

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

**Thursday, April 1, 2021
via Teams video conferencing**

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

1. CALL TO ORDER

P. Lyons called the meeting to order at 10:31 a.m.

2. ADOPTION OF AGENDA

2.1 Additions / Deletions

The following item was added to the agenda:

4.6 Landfill Update

ACTION: K. Gordon will add Landfill Update as a standing item on the TAG meeting agendas.

The following item was removed from the agenda:

4.4 Curbside Recycling (C. Beaton)

2.2 Adoption

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

Carried Unanimously

MOTION: By P. Lyons that the Foothills Regional Services Commission presentation be added as item 4.2 on the May 6, 2021 TAG meeting agenda.

Carried Unanimously

3. MINUTES OF PREVIOUS MEETING

4.1 Add J. Angevine as the member who made the motion that nominations for Vice Chair cease.

MOTION: By P. Lyons that the minutes of the Foothills Regional Services Commission Technical Advisory Group meeting held February 4, 2021 be adopted as amended.

Carried Unanimously

4. BUSINESS

4.1 Matters Arising from the previous meeting

Below are the action items from the TAG meeting held on February 4, 2021:

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

Following the meeting J. Angevine advised he would not have the time to complete this action item as stated. Due to upcoming projects he will not have time to complete this until fall or winter. The TAG members will need to determine the priority of this analysis and if another member should be assigned this action item.

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.

This action item will be differed to the next TAG meeting.

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

P. Lyons provided the web link via e-mail to the group for the Federation of Canadian Municipalities (FCM) to find information on these environmental programs.

P. Lyons provided C. Beaton and T. Dougall with two quotes for the cost to purchase carts for Black Diamond and Turner Valley programs. C. Beaton is preparing the presentation to be presented to the Foothills Regional Services Commission (FRSC).

ACTION: P. Lyons will resend the quotes for the cost to purchase carts.

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.

T. Dougall advised that S. Brown was looking to understand the progress of the overall recycling plan.

P. Lyons is currently in the process of preparing a Request for Proposal (RFP) for recycling and organic collection for the Town of Okotoks. The RFP's will include the cost of collection for each municipality.

Nanton will be sending out a request for information for waste collection. Okotoks currently manages carts, concerns, changes and communication for Black Diamond and Turner Valley's curbside program.

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

This action item will be deferred to the next TAG meeting.

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

This action item was completed.

ACTION: J. Angevine will discuss with B. Sturrock if the Foothills Regional Landfill requires more green chip than what is currently on site.

B. Sturrock will contact J. Angevine after this meeting.

4.2 Terms of Reference Update

The updated TAG Terms of reference was presented at the March 22, 2021 Foothills Regional Service Commission (FRSC) meeting.

- Section 3.3

Added: *d) Other initiatives deemed beneficial to the Region's long term environmental strategy.*

The FRSC rejected this addition.

- Section 4.0

Added: compostable to section 4.1 and 4.2 and composting to section 4.3

The FRSC accepted these revisions.

- Section 6.1

Change of wording to: b) The CAO of the FRSC or their designate.

The FRSC accepted this change.

- Section 7.1

Change of wording to: The TAG members are appointed by their individual member municipalities until they are replaced.

The FRSC accepted this change.

- Section 12.3

Changed the meeting time to: 10:30 a.m. to 12:30 p.m.

The FRSC accepted this change.

ACTION: K. Gordon will update the TAG Terms of Reference to reflect the changes that were made.

4.3 Glass Recycling

P. Lyons provided a facility located in Calgary with photos of the glass that is currently being collected. The processor advised they will accept the glass as it was presented.

ACTION: P. Lyons will provide the group with the costs after this meeting.

4.4 Alberta Recycling Management Authority (ARMA) Update

As of April 1, 2021 ARMA implemented changes to the paint recycling program. The program will now fully manage collection, transportation and disposal of paint. There will be no charge for paint going forward, unless there is contamination. The program will collect an extra fee for the sale of paint and use this to pay the processors.

ACTION: P. Lyons will share the ARMA presentation with the group so they can recognize what the changes are.

J. Angevine advised that ARMA has promotion and education material available. He believes adding information relating to the program on each municipality's website would be beneficial.

ACTION: J. Angevine will forward a web link to the group for ARMA's promotion and education material.

ACTION: Each representative was asked to share ARMA's promotion and education material with their communications specialist with a view to add this link to their respective websites.

ACTION: K. Gordon will add electronic waste advertising to the next TAG meeting agenda.

In the past Alberta Infrastructure funded the destruction of household hazardous waste (HHW) material, Municipalities will be required to manage this going forward. P. Lyons is interested in working with J. Angevine to amalgamate their programs. J. Angevine suggested doing a combined request for proposal (RFP) this year.

4.5 Landfill Update

- The old landfill compactor was sold.
- A pre-tender meeting took place for the hydro-vac site. Completion of this pad is expected late summer.

- There is concrete crushing happening onsite to help rebuild the roads onsite.
- GHD completed a Regional Solid Waste Plan in 2019, the recommendation was to complete a number of follow-up studies. J. Angevine has started preparing an RFP for two of the studies.
- No changes are recommended for commercial tipping fees at this time. Part of the study mentioned above will include a review of the current rates.
- The Foothills Regional Landfill now has fresh green chip onsite for sale. Small loads will cost \$40 per tonne and bulk loads will cost \$15 per tonne.

ACTION: K. Gordon will provide the rates for fresh green chip to the Town of Okotoks Parks department.

5. NEXT MEETING

The next meeting will be held on Thursday, May 6, 2021 via Teams.

6. ADJOURNMENT

Chair P. Lyons adjourned the Foothills Regional Services Commission Technical Advisory Group Meeting at 11:28 a.m.