



AGENDA
Foothills Regional Services Commission
Waste Water Operations
Monday May 29, 2023
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 Monday April 24, 2023 be accepted as presented.
5. *ACCOUNTS PAYABLE
Recommendation: The Accounts Payable dated May 29, 2023 in the amount of \$5,476.61 be accepted for payment.
6. BUSINESS
 - A. Frank Lake Lift Station/Pipeline Update – Harry Riva Cambrin.
 - B. *Waste Water Flow Tables – April 2023.
 - C. *Electronic signature policy – Christine Hummel.
 - D.
 - E. Round Table Discussion.
7. NEXT MEETING
Next scheduled in person meeting held on Tuesday June 20, 2023 or as determined at the Landfill Operations Meeting.
8. ADJOURNMENT



MINUTES
Foothills Regional Services Commission
Waste Water Operations
Monday April 24, 2023
Zoom Virtual Meeting

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

Directors: Rachel Swendseid, Chair, Okotoks Director
Delilah Miller, Foothills County Director

Staff: Reginald Hammond, Corporate Services Manager
Courtney Russell, Landfill Coordinator
Felicia Fairweather, Legislative Services Assistant

Guest: Don Waldorf, Foothills County Councillor

Absent: Michael Nychyk, Vice-Chair, High River Director

Meeting
Call to Order: Chair Rachel Swendseid called the meeting to order at 10:41 a.m.

Additions: There was one addition to the agenda. 6C. 2022 Financial Statements approval.

Agenda Adoption: **RESOLUTION 068/2023**
Moved by Director Delilah Miller that the agenda be accepted with one addition,
6C. 2022 Financial Statements approval.

CARRIED

Minutes: **RESOLUTION 069/2023**
Moved by Director Delilah Miller that the minutes of the meeting held Monday
March 27, 2023 be accepted as presented.

CARRIED

Accounts Payable: **RESOLUTION 70/2023**
Moved by Director Delilah Miller that the accounts payable dated April 24, 2023 in
the amount of \$7,724.13 be accepted for payment.

CARRIED

Operations Update: Frank Lake Lift Station/ Pipeline Update – Harry Riva Cambrin

1. No issues to report.

Waste Water Flows: Discussed the Waste Water flows for March 2023.

RESOLUTION 071/2023
Moved by Director Michael Nychyk that the Waste Water Volumes for March 2023
be accepted for information.

CARRIED

Financial Statements: 2022 Draft Financial Statements as presented at the Landfill Operations meeting –
James Nakashima & Michelle Lutz, Avail LLP.

RESOLUTION 072/2022
Moved by Director Delilah Miller that the Board accept the 2022 Draft Financial
Statements, as prepared by Avail, LLP.

CARRIED

There was round table discussion.



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Next Meeting: The next meeting on May 29, 2023 by Zoom virtual meeting, immediately following the Landfill Operations Meeting.

Adjournment: Chair Rachel Swendseid adjourned the meeting at 10:48 a.m.

Chairman

CAO

Table 1: 2023 YTD Breakdown of Wastewater Pumped to Frank Lake

2023	Total Flow to Frank Lake 000,000 IG	Average Flow to Frank Lake IGPM	Total Flow from Cargill 000,000 IG	Average Flow from Cargill IGPM	Total Flow from High River 000,000 IG	Average Flow from High River IGPM	Total Flow from F.C. 000,000 IG	Average Flow from F.C. IGPM
Jan-23	68.7	1539	43.9	983	24.7	553	0.1	2
Feb-23	58.8	1458	36.8	881	21.8	541	0.1	2
Mar-23	66.8	1496	41.3	925	25.3	627	0.1	2
Apr-23	61.1	1414	34.5	799	26.4	611	0.1	2
May-23	0.0	0	0.0	0	0.0	0	0.0	0
Jun-23	0.0	0	0.0	0	0.0	0	0.0	0
Jul-23	0.0	0	0.0	0	0.0	0	0.0	0
Aug-23	0.0	0	0.0	0	0.0	0	0.0	0
Sep-23	0.0	0	0.0	0	0.0	0	0.0	0
Oct-23	0.0	0	0.0	0	0.0	0	0.0	0
Nov-23	0.0	0	0.0	0	0.0	0	0.0	0
Dec-23	0.0	0	0.0	0	0.0	0	0.0	0
YTD Totals	255		157		98		0.4	

Table 2: Historical Flows to Frank Lake

Month	2014 Total Flow 000,000 IG	2015 Total Flow 000,000 IG	2016 Total Flow 000,000 IG	2017 Total Flow 000,000 IG	2018 Total Flow 000,000 IG	2019 Total Flow 000,000 IG	2020 Total Flow 000,000 IG	2021 Total Flow 000,000 IG	2022 Total Flow 000,000 IG
January	80	68	65	60	54	60	60	60	64
February	107	64	57	55	52	55	57	57	57
March	37	74	65	64	61	65	66	65	65
April	91	68	61	62	65	58	43	61	64
May	94	73	65	67	67	65	61	64	68
June	105	73	65	71	62	67	71	66	76
July	74	71	67	63	58	72	68	71	75
August	71	64	71	62	58	67	62	69	67
September	76	66	65	60	57	67	61	60	64
October	72	66	69	62	58	67	64	65	68
November	73	60	62	61	59	64	64	60	66
December	71	59	60	58	57	58	62	58	63
Totals:	952	806	772	745	708	765	739	756	797



Foothills Regional Services Commission
Approval Date: May 29, 2023

Policy Title: Use and Acceptance of Electronic Signatures

Policy Statement:

It is the policy of the Foothills Regional Services Commission to use and accept electronic signatures with the same force and effect as the wet signature, wherever appropriate, unless specifically prohibited by applicable legislation or the Commission's policies and procedures.

Purpose:

This policy is designed to:

- Increase productivity and efficiency of processes, as well as work flexibility.
- Adopt environmentally friendly workflows.
- Improve customer experience.
- Ensure the convenient and timely collection, dissemination, and preservation of information.
- Ensure that electronic signatures are used in ways that establish legal sufficiency.

Definitions:

“Electronic signatures” means electronic information that a person creates or adopts in order to sign the document and that is in, attached to or associated with the document.

“Electronic signature method” means any form of an electronic representation of a person's signature that can be linked or attached to an electronic document or transaction (example: signature block in an email, scanned hand-written signature, user authentication to an internal application, etc).

“Wet (manual) signature” means a signature made on the physical document using physical means, for example, ink signature by hand.

“Agreements” means a document, intended to be enforceable by law, that records an arrangement between the Commission and one or more parties to perform a course of action, and includes agreements, contracts, memorandums or understanding, and settlements.

Policy:

1. Recognition of Electronic Signatures and Exceptions

The Commission recognizes that electronic signatures are not to be denied legal effects, validity, or enforceability merely because they are in electronic form. At the same time, this Policy does not affect the Commission's ability to conduct transactions using wet signatures.

The Commission will not allow for the use and acceptance of an electronic signature, where the applicable legislation or Commission's policies prescribes the use of a wet signature.

2. Consent

Use of an electronic signature will only be with the consent of all parties. The Commission will not require other persons to use an electronic signature without their consent.

3. Method

This policy does not mandate any specific electronic signature method. The Commission reserves the right to verify the authenticity of the signatories or further request a wet signature if there are concerns with the validity of the electronic signature method provided.

4. Types of Documents

The types of documents electronic signatures could be used for:

- Minutes (after approval or adoption by the board)
- Bylaws (after approval or adoption by the board)
- Correspondence
- Financial Statements
- Agreements
- Credit Applications
- Email Approvals