

SMOKY LAKE COUNTY

A G E N D A: County Council Meeting for the purpose of a
Utilities Meeting: Environment and Parks
to be held on

Friday, June 17, 2022 at 9:00 o'clock A.M.
Virtual through Zoom Platform

Meeting ID: 885 9520 4700 Passcode: 218868

<https://us02web.zoom.us/j/88595204700?pwd=a1lseTFrTSjU1kxMEdqThOK3l1QT09>

And with Council physically present in the County Council Chambers, Smoky Lake.

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 April 12, 2022– Utilities Meeting: Environmental
Operations Meeting. ©

Recommendation: Motion to Adopt.

3.2 Utilities Meeting: April 12, 2022 Environmental Operations:
Action List. ©

Recommendation: File for Information.

4. Request for Decision:

4.1 Recycling Council of Alberta October Conference. ©

4.2 Upcoming Parades. ©

5. Issues for Information:

5.1 Managers Report. ©

5.2 Evergreen Regional Waste Management Services Commission Meeting April
21, 2022. ©

5.3 Evergreen Regional Waste Management Services Commission Meeting May
19, 2022. ©

Recommendation: File for information.

6. Correspondence:

6.1 Polish Scout Camp in Garner Lake. ©

Recommendation: For Discussion.

7. Delegation(s)

8. Executive Session:

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

Adjournment

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:	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. <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>
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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 (760-826-7446) 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 (Kyltech) 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 (CH&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 (Kyltech) 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



6
GOALS

100%
GOAL COMPLETION


● Draft ● Not started ● Behind ● On Track ● Overdue ● Complete → Direct Alignment - - - Indirect Alignment

GOAL

Meeting...	Motio...	Goal	Details	Owner	Progress Update	Curr...
2022/04/12	606-22	2022 04 12 Environmental Operations		Unassigned		Comple
2022/04/12	606-22	→ Rapid Gaz - Propane Cylinder Contract	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.	Environmental Operations Manager	<p>Dave Franchuk: Achievements: On April 20, 2022 The proposed contract was ammended as per councils discussion and an agreement was exicuted by both parties for a 2 year term.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Jenna Preston: Achievements: The Service Contract agreement with RapidGaz Exchange Services Inc. will be recorded for monitoring and tracking purposes.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Comple

Meeting...	Motio...	Goal	Details	Owner	Progress Update	Curr...
2022/04/1 2	607-22	→ Policy Statement No. 01M-16-01: Waste Management Site Attendant	That Smoky Lake County Council acknowledge receipt of Policy Statement No. 01M-16-01: Waste Management Attendant Job Description, as follows:	Municipal Clerk	<p>Jenna Preston:</p> <p>Achievements: Policy Statement No. 01M-16-01: Waste Management Site Attendant Job Description, was sent to the Communications Department to post on County website.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Comple
2022/04/1 2	608-22	→ Recycling Council of Alberta October Conference	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.	Environmental Operations Manager	<p>Dave Franchuk:</p> <p>Achievements: The Recycling Council of Alberta Fall Conference Information will be brought back for the Environment and Parks meeting agenda on June 17, 2022 meeting.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Comple
2022/04/1 2	610-22	→ Evergreen Regional Waste Management Services Commission – Float Staff	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.	Environmental Operations Manager	<p>Dave Franchuk:</p> <p>Achievements: On April 25, 2022 an Email was sent out to Paul Poilin, Manager of the Evergreen Regional Landfill regarding that the Smoky Lake County will take no action, as we do have Parks and Recreation staff that could temporary fill in.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Comple

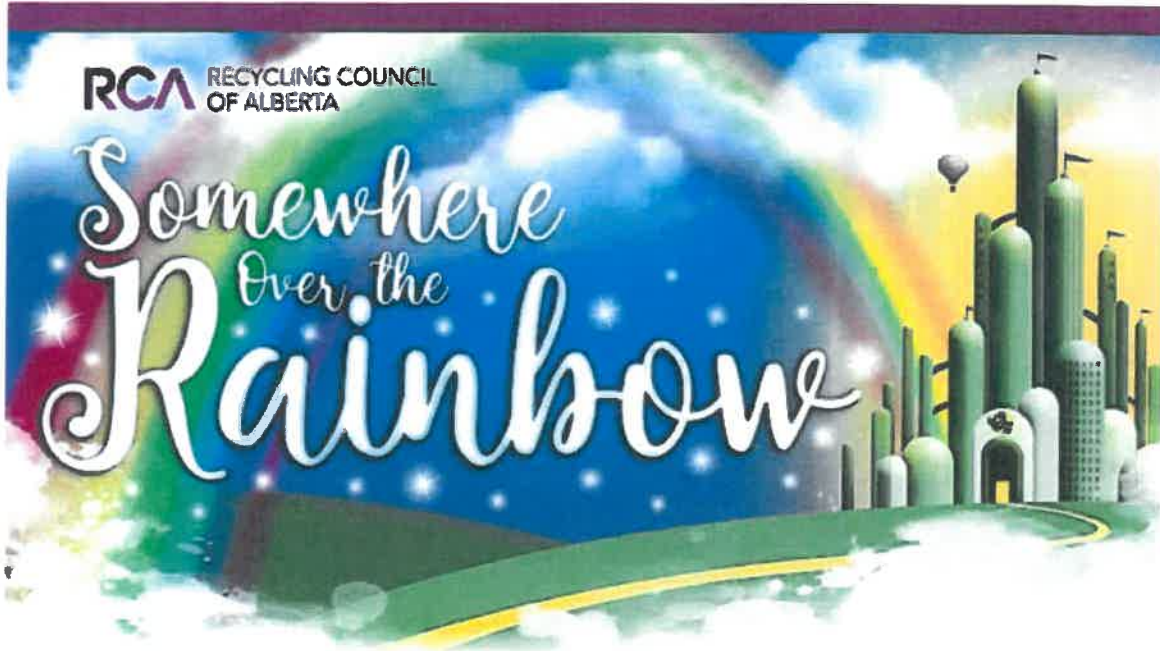
Meeting...	Motio...	Goal	Details	Owner	Progress Update	Curr...
2022/04/1 2	613-22	↳ Scavenging at County Landfills	That Smoky Lake County explore options through the Smoky Lake RCMP for the purpose of stopping prolific scavenging at County Landfills, due to liability concerns.	Environmental Operations Manager	<p>Patti Priest:</p> <p>Achievements: This item was discussed further on May 24, 2022 Council Departmental Meeting, under the authority of the FOIP Act Section 27: Privileged Information. Written notices were delivered to the individual on May 16, 2022 and a follow up written notice, dated May 26, 2022, banning the individual from all Smoky Lake County Waste Facilities for a period of three (3) months commencing on May 24, 2022 through to August 24, 2022.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Comple

REQUEST FOR DECISION		DATE	_June 17, 2022	4.1
TOPIC				
PROPOSAL		<ul style="list-style-type: none"> On April 12, 2022 Environment and Parks meeting, Councils motion 608-22 That Smoky Lake 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. The information is included in the agenda package for councils' decision. 		
CORRELATION TO BUSINESS (STRATEGIC) PLAN				
LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS				
BENEFITS				
DISADVANTAGES		N/A		
ALTERNATIVES		N/A		
FINANCE/BUDGET IMPLICATIONS				
Operating Costs:		_____	Capital Costs: _____	
Budget Available:		_____	Source of Funds: _____	
Budgeted Costs:		\$ _____	Unbudgeted Costs: _____	
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS				
COMMUNICATION STRATEGY		N/A		
RECOMMENDATION				
That Smoky Lake County Council and relevant staff who can attend- attend the Recycling Council of Alberta fall Conference on October 19-21, 2022 at the Fairmont Jasper Park Lodge in Jasper, Alberta.				
CHIEF ADMINISTRATIVE OFFICER				

Dave Franchuk

From: Recycling Council of Alberta <info@recycle.ab.ca>
Sent: February 24, 2022 4:47 PM
To: Dave Franchuk
Subject: The 2022 RCA Conference: Mark your calendars!

[View this email in your browser](#)



The 2022 RCA Conference:
Mark your calendars!



Are you ready for the 2022 RCA Conference? Let the countdown to October 2022 begin.

Under the banner "Somewhere, Over the Rainbow," preparations for the [2022 RCA Circular Economy Conference](#) are well underway so block **October 19-21, 2022** in your calendar for this must-attend event. Returning to the spectacular surroundings of the Rocky

Mountains, this year's conference will take place at the Fairmont Jasper Park Lodge in Jasper, Alberta.

For three days, you will hear from local, national and international experts, thought leaders and community innovators, attend thought-provoking sessions, network and exchange ideas and perspectives with your peers, and have a whole lot of fun doing it.

So, mark your calendars, and get ready for the perfect mix of business, inspiration, actionable information and fun. We will unveil more details over the coming months but, in the meantime, subscribe to our email list at info@recycle.ab.ca to make sure you get the latest conference updates.



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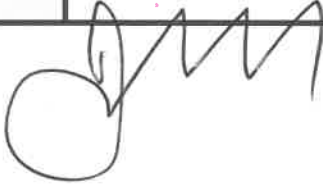
You are receiving this email because you requested to receive RCA conference and event updates.

Our mailing address is:
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Bluffton, AB T0C 0M0
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REQUEST FOR DECISION		DATE	June 17, 2022 4.2
TOPIC	Annual Parades		
PROPOSAL	With the Covid pandemic many neighboring municipalities had cancelled recent parades. This year It looks like the municipalities are continuing with their festivities. Does Council have prefer that we continue to include a float and participate.		
CORRELATION TO BUSINESS (STRATEGIC) PLAN			
LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS	•		
BENEFITS	•		
DISADVANTAGES	•		
ALTERNATIVES	•		
FINANCE/BUDGET IMPLICATIONS			
Operating Costs:	_____	Capital Costs:	
Budget Available:	_____	Source of Funds:	
Budgeted Costs:	_____	Unbudgeted Costs:	
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS			
COMMUNICATION STRATEGY			
Have the Parks and Rec Department arrange to make a float and who is available to attend – attend.			
CHIEF ADMINISTRATIVE OFFICER			

Parades coming up this Summer

Thorhild Saturday July 23, 2022

Smoky Lake Saturday July 30, 2022

Waskatenau Sunday August 14, 2022

Vilna Saturday August 20, 2022

St.Paul Saturday Sept 3, 2022



ENVIRONMENT & PARKS PLAN

(E&P) COMMUNITY SERVICES

5.1

Goal	Progress Update	Current Completi...
Parks and Recreation Work Plan: 100%	Dave Franchuk: Achievements: <i>No value</i> Challenges: <i>No value</i> Next Steps: <i>No value</i> 2022/03/10	22% 22 / 100% 23% behind

(E&P) INFRASTRUCTURE

Goal	Progress Update	Current Completi...
Administrative Activity (E&P): 100%	<p>Dave Franchuk:</p> <p>Achievements: Reporting period from May 12 to June 10, 2022</p> <p>May 13 Budget meeting.</p> <p>May 16 Managers meeting.</p> <p>May 19 Joint health and safety meeting and Evergreen meeting.</p> <p>May 24 Managers meeting and Departmental meeting.</p> <p>June 6 Managers meeting.</p> <p>June 7 Regional Waterline SCADA master plan meeting.</p> <p>June 8 Hwy 28/63 Regional waterline Services Commission meeting.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>2022/06/10</p>	<p>95%</p> <p>95 / 100%</p> <p>4% behind</p>
Council Member Inquiry: 100%	<p>Dave Franchuk:</p> <p>Achievements: Reporting period from May 12 to June 10, 2022.</p> <p>No Council Member inquires during this reporting period.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>2022/06/10</p>	<p>95%</p> <p>95 / 100%</p> <p>1% behind</p>

Goal	Progress Update	Current Completi...
Parks and Recreation: 100%	<p>Dave Franchuk:</p> <p>Achievements: Reporting period from May 12 to June 10, 2022.</p> <p>May 12 Cleaning toilets along trail.</p> <p>May 13 Replace rusted out fire pits at Bellis Beach and replace roof on toilet.</p> <p>May 16 Install docks at Hanmore, rotortiller sand at playgrounds at Hanmore and Mons Lakes.</p> <p>May 17 Well at Hanmore lake drilled, clean up. Cut grass at office, remove dead moose at Mons Lake.</p> <p>May 18 Repair steps at Bellis Beach, Rempove dead deer at Bonnie lake and cut grass. Collect garbage along trail.</p> <p>May 19 Tend to fallen trees at Hanmore and Island lakes.</p> <p>May 20 Install Dock at Paradise Cove, move picnic tables and repairs. tend to fallen trees at Kaduik Lake.</p> <p>May 24 Garbage collection at day use areas and clean toilets.</p> <p>May 25 Cut grass at Warspite and install garbage cans. cut grass on trails at Bonnie Lake, and replace 2 posts.</p> <p>May 26 Help move large TVs at the transfer stations. repair swings at Mons lake.</p> <p>May 27 Spray weeds at the shop, assist with complex internet install.</p> <p>May 30 Clean up garbage at Kaduik Lake and cut grass at Bellis.</p> <p>June 1 Lawn tractor training, cutting grass at Spedden.</p> <p>June 2 Cut grass at Birch land and Sunrise.</p> <p>June 3 Cut grass at main office, Cut grass at Bonnie lake, clean horse shoe pit.</p> <p>June 6 Tend to garbage cans along trail and at day use areas.</p> <p>June 7 Tend to fallen trees at Mons lake and repair washroom door.</p> <p>June 8 Cut grass at 855 day use area and victoria cemetery and area.</p> <p>June 9 Cut grass at Whitefish lake and main office.</p> <p>June 10 pull weeds at the office and landscape with rock.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>2022/06/10</p>	<p>95%</p> <p>95 / 100%</p> <p>2% behind</p>

Goal	Progress Update	Current Completi...
<p>Regional Water: 100%</p>	<p>Dave Franchuk: Achievements: Reporting period from May 12 to June 10, 2022 May 13 Top chemical tanks off at Whitefish Lake Reservoir and repair gate. May 17 Check and pump out CAVs from Bellis to Edward. May 19 Repair electrical/pump at the Edward booster station, check on Whitefish lake reservoir. May 20 Tidy up and clean at the Edward booster station and Warspite booster station. May 25 Start digging up line repair. May 26 Line repair. May 27 Check and pump out CAV's from Warspite to Smoky Lake. May 30 Check and pump out CAV's from Smoky Lake to Waskatenau. June 1 Repair line on chemical system at Whitefish Lake reservoir and submit regional water usage for billing. June 3 Tend to first calls. June 7 SCADA site checks with engineer regarding upgrades.. June 8 SCADA site checks with engineer.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i> 2022/06/10</p>	<p>97% 97 / 100%</p>
<p>Training activity: 100%</p>	<p>Dave Franchuk: Achievements: Reporting period from May 12 to June 10. No formal training during this reporting period.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i> 2022/06/10</p>	<p>93% 93 / 100% 4% behind</p>

Goal	Progress Update	Current Completi...
<p>Waste Management: 100%</p>	<p>Dave Franchuk:</p> <p>Achievements: Reporting period from May 12 to June 10, 2022.</p> <p>May 12 Send out report to Alberta Environment and Parks.</p> <p>May 13 Meet with omni McCann engineer at the Spedden Landfill.</p> <p>May 16 Cleaning up around bin sites. Used oil site clean up at Smoky Lake and Bellis.</p> <p>May 17 Submit 7 day letter to Alberta Environment and Parks. Skid steer pushing up burn pits at Spedden and Vilna.</p> <p>May 18 Bagging ag jugs at Bellis transfer station.</p> <p>May 19 Skid steer pushing up burn pits and cleaning metal recycling areas.</p> <p>May 20 Put signs up that had fallen during the winter.</p> <p>May 24 Repair fence at the Smoky Lake Landfill.</p> <p>May 25 Pic up garbage along the RR 172A and along fence at the Smoky Lake transfer station.</p> <p>May 30 Clean up discarded furniture at bin sites in warspite and along 855 bin site.</p> <p>May 31 Skid steer clean up metal piles at Vilna and Waskatewnau.</p> <p>June 1 Skid steer push up metal piles and burn pits.</p> <p>June 3 Skid steer push up burn pits.</p> <p>June 7 Propane bottles picked up. Repair gate ate Smoky Lake Skid steer pushing up metal pile as well.</p> <p>June 8 Pick up discarded furniture in ditch north of Vilna.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>2022/06/10</p>	<p>94%</p> <p>94 / 100%</p> <p>3% behind</p>
<p>Waste Water: 100%</p>	<p>Dave Franchuk:</p> <p>Achievements: Reporting period from May 12 to June 10, 2022.</p> <p>May 20 Lift pumps at Warspite lift station, clean and run an alarm sequence.</p> <p>May 27 Tidy up lift station and replace light bulbs.</p> <p>June 3 Bellis and Warspite Lagoon inspections.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>2022/06/10</p>	<p>96%</p> <p>96 / 100%</p> <p>1% behind</p>

Goal	Progress Update	Current Completi...
<p>Water Activity: 100%</p>	<p>Dave Franchuk:</p> <p>Achievements: Repoting period from May 12 to June 10, 2022.</p> <p>May 13 Install water meter at Warspite residence.</p> <p>May 16 Meet with flow point at Spedden, truck fill credit card reader not working. Meter reading at Warspite.</p> <p>May 17 Replace washer on back flow preventer at Spedden truckfill. Collect water samples from vilna reservoir and send to lab.</p> <p>May 19 Repair Valve at the Waskatenau truck fill. Repair PRV at the Bellis Raw truck fill.</p> <p>May 20 Reserch online for valve repair kit and order treatment supplies.</p> <p>May 24 Adjust PRV and Fire pump at Warspite water station.</p> <p>May 25 Rebuild singer valve at Warspite.</p> <p>May 30 Warspite water meter reading, update flushing proceedures.</p> <p>May 31 Clean out backflow preventer at the Bellis potable water truckfill.</p> <p>June 2 Update truckfill system and add on prepayments.</p> <p>June 7 Replace hose at the Bellis truckfill and repair small leak.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>2022/06/10</p>	<p>97%</p> <p>97 / 100%</p>

5.2

**EVERGREEN REGIONAL WASTE
MANAGEMENT SERVICES COMMISSION MEETING**

Thursday, April 21, 2022
County of St. Paul Office
9:00 a.m.

AGENDA

1. Call to Order
 - a. Additions to the Agenda
2. Minutes of March 17, 2022 Regular Meeting
3. Business Arising from Minutes
 - a. SWANA Conference- Banff 2022
 - b. Letter of intent to AEP
 - c.
 - d.
4. Closed Meeting Session
5. Financials
 - a. Treasurer's Report
 - b. GIC Services Rewards
 - c. Maturity of GIC # 38 & # 42
 - d. 2021 Audited Financial Statements- Barb McCarthy to present at 10:00 a.m.
6. New Business
 - a. Regional Site Report
 - b. Frog Lake/ Kehewin/ Seven Lakes Contracts
 - c. Volvo rock truck/ Mack Truck
 - d. MSW Cell Info
 - e.
 - f.
7. Other Business/Correspondence
 - a.
 - b.
 - c.
8. Next Meeting
9. Adjournment

**EVERGREEN REGIONAL WASTE
MANAGEMENT SERVICES COMMISSION**

Minutes of Regular Meeting

**County of St. Paul Office
Thursday, March 17, 2022
10:00 a.m.**

Members Present:

Maxine Fodness- Chairman
Dan Gawalko
Nathan Taylor- Virtually
Tim Smereka- Virtually
Richard Warren- Virtually
Leroy Kunyk- Virtually

Members Absent

Terry Makowichuk

Alternates Present:

Ron Boisvert- Virtually
Evelynne Kobes- Virtually

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

1. CALL TO ORDER

Maxine Fodness called the meeting to order at 10:00 a.m.

a. Additions to Agenda

Add 7.a. Spring Cleanup- May
Add 7.b. AEP Meeting

Evelynne Kobes made a motion to accept the agenda with the additions.

CARRIED

2. MINUTES OF FEBRUARY 17, 2022 REGULAR MEETING

Richard Warren made a motion to adopt the minutes of the February 17, 2022 Regular Meeting as presented.

CARRIED

3. **BUSINESS ARISING FROM MINUTES**

a. **Brownlee Law Orientation**

The orientation from Brownlee Law will take place at our next meeting (April 21)

Nathan Taylor made a motion to have the next board meeting start at 9:00 a.m. and to both JMD Group and Brownlee Law present at the meeting, lunch to be provided.

CARRIED

b. **CNRL Disposal Contract**

We signed the three year contract with CNRL for leachate disposal; January 1, 2022 thru December 31, 2024.

Dan Gawalko made a motion to file the CNRL disposal contract as information.

CARRIED

c. **Alberta CARE Report**

Paul's takeaways from the Alberta CARE Conference in Lethbridge:

- Toured the Material Recovery Facility (MRF)
- Clean Energy Improvement Program (CEIP)- savings for home improvement projects
- Extended Producer Responsibility
- Waste to Energy Project
- Hydro Vac code of practice
- Alberta Recycling Management Authorities expanding
- Plastic recycling – Westlock Landfill

Leroy Kunyk made a motion to file the Alberta CARE report from Paul as information.

CARRIED

d. **Mileage Schedule**

Schedule F (Board Remuneration and Expense Reimbursement) was amended to include reimbursement of mileage for Commission Members.

Schedule G was created for reimbursement of mileage for Commission staff members.

Dan Gawalko made a motion to approve Schedules F & G.

CARRIED

e. RMA Update Town of Elk Point

The Town of Elk Point has been missing on some of our insurance documents.

Received an endorsement letter from RMA Insurance stating that:

Effective January 24, 2022 the Town of Elk- Elk Point Transfer Station Site (SW-36-56-7 W4, located southwest of Elk Point on Hwy 646) is now insured.

Evelyne Kobes made a motion to file the RMA update Town of Elk Point as information.

CARRIED

4. CLOSED MEETING SESSION

No closed meeting session.

5. FINANCIALS

a. Treasurer's Report

Ashley Cozzens presented the Treasurer's Report to February 28, 2022.

Tim Smereka made a motion to accept the treasurer's report as presented.

CARRIED

b. GIC Interest Rates

Servus Credit Union offers Evergreen preferred rates based on the total connection of the municipal funds with Servus; this would include the County, Towns, etc.

Evelyne Kobes made a motion to file the GIC interest rates as information.

CARRIED

6. NEW BUSINESS

a. Regional Site Report

Paul presented the site report for the Evergreen Landfill March 2022:

Evergreen Regional Waste Management Services Commission
Regular Meeting Minutes- March 17, 2022

- School fundraiser- Ashmont School usually picks fugitive waste around the site. Do we want to do this this year?
- Will be hiring someone with a tractor to rake ditches
- Will be hiring a gravel truck to haul clay
- We took the Ford truck to Zarowny's to fix
- Omni McCann year end reports will be coming out soon

Richard Warren made a motion to offer the litter cleanup to all schools in the commission. A \$2,000 limit plus lunch is to be offered.

CARRIED

Leroy Kunyk made a motion to accept the Regional Site Report as information.

CARRIED

b. Train float staff

Discussion on whether the Commission would be interested in the training of a float staff that can be utilized throughout the Commission to aid in holiday/sick time relief, site cleanup, recycling program and collection fugitive waste.

Training would be done at the Evergreen site where the participant would learn the operation at the transfer station and expectations required. Transfer station course would be completed.

An service agreement between Evergreen and the Commission Municipalities regarding wages, travel and work schedule would be created.

Nathan Taylor made a motion to approve the intent of hiring of a float staff. The Board Members are to bring this information back to their respective Municipalities to see who would be interested in hiring this float staff. Final decision will be made after the 2021 financial statements are presented.

CARRIED

c. Shamrock Valley Sale

March 18 is the Shamrock Valley equipment sale. Listed are four good ½ ton trucks.

d. MSW Bailer

Had a discussion with the City of Lethbridge- they bale their MSW waste on windy days- process 200-400 MT per windy day.

Also had a discussion with the City of Leduc- as they will likely be changing over to a MSW bale fill landfill in the future. This would eliminate windblown litter, leachate content; they would preserve the baled, shredded MSW for future waste to energy technology.

Paul would like to continue to look into this option for Evergreen. Segregating waste for waste to energy, better recycling, reducing the putrid characteristics of leachate being produced- as much of the leachate in the waste received would be shredded and eliminated at that stage.

e. MSW Value Proposition- Linda Sallstrom

Linda Sallstrom came into the meeting at 11:02 a.m.

March 9 Linda Sallstrom and Paul Poulin had a meeting with Cool Green Solutions. They are a waste to Energy Company and they gave a presentation of their work and how their system can utilize a large portion of the waste streams landfills are receiving.

Discussion on how this system could work at Evergreen:

- MRF, sorts MSW into manageable streams that can generate revenue and better manage environmental concerns
- Stream 1- Recycling- more efficient capture of recyclables, less recyclable materials in landfill, more revenue from captured recyclables through Extended Producer Responsibility mandates
- Stream 2- Biomass- can be anything that has a natural composition/breakdown without contamination. Through processing organics can be broken down into usable/ revenue generating bi products like Syn Gas, Biochar and Ash.
- Stream 3- Feedstock- includes most MSW/ Non usable feedstock (Ag waste, food processing waste, paper/cardboard, household waste, railway ties hardwood and soft wood waste). Bale the MSW that can be harvested at a future time and sold elsewhere
- Stream 4- Landfilling- remaining unusable waste, waste requiring further breakdown (i.e. Mattresses, furniture).

Next step would be to have approval from the Commission to contact AEP, to support in principal, the move towards getting a feasibility study done.

Tim Smereka made a motion to have Paul contact AEP and to have Linda Sallstrom seek out funding opportunities.

CARRIED

Linda Sallstrom left the meeting at 11:25 a.m.

f. Work Hub Tutorial

Paul took part in a work hub training course on March 3; inspection reports, accident reports, near miss reports, policies and news letters.

Would like to purchase a laptop for use of Commission business such as work hub, conferences, and Commission site inspections.

Richard Warren made a motion to purchase a laptop for Evergreen.

CARRIED

g. Environmental 360 Solutions

There is a new waste management company in our region called Environmental 360 Solutions. They have acquired Quik Pick from Lloydminster. E360 Solutions will continue with the routes, disposal site and customers that the former Quik Pick had.

Richard Warren made a motion to file the Environmental 360 Solutions discussion as information.

CARRIED

7. OTHER BUSINESS/CORRESPONDENCE

a. AEP Meeting

Alberta Environmental and Parks will be scheduling a series of virtual town hall information sessions. First one will be Friday, March 18. These sessions will focus on the extended producer responsibility (EPR) and regulatory framework development process. EPR is the new way of recycling; what these programs look like for our transfer stations.

Leroy Kunyk made a motion to the AEP Meeting discussion as information.

CARRIED

b. Spring Cleanup- May

Evelynne Kobes made a motion to have the Evergreen Regional Landfill participate in the Spring Clean-Up for the month of May and not charge residents the \$20 for Freon removal on fridges, freezers, water coolers, dehumidifiers and air conditions.

CARRIED

8. **NEXT MEETING**

The next regular meeting is to be scheduled for Thursday, April 21, 2022 at 10:00 a.m.
County of St. Paul Office.

9. **ADJOURNMENT**

Maxine Fodness adjourned the meeting at 11:44 a.m.

Date

Commission Chairman

DRAFT

5.3

**EVERGREEN REGIONAL WASTE
MANAGEMENT SERVICES COMMISSION MEETING**

Thursday, May 19, 2022
County of St. Paul Office
9:00 a.m.

AGENDA

1. Call to Order
 - a. Additions to the Agenda
2. Minutes of March 17, 2022 Regular Meeting
3. Business Arising from Minutes
 - a. Float Staff Results
 - b. Question & Answer response Brownlee Law
 - c. RPM Eco/ Recycle West
 - d. Letter of Intent Feasibility Study
 - e. Rock Truck
 - f.
4. Closed Meeting Session
5. Financials
 - a. Treasurer's Report
 - b. Reinvest GIC's
 - c.
 - d.
6. New Business
 - a. Regional Site Report
 - b. John Deer Gator
 - c. MD of Bonnyville Visit
 - d. RMA Insurance Site Tour
 - e.
 - f.
7. Other Business/Correspondence
 - a.
 - b.
 - c.
8. Next Meeting
9. Adjournment

**EVERGREEN REGIONAL WASTE
MANAGEMENT SERVICES COMMISSION**

Minutes of Regular Meeting

**County of St. Paul Office
Thursday, April 21, 2022
10:00 a.m.**

Members Present:

Maxine Fodness- Chairman
Dan Gawalko
Nathan Taylor- Virtually
Richard Warren- Virtually
Leroy Kunyk- Virtually

Members Absent

Terry Makowichuk
Tim Smereka

Alternates Present:

Ron Boisvert- Virtually
Evelynne Kobes
Ross Krekoski

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

1. CALL TO ORDER

Maxine Fodness called the meeting to order at 9:05 a.m.

a. Additions to Agenda

Remove 5.c. Maturity of GIC 38 & 42
Add 6.e. RPM Eco
Add 6.d. Status of float staff

Dan Gawalko made a motion to accept the agenda with the changes.

CARRIED

2. MINUTES OF MARCH 17, 2022 REGULAR MEETING

Evelyne Kobes made a motion to adopt the minutes of the March 17, 2022 Regular Meeting as presented.

CARRIED

3. BUSINESS ARISING FROM MINUTES

a. SWANA Conference- Banff 2022

Paul's takeaways from the SWANA Conference in Banff that he attended:

- Tour, The Francis Cook transfer station and Class 3 landfill
- Second Tour, Banff e-co station
- Key note speaker, Spencer Beach, motivation, safety, inspiration
- ERP (Extended Producer Responsibility) Circular Economy
- Climate change waste systems; City of Leduc presentation
- Organic Processing
- Calgary; WWTP, Landfill, Compost facility

Evelyne Kobes made a motion to file the SWANA Conference discussion as information.

CARRIED

b. Letter of intent to AEP

A letter to be sent to Environment and Sustainable Resource Development on seeking support in transitioning the Evergreen Regional Landfill from a final disposal depository to a Centre of excellence for waste management; with an emphasis on waste reduction and diversion to reduce GHG emission and to ensure sustainable land management.

4. CLOSED MEETING SESSION

Attendance of closed meeting session: The closed meeting session includes all those Members and Alternates of the Commission previously listed in attendance and including Paul Poulin, Manager Evergreen Regional Landfill, Dave Franchuk, Smoky Lake County, Tim Mahdiuk, County of St. Paul, Sheila Kita, CAO County of St. Paul, Steven Jeffery, CAO Town of St. Paul, Ashley Cozzens, Recording Secretary.

Ron Boisvert made a motion to move to a closed meeting at 9:33 a.m.

CARRIED

Ron Boisvert made a motion to come out of closed meeting session at 9:42 a.m.

CARRIED

5. **FINANCIALS**

a. **Treasurer's Report**

Ashley Cozzens presented the Treasurer's Report to March 31, 2022.

Leroy Kunyik made a motion to accept the treasurer's report as presented.

CARRIED

b. **GIC Services Rewards**

Regarding if we receive profit sharing rewards:

- There would not be one as the business do not get profit share rewards on GIC's
- Business's only get profit shared on the service charges they pay- 25% of charges are paid back to business members as Service Rewards (profit sharing)
- Because we have not been paying service charges with the custom pricing for the account there would be no Service Rewards for paid to us

c. **2021 Audited Financial Statements- Barb McCarthy to present at 10:00 a.m.**

Barb McCarthy from JMD Group presented the audited financial statements for the year 2021.

Dan Gawalko made a motion to accept the Audited Financial Statements for the year ended December 31, 2021 as presented.

CARRIED

Barb McCarthy left the meeting at 10:12 a.m.

6. **NEW BUSINESS**

a. **Regional Site Report**

Paul presented the site report for the Evergreen Landfill April 2022:

- Metal crushers on site
- Spring thaw- still snow at site
- May Saturdays will start. Open 9 to 5
- RMA Insurance site tours will be happening April 22

- Lots of fugitive waste due to high winds

Leroy Kunyk made a motion to accept the Regional Site Report as information.

CARRIED

b. Frog Lake/ Kehewin/ Seven Lakes Contracts

Have a meet and greet with the Chair and Frog Lake and Kehewin.
Seven Lakes Oilfield contract is up in June; will have to meet to discuss a new contract.

c. Volvo rock truck/ Mack truck

There is a Volvo rock truck for sale, asking \$35,000.
Also a Mack Truck for sale, certified for road, asking \$25,000.

Richard Warren made a motion to direct Paul to look into the Volvo rock truck and Mack truck and send an email to the board members with his findings.

CARRIED

d. MSW cell info

- Information from our 2021 Annual report:
- 2021 lowest precipitation of the last 10 years (218.6 mm)
 - 2021 Leachate volumes lowest of the last 10 years
 - MSW cell may need to be constructed in 2029
 - Inert waste cell may need to be constructed fall of 2022

Nathan Taylor made a motion to transfer \$200,000 from unrestricted surplus to restricted surplus for the purpose of leachate costs.

CARRIED

e. RPM Eco

RPM Eco is an approved processor through Alberta Recycling Used Oil Program.
They are finding someone that will collect the used oil, filters and plastics- pails and jugs.

f. Status of float staff

Waiting on all Municipalities before moving ahead with a float staff; wages, schedules, agreements to be discussed.

7. **OTHER BUSINESS/CORRESPONDENCE**

No other business/ correspondence.

8. **NEXT MEETING**

The next regular meeting is to be scheduled for Thursday, May 19, 2022 at 10:00 a.m.
County of St. Paul Office.

9. **ADJOURNMENT**

Maxine Fodness adjourned the meeting at 10:48 a.m.

Date

Commission Chairman

6.1

Dave Franchuk

From: Frank Zalewski <fantasticfrankz@gmail.com>
Sent: May 4, 2022 3:52 PM
To: Dave Franchuk
Subject: Potable water

Hello Dave,

I am inquiring to see if it is possible to get potable water hooked up at the Polish scout camp in Garner lake? The address is 12347 township road 602. I believe that the provincial camp ground directly across the road from the scout camp has potable water hooked up hence my inquiry.

Thank you.,

Frank Zalewski

Frank Zalewski