

**MINUTES**  
**OF THE FOOTHILLS REGIONAL SERVICES COMMISSION TECHNICAL ADVISORY**  
**GROUP**

**Thursday, June 14, 2018**  
**Town of Okotoks Operations Centre**

<b>MEMBERS PRESENT</b>	Paul Lyons, Waste Services Manager, Town of Okotoks, Chair Joe Angevine, Landfill Manager, Foothills Regional Services Commission Tom Dougall, Public Works Manage, Town of Black Diamond Andy Pfeifer, Director of Engineering & Municipal Operations, Town of Turner Valley
<b>MEMBERS ABSENT</b>	Eugene Lund, Manager of Operational Services, Town of High River Bill Robinson, CFO, Municipal District of Foothills No. 31
<b>STAFF PRESENT</b>	Kim Gordon, Recording Secretary, Town of Okotoks
<b>GUEST</b>	Chris Radford, Infrastructure & Operations Director, Town of Okotoks

**1. CALL TO ORDER**

Chair Lyons called the meeting to order at 10:04 a.m.

**2. ADOPTION OF AGENDA**

2.1 ADDITIONS / DELETIONS

None

**3. APPROVAL OF MINUTES**

The minutes of the meeting held May 24, 2018 were accepted with the following addition:

- Chris suggested that a full solid waste management plan including the landfill be considered.

#### **4. DISCUSSION**

The Group discussed a material recovery facility (MRF) and extended producer responsibility (EPR). The three recycling facilities located in south Calgary would need to adjust their business model to accept EPR manage materials if this is the direction the region goes.

#### **5. FOLLOW-UP ITEMS**

Paul Lyons sent Bill Robinson the portion of the Tetra-Tech study that references the governance review.

Joe Angevine has the information on the regional organics processing excerpts from Calgary Regional Partnership and will send this out to the Group.

The Town of Okotoks created a webpage that provides information on the regional waste management initiative, the link to the page was sent out to the TAG members.

#### **6. DEVELOP THE SCOPE FOR THE RFP**

The following items were discussed by the TAG in regards to the scope for the RFP.

MRF

- Costing.  
Local (Regional) versus driving to Calgary. Expand to look at each town's cost (Individual, regional at the landfill, self-haul or contracted to a Calgary MRF). Each town will evaluate the costs and options to assist in decision making.
- Current and future trends of where MRF's are going in general.
- There should be a 20 year view of a MRF, doing a comparison of all the various options available to the Region to include using the facility in Calgary vs a regional MRF.
- Ownership/Operator – This would be the next step if the vote for a MRF was yes. There would need to be a separate RFP for this.
- It was suggested that software that allows us to run our own numbers be requested.
- In regards to EPR, investigate smaller MRF's to see if they have higher quality compared to larger MRF's.
- Program design, how the material is controlled at the site.

### Waste Collection

- What materials will be collected.
- Who is going to collect (Regional vs contracted-for all waste stream).
- Complete a cost analysis for all waste stream.

### Organics Collection

- Separate pad for organics in the M.D.
- 10 year plan, investigate the general tonnage and projected tonnage.

### Landfill

- Referenced.

### Governance

- Commission will look after this.

The report should include a well refined cost implementation plan for 1 – 10 years.

### ACTION

Paul will work on a draft scope.

Once the scope has been defined and sent to the third party contractor, the group will invite him to attend a TAG meeting.

## **7. NEXT MEETING**

The next meeting will be Thursday, July 12, 2018 at the Town of Okotoks Operations Centre in the White Spruce boardroom.

## **8. ADJOURNMENT**

Chair Lyons adjourned the February 8, 2018 Foothills Regional Waste Management Technical Advisory Group meeting at 11:06 a.m.