

**THE CROWSNEST/PINCHER CREEK LANDFILL ASSOCIATION**  
**MINUTES**  
**March 20, 2014**

The regular meeting of The Crowsnest/Pincher Creek Landfill Association was held on Thursday, March 20<sup>th</sup>, 2014 at 10:20 a.m. at the Landfill administration office.

- Present: Lorne Jackson, Town of Pincher Creek  
 Dean Ward, Municipality of Crowsnest Pass  
 David Filipuzzi, Municipality of Crowsnest Pass  
 Fred Schoening, Municipal District of Pincher Creek #9  
 Garry Hackler, Village of Cowley  
 Emile Saindon, Landfill Manager  
 Linda Wollman, Office Administrator
- Absent: Shar Lazzarotto, Municipality of Crowsnest Pass

**AGENDA**

Fred Schoening  
 Moved the agenda be adopted as presented. Carried. 03.20.14-569

**MINUTES**

Garry Hackler  
 Moved the minutes of February 19<sup>th</sup>, 2014 be adopted as circulated. Carried. 03.20.14-570

**MANAGER'S REPORT**

1. MSW volumes have stayed steady.
2. Ind. cell activity has increased slightly
3. RDEK still hauling to us for another 16 to 18 months.
4. Incinerator expression of interest document being completed to send out to manufacturers.
5. Wood grinding completed on March 14
6. Community Kitchen Policy draft ready to review.
7. Bale Twine program starting to gain momentum.
8. Draft of spring advertisement to review.

Garry Hackler  
 Moved that the Manager's report be accepted for information. Carried 03.20.14-571

**FINANCIAL REPORT**

The financial statements to March 13<sup>th</sup>, 2014 were presented for review.

Lorne Jackson  
 Moved that the financial reports be accepted for information. Carried 03.20.14-572

David Filipuzzi  
 Moved that the transfer of \$50,500.00 from the general account to the Road Paving account be approved in readiness for the biannual road debenture payment to MD #9. Carried. 03.20.14-573

**INCINERATOR UPDATE**

Manager, Emile Saindon reported that Worley Parsons has been engaged to send out an "Expression of Interest" to three Canadian manufacturers of batch incinerators, with a response date of April 1<sup>st</sup>. A summary of information received should be available for the next meeting of the Board.

**EMPLOYEE POLICY MANUAL**

Board members reviewed the Employee Policy Manual and did not find any reason for modifications to the current policy.

Garry Hackler

Moved that the Employee Policy Manual remain as is, and that the annual review be continued.

Carried. 03.20.14-574

**SPRING ADVERTISING**

Emile presented a revised draft for the spring advertising campaign. He advised that cellular phones and used cooking oil have been added to the items being received for recycling. Board members were asked to contact Emile via e-mail by April 1<sup>st</sup> if there are any other items to be included in the advertising program.

**COMMUNITY KITCHEN POLICY**

A policy for the use of the Community Kitchen was presented for discussion:

*"Purpose of this Policy*

*This policy will provide Landfill Management with a guideline to book the use of its Community Kitchen in a fair and equitable manner.*

***Operational Requirements***

*The Landfill Management requires a clear and concise procedure to handle all requests for booking the unit. These bookings must provide a fair opportunity to all local groups.*

***Booking Requirements***

1. *Priority booking we be allocated to local community and non-profit groups or associations.*
2. *Other groups or residents can apply for booking rental charges may apply.*
3. *Booking dates will be assigned on a first call basis. Consideration will be given to those groups with duplications from year to year.*
4. *No one group can monopolize a date from year to year.*
5. *A \$250.00 damage deposit is required.*
6. *Orientation and operational training is required prior to use."*

David Filipuzzi

Moved that the policy for the Community Kitchen be accepted as presented.

Carried. 03.20.14-575

**Next meeting dates:** - 9:30 a.m.

April 16	September 17
May 21	October 15
June 18	November 19
July 16	December 17
August 20	

**ADJOURNMENT**

Garry Hackler

Moved the meeting adjourn at 10:48 a.m.

Carried. 03.20.14-576

  
 CHAIRMAN

  
 SECRETARY