

**SMOKY LAKE COUNTY**

**A G E N D A:** County Council Meeting for the purpose of a  
**Utilities Meeting: Environmental Operations**  
to be held on

Tuesday, August 18, 2020 at 9:00 o'clock A.M.

Virtual through Zoom Platform – Smoky Lake

<https://us02web.zoom.us/j/82022437577?pwd=QVBYRUxLRWdHa0FvMk9vVVBiSHp5dz09>

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**1. Meeting:**

1.1 Call to Order.

**2. Agenda:**

Acceptance of Agenda:  
as presented or  
subject to additions or deletions

**3. Minutes:**

3.1. Adopt minutes of June 16, 2020– Utilities Meeting: Environmental  
Operations Meeting. ©

Recommendation: Motion to Adopt.

3.2 Utilities Meeting: June 16, 2020 Environmental Operations:  
**Action List.** ©

Recommendation: File for Information.

**4. Request for Decision:**

No request for Decision.

Recommendation: Councils Discretion.

**5. Issues for Information:**

5.1 Managers Report. ©

5.2 Evergreen Regional Waste Management Services Commission Meeting  
June 17, 2020. ©

5.3 Evergreen Regional Waste Management Services Commission Meeting  
July 15, 2020. ©

5.4 Warspite Sewage Lift station update as per motion 959-20  
of the Departmental Operations meeting held July 28, 2020. ©

5.5 Alberta Care Conference September 9-11<sup>th</sup> 2020. ©

Recommendation: For Discussion.

**6. Correspondence:**

6.1 Alberta Recycling Program - Pilot Project. ©

Recommendation: For Discussion.

**7. Delegation(s)**

**8. Executive Session:**

**9. Date and time of Next Meeting(s):**

**Adjournment**

**SMOKY LAKE COUNTY**

Minutes of the **Environmental Operations Meeting** (Water, Wastewater and Waste Management) held on Tuesday, **June 16, 2020** at 1:22 P.M. held virtually online through Electronic Communication Technology: Zoom Meeting.

The meeting was called to Order by the Chairperson Lorne Halisky in the presence of the following persons:

<u>Div. No.</u>	<u>Councillor(s)</u>	<u>ATTENDANCE</u> <u>Tuesday, June 16, 2020</u>
1	Dan Gawalko	Virtually Present
2	Johnny Cherniwchan	Virtually Present
3	Craig Lukinuk	Virtually Present
4	Lorne Halisky	Virtually Present
5	Randy Orichowski	Virtually Present
CAO	Cory Ollikka	Virtually Present
Asst CAO	Lydia Cielin	Virtually Present
Finance Manager	Brenda Adamson	Virtually Present
Env. Oper. Manager	Dave Franchuk	Virtually Present
Legislative Svcs/R.S.	Patti Priest	Virtually Present

\*\*\*\*\*

One member of the Media in virtual attendance: Smoky Lake Signal  
One member of the Public in virtual attendance.

**2. Agenda:**

875-20: Lukinuk

That the Smoky Lake County Environmental Operations Meeting Agenda for June 16, 2020, be adopted, as amended:

**Addition to the Agenda:**

1. Executive Session – Spedden Waste Transfer Site Land.

Carried Unanimously.

**3. Minutes:**

876-20: Gawalko

That the Minutes of the Smoky Lake County Environmental Operations Meeting held on Wednesday, April 15, 2020, be adopted as presented.

Carried.

877-20: Lukinuk

That the Action List from the Smoky Lake County Environmental Operations Meeting held on Wednesday, April 15, 2020, be filed for information.

Carried.

**4. Request for Decision:**

**Draft Letter to County's Insurer Priddle and Gibbs**

878-20: Lukinuk

That Smoky Lake County Council approve the letter as presented, to the County's Insurer: Priddle and Gibbs Adjusters to respectfully suggest more details are included with claim denial letters stated in layman's terms including timelines of events in response to Council's April 15, 2020, Motion #642-20: "That Smoky Lake County's Environmental Operations Manager prepare a letter for Council's review to the attention of, to express displeasure in the way they handled denying all County liability surrounding the matter of Claim Number 011927AY in regard to the June 26, 2019, Sewer Backup in the residence at 5004 52 Street Warspite, Alberta."

Carried.

Kyle Schole, Planning and Development Assistant, virtually joined the meeting 1:34 p.m.

**5. Issues for Information:**

**Environmental Operations: Manager's Report**

879-20: Cherniwchan That the Smoky Lake County Environmental Operations Manager's report for the period of April 8, 2020 to June 10, 2020, be accepted and filed for information.

Carried.

Jordan Ruegg, Planning and Development Manager, virtually joined the meeting, 1:47 p.m.

**Evergreen Regional Waste Management Services Commission – May 14, 2020 Minutes**

880-20: Orichowski That the agenda package received by Smoky Lake County from Evergreen Regional Waste Management Services Commission's Regular Meeting held on May 14, 2020 at the County of St. Paul No. 19's office, be filed for information.

Carried.

**Warspite Sewage and Storm Drain**

881-20: Orichowski That the information provided to Smoky Lake County Council from the Environmental Operations Manager, as prepared for June 16, 2020, in regard to plugging issues with the Warspite Sewage Lift Station pumps due items (which cannot break down) being flushed by residents; and, flooding issues with the Storm Drains being tied into the Sewage Lift Station due to excessive rainfall, be accept as presented.

Carried.

**6. Correspondence:**

**Alberta Recycling Program - Pilot Project**

882-20: Lukinuk That the correspondence received by Smoky Lake County from Alberta Recycling Program, dated May 11, 2020, in regard expanding the scope of products collect for the Electronics Recycling Pilot Project, which is estimated to divert up to an additional 24,600 tonnes of material, create more jobs and generate more revenue for Alberta's economy, be filed for information.

Carried.

**Addition to the Agenda:**

**8. Executive Session:**

**Waste Transfer Site and Staging Area at SE-33-59-12-4, Lot E, Plan 7921604**

883-20: Gawalko That Smoky Lake County Council go into Executive Session, to discuss a Land and Legal Issue in regard to the land legally described as SE-33-59-12-4, Lot E, Plan 7921604, commonly known as the Waste Transfer Site and Staging Area in the Hamlet of Spedden, under the authority of the FOIP Section 27: Privileged Information, time 1:56 p.m.

Carried.

884-20: Lukinuk That Smoky Lake County Council go out of Executive Session, time 2:13 p.m.

Carried.

**Waste Transfer Site and Staging Area at SE-33-59-12-4, Lot E, Plan 7921604**

885-20: Orichowski That Smoky Lake County Council **defer** discussion in respect to the land legally described as SE-33-59-12-4, Lot E, Plan 7921604, commonly known as the Waste Transfer Site and Staging Area in the Hamlet of Spedden to the next scheduled Council meeting to allow time to obtain a market value assessment of the said land.

Carried.

**Next Meeting**

886-20: Lukinuk That the next Smoky Lake County **Environmental Operations Meeting** be scheduled for **Tuesday, August 18, 2020 at 9:00 a.m.** to be held Virtually and/or in the County Council Chambers.

Carried.

**ADJOURNMENT:**

887-20: Halisky That the Smoky Lake County Environmental Operations Meeting of June 16, 2020 be adjourned, time 2:13 p.m.

Carried.

\_\_\_\_\_  
CHAIRPERSON



S E A L

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

**ACTION LIST:**

**June 16, 2020 Environmental Operations**



MOTION NO.	RESOLUTION	DEPARTMENT	ACTION	STRAT PLAN GOAL
878-20	That Smoky Lake County Council approve the letter as presented, to the County's Insurer: Priddle and Gibbs Adjusters to respectfully suggest more details are included with claim denial letters stated in layman's terms including timelines of events in response to Council's April 15, 2020, Motion #642-20: "That Smoky Lake County's Environmental Operations Manager prepare a letter for Council's review to the attention of, to express displeasure in the way they handled denying all County liability surrounding the matter of Claim Number 011927AY in regard to the June 26, 2019, Sewer Backup in the residence at 5004 52 Street Warspite, Alberta."	Enviro Ops Manager	<p>The letter below was emailed accordingly by the Enviro Ops Manager on June <u>23</u>, 2020.</p> <div style="text-align: right;">  <p><b>Smoky Lake County</b></p> <p>P.O. Box 310 4612 McDougall Drive Smoky Lake, Alberta T0A 3C0 Phone: 780-656-3730 1-800-656-3730 Fax: 780-656-3708 www.smokylakecounty.ab.ca</p> </div> <p>Municipal File: 11-59 Your File: Claim # 011927AY</p> <p>Priddle &amp; Gibbs Adjusters 17313 107 Avenue Edmonton AB T5S 1E5</p> <p>Sent via Email: andrea.yuhasz@priddlegibbs.com mike.priddle@priddlegibbs.com jeff.gibbs@priddlegibbs.com</p> <p>June 19, 2020</p> <p>To Whom It May Concern,</p> <p>Smoky Lake County Council is writing to express displeasure with the way your company handled denying all County liability surrounding the matter of Claim Number 011927AY in regard to the June 26, 2019, Sewer Backup in Pat Sidor's residence located at 5004 52 Street Warspite, Alberta.</p> <p>The copy of the claim denial letter to Pat Sidor received from Andrea Yuhasz, FCIP, dated March 19, 2020, admits the backup was caused by debris blocking the pumps in the sewer lift station and does not have a detailed explanation as to why the County was not held liable; it only quotes portions of the Municipal Government Act and mentions policy and procedures. The lack of details in the letter caused further frustration for the resident and created a negative view of the County, as clearly, the sewer backup was indeed caused by the County's equipment malfunction and yet, without any explanation in plain language, the County was not held liable.</p> <p>We respectfully suggest that more details are included with claim denial letters stated in layman's terms including a timeline of events showing the County did or did not fail to maintain a reasonable state of repair therefore proving or denying negligence on the part of the County.</p> <p>Yours truly,  Craig Lukinuk Reeve</p>	

**ACTION LIST:**

**June 16, 2020 Environmental Operations**



MOTION NO.	RESOLUTION	DEPARTMENT	ACTION	STRAT PLAN GOAL
885-20	That Smoky Lake County Council defer discussion in respect to the land legally described as SE-33-59-12-4, Lot E, Plan 7921604, commonly known as the Waste Transfer Site and Staging Area in the Hamlet of Spedden to the next scheduled Council meeting to allow time to obtain a market value assessment of the said land.	Enviro Ops Manager  Planning & Dev	<p><u>Jordan Ruegg</u></p> <hr/> <p>From: Alison Reid &lt;alison@saag-gis.com&gt; Sent: June 15, 2020 5:23 PM To: Jordan Ruegg Subject: RE: Assessment - Plan 7921604, Lot E (Roll #22080090)</p> <p>Hello Jordan,</p> <p>In reviewing the calculation of the land assessment, I discovered that an override value of \$950 was placed on the land back in 2003 but I have no notes to indicate why that was done????</p> <p>I have now removed the override and the land calculation comes up as \$3,340 as an estimate of market value for July 1, 2019. The last vacant sales of much smaller lots in 2016 were \$2,250. I reduced the assessment in Spedden last year by 10% so those lots that sold are now assessed at \$2,000.</p> <p>With the current market conditions being uncertain, I have no idea what an estimate of market would be as of today.</p> <p>I have had one sale in May for an improved property which sold for \$120,000 and the assessment is \$95,000. There may have been chattels included but it does show the market is holding????</p> <p>What are they asking for the lot?</p> <p>Thanks</p> <p>Alison</p> <p>Alison Reid Senior Assessor Accurate Assessment Group Ltd.</p> <p>Main: 1.780.723.4000      Mobile: 1.780.728.9058 E-mail: <a href="mailto:alison@saag-gis.com">alison@saag-gis.com</a>      Website: <a href="http://www.aag-gis.com">www.aag-gis.com</a></p> <hr/> <p>From: Jordan Ruegg [mailto:jruegg@smokylakecounty.ab.ca] Sent: June 11, 2020 1:17 PM To: Alison Reid &lt;alison@saag-gis.com&gt; Cc: Kyle Schole &lt;kschole@smokylakecounty.ab.ca&gt;; Dave Francis &lt;dfrancis@smokylakecounty.ab.ca&gt; Subject: Assessment - Plan 7921604, Lot E (Roll #22080090)</p> <p>Good afternoon Alison,</p> <p>The County is considering purchasing a piece of land in the Hamlet of Spedden, legally described as Plan 7921604, Lot E (tax roll #22080090) and I have been asked to obtain an approximation of the land's value: Would you be able to shed any light on recent property sales in the area and what an approximate value would be? The County currently utilizes the land to house a number of waste transfer bins but the current owner who we have an arrangement with is looking to sell the land and has made an offer to the County prior to advertising it on the open market.</p> <p>1</p> <p>Further discussed by Council under Executive Session at the Committee of the Whole Meeting held on July 17, 2020.</p>	

Chief Administrative Officer

5.1



**Custom - Dave Franchuk**

# Custom - Dave Franchuk

## Water

ite provided by Dave Franchuk on Aug 10, 2020 16:39:21

June 10 to August 10, 2020

- June 17 Troubleshoot Spedden truckfill, reset PLC and modem.
- June 25 Piping repairs at Bellis truckfill due to suction losing prime.
- June 26 Clean out backflow preventer at Spedden truckfill.
- June 29 Repair receipt dispenser at Spedden truckfill and Meter reads at Warspite.
- June 30 Tend to sticky check valve at Spedden water facility/ clean and reinstall.
- July 9 Trim grass along water stations and truck fills.
- July 15 Drain tank at Waskatenau truck fill shock well and blue stone treatment to reservoir.
- July 20 Cut grass around the Spedden water station.
- July 28 Electrical Repairs at Bellis truck fill.
- Aug 4 Renew all AWWOA operator memberships and update.

### Action 5.3.3

#### Waste Water



# Custom - Dave Franchuk

June 10 to August 10, 2020

- June 9-10 New pump was installed, but was plugged immediately, we pulled the pump and had the vac trucks clean the septic well. both pumps running for now.
- June 11 Had vac trucks clean lift station floor for easier operation of the pumps.
- June 12 Alterations to Lift station screen buckets.
- June 15 Reset relays for both pumps to run when overflow occurs.
- June 18 Repair on Warspite lagoon road with skid steer.
- June 23 Shape up drainage at Warspite lift station to avoid overflowing water to enter lift station.
- July 1 Due to heavy rains we had the vac truck pump out for 6 hours to prevent flooding.
- July 7 Bellis and Warspite lagoon inspections. Warspite level is higher than normal, but not at a level that we would have to release a portion of the second pond.
- July 9 Trim grass around Warspite lift station.
- July 22 Replace screens at Warspite sewage lift station.
- Aug 5-6 Repairs to Lagoon road at Warspite.

## Action 5.3.4

Waste Management

# Custom - Dave Franchuk

June 10 to Aug 10, 2020

- June 10 Garbage along fences being picked up at the Smoky Lake transfer station.
- June 12 Look into costs related for bin site at Spedden and get quotes.
- June 22 Garbage truck brook down arrange for Smoky Lake Waste to complete evergreen run.
- June 24 Get out log sheets to transfer station shacks and service Freon removal equipment.
- June 25-26 Freon removal at Spedden site.
- June 29 Pick up garbage in ditch south of Spedden.
- July 7 Move overflow of waste at White fish lake.
- July 9-13 Cut grass at sites.
- July 10 Pick up waste outside gate of Smoky Lake dump.
- July 16 Tidy up oil containment areas.
- July 20 Tend to minor drainage issues at the Warspite bin site with the skid steer.
- July 24 Fencing repairs at the Spedden site.
- Aug 6 Florescent tubes collected from Waskatenau and Vilna.

## Action 5.3.5

Regional Water

# Custom - Dave Franchuk

- June 16 CAV checks and pump outs.
- June 30 Waterline and trail inspection for contract 2
- July 8-9 CAV checks and pump outs.
- July 16 Deal with SCADA issue and backup generator at Egremont.
- July 20-23 Pumping out CAV vaults.
- July 24 Disassemble and clean actuator valve at the Smoky Lake site.
- July 27 Adjust Smoky Lake fill valve.
- July 28 Assist Vector electronics with repairs to Bellis fill valve.
- July 29 Disassemble and clean pressure reducing valve at the Smoky Lake site.
- July 31 Reset flows regarding water restrictions.
- Aug 5 Repairs to actuator valve at the Waskatenau site.

Durring this reporting period we had 92 First Calls to tend to

## Action 5.3.6

Administrative

June 10 to Aug 10, 2020

- June 10 Whitefish Lake reservoir Virtual Zoom meeting and complete Environmental Operations agenda.
- June 16 Environmental Operations utility meeting.
- June 17 Evergreen regional waste management meeting.
- June 19 Joint health and safety meeting.
- June 24 Hwy 28/63 Regional Waterline Services Commission meeting.
- June 22 Send off letter to Priddle and Gibbs, as per action list.
- July 15 Evergreen Regional Waste management meeting.
- July 22 Whitefish Lake Reservoir meeting
- Aug 4 Renew water operators AWWOA memberships and update.
- Aug 10 Alberta Recycle virtual meeting.
- Aug 5 Whitefish Lake Reservoir meeting.

**Action 5.3.7**

Training

*Update provided by Dave Franchuk on Aug 10, 2020 17:47:14*

June 10 to August 10, 2020

No training to report during this reporting period.

5.2

**EVERGREEN REGIONAL WASTE  
MANAGEMENT SERVICES COMMISSION MEETING**

Wednesday, June 17, 2020

County of St. Paul

10:00 a.m.

**AGENDA**

1. Call to Order
  - a. Additions to the Agenda
2. Minutes of May 14, 2020 Regular Meeting
3. Business Arising from Minutes
  - a. Metal Servicing
  - b.
  - c.
  - d.
4. Closed Meeting Session
5. Treasurer's Report
6. New Business
  - a. Regional Site Report
  - b. Tractor Rental
  - c. Pit run for building roads
  - d. Trac Loader
  - e.
  - f.
7. Other Business/Correspondence
  - a. AB Care Fall Conference
  - b. Waste Hauling Agreements
  - c.
  - d.
8. Next Meeting
9. Adjournment

**EVERGREEN REGIONAL WASTE  
MANAGEMENT SERVICES COMMISSION**

**Minutes of Regular Meeting  
County of St. Paul Office  
Thursday, May 14, 2020**

**Members Present:**

**Steve Upham- Chairman, Nathan Taylor, Randy Orichowski, Richard Warren  
Debra McQuinn, Dan Kotylak, Leo Chapdelaine**

**Alternates Present:**

**Ron Boisvert, Maxine Fodness, Terri Hampson, Dan Gawalko**

**Paul Poulin- Manager Evergreen Landfill  
Ashley Cozzens- Recording Secretary  
Dave Franchuk- Smoky Lake County  
Tim Mahdiuk- County of St. Paul  
Sheila Kitz- County of St. Paul**

**1. CALL TO ORDER**

Steve Upham called the meeting to order at 10:03 a.m.

**a. Additions to Agenda**

Dan Kotylak made a motion to accept the agenda as presented.

**CARRIED**

**2. MINUTES OF MARCH 19, 2020 REGULAR MEETING**

Richard Warren made a motion to adopt the minutes of the March 19, 2020 Regular Meeting as presented.

**CARRIED**

**3. BUSINESS ARISING FROM MINUTES**

**a. New Hire**

New hire started working at the landfill May 11. He is full time until October 1. We had to fill the vacancy at the transfer station.

Randy Orichowski made a motion to file the new hire discussion as information.

**CARRIED**

**b. SWANA Symposium- New Date**

The SWANA 2020 Canadian Symposium has been rescheduled for November 23-26 in Banff.

Randy Orichowski made a motion to file the SWANA Symposium new date discussion as information.

**CARRIED**

**c. Evergreen Logo**

There was a new logo for Evergreen Regional Landfill presented to the board.

Debra McQuinn made a motion to file the Evergreen Logo discussion as information.

**CARRIED**

**4. CLOSED MEETING SESSION**

Richard Warren made a motion to go into closed meeting session for legal at 10:14 a.m.

**CARRIED**

Debra McQuinn made a motion to return to the regular meeting at 10:25 a.m.

**CARRIED**

**5. TREASURERS REPORT**

Ashley Cozzens presented the Treasurer's Report to April 30, 2020.

Richard Warren made a motion to look into the cost of groundwater testing and see if there are other alternatives.

**CARRIED**

Nathan Taylor made a motion to accept the treasurer's report as presented.

**CARRIED**

6. **NEW BUSINESS**

a. **Regional Site Report**

Paul Poulin presented the regional site report:

- Site cleanup- fugitive waste collection going well. Getting the pastures done first. No school kids to help this year. We did get Vic Gill to come with his tractor to rake the fence lines and ditches.
- There will be no \$20 Freon charge for the month of May on fridges, freezers and water coolers. This was changed from just two weeks in May to the whole month.
- The game fence for the inert cell 8 will be installed early July
- The spring thaw resulted in 28 loads of leachate hauled out of the cells. Within 7 days we got the volumes under control.

Randy Orichowski made a motion to accept the no Freon charge for the month of May.

**CARRIED**

Leo Chapdelaine made a motion to accept the Regional Site Report as information.

**CARRIED**

b. **Covid-19 Hours of Operation/ Relief Cheque**

We are currently still on our winter hours (Open Monday to Friday 8:00 am to 4:30 pm; Closed Saturday and Sunday) due to Covid-19. We will begin summer hours in June.

We received a cheque from WCB for COVID 19 premium relief.

Richard Warren made a motion to file the Covid-19 hours of operation and relief cheque as information.

**CARRIED**

c. **Leachate hauling rates- County of St. Paul**

We received trailer rates from the County of St. Paul should we need to use their truck and tri-axel vacuum trailer for leachate hauling. We are still under contract with E-Can Oilfield Services till next spring.



Debra McQuinn made a motion to file the leachate hauling rate from the County of St. Paul as information.

**CARRIED**

**d. Tervita Deep Well**

We received Tervita's responses to Covid-19 protocols and procedures; protecting people, adapting field operations and managing supply chain distribution. We did call Vance McKee the field sale representative and he did assure us that there should be no delays to offload leachate brought into them by E-Can. We informed him that we are an essential service and how important it is that we depose leachate without delay of Tervita being short staffed of waiting on long lineups to offload.

Randy Orichowski made a motion to accept the Tervita Deep Well discussion as information.

**CARRIED**

**e. Metal Pricing**

Richmond Steel: for the month of May metal prices will be \$20.00/MT.

Richard Warren made a motion to get in contact with Jody from Richmond Steel to see if they will honor the May metal rate in June or later if we commit to getting the metal baled at the transfer stations.

**CARRIED**

**f. Cardboard bales- Town of St. Paul**

Discussion on if we can accept the baled cardboard from the Town of St. Paul transfer station at no charge with the purpose of using it as daily cover.

Richard Warren made a motion that we don't charge a tippage fee for the cardboard that will be hauled to Evergreen Regional Landfill from the St. Paul transfer station.

**CARRIED**

**g. Electronic Invoicing**

Discussion on whether the Commission would allow invoices to be sent by email going forward. This would save on office supplies (paper, envelopes, toner cartridges and stamps).

Debra McQuinn made a motion to start emailing invoices to customers starting June 1.

**CARRIED**

**h. Remote Computer System**

We had one of our computers that we weren't using set up to be used remotely from Ashley's house. With the Covid-19 or any unforeseen event that we needed to stay away from the office Ashley would be able to access her work. It cost approx. \$500 to set up.

Randy Orichowski made a motion to allow Ashley Cozzens to conduct business at home when required.

**CARRIED**

**7. OTHER BUSINESS/CORRESPONDENCE**

No other business/correspondence

**8. NEXT MEETING**

Next meeting is to be scheduled for Wednesday, June 17, 2020 at 10:00 a.m. at the County of St. Paul office.

**9. ADJOURNMENT**

Steve Upham adjourned the meeting at 11:34 a.m.

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Date

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Commission Chairman

**EVERGREEN REGIONAL WASTE  
MANAGEMENT SERVICES COMMISSION MEETING**

5.5

Wednesday, July 15, 2020

County of St. Paul

10:00 a.m.

**AGENDA**

1. Call to Order
  - a. Additions to the Agenda
2. Minutes of June 17, 2020 Regular Meeting
3. Business Arising from Minutes
  - a. Pit Run from Landfill
  - b. Pincher Creek Eco Mister
  - c.
  - d.
4. Closed Meeting Session
5. Treasurer's Report
6. New Business
  - a. Regional Site Report
  - b. Site Visit Frog Lake First Nation
  - c.
  - d.
  - e.
  - f.
7. Other Business/Correspondence
  - a. AB Care Conference
  - b.
  - c.
  - d.
8. Next Meeting
9. Adjournment

**EVERGREEN REGIONAL WASTE  
MANAGEMENT SERVICES COMMISSION**

**Minutes of Regular Meeting  
County of St. Paul Office  
Wednesday, June 17, 2020**

**Members Present:**

**Steve Upham- Chairman, Nathan Taylor, Randy Orichowski, Richard Warren  
Debra McQuinn, Dan Kotylak, Leo Chapdelaine**

**Alternates Present:**

**Ron Boisvert, Maxine Fodness, Terri Hampson, Dan Gawalko,  
Hank Holowaychuk**

**Paul Poulin- Manager Evergreen Landfill  
Ashley Cozzens- Recording Secretary  
Dave Franchuk- Smoky Lake County  
Tim Mahdiuk- County of St. Paul  
Sheila Kitz- County of St. Paul  
Kim Heyman- Town of St. Paul**

**1. CALL TO ORDER**

Steve Upham called the meeting to order at 10:04 a.m.

**a. Additions to Agenda**

Add 6.e. Frog Lake First Nations

Dan Kotylak made a motion to accept the agenda with the addition.

**CARRIED**

**2. MINUTES OF MAY 14, 2020 REGULAR MEETING**

Debra McQuinn made a motion to adopt the minutes of the May 14, 2020 Regular Meeting as presented.

**CARRIED**

3. **BUSINESS ARISING FROM MINUTES**

a. **Metal Servicing**

Had a meeting with Vinette Salvage; they would like to be involved in removing the metal from all the Commission's sites. They are offering \$35 per MT.

Richmond Steel will match the \$35 per MT that Vinette Salvage is offering. This year we are committed to Richmond Steel but in the future Vinette Salvage could be an option.

Randy Orichowski made a motion to file the metal servicing discussion as information.

**CARRIED**

4. **CLOSED MEETING SESSION**

Dan Kotylak made a motion to go into closed meeting session for legal at 10:12 a.m.

**CARRIED**

Debra McQuinn made a motion to return to the regular meeting at 10:27 a.m.

**CARRIED**

Dan Kotylak made a motion that BROWNLEE LLP be the legal counsel for Evergreen Regional Waste Management Services Commission in relation to Appeal No. EAB 19-048.

**CARRIED**

Debra McQuinn made a motion that Steve Upham, Paul Poulin, Al McCann and Kristina Small represent the Evergreen Regional Waste Management Services Commission in relation to Appeal No. EAB 19-048.

**CARRIED**

5. **TREASURERS REPORT**

Ashley Cozzens presented the Treasurer's Report to May 31, 2020.

Leo Chapdelaine made a motion to accept the treasurer's report as presented.

**CARRIED**

6. **NEW BUSINESS**

a. **Regional Site Report**

Paul Poulin presented the regional site report:

- 34 loads of leachate were taken out due to the 6 inches of rain we received the last two weeks.
- Dallaire Trac Hoe Services was hired to come and deal with surface water pooling on the cells: due to the heavy rains from the past week; and help it find its way to the leachate collection system.
- Transfer station inspections were done at the St. Edouard, Elk Point and Whitney Lake Transfer Stations. Will be doing the other transfer stations in the County of St. Paul and Smoky Lake County at a later date.
- Due to the Covid-19 Pandemic we are now open Monday to Friday 8:00 to 4:30 and Saturdays 9:00 to 5:00

Randy Orichowski made a motion to accept the Regional Site Report as information.

**CARRIED**

b. **Tractor Rental**

We are looking into renting a tractor for the summer so we can shred our cardboard.

Dan Kotylak made a motion that Evergreen Regional Landfill rent Paul Poulin's tractor at the government rate per hour of use.

**CARRIED**

c. **Pit run for building roads**

There was a discussion on whether or not we are allowed to access the pit run that is located at the Evergreen site and also what condition the roads are in.

Randy Orichowski made a motion that administration writes a letter to the County of St. Paul's Council asking for additional gravel this year.

**CARRIED**

**d. Trac Loader**

The segments, upper and lower rollers, front idlers, rails and pads will need to be replaced on the trac loader soon.

Approximate price without pads \$15,000; with pads \$25,000.

Randy Orichowski made a motion to file the trac loader discussion as information.

**CARRIED**

**e. Frog Lake First Nation**

We received a call from Frog Lake First Nation and they will be starting to haul their own garbage. Next week there will be a site tour with a band council member and TSAG.

The board members were presented with a service agreement between Evergreen and the Frog Lake First Nation. Term would be three years at \$85 per tonne.

Debra McQuinn made a motion to approve the service agreement between Evergreen Regional Waste Management Services Commission and Frog Lake First Nation with the addition of a termination clause.

**CARRIED**

**7. OTHER BUSINESS/CORRESPONDENCE**

**a. AB Care Fall Conference**

AB Care Fall Conference- September 9-11 in Pincher Creek  
AB Care Joint Regional Meeting- December 4 at the Executive Royal Inn, Leduc.  
SWANA Conference 2020- November 23-26 in Banff, AB  
SWANA Conference 2021- Yellowknife, NWT

Randy Orichowski made a motion for Paul Poulin to attend the AB Care Fall Conference from September 9 to 11 and the AB Care Joint Regional Meeting December 4.

**CARRIED**

**b. Waste Hauling Agreements**

Paul is working with TSAG on a waste industry understanding of the three basic stages of waste handling: Collection, Transportation and Final Disposal.

**8. NEXT MEETING**

Next meeting is to be scheduled for Wednesday, July 15, 2020 at 10:00 a.m. at the County of St. Paul office.

**9. ADJOURNMENT**

Steve Upham adjourned the meeting at 11:25 a.m.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commission Chairman



5.4

## Update on Warspite Water and Sewage Upgrades

As Per Motion 959-20 here is an update regarding the Warspite Water and Sewage lift station.

In April of 2019 a cement pad was poured, the generator was purchased and installed and a preliminary panel was designed for the generator to provide back-up power to the potable water distribution as well as the sewage lift station.

In August of 2019 the control panel, blower heater, electrical to supply and install materials for the water treatment and lift station had started.

In October of 2019 the water distribution pumps had been installed all the phase 3 panels were installed and the upgrades were complete. Unfortunately in October we had an issue with the land line dial out alarm system and we had upgraded to a cellular system in November of 2019.

In March of 2020 the lift station was taking on more debris that the lift pumps could not handle and this caused them to overheat and burn out the electrical motors. We had to order 2 new pumps, fortunately Renco General contracting had borrowed us a used pump to get by. In June we had a great deal of precipitation and this pump had a hard time keeping up. Finally the new pumps had arrived and one pump was installed. We still had issues with the pumps keeping up during rain storms, during this time we adjusted the relays so that instead of only one pump running the second pump would kick in if the first pump couldn't keep up. We also altered the bucket screen system which seemed to help.

In the last couple months we had no issues, the alarms are working and checked daily and the back-up generator has been kicking on when required. Attached are the invoices of the work done with the total cost being \$216,018.12, but we held back on paying invoice number 596584 as Renco had not had a chance to install both pumps and we are still running on one used one they had borrowed us and the new one is currently on site waiting for installation.

# Renco General Contracting

# INVOICE

Box 461  
Ryley, Alberta 17501 TWP 500  
T0B 4A0

rencogeneral@mcsnet.ca  
PHONE: (780) 490-8582  
FAX: (780) 764-2237

INVOICE NUMBER	596568	DATE	April 1/19
----------------	--------	------	------------

Name	Smoky Lake County Warspite		
Address	BOX 310 4612 Dougall Drive		
City/Prov	Smoky Lake Alberta T0A-3C0		
Attention	Dave Franchuck	Purchase Order No.	n/a

Quantity	Description	Unit Price	Total Price
1	To Supply 1 Model KG50 53 KW/66 208V 3 phase generator and 200Amp 208V3phTransfer switch	\$34,388.00	\$34,388.00
1	Transport Deliver to site	\$705.00	\$705.00
1	Install generatar to concrete pad	\$720.00	\$720.00
1	Preliminary Design of Control panel to Warspite Water plant & Lift Station Time and and Travel to date Renco General Nick Praharenka Camenx Glen Horne P.Tech Eng Camenx Andrew Wesa C.E.T.	\$2,795.00	\$2,795.00

G.S.T. # 863887493RT0001	Subtotal	\$38,608.00
	GST @ 5.0%	\$1,930.40
	Invoice Total	\$40,538.40

Terms of Invoice: Payment due Upon Receipt-Interest Due 30 days after @ 2% per month

PC AC \$  
W02-19 CTDT 40,538.40  
SIGNATURE: *[Signature]*  
DATE: April 2, 2019.

# Renco General Contracting

# INVOICE

Box 461  
Ryley, Alberta 17501 TWP 500  
T0B 4A0

rencogeneral@mcsnet.ca  
PHONE: (780) 490-8582  
FAX: (780) 764-2237

INVOICE NUMBER: 596570      DATE: Aug 21 2019

Name: Smoky Lake County  
Address: Box 310 4612 Mc Dougail Drive  
City/Prov: Smoky Lake County AB T0A-3C0  
Attention: Dave Franchuk      Purchase Order No.: n/a

Quantity	Description	Unit Price	Total Price
	Warspite WTP and LS upgrade Progress claim # 1		
1	R and R control panel lift station	\$14,800.00	\$14,800.00
1	supply and install blower heater lift station	\$8,105.24	\$8,105.24
1	lift station pump replacement	\$4,900.00	\$4,900.00
	electrical to supply and install all materials for water treatment plant and lift upgrade quote \$15840.00		
1	electrical 90% completed	\$14,229.00	\$14,229.00
	mechanical to supply and install all materials for water treatment plant and lift station upgrade quote \$25000.00		
1	mechanical 30% completed	\$7,500.00	\$7,500.00

G.S.T. # 863887493RT0001	Subtotal	\$49,534.24
	GST @ 5.0%	\$2,476.71
	Invoice Total	\$52,010.95

Terms of Invoice: Payment due Upon Receipt-Interest Due 30 days after @ 2% per month

upgrades

PC AC \$  
W02-19 CTOT 52,010.95  
SIGNATURE: *[Signature]*  
DATE: Aug 19 2019



# Renco General Contracting

Box 461  
Ryley, Alberta T0B 4A0  
17501 TWP 500

## INVOICE

rencogeneral@mcsnet.ca  
PHONE: (780) 490-8582  
FAX: (780) 764-2237

INVOICE NUMBER	596572	DATE	oct 24 2019
----------------	--------	------	-------------

Name	Smokey Lake County		
Address	Box 310 4612 McDougall Drive		
City/Prov	Smoky Lake County AB T0A-3C0		
Attention	Dave Franchuk	Purchase Order No.	n/a

Quantity	Description	Unit Price	Total Price
	<b>Warspite WTP &amp; LS Upgrade</b>		
	Quote # 2 April 8 2019	\$149625.25	
	Paid on invoice 596570	\$52010.95	
1	100% completed outstanding amount	\$97,614.30	\$97,614.30
	<b>Extra work</b>		
	<b>Electrical</b>		
1	Replace 3 phase distribution panel in L.S.	\$3,700.00	\$3,700.00
1	Start up on generator frontire power & electrical	\$3,200.00	\$3,200.00

G.S.T. # 863887493RT0001	Subtotal	\$104,514.30
	GST @ 5.0%	\$5,225.72
	<b>Invoice Total</b>	<b>\$109,740.02</b>

Terms of Invoice: Payment due Upon Receipt-Interest Due 30 days after @ 2% per month

PC AC \$  
W02-19 CTOT 109,740.02  
SIGNATURE: *[Signature]*  
DATE: Oct 24, 2019









# 20th Annual Alberta CARE Conference

Please forward registrations & payment to:  
**ALBERTA C.A.R.E.**  
**Linda McDonald, Executive Director**  
 5212-49 Street  
 Leduc, AB T9E 7H5  
 Toll Free: 1.866.818.CARE (2273)  
 Cell: 1-780-668-6767  
 Fax: 780.980.0232  
 Email: [executivedirector@albertacare.org](mailto:executivedirector@albertacare.org)  
 Web: [www.albertacare.org](http://www.albertacare.org)

## Who Should Attend?

- Municipal Elected Officials
- Waste Management Employees
- Public Works Employees
- Landfill Operators
- Government Waste Management Agencies
- Community Recycling Associations and Non-Profit Groups
- Waste Management Businesses
- Environmental Organizations
- School Boards, Education Facilitators
- Anyone interested in Reusing, Reducing, Recycling and Recovery

**Silent Auction**  
 Going once...  
 Going twice...  
 Beginning September 9th  
 Ending September 10th at 8pm

# 20th Annual Alberta CARE Conference

September 9th-11th  
**2020**

## Accommodations

Heritage Inn Hotel &  
 Convention Centre  
 919 Waterton Avenue; Hwy #6  
 Pincher Creek, AB

Book Accommodation under  
 Alberta CARE Room Block #143661  
 (403)-627-5000



Heritage Inn Hotel and Convention Centre



Ramada By Wyndham -  
 Book Accommodation under Alberta CARE Room Block



Super 8 by Wyndham -  
 Book Accommodation under Alberta CARE Room Block

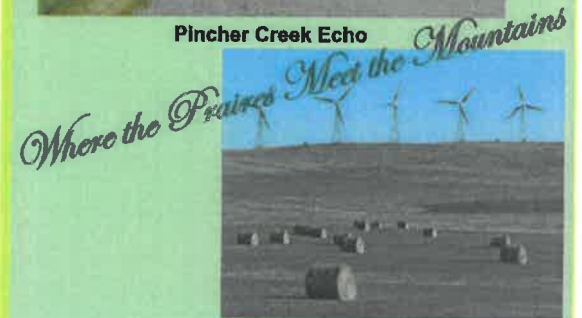
# 20th Annual Alberta CARE Conference

September 9th- 11th  
**2020**

Heritage Inn Hotel & Convention Centre  
 919 Waterton Avenue; Hwy #6  
 Pincher Creek, AB



Pincher Creek Echo



Wind Power





## Tuesday, September 8th

8:00 a.m. - 4:00 p.m. - Heritage Inn Hotel  
SWANA Landfill Fire Training Course  
Register at [executivedirector@albertacare.org](mailto:executivedirector@albertacare.org) 780-668-6767 cell

## Wednesday, September 9th

9:00 - 5:00 p.m. Registration and Exhibit Set Up

11:00 a.m. Light Lunch and Refreshments

12:30 p.m. TOUR #1



- MD of Pincher Creek - Town Bins Site
- Landfill Site
- Industrial Cell
- New Recycling Centre *(Buses Provided)*

OR

TOUR #2 - Tentative



Waterton Shoreline Cruise to be determined by Transport Canada in the coming months due to the Covid-19 Pandemic restrictions

OR



Crowsnest Golf and Country Club  
(1/2 hour from Pincher Creek)  
Tee Time: 11:30 a.m.  
"True Mountain Golfing, the Course is a Must Play" *(On Your Own)*

11:00 a.m.

5:00 p.m. COCKTAILS (Cash Bar)

6:00 p.m. Welcoming Remarks from Mayor of Pincher Creek  
Welcoming Remarks from the Legislature

6:30 p.m. BUFFET BANQUET

8:00 p.m. Local Entertainment

\$475.00 Registration Per Person  
Register 3 or more Delegates  
and receive a....

**10% Discount!**

This Conference is Alberta Environment approved  
for 'Continuing Education Units'

**Cancellation Deadline  
August 28th 2020**

## Thursday, September 10th

7:00 a.m. Exhibit Viewing & Buffet Breakfast

8:15 a.m. Welcome – Tom Moore, Chairman, Alberta CARE

8:30 a.m. Crowsnest/Pincher Creek Overview  
Alberta South West Regional Economic  
Development Alliance  
Bev Thomson, Executive Director

9:15 a.m. Southern Alberta Energy from Waste Association  
(SAEWA)  
Brooks, AB is the new site location for Sustainable  
Energy Recovery from Non-Recyclables  
Paul Ryan, SAEWA & Bow Valley Waste Commission  
Ray Juska, Newell Solid Waste Commission, Brooks, AB

10:00 a.m. Wind Power Farms - Sustainable Energy Solutions  
Wind Farm Decommission Process &  
Reuse and Recycling  
Transalta - Wayne Oliver, Operation Supervisor,  
Pincher Creek

10:45 a.m. Grow The Energy Circle  
Chis Perry - Perry Family Farms, Coaldale, AB  
*(Coffee Side Board During Morning Sessions)*

11:30 a.m. 2019' Collection Site Awards of Excellence  
Presented by ARMA

NOON BUFFET LUNCHEON

1:15 p.m. TOUR #3

- Crowsnest Heritage- Deadliest Landslide in  
Canadian History  
Frank Slide Interpretative Centre, Frank, AB  
*(Buses Provided)*



Frank Landslide

5:00 p.m. COCKTAILS (Cash Bar)

6:30 p.m. BUFFET BANQUET

9:00 p.m. HOSPITALITY EVENING - Hosted by K&K Recycling

## Friday, September 11th

7:00 a.m. Exhibit Viewing & Hot Buffet Breakfast

8:15 a.m. Extended Producer Responsibility (EPR)  
Retail Council of Canada  
John Graham, Director, Government Relations  
(Prairies)

9:00 a.m. Advancing Alberta's Electronics Program  
ARMA, Ed Gugenhiemer, CAO

10:00 a.m. COVID-19 Recovery - Waste Management  
Alberta Health/Alberta Environment  
Round Table with Delegates

11:30 a.m. Closing Remarks  
Tom Moore, Chairman, Alberta CARE

11:45 a.m. Conference Ends

*(Coffee Side Board During Morning Sessions)*



Cattle Drive



Communities in Bloom



Veteran's Memorial Campground



Pro Rodeo Pincher Creek



Sentry Mountain,  
Crowsnest Pass

Printed on 100% Post-Consumer Recycled Paper



ALBERTA Coordinated Action for  
Recycling Enterprises (CARE)  
1-866-818-2273 Toll Free  
1-780-980-8089 Phone 1-780-668-6767 Cell  
1-780-980-0232 Fax

# Registration Form

## ALBERTA CARE Conference 2020

September 9th-11th, 2020 Heritage Inn Hotel and Conference Centre  
Accommodation: 403-627-5000 Block of Rooms under Alberta CARE #143661  
Pincher Creek, AB

Names: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

### NO CHARGE FOR TOURS:

Please indicate the number attending Wednesday Tour #1 \_\_\_\_\_

Waterton Shoreline Cruise to be determined by Transport Canada in the coming months  
due to the Covid-19 Pandemic restrictions. Tour #2 - Tentative \_\_\_\_\_

Please indicate the number attending Thursday Tour # 3 \_\_\_\_\_

Golf Fees 18 Holes \$89.25 with 1/2 Cart Free Range Balls (GST included) \$ \_\_\_\_\_

Sub Total \$ \_\_\_\_\_

Conference Fee: \$475.00 p.p \$ \_\_\_\_\_

LESS 10% (if 3 or more attend) \$ \_\_\_\_\_

GST \$ \_\_\_\_\_

### Spouses or Guests attending meals:

Breakfast Buffet @ \$25.00 p.p. \$ \_\_\_\_\_

Luncheon @ 30.00 p.p. \$ \_\_\_\_\_

Buffet @ 60.00 p.p. \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

FAX TO: 780-980-0232

MAIL PAYMENT TO: Alberta CARE, 5212 49 Street, Leduc, Alberta T9E 7H5

EMAIL: [executivedirector@albertacare.org](mailto:executivedirector@albertacare.org)

Please indicate any food allergies: \_\_\_\_\_

6.1



### Registered Electronics Municipal Collection Site Pilot Program Requirements

This document outlines the terms and conditions that must be met for a Registered Electronics Municipal Collection Site (Collection Site) to participate in the Electronics Expansion Pilot Project (Pilot). The purpose of the Pilot is to assess the implementation of a sustainable and expanded electronics recycling program by encouraging waste minimization and recycling of Pilot Electronics (Pilot Electronics) in Alberta as specified under the Ministerial Order 21/2020 Advancing Alberta's Electronics Recycling Program Order dated May 8, 2020. In compliance with these requirements a Collection Site will be eligible to receive funding for collecting end-of-life (EOL) Pilot Electronics under the Pilot. All registered electronics collection sites are encouraged to take part in the Pilot, but participation is voluntary.

**Project Description:** Alberta Recycling Management Authority (ARMA) is implementing this Pilot to collect and process the Pilot Electronics which are beyond the scope of the current list of eligible ARMA Electronics Recycling Program material.

#### Collection of Pilot Electronics:

1. Collection Sites will be able to claim the collection funding for any Alberta generated Pilot Electronics material received at the site upon shipment to a registered Electronics Processor (Processor to provide scale ticket to collection site for Pilot Electronics weight).
2. Collection Sites and associated activities must be in compliance with the ARMA *Municipal Collection Site Requirements* and the terms and conditions outlined in this document.
3. The Pilot Electronics material must be stored and handled separately from other ARMA program material in order to receive funding through the Pilot.
4. The Pilot Electronics material must be in a fair condition to allow ARMA to monitor and measure the volume and mass of materials including, without limitation, the categories and nature of the Pilot Electronic material.

**Funding for Collection Sites & Engagement with Processors:** Pilot Electronics collected during the Pilot will be eligible for the current collection funding rate (\$155 per tonne) as identified in the *Municipal Collection Site Requirements*. No additional funds or rebates for Pilot Electronics will be available (including any payments from Processors).

**Payment Arrangements:** All payments for collection funding will be via electronic funds transfer (EFT). All Collection Sites wishing to participate in the Pilot are required to fill out the attached EFT authorization form and submit it to ARMA ( [ap@albertarecycling.ca](mailto:ap@albertarecycling.ca) ).

**Pilot Electronics:** Material eligible for funding under the Pilot are as described in the Ministerial Order and includes products falling into the following categories:

1. Small Appliances
2. Audio Visual Equipment
3. Telecom
4. Power Tools
5. Electronic Toys & Musical Instruments
6. Solar Panels

A detailed list of products for each category is provided as an attachment. During the Pilot, any inquiries related to verification of product eligibility should be directed to [ePilot@albertarecycling.ca](mailto:ePilot@albertarecycling.ca).

**Reporting:** Reporting under the Pilot must be submitted to ARMA as a separate Collection site quarterly (or monthly) claim. Forms for Pilot Material (including instructions) will be provided by ARMA for reporting on the Pilot Material.

1. Current Eligible EOL Electronics
  - a. Collection Sites must continue to submit unit counts for the EOL electronics currently eligible under the ARMA Electronics Recycling Program. There is no change to the process for managing this material.
2. Pilot Electronics
  - a. Collection Sites are **not** required to provide unit counts for Pilot Electronics.
  - b. A Processor scale ticket will be required to substantiate the claim for Pilot Electronics.
    - i. The scale ticket must be automatically printed from the Processor scale and include the time, date, weight, and must be legible and not manually altered.

**Storage and Handling of Pilot Electronics:** Pilot Electronics must be handled and stored separately from ARMA Electronics Recycling Program EOL electronics and any other material received at the Collection Site which is outside the scope of the existing program and this Pilot. Collection Sites must work with a registered processor providing service to make arrangements for any required equipment to ensure adequate handling, storage and separation of Pilot Electronics from other material.

**Signage:** ARMA will provide participating Collection Sites with signage identifying the categories of Pilot Electronics. Signage must be installed and visible to residents dropping off material at the Collection Site.

**ARMA Presence at Collection Sites:** ARMA field staff will be monitoring the activity under the Pilot including ongoing inspections at Collection Sites. The purpose of the inspections is to verify that the handling, storage and separation of Pilot Electronics material complies with the terms and conditions for Collection Sites participating in the Pilot.

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~~ Authorizing Signature Required on Following Page ~~



**AUTHORIZING SIGNATURE**

- a) This document must be signed by a person with legal and/or financial signing authority within your municipality.
- b) All Applicants agree to comply with all laws, bylaws, regulations and requirements of any Federal, Provincial, or Municipal authority. ARMA accepts no legal liability for the Applicant's participation in the Pilot.

With this signature, I agree that I have read and understand the terms and conditions, and I understand that all conditions need to be adhered to in order to be eligible for funding under the Pilot.

**Name of Municipality (Applicant):** \_\_\_\_\_

**Name of Participating Collection Site(s):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Per:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(Signature of Applicant)

\_\_\_\_\_

(Print Name)





**Electronic Funds Transfer Agreement  
Authorization for Electronic Payment Transfer**

This agreement describes the process by which Alberta Recycling Management Authority ("Alberta Recycling") will complete payments through electronic funds transfer ("EFT") for goods and services you have provided to Alberta Recycling, or for recycling grant payments made under Alberta Recycling's recycling programs. Under the EFT agreement, we will electronically instruct our bank to initiate a funds transfer to the bank and the account number nominated by you in writing.

**Section A – Banking Information**

**PLEASE PROVIDE YOUR ACCOUNT INFORMATION BELOW, AND ATTACH A VOIDED CHEQUE TO THIS SIGNED AGREEMENT.** Note that this agreement will not be accepted without a voided cheque, or other official confirmation document from your banking institution of your account information.

**Branch Name and Address:** \_\_\_\_\_  
**Institution ID (3 digits):** \_\_\_\_\_ **Branch Transit Number (5 digits):** \_\_\_\_\_  
**Account Number (length varies):** \_\_\_\_\_

**Section B – Contact Information**

Please indicate the e-mail address at which your company would like to be advised that an EFT has been completed. The remittance advice will allow you to identify the invoices that have been paid by Alberta Recycling.

**E-mail Address:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_

**Section C – Acceptance and Agreement**

Acceptance and agreement includes the following:

1. Your endorsement of this agreement acts as your authorization to have Alberta Recycling deposit funds via EFT.
2. Either party may terminate this agreement with fourteen days written notice to the other.
3. A payment from us through EFT will be considered made in a timely fashion if our bank completes a funds transfer to your bank on the date on which the funds are due.
4. We will not be in breach of this agreement or any applicable business agreement or suffer any loss or discount or other penalty with respect to a funds transfer by EFT that was initiated properly and in a timely manner by our banker. The parties acknowledge that copies of EFT transmissions will be admissible in legal proceedings as primary evidence of the contents.

**Company:** \_\_\_\_\_  
**Authorized Signing Officer (print name):** \_\_\_\_\_  
**Title:** \_\_\_\_\_  
**Date Signed:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_

*If you have filled out this form electronically, please ensure you print and sign the form.*

**Return the completed form to:**

**Mailing Address:**  
Alberta Recycling  
PO Box 189  
Edmonton, AB, T5J 2J1

**Physical (Courier) Address:**  
1800 Scotia Tower 1  
10060 Jasper Ave NW  
Edmonton, AB, T5J 3R8

**E-mail\*:**  
AP@albertarecycling.ca

\*Note that email communications are not 100% secure and may be intercepted by third parties. Should you choose to return this form via email, you accept the risks associated with transmitting information in this manner and Alberta Recycling does not accept liability for any damages resulting from the same.