

UNAPPROVED MINUTES OF THE LACOMBE REGIONAL WASTE SERVICES COMMISSION BOARD FEBRUARY 23, 2022

The meeting of the Lacombe Regional Waste Services Commission was called to order by Chairman Grant Creasey at 1:10 p.m. in the Boardroom of the Lacombe Regional Waste Services Commission Administration office on Wednesday February 23, 2022.

Present

Commission Members:

Present:

Village of Alix	Barb Gilliat
Town of Bentley	Pam Hansen
Lacombe County	Dana Kreil
	Ken Weenink
City of Lacombe	Grant Creasey
	Don Gullekson
Town of Eckville	Jacquie Palm-Fraser
Village of Clive	Sarah Fahey

Others:

Jay Hohn	LRWSC Commission Manager
Alissa Lundie	Recording Secretary
Allan Lister	BDO Canada LLP
Joel Lutz	BDO Canada LLP

Welcome

Chairman Creasey welcomed the Commission Board to the first LRWSC board meeting of 2022.

**RWS/01/22
Agenda**

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

Mr. Hohn requested that one addition be made:

8 – HR Policy Update
9 – Tire Recycling

Moved by Ms. Gilliat to approve the agenda as amended.

Carried Unanimously.

**RWS/02/22
Minutes**

Moved by Ms. Kreil that the minutes of December 01, 2021 Organizational Meeting be approved.

Carried Unanimously.

Moved by Ms. Kreil that the minutes of December 01, 2021 Regular Board Meeting be approved.

Carried Unanimously.

**RWS/03/22
BDO Engagement
Partner Letter**

Mr. Lister 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

Moved by Ms. Hansen 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.

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

Mr. Lister reported to the Commission BDO Canada's audit plan for the audit of the LRWSC financial statements for the year ending December 31, 2021. Mr. Lister 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 Ms. Gilliat 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/05/22
Waste Haul
Summaries**

Administration reviewed the Waste Haul summaries for the month of November & December 2021 and January 2022. Clarification was given in the following areas:

- Mr. Hohn reviewed the current dry rubble totals, how they compare to prior years.
- How compactor totals compare to prior years.

Moved by Ms. Fahey that the Waste Haul Summary for the month of November & December 2021 and January 2022 be received as information by the Commission.

Carried Unanimously.

**RWS/06/22
Accounts Paid
YTD Budget
Comparative List
Acct. Payable
Cheque Listing**

Administration reported on the following with the Commission:

- Year to Date Budget Report December 31, 2021 & January 31, 2022.
- Accounts Payable Cheque Listing from

Nov. 1 – December 31, 2021 & January 2022.

Moved by Mr. Gullekson that the YTD Budget Comparative to December 31, 2021 & January 31, 2022 be received as information by the Commission.

Carried Unanimously.

Moved by Mr. Weenink that the Accounts Payable Cheque Listing from November 1- December 31, 2021 & January 2022 be received as information by the Commission.

Carried Unanimously.

**RWS/07/22
Tri-Drive Truck
Purchase**

Mr. Hohn reported to the Commission Board that an Invitation for Tender Request for a 2023 Tri-Drive Cab and Chassis, was posted on the Alberta Purchasing Connection website on December 10, 2021. The tender was made public up until January 17, 2022 at 11:00am. The long lead time was due to feedback from suppliers that one year was needed to meet the desired delivery date.

The Commission requested two sealed tenders from all submitting companies, and at the expiration of the invitation, three companies presented tenders. The tenders were from Freightliner, Kenworth, and Nortrux (Mack). The Request for Tender also asked for a trade in value of the Spare truck Unit 912 (2014 Freightliner).

Freightliner's tender was for a 2023 122SD Cab and Chassis, and it met the specifications of our request. The total cost with the required options was \$202,613.00 without a trade in, or \$137,613.00 with trade in (\$65,000.00).

Notrux's tender was for a 2023 GR86B Cab and Chassis, and it met the specifications of our request. The total cost with the required options was \$226,895.00 without a trade in, or \$171,895.00 with a trade in (\$55,000.00), subject to a reappraisal at delivery time.

Kenworth's tender was for a 2024 T880 Cab and Chassis, and it met the specifications of our request. The total cost with the required options was \$220,532 without a trade in. They did not provide a trade in value, but would offer one at delivery time. Kenworth also could not guarantee the purchase price stating that exchange rates, factory surcharges, and build availability were too unstable.

Mr. Hohn stated that past experience with Freightliner has demonstrated a dependable, consistent level of service, and they have always been very quick to respond to service work, and with parts delivery. The Commission has not dealt with the other two suppliers, so we would be unsure of the level of service we would receive from them.

With the strong resale market for trucks, Mr. Hohn will explore other options to dispose of our current 2014 Freightliner to obtain the best value for the truck.

Administration will have to have a deck mounted on the new Cab and Chassis to accommodate hauling bins once the unit is delivered. There is only one supplier that does that and it is Universal Handling Equipment based out of Red Deer. We had a quote for this work and it is \$89,989.00 plus GST, with a requote at time of the new truck delivery.

The Capital Equipment Replacement Schedule has \$232,468.00 saved for the new truck purchase. Purchasing the 2023 Freightliner 122SD with the quoted trade in value and installing the new deck will cost \$227,602.00.

Moved by Ms. Palm-Fraser that the Commission Board approve the purchase one 2023 Freightliner 122SD Cab and Chassis for an estimated total of \$202,613.00 or \$137,613.00 Plus GST (with trade in) and install the quoted deck from Universal Handling Equipment for \$89,989.00 plus GST funded from the Capital Replacement Fund.

Carried Unanimously.

***RWS/08/22
HR Policy Update***

Mr. Hohn informed the Commission Board that the LRWSC HR policy for hourly and salary employees needs updating to reflect recent changes to WCB legislation and Pandemic responses.

Mr. Hohn indicated that changes are fairly minor, and address changes to WCB legislation, unpaid leave exceeding 5 days in which employees must pay their portion of benefits and pension contributions, and addressing employees that do not have enough sick time to take time off for illness or quarantine during times of a pandemic.

Moved by Mr. Weenink that the Commission Board approve the Commission Board approve the changes to the LRWSC HR policies.

Carried Unanimously.

***RWS/09/22
Tire Recycling Plant***

Mr. Creasey informed the Commission Board that a C6 Energy Services has approached him about setting up a tire recycling plant and they were inquiring about the potential possibility of subleasing some of the land located at the Prentiss Transfer Station for the facility. The company indicated that they have all of their funding in place, and are currently looking for a location that would suit their needs.

Mr. Creasey wanted to see if the Commission Board was open to the idea of the project, and if they were, a presentation to the Commission Board could be scheduled in the future so they could get more information on the project.

The potential for recycling, diversion of tires, potential jobs and environmental benefits are strong points to consider with this project. Ms. Gilliat pointed out that projects like this definitely falls into the Commissions Strategic Plan.

Moved by Mr. Gullekson that Administration proceeds in further investigating the tire recycling plant.

Carried Unanimously

Time: 2:50 pm

***RWS/10/22
In-Camera - Staffing***

In-Camera Discussion - Staffing

Moved by Ms. Gilliat to move out of In-Camera

Time: 3:00 pm

Carried Unanimously.

***RWS/11/22
Manager's Report***

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

- Staffing – a full time employee had given notice, so we have hired a 0.6 position staff member and are looking at adding another 0.6 position for April 1, 2022 which will work for our organization better.
- Staff training – Our two Tri-Drive drivers are completing the Professional Drivers Improvement Course.
- Mattress Recycling Program – we have shipped 3006 mattresses and have diverted over 3166 mattresses since beginning the program which started October 5, 2020. Total weight of the diverted mattresses is estimated at 80 MT and the volume saved in the landfill is approx. 2700m3.
- Compost Facility – Administration is currently waiting on our Disposition Renewal with Alberta Public Lands and they have completed a site inspection on February 8th.
- Truck Purchase – We have purchased a 2012 Dodge Ram 3500 Diesel dually for \$41,700.00. It is set up and works great for our needs.
- 2013 Ram Sale – We have sold the 2013 Dodge Ram 3500 5.7l Hemi for \$25,500.00 gst. included.
- Deck Over Trailer – we have ordered the 30' Deck over trailer and it is scheduled to arrive in April.
- Recycled Plastics – Terracore Plastics has approached us about recycling #1, #2, and #5 plastics and making composite wood products with it. Terracore has indicated that they would like to use the Prentiss site as a first collection site for this project. This project would be a great partnership and work in conjunction with the Compost Facility.

Moved by Ms. Hansen 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 27, 2022 at 1:15 p.m. in the LRWSC Administration Boardroom at Prentiss.

***RWS/12/22
Adjourn***

Moved by Ms. Gilliat that the meeting adjourns.

***Time: 3:39 p.m.
Carried Unanimously.***

Chairperson

Manager