



## Mackenzie Regional Waste Management Commission

Regular Board Meeting  
Stardust Motor Inn at 10 a.m.  
September 29th, 2007

### MINUTES

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#### IN ATTENDANCE

Stuart Watson	Chair, Mackenzie County
Kelly Drover	Rainbow Lake
Peter Braun	Mackenzie County
Loren Bojarski	Rainbow Lake

#### STAFF

Pat Sliworksy	Manager
John Klassen	Director, Mackenzie County
Debra Langford	Secretary

#### REGRETS

Jerry Chomiak	Vice Chair, Town of High Level
Ellis Forest	Town of High Level

#### 1. CALL TO ORDER

Chair Stuart Watson called meeting to order at 10:00am, September 29, 2007.  
Manager Pat Sliworsky introduced Debra Langford as replacement for John Crisp.

#### 2. ADOPTION OF AGENDA

##### **Resolution #87-07**

Moved by Peter Braun

THAT the agenda of September 29, 2007 be adopted with the following:

- 7.4 Letter from Town of High Level
- 8.1 Letter from Alberta Environment

CARRIED

#### 3. DELEGATIONS

No delegations at this meeting.

#### 4. REPORTS

##### **4.1 Manager's Report & August Statistics**

##### **Resolution #88-07**

Moved by Lorne Bojarski

- 1. Used equipment purchased did not have mechanical inspection/warranty. Should look into putting policy in place where all used equipment purchased must go through mechanical inspection.
- 2. Current metal recycle company rumored to be closing. Need

- to look into finding a replacement company or look at the profit of recycling the metal on site. Need to budget for a consultant over a two year contract.
3. Sludge waste from Lagoon is currently being used as top soil, accepting sludge currently from Town of High Level.
  4. Still waiting for provincial government to respond to proposed purchase of the landfill site. Administration needs to contact the provincial government again for status.
  5. Need to budget for a consultant to study the hauling contract within the next two years.

CARRIED

**4.2 Financial Report as of  
August 31, 2007**

**Resolution #89-07**

Moved by Kelly Drover  
Presented by Manager Pat Sliworsky, information as emailed by Michael Roy.

1. Create a 10 year plan for up-coming board members information.

CARRIED

**5. ADOPTION OF MINUTES**

**5.1 Minutes of August 25,  
2007 regular meeting**

**Resolution #90-07**

Moved by Peter Braun  
THAT the minutes of August 25, 2007 meeting were not available at the time of this meeting.  
Tabled until next meeting.

CARRIED

**6. BUSINESS ARISING FROM THE MINUTES**

**6.1 2007 Audit Estimate**

**Resolution #91-07**

Moved by Peter Braun  
KPMG Auditor estimate costs.

1. Estimate is high due to Town office not having a Director of Finance, the auditors will be doing more work.
2. Manager Pat Sliworsky recommend using KPMG again for this year, and look into using a different company for next year.

CARRIED

**7. NEW BUSINESS**

**7.1 Administrative Assistance**

**Resolution #92-07**

Moved by Kelly Drover  
THAT Debra Langford will be taking over for John Crisp since his departure from the Town of High Level, at the same rate of pay, effective September 20, 2007, until the Commission decides what they wish to do in the future.

CARRIED

**7.2 Christmas Dinner Arrangements**

Christmas party has been booked for December 14<sup>th</sup>, 2007 at the Executive Suites, Executive Lounge.

**7.3 2008 Budget**

**Resolution #93-07**

Moved by Kelly Drover

THAT \$15,000 be put into reserve for Bear Fence to cover costs should grant not be received.

CARRIED

**Resolution #94-07**

Moved by Loren Bojarski

THAT municipal rates for tipping fees be \$49.25.

CARRIED

**Resolution #95-07**

Moved by Stuart Watson

THAT \$20,000 be included in the budget for clean up of rural dump sites.

CARRIED

Pat went over budget:

1. Insurance may increase once not with Town of High Level.
2. Fuel fees should be priced out with each company prior to purchase.
3. Expansion on scale house. Remove \$48,000 addition cost. Put \$20,000 into reserve to purchase a new mobile office.
4. Manager Pat Sliworsky to move reserves from operating to capital.
5. Bear Fence project, budget should be setting aside money as a reserve in case grant from government not be received.
6. Proposed to have two new signs, one as per Alberta Environment specifications, the other with prices, policies that can be changed.
7. Manager Pat Sliworsky to look into the tipping fees of other sites in the area, to stay competitive. Possibility of charging more than \$120.00 per tonne for non-commission municipalities than for commission members.
8. Need to secure a storage space for financial records.
9. Legal, administration support, and consulting costs seem low. Include extra costs for the land purchase, change of financial/administrative assistance, review waste hauling services. Manager Pat Sliworsky to look at and bring back to table.
10. Add to budget for PR items.
12. Manager Pat Sliworsky was given approval to waive fee for LaPrairie Group for waste brought in from highway clean up.

**7.4 Letter from Town of High Level**

**Resolution #96-07**

Moved by Kelly Drover

THAT the letter presented by Pat be accepted as information.

1. The Town of High Level has decided not to renew the Financial Services contract.
2. Pat to get a new address, check with Auditors for compatible software programs, decide on hiring an employee or contract

the services again.  
CARRIED

## **8. CORRESPONDENCE FOR ACTION**

### **8.1 Letter from Alberta Environment**

#### **Resolution #97-07**

Moved by Peter Braun

THAT the letter presented by Managar Pat Sliworsky be accepted as information.

1. Paint will now be picked up from landfill site free of charge as of April 1<sup>st</sup>, 2008.

CARRIED

## **9. NOTICE OF MOTION**

There were no notices of motion.

## **10. NEXT MEETING DATE**

#### **Resolution #98-07**

Moved by Kelly Drover

THAT the next meeting will be held on November 3<sup>rd</sup>, 2007 10:00am  
Olivier Room

CARRIED

## **11. IN CAMERA ITEMS**

#### **Resolution #99-07**

Moved by Peter Braun

THAT the meeting go In Camera at 13:10

CARRIED

#### **Resolution #100-07**

Moved by Peter Braun

THAT the meeting come Out of Camera at 13:21

CARRIED

### **11.1 Manager Salary**

#### **Resolution #101-07**

Moved by Kelly Drover

THAT the Manager's current salary be increased by 10% as of  
January 1<sup>st</sup>, 2008, based on successful evaluation.

CARRIED

### **11.2 COLA Increase**

#### **Resolution #102-07**

Moved by Peter Braun

THAT there will be an increase to remaining wage budget by 4.9%, to  
be administrated by the Manager as per his discretion.

CARRIED

### **11.3 Manager evaluation**

#### **Resolution #103-07**

Moved by Loren Bojarski

THAT a written Manager Evaluation be held  
immediately after the meeting and that the Manager's yearly review  
date be changed to the last meeting before October.

CARRIED

**12. ADJOURNMENT**

**Resolution #104-07**

Moved by Kelly Drover

THAT the meeting be adjourned at 13:27, September 29, 2007

CARRIED