

SMOKY LAKE COUNTY

Minutes of the County Council **Environmental Operations Meeting** (Water, Wastewater and Waste Management) held on Tuesday, **April 12, 2022**, at 12:47 P.M. held virtually online through Electronic Communication Technology: Zoom Meeting and in Council Chambers.

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

ATTENDANCE		
<u>Div. No.</u>	<u>Councillor(s)</u>	<u>Tuesday, Apr. 12, 2022</u>
1	Dan Gawalko	Present in Chambers
2	Linda Fenerty	Present in Chambers
3	Dominique Cere	Absent
4	Lorne Halisky	Present in Chambers
5	Jered Serben	Absent
CAO	Gene Sobolewski	Present in Chambers
Assistant CAO	Lydia Cielin	Virtually Present
Finance Manager	Brenda Adamson	Virtually Present
Env. Oper. Manager	Dave Franchuk	Present in Chambers
Natural Gas Manager	Daniel Moric	Virtually Present
Legislative Svcs/R.S.	Patti Priest	Virtually Present
Ag. Fieldman	Carleigh Danyluk	Virtually Present
Assist. Ag. Fieldman	Amanda Kihn	Virtually Present
Plan. & Dev. Manager	Jordan Ruegg	Virtually Present

No Members of the Media were present.
 Two Members of the Public were virtually present.

2. Agenda:

603-22: Gawalko That the Smoky Lake County Council Environmental Operations Meeting Agenda for Tuesday, April 12, 2022, be adopted, as presented.

Addition to the Ageda:

1. Executive Session – Personnel Issue: Remuneration of Out-of-Scope Employees, under the authority of the FOIP Act, Section 24: Advice from Officials.

Carried Unanimously.

3. Minutes:

604-22: Fenerty That the Minutes of the Smoky Lake County Council Environmental Operations Meeting held on Tuesday, February 15, 2022, be adopted as presented.

Carried.

605-22: Gawalko That the Action List from the Smoky Lake County Council Environmental Operations Meeting held on Tuesday, February 15, 2022, be filed for information.

Carried.

4. Request for Decision:

RapidGaz Exchange Services Inc. - Propane Cylinder Contract

606-22: Fenerty

That Smoky Lake County execute a Service Contract agreement with RapidGaz Exchange Services Inc. for the removal and recycling of refillable propane cylinders equipped with valves, from landfills and transfer stations, at a profit to the County in the amount of \$5.00 per 20lb or 30lb cylinder, \$20.00 per 100lb cylinder, with all other sizes of cylinders picked up free of charge, excluding disposable camping cylinders, for a term in effect for a period of 2 years starting on the date of execution by both parties and will renew automatically for an additional year if either party has not given notice of termination to the other at least 90 days prior to the end of the initial 2-year term.

Carried.

Policy Statement No. 01M-16-01: Waste Management Site Attendant

607-22: Gawalko

That Smoky Lake County Council acknowledge receipt of Policy Statement No. 01M-16-01: Waste Management Site Attendant Job Description, as follows:

Title: Waste Management Site Attendant	Policy No.: 16-01
Section: 1 - M Job Description	Code: P-A
Page No: 1 of 3	

Classification: Hourly Salary

Purpose:	<p>Under the supervision of the Environment and Parks Manager, the Waste Management Site Attendant is responsible for performing the work necessary to operate, maintain, and improve the Smoky Lake County's Waste Management stations and landfills. This position ensures the safe operation for public and staff. The Waste Management Site Attendant has the responsibility of managing the proper disposal of solid waste streams and recycling at the County landfill and transfer sites. The Waste Management Attendant is responsible for adhering to Health and Safety Legislation and the Smoky Lake County safe work policies and procedures always, ensuring the protection and safety of self, co-workers, the public and environment.</p> <p><i>The duties, responsibilities, and scope of this position may, from time to time, be amended, altered, or changed by the Smoky Lake County (the County) acting reasonably to meet the business, community, and/or regulatory needs of the organization.</i></p>
-----------------	---

Policy Statement and Guidelines:	
RESPONSIBILITIES	
1. General	
Waste Segregation and Coordination (65-70%)	
1.1.	Performing A.M. and P.M site inspection, checking irregularities. Reporting any damages and/or break-ins to the Environment and Parks Manager immediately.
1.2.	Examining customer cargo to prohibit the disposal of unacceptable waste, according to government regulations, and directing acceptable waste and recyclables to their designated locations at the site. Anything reusable should be directed to the take-it-or-leave-it area.
1.3.	Maintaining favorable relations with management, other staff and the public.
1.4.	Providing general information to the public and assisting with their concerns and complaints. Answering questions from the public on County waste segregation in a respectful and polite manner. Providing routine information. Where concerns or issues are raised, taking the information and providing it to the Environment and Parks Manager.
1.5.	Assisting in the enforcement of County's waste management site/landfill rules and regulations.
1.6.	Informing Environment and Parks Manager when bin sites and recyclables need to be removed from site.
1.7.	Notifying the Environment and Parks Manager when debris from dry waste pit needs to be pushed in and compacted.

Title: Waste Management Site Attendant	Policy No.: 16-01
Section: 1 - M Job Description	Code: P-A Page No: 2 of 3

- 1.8. Maintaining and burning of combustible waste (wood products) and notifying the Environment and Parks Manager when burn pits need to be pushed up and cleaned.
 - 1.9. Checking site building propane percentage and calling for service if it is below 20%.
 - 1.10. Keeping Site Attendant Operator building and Take-it-or-Leave-It area neat, tidy and smoke free.
 - 1.11. Keeping the Waste Management site and roadways litter free.
 - 1.12. Cleaning area in front of bins sites, Site Attendant Operator office, and gates free of dirt, snow and ice (salt if required).
 - 1.13. Informing local Emergency Management (780-826-7446) that a burn will be conducted, following the County's fire procedures (fire permit), and ensuring that the burn pit and others are safe, including cleaning the site around the burn pit to ensure safety. Ensuring post-burn maintenance or clean-up is undertaken.
 - 1.14. Ensuring oil and other hazardous /environmental waste and recyclables are segregated properly and disposed of in accordance with County procedures and/or provincial regulations.
 - 1.15. Completing paperwork required by County.
 - 1.16. Completing transfer site traffic count sheets and inventory lists.
 - 1.17. Receiving and handling money for the refrigerant (freon) charge, providing receipts and following procedures outlined by the County. Must contact the Environment and Parks Manager when Freon Collector comes.
 - 1.18. Accounting for all monies collected and maintaining other records such as equipment material inventory.
 - 1.19. Attending safety meetings and employee workshops when required to ensure that safe work practices and current regulations are being followed by staff and the public who enter the site.
 - 1.20. Reporting in and using the work alone (Kytch) as per procedures.
- 2. Safety:**
- 2.1. Ensure that Smoky Lake County's Health and Safety Program along with the requirements and procedures as outlined in the Safety Policy Manual are adhered to, and the Alberta Occupational Health and Safety (OH&S) standards are met.
 - 2.2. Perform Safety Hazard Assessments.
 - 2.3. Attend training sessions and workshops, as required.

Title: Waste Management Site Attendant	Policy No.: 16-01
Section: 1 - M Job Description	Code: P-A Page No: 3 of 3

- 3. Working Environment, Physical Conditions and Capabilities:**
- 3.1 This position works in a County waste management facility, exposed to and coming into contact with waste or recycling materials. Safety precautions and gear are provided and must be used at all times.
 - 3.2 Some exposure to the environmental elements and weather may be expected.
 - 3.3 Physical requirements include: standing, walking, bending, and lifting. Work is physical and requires a moderate degree of fitness.
 - 3.4 Work may be conducted as a sole attendant and working alone, requiring the need to report in and/or use the work alone system (Kytch) according to County procedures.
 - 3.5 Good depth perception and hand-eye coordination are requirements of this job.
 - 3.6 This is a safety sensitive position.

QUALIFICATIONS

- Ability to safely unload and sort waste management materials, including moving materials.
- Ability to perform all job functions required in a safe manner to avoid personal injury, injury of others, and equipment or property damage.
- Being accountable for own actions and to be organized on the job, ensuring that work is conducted at a steady and efficient pace.
- Ability to maintain attention to detail.
- Good communication skills that allow for clear communication and information exchange.
- Ability to establish and maintain respectful and effective working relationships with others, and to manage conflicts that may arise in a respectful, inclusive, and calm manner, ensuring a positive attitude is employed in day-to-day work.
- Transfer station Basics certificate.

EMPLOYEE EVALUATION

- Evaluated by the Environment and Parks Manager on a yearly basis.
- Salary Range: as per Policy 01-03: Organizational Chart.

Recycling Council of Alberta October Conference

608-22: Gawalko

That Smoky Lake County Council **DEFER** consideration of attending the Recycling Council of Alberta's Fall Conference scheduled for October 19-21, 2022 at the Fairmont Jasper Park Lodge, Jasper, Alberta, to a future meeting of Council.

Carried.

5. Issues for Information:

Evergreen Regional Waste Management Services Commission – Minutes

609-22: Fenerty

That the agenda package received by Smoky Lake County from Evergreen Regional Waste Management Services Commission's Regular Meeting held on February 17, 2022 and March 17, 2022, at the County of St. Paul No. 19's office, be filed for information.

Carried.

6. Correspondence:

Evergreen Regional Waste Management Services Commission – Float Staff

610-22: Gawalko

That Smoky Lake County **take no action** to entering a service contract agreement with Evergreen Regional Landfill for trained float staff coverage for regular employee's holiday relief, sick time or site cleanup, in response to the email received from Paul Poulin, Manager of Evergreen Regional Waste Management Services Commission, dated March 21, 2022, offering same.

Carried.

7. Delegation:

No Delegation.

8. Executive Session:

Personnel Issue: Remuneration for Out-of-Scope Employees, and

Legal Issue: Scavenging at County Landfills

611-23: Gawalko

That Smoky Lake County Council go into Executive Session to discuss **two issues** under the authority of the FOIP Act, Section 24: Advice from Officials, in the presence of all Council Members in attendance, the Chief Administrative Officer, Assistant Chief Administrative Office, Finance Manager, and Environmental Operations Manager, at 1:38 p.m., in respect to a:

1. Legal Issue: Scavenging at County Landfills, and
2. Personnel Issue: remuneration for Out-of-Scope Employees

Carried.

Dave Franchuk, Environmental Operations Manager, left Executive Session, time 1:55 p.m.

612-22:

That Smoky Lake County Council go out of Executive Session, time 2:12 p.m.

Carried.

Scavenging at County Landfills

613-22: Fenerty

That Smoky Lake County explore options through the Smoky Lake RCMP for the purpose of stopping prolific scavenging at County Landfills, due to liability concerns.

Carried.

Next Meeting

614-22: Gawalko

That the next Smoky Lake County Council **Environmental Operations Meeting** be scheduled for **Friday, June 17, 2022**, at **9:00 a.m.** to be held virtually, through Electronic Communication Technology as per Bylaw 1376-20 **and/or** physically in County Council Chambers.

Carried.

ADJOURNMENT:

615-22: Fenerty

That the Smoky Lake County Council Environmental Operations Meeting of April 12, 2022, be adjourned, time 2:13 p.m..

Carried.

CHAIRPERSON

S E A L

CHIEF ADMINISTRATIVE OFFICER