



## **Mackenzie Regional Waste Management Commission**

**Regular Board Meeting  
Stardust Motor Inn at 10 a.m.  
January 21, 2006**

### **MINUTES**

---

In Attendance	Stuart Watson Peter Braun Jerry Chomiak Ellis Forest Kelly Drover	Acting Chairman, MD Mackenzie Director, MD Mackenzie Director, Town of High Level Director, Town of High Level Director, Town of Rainbow Lake
Staff:	Ron Pelensky John Crisp	Director of Operations Municipal Secretary
Also:	Lauretta Jenkins	BJE Group

#### **1. CALL TO ORDER**

Stuart Watson called the meeting to order at 10:13 a.m.

#### **2. ADOPTION OF AGENDA**

##### **Resolution #1-06**

Moved by Jerry Chomiak

THAT the agenda for the January 1, 2006 board meeting be adopted with the addition of:

6.9 Environmental Insurance

7.2 CAO Search

8.1 Northern CARE membership

CARRIED

#### **3. DELEGATIONS**

There were none

#### **4. ADOPTION OF MINUTES**

##### **4.1 Regular Meeting of December 9, 2005**

##### **Resolution #2-06**

Moved by Peter Braun

THAT the minutes of the December 9, 2005 Mackenzie Regional Waste Management Commission meeting be adopted as presented.

CARRIED

## 5. REPORTS

### 5.1 Finance Report

#### Resolution #3-06

Moved by Jerry Chomiak

THAT the finance report for the twelve months ending December 31, 2005 be accepted for information.

CARRIED

### 5.2 Operations Report

Printed tonnage operations reports for December 31, 2005 were submitted and explained by Ron Pelensky, Manager.

- Newalta update – they are still considering our landfill as the Zama landfill is almost full. Hoping to attend our next meeting.
- Suggest we send out an RFP now that the agreement with WasteCo/Newalta is expired.

### RFP for Contaminated Soils Remediation

#### Resolution #4-06

Moved by Kelly Drover

THAT a Request For Proposals be sent out for landfill contaminated soils remediation and an industrial cell by March 31, 2006.

### Oil Industry Waste Certification

CARRIED

Should we pursue the oil company certification in preparation for the Mackenzie Pipeline Project. Currently oil companies and the EUB are requesting a number that we do not have for oil company waste.

#### Resolution #5-06

Moved by Jerry Chomiak

THAT administration be instructed to seek information on oilfield waste certification for our landfill, and the resulting potential impact on our landfill revenues, airspace, and lifespan if larger quantities of oilfield waste are accepted.

CARRIED

#### Resolution #6-06

Moved by Kelly Drover

THAT the manager's operations report for December 2005 be accepted for information.

CARRIED

## 6. OLD BUSINESS

### 6.1 Tipping Fees Procedures 6.3.1 and 6.3.2

The haulers are required to keep track of residential and commercial waste if it is a mixed load and submit it to accounting to obtain a credit for residential waste hauled, as all waste is invoiced at the commercial tipping fee. The split fee system is to be reconsidered for 2007.

Discussion of charging to residents in the MD, and the dumping of waste outside of the designated transfer stations.

**Resolution #7-06**

Moved by Peter Braun

THAT the tipping fees operating procedures for Waste Definitions, and billing for Mixed Residential and commercial Loads be adopted.

CARRIED

**6.2 Election for Chairman and Vice-chairman**

**Elections for 2006**

*Position of Chairman:*

Peter Braun nominated Stuart Watson, who accepted.

Call for other nominations.

**Resolution #8-06**

Moved by Jerry Chomiak

THAT nominations for the position of Chairman cease.

CARRIED

Stuart Watson was acclaimed as chairman.

*Position of Vice Chairman*

Peter Braun nominated Jerry Chomiak, who accepted.

Call for other nominations.

**Resolution #9-06**

Moved by Kelly Drover

THAT nominations for the position of Vice-Chairman cease.

CARRIED

Jerry Chomiak was acclaimed as Vice-Chairman.

**6.3 Bank Signing Authority**

**Resolution #10-6**

Moved by Kelly Drover

THAT the signing authorities for the Commission bank account be any one of the Chairman, Stuart Watson and the Vice-chairman, Jerry Chomiak, with the Manager, Ron Pelensky or his designate Treasurer, Michael Roy.

CARRIED

**6.4 Meeting Dates for 2006**

**Resolution #11-06**

Moved by Kelly Drover

THAT the regular meetings of the Board be held on every third Saturday on alternating months starting January 2006.

CARRIED

**Resolution #12-06**

Moved by Peter Braun

THAT the next Board meeting be held on February 25, 2006

CARRIED

**6.5 Management Fee  
Breakdown**

**Resolution #13-06**

Moved by Ellis Forest

THAT the management fee breakdown be accepted for information.

CARRIED

**6.6 Closure of Landfill on  
Wednesdays**

Ron Pelensky gave the background to the discussion, and the conversations held with the contractors to date.

Suggestions included:

- Change the pickup day for High Level
- Change landfill hours to allow other haulers
- Call out charge of \$35 per hour for a minimum of 2 hours for each hauler
- Half days i.e. on Wed and Sat
- Concern of daily cover
- Change days for closure

Administration is requested to draft a Call Out Policy and bring it back to the Board.

**Resolution #14-06**

Moved by Jerry Chomiak

THAT administration provide the daily tonnage breakdown figures over the past two years by vehicle if possible, for a discussion on landfill closing days.

CARRIED

**Resolution #15-06**

Moved by Kelly Drover

THAT any contractor be allowed access to the landfill provided they supply and apply a tarp adequate for daily coverage and pay the minimum two hour call out per customer per occurrence, and that this be reviewed within six months.

CARRIED

**6.7 Budget Policy #13-05**

**Resolution #16-06**

Moved by Peter Braun

THAT the Budget Development and Approval Policy No. 13-05 be amended to add "Contractors and customers will be given 60 days prior notice of any rate changes."

CARRIED

**6.8 Wood Chips for Daily  
cover**

Ron Pelensky gave a verbal report on

- Types of chipping equipment that contractors use.
- Tolko has been asked for a quote on providing chips, clean chips and soil contaminated chips.
- A quote has not been obtained yet from a contractor to come and chip the various types of wood, i.e. trees, pallets and brush.

Administration is requested to research

- What alternative daily cover is allowed by Alberta Environment.
- Use of straw as an acceptable alternate daily cover.

**6.9 Environmental Insurance**

Ron Pelensky submitted a preliminary report on the environmental insurance.

Discussion of potential premium cost, being suggested at \$8-10,000 per annum.

**Resolution #17-06**

Moved by Jerry Chomiak

THAT the discussion on Environmental Insurance be deferred for more information on the potential risks and liabilities.

CARRIED

**7. NEW BUSINESS**

**7.1 Policies Recommended in the Operations Plan**

**Resolution #18-06**

Moved by Kelly Drover

THAT the resolution #80-05 passed December 9, 2005 be amended to read "subject to the Bylaws and Policies in Schedule "A" being removed from the Operations Plan."

CARRIED

**Hours of Operation Policy**

**Resolution #19-06**

Moved by Peter Braun

THAT the proposed Hours of Operating Policy No. 42-06 be deferred to the next meeting.

CARRIED

**Ozone Depleting Substances Policy**

Administration is requested to bring recommendations for a revised fee schedule re Ozone Depleting Substances to the next meeting.

Administration is to obtain tenders for removal of freon from white goods with a minimum of units based on annual averages, suggesting twice a year.

**Resolution #20-06**

Moved by Ellis Forest

THAT the Ozone Depleting Substances Policy No. 43-06 be adopted as presented.

CARRIED

**Prohibited Waste Policy**

**Resolution #21-06**

Moved by Kelly Drover

THAT the Prohibited Waste Policy No. 44-06 be adopted with 1(f) to read "Bulk liquids, except Liquid Sump as defined in the Operations Plan."

**Visitor Record Policy**

CARRIED

**Resolution #22-06**

Moved by Peter Braun

THAT the Visitor Record Policy No. 45-06 be adopted with 1 to read "In this policy "visitors" means those persons that are neither customers or employees".

CARRIED

**7. Manager Search**

Discussion of

- starting date for new manager
- entry experience level of manager
- use of consultant, if unsuccessful through advertising
- develop job description, specifying experience required
- advertising for position through municipal channels

Administration is requested to bring a draft Job Description to the next meeting.

**8. CORRESPONDENCE FOR ACTION**

**Northern CARE**

**Resolution #23-06**

Moved by Jerry Chomiak

THAT the invitation to become a member of Northern Coordinated Action for Recycling Enterprises be accepted for information.

CARRIED

**9. CORRESPONDENCE FOR INFORMATION**

**9.1 Audit Engagement Letter**

Engagement letter was signed by Chair to enable the commencement of the 2005 audit.

**10. NEXT MEETING DATE**

The next meeting is February 25, 2006 due to other commitments.

**11. ADJOURNMENT**

**Resolution #24-06**

Moved by Jerry Chomiak

THAT the Commission meeting be adjourned at 1:50 p.m.

CARRIED

---

Chairman

---

Municipal Secretary