

UNAPPROVED MINUTES OF THE LACOMBE REGIONAL WASTE SERVICES COMMISSION BOARD APRIL 28, 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 April 28, 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
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

Regrets:

City of Lacombe	Thalia Hibbs
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Welcome

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

**RWS/12/21
Agenda**

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

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

Carried Unanimously.

**RWS/13/21
Minutes**

Moved by Ms. Gilliat that the minutes of February 24, 2021 Regular Meeting be approved.

Carried Unanimously.

Business Arising from the February 24, 2021 Minutes

RESOURCE RESOLUTION RWS/07/21

**RWS/14/21
Equipment and
Mattress Building
Update**

On February 24, 2021, the Commission Board approved an addition to the existing storage building at the Prentiss site. Mr. Bajema submitted the best quote and the contract was awarded to him.

Mr. Hohn reported to the Commission Board that since the approval was given, Mr. Bajema has had to withdraw his services as he felt he could not complete the project this year as delays in obtaining engineered drawings and permit approvals for the building prevented him from scheduling the project in.

Mr. Hohn reported that he has since sourced another contractor, Premium Built Structures, who has provided a competitive quote and they are able to start construction in the late summer of 2021.

The new quote is slightly lower than the previous approved quote, and total cost of the building addition should come in under budget at about \$86,000.00.

***Moved by Mr. Maki that the Equipment and Mattress Building update be received as information by the Commission.
Carried Unanimously.***

**RWS/15/21
BDO Presentation**

Mr. Luymes of BDO Canada LLP presented a draft audit of the Financial Statements of LRWSC for the year ending December 31, 2020. He reviewed the following items with the Commission:

1. Independent Auditor's Report (explained the process)
2. Statement of Financial Position
3. Statement of Operations (income statement)
4. Solid Waste Closure and Post- Closure Liabilities
5. Notes to Financial Statements
6. Accumulated Surplus
7. Debt Limits – we have borrowed nothing.
8. Statement

As requested, further explanation was given on the following items:

- Post Closure Liabilities
- Reserves – contributions
- Sick Leave bank
- Closure/Post closure
- Pension Plan
- Note 12 clarification

***Moved by Ms. Henry that the 2020 Financial Statement from BDO Canada LLP be adopted as presented.
Carried Unanimously.***

1:51 p.m.

Mr. Luymes withdrew from the meeting

**RWS/16/21
2020 Annual Report**

Mr. Hohn presented the following Annual Report to the Commission Board. The report covers the period from January to December 2020 for the Prentiss Landfill, EPEA Registration No. 18530-01-01. The purpose of this report is to meet requirements under the Code of Practice for Landfills section 10(2) by providing the following information:

- the types and volume of wastes disposed of at the landfill in the preceding year, and the locations of disposal of wastes requiring special handling
- groundwater monitoring results
- adjustments to financial security for closure and post closure.

Waste Quantities

9418.039 tonne of inert dry waste was landfilled at the Prentiss site in 2020. Due to a lack of shingle recycling opportunities, we added the accumulated shingles (276.682 tonne) to the landfill totaling 9694.72 tonne for the year.

Diverted and recycled material amounted to 2207.65 tonnes. This diverted material included burnable wood, mattresses, and metal. White goods units were 1410.

Tires, e-waste, white goods, used oil and containers, pesticide containers, propane tanks and household hazardous goods are collected by qualified Alberta Recyclers.

During the year, 9458.57 tonnes of municipal solid waste was hauled to the West Dried Meat Lake landfill located in Camrose County.

Groundwater Monitoring

Envirowest Engineering INC. was again hired to do the required groundwater monitoring at the Prentiss Landfill Site. The wells were sampled in December of 2020, and the report was received February, 2021.

There was very little change to the results of previous years with nothing out of the ordinary as far as impact from landfilling operations. We have seen a continuing rise in Chloride concentrations in Monitoring Well 05 which is next to the Agricultural Chemical Container Shed, but levels are still within acceptable limits as set out in the Code of Practice for Landfills. In the Spring of 2020, we installed eaves troughs and built up the ground base on the Agricultural Chemical Container Shed.

Moved by Ms. Ebden that the 2020 Annual Report be received as information by the Commission.

Carried Unanimously.

RWS/17/21 Waste Haul Summaries

Administration reviewed the Waste Haul summaries for the months of January, February and March 2021. 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 tonnages have increased significantly at the Eckville transfer site compared to this time last year. There is no clear reason for these increases so some investigation will be done.

Moved by Ms. Gilliat that the Waste Haul Summaries for the months of January, February and March 2021 be received as information by the Commission.

Carried Unanimously.

RWS/18/21 Accounts Paid YTD Budget Comparative List Acct. Payable Cheque Listing

Administration reported on the following with the Commission:

- Year to Date Budget Report March 31, 2021.
- Clarification given in regards to Other Revenue
- Accounts Payable Cheque Listing from January 1 – March 31, 2021.

Moved by Mr. Ireland that the YTD Budget Comparative to March 31, 2021, be received as information by the Commission.

Carried Unanimously.

Moved by Mr. Ireland that the Accounts Payable Cheque Listing from January 1- March 31, 2021 be received as information by the Commission.

Carried Unanimously.

RWS/19/21 RSC Bylaw Amendments

On September 1, 2020 the provincial government amended Part 15.1 of the Municipal Government Act (MGA) for Regional Service Commissions (RSC) that take effect Sept 1, 2021.

The amendments to Part 15.1 of the MGA include ministerial approval is no longer required, and all RSC's must have bylaws that include all of the following;

1. The provision of the Commission’s Services and Service Area
2. Administration of the Commission
3. The Process for changing of Directors and the Chair, and for establishing the terms of office
4. The process for adding or removing members
5. The fees to be charged for services provided (see current Rates bylaw)
6. The disposal of assets of the Commission
7. The process of disestablishment of the Commission, including the treatment of assets and liabilities on disestablishment

Administration advised the Commission Board that they review and add input to the amended bylaws to have them finalized for the next Board meeting.

Once the bylaws are amended, Administration recommended that a lawyer looks them over for final editing.

The proposed changes to the bylaws are as follows:

**LACOMBE REGIONAL WASTE SERVICES COMMISSION
BYLAW No. 1- 2021**

**BEING A GOVERNANCE BYLAW OF THE
LACOMBE REGIONAL WASTE SERVICES COMMISSION**

WHEREAS the Lacombe Regional Waste Services Commission has been established by Alberta Regulation 105/2013, and

WHEREAS the first Board of Directors and Chairperson of the Lacombe Regional Waste Services Commission were appointed through Ministerial Order L:139/13 in accordance with the *Municipal Government Act*, and

~~**WHEREAS** pursuant to Section 602.07(1) (a) of the *Municipal Government Act*, the Lacombe Regional Waste Services Commission must pass a bylaw respecting the appointment of its Directors and the designation of its Chair, and~~

~~**WHEREAS** a bylaw passed under Section 602.07(1) (a) of the *Municipal Government Act*, must be approved by the Minister of Municipal Affairs before coming into force,~~

WHEREAS Bill 22, the Red Tape Reduction Implementation Act, September 1, 2020, amended the MGA by requiring commissions to pass bylaws to meet these requirements of section 602.09 of the Act,

8. The provision of the Commission’s Services and Service Area
9. Administration of the Commission
10. The Process for changing of Directors and the Chair, and for establishing the terms of office
11. The process for adding or removing members
12. The fees to be charged for services provided (see current Rates bylaw)

13. The disposal of assets of the Commission

14. The process of disestablishment of the Commission, including the treatment of assets and liabilities on disestablishment, and

WHEREAS a Commission is a corporation under section 602.05 of the MGA with natural person powers under section 602.13

WHEREAS the existing Bylaws No. 1-2013 and 2-2013 was adopted on September 30, 2013 and the Board wishes to repeal those bylaws

NOW THEREFORE the Board of Directors of the Commission enacts the following:

1. DEFINITIONS

- 1.1. "Act" means the Municipal Government Act, R.S.A. 2000, c. M-26 as amended from time to time;
- 1.2. "Annual Meeting" means the Meeting of the Board and the Members to be held on a date and at a location to be determined by the Board in accordance with this Bylaw;
- 1.3. "Auditor" means the auditor of the Commission appointed by the Board pursuant to Section 9.2 hereof;
- 1.4. "Board" means the Board of Directors of the Lacombe Regional Waste Services Commission appointed from time to time;
- 1.5. "Budget" means the capital budget and the operating budget required by the Act;
- 1.6. "Chair" means the Chairperson of the Board designated or elected as Chairperson of the Board;
- 1.7. "Commission" means Lacombe Regional Waste Services Commission;
- 1.8. "Director" means the representative of a Member on the Board appointed in accordance with this Bylaw;
- 1.9. "Municipalities" means the members of the Commission;
- 1.10. "Manager" means the person appointed by the Board as Manager in accordance with this Bylaw;
- 1.11. "Member" or "Members" means the member municipal authorities as set out in the Regulation;
- 1.12. "Regular Meeting" means the meetings of the Board to be held each year on dates and at locations to be determined by resolution of the Board pursuant to Section 4.2 hereof;
- 1.13. "Regulation" means Alberta Regulation No. 105/2013.
- 1.14. "Special Meeting" means a meeting of the Board called in accordance with Section 4.9 of this Bylaw;
- 1.15. All other words in this Bylaw are as defined or used in the Act or the Regulation.

2. REPEAL

- 2.1. Bylaws No. 1-2013 and 2-2013 are repealed and replaced by this Bylaw 1-2021

3. SERVICES AND SERVICE AREA

- 3.1. The Commission is authorized to provide solid waste management services
- 3.2. The Commission area is within the boundaries of its members (unless otherwise specified) and outside the boundaries of its members with approval of the municipality within whose boundaries the services may be provided.

4. BOARD OF DIRECTORS

- 4.1. The Board shall consist of eight of Directors that shall be appointed as follows:
 - 4.1.1. Two (2) elected officials appointed by a member municipality of the Commission with a population of 10,000 or more residents, or;
 - 4.1.2. One (1) elected official appointed by a member municipality of the Commission with a population of under 10,000 residents.
- 4.2. At any time, the Board may terminate the appointment of the Board member or alternate member at the request of the member municipality whom it has appointed and appoint a replacement member or if the Board member:
 - 4.2.1. Not eligible for nomination;
 - 4.2.2. Ceases to be eligible for nomination under the Local Authorities Election Act;
 - 4.2.3. Becomes a judge;
 - 4.2.4. Absent from regular Board meetings for three consecutive meetings; or
 - 4.2.5. Convicted of offense – 5 years or more;
- 4.3. The Chair and Vice-Chair, shall be elected at the annual organizational meeting by the members of the Board;
- 4.4. The term of the Chair and Vice-Chair shall be one year.

5. MANAGEMENT

- 5.1. The management of this Commission shall be vested in the Board.

6. BOARD MEETINGS

- 6.1. Except as otherwise provided, the business of the Board shall be conducted at meetings of members of the Board.
- 6.2. The Board, by resolution, may establish the date and number of Regular Meetings held during a year, however there shall be not less than two (2) regular meetings per year.
- 6.3. Notice of the time and place of any regularly scheduled meeting of the Board need not be given to the members of the Board.
- 6.4. The Board shall call an Annual Meeting which shall be held no later than December 15th of each year.

- 6.5. Written notice of the Annual Meeting shall be provided to each Member by email or mail postmark not less than thirty (30) days prior to the date of the Annual Meeting.
- 6.6. At the Annual Meeting, the audited financial statements shall be presented to the Board and the Chair shall report on the activities of the past year of the Board and future plans of the Commission.
- 6.7. The Board shall call an Organizational Meeting prior to December 31st of each year.
- 6.8. The Chair:
 - 6.8.1. May call a Special Meeting at the discretion of the Chair; and
 - 6.8.2. Shall call a Special Meeting upon receipt of written request by at least two (2) directors.
- 6.9. Seven (7) days' notice of a special meeting of the Board shall be given to each member of the Board personally or by ordinary mail addressed to him or her at his or her address as shown on the records of the Board, provided that any member may waive notice.
- 6.10. A quorum of the Board, at all meetings of the Board, shall consist of a majority of members of the Board.
- 6.11. Subject to the other provisions of this Bylaw, a Resolution passed by a majority of the votes at any duly constituted meeting of the Board shall be binding.
- 6.12. The Chair shall preside at meetings of the Board and in the absence of the Chair the Vice-Chair and in the absence of the Chair and the Vice-Chair the meeting may elect a Chair.
- 6.13. A Resolution in writing signed by all the members of the Board shall be of the same force and effect as if the same had been passed by a majority of the votes cast at a duly constituted meeting of the Board.
- 6.14. The conduct of meetings of the Board shall be determined by the Board.

7. SEAL

- 7.1. The Board shall adopt a seal of the Commission and the seal shall be in the custody of the Manager under the control of the Board.

8. DUTIES OF THE BOARD

- 8.1. The Board shall formulate programs, policies, procedures, rules and regulations concerning all aspects of the affairs of the Commission in accordance with the Act and the Board shall be at liberty to exercise any or all of the powers of the Commission

granted to the Commission pursuant to the Act for the purpose of carrying out the objects of the Commission

8.2. The Board shall enter into service contracts with Members and other entities for the transportation and disposal of solid waste.

8.3. The Board may appoint such other committees consisting of its members or of other persons or any combination thereof as it may deem expedient for the furtherance of the objects of the Commission and in so doing may delegate, subject to the limitations contained in the Act, any of its powers or duties and prescribe such terms of reference as it may deem fit.

8.4. The Board may from time to time establish rates for the payment of remuneration to its officers and members or alternate members of the Board and the Board may reimburse the members of the Board, its officers, employees or any other persons for expenses incurred on behalf of the Commission.

8.5. The Board may from time to time retain such consultants, engineers, managers, clerks, servants and agents as the Board may deem necessary from time to time.

9. OFFICERS

9.1. The Officers of the Commission shall include:

9.1.1. A Chair;

9.1.2. A Vice-Chair;

9.1.3. A Manager; and

9.1.4. Any other officers as deemed necessary by the Board.

All officers of the Commission shall hold office at the pleasure of the Board and may be removed or replaced by the Board at any time.

9.2. The Chair shall:

9.2.1. preside over all meetings of the Board;

9.2.2. Vote as a normal member of the Board; and

9.2.3. Co-sign with the Manager all cheques and expenditures from funds administered by the Commission.

9.3. The Vice-Chair shall:

9.3.1. Preside over all meetings of the Board in the absence of the Chair;

9.3.2. Assist the Chair in all duties as required; and

9.3.3. Co-sign with the Manager all cheques and expenditures in the absence of the Chairman.

- 9.4. The Manager shall act as the administrative head of the Commission and without limiting the foregoing, the Manager shall:
- 9.4.1. Prepare and administer the operational and capital budgets of the Commission;
 - 9.4.2. Ensure that the policies and programs of the Commission are implemented;
 - 9.4.3. Advise and inform the Board on the operations and affairs of the Commission;
 - 9.4.4. Maintain custody of the seal of the Commission and when required on any instrument requiring the seal of the Commission, affix the same together with one of the Chair or the Vice-Chair;
 - 9.4.5. Perform the duties and exercise the powers assigned to the Manager in this Bylaw;
 - 9.4.6. Perform the duties and exercise the powers required of the Manager in the Act or any other applicable legislation;
 - 9.4.7. Cause the funds of the Commission to be received and disbursed in accordance with the directions of the Board, subject to this Bylaw;
 - 9.4.8. Provide the Board with estimated revenue requirements to meet the expenditures of the Commission and the rates and fees to be charged to Members and customers of the Commission;
 - 9.4.9. Cause to be kept detailed accounts of all income and expenditures including proper vouchers for all disbursements of the Commission;
 - 9.4.10. Cause to be rendered to the Board at regular meetings or whenever required by the Board an account of all transactions of the Commission and the financial position of the Commission;
 - 9.4.11. Cause all facts and minutes of all proceedings to be kept on all meetings of the Commission;
 - 9.4.12. Cause all notices to be given to members and to directors required by this Bylaw;
 - 9.4.13. Cause to be kept all books, papers, records, correspondence, contracts and other documents belonging to the Commission and shall cause the same to be delivered up when required by the Act or when authorized by the Board to such person as may be named by the Board;
 - 9.4.14. Shall carry out any lawful direction of the Board from time to time;
 - 9.4.15. Make all necessary arrangements for meetings of the Board, including reservation of meeting rooms and notifying

all members of the upcoming meetings a reasonable length of time before the meetings;

9.4.16. Make such arrangements as shall be necessary for insurance coverage for the Commission;

9.4.17. Be responsible for managing the day-to-day operations of the regional solid waste system and submit regular reports to the Board;

9.4.18. Prepare an annual report describing each year's operations of the regional solid waste system for presentation to the Board at the next meeting of the Board following December 31 in each year.

9.4.19. Prepare and file such reports as may be required under any Act or Regulation pertaining to the operation of the Commission.

9.5. The Board may select as Manager:

9.5.1. An individual that is an employee of the Commission;

9.5.2. An individual or firm engaged on a contractual basis; or

9.5.3. One of the members of the Commission

9.6. In addition to the duties set forth herein, the Officers shall have such duties as the Board may from time to time determine.

10. BOOKS, RECORDS AND FINANCIAL

10.1. The Board shall cause to be kept proper books of account and records and such books of account and records together with all papers and other documents relating to the Commission shall be kept at the office of the Commission and shall be open during reasonable business hours to the inspection and examination of every member of the Commission.

10.2. The Board shall appoint an auditor who is a chartered accountant, certified general accountant or certified management accountant and who is a member in good standing with their professional association in Alberta.

10.3. The Board may enter into an agreement or agreements with the Government of the Province of Alberta or any of its agencies regarding the provision of assistance to the Board to defray capital expenses or operation costs.

10.4. Any agreements provided for under sub-section 9.3 shall be subject to approval by the Board and such approval shall be recorded by a Minute of the Board and each Minutes shall authorize the Chairman and the Manager, or in the absence of the Manager or Chairman the Vice-Chairman, to sign the agreement on behalf of the Board and thereby bind the Board to the terms, conditions and provisions of the agreement.

- 10.5. The Manager shall have the power to authorize, verify and approve all non-budgeted capital or operating expenses not exceeding Twenty Thousand (\$20,000.00) Dollars from the funds of the Board. The Manager shall report any expenditures of non-budgeted funds at the next meeting of the Board.
- 10.6. Non-budgeted capital or operating expenses in excess of Twenty Thousand (\$20,000.00) Dollars shall require the authorization, verification and approval of the Board.
- 10.7. Each year's operating budget shall include such allowance as may be approved by the Board for the replacement of the capital assets of the Commission.
- 10.8. No provision shall be made in the budget for the Commission for any year for an operating surplus or deficit except that subject to and in accordance with the Act and the Budget, the Commission may accumulate operating surplus funds to an amount up to but not exceeding 50% of the annual operating expenditures in any year and may accumulate capital reserve funds.
- 10.9. The Board, for each calendar year, shall set its budget in a manner to provide for the full recovery of all expenses.

11. CHANGE IN MEMBERSHIP

- 11.1. The Board may agree to the addition of another municipality as a Member of the Commission if sufficient capacity for the transportation and disposal of solid waste can be made available.
- 11.2. A new Member shall be required to pay the proportionate share of the appropriate capital costs.
- 11.3. A Member may apply to withdraw from membership of the Commission upon two (2) years notice. A member withdrawing from membership shall not be entitled to any of the assets of the Commission.
- 11.4. The Board of Directors may remove a member of the Commission with 2/3 majority vote for just cause giving 6 months' notice to the member.
- 11.5. The Commission shall also require a majority resolution from 2/3 of its members for the removal of a member for just cause.
- 11.6. In the event the Commission and a Member requesting removal or being removed are unable to come to an agreement, the matter shall be submitted to arbitration pursuant to the Arbitration Act of Alberta.

With the addition or removal of a member applicable bylaws may be required to be updated.

12. MEMBER REQUIREMENTS / RESPONSIBILITIES

12.1. The operation of the Lacombe Regional Waste Services Commission is funded through an annual requisition levied on the participating municipal members. The membership agreement for the Lacombe Regional Waste Services Commission authorizes the Board to determine a system for the equitable sharing of costs by the Member municipalities.

13. CUSTOMERS

13.1. Customers or Agencies, other than the member Municipalities who wish to obtain services from the Commission shall be required to enter into an Agreement with the Commission in order to obtain such service. The Commission may affix a user fee on the basis deemed necessary with regard to such customers.

14. DISPOSAL OF ASSETS BY THE COMMISSION

14.1. The Administration of the Commission may dispose of assets of value less than \$20,000.00 without Board approval.

14.2. The Administration may not, without majority vote, sell any of its land, buildings, equipment, or personal property with a value greater than \$20,000.00.

15. DISESTABLISHMENT OF THE COMMISSION

15.1. The Board of Directors may consider to disestablish the Commission and if so, the following is required:

15.1.1. First, a vote of unanimous consent of the Board of Directors to disestablish the Commission

15.1.2. Second, a vote of majority from each member to disestablish the Commission

15.2. Upon the approval of the disestablishment of the Commission;

15.2.1. All members and non-members remain liable for closure and post closure costs for any landfills and facilities.

15.2.2. Assets may be liquidated with proceeds held in trust until any landfill closure and post closure liabilities have been satisfied by Provincial regulations or have been transferred to another entity to do so.

15.2.3. Once closure and post closure liabilities have been satisfied, surplus proceeds may be shared by its remaining members at the time of disestablishment at the agreed upon share percentage at the time of disestablishment.

16. AMENDMENTS

- 16.1. In accordance with **section 602.09** of the Act, a bylaw to amend this Bylaw does not come into force until it has been passed by a majority of the Directors of the Board;
 - 16.1.1. ~~Passed by a majority of the Directors of the Board; and~~
 - 16.1.2. ~~Approved by the Minister of Municipal Affairs.~~
- 16.2. This Bylaw may be amended from time to time by the Board by a majority of the votes cast at any duly constituted meeting of the Board.

Bylaw No. 1-2013, and 2-2013 are hereby rescinded.

**LACOMBE REGIONAL WASTE SERVICES COMMISSION
BYLAW No. 2- 2021**

**BEING A BYLAW RESPECTING THE FEES CHARGED BY THE
COMMISSION FOR SERVICES PROVIDED TO ITS CUSTOMERS
OR TO ANY CLASS OF ITS CUSTOMERS**

WHEREAS the Lacombe Regional Waste Services Commission has been established by Alberta Regulation 105/2013, and

WHEREAS pursuant to Section 602.07(1) (b) of the *Municipal Government Act*, the Lacombe Regional Waste Services Commission must pass a bylaw governing the fees charged by the commission for services provided to its customers or to any class of its customers, ~~and~~

~~**WHEREAS** a bylaw passed under Section 602.07(1) (b) of the *Municipal Government Act*, must be approved by the Minister of Municipal Affairs before coming into force,~~

NOW THEREFORE the Board of Directors of the Commission enacts the following:

SHORT TITLE

This Bylaw may be referred to as the “Service Fees Bylaw”

17. DEFINITIONS

- 1.1 “Act” means the Municipal Government Act, R.S.A. 2000, c. M-26;
- 1.2 “Board” means the Board of Directors of the Commission;
- 1.3 “Commission” means the Lacombe Regional Waste Services Commission;
- 1.4 “Customer” shall mean those parties that use the specific disposal services of the Commission;

18. SERVICE FEES

- 18.1. Service fees shall be established and revised from time to time through a Board approved policy;
- 18.2. A late payment penalty of 2% per month shall be charged on all account balances not paid within the net 30-day payment term

19. AMENDMENTS

- 19.1. In accordance with section 602.07(2) of the Act, a bylaw to amend this Bylaw does not come into force until the bylaw is:
- ~~19.1.1. Passed by a majority of the Directors of the Board; and~~
- ~~19.1.2. Approved by the Minister of Municipal Affairs.~~
- 19.2. This Bylaw may be amended from time to time by the Board by a majority of the votes cast at any duly constituted meeting of the Board.

Mr. Hohn reviewed the proposed changes to the bylaws with the Commission Board and asked for feedback on those changes.

There was a discussion on the following:

- Amount of notice that the Commission would give to a member if they were to be removed. Some Board Members felt the notice period may be too short. Ms. Henry supported the 6 month notice period, especially in the situation of non payment by a member.
- The Commission Board requested that Administration combine 14.1 & 14.2 together.

Moved by Ms. Shepherd that Administration makes the necessary revisions and forwards the proposed amendments for legal opinion to be read at the June 23, 2021 Board Meeting.

Carried Unanimously.

Administration reported to the Commission Board that a notice was received, and effective May 31, 2021 Alberta Infrastructure will no longer be paying for the disposal costs of Household Hazardous Waste.

Mr. Hohn explained that as Alberta Infrastructure will no longer pay the disposal costs for HHW, these costs will now be passed onto the collectors. The Commissions current carrier DBS Environmental has given notice that they will now be charging \$5.33/kg for solid waste HHW, and \$2.40/L for liquid HHW, which is estimated to cost LRWSC approximately \$20,000.00 just for the disposal fees. A special handling fee has also been implemented of \$500.00/each for any item containing mercury, peroxides, and spontaneous combustible materials.

Mr. Hohn also reported that there is no immediate solution coming from the Provincial Government, so it appears that it may be at

**RWS/20/21
Household
Hazardous Waste**

least 1-2 years that municipalities will be paying the disposal fees for the disposal of their HHW.

There are three options available for us to consider:

1. Stop collecting HHW to avoid the expected high disposal costs. The result would be the public illegally dumping HHW into landfills.
2. Charge a drop off fee for HHW items. The result would be the public illegally dumping into landfills.
3. Continue collecting the HHW as before, and absorb the extra costs.

Mr. Hohn stated that the recommended choice from an environmental perspective is to continue to collect the HHW from the public, and monitor our HHW bins for items that should not be in the bins to try to save some costs.

Moved by Ms. Gilliat that the Commission Board approve continuing the collection of Household Hazardous Waste at the Prentiss Facility.

Carried Unanimously.

***RWS/21/21
Electronics
Recycling***

Administration reported to the Commission Board that or many years the LRWSC has accepted computers and other electronics from the public to be recycled.

The current program through Alberta Recycling Management Authority is an end-of-life program that sees the electronics collected destroyed through shredding, and the components are recycled. This program is intended to prevent identity theft by destroying personal information on items that are dropped off at our facilities. Mr. Hohn explained that due to the extended period of time that the items are left at the facilities before being collected, leaves an opportunity for thieves to break into our facilities and take these recyclable materials that may contain personal information.

Mr. Hohn reported that a local company that has started collecting specific electronics (computers) that are slated for disposal. They remove the hard drives and destroy them (provides a certificate of destruction), and repairs are made to those computers to repurpose them to low-income families, students, and small businesses. They also donate computers to the Outreach Program for students. They have indicated that will pay a fee for the discarded computers depending on the type and they charge a fee when they sell the repurposed computers. This local company has also indicated that they are available to come to the Commissions facilities immediately to remove the computers when they come in, resulting in less computers ending up in the wrong hands.

Ms. Shepherd and Ms. Henry both felt that the repurposing of some of the electronics had merit and would be beneficial to the community. Ms. Henry requested that Administration put up signage indicating that some of the electronics being dropped off will be repurposed.

Moved by Ms. Shepherd that the Commission Board approve the distribution of publicly dropped off computers that can be repaired and repurposed for donation or resale.

Carried Unanimously.

**RWS/22/21
Compost Facility**

Mr. Hohn reported to the Commission Board that Ultimate Waste Services has approached him and inquired as to whether the Commission Board would be open to leasing 15-20 acres of the land at the Prentiss site to construct a Compost Facility.

Mr. Hohn stated that the Commission does have a parcel of land available in the South East corner of our property that is 17 acres in size and it does not take away any planned landfill cells. As the land is already designated for waste management, it makes sense for a possible Compost Facility to be located here.

Mr. Hohn indicated that at this point Ultimate Waste Services is just in the preliminary stages of planning for such a facility, so there is not much known about the potential viability of the request. It is unknown how this could potentially affect the Commission, but Mr. Hohn would like to explore the possibility of this project further with Ultimate Waste Services LTD.

The Commission Board directed Mr. Hohn to obtain the following information for future discussion.

- Who will do the composting?
- Will there be additional costs to the Commission?
- Ms. Shepherd asked if they have a completed site that could be toured, and Mr. Hohn indicated that this would be the first one for this company.

Mr. Ireland and Ms. Henry felt that a facility could be a positive and cost savings project and they supported Mr. Hohn gathering more information for future meetings.

Moved by Ms. Ebden that the Commission Board approve the Compost Facility report for information.

Carried Unanimously.

**RWS/23/21
Manager's Report**

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

- Staff Update.
- Staff training – first aid training.
- Lacombe County Service Agreements – agreements with Lacombe County expired December 31, 2020 and have now been renewed for 5 years at the same terms as before being costs plus 5%.
- Mattress Recycling Program – we have shipped nearly 900 mattresses since the beginning of the program and diverted 27MT from the landfill. Dow has committed to funding the project until the end of 2021. Ms. Shepherd directed Administration to draft a letter to Dow Canada, thanking them for their generous support for the Mattress Recycling Program.
- Covid 19 Enhanced Protocols – protocols are going well.
- Site Improvements – Gravel has been added to the main road into the rubble pile and the road this spring has been in excellent condition.
- Lethbridge Landfill Tour – Tour went well and ideas were shared. Lethbridge is going to investigate mattress recycling as well.
- Metal Recycling – metal is currently being crushed and this years rate is at \$110.00/MT which is up from last years \$60.00/MT.

Moved by Ms. Shepherd 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 June 23, 2021 at 1:15 p.m. in the LRWSC Administration Boardroom at Prentiss.

**RWS/24/21
Adjourn**

Moved by Ms. Gilliat that the meeting adjourns.

***Time: 3:14 p.m.
Carried Unanimously.***

Chairperson

Manager