<b>1,138.35</b>	<b>0.00</b>	<b>0.00</b>	<b>10,597.27</b>
<b>Products to Designated Area</b>													
E-waste, electronics	0.74	3.04	0.07	3.34	2.20	0.63	1.56	2.48	1.04	1.14			15.17
Liquid Sump	0.00	0.58	34.67	1.23	7.57	0.00	14.57	0.82	9.16	2.69			71.29
Wooden Burniture	0.65	0.87	1.18	8.24	7.38	11.62	7.25	9.21	24.96	11.90			77.26
Pesticide Containers	0.00	0.00	0.00	0.00	0.00	0.07	0.01	0.00	0.03	0.00			0.11
Batteries	0.15	2.96	0.43	0.00	0.82	0.49	0.53	2.73	0.65	0.33			9.12
Tires	2.07	0.32	1.38	2.88	1.55	3.25	0.90	0.69	1.68	3.58			18.22
White Goods/Asbestos metals	3.25	2.27	3.78	6.14	3.09	5.61	2.14	2.42	5.31	6.38			46.29
HV Waste & Paint	0.03	0.22	0.31	0.00	0.21	0.02	0.23	0.19	0.65	0.13			1.37
Compost	0.00	0.00	13.17	0.74	10.56	13.90	8.16	4.97	2.72	8.52			62.74
Oil Filter/Oil Containers	0.00	0.00	0.01	0.32	0.53	0.40	0.00	0.06	0.04	0.00			1.68
Asbestos	0.00	0.00	0.00	0.00	0.00	77.30	27.41	38.02	46.76	21.03			203.52
Animals/Animals responsible for	0.06	0.09	0.04	0.01	0.08	0.03	0.01	0.00	0.10	0.11			0.49
<b>Total to Designated Areas</b>	<b>6.36</b>	<b>10.37</b>	<b>55.04</b>	<b>24.91</b>	<b>40.27</b>	<b>113.92</b>	<b>62.30</b>	<b>45.47</b>	<b>80.52</b>	<b>55.71</b>	<b>0.00</b>	<b>0.00</b>	<b>504.25</b>
<b>Products Diverted for Recycle</b>	<b>5.61</b>	<b>6.62</b>	<b>18.84</b>	<b>15.43</b>	<b>25.05</b>	<b>24.20</b>	<b>12.82</b>	<b>13.26</b>	<b>9.45</b>	<b>19.66</b>	<b>0.00</b>	<b>0.00</b>	<b>153.22</b>
<b>2010 Monthly Total by Weight</b>	<b>734.73</b>	<b>763.65</b>	<b>1,004.16</b>	<b>1,074.76</b>	<b>1,143.41</b>	<b>1,263.80</b>	<b>1,390.74</b>	<b>1,298.05</b>	<b>1,207.48</b>	<b>1,194.08</b>	<b>0.00</b>	<b>0.00</b>	<b>11,101.63</b>
<b>2008 Monthly Total by Weight</b>	<b>693.65</b>	<b>815.94</b>	<b>943.06</b>	<b>974.85</b>	<b>1,531.73</b>	<b>1,285.24</b>	<b>1,274.90</b>	<b>1,143.22</b>	<b>1,288.22</b>	<b>1,228.69</b>	<b>892.40</b>	<b>789.48</b>	<b>13,061.64</b>
<b>2008 Monthly Total by Weight</b>	<b>877.33</b>	<b>962.24</b>	<b>1,077.40</b>	<b>1,069.53</b>	<b>1,892.21</b>	<b>1,427.96</b>	<b>1,311.93</b>	<b>1,522.26</b>	<b>1,322.21</b>	<b>2,358.70</b>	<b>1,174.06</b>	<b>635.73</b>	<b>15,739.54</b>
<b>Soil with Hydrocarbons</b>	<b>23.88</b>	<b>23.98</b>	<b>37.85</b>	<b>100.71</b>	<b>38.17</b>	<b>54.85</b>	<b>6296.69</b>	<b>4688.90</b>	<b>2616.74</b>	<b>47.64</b>			<b>12,932.21</b>
<b>GRAT</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5.03</b>	<b>32.72</b>	<b>18.82</b>	<b>13.04</b>	<b>1.85</b>	<b>25.25</b>	<b>103.75</b>			<b>200.15</b>

MACKENZIE REGIONAL WASTE MANAGEMENT COMMISSION  
REQUEST FOR DECISION

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

**Recommendation:**

Adoption of the Financial Report.

**Comments:**

**Date:** November 20, 2010

**Submitted By:** Pat Sliworsky, Manager

**Reviewed By:** Kathy Bancarz, Administrative/Financial Assistant

**Mackenzie Regional Waste Management Commission  
Comparative Balance Sheet  
September 30, 2010**

	30-Sep-10	30-Sep-09
<b>Assets</b>		
<b>Current Assets</b>		
Chequing Account	241,784.28	150,666.02
Short Term Investments	437,674.15	406,831.23
Petty Cash	100.00	100.00
Undeposited Funds	110.14	179.45
Safety Program Funds	216.37	216.37
<b>Total Cash</b>	<b>679,884.94</b>	<b>557,993.07</b>
Accounts Receivable	291,584.77	108,886.12
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>291,653.13</b>	<b>108,945.10</b>
Prepaid Insurance	1,845.26	1,671.46
Prepaid Land Lease	582.08	582.10
Prepaid Promotion	80.00	80.00
Prepaid Membership Fees	301.09	176.57
Prepaid Conference Fees	0.00	0.00
Prepaid Telephone	94.70	94.70
Prepaid Rental Fees	0.00	135.00
<b>Total Prepaid Assets</b>	<b>2,903.13</b>	<b>2,739.83</b>
Inventory Assets, Composters	160.00	160.00
<b>Total Current Assets</b>	<b>974,601.20</b>	<b>669,838.00</b>
<b>Long Term Investments</b>		
Term Deposit Investments	520,463.59	503,003.37
<b>Total Long Term Investments</b>	<b>520,463.59</b>	<b>503,003.37</b>
<b>Capital Assets</b>		
Building Assets	294,653.74	294,653.74
Accumulated Amortization	(156,741.08)	(141,515.25)
<b>Net - Building Assets</b>	<b>137,912.66</b>	<b>153,138.49</b>
Engineering Structures	2,251,683.78	2,251,683.78
Accumulated Amortization	(1,577,671.29)	(1,497,990.00)
<b>Net - Engineering Structures</b>	<b>674,012.49</b>	<b>753,693.78</b>
Furniture and Equipment	73,619.96	73,619.96
Accumulated Amortization	(55,604.96)	(54,214.31)
<b>Net - Furniture and Equipment</b>	<b>18,015.00</b>	<b>19,405.65</b>
Machinery and Equipment	729,090.40	708,296.27
Accumulated Amortization	(178,306.66)	(125,350.10)
<b>Net - Machinery and Equipment</b>	<b>550,783.74</b>	<b>582,946.17</b>
<b>Total Capital Assets</b>	<b>1,380,723.89</b>	<b>1,509,184.09</b>
<b>TOTAL ASSETS</b>	<b>2,875,788.68</b>	<b>2,682,025.46</b>

	30-Sep-10	30-Sep-09
<b>LIABILITIES</b>		
<b>Current Liabilities</b>		
Accounts Payable	23,293.03	14,208.53
Accounts Payable - Other	547.39	0.00
Credit Card Payable	152.24	1,054.10
Staledated Cheques	0.00	603.13
Current Portion of Long Term Debt	17,142.06	16,397.46
Accrued Audit Fees	0.00	0.00
Accrued Bin Rental	0.00	3,900.00
Accrued Payroll	8,171.72	9,587.61
Accrued Utilities	361.53	346.93
Accrued WCB Premiums	539.50	445.91
EI Payable	0.00	0.00
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	0.00
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	0.00
GST Charged on Sales	189.86	7.49
GST Paid on Purchases	(213.06)	(117.03)
GST Adjustments	0.00	0.00
ITC Adjustments	0.00	0.00
<b>Total Current Liabilities</b>	<b>50,184.27</b>	<b>46,434.13</b>
<b>Long Term Liabilities</b>		
Debenture Payable	284,633.79	318,541.00
Deferred Contributions - Cap. Asset	48,652.64	56,178.75
Landfill Reclamation - Funded	520,463.59	503,003.37
Landfill Reclamation - Unfunded	1,276,897.85	1,287,257.94
<b>Total Long Term Liabilities</b>	<b>2,130,647.87</b>	<b>2,164,981.06</b>
<b>TOTAL LIABILITIES</b>	<b>2,180,832.14</b>	<b>2,211,415.19</b>
<b>EQUITY</b>		
<b>Equity</b>		
Equity in Capital Assets	1,123,896.88	1,100,548.76
General Landfill Reserve	352,492.52	283,909.12
<b>Total Equity</b>	<b>1,476,389.40</b>	<b>1,384,457.88</b>
<b>Unrestricted Net Assets</b>		
Previous Year	(986,746.81)	(882,826.30)
Current	205,313.95	(31,021.31)
<b>Total Unrestricted Net Assets</b>	<b>(781,432.86)</b>	<b>(913,847.61)</b>
<b>TOTAL EQUITY</b>	<b>694,956.54</b>	<b>470,610.27</b>

	30-Sep-10	30-Sep-09
<b>TOTAL LIABILITIES AND EQUITY</b>	<b><u>2,875,788.68</u></b>	<b><u>2,682,025.46</u></b>

**Mackenzie Regional Waste Management Commission  
Comparative Income Statement  
For The Nine Months Ended September 30, 2010**

REVENUE	BUDGET 2010	ACTUAL 30-Sep-10	ACTUAL 30-Sep-09
<b>Tipping Fees</b>			
County Transfer Stations	130,119.40	99,967.22	99,043.35
County Commercial/Industrial	145,669.14	105,455.79	111,384.23
County Construction/Demolition	2,122.23	4,535.95	1,705.94
County Farm Residential	5,971.79	9,163.25	6,161.51
<b>Total County Revenue</b>	<b>283,882.56</b>	<b>219,122.21</b>	<b>218,295.03</b>
High Level Residential	60,072.46	51,915.81	51,939.64
High Level Commercial/Industrial	145,868.47	99,229.72	112,982.63
High Level Construction/Demolition	22,868.81	13,679.61	18,491.24
<b>Total High Level Revenue</b>	<b>228,799.74</b>	<b>164,825.14</b>	<b>183,413.51</b>
Rainbow Lake Residential	16,132.15	11,335.94	12,084.59
Rainbow Lake Commercial/Industrial	39,163.96	26,405.28	30,417.11
<b>Total Rainbow Lake Revenue</b>	<b>55,296.11</b>	<b>37,741.22</b>	<b>42,501.70</b>
Dene Tha Residential	30,755.58	21,660.55	21,501.70
Dene Tha Construction/Demolition	15,328.60	34,291.05	11,411.25
Dene Tha Transfer Station	71,707.01	42,755.77	46,865.88
<b>Total Dene Tha Revenue</b>	<b>117,791.19</b>	<b>98,707.37</b>	<b>79,778.83</b>
Paddle Prairie Transfer Station	53,059.01	33,833.55	38,167.50
Non Members	20,717.14	43,214.10	8,261.81
Contaminated Soil	4,324.94	116,451.77	2,898.48
<b>Total Tipping Fees</b>	<b>783,870.69</b>	<b>713,895.36</b>	<b>573,316.86</b>
<b>Other Revenue</b>			
Funds From Reserve Account	48,600.00	16,416.50	0.00
Return on Long-term Investments	8,915.55	(1,931.00)	8,172.59
Interest Earned	805.21	340.65	721.51
Extra Work Charges	2,633.45	4,072.32	2,314.00
Batteries	1,878.55	938.00	1,002.00
Expense Reimbursements	9,243.89	15,133.13	819.75
STEP Program	2,450.00	0.00	2,450.00
WCB Dividends	349.87	0.00	0.00
WCB PIR Refund	0.00	1,027.17	0.00
AAMDC Dividends	50.13	279.12	50.13
Deferred Capital Contributions	7,450.29	5,587.71	5,587.71
Composter Sales	146.78	73.39	146.78
E-Waste	4,263.71	3,203.35	3,472.90
Paint / HH Waste Recycling	2,078.56	1,735.75	1,905.35
<b>Total Other Revenue</b>	<b>88,865.99</b>	<b>46,876.09</b>	<b>26,642.72</b>
<b>TOTAL REVENUE</b>	<b>852,736.68</b>	<b>760,771.45</b>	<b>599,959.58</b>
<b>EXPENSES</b>			
<b>Operating Expenses</b>			
Administration & Service Fees	135.00	62.64	109.89
Advertising	1,200.00	966.80	1,586.74
Auditing Fees	15,500.00	0.00	994.50
Finning Maintenance / Labour	2,500.00	3,605.00	13,760.00
Flat Repairs	720.00	352.00	599.00
Oil Sampling	25.00	0.00	0.00
Steam Cleaning /Vehicle Wash	2,000.00	762.08	965.77

	Budget 2010	30-Sep-10	30-Sep-09
Vehicle Oil Changes	400.00	195.85	263.19
Welding Maintenance	8,000.00	188.82	687.50
Parts and Materials	10,000.00	5,163.37	8,699.33
Other Labour	1,500.00	3,110.65	3,090.50
Deisel (Dyed)	25,000.00	18,326.34	16,858.92
Gas	3,000.00	1,941.65	2,099.34
Oil, Grease & Anti-freeze	2,000.00	2,927.82	2,619.83
Building & Content Insurance	1,265.79	951.45	867.91
Equipment Insurance	1,144.64	643.56	497.20
Vehicle Insurance	237.62	163.50	160.22
General Liability Insurance	530.16	388.50	397.62
Contributed to Landfill Closure	52,949.70	39,712.32	82,856.00
Dry Cleaning	200.00	203.15	117.15
Land Lease Agreement	698.52	523.89	523.87
Legal Fees	105.00	101.72	102.22
Membership / Conf. Fees	1,000.00	1,418.29	1,070.26
Postage & Freight	2,500.00	1,344.60	2,199.40
Rental Fees	400.00	1,400.47	745.49
Survey for Annual Report	6,000.00	5,836.00	7,181.87
Coffee/Drinking Water Supplies	1,200.00	743.14	938.16
Janitorial Supplies	800.00	389.10	584.10
Office Supplies	2,800.00	3,106.72	3,146.65
Shop Supplies	1,500.00	665.11	1,007.62
Telephone & Communications	4,800.00	3,946.95	3,682.76
Tools Expense	400.00	15.26	385.80
Training and Education	1,000.00	0.00	0.00
Travel & Subsistance	7,000.00	3,240.18	4,774.99
Electrical	2,650.00	2,280.21	2,171.89
Heat	10,000.00	2,716.50	4,873.74
Water Tank Fills	1,560.00	1,191.50	1,226.00
Vehicle Lease	7,707.48	5,780.61	4,010.45
<b>Total Operating Expenses</b>	<b>180,428.91</b>	<b>114,365.75</b>	<b>175,855.88</b>
<b>Payroll Expenses</b>			
Wages and Salaries	274,611.54	205,529.14	214,757.92
Commission Members Per Diem	8,560.00	4,900.00	4,325.00
EI Expense	2,999.71	4,114.33	4,340.77
CPP Expense	10,892.82	7,967.17	8,316.92
WCB Expense	4,966.65	4,557.13	3,914.50
Employee Benefits	14,841.24	12,819.85	12,709.80
Pension Expense	22,596.87	18,646.83	17,920.40
Vacation Pay Expense	432.00	418.64	273.56
<b>Total Payroll Expenses</b>	<b>339,890.83</b>	<b>258,953.09</b>	<b>266,558.87</b>
<b>Site Maintenance and Repair</b>			
Building Repair	2,000.00	1,854.33	7,497.75
Ground Water	8,800.00	3,384.20	4,029.25
Leachate	6,000.00	4,169.75	6,431.75
Bin Rental	2,400.00	2,025.00	3,900.00
Recycling Expenses	9,019.91	6,817.13	17,312.15
Roads	3,200.00	2,693.00	8,894.24
Surface Water	250.00	216.15	229.75
Site Clean up	2,050.00	2,050.00	2,050.00
New Signs at the Landfill Entrance	300.00	170.00	522.97
<b>Total Site Maintenance and Repair</b>	<b>34,019.91</b>	<b>23,379.56</b>	<b>50,867.86</b>

	Budget 2010	30-Sep-10	30-Sep-09
<b>Other Expenses</b>			
Amortization/Depreciation	139,478.30	106,800.55	126,993.53
Bank & Collection Charges	0.00	(7.98)	7.15
Interest Expense	13,933.87	7,155.23	7,883.93
Uncollectible Accounts	100.00	428.21	0.00
Waste Hauling Study	0.00	22,469.38	0.00
Composters Cost of Goods Sold	0.00	0.00	80.00
Promotion	0.00	0.00	1,938.92
Safety Awards	200.00	199.96	425.00
Soil Testing (Hydrocarbons)	0.00	12,713.75	369.75
<b>Total Other Expenses</b>	<b>153,712.17</b>	<b>149,759.10</b>	<b>137,698.28</b>
<b>TOTAL EXPENSE</b>	<b>708,051.82</b>	<b>546,457.50</b>	<b>630,980.89</b>
<b>NET INCOME</b>	<b>144,684.86</b>	<b>214,313.95</b>	<b>(31,021.31)</b>
<b>Capital Expenditures</b>			
Reclaim Monitoring Wells	0.00	0.00	8,000.00
New Demo/Const Cell	0.00	0.00	7,012.50
Final Drive - Track Loader	0.00	0.00	31,546.15
Left Front Housing - Backhoe	0.00	0.00	13,376.27
Load Cell for Scale	0.00	0.00	1,225.25
New Back Tire - Backhoe	0.00	0.00	1,033.99
Deck by Office	0.00	0.00	3,300.00
Shop Insulation/Doors	0.00	0.00	30,723.00
Replace Track Links on Loader	0.00	0.00	26,672.03
816-F2 Compactor (over 10 years)	33,907.53	16,765.47	16,036.92
Master Plan Review (due in 2010)	3,000.00	0.00	0.00
Future Excavation of Cell 5 (over 10 yrs)	24,409.00	0.00	0.00
Landfill Audit (Due in 2010)	3,250.00	9,000.00	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)	3,560.00	0.00	0.00
Cover on Cell 4	48,600.00	0.00	0.00
Muffler for Track Loader	0.00	1,950.51	0.00
Repair Radiator on Track Loader	0.00	3,926.43	0.00
Final Drive Seals on Track Loader	0.00	5,187.91	0.00
Freon Removal Equipment	0.00	2,775.00	0.00
Front Idler Track Loader	0.00	9,508.27	0.00
<b>Total Capital Expenditures</b>	<b>144,684.86</b>	<b>49,113.59</b>	<b>138,926.11</b>
<b>Net Income - Capital Expenditures</b>	<b>0.00</b>	<b>165,200.36</b>	<b>(169,947.42)</b>

MACKENZIE REGIONAL WASTE MANAGEMENT COMMISSION  
REQUEST FOR DECISION

**Issue:**  
**Minutes of September 18, 2010 and October 15, 2010**

**Recommendation:**  
Adoption of the minutes.

**Comments:**

**Date:** November 20, 2010  
**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.  
September 18, 2010

### MINUTES

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

Deletions:  
Delegation 4.1  
New Business 8.1

#### 3. ADOPTION OF AGENDA

##### Resolution #45-10

Moved by Peter Braun  
THAT the agenda for the September 18, 2010 regular meeting be adopted as amended.

CARRIED

#### 4. DELEGATIONS

##### **4.2 William Pashko, Haul-All Equipment**

William Pashko made a presentation to the Board regarding the use of the Transtor system.

##### Resolution #46-10

Moved by Jerry Chomiak  
THAT the presentation be accepted for information.

CARRIED

**5. REPORTS****5.1 Manager's Report**

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

**Resolution #47-10**

Moved by Barry Gladders

THAT the Manager's Report be accepted for information.

CARRIED

**5.2 Financial Report****Resolution #48-10**

Moved by Rose Cretney

THAT the Financial Report be accepted for information.

CARRIED

**6. ADOPTION OF MINUTES****6.1 Minutes of June 04,  
2010****Resolution #49-10**

Moved by Peter Braun

THAT the minutes of the June 04, 2010 Mackenzie Regional Waste Management Commission Regular Meeting be adopted as presented.

CARRIED

**7. BUSINESS ARISING FROM THE MINUTES****7.1 Waste Study****Resolution #50-10**

Moved by Jerry Chomiak

THAT the waste study update be accepted for information.

CARRIED

The Board took recess at 10:34 a.m.

The Board reconvened at 10:42 a.m.

**8. NEW BUSINESS****8.2 Landfill Audit****Resolution #51-10**

Moved by Stuart Watson

THAT the Board instruct Administration to voice the Board's concern about bear baiting close to the Landfill through a letter to Alberta Environment and cc'd to Alberta Fish & Wildlife.

CARRIED

**Resolution #52-10**

Moved by Jerry Chomiak

THAT the Landfill Audit be accepted for information.

CARRIED

**8.3 Budget 2011**

The Board had a preliminary review of the draft budget.

**9. CORRESPONDENCE****9.1 Letter of response  
from ARMA re: Paint  
Recycling****Resolution #53-10**

Moved by Barry Gladders  
THAT the letter be accepted for information.

CARRIED

**9.2 Letter of response  
from Government of  
Alberta re: Paint  
Recycling****Resolution #54-10**

Moved by Rose Cretney  
THAT the letter be accepted for information.

CARRIED

**9.3 K&K Recycling  
Services re: Metal  
Recycling****Resolution #55-10**

Moved by Jerry Chomiak  
THAT the Board accept the agreement with K&K Recycling  
Services.

CARRIED

**10. NOTICE OF MOTION**

The next meeting will be a budget meeting.

**11. NEXT MEETING DATE****Resolution #56-10**

Moved by Jerry Chomiak  
THAT the next Meeting be held on October 15, 2010 at 5:30 p.m.

CARRIED

**12. IN-CAMERA ITEMS****Resolution #57-10**

Moved by Jerry Chomiak  
THAT the Board go in-camera at 11:19 a.m.

CARRIED

**Resolution #58-10**

Moved by Rose Cretney  
THAT the Board come out of camera at 12:10 p.m.

CARRIED

The Board took recess at 12:38 p.m.

The Board reconvened at 12:43 p.m.

**13. ADJOURNMENT**

**Resolution #59-10**

Moved by Jerry Chomiak

THAT the meeting be adjourned at 12:58 p.m.

CARRIED

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Manager



## Mackenzie Regional Waste Management Commission

Budget Meeting  
Stardust, Olivier Room  
6:30 p.m.  
October 15, 2010

### MINUTES

In Attendance	Jerry Chomiak Peter Braun Rose Cretney Barry Gladders	Vice Chair, Town of High Level Mackenzie County Town of Rainbow Lake Town of High Level
Staff:	Pat Sliworsky	Manager
Regrets:	Stuart Watson Gord Ross	Chair, Mackenzie County Town of Rainbow Lake

#### 1. CALL TO ORDER

Vice Chairman Jerry Chomiak called the meeting to order at 6:35 p.m.

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

4.1 Manager Report.

#### 3. ADOPTION OF AGENDA

##### Resolution #60-10

Moved by Barry Gladders  
THAT the agenda for the October 15, 2010 budget meeting be adopted as amended.

CARRIED

#### 4. REPORTS

##### **4.1 Manager Report**

Manager Pat Sliworsky updated the Board on the current happenings.

##### Resolution #61-10

Moved by Peter Braun  
THAT the Manager's Report be accepted for information.

CARRIED

**5. Budget****5.1 2011 Budget****Resolution #62-10**

Moved by Peter Braun

THAT the 2011 Budget be adopted as presented.

CARRIED

**6. IN-CAMERA ITEMS****Resolution #63-10**

Moved by Rose Cretney

THAT the Board go in-camera at 6:44 p.m.

CARRIED

**Resolution #64-10**

Moved by Barry Gladders

THAT the Board come out of camera at 6:53 p.m.

CARRIED

**Resolution #65-10**

Moved by Barry Gladders

THAT the Board go in-camera at 6:58 p.m.

CARRIED

**Resolution #66-10**

Moved by Barry Gladders

THAT the Board come out of camera at 7:00 p.m.

CARRIED

**Resolution #67-10**

Moved by Peter Braun

THAT the Manager's current salary be increased by 5% as of January 1<sup>st</sup>, 2011.

CARRIED

**7. NEXT MEETING DATE****Resolution #68-10**

Moved by Rose Cretney

THAT the next meeting be an annual meeting, held November 20, 2010 at 10:00 a.m. at Stardust Motor Inn, Olivier Room.

CARRIED

**8. ADJOURNMENT****Resolution #69-10**

Moved by Barry Gladders

THAT the meeting be adjourned at 7:04 p.m.

CARRIED

Mackenzie Regional Waste Management Commission  
Minutes of October 15, 2010

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\_\_\_\_\_  
Vice Chairman

\_\_\_\_\_  
Manager

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

Item # \_\_\_\_\_

**Issue:**  
**Addition to the Confidentiality Policy 46-06**

**Recommendation:**  
**THAT the Commission accept the addition to the Confidentiality Policy as recommended by the Manager.**

**Manager Comments:**  
1) Addition of Board Members to sign an oath of confidentiality.

**Date:** November 20, 2010  
**Submitted By:** Pat Sliworsky, Manager  
**Reviewed By:**

## MACKENZIE REGIONAL WASTE MANAGEMENT COMMISSION POLICY

	Policy No.: <b>46-06</b>
Facility: Mackenzie Regional Landfill	Effective Date: December 5, 2006
Policy Title: <b>CONFIDENTIALITY POLICY</b>	Page 1 of 2

### Purpose of Policy

To safeguard the information gathered for the Mackenzie Regional Waste Management Commission Operations.

### Policy Statement

1. The Commission gathers a significant amount of information of a confidential nature including, for example, personal information, contractual information, and land related information. Legislation, both the Freedom of Information and Protection of Privacy Act and the Municipal Government Act, and common practice prohibits the release of, or controls the release of, certain information to the public.
2. Existing and future employees are obligated by the Freedom of Information and Protection of Privacy legislation.
3. To reinforce this confidentiality it is required that all new employees, as of December 5, 2006, sign the Oath of Confidentiality as attached and forming part of this policy.

### Responsibility

1. The Board shall be responsible for the review and update of this Policy.

	DATE	RESOLUTION
Adopted	December 5, 2006	112-06
Amended		

**Mackenzie Regional Waste Management Commission****OATH OF CONFIDENTIALITY**

All employees are expected to respect the trust and confidence the Board and the Manager have placed in them.

During the period of employment, the employee may gain knowledge of critical and confidential information. This is particularly true of employees who have access to files, personnel information and financial records.

An employee shall not discuss with, or disclose to others, any such confidential information obtained in the course of employment with the Mackenzie Regional Waste Management Commission including, but not limited to, business matters or information in respect to employees and personal data on members of the public.

Disclosure of information necessary to fulfill the job function is considered justified, or at the request of authorized officers or authorized Government Departments. If confidential information is divulged outside of the Mackenzie Regional Waste Management Commission's organization, a written description of what was disclosed shall be recorded, so that the sharing of otherwise confidential information will be as factual as possible. Disclosure is to be governed by the Freedom of Information and Protection of Privacy Act, RSA 2000.

Files taken away from the Commission's facilities must be returned the same day and returned to the designated office.

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**OATH**

I, \_\_\_\_\_, do swear/affirm that I will execute according to law and to the best of my ability the duties required of me as an employee of the Mackenzie Regional Waste Management Commission. That I will not, without due authorization disclose or make known any matter which comes to my knowledge by reason of my employment, and that doing so would be a breach of this undertaking and may constitute just cause for my dismissal. I also agree to abide by the Confidential Information Policy as stated above.

\_\_\_\_\_  
(Signature of employee)

Taken and subscribed before me in the Town of High Level in the Province of Alberta, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Commissioner of Oaths in the Province of Alberta