

UNAPPROVED MINUTES OF THE LACOMBE REGIONAL WASTE SERVICES COMMISSION BOARD NOVEMBER 27, 2019

The meeting of the Lacombe Regional Waste Services Commission was called to order by Chairman Grant Creasey at 1:07 p.m. in the Boardroom of the Lacombe Regional Waste Services Commission Administration office on Wednesday November 27, 2019.

Present

Commission Members:

Present:

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

Others:

Jay Hohn	LRWSC Commission Manager
Alissa Lundie	Recording Secretary

Welcome

Chairman Creasey welcomed the Commission Board to the ninth LRWSC meeting of 2019 at the Administration Office at the Prentiss site.

**RWS/93/19
Agenda**

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

9c. Bylaw/Census
9d. Nova Recycling

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

Carried Unanimously.

**RWS/94/19
Minutes**

Moved by Ms. Russell that the minutes of October 09, 2019 Regular Meeting be approved.

Carried Unanimously.

Business Arising from the October 09, 2019 Minutes

No business arising from previous minutes

**RWS/95/19
Waste Haul
Summaries**

Administration reviewed the Waste Haul summary for the month of October 2019. Clarification was given in the following areas:

- Mr. Hohn reviewed the current dry rubble totals and how they compare to prior years. He also clarified how the totals are recorded from year to year for Alberta Environment and what would happen if the total amounts exceed the annual 10,000/T limit. Mr. Hohn is going to be looking at how the current system can be better streamlined to provide even more accurate totals.

Moved by Mr. Maki that the Waste Haul Summary for the month of October 2019 be received as information by the Commission.

Carried Unanimously.

**RWS/96/19
Accounts Paid
YTD Budget
Comparative List
Acct. Payable
Cheque Listing**

Administration reported on the following with the Commission:

- Year to Date Budget Report October 31, 2019
- Accounts Payable Cheque Listing from October 1, 2019 to October 31, 2019. Clarification given on the Administration and Payroll amount.

Moved by Ms. Russell that the YTD Budget Comparative to October 31, 2019, be received as information by the Commission.

Carried Unanimously.

Moved by Ms. Gilliat that the Accounts Payable Cheque Listing from October 1, 2019 to October 31, 2019 be received as information by the Commission.

Carried Unanimously.

New Business

**RWS/97/19
2020 Board
Meeting Dates**

The 2020 meetings for the Commission will be held at the Prentiss Transfer Site – Administration Building; 40123 Rge Rd 260 (*jct of Hwy 12 & Prentiss Road (Rge Rd 26-0) south 4 kms.* Wednesdays commencing at 1:15 p.m.

- February 26, 2020
- April 29, 2019 (2019 Audit)
- June 24, 2020
- August 26, 2020
- October 14, 2020 (2021 Budget Meeting)
- November 25, 2020 (Organizational Meeting)

Chairman Creasey requested that the start time of the meetings be adjusted slightly to a later time to better facilitate those board members who have a lunch hour.

Ms. Shepherd requested that Administration look at booking key note speakers to attend upcoming board meetings to give talks on possible options for the Commission to divert waste from the landfill.

Moved by Ms. Russell that the start time of the 2020 Commission Board Meetings be changed from 1:00 pm to 1:15 pm.

Carried Unanimously.

Moved by Ms. Shepherd that the Commission Board accepts the 2020 Commission Board Meeting dates as presented.

Carried Unanimously.

**RWS/98/19
Strategic Plan
Review**

Mr. Hohn reviewed the Strategic Plan with the Commission Board as part of our annual review and pointed out what items are still in progress and which ones are now completed.

Moved by Ms. Shepherd that the Commission Board receives the Strategic Plan Review for information.

Carried Unanimously.

**RWS/99/19
Request to Amend
Policy WS(2)**

Mr. Hohn proposed several changes to Policy WS(2) to the Commission Board.

Mr. Hohn stated that periodically, there are commercial haulers/businesses attending the transfer sites with rubble/wood/shingle loads that weigh in under the current 500kg charge threshold policy.

Some of these businesses will make multiple trips in a day (or days) to keep their weights under 500kg (a pickup truck full) to avoid paying the tipping fees, or so they have the ability to unload at the remote Transfer Stations which leads to over filling the rubble bins at these sites.

Mr. Hohn proposed prohibiting all commercial/business unloading of non-compactor wastes at our remote Transfer Sites and redirecting all commercial/businesses to the Prentiss Facility.

He also proposed a minimum dry rubble flat rate of \$25.00 up to 499kg, \$40.00 from 500kg to 1000kg, and \$40.00/MT over 1000kg and a minimum rate for shingles of \$40.00 up to 499kg, \$75.00 from 500kg to 1000kg, and \$75.00/MT over 1000kg. Charging a minimum charge on these loads would assist in covering the Commissions costs to process/recycle their waste.

Mr. Hohn recommended that farming operations and members of the general public will remain to be exempt from the minimum charges under 500kg for dry rubble.

The Commission Board agreed with the rate payers being exempt from the dry rubble minimum charge but felt that they should not be exempt from the minimum charge for shingle disposal. All shingle loads should be chargeable and received at the Prentiss Transfer Station only.

The proposed rates to be effective January 1, 2020 are as follows:

Rubble and Wood – Commercial Businesses and Haulers

\$25.00 up to 499 kg.
\$40.00 500 kg. – 1000 kg.
\$40.00/MT over 1000 kg.

Shingles – All Lacombe County Residents and Businesses

\$40.00 up to 499 kg.
\$75.00 from 500 kg. to 1000 kg.
\$75.00/MT over 1000 kg.

Moved by Ms. Shepherd that the Commission Board approves the proposed rate changes to Policy WS (2) Schedule A as presented as well as prohibiting all commercial unloading of non-compactor waste at our remote Transfer Stations to be effective January 1, 2020.

Carried Unanimously.

**RWS/100/19
Request to Amend
Policy WS(9)**

Mr. Hohn recommended that the Commission Board approve the following changes to Policy WS (9) which will update and simplify the current LRWSC policy.

The attached proposed policy reflects the following changes:

- Elimination of Schedule A and the policy will read as follows:

EXPENSES

- (1) The mileage rate will be based on the reasonable per-kilometer automobile allowance suggested by Canada Revenue Agency. The per kilometer rate shall be adjusted annually to reflect the suggested mileage allowance provided by Canada Revenue Agency.
- (2) Employees authorized to attend conventions, conferences, seminars, etc.

Reimbursement will be made for actual accommodation, meals and miscellaneous travel costs (i.e. economy airline tickets, taxi fees, parking fees, luggage fees, etc.).

Accommodation:

- Accommodation expenses shall be reimbursed at the approved event rate, government rate, or other economical accommodation in the locale of the event. Detailed receipts are required (must show GST paid).
- Costs associated with any personal entertainment, such as movies and in-room items or services are not eligible for reimbursement.
- Where private arrangements for accommodation are made and commercial accommodations are not used, an eligible rate of \$50.00 per night is to be reimbursed. No receipts are required.

Meals:

- When meals are not provided as part of the business event, meal expenses shall be reimbursed by the actual expense of the meal.

The actual expense of the meal is the amount shown on the bill, excluding alcoholic beverages or cannabis products, plus a gratuity not to exceed 15% of the meal cost. Detailed receipts are required. The maximum reimbursement for food and beverages cannot exceed \$100 per day, with the cost of one single meal not exceeding \$50, plus taxes and gratuities.

- (3) Employees are authorized to claim meal expenses as noted above when away from their normal place of work.

Expense accounts require approval of the respective Supervisor.

GUIDELINES/PROCEDURES:

1. Authorized individuals will be required to pay for their own expenses and submit an expense claim to the manager for approval. An expense claim may be submitted one month prior to the event.
2. Board Members wishing to attend conferences or conventions will be selected by giving priority to Members who did not attend a conference or convention the previous year.
3. In circumstances where reasonable accommodation will exceed the maximum amount allowed in the policy, prior approval must be obtained from the Commission Manager.
4. Mileage is based on the Lacombe County mileage calculation.
5. Compensation as per Alberta Labor Standards.

Moved by Mr. Ireland that the Commission Board approve the amendments to Policy WS (9) as presented, to become effective January 1, 2020.

Carried Unanimously.

***RWS/101/19
Municipal Census
Data***

Ms. Russell presented an email to Administration that was received by the CAO's in Lacombe County.

The email outlines how the Province of Alberta is going to be changing the way the municipal census numbers are collected. They are looking at implementing a system of provincially developed population estimates which will match other provinces methodology.

The transition should come into effect in 2021 and Administration will review both the upcoming changes and Policy WS (1) to assess whether the policy will need to be updated accordingly.

Ms. Gilliat moves that the Municipal Census Data Report be received as information by the Commission.

Carried Unanimously.

***RWS/102/19
Nova Chemicals
Recycling***

Ms. Shepherd reviewed with the Commission Board an email that was sent by Nova Chemicals in regards to the progress they are having with their "Rethink Recycling" program.

In an effort to divert as much waste as possible, they have installed several bins on their site for recycling, and to date have diverted 145 kg. of waste away from the transfer site.

Ms. Shepherd would like to set up a meeting with the manager at Nova and Commission representatives to see what kind of collaborative projects could be done with Nova Chemicals in the future. Ms. Shepherd will let the Commission Board know of the date and time once the meeting has been booked.

Ms. Gilliat moves that the Nova Chemicals Recycling report be received as information by the Commission.

Carried Unanimously.

***RWS/103/19
Manager's Report***

Mr. Hohn reported on the following Manager's Report to October 2019. The highlights are as follows:

- Alix/Mirror Burn Pit are complete
- Cell 3 Height Compliance update
- Prentiss Compactor Engine upgrade came to \$2262.88 plus install and the new engine is working very well.
- Site hour change feedback.
- SWANA Landfill Operator course.
- Lacombe County AG. Plastics Recycling.
- 2019 Skid Steer Exchange
- Scale House Upgrades
- 2006 Trail Blazer sale – sealed bids will be accepted until 11:00 am on December 9, 2019.
- Prentiss Site truck purchase – a suitable replacement has been found and it will be picked up by the end of the week.

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

Carried Unanimously.

Next Meeting

The next regular meeting of the Commission will be February 26, 2020 at 1:15 p.m. in the LRWSC Administration Boardroom at Prentiss.

***RWS/104/19
Adjourn***

Moved by Ms. Shepherd moves that the meeting adjourns.

Time: 2:40 p.m.

Carried Unanimously.

Chairperson

Manager