



**Mackenzie Regional Waste Management Commission**

**Regular Board Meeting  
Stardust Motor Inn at 6 p.m.  
May 23, 2008**

**MINUTES**

In Attendance	Stuart Watson Jerry Chomiak Peter Braun Carrie Demkiw	Chair, Mackenzie County Vice Chair, Town of High Level Mackenzie County Town of High Level
Staff:	Pat Sliworsky Kathy Bancarz	Manager Administrative/Financial Assistant
Regrets:	Rose Cretney Kelly Drover John Klassen	Town of Rainbow Lake Town of Rainbow Lake Director of Environmental Services, Mackenzie County

**1. CALL TO ORDER**

Stuart Watson called the meeting to order at 6:22 p.m.

**2. ADOPTION OF AGENDA**

**Resolution #18-08**

Moved by Peter Braun

THAT the agenda for the May 23, 2008 board meeting be adopted with the following additions:

- 7.8 Agenda Package Distribution
- 7.9 Web Site Designer
- 7.10 New Office Setup
- 7.11 BJE Group

CARRIED

**3. DELEGATIONS**

There were none

**4. REPORTS**

**4.1 Managers Report  
January, February,  
March and April, 2008**

- The waste in 2008 is lower as compared to 2007. 425 metric tonnes less was placed in the pit in 2007. In looking at the report there was a difference of -300 Tonnes of commercial/industrial from Mackenzie County and -50

Tonnes of residential from High Level. My conclusion is that these can both be attributed to the closer of Footner.

- Danyelle Davis has been hired for the Summer Student position.
- One load of tires was finally taken out of the Zama Transfer Station.
- At the Regional Landfill, one monitoring well was reclaimed and another was drilled to replace it. The secure covers were left behind and will be put in place once the ground thaws.
- The office building is looking at a late May or early June setup.
- The street light above the Landfill entrance gate and sign has been installed and is working.
- We have started the recycling of inkjet cartridges and cell phones at the Landfill. Once more boxes are received this will be expanded to the rest of the serving area. All money made goes directly to the local food banks.
- I am working on implementing the recycling of milk containers.

The 2007 Year End Report and the 2007 Groundwater Report was handed out. Members will review the reports at their convenience and contact Pat Sliworsky, Manager, with any questions.

**Resolution #19-08**

Moved by Jerry Chomiak

THAT the manager's report be accepted for information.

CARRIED

**4.2 Financial Report as of  
April 30, 2008**

There was a discussion regarding the amount of cash on hand, and whether some of it can be put into term deposits. Administration will look into what amount can be put into a short term investment. Administration will also check into what the current investments are allotted for, and contact the members with their findings through email.

**Resolution #20-08**

Moved by Carrie Demkiw

THAT the financial report be accepted for information.

CARRIED

**4.3 Auditor's Report**

Pat Sliworsky, Manager, relayed the Auditor's message that money is not to be pulled out of the long-term investments for operating funds. There were also four recommendations from the Auditor, three of them have been taken care of and the last one is in progress.

**Resolution #21-08**

Moved by Peter Braun

THAT the Auditor's Report be accepted for information.

CARRIED

**4.4 Edmonton Conference  
and Tours Report**

Stuart Watson, Peter Braun and Manager Pat Sliworsky attended the conference in Edmonton.

Stuart recommended that all the members attend one of these conferences as it was very informative. This specific conference is held every three years. The tours of Clover Bar Landfill and the Gold Bar Wastewater Treatment Plant were very enlightening about what to do when you are bigger than we are. A great percentage, approximately 70-80%, of the recycling there is composted instead of going into the landfill.

Stuart mentioned that Eco Funds has attractive recycle bins for parks and are willing to pay for them. They also learned that the Alberta Research Council has grant money available. It was discussed that cardboard is a big problem here as it can't be feasibly sent to Edmonton anymore, and that grant money could be used to obtain a small grinder. Cardboard could be grinded and used for compost and daily cover.

On the way back from the conference they stopped by the Landfill at Gunn and the Landfill and Waste Transfer Station in Whitecourt. At the Waste Transfer Station they were able to see how the composting is done. When using only yard waste, there is very little smell.

**Resolution #22-08**

Moved by Jerry Chomiak

THAT the report be accepted for information.

CARRIED

**5. ADOPTION OF MINUTES**

**5.1 Regular Meeting of  
January 12, 2008**

**Resolution #23-08**

Moved by Peter Braun

THAT the minutes of the January 12, 2008 Mackenzie Regional Waste Management Commission meeting be adopted as presented.

CARRIED

**6. BUSINESS ARISING FROM THE MINUTES**

There were none

**7. NEW BUSINESS**

**7.1 4-H Agreement**

**Resolution #24-08**

Moved by Jerry Chomiak

THAT the Commission enter into an agreement with the Great North 4-H Beef Club that would pay them all monies collected for any batteries and e-waste they collect, with the condition that the group provides the Commission with a copy of its insurance certificate.

CARRIED

**7.2 Addition to the  
Human Resource  
Policy**

**Resolution #25-08**

Moved by Peter Braun

THAT the Commission accept the addition to the Human Resource Policy of 5.7 Travel Benefit Allowance as presented.

CARRIED

**7.3 Health and Safety  
Policy**

**Resolution #26-08**

Moved by Carrie Demkiw

THAT the Commission adopt the Health and Safety Policy 52-08 as presented.

CARRIED

**7.4 Freon Removal  
Contract**

The Board discussed the current charge to the public. People don't like to pay for Freon removal, and the concern is they will try to do it themselves or find a dumping spot for their appliance. The intent was not to have people not bring them into the landfill. They then discussed waiving the Freon charge and only charging the weight back to the appropriate municipality as it is more cost efficient than paying someone to clean up illegal dumping.

**Resolution #27-08**

Moved by Peter Braun

THAT the Commission extend the contract with 1215778 Alberta Ltd. (A&L Maintenance) with the change of the new prices quoted effective August 1, 2008 to July 31, 2010.

CARRIED

**Resolution #28-08**

Moved by Jerry Chomiak

THAT effective immediately there will be no charge for freon removal at the Mackenzie Regional Landfill and to change Bylaw 35-05 effective May 24, 2008.

CARRIED

**7.5 Fixed Asset  
Capitalization Policy**

**Resolution #29-08**

Moved by Carrie Demkiw

THAT the Commission adopt the Fixed Asset Capitalization Policy 53-08 as presented.

CARRIED

**7.6 Trade Show Prize**

Pat Sliworsky, Manager, suggested a 3 in 1 mower. The board discussed the importance of trade shows and get to know you nights as a means of awareness and education. Funds for the mower will come out of the advertising budget.

**Resolution #30-08**

Moved by Peter Braun

THAT Pat Sliworsky, Manager, promotes the Commission through local Trade Shows etc. within the user area.

CARRIED

**7.7 Composting Discussion**

- Good idea to start composting at the Landfill, but with yard waste only.
- Contractors won't haul yard waste themselves because they get charged for it.
- Need to register before collecting.
- What is the cost involved in setting up?  
The Commission already has the equipment, water supply and pump. It's pretty self-sufficient so the cost is minimal.

**Resolution #31-08**

Moved by Carrie Demkiw

THAT Pat Sliworsky, Manager, start the application process for composting at the landfill.

CARRIED

**7.8 Agenda Package Distribution**

It was discussed that the agendas have been too large to send as an attachment. Administration will continue to send a link to the agenda.

**7.9 Web Site Designer**

**Resolution #32-08**

Moved by Jerry Chomiak

THAT the Commission enter into an agreement with George Vanberg to set up and host the web site for the Mackenzie Regional Waste Management Commission at a web site address of "mrwmc.com".

CARRIED

**7.10 New Office Setup**

Pat Sliworsky, Manager, presented quotes from Built Rite Structures and EOS Pipeline for the installation of the pilings.

**Resolution #33-08**

Moved by Peter Braun

THAT the Commission accept Built Rite Structures proposal with the screw pilings to set up the new office at the Landfill with the condition that they go in at least twelve feet.

CARRIED

**7.11 BJE Group**

**Resolution #34-08**

Moved by Carrie Demkiw

THAT the Commission remove the contract holdback (contract performance security) from accounts payable and place it into cash.

CARRIED

**8. CORRESPONDENCE**

**8.1 Waste Management Assistance Program**

**Resolution #35-08**

Moved by Peter Braun

THAT the letter be accepted for information.

CARRIED

**8.2 Letter From Recycle  
Plus**

**Resolution #36-08**

Moved by Peter Braun

THAT the letter be accepted for information.

CARRIED

**9. NOTICE OF MOTION**

**10. NEXT MEETING DATE**

The next meeting is September 6, 2008 at 10:00 a.m. starting at the Mackenzie Regional Landfill for a tour and then proceeding to the Olivier room at the Stardust.

**11. IN-CAMERA ITEMS**

**Resolution #37-08**

Moved by Jerry Chomiak

THAT the Board go in-camera at 8:48 p.m.

CARRIED

**Resolution #38-08**

Moved by Carrie Demkiw

THAT the Board come out of camera at 9:16 p.m.

CARRIED

**Resolution #39-08**

Moved by Jerry Chomiak

THAT the Commission obtain the final invoice from KPMG for the extras and seek legal advice, send the legal advice to the board members through secure means and follow up with conference calls.

CARRIED

**12. ADJOURNMENT**

**Resolution #40-08**

Moved by Peter Braun

THAT the meeting be adjourned at 9:20 p.m.

CARRIED

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Chairman

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Manager