



Minutes

January 18, 2019

Subject/Client: Project Kick-off Meeting Minutes Ref. No. 11188881

From:  André Joseph/ce Tel: 403-862-1479

Venue/Date/Time: Okotoks Operation Centre, January 10, 2019, 10:30 am

Copies To: All Attendees

Attendees:	André Joseph (GHD) Michael Cant (GHD) Sarah Wilmot (GHD) AJ McCoy (GHD) Shannon Kemp (GHD) Paul Lyons (Okotoks) Chris Radford (Okotoks) Janice Storch (Okotoks) Eugene Lund (High River) Peter Leek (High River) Tom Dougall (Black Diamond) Craig Beaton (Turner Valley)	Absent:	Representative from Nanton Joseph Angevine (Landfill Operations Manager)
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Item Description	Action
1. Introductions <ul style="list-style-type: none"> i. André Joseph – GHD Project Manager ii. Michael Cant – GHD Senior Reviewer/Solid Waste Planner iii. Sarah Wilmot – GHD Solid Waste Planner iv. AJ McCoy – GHD Project Coordinator v. Shannon Kemp – GHD Solid Waste Engineer vi. Paul Lyons – Okotoks Waste Services Manager vii. Chris Radford – Okotoks Infrastructure and Operations Director (Not a member of TAG) viii. Eugene Lund – High River Manager of Operational Services ix. Peter Leek – High River Supervisor for Roads and Solid Waste x. Tom Dougall – Black Diamond Public Works Manager xi. Craig Beaton – Turner Valley Operations and Facilities Manager 	
2. Current Waste Programs <ul style="list-style-type: none"> i. High River (HR): <ul style="list-style-type: none"> a. Garbage: Two new (FY 2017) automated collection trucks are used for collection. Service extends to multi-family homes with ground level access. Contain-A-Way privately collects waste from multi-storey buildings and IC&I waste, and disposes it at the Foothills Regional Landfill (low tipping fees). b. Recycling: Drop-off depot with recyclables sorted on Site by users who are monitored by staff; material is collected by Cascades and 	



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<p>transported to Cascades Material Recovery Facility (MRF) in Calgary. Drop-off depot includes Styrofoam #6, which is processed under separate contract by Styro-Go Inc., using a mobile extruder.</p> <p>ii. Okotoks: Three-stream curbside collection:</p> <p>a. Garbage: Collection includes multi-family homes and 26 IC&I customers.</p> <p>b. Recycling: Curbside collection of recyclables is operated under a 3-year contract (as of August 1, 2018) with T&T Disposal Services delivering material to ECCO (Calgary). The contract includes an option for two additional 1-year terms. Black Diamond, High River, and Turner Valley each have the option to participate in the program at the competitive rate obtained by Okotoks through their recyclables collection and processing RFP. A recyclables drop-off depot is also available for residents.</p> <p>iii. Black Diamond (BD):</p> <p>a. Garbage: Solid waste pickup is completed by a public works employee on Thursdays and Fridays. Residents are happy with the current system and complaints are rarely recorded. Residents have no understanding of organics; they go into the solid waste stream to the Foothills Regional Landfill. Rural areas outside of the town limits do not receive waste collection.</p> <p>b. Recycling: Two private companies provide curbside recycling collection on a subscription basis (i.e. optional, user-pay). All residents pay for access to the drop-off depot in Turner Valley.</p> <p>iv. Turner Valley (TV):</p> <p>a. Garbage: Single stream waste pickup is completed on Tuesdays and Wednesdays by a public works employee using a truck shared with Black Diamond. TV and BD share two older trucks (one used as backup in case of breakdowns) and have saved funds for the purchase of a new truck in 2020. When a new truck is purchased, the older of the two current trucks would go to auction. Having two trucks also lets Turner Valley and Black Diamond help Okotoks if one of their trucks is down.</p> <p>b. Recycling: A drop-off facility consisting of 6 balers and 2.5 sorting staff, is available for use by TV, BD, and the municipal district (MD). Bales are delivered to Capital Recycle Services by T&T Disposal Services. TV is interested in curbside recycling, but feels there is unlikely to be support for organics collection and processing.</p>	



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<p>3. Project Expectations and Goals</p> <ul style="list-style-type: none"> i. High River: Interested in a regional collection model for single stream recycling and solid waste (organics too advanced). The motion to look at a MRF specific to Foothills Regional Services Commission (FRSC) area was not adopted by HR council. ii. Okotoks: <ul style="list-style-type: none"> a. Framework for future: Expecting the framework to move forward using a holistic approach. The report should speak to issues and present solutions that will enable each municipality and their councils to make informed decisions about waste management plans (e.g., whether a regional collection model is advantageous compared to status quo [decentralized system], value in owning equipment versus subcontracting, etc.). Okotoks' priority is a modernized system that considers cost, GHG emissions, long-term sustainability, customer service, and residential support. b. Environment: Identify changes that will reduce environmental impact and increase responsibility. The report recommendations should also align with Okotoks' Environmental Master Plan. c. Regional collaboration: Identify long-term opportunities (10+ years) that will help the region and determine prospective synergies between municipalities. Identify opportunities for funding through regionalization. Consider conducting regional waste characterization. d. MRF: Explore whether a MRF is viable in the long term (as required by council's vote 1.5-years ago). e. Organics: Provide clarity on the philosophy of organics in landfills and current best practices for organics management. Organics collection may not make sense for all municipalities. f. IC&I waste: Explore the addition of collection service for the IC&I sector (three-stream collection) that is not cost prohibitive. g. Landfill: Identify the landfill as a resource and quantify the current cost of airspace as compared to its future value. Connect Okotoks' extensive work on diversion programs to how it relates to landfill airspace. Explore the potential to site another landfill or expand the current footprint. h. Community engagement: Provide recommendations on consistent messaging and education programs throughout the region. Closing the existing drop-off depots in the region would require consultation with the MD, as they partially fund the facilities. i. Emerging Trends. j. Alignment: Council adopted an Environmental Master Plan recently. Our project needs to align with it. It references triple bottom line analysis. iii. Black Diamond: Interested in a solution that is not only good for the region, but also good for the BD municipality. Community education and consultation will be important to gain buy-in for recycling/organics pickup. Interested in whether curbside recycling should be mandatory and whether 	



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<p>there could be value in both curbside service and the drop-off depot. BD must understand the cost per month per household for each proposed pickup stream; cost ideally equal to or lesser than the current price.</p> <p>iv. Turner Valley: TV would consider contracting both garbage and recycling collection. Cost ideally equal to or lesser than the current price.</p>	
<p>4. Request for Information</p> <p>i. Request for information document provided by GHD – each municipality shall provide the relevant information as it becomes available.</p> <p>ii. Additional documents requested:</p> <ul style="list-style-type: none"> a. Okotoks recycling RFP and recycling contract cost b. Okotoks regional waste composition studies (two from 2018) c. Okotoks Environmental Master Plan d. Airspace value calculations from Manager of Landfill Operations e. Supporting documents for estimated landfill lifespan of 70-years 	TAG
<p>5. Workshop #1</p> <p>i. Similar discussions to kick-off meeting with informed data.</p> <p>ii. Opportunity for all parties to get involved at each development stage of the report and will provide the added benefit of regional collaboration. Issues will be discussed on both a regional and municipality level.</p> <p>iii. Currently scheduled for January 30 – date may change based on information received by GHD.</p>	
<p>6. Vision for Solid Waste Plan</p> <p>i. Characteristics of a good future:</p> <ul style="list-style-type: none"> a. Messaging – consistent and clear regional message b. Service – high level of service and consistent service that is easy to understand for residents c. Sustainability/environment – progressive system that meets environmental objectives and provides long term sustainability d. Ownership e. Staff – opportunity for current employees affected by contract service to be absorbed by contractor f. Waste program/framework – solid framework with ability to adapt/evolve; align all waste sectors; and complete a risk analysis of any proposed program g. Cost – reasonable and easy to understand <p>ii. Characteristics of a bad future:</p> <ul style="list-style-type: none"> a. Report too general b. Cost prohibitive c. Unachievable targets d. Ignorant of future trends e. Reduction of service level due to regionalization of solid waste model 	



Attachments: _____

This confirms and records GHD's interpretation of the discussions which occurred and our understanding reached during this meeting. Unless notified in writing within 7 days of the date issued, we will assume that this recorded interpretation or description is complete and accurate.