



## **Mackenzie Regional Waste Management Commission**

**Regular Meeting**  
**Stardust, Olivier Room**  
**10:00 a.m.**  
**February 14, 2015**

### **MINUTES**

In Attendance	Peter Braun	Mackenzie County
	Josh Knelsen	Mackenzie County
	Wally Olorenshaw	Town of Rainbow Lake
	Scott Chandler	Town of High Level
	Stephanie Milton	Town of High Level
Staff:	Bruce Underhay	Manager
Absent:	Michelle Farris	Town of Rainbow Lake

1. **CALL TO ORDER** Chairman Scott Chandler called the meeting to order at 10:02

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

**3. ADOPTION OF AGENDA** **Resolution #1-15**  
Moved by Peter Braun  
THAT the Agenda be adopted as presented  
CARRIED

**4. Delegations** **Resolution #2-15**  
Moved by Wally Olorenshaw  
THAT the 2014 Financial Audit be accepted as presented.  
CARRIED

4.1 Richard Donaldson

### **5. REPORTS**

**5.1 Manager's Report**

Manager Bruce Underhay updated the Board on the current happenings.

**Resolution #3-15**

Moved by Josh Knelsen

THAT the Manager's report be accepted for information

CARRIED

**5.2 Financial Report**

**Resolution # 4-15**

Moved by Stephanie Milton

THAT the Financial Report be accepted for information

CARRIED

**6. ADOPTION OF MINUTES**

**6.1 Minutes of December 6, 2014**

**Resolution #5-15**

Moved by Peter Braun

THAT the minutes of the December 6, 2014 Mackenzie Regional Waste Management Commission Regular Meeting be adopted as presented.

CARRIED

**7. BUSINESS ARISING FROM THE MINUTES**

**7.1 Terrivita Meeting**

**Resolution #6-15**

Moved by Wally Olorenshaw

THAT the Manager's report be accepted for information.

CARRIED

**7.2 Recycling Update**

**Resolution #7-15**

Moved by Stephanie Milton

That the Manager send a letter to the County and copy the CAO Offering the Compactor and bins be used at the Lacrete Transfer Station with the Commission paying lease cost until it expires in May 2015.

CARRIED

Recess 11:01am

Reconvene at 11:15am

**7.3 Expense Claim Policy**

**Resolution #8-15**

Moved by Peter Braun

THAT the Expense Claim Policy be adopted as amended.

Delete "without receipt" column and "with receipt". Just have the amount as shown.

In favor – 4

Opposed - 1

CARRIED

**7.4 Charge Account  
Policy**

**Resolution #9-15**

Moved by Peter Braun

THAT the Charge Account Policy be accepted as amended.

Remove the amounts shown and have at Manager's discretion  
CARRIED

**7.5 Collection of Unpaid  
Accounts Policy**

**Resolution #10-15**

Moved by Wally Olorenshaw

THAT the policy be amended to include a 2% interest per month  
Charged on overdue accounts.

CARRIED

**7.6 Feasibility Study**

**Resolution #11-15**

Moved by Peter Braun

THAT the Manager get a proposal from XCG to amend the  
Financial Analysis to include a hauling rate cost and to have  
Consultant attend and present the study at the May 6, 2015  
Tri Council meeting

CARRIED

Recess for lunch at 12:20pm

Reconvene at 12:30pm

**8. NEW BUSINESS**

**9. CORRESPONDENCE**

**10. NOTICE OF MOTION**

**11. Next Meeting**

11.1 March 21, 2015

**12. IN-CAMERA ITEMS**

**12.1 Personnel Matter's**

**Resolution #12-15**

Moved by Stephanie Milton

THAT the meeting goes in camera at 12:37 p.m.

CARRIED

**Resolution #13-15**

Moved by Wally Olorenshaw

THAT the meeting comes out of camera at 1:20 p.m.

CARRIED

**13. ADJOURNMENT**

**Resolution #15-15**

Moved by Wally Olorenshaw  
THAT the meeting be adjourned at 1:25 pm.  
CARRIED

\_\_\_\_\_, Chairman



## **Mackenzie Regional Waste Management Commission**

**Regular Meeting  
Stardust, Olivier Room  
10:00 a.m.  
March 21, 2015**

### **MINUTES**

#### **In Attendance**

Peter Braun	Mackenzie County
Josh Knelsen	Mackenzie County ( phoned in )
Wally Olorenshaw	Town of Rainbow Lake
Michelle Farris	Town of Rainbow Lake
Scott Chandler	Town of High Level
Stephanie Milton	Town of High Level

#### **Staff:**

Bruce Underhay	Manager
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#### **1. CALL TO ORDER**

Chairman Scott Chandler called the meeting to order at 10:05

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

#### **3. ADOPTION OF AGENDA**

##### **Resolution #22-15**

Moved by Michelle Farris  
THAT the Agenda be adopted as presented  
CARRIED

#### **4. Delegations**

Mike Cardinal  
Tall Cree first Nations  
Mirrek Grzeszczuk,  
MPE Sieman's

##### **Resolution #23-15**

Moved by Wally Olorenshaw  
THAT the presentation be accepted for information.  
CARRIED

##### **Resolution #24-15**

Moved by Peter Braun  
THAT the Manager research increasing Board membership  
CARRIED

#### **5. REPORTS**

**5.1 Manager's Report**

Manager Bruce Underhay updated the Board on the current happenings.

**Resolution #25-15**

Moved by Michelle Farris

THAT the Manager's report be accepted for information  
CARRIED

**5.2 Financial Report**

**Resolution # 26-15**

Moved by Stephanie Milton

THAT the Financial Report be accepted for information  
CARRIED

Recessed at 11:11am

Reconvened at 11:16am

**6. ADOPTION OF MINUTES**

**6.1 Minutes of February 14, 2015**

**Resolution #27-15**

Moved by Michelle Farris

THAT the minutes of the February 14, 2015 Mackenzie Regional Waste Management Commission Regular Meeting be adopted as presented.  
CARRIED

**6.2 Minutes of February 23, 2015**

**Resolution #28-15**

Moved by Peter Braun

THAT the minutes of the February 23, 2015 Mackenzie Regional Waste Management Commission Special Meeting be adopted as presented.  
CARRIED

**7. BUSINESS ARISING FROM THE MINUTES**

**7.1 Human Resource Policy**

**Resolution #29-15**

Moved by Josh Knelsen

THAT the amendment to the Employment Offer Form be accepted  
CARRIED

**7.2 Recycling Update**

**Resolution #30-15**

Moved by Wally Olorenshaw

THAT the Manager email the Mackenzie County CAO requesting a decision on the Compactor  
CARRIED



### **7.3 Feasibility Study**

#### **Resolution #31-15**

Moved by Stephanie Milton

THAT the additional scenario to the Feasibility Study be accepted.

CARRIED

Josh Knelsen left the meeting  
at 11:42am.

### **8. NEW BUSINESS**

#### **8.1 Fee's By Law**

#### **Resolution #32-15**

Moved by Peter Braun

THAT the Fee's By Law be amended and brought back at the  
Next meeting for adoption.

CARRIED

#### **8.2 Groundwater Sampling**

#### **Resolution #33-15**

Moved by Peter Braun

THAT the Groundwater Sampling be contracted out to a  
professional registered with the APEGA or other professional  
authorized in writing by the Director.

CARRIED

### **9. CORRESPONDENCE**

### **10. NOTICE OF MOTION**

#### **11. Next Meeting**

##### **11.1 April 21, 2015**

Wally asked to be excused from this meeting as he will be out of  
the country.

### **12. IN-CAMERA ITEMS**

#### **12.1 Personnel Matter's**

#### **Resolution #34-15**

Moved by Wally Olorenshaw

THAT the meeting goes in camera at 11:51 a.m.

CARRIED

#### **Resolution #35-15**

Moved by Michelle Farris

THAT the meeting comes out of camera at 11:54 a.m.

CARRIED

**13. ADJOURNMENT**

**Resolution #36-15**

Moved by Stephanie Milton

THAT the meeting be adjourned at 11:55 am.

CARRIED

\_\_\_\_\_, Chairman





## **Mackenzie Regional Waste Management Commission**

**Regular Meeting  
Stardust, Olivier Room  
10:00 a.m.  
April 18, 2015**

### **MINUTES**

In Attendance	Peter Braun	Mackenzie County
	Josh Knelsen	Mackenzie County
	Michelle Farris	Town of Rainbow Lake
	Scott Chandler	Town of High Level
Staff:	Bruce Underhay	Manager
Absent:	Wally Olorenshaw	
	Stephanie Milton	

1. **CALL TO ORDER** Chairman Scott Chandler called the meeting to order at 10:05

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

**3. ADOPTION OF AGENDA** **Resolution #37-15**  
Moved by Peter Braun  
THAT the Agenda be adopted as presented  
CARRIED

### **4. Delegations**

### **5. REPORTS**

**5.1 Manager's Report** Manager Bruce Underhay updated the Board on the current happenings.

**Resolution #38-15**  
Moved by Josh Knelsen  
THAT the Manager's report be accepted for information  
CARRIED

**5.2 Financial Report**

**Resolution # 39-15**

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

Recessed at 11:11am  
Reconvened at 11:16am

**6. ADOPTION OF MINUTES**

**6.1 Minutes of March 21, 2015**

**Resolution #40-15**

Moved by Michelle Farris  
THAT the minutes of the March 21, 2015 Mackenzie Regional Waste Management Commission Regular Meeting be adopted as presented.  
CARRIED

**7. BUSINESS ARISING FROM THE MINUTES**

**7.1 Fee's Bylaw  
Amendment**

**Resolution #41-15**

Moved by Peter Braun  
THAT Fee's Bylaw 02-04 be amended to change white goods to per item from per tonne  
CARRIED

**7.2 Feasibility Study**

**Resolution #42-15**

Moved by Michelle Farris  
THAT discussion be accepted as information  
CARRIED

Recess at 10:53  
Reconvene at 11:12

**7.3 Addition of a  
Commission Member**

**Resolution #43-15**

Moved by Michelle Farris  
THAT the Manager report on Non-Member tipping fee revenue at next meeting.  
CARRIED

**8. NEW BUSINESS**

**8.1 Groundwater Sampling  
Proposals**

**Resolution #44-15**

Moved by Peter Braun  
THAT the Groundwater Sampling contract for 2015 be awarded to XCG Consulting  
CARRIED

**8.2 Engineered Drawing for  
Surface Water  
Management Plan**

**Resolution #45-15**

Moved by Michelle Farris

THAT the contract for the Engineered Drawings, Detailed Specifications, and Tender Document be awarded to XCG Consulting as per Proposal # 4-3353-01-05-00.  
CARRIED

**9. CORRESPONDENCE**

**10. NOTICE OF MOTION**

**11. Next Meeting**

11.1 May 30, 2015

Lunch at 11:32

Reconvene at 11:50

**12. IN-CAMERA ITEMS**

**12.1 Personnel Matter's**

**Resolution #46-15**

Moved by Peter Braun

THAT the meeting goes in camera at 11:50 a.m.  
CARRIED

**Resolution #47-15**

Moved by Peter Braun

THAT the meeting comes out of camera at 11:52 a.m.  
CARRIED

**13. ADJOURNMENT**

**Resolution #48-15**

Moved by Josh Knelsen

THAT the meeting be adjourned at 11:53 am.  
CARRIED

\_\_\_\_\_, Chairman