



AGENDA
Foothills Regional Services Commission
Landfill Operations
Monday May 30, 2022 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 regular meeting held on Monday April 25, 2022 be accepted as presented.
5. *ACCOUNTS PAYABLE
Recommendation: The Accounts Payable dated May 30, 2022 in the amount of \$231,638.92 and be accepted for payment.
6. *TONNAGE REPORTS
Recommendation: The Tonnage Reports for the month of April 2022 be accepted as presented.
7. BUSINESS
 - A. Operations Update – Joe Angevine.
 - B. *Statement of Operating Revenues and Expenses dated April 30, 2022 – Christine Hummel.
 - C. *Adopted TAG Minutes dated February 3, 2022.
 - D. *The City of Calgary Annexation Application letter dated May 20, 2022.
 - E.
 - F. Round Table Discussion.
8. NEXT MEETING
Next scheduled meeting held on June 20, 2022 at 9:30 a.m. No meeting in July 2022.
9. ADJOURNMENT



MINUTES
Foothills Regional Services Commission
Landfill Operations
Monday April 25, 2022 at 9:30 a.m.
Zoom Virtual Meeting

Officers: Harry Riva Cambrin, CAO
Christine Hummel, Director of Corporate Services

Directors: Delilah Miller, Foothills County Director
Cindy Holladay, Vice-Chair, Turner Valley Director
Michael Nychyk, High River Director
Rachel Swendseid, Okotoks Director
Dave Mitchell, Nanton Director
Daryl Lalonde, Black Diamond Director

Staff: Joe Angevine, Landfill Manager
Heather Hemingway, Director of Planning
Reginald Hammond, Corporate Services
Courtney Russell, Landfill Coordinator
Felicia Fairweather, Legislative Services Assistant

Guests: James Nakashima, Avail LLP
Michelle Lutz, Avail LLP
Paul Lyons, Town of Okotoks

Meeting Call
to Order: Chair Delilah Miller called the meeting to order at 9:31 a.m.

Additions: There were no additions to the agenda.

Agenda Adoption: **RESOLUTION 048/2022**
Moved by Director Daryl Lalonde that the agenda be accepted as presented.

CARRIED

Minutes: **RESOLUTION 049/2022**
Moved by Director Rachel Swendseid that the minutes of the meeting held on Monday March 28, 2022 be accepted as presented.

CARRIED

Accounts Payable: **RESOLUTION 050/2022**
Moved by Director Daryl Lalonde that the accounts payable dated April 25, 2022 in the amount of \$889,015.16 be accepted for payment.

CARRIED

Paul Lyons entered the meeting at 9:33 a.m.

Tonnage Reports: **RESOLUTION 051/2022**
Moved by Director Michael Nychyk that the tonnage reports for the month of March 2022 be accepted as presented.

CARRIED

Operations Update: Joe Angevine

1. Quiet month due to weather. Equipment operator retired, new operator hired, as well as seasonal staff.
2. 3 culverts replaced on site.
3. Finalizing biocover design and next cell design.



MINUTES
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Compost Screening: Joe Angevine discussed options for screening compost.

RESOLUTION 052/2022

Moved by Director Cindy Holladay approval to contract Dirt Cheep to screen compost on site for \$40,000.

CARRIED

Paving Quotes: Joe Angevine discussed options for road paving.

RESOLUTION 053/2022

Moved by Director Rachel Swendseid approval to contract Synchor to grind and blend shingles into rasphalt, and place on internal road for \$90,000.

CARRIED

Proposed meeting dates:

RESOLUTION 054/2022

Moved by Director Dave Mitchell to re-schedule the next meetings on May 30, 2022 and June 20, 2022, and to cancel the meeting on July 25, 2022.

CARRIED

Financial Statements: 2021 Draft Financial Statements – James Nakashima & Michelle Lutz, Avail LLP.

RESOLUTION 055/2022

Moved by Director Cindy Holladay that the Board accept the 2021 Draft Financial Statements, as prepared by Avail, LLP.

CARRIED

James Nakashima and Michelle Lutz left the meeting at 10:17 a.m.

There was Round Table discussion.

Next Meeting: The next meeting on Monday May 30, 2022 at 9:30 a.m.

Adjournment:

RESOLUTION 056/2022

Moved by Chair Delilah Miller that the meeting be adjourned at 10:21 a.m.

CARRIED

Chairman

CAO

FOOTHILLS REGIONAL SERVICES COMMISSION
Accounts for Approval
Cheque Run dated May 30, 2022

<u>Cheque No.</u>	<u>Payable to:</u>	<u>Amount Payable</u>
7019	ABC Waste Potties Ltd. Inv 28714, 28881 - portable toilet rental	\$ 551.25
7020	Advantage Vac & Septic Service Inv 4585 - clean septic tanks	\$ 596.10
7021	AGAT Laboratories Inv 22929980E, 22930535E - spring groundwater sampling	\$ 28,840.88
7022	Avail LLP Inv 137182 - 2021 financial statements	\$ 2,940.00
7023	Blackie Site Works Ltd. Inv 21066 - culverts & site maintenance	\$ 4,725.00
7024	BP Propane Distributors Ltd. Inv 34134 - propane	\$ 270.42
7025	Brandt Tractor Ltd. Inv 044491717- - parts & filters	\$ 1,185.61
7026	Certified Laboratories Inv 782505 - grease	\$ 493.19
7027	Clean Harbors Canada Inc. Inv 100429313, 100453301 - household hazardous waste	\$ 6,643.26
7028	Almeida, Marco A.M. (Fams Services) Inv 34 - coffee service	\$ 150.00
7029	Finning International Inc. Inv 962212154, 962214578, 962222527 836K repairs, service, ext lease warranty	\$ 4,365.72
7030	GFL Environmental Services Inv LQ01292456, LQ01310627, LQ01323588 - used oil & filters	\$ 937.14
7031	Gregg Distributors Co. Ltd. Inv 009-083394, 009-091906, 009-100020 equip & shop supplies	\$ 1,619.74
7032	High River Home Hardware Inv 2657262 - shop supplies	\$ 316.56
7033	High River Mechanical Ltd. Inv 22073, 22029, 21971 - service & CVIP on 642, 643 & 644	\$ 7,421.10

7034	Irnie, Richard drivers medical	\$	90.00
7035	Iron Edge Equipment Ltd. Inv 16936, 16985, 16988, 16989, 17012 equipment service & repairs	\$	9,848.64
7036	Napa Auto Parts O/A 2336102 Alberta Ltd. Inv 368-972553 - hydraulic oil	\$	107.50
7037	Okotoks Glass Ltd. Inv I045758 - 836K glass door replacement	\$	247.47
7038	Poulin's Pest Control Inv 1455909 - pest control	\$	309.91
7039	Sobeys Okotoks Inv 7506445CR, 2375, 128661 - purified water	\$	77.87
7040	Styro-Go Canada Inc. Inv 220140 - styrofoam recycling	\$	246.75
7041	SWANA Northern Lights Chapter Inv 6180, 6176 - staff training	\$	840.00
7042	Tetra Tech Canada Inc. Inv 60752831, 60752827, 60756413 - biocover & GHG reporting	\$	9,246.86
7043	UniFirst Canada Ltd. Inv 7573304191, 7573305662, 7573307129, 7573308602, 7573310062 - coverall service	\$	472.60
7044	XL Electrical Contracting Inv 2205 - bulbs	\$	1,331.92
7045	Zedcor Security Solutions Corp Inv 22439 - security system equip & monitoring	\$	844.20
		\$	84,719.69

EFT Payments

EFT0000000000002	Foothills County Apr/May expenses	\$	142,962.86
EFT0000000000003	Joe Angevine Apr/May 22 Expenses	\$	390.66
		\$	143,353.52

Pre-Authorized Payments

2022-05-02	Telus Communications	617.31
2022-05-09	Telus Mobility	\$119.42
2022-05-10	Direct Energy	\$610.60
2022-05-24	Epcor	\$1,110.20
2022-06-04	Xplornet	\$498.75
2022-06-04	Telus Communications	\$609.43
		<hr/>
		\$3,565.71

TOTAL

\$ 231,638.92

**FOOTHILLS REGIONAL SERVICES COMMISSION
MONTHLY TONNAGE
Apr-22**

MONTH	HIGH RIVER	OKOTOKS	FOOTHILLS COUNTY	BLACK DIAMOND	TURNER VALLEY	NANTON	COMMERCIAL	NO CHARGE TONNAGE	TOTAL TONNAGE	NUMBER OF VEHICLES
JANUARY	308.15	506.68	377.01	75.04	73.74	51.32	6,280.64	934.92	8,607.50	5,935
FEBRUARY	274.08	436.57	296.12	72.50	57.86	51.67	6,756.50	1,332.68	9,277.98	4,791
MARCH	390.96	559.58	467.70	85.62	82.43	58.94	2,265.16	31.17	3,941.56	6,467
APRIL	418.33	635.16	655.28	106.88	89.56	60.82	2,877.54	144.59	4,988.16	7,830
MAY									0.00	
JUNE									0.00	
JULY									0.00	
AUGUST									0.00	
SEPTEMBER									0.00	
OCTOBER									0.00	
NOVEMBER									0.00	
DECEMBER									0.00	
TOTAL	1,391.52	2,137.99	1,796.11	340.04	303.59	222.75	18,179.84	2,443.36	26,815.20	25,023
POPULATION	14,052	29,002	22,766	2,700	2,559	2,130	73,209	73,209	73,209	
Tonnes/Capita	0.10	0.07	0.08	0.13	0.12	0.10	0.25	0.03	0.37	

**FOOTHILLS REGIONAL SERVICES COMMISSION
MONTH TO YEAR COMPARISON
Apr-22**

	April 2021	April 2022	MO. TO DATE VARIANCE	% CHANGE	YR TO DATE 2021	YR TO DATE 2022	YR TO DATE VARIANCE	% CHANGE
HIGH RIVER	493.82	418.33	-75.49	-15.29%	1,524.95	1,391.52	-133.43	-8.75%
OKOTOKS	996.67	635.16	-361.51	-36.27%	2,933.44	2,137.99	-795.45	-27.12%
FOOTHILLS COUNTY	661.95	655.28	-6.67	-1.01%	1,808.94	1,796.11	-12.83	-0.71%
BLACK DIAMOND	139.74	106.88	-32.86	-23.52%	363.18	340.04	-23.14	-6.37%
TURNER VALLEY	107.64	89.56	-18.08	0.78%	351.07	303.59	-47.48	-13.52%
NANTON	156.40	60.82	-95.58	-61.11%	367.87	222.75	-145.12	-39.45%
COMMERCIAL	2,284.77	2,877.54	592.77	25.94%	11,699.44	18,179.84	6,480.40	55.39%
NO CHARGE FILL	194.76	144.59	-50.17	-25.76%	300.15	2,443.36	2,143.21	714.05%
TOTALS	5,035.75	4,988.16	-47.59	-0.95%	19,349.04	26,815.20	7,466.16	38.59%
VEHICLES	9,055	7,830	-1,225	-13.53%	27,011	17,193	-9,818	-36.35%
AVG. TONNAGE/VEHICLE	0.56	0.64	0.08	13.76%	0.72	1.56	0.84	116.62%

2022 BUDGET TONNAGE 69,181
% TO DATE 38.76%

Leaves, Grass and other compostable Material included in above amounts

HIGH RIVER
OKOTOKS
FOOTHILLS COUNTY
BLACK DIAMOND
TURNER VALLEY
NANTON
COMMERCIAL

	April 2021	April 2022	MO. TO DATE VARIANCE	% CHANGE	YR TO DATE 2021	YR TO DATE 2022	YR TO DATE VARIANCE	% CHANGE
HIGH RIVER	100.36	51.11	-49.25	-49.07%	144.94	86.19	-58.75	-40.53%
OKOTOKS	189.83	47.73	-142.10	-74.86%	284.66	113.65	-171.01	-60.08%
FOOTHILLS COUNTY	155.73	59.37	-96.36	-61.88%	221.89	119.70	-102.19	-46.05%
BLACK DIAMOND	32.76	16.72	-16.04	-48.96%	40.95	23.70	-17.25	-42.12%
TURNER VALLEY	5.88	7.75	1.87	31.80%	11.24	10.67	-0.57	-5.07%
NANTON	2.86	1.55	-1.31	-45.80%	6.77	3.79	-2.98	-44.02%
COMMERCIAL	116.66	164.88	48.22	41.33%	320.93	274.41	-46.52	-14.50%
	604.08	349.11	-254.97	-42.21%	1,031.38	632.11	-399.27	-38.71%

**FOOTHILLS REGIONAL SERVICES COMMISSION
COMPARISON - TRUCK AND RESIDENT HAULING
Apr-22**

MONTH	BLACK DIAMOND		HIGH RIVER		FOOTHILLS COUNTY		OKOTOKS		TURNER VALLEY		NANTON	
	TRUCK	RESIDENT	TRUCK	RESIDENT	TRUCK	RESIDENT	TRUCK	RESIDENT	TRUCK	RESIDENT	TRUCK	RESIDENT
JANUARY	47.17	27.87	238.49	69.66	23.21	353.80	295.50	211.18	51.50	22.24	40.06	11.26
FEBRUARY	43.88	28.62	212.27	61.81	19.56	276.56	254.14	182.43	46.02	11.84	44.75	6.92
MARCH	58.47	27.15	279.23	111.73	20.64	447.06	315.60	243.98	59.85	22.58	41.86	17.08
APRIL	61.42	45.46	271.69	146.64	23.36	631.92	281.50	353.66	48.44	41.12	40.19	20.63
MAY												
JUNE												
JULY												
AUGUST												
SEPTEMBER												
OCTOBER												
NOVEMBER												
DECEMBER												
TOTAL	210.94	129.10	1,001.68	389.84	86.77	1,709.34	1,146.74	991.25	205.81	97.78	166.86	55.89
	62.03%	37.97%	71.98%	28.02%	4.83%	95.17%	53.64%	46.36%	67.79%	32.21%	74.91%	25.09%

Foothills Regional Services Commission
Landfill
Preliminary Statement of Operating Revenues and Expenses
For Month Ended April 30, 2022 (67% of year remaining)

Revenues	Month of April	2022 Budget	2022 Actual	Balance Remaining	% Left
Waste fees	\$ 371,804	\$ 5,282,170	\$ 1,516,137	\$ 3,766,033	71.30%
Scrap Metal/Batteries	2,055	50,000	21,336	28,664	57.33%
Hydrovac Revenue	4,740	100,000	10,569	89,431	89.43%
Other income	8,117	74,550	11,718	62,832	84.28%
Lease income	-	28,513	7,128	21,385	75.00%
Interest	3,916	400,000	8,974	391,026	97.76%
Composting program	142	30,000	1,929	28,071	93.57%
Cost Recovery Wages	-	79,790	5,201	74,589	93.48%
	\$ 390,774	\$ 6,045,023	\$ 1,582,992	\$ 4,462,031	73.81%
Expenses					
Wages and benefits	\$ 120,229	\$ 1,674,995	\$ 447,992	\$ 1,227,003	73.25%
Cell closure/final cover	-	100,000	-	100,000	100.00%
Amortization of TCA	-	906,836	-	906,836	100.00%
Engineering fees	-	163,000	-	163,000	100.00%
Work contracted	4,854	60,200	9,578	50,622	84.09%
Maintenance - Building	-	15,000	614	14,386	95.91%
Maintenance - Landfill	2,716	114,500	5,476	109,024	95.22%
Equipment repair and maintenance	23,066	325,000	69,358	255,642	78.66%
Fuel and oil	26,098	225,000	62,855	162,145	72.06%
Bank charges & interest	-	30,000	4,686	25,314	84.38%
Telephone and utilities	2,955	34,300	12,176	22,124	64.50%
Household hazardous waste program	6,025	100,000	12,175	87,825	87.83%
Small tools & supplies	1,193	30,000	5,345	24,655	82.18%
Administration services	2,083	25,000	8,333	16,667	66.67%
Memberships	-	2,300	-	2,300	100.00%
Insurance	-	33,000	-	33,000	100.00%
Wood chipping/concrete crushing	-	100,000	-	100,000	100.00%
Staff training	1,106	12,000	2,946	9,054	75.45%
Office and shop supplies	11,866	38,000	13,028	24,972	65.72%
Travel & Conference	396	5,000	683	4,317	86.35%
Composting expenses	403	8,000	403	7,597	94.96%
Audit and legal fees	24,576	13,000	27,051	(14,051)	-108.08%
Advertising	-	8,000	1,825	6,175	77.19%
Miscellaneous	324	10,000	2,028	7,972	79.72%
Debt interest	-	6,913	-	6,913	100.00%
Postage	111	2,000	326	1,674	83.70%
Bad debts	-	2,000	-	2,000	100.00%
Discount Ticket Sales	200		726	(726)	
	\$ 228,201	\$ 4,044,044	\$ 687,602	\$ 3,356,442	83.00%
Gain (Loss) before the following	\$ 162,572	\$ 2,000,979	\$ 895,390	\$ 1,105,589	
Capital expenditures					
Cap Construction	\$ 1,969	\$ 235,000	1,969	\$ 233,031	99.16%
Trucks & Equipment	602,769	765,000	602,769	162,231	21.21%
Land & Improvements	31,328	170,000	78,512	91,488	53.82%
Transfer to (from) Reserve - Closure	-	780,000		780,000	
Transfer to (from) Reserve - Capital	-	-		-	
Debt payment - composting	-	45,913		45,913	100.00%
EXCESS OF REVENUES (EXPENSES)	\$ (473,494)	\$ 5,066	\$ 212,140	\$ (207,074)	
FOR THE YEAR					

ADOPTED MINUTES
OF THE FOOTHILLS REGIONAL SERVICES COMMISSION TECHNICAL ADVISORY
GROUP

Thursday, February 3, 2022
via Teams video conference

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

1. CALL TO ORDER

J. Storch called the meeting to order at 10:30 a.m.

2. ELECTION OF CHAIR AND VICE CHAIR

H. Riva Cambrin nominated P. Lyons for the position of Chair of the Foothills Regional Services Commission Technical Advisory Group (TAG) for the period ending January 31, 2023.

There were no other nominations.

Motion: B. Sturrock that nominations for Chair cease.

Carried Unanimously

P. Lyons was elected as Chair.

T. Dougall nominated C. Beaton for the position of Vice Chair of the Foothills Regional Services Commission Technical Advisory Group (TAG) for the period ending January 31, 2023.

There were no other nominations.

Motion: By T. Dougall that nominations for Vice Chair cease.

Carried Unanimously

In absentia C. Beaton was elected as Vice Chair.

2. ADOPTION OF AGENDA

2.1 Additions / Deletions

The following item was added to the agenda:

4.5 Regional Solid Waste Management Plan

2.2 Adoption

MOTION: By P. Leek that the agenda for the February 3, 2022 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 December 2, 2021 be adopted as presented.

Carried Unanimously

4. BUSINESS

4.1 Matters arising from the previous minutes

P. Lyons contacted the Alberta Management Recycling Authority (ARMA) to address concerns on how to manage items such as shampoo, body wash, lotion, etc. He is expected to follow up in the next few days to set up training for Okotoks staff.

The Foothills Regional Landfill & Resource Recovery Centre (LRRRC) holds round up event for household hazardous waste (HHW) every year in September at the Priddis and Black Diamond transfer stations.

Prior to the pandemic HHW in High River was collected in bins at the recreation complex or residents were directed to the LRRC.

ACTION: P. Lyons will collaborate with J. Angevine and H. Riva Cambrin on advertising to help people understand what is considered hazardous waste and what isn't.

4.3 Foothills Regional Landfill & Resource Recovery Centre (LRRC) update

- The Lifecycle Analysis Study final draft was received on February 2nd, 2022. Once reviewed it will be sent to the Foothills Regional Service Commission (FRSC) and the TAG members for review.
- Waste collection from hydrovac trucks has been slow over the winter months.

4.4 Municipal program updates

4.4.1 Black Diamond

- Another load of carts has been received.
- There have been no complaints regarding garbage collection.
- Ten garbage carts have been ordered, Okotoks will be informed once received.

4.4.2 High River

- No items to report.

4.4.3 Okotoks

- Received a copy of the updated Solid Waste Management Plan. This plan was done to update the 2020 Waste Management Plan that had an 80% diversion from landfill target which was not met. The plan captures what was not completed in the 2020 plan and provides recommendations on areas Okotoks should be looking at to achieve the diversion target.

4.4.4 Nanton

- B. Sturrock has not yet spoken with the local recycler that has taken over the recycling building, he will reach out to him for an update.
- The new contractor for collection has been great.

4.4.5 Turner Valley

- C. Beaton and P. Lyons have been working on a rollout strategy for the black garbage carts to replace the current blue carts.

4.4.6 Foothills County

- Currently negotiating a possible contract extension with T&T Disposal for an additional three years.
- A public consultation process in the hamlets would be required to determine if they are interested in paying additional costs for organic and recycling programs.

4.5 Regional Solid Waste Management Plan

The Group discussed the recommendations from the Regional Solid Waste Management Plan and members provided their views on implementing any aspects from it.

5. NEXT MEETING

The next meeting will be held on Thursday, March 3rd, 2022 via Teams.

6. ADJOURNMENT

Chair Lyons adjourned the Foothills Regional Services Commission Technical Advisory Group Meeting at 11:12 p.m.