



MACKENZIE REGIONAL WASTE MANAGEMENT COMMISSION

REGULAR BOARD MEETING OF DECEMBER 5, 2006 STARDUST MOTOR INN, HIGH LEVEL

MINUTES

IN ATTENDANCE:

Stuart Watson	Chair, Councillor MD Mackenzie
Jerry Chomiak	Vice Chair, Councillor Town of High Level
Kelly Drover	Councillor, Town of Rainbow Lake
Peter Braun	Councillor, MD Mackenzie
Ellis Forest	Councillor, Town of High Level
Pat Sliworsky	Commission Manager
John Klassen	Roads Supervisor, MD Mackenzie
John Crisp	Municipal Secretary, Town of High Level

1. CALL TO ORDER

- 1.1 **Election of Chair and Vice Chair** Chair Stuart Watson called the meeting to order at 6:16 p.m.

Election of Chair:

Ellis Forest nominated Stuart Watson
There being no further nominations Stuart Watson was acclaimed as Chair.

Election of Vice-Chair:

Peter Braun nominated Kelly Drover
Ellis Forest nominated Jerry Chomiak

A vote was held by ballot.
Jerry Chomiak was voted in as Vice-Chair

Chair Stuart Watson instructed administration to destroy the ballots.

2. ADOPTION OF AGENDA

- 2.1 **Agenda Additions/Deletions** Resolution #101-06
Moved by Peter Braun
THAT the agenda of December 5, 2006 be adopted as presented.

In favour: 5 Opposed: 0
CARRIED

3. DELEGATIONS

- 3.1 **L & P Disposals re Christmas Hours** There was no delegation, so Commission Manager Pat Sliworsky summarized L&P's request to open the landfill on Wednesday December 27 to empty their trucks.

4. REPORTS

- 4.1 **Manager's Report** Pat Sliworsky, Commission Manager, spoke to his submitted reports for September and October 2006.

- The increase in construction waste tonnage is continuing through December;
- Projects completed included the tire compound, construction waste cell and roadwork;
- Grade 4 classes were given tours of the landfill;
- The monitoring well samples have been taken;
- The year end landfill site survey is being completed as required by Alberta Environment;
- The SW monitoring well now has protection around it;
- The process to purchase the landfill site from the Province has been started, and is awaiting consent from the Town of High Level to transfer the lease;
- All transfer stations have been visited, and discussions held with MD staff and Rainbow Lake staff;
- Historic costs of waste handling by member municipalities have been received;
- Notes for the 2007 internal study on the Commission's roles and responsibilities have been commenced.

Resolution #102-06

Moved by Jerry Chomiak

THAT the Manager's report for September and October 2006 be accepted for information.

In favour: 5 Opposed: 0
CARRIED

5. ADOPTION OF MINUTES

- 5.1 **Minutes of September 16, 2006** **Resolution #103-06**
Moved by Ellis Forest

THAT the minutes of the regular meeting of September 16, 2006 be adopted as presented.

In favour: 5 Opposed: 0
CARRIED

**5.2 Minutes of
September 29, 2006
Special Budget
Meeting**

Resolution #104-06

Moved by Peter Braun

THAT the minutes of the special budget meeting of September 29, 2006 be adopted as presented.

In favour: 5 Opposed: 0
CARRIED

6. BUSINESS ARISING FROM THE MINUTES

**6.1 Planet Recycle
Receivables
Recovery**

The past owners of the company have stated that they would pay the Commission as and when they were paid by their past customers.

Resolution #105-06

Moved by Ellis Forest

THAT administration be authorized to recover the amounts owed by Planet Recycle to the Commission, firstly be seeking legal action up to a maximum cost of \$2,000, and if unsuccessful to refer the debt to a collection agency.

In favour: 4 Opposed: 1
CARRIED

**6.2 Board Member's
Per Diems**

Pat Sliworsky, Manager, reported that the one third exemption for director's fees only applied to elected officials if appointed to the Commission Board. All but July's per diems have now been paid out. Administration was asked to check on the mileage payouts.

**6.3 Financial Services
for the Commission**

The Board discussed the provision of both financial and administrative services for 2007.

Resolution #106-06

Moved by Kelly Drover

THAT the Commission tender out the provision of both financial and administrative services, and request the Town of High Level to continue the financial services to June 30, 2006 prorated according to their letter of October 17, 2006.

In favour: 5 Opposed: 0
CARRIED

- 6.4 Administrative Services** **Resolution #107-06**
Moved by Ellis Forest
THAT the Commission contract Crisp Management Ltd to provide interim administration services effective January 1, 2007 pending the tendering and award of the administrative services contract.
- In favour: 5 Opposed: 0
CARRIED
- 6.5 Landfill Fee Schedule for 2007** **Resolution #108-06**
Moved by Peter Braun
THAT the Commission adopt the revised Landfill Fee Schedule effective January 1, 2007.
- In favour: 5 Opposed: 0
CARRIED
- 6.6 2007 Budget Adoption** **Resolution #109-06**
Moved by Jerry Chomiak
THAT the Commission adopt the 2007 Budget, as presented, in principle.
- In favour: 5 Opposed: 0
CARRIED
- 6.7 Consent for Landfill Site Lease Transfer** **Resolution #110-06**
Moved by Peter Braun
THAT the Commission request the Town of High Level's consent to transfer the Landfill Lease M.L. No.830153 for SE 01-110-20 W5M 139.70 acres from the Town of High Level to the Mackenzie Regional Waste Management Commission to facilitate the Commission's application to purchase the landfill site.
- In favour: 5 Opposed: 0
CARRIED

7. POLICIES

- 7.1 Human Resource Policy 47-06** **Resolution #111-06**
Moved by Kelly Drover
THAT the draft Human Resource Policy No. 47-06 be deferred to the next meeting, and that administration bring recommendations on the organizational structure to include the financial and administrative services.
- In favour: 5 Opposed: 0

CARRIED

- 7.2 **Confidentiality Policy 46-06** The Commission requested that the clause relating to files being taken off premises should be included in a separate policy and not be part of the Confidentiality Policy.

Resolution #112-06

Moved by Ellis Forest

THAT the Commission adopt the Confidentiality Policy No. 46-06 as amended.

In favour: 5 Opposed: 0

CARRIED

- 7.3 **Media Communications Policy 48-06** The Commission requested that the reference to the Director of Disaster Services be omitted from the Policy.

Resolution #113-06

Moved by Peter Braun

THAT the Commission adopt the Media Communications Policy No. 48-06 as amended.

In favour: 5 Opposed: 0

CARRIED

- 7.4 **Liquid Waste Policy 31-05** **Resolution #114-06**
Moved by Ellis Forest
THAT the Commission adopt the amendments to the Liquid Waste Policy no. 31-05.

In favour: 5 Opposed: 0

CARRIED

- 7.5 **Purchasing and Tendering Policy 49-06** **Resolution #115-06**
Moved by Kelly Drover
THAT the Commission defer the Purchasing and Tendering Policy No. 49-06 to the next meeting.

In favour: 5 Opposed: 0

CARRIED

8. NEW BUSINESS

- 8.1 **Residential Pickup Rebates to** **Resolution #116-06**
Moved by Jerry Chomiak

Contractors THAT the Commission approve the credits to the following contractor's for residential waste pickup:
Jake's Disposal for July through October 2006 in the amount of \$881.24;
and
L&P Disposal for July through September 2006 in the amount of \$382.48.

In favour: 5 Opposed: 0
CARRIED

8.2 Leasing of Commission Office Space **Resolution #117-06**
Moved by Ellis Forest
THAT the Commission enter into a lease for office space with the Town of High Level, requesting that the lease be for Five (5) years with an option to renew for a further term; and that the utilities and maintenance be a fixed percentage of the lease rate.

In favour: 4 Opposed: 1
CARRIED

8.3 Landfill Christmas Hours **Resolution #118-06**
Moved by Peter Braun
THAT the landfill Christmas Week schedule be:
December 23 Open
December 24-27 Closed
December 28-30 Open
January 1 Closed

In favour: 5 Opposed: 0
CARRIED

9. CORRESPONDENCE FOR INFORMATION

9.1 Newalta Corporation re Landfill Viability Summary **Resolution #119-06**
Moved by Peter Braun
THAT the letter of September 25, 2006 from Newalta Corporation regarding Landfill Viability Summary be accepted for information.

In favour: 5 Opposed: 0
CARRIED

9.2 Fire Chief Response to Invitation re Responses **Resolution #120-06**
Moved by Ellis Forest
THAT the letter of October 31, 2006 from the Town of High Level Protective Services regarding spill cleanup containers be accepted for information.

In favour: 5 Opposed: 0
CARRIED

10. NOTICE OF MOTION

These policies to be presented at the next Board meeting:

- 10.1 Adoption of Collection of Unpaid Debts Policy 50-06
- 10.2 Repeal of Commission Manager Selection Policy 12-05
- 10.3 Approval of Debit machine and Second Phone Line

11. IN-CAMERA ITEMS

- 11.1 In camera agenda Items** **Resolution #121-06**
Moved by Jerry Chomiak
THAT the Commission go in camera at 8:19 p.m. to discuss personnel items.
- In favour: 5 Opposed: 0
CARRIED
- In camera agenda Items** **Resolution #122-06**
Moved by Ellis Forest
THAT the Commission come out of camera at 8:50 p.m.
- In favour: 5 Opposed: 0
CARRIED
- 11.2 Hiring of Weigh Scale Operator** **Resolution #123-06**
Moved by Kelly Drover
THAT the Commission ask the Town of High Level to extend the landfill weigh scale operator position with the Town until March 31, 2007 to permit hiring and training.
- In favour: 5 Opposed: 0
CARRIED
- Hiring of Weigh Scale Operator** **Resolution #124-06**
Moved by Peter Braun
THAT the Commission request the Town of High Level for weigh scale operator backup in cases of emergency.
- In favour: 5 Opposed: 0
CARRIED
- 11.3 Operator Position** **Resolution #125-06**

Pay Rate

Moved by Ellis Forest

THAT the Commission Manager be authorized to negotiate wage rates for the position of weigh scale operator within limits set by the Board.

In favour: 5 Opposed: 0

CARRIED

**11.4 Probationary
Review of
Commission
Manager**

The performance appraisal forms to be circulated to all Board members, and returned to the Municipal Secretary for compilation upon completion. The review to be conducted on the same day as the next Board meeting on January 20, 2007.

12. NEXT MEETING

The next meeting to be on January 20, 2007 in Rainbow Lake, location to be announced later.

13. ADJOURNMENT

**13.1 Adjournment of
Meeting**

Resolution #126-06

Moved by Ellis Forest

THAT the Commission board meeting adjourn at 9:02 p.m.

In favour: 5 Opposed: 0

CARRIED

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Chair

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Secretary