

**THE CROWSNEST/PINCHER CREEK LANDFILL
ASSOCIATION
MINUTES
April 15th, 2009**

A regular meeting of The Crowsnest/Pincher Creek Landfill Association was held on Wednesday, April 15th, 2009 at 9:00 a.m. at the Landfill administration office.

Present: Dean Ward, Municipality of Crowsnest Pass
Roger McAdam, Town of Pincher Creek
Dave Cole, Municipality of Crowsnest Pass
Garry Hackler, Village of Cowley
Gary Taje, Municipality of Crowsnest Pass
John Russell, Municipal District of Pincher Creek #9
Emile Saindon, Landfill Manager
Linda Wollman, Office Administrator

Dean Ward called the meeting to order at 9:10 a.m.

AGENDA

Roger McAdam

Moved the agenda be adopted with additions. Carried. 04.15.09-210

MINUTES

Garry Hackler

Moved the minutes of March 19th, 2009 be accepted as circulated. Carried. 04.15.09-211

MANAGER REPORT

Traffic and volumes are starting to pick up. Southeast contracting has been bringing in C&D material from the east Kootenay's

1. Landfill Annual audit for 2007 and 2008 completed and sent in to Alberta Environment on time. Delivered to Lethbridge March 29, copies are available for review.
2. Landfill Gas Assessment plan draft has been prepared and test wells will be placed once the frost is out of the ground. Testing will be bi-annually by Worley Parson staff and reports to follow.
3. Letter received from the MDPC indicating increased costs for road maintenance and potential for road fee increase. Discussion required
4. Results of 1st quarter Cost per Tonne have been completed and copies available. This will continue to evolve over the next 9 months. We will add or delete any information that does not represent a true costing model. Several budget items require up- front payments in the first quarter and impact our cost per tonne so we have tried to spread those over the full 12 months of the year. We can discuss further as required.
5. Occupational Health and Safety Manual available for review and discussion, again this will be a work on progress as we continue to add procedures.
6. Staff training for the first half of the year has been completed and all staff have completed the following, WHMIS, TDG, Loader and Skid Steer operator course.
7. MSW cell is being prepared for move to the next level. Slopes will be re-shaped and contoured.
8. Discussion on proposed Household refuse bin placed in the recycle area to eliminate traffic congestion during busy times. Costing sheet for your review.

ADMINISTRATION REPORT

Scale

- Staff training continues
- Two CCS loads received in February were rejected due to confirmatory analytical being non compliant. Loads were removed March 26 & 28

GWM

- 2008 Executive Summary attached

Administration/Operations

- 2008 Financial Review is complete – waiting for printed copies.
- Discussed journal entries resulting from 2008 review with auditor
- Attended Equipment Training Session – April 4th
- Edit and compile revisions to Employee Policy Handbook
- Assisted with CNPC Occupational Health & Safety Manual
- PS Scale data/ticket protocols document resource
- STEP application was approved – increased from \$1260 to \$2450 + employer EI and CPP expenses for 2009
- Time out – April 6-9 to use some overtime hours.

FINANCIAL REPORTS

A comparative balance sheet and income statement to April 3rd were reviewed. Incomes in 2008 for the same period were exceptional, due to an unusually high volume of industrial waste. Volumes for the current year are slightly lower for MSW, and considerably lower for industrial material.

Emile presented a Cost per Tonne report for the first quarter of 2009, which reflects all costs applicable in processing a tonne of waste.

Roger McAdam

Moved that all reports be accepted for information.

Carried.

04.15.09-212

M.D. of PINCHER CREEK #9 – ROAD MAINTENANCE

A letter from the Municipal District of Pincher Creek dated March 17th, 2009 was presented. MD Council requests that the CNPC Landfill Association consider increasing the road maintenance fee to balance the actual costs of maintaining the landfill road.

M.D. representatives were asked to bring a more detailed outline of actual costs incurred for maintaining the landfill road to the next Board meeting.

ADDITIONS TO STAFF BENEFIT PACKAGE

The Staff Policies committee has recommended the addition of Short Term Disability and a Health Spending Account through Alberta Municipal Services Corporation and AUMA. Another item for discussion in the Employee Policy Handbook is the clarification and policy for time off in lieu of Statutory holidays when the fall on a regular day off.

Gary Taje

Moved that a Health Spending Account in the amount of \$1,000.00 and Short Term Disability be accepted as presented and added to Landfill staff benefits, effective May 1st, 2009.

Carried.

04.15.09-213

The matter of statutory holidays will be discussed at the next meeting of the Board. Administration was asked to prepare a suggested policy in this regard.

ANNUAL REPORT TO ENVIRONMENT

Emile advised that the 2007 and 2008 annual environmental self audit reports had been delivered to the offices of Alberta Environment in Lethbridge on Monday, March 30th, 2009. Copies of these reports are available for Board members' perusal.

LANDFILL GAS MONITORING PLAN

Worley Parsons has completed a draft of the LFG monitoring plan. When finalized, it will be submitted to Alberta Environment for approval. Upon acceptance, gas monitoring wells will be installed, and LFG monitoring will take place bi-annually.

RECYCLE AREA

A site for the placement of a roll-off bin for smaller loads and wet weather use is being developed. Cement blocks and a ramp will allow customers to dump into the top of the bin; and CNP Waste Disposal Ltd. will empty the bin as required.

LANDFILLING OF BOVINE CARCASSES

Kelly Cooley of the MD Agricultural Service Board is planning a meeting with Alberta Environment and other related parties for the purpose of discussing future possibilities of the CNPC Landfill accepting bovine SRM's. Emile has agreed to attend.

WASTE MANAGEMENT ORGANIZATIONS

John Russell

Moved that The Crowsnest/Pincher Creek Landfill Association become a member of the Southern Alberta Waste to Energy Board for information purposes, and further that the Landfill Association will reimburse any members' expenses for attending meetings of the SAWEB. It is understood that any expense other than travel and honorarium will be brought back to the Board for approval.

Carried.

09.15.09-214

It was noted that Ted Smith is a member of the Board for the Southern Alberta Waste Management Alliance.

VILLAGE OF COWLEY PLAYGROUND

Correspondence from the Village of Cowley Playground Committee requested funding to help refurbish their children's playground. While the Landfill Association does not have a policy for financial donations, it was agreed that the Association could be of assistance by way of equipment and man hours, as well as a waiver of tip fees from the project's waste.

Tabled Items:

1. Benefits Review & Policy Handbook review & statutory holidays
2. M.D. of Pincher Creek #9 Road Maintenance
3. R.E.D.K.

Next meeting dates: 10:00 a.m. - May 20, 2009

June 17	September 16
July 15	October 21
August 19	November 18
	December 16

Adjournment

Moved that the meeting adjourn at 10:30 a.m.

Carried

04.15.09-215

CHAIRMAN

SECRETARY

Date Sent to Municipal Offices _____