

MACKENZIE REGIONAL WASTE MANAGEMENT COMMISSION

AGENDA

JUNE 11, 2011

Page

- 1. CALL TO ORDER**
- 2. ADDITIONS TO OR DELETIONS FROM THE AGENDA**
- 3. ADOPTION OF AGENDA**
- 4. DELEGATIONS**
- 5. REPORTS**
 - 3-15 5.1 Manager's Report
 - 16-21 5.2 Financial Report
- 6. ADOPTION OF MINUTES**
 - 22-25 6.1 Minutes of March 12, 2011
- 7. BUSINESS ARISING FROM THE MINUTES**
 - 26-27 7.1 Reserve & Trust Fund Policy 24-05

Page

8. NEW BUSINESS

28-29

8.1 Asbestos Policy 29-05

9. CORRESPONDENCE

10. NOTICE OF MOTION

11. NEXT MEETING

11.1 September 10, 2011

12. IN-CAMERA ITEMS

13. ADJOURNMENT

MACKENZIE REGIONAL WASTE MANAGEMENT COMMISSION
REQUEST FOR DECISION

Issue:

Monthly Operating Reports for March & April 2011.

Recommendation:

Reviewed by Manager and accept for information.

Comments:**Date:**

June 11, 2011

Submitted By:

Pat Sliworsky, Manager

Reviewed By:

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

Monthly Operations Report and Summary

Month of March 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 March 2011

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

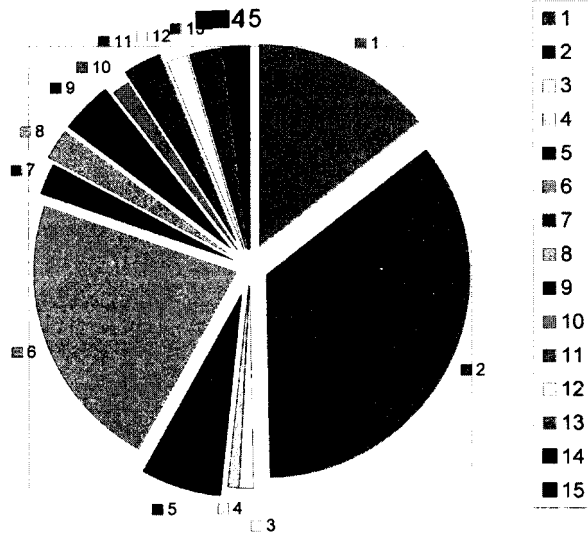
6: Special Activities Litter fences are moved to appropriate locations
 White goods are being stored for future recycling off site
 Metal is being stored for future recycling off site

Mackenzie Regional Waste Management Commission
Montly Reporting Summary
Month March 2011

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
March 2011**

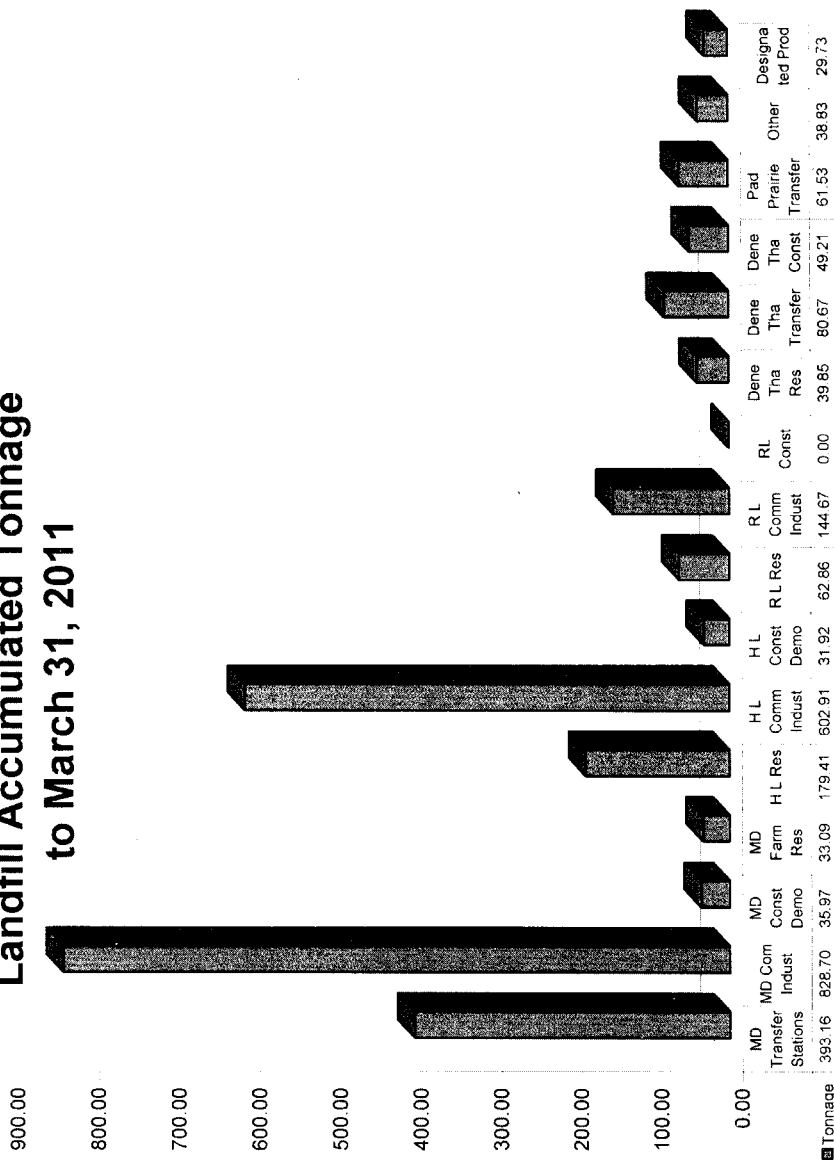


Waste Volume Legend	Metric Tonne	% of Total	Legend
MD #23 Transfer Stations	153.69	14%	1
MD #23 Commercial - Industrial	375.58	35%	2
MD #23 Construction - Demolition	11.98	1%	3
MD #23 Farm Residential	6.21	1%	4
H L Residential	69.89	7%	5
H L Commercial-Industrial	235.66	22%	6
H L Construction-Demolition	25.15	2%	7
R L Residential	26.38	2%	8
R L Commercial-Industrial	46.16	4%	9
Dene Tha Residential	13.09	1%	10
Dene Tha Transfer	33.26	3%	11
Dene Tha Const./Demo.	18.30	2%	12
Paddle Transfer	26.92	3%	13
Non-Members	9.98	1%	14
Products to Designated Areas	10.17	1%	15
Total	1062.42	100%	

Items not included in chart

Soil with Hydrocarbons	38.82
DIRT	0.00

Landfill Accumulated Tonnage to March 31, 2011



Source of Waste

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

	January	February	March	April	May	June	July	August	September	October	November	December	Total
Mackenzie County													
Transfer Stations	130.32	109.16	153.69										393.16
Commercial - Industrial	212.54	240.58	375.58										828.70
Construction - Demolition	2.47	21.92	11.98										35.97
Farm Residential	13.72	13.16	6.21										33.09
Total Mackenzie County	359.05	384.42	547.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,290.92
Town of High Level													
Residential	57.23	52.29	69.69										179.41
Commercial - Industrial	182.17	185.06	235.66										602.91
Construction - Demolition	2.84	3.93	25.15										31.92
Total High Level	242.24	241.30	330.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	814.24
Town of Rainbow Lake													
Residential	19.13	17.35	26.38										62.86
Commercial - Industrial	45.81	52.70	46.16										144.67
Construction - Demolition	0.00	0.00	0.00										0.00
Total Rainbow Lake	64.94	70.05	72.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	207.53
Dene Tha First Nations													
Residential	12.07	14.69	13.09										39.85
Transfer Station	26.46	20.95	33.26										80.67
Construction - Demolition	16.59	14.33	18.30										49.21
Total Dene Tha	55.11	49.97	64.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	159.73
Paddle Prairie Metis Settlement													
Transfer Station	17.34	17.27	26.92										61.53
Total Paddle Prairie	17.34	17.27	26.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	61.53
Others													
Non-members	10.87	17.98	9.98										38.83
Total Others	10.87	17.98	9.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	38.83
Total Waste Deposited in Pit	749.85	780.99	1,052.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,582.79
Products to Designated Area													
E-waste, electronics	0.08	0.21	0.85										1.14
Liquid Sump	7.51	0.00	0.00										7.51
Wooden Burnable	3.06	1.36	2.65										7.07
Pesticide Containers	0.00	0.00	0.00										0.00
Batteries	0.00	0.04	0.26										0.30
Tires	1.30	2.06	0.29										3.65
White Goods/Assorted metals	2.54	1.23	1.43										5.20
HH Waste & Paint	0.05	0.00	0.00										0.05
Compost	0.00	0.00	4.69										4.69
Oil Filter/Oil Containers	0.03	0.00	0.00										0.03
Asbestos	0.00	0.00	0.00										0.00
Animals-haulers responsible for	0.09	0.00	0.00										0.09
Total to Designated Areas	14.66	4.90	10.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	29.73
Products Diverted for Recycle													
2011 Monthly Total by Weight	764.21	786.99	1,062.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15.01
2010 Monthly Total by Weight	734.73	763.55	1,004.15	1,014.76	1,143.41	1,353.60	1,390.74	1,285.05	1,207.48	1,194.06	970.15	887.46	12,939.14
2009 Monthly Total by Weight	893.65	815.94	943.06	974.85	1,531.73	1,296.24	1,274.90	1,143.22	1,288.22	1,228.96	892.40	798.45	15,739.54
Soil with Hydrocarbons	28.88	40.89	38.82	0	0	0	0	0	0	0	0	0	108.69
DIRT	0	0	0	0	0	0	0	0	0	0	0	0	0.00

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

Monthly Operations Report and Summary

Month of April 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 April 2011

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 & Gulls
- Customers placing waste at incorrect locations
- Customers not covering & securing loads

5: Public Complaints

6: Special Activities

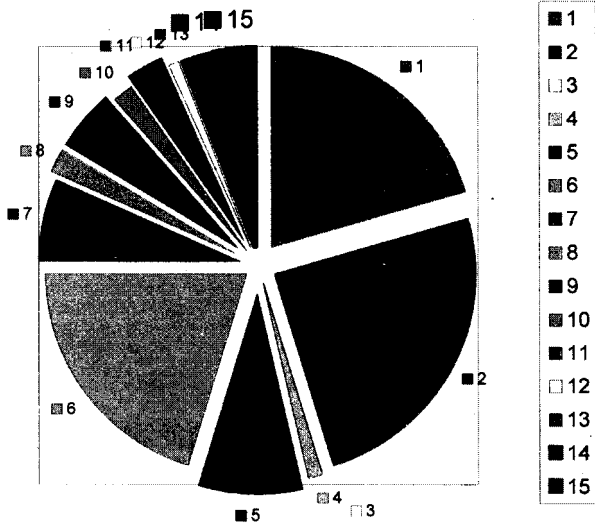
- Litter fences are moved to appropriate locations
- White goods are being stored for future recycling off site
- Metal is being stored for future recycling off site

Mackenzie Regional Waste Management Commission
Montly Reporting Summary
Month April 2011

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
April 2011**



Waste Volume Legend	Metric Tonne	% of Total	Legend
MD #23 Transfer Stations	241.52	21%	1
MD #23 Commercial - Industrial	288.72	25%	2
MD #23 Construction - Demolition	0.00	0%	3
MD #23 Farm Residential	11.66	1%	4
H L Residential	95.97	8%	5
H L Commercial-Industrial	238.64	20%	6
H L Construction-Demolition	76.73	7%	7
R L Residential	24.69	2%	8
R L Commercial-Industrial	58.74	5%	9
Dene Tha Residential	18.44	2%	10
Dene Tha Transfer	35.31	3%	11
Dene Tha Const./Demo.	8.43	1%	12
Paddle Transfer	30.16	3%	13
Non-Members	9.84	1%	14
Products to Designated Areas	29.76	3%	15
Total	1168.61	100%	

Items not included in chart

Soil with Hydrocarbons	31.33
DIRT	3.75

Landfill Accumulated Tonnage to April 30, 2011



**Metric
Tonnes**

Source of Waste

	MD Transfer Stations	MD Const Demo	MD Farm Res	H L Res	H L Comm Indust	H L Const Demo	R L Res	R L Comm Indust	R L Const	Dene Tha Res	Dene Tha Transfer	Dene Tha Const	Pad Prairie Transfer	Other	Designa ted Prod
Tonnage	634.88	35.97	44.75	275.38	841.55	108.65	87.55	203.41	0.00	58.29	115.98	57.64	91.70	48.67	59.49

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	153.89	241.82									634.99
Commercial - Industrial	212.54	240.58	375.98	288.72									1117.42
Construction - Demolition	2.47	21.52	11.98	0.00									35.97
Farm Residential	13.72	13.16	6.21	11.86									44.75
Total Mackenzie County	369.06	364.42	647.46	641.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,832.82
Town of High Level													
Residential	57.23	52.29	69.89	95.97									275.38
Commercial - Industrial	182.17	185.08	235.68	238.64									841.55
Construction - Demolition	2.84	3.93	25.15	76.73									108.65
Total High Level	242.24	241.30	330.70	411.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,226.96
Town of Rainbow Lake													
Residential	19.13	17.35	26.38	24.69									87.55
Commercial - Industrial	45.81	52.70	46.18	58.74									203.41
Construction - Demolition	0.00	0.00	0.00	0.00									0.00
Total Rainbow Lake	64.94	70.05	72.56	83.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	290.96
Dene Tha First Nations													
Residential	12.07	14.89	13.09	18.44									58.29
Transfer Station	26.46	20.95	33.26	35.31									115.98
Construction - Demolition	16.58	14.33	18.30	8.43									57.64
Total Dene Tha	55.11	49.97	64.65	62.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	231.91
Paddle Prairie Metis Settlement													
Transfer Station	17.34	17.27	26.92	30.16									91.70
Total Paddle Prairie	17.34	17.27	26.92	30.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	91.70
Others													
Non-members	10.87	17.98	9.98	9.64									48.67
Total Others	10.87	17.98	9.98	9.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	48.67
Total Waste Deposited in Pit	749.55	760.99	1,082.26	1,138.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,721.64
Products to Designated Area													
E-waste, electronics	0.08	0.21	0.85	0.03									1.17
Liquid Slump	7.51	0.00	0.00	10.25									17.76
Wooden Burnable	3.08	1.36	2.85	8.32									15.39
Pesticide Containers	0.00	0.00	0.00	0.00									0.00
Batteries	0.00	0.04	0.26	1.31									1.61
Tires	1.30	2.06	0.29	2.22									5.87
White Goods/Assorted metals	2.54	1.23	1.43	2.57									7.77
HH Waste & Paint	0.05	0.00	0.00	0.14									0.19
Compost	0.00	0.00	4.69	4.82									9.51
Oil Filler/Oil Containers	0.03	0.00	0.00	0.00									0.03
Asbestos	0.00	0.00	0.00	0.00									0.00
Animals-haulers responsible for	0.09	0.00	0.00	0.10									0.19
Total to Designated Areas	14.66	4.90	10.17	29.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	69.49
Products Diverted for Recycle	3.95	3.54	7.52	10.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25.96
2011 Monthly Total by Weight	764.21	766.89	1,092.42	1,168.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,781.13
2010 Monthly Total by Weight	734.73	763.55	1,004.15	1,014.76	1,143.41	1,353.60	1,390.74	1,295.05	1,207.48	1,184.08	970.15	887.46	12,939.14
2008 Monthly Total by Weight	893.65	815.94	943.06	974.85	1,531.73	1,266.24	1,274.90	1,143.22	1,288.22	1,228.99	892.40	798.45	15,739.54
Soil with Hydrocarbons	28.88	40.89	38.82	31.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	139.92
DIHT	0	0	0	3.76	0	0	0	0	0	0	0	0	3.76

MACKENZIE REGIONAL WASTE MANAGEMENT COMMISSION
REQUEST FOR DECISION

Issue:
Financial Report

Recommendation:
Adoption of the Financial Report.

Comments:

Date: June 11, 2011
Submitted By: Pat Sliworsky, Manager
Reviewed By: Kathy Bancarz, Administrative/Financial Assistant

Mackenzie Regional Waste Management Commission
Comparative Balance Sheet
April 30, 2011

	30-Apr-11	30-Apr-10
Assets		
Current Assets		
Chequing Account	154,196.17	181,142.17
Short Term Investments	763,026.35	437,674.15
Petty Cash	100.00	100.00
Undeposited Funds	8,015.97	0.22
Safety Program Funds	16.41	216.37
Total Cash	925,354.90	619,132.91
Accounts Receivable	122,271.04	71,755.76
Allowance For Doubtful Accounts	(33.81)	(641.02)
Accrued Return on Investments	0.00	0.00
Security Deposits	700.00	700.00
Total Receivables	122,937.23	71,814.74
Prepaid Insurance	720.06	943.60
Prepaid Land Lease	873.11	873.13
Prepaid Promotion	80.00	80.00
Prepaid Membership Fees	294.47	220.89
Prepaid Conference Fees	150.00	0.00
Prepaid Telephone	194.70	254.70
Prepaid Rental Fees	98.35	113.31
Total Prepaid Assets	2,410.69	2,485.63
Inventory Assets, Composters	40.00	120.00
Total Current Assets	1,050,742.82	693,553.28
Long Term Investments		
Term Deposit Investments	556,853.05	520,463.59
Total Long Term Investments	556,853.05	520,463.59
Capital Assets		
Building Assets	294,653.74	294,653.74
Accumulated Amortization	(165,569.22)	(150,435.28)
Net - Building Assets	129,084.52	144,218.46
Engineering Structures	2,251,683.78	2,251,683.78
Accumulated Amortization	(1,624,152.07)	(1,544,470.78)
Net - Engineering Structures	627,531.71	707,213.00
Furniture and Equipment	75,291.94	73,619.96
Accumulated Amortization	(56,500.97)	(55,025.52)
Net - Furniture and Equipment	18,790.97	18,594.44
Machinery and Equipment	748,263.99	711,619.22
Accumulated Amortization	(205,892.81)	(158,476.41)
Net - Machinery and Equipment	542,371.18	553,142.81
Total Capital Assets	1,317,778.38	1,423,168.71
TOTAL ASSETS	2,925,374.25	2,637,185.58

	30-Apr-11	30-Apr-10
LIABILITIES		
Current Liabilities		
Accounts Payable	6,177.89	8,564.55
Accounts Payable - Other	547.39	547.39
Credit Card Payable	1,512.30	1,857.15
Current Portion of Long Term Debt	35,447.93	33,907.53
Accrued Equipment Repair Expense	0.00	476.95
Accrued Labour Expense	1,198.00	0.00
Accrued Payroll	3,459.93	2,777.96
Accrued Rental Fees	0.00	0.00
Accrued Utilities	283.85	377.06
Accrued WCB Premiums	0.00	0.00
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	(0.01)
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	2,943.44	2,550.94
Gst Adjustments	1.31	0.00
GST Paid on Purchases	(981.54)	(1,012.20)
Total Current Liabilities	50,590.50	50,047.32
Long Term Liabilities		
Debt Payable	249,185.86	284,633.79
Deferred Contributions - Cap. Asset	44,306.62	51,756.93
Landfill Reclamation - Funded	556,853.05	520,463.59
Landfill Reclamation - Unfunded	1,272,349.60	1,254,835.45
Total Long Term Liabilities	2,122,695.13	2,111,689.76
TOTAL LIABILITIES	2,173,285.63	2,161,737.08
EQUITY		
Equity		
Equity in Capital Assets	1,013,702.88	1,100,548.76
General Landfill Reserve	449,446.79	342,173.52
Total Equity	1,463,149.67	1,442,722.28
Unrestricted Net Assets		
Previous Year	(704,905.89)	(950,304.69)
Current	(6,155.16)	(16,969.09)
Total Unrestricted Net Assets	(711,061.05)	(967,273.78)
TOTAL EQUITY	752,088.62	475,448.50
TOTAL LIABILITIES AND EQUITY	2,925,374.25	2,637,185.58

**Mackenzie Regional Waste Management Commission
Comparative Income Statement
For The Four Months Ended April 30, 2011**

REVENUE	BUDGET 2011	ACTUAL 30-Apr-11	ACTUAL 30-Apr-10
Tipping Fees			
County Transfer Stations	129,358.95	31,257.91	32,862.89
County Commercial/Industrial	139,058.35	55,161.63	44,150.98
County Construction/Demolition	6,765.51	1,771.56	636.81
County Farm Residential	11,794.56	2,541.27	3,214.53
Total County Revenue	286,977.37	90,732.37	80,865.21
High Level Residential	68,419.77	15,429.74	16,046.08
High Level Commercial/Industrial	132,568.88	42,178.20	42,894.56
High Level Construction/Demolition	18,821.75	5,339.40	2,545.03
Total High Level Revenue	219,810.40	62,947.34	61,485.67
Rainbow Lake Residential	14,300.81	4,311.85	3,875.01
Rainbow Lake Commercial/Industrial	34,110.00	10,017.97	10,440.08
Total Rainbow Lake Revenue	48,410.81	14,329.82	14,315.09
Dene Tha Residential	28,520.03	8,194.95	8,772.65
Dene Tha Construction/Demolition	19,554.38	8,069.60	2,210.05
Dene Tha Transfer Station	57,679.94	16,238.04	16,460.41
Total Dene Tha Revenue	105,754.35	32,502.59	27,443.11
Paddle Prairie Transfer Station	44,192.66	12,836.88	12,586.31
Non Members	25,000.00	6,813.80	4,088.30
Contaminated Soil	5,000.00	1,348.11	2,142.28
Total Tipping Fees	735,145.59	221,510.91	202,925.97
Other Revenue			
Funds From Reserve Account	48,600.00	0.00	13,641.50
Return on Long-term Investments	3,310.29	0.00	(1,931.00)
Interest Earned	366.62	920.42	56.90
Extra Work Charges	4,746.48	2,244.88	655.00
Batteries	1,200.00	240.00	0.00
Expense Reimbursements	7,070.00	363.25	1,365.25
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	2,483.42	2,483.42
Composter Sales	73.39	146.78	73.39
E-Waste	3,847.80	688.40	1,365.40
Paint / HH Waste Recycling	1,735.75	669.25	0.00
Surplus Transfer	44,575.44	44,575.44	0.00
Write Offs Recovered	0.00	26.10	0.00
Total Other Revenue	126,732.35	52,676.44	17,988.98
TOTAL REVENUE	861,877.94	274,187.35	220,914.95
EXPENSES			
Operating Expenses			
Administration & Service Fees	110.00	8.00	0.00

	Budget 2011	30-Apr-11	30-Apr-10
Advertising	1,000.00	400.32	498.00
Auditing Fees	16,000.00	0.00	0.00
Finning Maintenance / Labour	3,500.00	1,838.00	1,192.50
Flat Repairs	500.00	300.00	195.00
Oil Sampling	25.00	0.00	0.00
Steam Cleaning /Vehicle Wash	1,125.00	817.00	64.18
Vehicle Oil Changes	400.00	60.45	135.40
Welding Maintenance	8,000.00	407.26	63.82
Parts and Materials	10,000.00	5,410.10	2,411.45
Other Labour	1,500.00	463.36	323.00
Deisel (Dyed)	25,000.00	11,854.34	6,861.31
Gas	3,000.00	698.10	920.92
Oil, Grease & Anti-freeze	4,000.00	1,084.74	952.37
Building & Content Insurance	1,276.63	413.32	427.63
Equipment Insurance	860.91	282.64	287.68
Vehicle Insurance	218.00	66.00	72.68
General Liability Insurance	518.02	172.66	172.68
Contributed to Landfill Closure	55,811.29	18,603.77	17,649.92
Dry Cleaning	310.00	0.00	152.90
Land Lease Agreement	698.52	232.84	232.84
Legal Fees	105.00	101.68	101.72
Membership / Conf. Fees	1,200.00	346.49	878.74
Postage & Freight	2,000.00	469.27	456.09
Rental Fees	400.00	141.67	687.16
Survey for Annual Report	6,000.00	4,874.26	5,836.00
Coffee/Drinking Water Supplies	1,000.00	342.90	443.42
Janitorial Supplies	500.00	172.25	165.73
Office Supplies	4,000.00	1,970.40	820.31
Shop Supplies	1,000.00	259.53	140.24
Telephone & Communications	5,200.00	1,646.61	1,659.99
Tools Expense	400.00	66.15	0.00
Training and Education	1,000.00	800.00	0.00
Travel & Subsistance	7,000.00	2,019.16	1,987.64
Electrical	3,100.00	1,341.61	1,108.48
Heat	5,433.00	5,029.77	2,716.50
Water Tank Fills	1,700.00	724.60	564.00
Vehicle Lease	7,707.48	2,569.16	2,569.16
Total Operating Expenses	181,598.85	65,988.41	52,749.46
Payroll Expenses			
Wages and Salaries	282,857.23	90,054.50	92,372.17
Commission Members Per Diem	9,300.00	2,375.00	2,950.00
EI Expense	4,044.48	2,113.41	2,135.01
CPP Expense	7,626.84	4,198.11	4,096.91
WCB Expense	6,474.00	2,719.93	1,859.63
Employee Benefits	16,319.52	5,693.92	6,020.05
Pension Expense	25,870.18	9,274.05	9,161.62
Vacation Pay Expense	432.00	0.00	144.69
Total Payroll Expenses	352,924.25	116,428.92	118,740.08
Site Maintenance and Repair			
Building Repair	2,000.00	537.36	0.00
Ground Water	7,110.00	0.00	0.00

	Budget 2011	30-Apr-11	30-Apr-10
Leachate	5,000.00	0.00	0.00
Bin Rental	2,400.00	375.00	525.00
Recycling Expenses	9,000.00	3,193.95	1,647.58
Roads	3,200.00	467.60	109.00
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
Total Site Maintenance and Repair	31,290.00	4,573.91	2,451.58
Other Expenses			
Amortization/Depreciation	142,400.73	48,190.82	46,884.55
Bank & Collection Charges	25.00	2.09	(16.97)
Bank Reconciliation Adjustments	0.00	(2.00)	0.00
Interest Expense	10,732.85	23.21	0.00
Uncollectible Accounts	100.00	78.46	428.21
Waste Hauling Study	0.00	0.00	16,243.88
Composters Cost of Goods Sold	0.00	120.00	40.00
Promotion	0.00	0.00	0.00
Safety Awards	400.00	0.00	0.00
Soil Testing (Hydrocarbons)	0.00	363.25	363.25
Total Other Expenses	153,658.58	48,775.83	63,942.92
TOTAL EXPENSE	719,471.68	235,767.07	237,884.04
NET INCOME	142,406.26	38,420.28	(16,969.09)
Capital Expenditures			
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	3,926.43
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
Brake Repair on Backhoe	0.00	9,688.16	0.00
Total Capital Expenditures	142,406.26	20,845.57	5,876.94
Net Income - Capital Expenditures	0.00	17,574.71	(22,846.03)

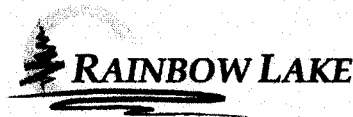
MACKENZIE REGIONAL WASTE MANAGEMENT COMMISSION
REQUEST FOR DECISION

Issue:
Minutes of April 9, 2011

Recommendation:
Adoption of the minutes.

Comments:

Date: June 11, 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.
April 9, 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
Auditor	Richard Donaldson	Daniel M. Ringrose, Chartered Accountant
Regrets:	Gordon Ross	Town of Rainbow Lake

1. CALL TO ORDER

Chairman Peter Braun called the meeting to order at 9:58 a.m.

2. ADDITIONS TO OR DELETIONS FROM THE AGENDA

9.1 Mackenzie County correspondence.

3. ADOPTION OF AGENDA

Resolution #17-11

Moved by Rod Chalifoux

THAT the agenda for the April 9, 2011 regular meeting be adopted as amended.

CARRIED

4. DELEGATIONS

There were none.

5. REPORTS

5.1 Manager's Report

Manager Pat Sliworsky updated the Board on the current happenings.

Resolution #18-11

Moved by John Driedger

THAT the Manager's Report be accepted for information.

CARRIED

5.2 Financial Report**Resolution #19-11**

Moved by Rose Cretney

THAT the Financial Report be accepted for information.

CARRIED

6. ADOPTION OF MINUTES**6.1 Minutes of March 12,
2011****Resolution #20-11**

Moved by John Driedger

THAT the minutes of the March 12, 2011 Mackenzie Regional Waste Management Commission Regular Meeting be adopted as presented.

CARRIED

7. BUSINESS ARISING FROM THE MINUTES**7.1 Reserve Policy**

Richard Donaldson, the Commission's Auditor was in attendance to assist in the discussion.

Resolution #21-11

Moved by Barry Gladders

THAT the Board instruct Administration to bring policy recommendations to the next meeting.

CARRIED

8. NEW BUSINESS

There were none.

9. CORRESPONDENCE**9.1 Mackenzie County 3rd
Annual Invitational
Charity Golf
Tournament****Resolution #22-11**

Moved by John Driedger

THAT the Board authorize Manager Pat Sliworsky to attend.

CARRIED

10. NOTICE OF MOTION

There were none.

11. NEXT MEETING

11.1 June 11, 2011

13. ADJOURNMENT**Resolution #23-11**

Moved by Rose Cretney
THAT the meeting be adjourned at 10:58 a.m.

CARRIED

Chairman

Manager

Mackenzie Regional Waste Management Commission

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

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

Policy Statement:

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

Background:

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

Responsibilities and Authorities:

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

The 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.

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

DRAFT
**Mackenzie Regional
Waste Management Commission**

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

Policy Objective:

To ensure the Commission is able to meet present and future financial obligations while retaining stable waste fees by establishing reserve funds.

Policy Statement:

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

Background:

Landfill Reserves were established to provide for operating, capital, and closure/post-closure 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 at the end of each fiscal year.

A reserve for operating expenditures will be placed in an unrestricted fund and a cap will be set at \$100,000.

A reserve for capital expenditures will be placed in a separate unrestricted reserve fund to accommodate any emergency type expenditure and/or for non-budgeted items that require funding. A cap will be set at \$1,000,000.

A reserve for closure/post-closure expenditures will be placed in a separate restricted reserve fund as set by the Master Plan review.

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.

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

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

Item # _____

Issue:

Changes to the Special Waste, Asbestos Policy 29-05

Recommendation:

THAT the Commission accept the changes to the Special Waste, Asbestos Policy as recommended by the Manager.

Manager Comments:

Recommend changes in the policy of wording added as underlined and deleted with a strikethrough in attachment.

Date: June 11, 2011

Submitted By: Pat Sliworsky, Manager

Reviewed By:

**Mackenzie Regional Waste
Management Commission
Policy**

TITLE: Special Waste, Asbestos
POLICY NO: 29-05
RESCINDS: N/A

Policy Objective: To ensure that any waste materials that may have long term impact on the Commission and its facilities, are subject to environmental, engineering and regulatory due diligence before they are accepted for handling and disposal.

Policy Statement:

The Landfill will accept Asbestos following governing regulations in force by the Environmental Protection and Enhancement Act.

Background:

The Mackenzie Regional Landfill will accept asbestos as per the following requirements.

1. Requests for disposal of asbestos must be made at least 48 hours in advance of the delivery date.
2. The landfill Commission Manager, ~~landfill contractor and the local Health Unit~~ will be advised of its disposal.
3. The asbestos being delivered to the site must be double bagged. These bags must be Alberta Environment approved bags and marked "Hazardous Material".
4. The waste generator will be required to pay the regular tonnage fee and all other associated costs to bury the material as per the "Guidelines for the Disposal of Asbestos Waste" ~~in a separate trench~~. A minimum charge as per the "Fee Schedule" of \$100 will be assessed.
5. The Commission ~~landfill contractor~~ will be required to bury the asbestos as per the "Guidelines for the Disposal of Asbestos Waste" ~~in a separate trench away from the present working face~~. The asbestos will be covered immediately after disposal.

Responsibilities and Authorities:

The waste hauler must inform the scale operator they are hauling asbestos. The waste hauler will be required to follow all directions and pay for all associated disposing costs. The Commission Manager ~~landfill operator~~ will inspect the load for compliance and dispose of it as per Alberta Environment regulations.

	DATE	RESOLUTION NO.
Approved	October 22, 2005	67-05
Amended	April 4, 2009	23-09
Amended		