



## Mackenzie Regional Waste Management Commission

Annual General Meeting  
Stardust, Olivier Room  
10:00 a.m.  
November 2, 2013

### MINUTES

In Attendance

Peter Braun	Mackenzie County
Jacque Bateman	Mackenzie County
Scott Chandler	Town of High Level
Stephanie Milton	Town of High Level
Michelle Farris	Town of Rainbow Lake

Staff:

Bruce Underhay	Manager
Richard Donaldson	Auditor

Regrets:

Wally Olorenshaw	Town of Rainbow Lake
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### 1. CALL TO ORDER

Manager Bruce Underhay called the meeting to order at 10:02 a.m.

#### **1.1 Election of Chairman and Vice Chairman**

Jacque Bateman nominated Peter Braun, who accepted  
Michelle Farris nominated Scott Chandler, who accepted  
With the tie, Richard Donaldson drew names

#### **Resolution #99-13**

Moved by Jacque Bateman  
THAT Peter Braun be appointed as Chairman  
CARRIED

#### **Resolution #100-13**

Moved by Jacque Bateman  
THAT Scott Chandler be appointed as Vice Chairman  
CARRIED

### 2. ADDITIONS TO OR DELETIONS FROM THE AGENDA

None

### 3. ADOPTION OF AGENDA

#### **Resolution #101-13**

Moved by Michelle Farris  
THAT the agenda for the November 2, 2013 Regular Meeting be  
adopted as presented.  
CARRIED

4. Delegations

4.1 Richard Donaldson,  
Auditor

Richard Donaldson presented the Audit Service Plan for the 2013 Financial Audit

**Resolution # 102-13**

Moved by Scott Chandler  
THAT the Audit Service Plan be accepted for information  
CARRIED

**5. REPORTS**

**5.1 Manager Report**

**Manager Bruce Underhay updated the Board on the current happenings.**

**Resolution #103-13**

Moved by Michelle Farris  
THAT the Manager's Report be accepted for information.  
CARRIED

**5.2 Financial Report**

**Resolution #104-13**

Moved by Michelle Farris  
THAT the Financial Report be accepted for information.  
CARRIED

**6. ADOPTION OF MINUTES**

**6.1 Minutes of June 1,  
2013**

**Resolution #105-13**

Moved by Scott Chandler  
THAT the minutes of the October 5, 2013 Mackenzie Regional Waste Management Commission Regular Meeting be adopted as presented.  
CARRIED

**7. BUSINESS ARISING FROM THE MINUTES**

<p>7.1 Meet with Waste Haulers</p>	<p><b><u>Resolution #106-13</u></b> Moved by Jacquie Bateman THAT the Manager's Report be accepted for information. CARRIED</p>
<p>7.2 Waste Study <b>Stephanie Milton joined the meeting at 11:20am</b>  The Board took recess at 11:25am The Board reconvened at 11:50am</p>	<p><b><u>Resolution #107-13</u></b> Moved by Michelle Farris THAT the Manager bring back options for Commission involvement in Waste Hauling CARRIED</p>

<p><b>The Board recessed at 12:00 p.m. for lunch The Board reconvened at 12:40 p.m.</b></p> <p>7.2 RFD Human Resource Policy Change 5.2</p>	<p><b><u>Resolution #108-13</u></b>  Moved by Scott Chandler  THAT the Manager's recommendation to add 4 travel days for employee's be approved  CARRIED</p>
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**8. NEW BUSINESS**

**8.1 RFD for Computer Software**

Resolution #109-13  
Moved by Michelle Farris  
THAT the Manager's recommendation to award the Computer Software tender to Paradigm be accepted.  
CARRIED

**8.2 Signing Authority**

Resolution #110-13  
Moved by Michelle Farris  
THAT the signing authority remains as one Board member and Manager. To be reviewed in one year.  
CARRIED

**8.3 Honorariums**

Resolution #111-13  
Moved by Peter Braun  
THAT the Chairman or Vice Chairman receives a \$50 per diem bi-weekly for meeting with Manager and cheque signing.  
CARRIED

**8.4 Per Diems**

Resolution #112-13  
Moved by Scott Chandler  
THAT the per diem rate for ½ day be increased to \$200 and the full day be increased to \$350  
CARRIED

**9. CORRESPONDENCE**

There were none.

**10. NOTICE OF MOTION**

**11. NEXT MEETING**  
11.1 December 7,2013

**12. IN-CAMERA ITEMS**

12.1 Personnel Matters

**Resolution #113-13**

Moved by Scott Chandler  
THAT the Board go in-camera at 1:10 p.m.  
CARRIED

**Resolution #114-13**

Moved by Michelle Farris  
THAT the Board come out of camera at 1:15 p.m.  
CARRIED

**13. ADJOURNMENT**

**Resolution #115-13**

Moved by Michelle Farris  
THAT the meeting be adjourned at 1:18 p.m.  
CARRIED

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Chairman

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