

**THE CROWSNEST/PINCHER CREEK LANDFILL ASSOCIATION**  
**MINUTES**  
**June 16, 2021**

The regular meeting of The Crowsnest/Pincher Creek Landfill Association was held at 9:30 am  
Wednesday June 16, 2021 it was a Virtual Zoom Meeting

Present: Brian Hammond, Municipal District of Pincher Creek #9  
Dean Ward, Municipality of Crowsnest Pass  
Dave Filipuzzi, Municipality of Crowsnest Pass  
Brian McGillivray, Town of Pincher Creek  
Mary Kittlaus, Village of Cowley  
Emile Saindon, Landfill Manager  
Dean Bennett, Landfill Manager in Training  
Jean Waldner, Landfill Office Supervisor

**AGENDA**

Brian McGillivray

Moved the agenda be adopted with addition 5 e, Capital purchases / sale protocol.

Carried. 06.16.21-1403

**MINUTES**

Brian McGillivray

Moved the minutes of April 21, 2021 be adopted as circulated.

Carried. 06.16.21-1404

**MANAGER'S REPORT**

1. The MSW has remained busy.
2. The Industrial call has been getting a few jobs trickling in, no substantial jobs yet.
3. The training on the new loader is now complete. All employees operating the loader have gone through extension training.
4. Our parttime recycling attendant will start full time hours immediately to help with increased workload in that department.
5. With the world slowly getting back to normal. Finning said there are a few companies looking to possibly purchase our used loader and wheel excavator.

Brian Hammond

Moved that the Manager's report be accepted as information.

Carried. 06.16.21-1405

**FINANCIAL REPORT**

The Income Statement and Balance sheet to June 10th, 2021 was reviewed. Administration went over the reports and answered all the financial questions. A report on the current Service plus in kind donations for all regions was handed out to the Director's

Brian McGillivray

Moved the financial statements be accepted as information.

Carried. 06.16.21-1406

### **RECYCLING UPDATES**

A recycling bin for the Crowsnest pass will be placed at the Hillcrest town shop this weekend. Everything is on track to start their recycling program.

Management received a phone call last week from Troy and Roland from the MDPC letting us know that the proposed site for the new Town and MDPC recycling program has been changed. Management from the MDPC and Landfill discussed possibly revamping the current MDPC waste bin location to expand and include the new recycling bins in the future.

Also, we were told to hold off putting the recycling bins in their temporary location at the Pincher Creek Co:op Mall. The board of Director's for the Co:op will be meeting soon and they will let the Town of Pincher Creek know if the recycling bins will be allowed on their property. Landfill management suggested that maybe they sit down with the MDPC and the Town of Pincher Creek and help them come up with an amicable agreement that will benefit both parties.

Mary Kittlaus

Moved the recycling update be accepted as information.

Carried. 06.16.21-1407

### **REVIEW OF OUR DONATION POLICY**

Director Brian McGillivray moved this policy review be tabled to the July 21, 2021 meeting.

He will present the proposed changes then.

Carried. 06.16.21-1408

### **REVIEW OF OUR SCHOLARSHIP POLICY**

Administration presented a new revision of our Scholarship policy. Basically changes it from students seeking an Environmental Science & Technology degree to All students seeking any post secondary education from an accredited University, College, or Trade School.

Management from the Crowsnest/Pincher Creek Landfill feel we will be able to help more local students with this new criteria.

Brian McGillivray

Moved the changes to our Landfill Scholarship policy be accepted with new wording changes to state that our Landfill Scholarship is only available if going to an accredited University, College, or Trade School. These changes will be made. Administration will email this new policy to all local school in hope that this year's graduates will send in applications.

Carried. 06.16.21-1409

### **POLICY PROTOCOL REVIEW**

Director Brian McGillivray asked this review be tabled to July 21, 2021 meeting. More time is needed to make a proper presentation. Chairman of the Board asked all Director's to please Review Sec 1.1 (a) (b) (c) of the Crowsnest/Pincher Creek Employee/Contract Handbook and Review Sec 7.2 of the Crowsnest/Pincher Creek Landfill Bylaws.

Dave Filipuzzi

Moved this item be tabled to July 21, 2021 meeting.

Carried. 06.16.21-1410

**CAPITAL PURCHASES AND SALE PROTOCOL**

The Director's set a \$20,000.00 limit on purchases and the sale of Landfill assets for the New Landfill Manager on daily operations. This protocol will be reviewed in the future.

Brian McGillivray

Moved the new Landfill Manager have a \$20,000.00 limit on purchases and sales of Landfill assets for daily operations.

Carried. 06.16.21-1411

**DONATION REQUEST FROM CNP MINOR SOCCER**

A donation request was made from The CNP Minor Soccer for operating funds this year. After review at previous board meetings and with Covid restrictions lifting for outdoor recreation it was decided now to donate to CNP Minor Soccer.

Dave Filipuzzi

Moved \$250.00 be donated to CNP Minor Soccer to help out with this year's operational costs.

Carried. 06.16.21-1412

**DONATION REQUEST FROM CNP 40 ASSETS**

A donation request from the CNP 40 Assets for their Movie nights for teens program.

Dave Filipuzzi

Moved that \$500.00 be donated to the CNP 40 Assets for their Movie nights for teens program.

Carried. 06.16.21-1413

**DONATION REQUEST FROM THE CROWSNEST PASS SPCA**

A donation request from the Crowsnest Pass SPCA for their Horace Allen Elementary School Booklet program to educate grades 1 – 3 and bring awareness to children on animal welfare and how they can get involved with helping animals in their community.

Brian Hammond

Moved that \$600.00 be donated to the CNP SPCA for the Booklets.

Carried. 06.16.21-1414

**DONATION REQUEST FROM THE CROWSNEST COMMUNITY SUPPORT SOCIETY**

A donation request from the Crowsnest Community Support Society for their Crowsnest Pass Men's Shed 2021 program. The Director's would like this request brought back for consideration when changes have been made to our Donation Policy.

**DONATION REQUEST FROM THE ABUNDANT SPRINGS CHURCH**

A donation request from the Abundant Springs Church for a community BBQ event. The Director's would like this request brought back for consideration when changes have been made to our Donation Policy.

**REQUEST FROM ADMINISTRATION FOR CHANGE IN SIGNING AUTHORITY**

With the retirement of our current Landfill Manager Emile Saindon, Administration for the Landfill is requesting permission to forward paperwork to the Pincher Creek Credit Union to switch signing and banking authority for all bank accounts to our new Landfill Manager Dean Bennett.

Brian McGillivray

Moved that switching of all banking authority to the new manager proceed. Carried. 06.16.21-1415

**REQUEST FOR HOURLY RATE FOR PAPER PICKERS BE RAISED TO MINIMUM WAGE**

With the changes that we have had to make to attract groups to come pick paper for us. We feel that because the Alberta minimum wage is \$15.00 per hour it would be easier to get groups to help us.

Brian Hammond

Moved that we raise our hourly rate to \$15.00 per hour for paper pickers. Carried. 06.16.21-1416

**QUESTION OF MINIMUM AGE TO BE A LANDFILL EMPLOYEE**

Management had a question on the minimum age that the Board of Director's think is suitable to work at the Landfill. Guideline's from CRA was distributed to the Director's.

Brian McGillivray

Moved the Landfill may hire employees under the age of 18, but must adhere to all CRA Guidelines also change our Employee/Handbook to include this new ruling. Carried. 06.16.21-1417

**PASTURING OF CATTLE**

Year's ago the Landfill let their neighbors bring their cattle to graze on some of the fields. The new Landfill manager would like to use this natural source to keep the weeds and the grass managed. We will make sure all areas are secured and sectioned off properly.

Mary Kittlaus

Moved that management may use cattle to control grass and weeds on the Landfill property. Carried. 06.16.21-1418

**REQUEST BY NEW LANDFILL MANAGER TO MOVE INTO A CLOSED SESSION**

Brian Hammond moved to go into a closed session at 10:33 am Carried. 06.16.21-1419

Brian McGillivray moved to come out of this closed session 10:44 am Carried. 06.16.21-1420

Brian McGillivray moved to accept New Manager's report presented in closed session 10:45 am Carried. 06.16.21-1421

**TABLED ITEMS FOR NEXT MEETING.**

Donation Policy Review

Policy Protocol Review

**CORRESPONDENCE:**

Thank you from Brighter Futures for our donation to their Storywalk project.

**NEXT MEETING DATES**

July 21, 2021

September 15, 2021

October 20, 2021

August 18, 2021

November 17, 2021


December 15, 2021

**ADJOURNMENT**

Mary Kittlaus

Moved the meeting adjourn at 10:46 am

Carried. 06.16.21-1422

  
CHAIRMAN

  
ADMINISTRATION