

UNAPPROVED MINUTES OF THE LACOMBE REGIONAL WASTE SERVICES COMMISSION BOARD FEBRUARY 24, 2021

The meeting of the Lacombe Regional Waste Services Commission was called to order by Chairperson Grant Creasey at 1:15 p.m. in the Council Chambers of the Lacombe County office on Wednesday February 24, 2021.

Present

Commission Members:

Present:

Village of Alix	Barb Gilliat
Town of Bentley	Neil Maki
Lacombe County	Barb Shepherd
	John Ireland
City of Lacombe	Grant Creasey
	Thalia Hibbs
Town of Eckville	Colleen Ebden
Village of Clive	Luci Henry

Others:

Jay Hohn	LRWSC Commission Manager
Alissa Lundie	Recording Secretary
Dan Luymes	BDO Canada LLP

Welcome

Chairman Creasey welcomed the Commission Board to the first LRWSC meeting of 2021 in Council Chambers at the Lacombe County Office.

**RWS/01/21
Agenda**

Mr. Creasey asked the Board if there were any additions to the agenda.

Moved by Mr. Maki to approve the agenda as presented.

Carried Unanimously.

**RWS/02/21
Minutes**

Moved by Ms. Hibbs that the minutes of November 25, 2020 Organizational Meeting be approved.

Moved by Ms. Ebden that the minutes of November 25, 2020 Regular Meeting be approved.

Carried Unanimously.

**RWS/03/21
BDO Engagement
Partner Letter**

Mr. Luymes reported to the Commission the BDO Canada LLP letter stating the continuation being LRWSC auditors subject to the terms and conditions of their Agreement.

This agreement will remain in place and fully effective for future years until varied or replaced by another relevant written agreement. As Chartered Professional Accountants, the Engagement Partner includes:

- BDO's Role as Auditors
- Reporting
- Role of Management and those Charged with Governance
- Financial Statement Services
- Tax Services
- Additional Services BDO Provides
- Standard Terms and Conditions of the Agreement

**RWS/04/21
BDO Audit Planning
Process**

Moved by Ms. Gilliat that LRWSC Administration enter into an agreement with BDO Canada LLP of all the terms and conditions of the Engagement Partner Letter on behalf of the Commission. And furthermore, that the letter be received for information by the Commission.

Carried Unanimously.

Mr. Luymes reported to the Commission BDO Canada's audit plan for the audit of the LRWSC financial statements for the year ending December 31, 2020. Mr. Luymes also gave additional information on how the various processes work.

The report highlights and gives an explanation of key issues relevant to the audit as follows:

- Terms of Reference
 - Engagement Objectives
- Independence
- Audit Strategy Materiality:
 - Scoping
 - Identify and Assess Risk
 - Design Audit Response
 - Obtain Audit Evidence
 - Form Opinion
 - Report
- Risks and Planned Audit Response
- Fraud Discussion
- Independence Letter with respect to the Commission
 - Professional Conduct
 - Interpretations as per provincial institute/order
 - Safeguards required by BDO
- This year an Audit on the Pension Plan will also take place.

Moved by Mr. Ireland that the Commission Members acknowledge and receive BDO Canada LLP letter of independence with respect to the LRWSC within the meaning of the Rules of Professional Conduct of the Institute of Chartered Accountants of Alberta be received for information by the Commission.

Carried Unanimously.

**RWS/05/21
Waste Haul
Summaries**

Administration reviewed the Waste Haul summaries for the months of November and December 2020. Clarification was given in the following areas:

- Mr. Hohn reviewed the current dry rubble totals and wood totals how they compare to prior years.
- Mr. Hohn noted that annual tonnages are down at the Spruceville, Prentiss and Eckville locations and feels the implementation of checking for county residency is having an effect. Bentley numbers are up this year, most likely due to more residents cleaning up their properties this year, and some out of county garbage that came in before the proof of residency took effect.

Moved by Ms. Henry that the Waste Haul Summaries for the months of November and December 2020 be received as information by the Commission.

Carried Unanimously.

**RWS/06/21
Accounts Paid
YTD Budget
Comparative List**

Administration reported on the following with the Commission:

- Year to Date Budget Report December 31, 2020.
- Clarification given in regards to the Vehicle Parts and Batteries.

**Acct. Payable
Cheque Listing**

- Some of the categories that were over budget were connected to the insurance claim that the Commission was reimbursed for.
- Accounts Payable Cheque Listing from November 1 – December 31, 2020.

Moved by Mr. Maki that the YTD Budget Comparative to December 31, 2020, be received as information by the Commission.

Carried Unanimously.

Moved by Mr. Ireland that the Accounts Payable Cheque Listing from November 1- December 31, 2020 be received as information by the Commission.

Carried Unanimously.

**RWS/07/21
Equipment Storage
Building**

Mr. Hohn requested that the Commission Board approve funding to construct a two-bay addition onto the current equipment storage building located at the Prentiss site, to house both the mattresses collected for the mattress recycling program and the additional equipment that the Commission has acquired during the last year, as the existing shop space is too small.

Part of the grant that DOW Canada has generously provided the Commission was to be used to construct a building to house the mattresses, and that structure was originally planned was going to be a tarp structure with a lifespan of 8-10 years. With the success of the program, more of those grant funds will be required to fund the actual recycling of the mattresses.

Mr. Hohn proposed that the Commission install an addition onto our existing Equipment Storage Building to accommodate both purposes as it would be the most cost effective, and best long-term solution for the Commission. Mr. Hohn proposed constructing a two-bay addition, one bay being a 25'x40' for our equipment storage needs, and a second 30'x40' bay for the mattress storage.

Mr. Hohn received 3 quotes from different contractors to construct a pole shed style metal building, and the best option came in at \$76,105.00.

Kevin Bajema \$76,105.00 plus GST, insulation, and electrical
Scott Builders \$101,165.00 plus GST, insulation, and electrical
Tricon Builders \$99,723.00 plus GST, insulation, and electrical

Mr. Hohn requested a budgeted amount of \$100,000.00 to complete the construction of the addition. This amount would include the construction costs and leave a buffer for any unplanned costs that may come up. Construction could commence March 2021 if approved. Mr. Hohn requested that the construction of the addition be funded from the Unrestricted Surplus Reserve and it would leave a balance of approx. \$306,000.00 in the reserve after funding.

Mr. Hohn reported that he also contacted DOW Canada in regards to their funding of the Mattress program, and let them know that we will be using all the funds just on recycling alone, and will have to exclude the construction of a building from the funding. They have indicated that they will look at possibly providing funds for construction of a building separate from the actual recycle program, however, that decision may not be made until at least May 2021. If the additional funding is approved, we could potentially get reimbursed approximately \$43,000.00 for the mattress side of the building addition.

Moved by Ms. Shepherd that the Commission Board approve constructing a permanent Equipment Storage/Mattress building addition to the current Equipment Storage Building at a

**RWS/08/21
Amend Policy WS(13)**

cost up to \$100,000.00 to be funded from the Unrestricted Surplus Reserve.

Carried Unanimously.

Mr. Hohn requested the Commission Board approve an update to Policy WS(13). Currently the Equipment Maintenance Reserve included in Policy WS(13) ensures that there are adequate funds in place to maintain the undercarriage on the tracked loader.

Mr. Hohn requested that the fund also allow for any non-warranty repairs to equipment like the Excavator and Tri-drive trucks.

The Commission board discussed the matter and felt the definition of the reserve should be expanded to encompass all of the Commissions equipment, not be solely designated to any particular unit like the Track Loader, Excavator or Tri-Drive truck and the policy should state that the funds are to be used for any non-warranty equipment repair. The reserve will also be funded as per the Commission Boards recommendation.

Mr. Hohn also requested that the maximum balance of the Equipment Maintenance Reserve be increased from \$50,000.00 to \$100,000.00.

Amended policy will read as follows:

Equipment Maintenance Reserve

Purpose: **To ensure adequate funds are available to complete any non-warranty equipment repairs that occur outside of regular maintenance on any of the equipment that is owned by the Commission.**

Source of Funding: Annual budgeted contribution approved by the Commission.

Maximum Balance: ~~\$50,000~~ **\$100,000**

Moved by Ms. Gilliat that the Commission Board approve the amended description in Policy WS (13) Financial Reserves Terms of Reference, to include the updates to the Equipment Maintenance Reserve and to increase the maximum reserve amount to \$100,000.00.

Carried Unanimously.

**RWS/09/21
Amend Policy WS(14)**

Mr. Hohn requested that the Commission Board approve an update to Policy WS(14) as it specifically outlines that the Commission will subsidize the purchase of safety footwear and rain gear for employees of the Commission. Currently the annual allotment for safety footwear and raingear for the Commission employees is \$250.00.

Mr. Hohn requested that the policy definition be revised to be broader in nature so it can include any additional safety gear that employees may require for their specific needs for example, masks or high visibility clothing. Mr. Hohn proposed that Policy WS(14) be amended as follows:

1. The Commission will subsidize the purchase of **relevant approved personal protective safety equipment as a condition of employment.** ~~safety footwear and rain gear for employees who are required to wear protective footwear and rain gear as a condition of employment.~~ The maximum reimbursement is \$250 year and the request for reimbursement must be accompanied by a receipt and approved by the Commission Manager or his

designate. All safety footwear shall be Canadian Standards Association approved.

Moved by Ms. Henry that the Commission Board approve the amended Policy WS (14) Personal Protective Equipment as presented.

Carried Unanimously.

**RWS/10/21
Manager's Report**

Mr. Hohn reported on the following Manager's Report to January 31, 2021. The highlights are as follows:

- Staff Update.
- Equipment Storage Shop Repairs – repairs to the damaged shop have now been completed.
- One Ton Truck update – truck repairs are complete, will be looking at upgrading it from a gas to a diesel engine unit as it is due to be replaced.
- Mattress Recycling Program – we have shipped 532 mattresses and diverted 600 mattresses since the start of the program.
- Cell 5 Excavation/Cell 3 & 4 Reclamation – Cell 3 is closed, Cell 4 is mostly closed and Cell 5 was put into use on January 11, 2021.
- Wood Stockpiling – 388MT of wood has been shredded and sold to Stickland farms. Cost for shredding, including the proceeds came to \$8,260.00
- Covid 19 Enhanced Protocols – protocols are going well.
- Cell 4 fire – Cell 4 started on fire on January 12, and it has been extinguished.

Moved by Ms. Hibbs that the Managers Report be received as information by the Commission.

Carried Unanimously.

Next Meeting

The next regular meeting of the Commission will be held April 28, 2021 at 1:15 p.m. in the LRWSC Administration Boardroom at Prentiss.

**RWS/11/21
Adjourn**

Moved by Ms. Gilliat that the meeting adjourns.

**Time: 2:27 p.m.
Carried Unanimously.**

Chairperson

Manager