

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

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

<b>MEMBERS PRESENT</b>	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
<b>STAFF PRESENT</b>	Kim Gordon, Waste Service Assistant, Town of Okotoks Janice Storch, Legislative Services Administrator, Town of Okotoks

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**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.