



AGENDA
Foothills Regional Services Commission
Landfill Operations
Monday June 21, 2021 at 9:30 a.m.
Zoom Virtual Meeting

*enclosure

1. CALL TO ORDER
2. ADDITIONS TO AGENDA
3. ADOPTION OF AGENDA
4. *ACCEPTANCE OF THE FRSC MINUTES FROM PREVIOUS MEETING
Recommendation: The minutes of the meeting held on Tuesday May 25, 2021 be accepted as presented.
5. *ACCOUNTS PAYABLE
Recommendation: The Accounts Payable dated June 21, 2021 in the amount of \$282,336.77 be accepted for payment.
6. *TONNAGE REPORTS
Recommendation: The Tonnage Reports for the month of May 2021 be accepted as presented.
7. BUSINESS
 - A. Operations Update – Joe Angevine.
 - B. Lifecycle Analysis RFP Update – Joe Angevine.
 - C. *Preliminary Statement of Operating Revenues & Expenses dated May 31, 2021 – C. Hummel.
 - D. Bylaw rewrite – Harry Riva Cambrin.
 - E.
 - F.
 - G. Round Table Discussion.
8. NEXT MEETING
Next scheduled meeting held on August 30, 2021 at 9:30 a.m. No meeting in July 2021.
9. ADJOURNMENT



MINUTES
Foothills Regional Services Commission
Landfill Operations

Tuesday May 25, 2021 at 9:30 a.m.
Zoom Virtual Meeting

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- Officers: Harry Riva Cambrin, CAO
Christine Hummel, Director of Corporate Services
- Directors: Don Moore, Chair, High River Director
Cindy Holladay, Vice-Chair, Turner Valley Director
Delilah Miller, Foothills County Director
Ed Sands, Okotoks Director
Brian Marconi, Black Diamond Director
Dave Mitchell, Nanton Director
- Staff: Joe Angevine, Landfill Manager
Courtney Russell, Landfill Coordinator
Jessica Clement, Legislative Services Assistant
- Guest: Paul Lyons, Manager of Waste Services
Ralph Ettenauer, Town of Okotoks
Dan Leiding, T & T Disposal
Mark Grunert, T & T Disposal
Craig Beaton, Town of Turner Valley
- Meeting
Call to Order: Chair Don Moore called the meeting to order at 9:32 a.m.
- Additions: There were no additions to the agenda.
- Agenda Adoption: **RESOLUTION 060/2021**
Moved by Director Dave Mitchell that the agenda be accepted as presented.

CARRIED
- Minutes: **RESOLUTION 061/2021**
Moved by Director Ed Sands that the minutes of the meeting held on Monday April 26, 2021 be accepted with one correction, add Director Dave Mitchell to the attendee list.

CARRIED
- Accounts Payable: **RESOLUTION 062/2021**
Moved by Director Delilah Miller that the accounts payable dated May 25, 2021 in the amount of \$205,229.60 be accepted for payment.

CARRIED
- Craig Beaton entered the meeting at 9:34 a.m.
- Tonnage Reports: **RESOLUTION 063/2021**
Moved by Director Brian Marconi that the tonnage reports for the month of April 2021 be accepted as presented.

CARRIED
- Paul Lyons, Ralph Ettenauer and Craig Beaton left the meeting at 9:39 a.m.
- CONFIDENTIAL CLOSED MEETING**
Director Dave Mitchell moved that, in accordance with Section 197 of the *Municipal Government Act*, the board move into a Closed Meeting at 9:40 a.m. to discuss Agenda item 7A., T & T Disposal, as per Section 16 of the *Freedom of Information and Protection of Privacy Act (FOIP)*. H. Riva



MINUTES
Foothills Regional Services Commission
Landfill Operations
Tuesday May 25, 2021 at 9:30 a.m.
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Cambrin, C. Hummel, J. Angevine, C. Russell and J. Clement attended the closed session for the purpose of providing information to the Board.

CARRIED

RETURN TO OPEN MEETING

Director Brian Marconi moved that the board return to the open meeting at 10:21 a.m.

CARRIED

Paul Lyons, Ralph Ettenauer and Craig Beaton entered the meeting at 10:24 a.m.

Curbside Recycling
Presentation:

Craig Beaton, Town of Turner Valley discussed funding for recycling and organics carts in the Towns of Black Diamond and Turner Valley.

Ralph Ettenauer left the meeting at 11:01 a.m.

RESOLUTION 064/2021

Moved by Director Brian Marconi to accept the curbside recycling presentation as presented.

CARRIED

Craig Beaton left the meeting at 11:09 a.m.

Operations Update:

Joe Angevine discussed.

1. Full staff back, including shared position with the Salvage Centre.
2. Hydrovac pad construction started, was shut down due to rain.
3. High wind closure on May 18th. Working on site cleanup and neighboring properties.
4. External Moneris pin pad is ready to go, not used yet due to traffic. Will be used on Saturdays when the line up is backed up.
5. Extended hours, 10-15 people a night.
6. Working on the final details for the hydrovac pad, a building will be needed for staff and hire a new employee to run the pad.
7. There are a few large piles of clay on site that will need to be moved before the next cell construction.

RESOLUTION 065/2021

Moved by Director Delilah Miller that the Board accept the operations update for information as presented.

CARRIED

Road Rebuild:

Joe Angevine discussed road rebuilding quotes. Recommend the low bid Contractor, Dyller Dynamics for \$40,630.00.

RESOLUTION 066/2021

Moved by Director Ed Sands that the Road Rebuild contract be awarded to Dyller Dynamics for \$40,630.00 as recommended.

CARRIED

Hydrovac Pad
Building:

Joe Angevine discussed options for the hydrovac pad building.

RESOLUTION 067/2021

Moved by Director Delilah Miller that the board authorize to purchase a 12x24 building from SBI Modular for \$34,500 as recommended.



MINUTES
Foothills Regional Services Commission
Landfill Operations
Tuesday May 25, 2021 at 9:30 a.m.
Zoom Virtual Meeting

CARRIED

Statement of
Operating Revenues
& Expenses:

Christine Hummel discussed.

RESOLUTION 068/2021

Moved by Director Brian Marconi to accept the Statement of Operating Revenues and Expenses dated April 30, 2021.

CARRIED

Audit Quotation for
2021-2023:

Christine Hummel discussed a Proposal for Audit and Related Services from Avail LLP for the year ended December 31, 2021, 2022, and 2023.

RESOLUTION 069/2021

Moved by Director Don Moore that the board accept a 3 year proposal from Avail LLP to continue to supply audit and related services for the years 2021, 2022 and 2023 for \$8,500 for the 2021 year end.

Round Table discussion.

The next meeting held on Monday June 21, 2021 at 9:30 a.m. at the Foothills County / Town of High River Joint Administration Building and virtual communications.

Adjournment:

RESOLUTION 070/2021

Moved by Director Don Moore that the meeting be adjourned at 12:02 p.m.

CARRIED

Chairman

CAO

FOOTHILLS REGIONAL SERVICES COMMISSION
Accounts for Approval
Cheque Run dated June 21, 2021

<u>Cheque No.</u>	<u>Payable to:</u>	<u>Amount Payable</u>
6665	ABC Waste Potties Ltd. Inv 24971, 25140 - portable toilet rental	\$ 551.25
6666	Advantage Vac & Septic Service Inv 4257 - clean septic tanks	\$ 565.50
6667	AGAT Laboratories Inv 21809424E, 21809729E - water sampling	\$ 26,162.85
6668	Angevine, Joe June Expenses	\$ 125.24
6669	ASSA ABLOY Entrance Systems Inv 32390 - door repair	\$ 2,602.60
6670	Ballast Environmental Consulting Ltd. Inv 21018 - hydrovac sampling guidelines	\$ 1,413.30
6671	Big Sky Call Centers Inc. Inv 2106-0097 - site closure call out May 18/21	\$ 30.08
6672	Blackie Site Works Ltd. Inv 21007, 21011 - hydrovac pad cons, culvert install	\$ 45,144.04
6673	Blue Spruce Auto Parts Ltd. Inv 374419 - parts	\$ 149.44
6674	Clean Harbors Canada Inc. Inv 1003732831,1003741346 - HHW	\$ 3,525.27
6675	Communications Group Leth Ltd. Inv 51265 - service portable radios	\$ 216.51
6676	Dynovac Plus Security Inv 16425 - replaced card reader & power supply	\$ 404.25
6677	Almeida, Marco A.M. (Fams Services - prev Mach Barista) Inv 17 - coffee service	\$ 150.00
6678	Finning International Inc. Inv 962072886, 962076017 - travel, 836K ext lease warranty	\$ 1,970.33
6679	Foothills County Inv 28767 - May/21 expenses	\$ 132,223.13

6680	Glacier Water Transport Service Ltd. Inv 30750 - fill emergency shower tank	\$	153.00
6681	Gregg Distributors Co. Ltd. Inv 009-873901, 009-875673, 009-883970, 009-887706 equipment & shop supplies	\$	1,081.05
6682	High River Home Hardware Inv 2643175, 2643547 - supplies	\$	108.62
6683	Iron Edge Equipment Ltd. Inv 16083, 16092, 16093, 16105 - repairs	\$	4,163.63
6684	Lockmasters Inc. Inv 24642 - keys cut	\$	229.95
6685	Napa Auto Parts Inv 368-952131 - parts	\$	102.76
6686	NLR / AE Consultants Inv 3295, 3296, 3297 - hydrovac pad, engineering	\$	15,380.93
6687	Rocky Mountain Equipment Inv W36136, W36132 - repairs, travel	\$	812.44
6688	SBI Modular Ltd. Inv 25358 - 12x24 office unit	\$	36,225.00
6689	Sobeys Okotoks Inv 127689, 115571, 3401 - purified water	\$	137.77
6690	Staples Okotoks Inv 2720838, 2722639 - office supplies	\$	430.50
6691	Styro-Go Canada Inc. Inv 210119 - styrofoam recycling	\$	246.75
6692	Revolution Environmental Solutions LP / Terrapure Inv 93238796, 93242139 - used oil & filters	\$	691.64
6693	Tetra Tech Canada Inc. Inv 60707576, 60707755 - GHG report, Biocover	\$	2,135.45
6694	True Grit Welding Inv 202393 - weld compost turner	\$	965.84
6695	UniFirst Canada Ltd. Inv 7573234052, 7573235511, 7573236921, 7573238366 coverall service	\$	374.87
6696	United Farmers of Alberta Inv SOINV1920264 - parts	\$	33.29

6697	Vantage Pointe Service & Repair Inv 1625 - torque multiplier	\$	1,500.00
6698	Zedcor Security Solutions Corp Inv 20726 - security system equip & monitoring	\$	844.20
6699	BMO Nesbitt Burns Term Deposit Investment	\$	2,000,000.00
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		\$	2,280,851.48

Pre-Authorized Payments

2021-05-31	Telus Communications	\$605.33
2021-06-07	Direct Energy	\$260.38
2021-06-10	Telus Mobility	\$120.83
2021-06-19	Xplornet Enterprise Solutions	\$498.75
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		\$1,485.29

TOTAL	\$	2,282,336.77
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**FOOTHILLS REGIONAL SERVICES COMMISSION
MONTHLY TONNAGE
May-21**

MONTH	HIGH RIVER	OKOTOKS	FOOTHILLS COUNTY	BLACK DIAMOND	TURNER VALLEY	NANTON	COMMERCIAL	NO CHARGE TONNAGE	TOTAL TONNAGE	NUMBER OF VEHICLES
JANUARY	349.88	603.40	382.55	73.95	75.52	71.74	6,104.41	51.97	7,713.42	6,205
FEBRUARY	275.88	554.34	281.96	65.04	71.62	56.36	1,865.46	15.69	3,186.35	4,575
MARCH	405.37	779.03	482.48	84.45	96.29	83.37	1,471.80	37.73	3,440.52	7,176
APRIL	493.82	996.67	661.95	139.74	107.64	156.40	2,284.77	194.76	5,035.75	9,055
MAY	567.67	1,167.89	656.22	162.99	152.39	102.63	4,208.05	256.66	7,274.50	10,103
JUNE									0.00	
JULY									0.00	
AUGUST									0.00	
SEPTEMBER									0.00	
OCTOBER									0.00	
NOVEMBER									0.00	
DECEMBER									0.00	
TOTAL	2,092.62	4,101.33	2,465.16	526.17	503.46	470.50	15,934.49	556.81	26,650.54	37,114
POPULATION	14,052	29,002	22,766	2,700	2,559	2,130	73,209	73,209	73,209	
Tonnes/Capita	0.15	0.14	0.11	0.19	0.20	0.22	0.22	0.01	0.36	

**FOOTHILLS REGIONAL SERVICES COMMISSION
COMPARISON - TRUCK AND RESIDENT HAULING
May-21**

MONTH	BLACK DIAMOND		HIGH RIVER		FOOTHILLS COUNTY		OKOTOKS		TURNER VALLEY		NANTON	
	TRUCK	RESIDENT	TRUCK	RESIDENT	TRUCK	RESIDENT	TRUCK	RESIDENT	TRUCK	RESIDENT	TRUCK	RESIDENT
JANUARY	50.15	23.80	250.70	99.18	24.88	357.67	324.21	279.19	53.06	22.46	51.28	20.46
FEBRUARY	43.56	21.48	213.28	62.60	15.54	266.42	370.20	184.14	48.44	23.18	46.22	10.14
MARCH	48.25	36.20	285.82	119.55	26.67	455.81	431.85	347.18	65.26	31.03	59.09	24.28
APRIL	87.09	52.65	338.38	155.44	18.23	643.72	532.76	463.91	55.76	51.88	117.38	39.02
MAY	108.81	54.18	419.97	147.70	18.20	638.02	556.84	611.05	106.66	45.73	74.71	27.92
JUNE												
JULY												
AUGUST												
SEPTEMBER												
OCTOBER												
NOVEMBER												
DECEMBER												
TOTAL	337.86	188.31	1,508.15	584.47	103.52	2,361.64	2,215.86	1,885.47	329.18	174.28	348.68	121.82
	64.21%	35.79%	72.07%	27.93%	4.20%	95.80%	54.03%	45.97%	65.38%	34.62%	74.11%	25.89%

Foothills Regional Services Commission
Landfill
Preliminary Statement of Operating Revenues and Expenses
For Month Ended May 31, 2021 (58% of year remaining)

Revenues	Month of May	2021 Budget	2021 Actual	Balance Remaining	% Left
Waste fees	\$ 457,496	\$ 5,618,176	\$ 1,830,088	\$ 3,788,088	67.43%
Scrap Metal/Batteries	2,229	35,000	6,734	28,266	80.76%
Other income	12,033	68,550	26,442	42,108	61.43%
Lease income	7,128	28,513	14,257	14,256	50.00%
Interest	3,119	400,000	11,680	388,320	97.08%
Composting program	-	25,000	-	25,000	100.00%
Cost Recovery Wages	-	79,000	17,930	61,070	77.30%
Gain on Sale of Equipment	-	-	3,062	(3,062)	-
	\$ 482,005	\$ 6,254,239	\$ 1,910,194	\$ 4,344,045	69.46%
Expenses					
Wages and benefits	\$ 112,436	\$ 1,494,436	\$ 546,972	\$ 947,464	63.40%
Cell closure/final cover	-	100,000	-	100,000	100.00%
Amortization of TCA	-	825,000	-	825,000	100.00%
Engineering fees	16,000	235,000	25,939	209,061	88.96%
Work contracted	504	73,000	10,504	62,496	85.61%
Maintenance - Building	1,165	15,000	6,607	8,393	55.95%
Maintenance - Landfill	4,994	56,500	13,285	43,215	76.49%
Equipment repair and maintenance	4,640	325,000	70,882	254,118	78.19%
Fuel and oil	23,194	210,000	70,273	139,727	66.54%
Bank charges & interest	2,534	40,000	9,634	30,366	75.91%
Telephone and utilities	3,666	38,000	14,674	23,326	61.38%
Household hazardous waste program	6,004	80,000	21,613	58,387	72.98%
Small tools & supplies	1,026	30,000	4,890	25,110	83.70%
Administration services	1,700	20,400	8,500	11,900	58.33%
Memberships	518	2,300	1,175	1,125	48.90%
Insurance	-	22,000	17,638	4,362	19.83%
Wood chipping/concrete crushing	-	90,000	107,658	(17,658)	-19.62%
Staff training	20	12,000	20	11,980	99.83%
Office and shop supplies	2,111	35,000	32,096	2,904	8.30%
Travel & Conference	158	5,000	431	4,569	91.37%
Composting expenses	1,183	8,000	1,655	6,345	79.31%
Audit and legal fees	7,000	18,000	7,000	11,000	61.11%
Advertising	432	7,500	993	6,507	86.75%
Miscellaneous	405	10,000	3,236	6,764	67.64%
Land lease	-	-	-	-	-
Debenture interest	-	8,852	-	8,852	100.00%
Postage	57	2,000	354	1,646	82.29%
Bad debts	-	2,000	-	2,000	100.00%
Loss on Sale of Equipment	-	-	9,081	-	-
Discount Ticket Sales	208	-	798	(798)	-
	\$ 189,954	\$ 3,764,988	\$ 985,909	\$ 2,788,160	74.05%
Gain (Loss) before the following	\$ 292,051	\$ 2,489,251	\$ 924,285	\$ 1,555,885	-
Capital expenditures					
Cap Construction	\$ -	\$ 235,000	\$ 5,472	\$ 229,528	97.67%
Hydrovac Pad	11,468	1,560,000	54,711	1,505,289	96.49%
Trucks & Equipment	-	337,000	66,916	270,084	80.14%
Land & Improvements	-	110,000	-	110,000	100.00%
Transfer from Reserves - Closure	-	1,250,000	-	1,250,000	-
Transfer from Reserve - Capital	-	-1,050,000	-	(1,050,000)	100.00%
Debt payment - composting	-	43,973	-	43,973	100.00%
EXCESS OF REVENUES (EXPENSES) FOR THE YEAR	\$ 280,584	\$ 3,278	\$ 797,187	\$ (802,990)	-

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

**Thursday, February 4, 2021
via Zoom video conferencing**

MEMBERS PRESENT	Paul Lyons, Waste Services Manager, Town of Okotoks, Chair Barry Sturrock, Operations Manager, Town of Nanton Craig Beaton, Municipal Operations & Facilities Manager, Town of Turner Valley Peter Leek, Roads & Solid Waste Supervisor, Town of High River Tom Dougall, Public Works Manager, Town of Black Diamond Harry Riva Cambrin, CAO, Foothills Regional Services Commission Joe Angevine, Landfill Manager, Foothills County
STAFF PRESENT	Kim Gordon, Waste Service Assistant, Town of Okotoks Janice Storch, Legislative Services Administrator, Town of Okotoks

1. CALL TO ORDER

J. Storch called the meeting to order at 10:35 a.m.

2. ADOPTION OF AGENDA

2.1 Additions / Deletions

The following items were added to the agenda:

4.3 Curbside Recycling Planning

2.2 Adoption

MOTION: By B. Sturrock that the agenda for the February 4, 2021 Foothills Regional Services Commission Technical Advisory Group meeting be adopted as amended.

Carried Unanimously

3. MINUTES OF PREVIOUS MEETING

MOTION: By J. Angevine that the minutes of the Foothills Regional Services Commission Technical Advisory Group meeting held January 7, 2021 be adopted as presented.

Carried Unanimously

4. BUSINESS**4.1 Election of Chair and Vice Chair**

C. Beaton nominated P. Lyons for the position of Chair of the Foothills Regional Services Commission Technical Advisory Group (TAG) for the period ending February, 2022.

There were no other nominations.

Motion: By B. Sturrock that nominations for Chair cease.

Carried Unanimously

P. Lyons was elected as Chair

J. Angevine nominated C. Beaton for the position of Vice Chair of the Foothills Regional Services Commission Technical Advisory Group for the period ending February, 2022.

There were no other nominations.

Motion: By J. Angevine that nominations for Vice Chair cease.

Carried Unanimously

4.2 Glass

P. Lyons provided the group with options to explore for managing glass, the information sent out was not a full analysis. J. Angevine noted that a full analysis will need to be completed.

ACTION: J. Angevine will do a full analysis for managing glass at the end of February, 2021 as indicated.

The costs to each municipality will be determined and outlined in the analysis. The TAG will review and vote on the models outlined after the analysis is completed. A recommendation will then be made to the FRSC for consideration.

The group discussed reaching out to local contractors to determine if they are interested in crushed glass.

ACTION: P. Leek will contact a local contractor to find out if they would have use for crushed glass. He will then provide this information to J. Angevine to include in the analysis.

The Town of Okotoks previously had a glass crusher and some of the crushed glass was used in internal trenches.

4.3 Cart Purchase and Planning for Recycling

The group discussed the different funding models for purchasing carts. The Federation of Canadian Municipalities (FCM) has programs that could potentially be utilized.

ACTION: P. Lyons will provide a web link (FCM) to the group for options to access funding for environmental programs.

P. Lyons provided cart cost and distribution information to the group, individual municipalities can contact him directly for collection pricing based on Okotoks current contract. He noted that travel distance is always considered, the rate will vary depending on how far the contractor has to travel. Okotoks is currently preparing a request for proposal (RFP) for collection and disposal of recycling and organic materials. This RFP will also include the collection and disposal costs for the other municipalities in the Region. B. Sturrock mentioned that Nanton currently has a curbside recycling program in place and can be used as a resource for information as well.

ACTION: T. Dougall will find out why Planning for Recycling was added to the agenda by S. Brown, CAO, Black Diamond and provide the information to the group.

4.4 Terms of Reference

The group discussed and amended the proposed changes to the TAG Terms of Reference.

MOTION: By H. Riva Cambrin that the amended TAG Terms of Reference be sent to the FRSC.

Carried Unanimously

ACTION: K. Gordon will send the amended TAG Terms of Reference to Foothills County administration to add to the next FRSC meeting agenda.

The group is concerned that there isn't free flow of information between the FRSC and TAG members. J. Angevine advised the group that the agenda and minutes are posted to the Foothills Regional Landfill and Resource Recovery Centre (LRRC) website.

ACTION: H. Riva Cambrin will have a discussion with each CAO regarding information from the FRSC meetings being relayed to individual Councils.

5. ROUND TABLE

J. Angevine:

- The hydro-vac slurry pad has been finalized. The first load is expected late summer.
- TetraTech has been selected for the Bio cover project. The Bio cover will help to cut down leachate generated from rain infiltration as well as methane emissions.

B. Sturrock:

- Nanton is looking for disposal options for trees and branches accepted from the public. The town currently has a pile that has been building up for the past four and a half years.
- The LRRC may have a short term solution for the pile; 7,500 cubic meters of green chip is required for the bio cover.

ACTION: J. Angevine will let B. Sturrock know if the LRRC requires more green chip than what is currently on site.

- Okotoks does not accept trees, the public is re-directed to the LRRC where a tub grinder is brought on-site each year. The Okotoks Eco Centre only accepts small branches, grass and leaves which is also shipped to the LRRC to be used in their composting operation.
- Black Diamond and Turner Valley have a transfer site with staff on-site to ensure the bins are filled appropriately. Turner Valley chips some of their own or burn it when there is scrap wood onsite.
- Foothills County arranges coordinated burns involving the fire departments at the transfer station. Black Diamond and Turner Valley bring in their yard waste.

T. Dougall:

- Black Diamond is happy with the solid waste collection done by the Town of Okotoks.

C. Beaton:

- Turner Valley is waiting to finalize the agreement with the Town of Okotoks for solid waste collection. He noted that the collection is going smoothly and the purchase of the garbage truck by Okotoks has been finalized.

P. Leek:

- High River has changed the recycling vendor used.
- A meeting between Highwood Organics Processing and the Town's senior leadership team is scheduled.

P. Lyons:

- Okotoks purchased the garbage truck from Black Diamond and Turner Valley to complement their fleet and service the community. A new replacement garbage truck has also been purchased which is expected next week.
- Okotoks is continuing to investigate ways to increase collection efficiencies.

6. NEXT MEETING

The next meeting will be held on Thursday, March 4, 2021 via Zoom.

7. ADJOURNMENT

Chair P. Lyons adjourned the Foothills Regional Services Commission Technical Advisory Group Meeting at 11:55 a.m.