

## TOWN OF ECKVILLE-COUNCIL AGENDA

Monday July 10, 2023

Town Office Council Chambers Eckville, AB 6:00 pm  
(Councillors may attend via electronic means)

- |  |      |   |
|--|------|---|
| <b>1. CALL TO ORDER</b>                      | 1.1  |   |
| <b>2. DELEGATIONS/PUBLIC HEARING</b>         | 2.1  |   |
| <b>3. AGENDA</b>                             | 3.1  | Additional Agenda Items   |
|  | .2   | Adoption of Agenda  |
| <b>4. MINUTES</b>                            | 4.1  | Regular Council Meeting Minutes – June 26, 2023 pg. 1-3                               |
| <b>5. ACTION ITEMS</b>                       | 5.1  | RFD – Fortis power poll move pg. 4-8  |
|  | 5.2  | RFD-2023 sidewalk Tender pg. 9-11   |
|  | 5.3  | RFD-Request for speed bumps for McDonald Heights Laneway pg. 12                       |
|  | 5.4  | RFD-MNP proposal for Public Engagement for Wastewater Continuation Strategy pg. 13-29 |
| <b>6. BYLAWS, POLICIES</b>                   | 6.1  |   |
| <b>7. REPORTS</b>                            | 7.1  | Management Report July 10, 2023 pg. 30-31   |
|  | 7.2  | Financial Report -AP Report June 29, 2023 pg. 32                                      |
| <b>8. COMMITTEE, BOARD REPORTS</b>           | 8.1  |   |
| <b>9. CORRESPONDENCE, INFORMATION</b>        | 9.1  | Lacombe County Highlights of Reg Council Meeting June 22,2023 pg.33-35                |
|  | 9.2  | LRWSC Meeting June 21, 2023 pg. 36-74   |
|  | 9.3  | Meeting Opportunity with Municipal Affairs Minister pg. 75-78                         |
| <b>10.SEMINARS, MEETINGS, SPECIAL EVENTS</b> | 10.1 |   |
| <b>11.CLOSED SESSION</b>                     | 11.1 |   |
| <b>12.COMMITTEE OF THE WHOLE</b>             | 12.1 |   |
| <b>13.ADJOURNMENT</b>                        | 13.1 |   |

**TOWN OF ECKVILLE – COUNCIL MINUTES**

Monday, June 26, 2023

Eckville Town Office, 5023 – 51 Avenue, Eckville, Alberta

**1. Call to Order**

1.1 Mayor Ebden called the meeting to order at 6:01 p.m.

Present: Mayor Ebden  
Councillor Engen  
Councillor Meyers  
Councillor Pacholek  
Councillor Palm-Fraser  
Councillor See  
Councillor Thoreson

Absent: None

Staff: CAO, Jack Ramsden  
Deputy CAO, Darcy Webb  
Recording Secretary Heather Allen

Press: None Present

Gallery: None

**2. Delegations/Public Hearings**

2.1 None

**3. Agenda**

3.1 Additional Agenda Items  
5.6 – September Council Meeting Dates

3.2 Adoption of Agenda

**Res. 165.2023**

Moved by Councillor See that the agenda be adopted with the addition. **Carried Unanimously.**

**4. Minutes**

4.1 Regular Council Meeting Minutes – June 12, 2023

**Res.166.2023**

Moved by Councillor Engen that the minutes of the Regular Meeting of Council held Monday, June 12, 2023, be adopted as presented. **Carried Unanimously.**

**5. Action Items**

5.1 RFD-Residential Development Incentive

**Res.167.2023**

Moved by Councillor Palm-Fraser that Town Council approve the following Residential Tax Incentives for the 2023 Property Tax Year as per Residential Incentive Policy #1550 and Section 347 of the MGA:  
Roll # 058400, Year 1 Incentive in the amount of \$2,657.40 and  
Roll # 030400, Year 2 Incentive in the amount of \$982.83. **Carried Unanimously.**

5.2 RFD- Proposal to Join Parkland Community Planning Services.

**Res. 168.2023** Moved by Councillor Engen that the Town of Eckville join Parkland Community Planning Services as a Tier Two Member effective July 1, 2023, and further that the Mayor and CAO be authorized to sign any required contracts or agreements. **Carried Unanimously**

5.3 RFD-2023-2025 FCSS Amending Funding Agreement.

**Res. 169.2023** Moved by Councillor Engen the Town of Eckville approves the Amending Agreement for the FCSS Funding Agreement for the period of January 1, 2023 to December 31, 2025. **Carried Unanimously.**

5.4 **RFD- Boxcar Development Agreement.**

**Res.170.2023** Moved by Councillor Meyers that the Mayor and CAO be authorized to sign and execute the Development Agreement for the Subdivision of Part of area "D" Plan 952 3177 and Consolidation with Lot 1, Block 1, Plan 022 2918 as presented. **Carried Unanimously.**

5.5 RFD-Westview New Lot Pricing.

**Res.171.2023** Moved by Councillor Engen that Council set the sale price of the remaining Town lots in Westview as follows:

Lot 7, Block 5, Plan 1621575 - \$55,000  
Lot 8, Block 5, Plan 1621575 - \$55,000  
Lot 9, Block 5, Plan 1621575 - \$55,000  
Lot 12, Block 5, Plan 1621575 - \$55,000

Lot 30, Block 4, Plan(TBD) - \$65,000  
Lot 31, Block 4, Plan(TBD) - \$65,000

**Carried Unanimously.**

5.6 September Council Meeting Dates

**Res.172.2023** Moved by Councillor Pacholek that the September Meetings Dates be moved to Sept 5<sup>th</sup> and Sept 18<sup>th</sup> **Carried Unanimously.**

**6. Bylaws /Policies** 6.1 None

**7. Reports** 7.1 Management Report-June 26, 2023

**Res.173.2023** Moved by Councillor See that the Management Report for June 26, 2023 be accepted for information. **Carried Unanimously.**

7.2 Financial Report-AP Report June 15<sup>th</sup> 2023.

**Res.174.2023** Moved by Councillor Thoreson that the Financial Report – AP June 15<sup>st</sup> 2023, be accepted for information. **Carried Unanimously.**

- 8. Committee & Board Reports**
- 8.1 Councillor Palm-Fraser reported on the Rec. Board, LRSWA and the Spring Leaders Caucus
  - 8.2 Councillor Pacholek reported on the Leaders Caucus, Community Centre and the Red Deer River Watershed.
  - 8.3 Councillor Thoreson reported on FCSS.
  - 8.4 Councillor Engen reported on the Library and the Red Deer River Watershed
  - 8.5 Councillor See reported on the Arena
  - 8.6 Mayor Ebden reported on the Leaders Caucus, Lacombe Foundation, the Eckville Manor House Charitable Society, and the Mayors & Reeves Meeting

**Res. 175.2023** Moved by Councillor Meyers that the Committee and Board Reports be accepted. **Carried Unanimously.**

- 9. Correspondence, Information Items**
- 9.1 Municipal Accountability Program Cycle 2
  - 9.2 Lacombe County Highlights of the Regular Council Meeting June 8<sup>th</sup>, 2023
  - 9.3 Lacombe County Media Release June 8, 2023

**Res.176.2023** Moved by Councillor Pacholek that the Correspondence and Information items be accepted as information. **Carried Unanimously.**

- 10. Seminars, Meetings, Special Events**
- 10.1 AUMA Convention - Edmonton.
  - 10.2 Ponoka Stampede/Parade
  - 10.3 Bowden Daze Parade
  - 10.4 Lacombe Mayor's Breakfast and Parade
  - 10.5 Town of Bentley Fair and Rodeo

**Res.177.2023** Moved by Councillor See that Seminars, Meetings and Special Events accepted as information. **Carried Unanimously.**

- 11. Closed Session**
- 11.1 None

- 12. Committee of the Whole**
- 12.1 Town of Eckville Strategic Priorities – Discussion  
Policy # 1202- A & Policy #1202 – B - Discussion

**13. Adjournment**

**Res. 178.2023** Mayor Ebden adjourned the meeting at 8:00 p.m. **Carried Unanimously.**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
CAO

Mtg. Date July 10, 2023

Agenda Item 5.1

**TOWN OF ECKVILLE**  
**Request to Council for Decision**

Meeting:	Town Council
Meeting Date:	July 10, 2023
Originated By:	Jack Ramsden, CAO
Title:	Relocation of Power Pole on Lane behind Town Office

**BACKGROUND:** We finally received two quotations from FORTIS to relocate the power pole which is currently located at the intersection of the lane southeast of the Town Office.

Option "A" is to move the power pole approximately 5 to 6 meters to the west and is estimated to cost \$6,676.04.

Option "B" is to move the power pole west to the property line boundary between lots 13 & 14 and to bury an underground primary line, at an estimated cost of \$26,819.33.

See attached documents.

**DISCUSSION/ALTERNATIVES:** While it would be nice to move the pole further down the lane, Option "A" is definitely more cost effective and is the option that we would recommend.

**IMPACT ON BUDGET:** We should be able to cover this in our operating budget.

**RECOMMENDED ACTION:** That the following motion be presented for consideration:

**"That the Chief Administrative Officer be authorized to sign the necessary documents with FORTIS Alberta to relocate the existing power pole currently located in the lane north of 5012 – 50<sup>th</sup> Avenue approximately 5 to 6 meters west at an cost of \$6,767.04."**

Prepared By: \_\_\_\_\_ Approved By:  \_\_\_\_\_

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optozw "A" - Relocate Power Pole  
5-C meters west.



### QUOTATION ACCEPTANCE/NOTIFICATION TO PROCEED

By signing and returning this Quotation Acceptance/Notification to Proceed page to FortisAlberta, you are acknowledging and accepting all terms within this quotation package along with FortisAlberta's Customer Terms and Conditions. Once FortisAlberta receives this signed page and payment, (if required), we will proceed with your request.

The terms in this quotation package will be in effect for 60 days from the Date of Quotation (noted below).

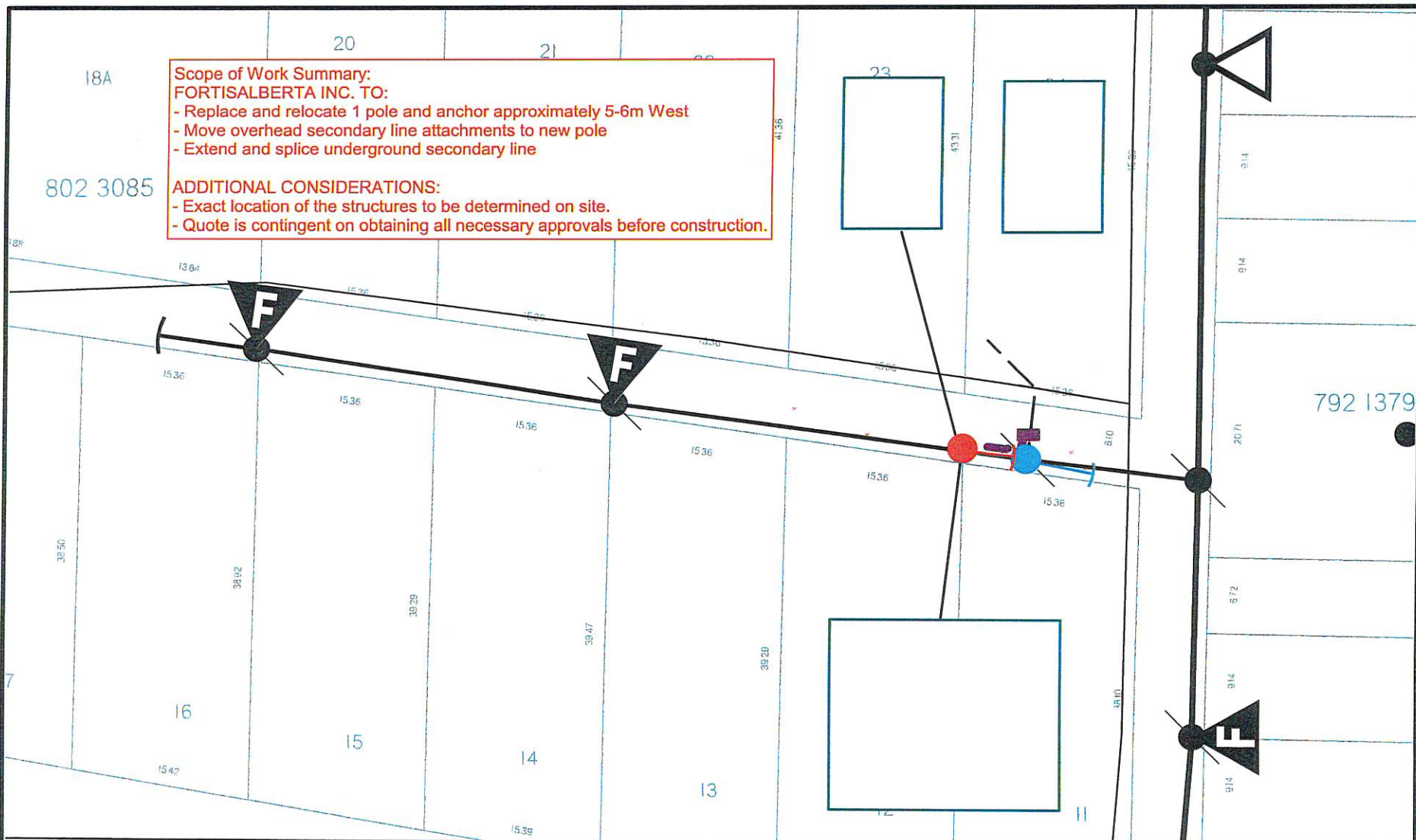
FortisAlberta reserves the right to requote under the following conditions:

- The customer has not returned this Quotation Acceptance/Notification to Proceed to FortisAlberta within 60 days of the Date of Quotation (noted below) but still requires the service;
- There are changes to the scope of the project as outlined in Schedule "A" under "About Construction" after FortisAlberta receives the Quotation Acceptance/Notification to Proceed;
- FortisAlberta has received the Quotation Acceptance/Notification to Proceed but construction has not commenced, for any reason within six months from the Date of Quotation.

Please note: If this project is cancelled by the Customer or by FortisAlberta at any time after this quotation package has been accepted, the customer may be responsible for direct and indirect costs incurred by FortisAlberta.

Date of Quotation	July 4, 2023
FortisAlberta Request/Reference #	500114088-01
Customer Contribution	\$6,767.04
GST	\$338.35
Total Customer Contribution (Amount to Pay)	\$7,105.39
Quoted By	Landon Wegener
<b>Company/Customer Name (Please Print):</b>	Town of Eckville
<b>Position (if applicable):</b>	
<b>Customer Signature:</b>	
<b>Date:</b>	
<b>PO/AFE#:(if applicable)</b>	

"A"



**Scope of Work Summary:**  
**FORTISALBERTA INC. TO:**  
 - Replace and relocate 1 pole and anchor approximately 5-6m West  
 - Move overhead secondary line attachments to new pole  
 - Extend and splice underground secondary line

**ADDITIONAL CONSIDERATIONS:**  
 - Exact location of the structures to be determined on site.  
 - Quote is contingent on obtaining all necessary approvals before construction.

NOTES:

CONTACT FORTISALBERTA TO CONFIRM ON-SITE ALIGNMENTS AND POWER SOURCE LOCATION



LEGEND:	
RED	NEW PRIMARY
PURPLE	NEW SECONDARY
BLUE	SALVAGE
GREEN	BRUSHING
BLACK	EXISTING FACILITIES
MAGENTA	POSTED PROPOSED

Preliminary Not For Construction

LAND ONLY TO SCALE 1:500  
 Print

Designer: Landon Wegener  
 Customer: Town of Eckville  
 Location: NE 16-39-03-W5

Date: 6/27/2023  
 WO#/OI#: 500114088

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option "13" Relocate boardwalk  
west to property line  
between Lot 12 & 13 and  
bury primary cable

### QUOTATION ACCEPTANCE/NOTIFICATION TO PROCEED

By signing and returning this Quotation Acceptance/Notification to Proceed page to FortisAlberta, you are acknowledging and accepting all terms within this quotation package along with FortisAlberta's Customer Terms and Conditions. Once FortisAlberta receives this signed page and payment, (if required), we will proceed with your request.

The terms in this quotation package will be in effect for 60 days from the Date of Quotation (noted below).

FortisAlberta reserves the right to requote under the following conditions:

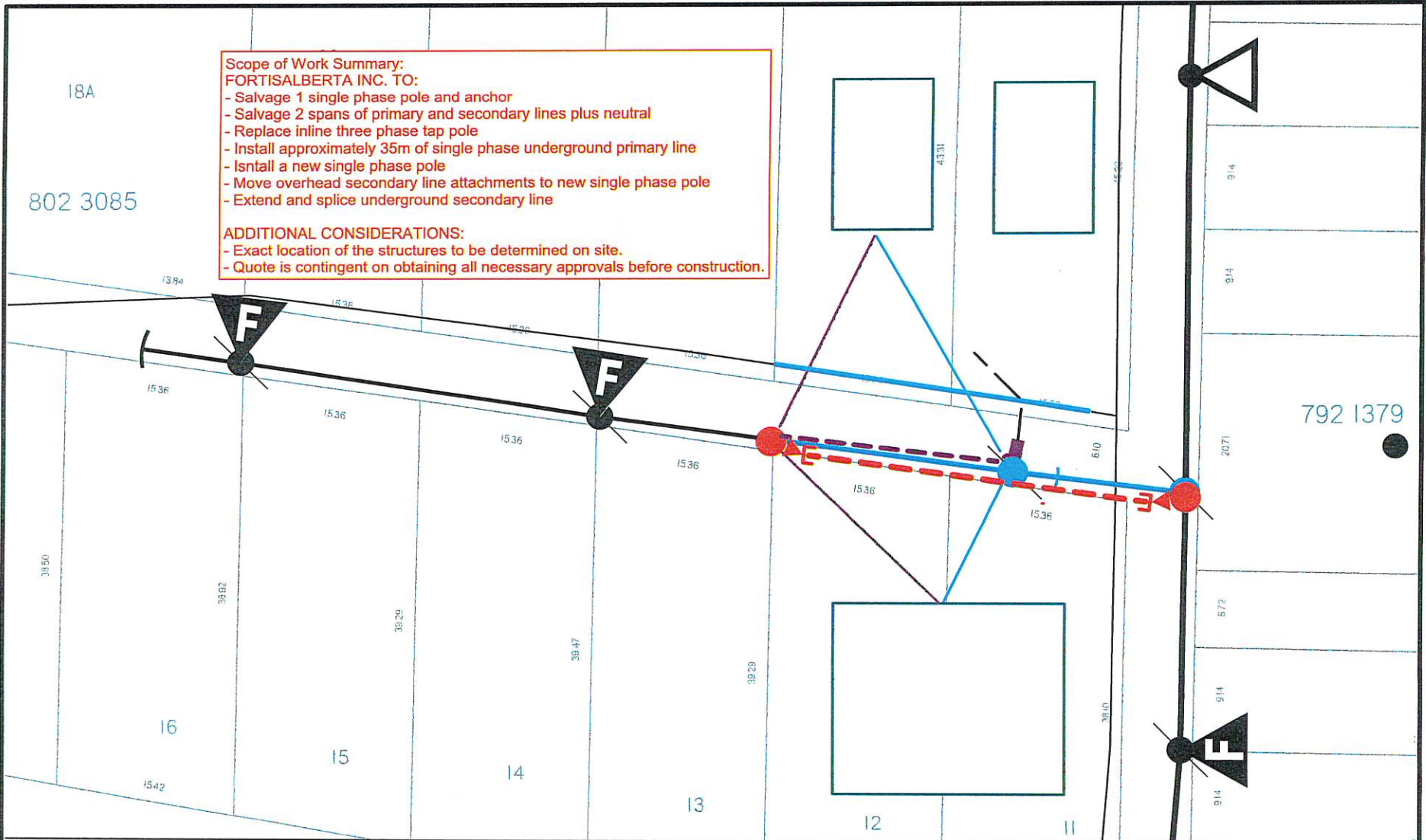
- The customer has not returned this Quotation Acceptance/Notification to Proceed to FortisAlberta within 60 days of the Date of Quotation (noted below) but still requires the service;
- There are changes to the scope of the project as outlined in Schedule "A" under "About Construction" after FortisAlberta receives the Quotation Acceptance/Notification to Proceed;
- FortisAlberta has received the Quotation Acceptance/Notification to Proceed but construction has not commenced, for any reason within six months from the Date of Quotation.

Please note: If this project is cancelled by the Customer or by FortisAlberta at any time after this quotation package has been accepted, the customer may be responsible for direct and indirect costs incurred by FortisAlberta.

Date of Quotation	July 4, 2023
FortisAlberta Request/Reference #	500114088-02
Customer Contribution	\$26,819.33
GST	\$1,340.97
Total Customer Contribution (Amount to Pay)	\$28,160.30
Quoted By	Landon Wegener
<b>Company/Customer Name (Please Print):</b>	Town of Eckville
<b>Position (if applicable):</b>	
<b>Customer Signature:</b>	
<b>Date:</b>	
<b>PO/AFE#:(if applicable)</b>	



11B11



**Scope of Work Summary:**  
**FORTISALBERTA INC. TO:**  
 - Salvage 1 single phase pole and anchor  
 - Salvage 2 spans of primary and secondary lines plus neutral  
 - Replace inline three phase tap pole  
 - Install approximately 35m of single phase underground primary line  
 - Install a new single phase pole  
 - Move overhead secondary line attachments to new single phase pole  
 - Extend and splice underground secondary line

**ADDITIONAL CONSIDERATIONS:**  
 - Exact location of the structures to be determined on site.  
 - Quote is contingent on obtaining all necessary approvals before construction.

NOTES:

CONTACT FORTISALBERTA TO CONFIRM ON-SITE ALIGNMENTS AND POWER SOURCE LOCATION



LEGEND:	
<span style="color: red;">—</span>	NEW PRIMARY
<span style="color: purple;">—</span>	NEW SECONDARY
<span style="color: blue;">—</span>	SALVAGE
<span style="color: green;">—</span>	BRUSHING
<span style="color: black;">—</span>	EXISTING FACILITIES
<span style="color: magenta;">—</span>	POSTED PROPOSED

Designer: Landon Wegener  
 Customer: Town of Eckville  
 Location: NE 16-39-03-W5

Date: 6/27/2023  
 WO#/01#: 500114088

Preliminary Not For Construction

LAND ONLY TO SCALE 1:500  
 Print

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Mtg. Date July 10, 2023

Agenda Item 5.2

**TOWN OF ECKVILLE**  
**Request to Council for Decision**

<b>Meeting:</b>	<b>Town Council</b>
<b>Meeting Date:</b>	<b>July 10, 2023</b>
<b>Originated By:</b>	<b>Jack Ramsden, CAO</b>
<b>Title:</b>	<b>Award of 2023 Sidewalk Tenders</b>

**BACKGROUND:** Please find attached two tenders for our proposed 2023 Sidewalk Replacement tenders from Olds Concrete Services and Proform Concrete Services.

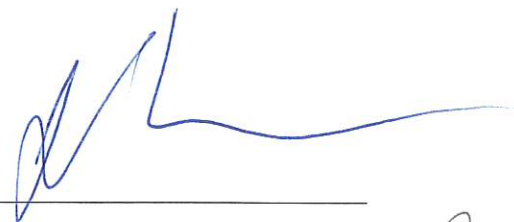
**DISCUSSION/ALTERNATIVES:** The low tender for this year's sidewalk tender is Proform Concrete Services. In my discussions with them I was assured that it would not be a problem if we needed to vary our quantities up a bit just in case, we want to add a bit of work when they arrive in Town.

**IMPACT ON BUDGET:** This work will be covered by approved grant funding.

**RECOMMENDED ACTION:** That the following motion be presented for consideration:

**"That the 2023 Sidewalk tender be awarded to Proform Concrete Services at and estimated cost of \$116,835.50 plus GST."**

Prepared By: \_\_\_\_\_ Approved By: \_\_\_\_\_



# TENDER Revised Quantities



## 285319 AB Ltd. o/a Proform Concrete

240 Burnt Park Way

Red Deer County AB. T4S 2L4

**Contact:** Manuel Garcia / Ken Bouteiller

**Phone:** (403) 343-6099

**Fax:** (403) 347-4980

Quote To: Town of Eckville  
Attention: Troy Evers  
Phone:  
Mobile: 403-396-1293  
Email: troy@eckville.com

Job Name: Eckville - 2023 Sidewalk Repairs  
Job Location: Eckville, AB.  
Bid Number: 7559  
Revision Date: July 6, 2023

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
<b>Non-Provisional Items</b>					
1.0	South Side 52 ave by Presbyterian church 1.3 m	39.00	LM	223.00	8,697.00
2.0	North Side 52 ave by Presbyterian church 1.3 m	64.00	LM	223.00	14,272.00
3.0	South Side 51 ave east of liquor store 16m by 1.3	16.00	LM	223.00	3,568.00
4.0	53 ave east of high school north side 1 block by	150.00	LM	223.00	33,450.00
5.0	52 ave west of 51 st 1 block by 1.3 m	91.70	LM	223.00	20,449.10
6.0	49 st north of 52 ave - 53 ave 56 m by 1.3 m	85.60	LM	223.00	19,088.80
7.0	Main street across from high school 24m by 1.8m	24.00	LM	252.00	6,048.00
8.0	53 st N of fire hall 5m and 14m sections x 1.3 RM	19.00	LM	366.00	6,954.00
<b>Non-Provisional Items Sub Total</b>					<b>112,526.90</b>
<b>Provisional Items</b>					
9.0	Prov. 52 Ave W of 51 St 7.0 m Rem C&G Inst Xing	7.00	LM	258.00	1,806.00
10.0	Prov. 51 Ave Behind CO-OP 9.7 m Rem C&G Inst Xing	9.70	LM	258.00	2,502.60
<b>Provisional Items Sub Total</b>					<b>4,308.60</b>
<b>GRAND TOTAL</b>					<b>\$116,835.50</b>

**NOTES:**

- \* Pricing is for spring and summer of 2023.
- \* Quantities are estimated only, invoicing to be based on actual measurements of work completed.
- \* Prices include;
  - traffic accommodation as required,
  - concrete & asphalt removals,
  - supply & install of granular base,
  - supply & install of reinforcement as specified,
  - supply & place all required formwork,
  - supply, place and finish concrete,
  - backfill & landscaping with topsoil and seed,
  - and bonding security.
- \* Prices do not include;

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# OLDS CONCRETE SERVICES (2014) LTD.

6508 - 48 AVENUE, OLDS ALBERTA T4H 1V1

PHONE (403) 556-2979

FAX (403) 556-2995

Date: June 27, 2023

Quote - Revised

To: Town of Eckville

Attn: Troy Evers

Re: Sidewalk Replacement and Repairs 2023

Item	Description	Quantity	Unit	Unit Price	Subtotal
1	52 Ave by Presbyterian Church (south side)	Remove & Replace Separate Sidewalk (39 lin.m. x 1.3 lin.m.)	39 lin.m.	\$260.00	\$10,140.00
2	52 Ave by Presbyterian Church (north side)	Remove & Replace Separate Sidewalk (64 lin.m. x 1.3 lin.m.)	64 lin.m.	\$260.00	\$16,640.00
3	51 Ave East of Liquor Store	Remove & Replace Separate Sidewalk (16 lin.m. x 1.3 lin.m.)	16 lin.m.	\$325.00	\$5,200.00
4	53 Ave East of High School (north side)	Remove & Replace Separate Sidewalk (150 lin.m. x 1.3 lin.m.)	150 lin.m.	\$260.00	\$39,000.00
5	52 Ave West of 51 St	Remove & Replace Separate Sidewalk (91.7 lin.m. x 1.3 lin.m.)	91.7 lin.m.	\$260.00	\$23,842.00
		Remove & Replace Reinforced Drop Curb	7 lin.m.	\$300.00	\$2,100.00
6	49 St (52 Ave - 53 Ave)	Remove & Replace Separate Sidewalk (85.6 lin.m. x 1.3 lin.m.)	85.6 lin.m.	\$260.00	\$22,256.00
7	Main St across from High School	Remove & Replace Separate Sidewalk (24 lin.m. x 1.8 lin.m.)	24 lin.m.	\$360.00	\$8,640.00
8	53 St North of Firehall	Remove & Replace Wide Rolled Monolithic Sidewalk	19 lin.m.	\$450.00	\$8,550.00
9	51 Ave behind Co-op	Remove & Replace Reinforced Drop Curb	9.7 lin.m.	\$300.00	\$2,910.00

**Subtotal \$139,278.00**

For Asphalt Repairs on Monolithic Sidewalk and Curb & Gutter Repairs - please use a unit rate of \$75/lin.m. - up to .300m wide

Quote includes landscape rehabilitation with dirt and seed.

Quote includes air and slump testing on site by Olds Concrete.

Quote includes 2 year warranty.

Quote does not include third party concrete testing or surveying.

Quote is valid for work done until October 1, 2023.

Olds Concrete is COR certified as per ACSA safety standards. COR Certificate 20210317-3112.

GST to be added.

If you have any questions, I can be reached on my cell at 403-994-1982.

Thank you.

Chris Wiffen

Olds Concrete Services

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**TOWN OF ECKVILLE**  
**Request to Council for Decision**

<b>Meeting:</b>	<b>Town Council</b>
<b>Meeting Date:</b>	<b>July 10, 2023</b>
<b>Originated By:</b>	<b>Jack Ramsden, CAO</b>
<b>Title:</b>	<b>Request for Speed Bumps in Lane on North side of 54 Street Close</b>

**BACKGROUND:** If you recall this item was included in our June 12<sup>th</sup> Management Report and the matter was discussed at the June 12<sup>th</sup> council meeting.

At the meeting it was agreed that we would install 20 KM speed signs at both ends of the lane and refrain from installing speed bumps for the time being.

**DISCUSSION/ALTERNATIVES:** We finally had the speed limit signs installed and according to the Resident who brought the matter forward, people continue to speed, and he is still concerned about the possibility of someone being hit. It was suggested that he encourage his neighbors to contact the CAO to back up his concern and his request that temporary speed bumps be installed.

At the writing of this document, we have heard from at least one neighbour, who has children who frequent the lane.

We will let you know at the July 10<sup>th</sup> council meeting if we have heard from other neighbours.

**IMPACT ON BUDGET:** NONE

**RECOMMENDED ACTION:** That the following motion be presented for consideration:

**“That removable speed bumps be installed at the east and west end of the lane running on the north side of 54<sup>th</sup> Street Close in McDonald Heights and that the matter be brought back to Council for review in October.”**

Or

**“That removable speed bumps not be installed at the east and west end of the lane running on the north side of 54<sup>th</sup> Street Close in McDonald Heights.”**

Prepared By: \_\_\_\_\_ Approved By:  \_\_\_\_\_

Mtg. Date July 10, 2023  
Agenda Item 5.4

**TOWN OF ECKVILLE**  
**Request to Council for Decision**

<b>Meeting:</b>	<b>Town Council</b>
<b>Meeting Date:</b>	<b>July 10, 2023</b>
<b>Originated By:</b>	<b>Jack Ramsden, CAO</b>
<b>Title:</b>	<b>Proposal for Public Engagement for Wastewater Continuation Strategy</b>

**BACKGROUND:** Please find attached the proposal we received from MNP to conduct a public consultation for the wastewater continuation strategy. Also attached is a two-page Detailed Planning & Implementation plan.

**DISCUSSION/ALTERNATIVES:** While we would prefer to have a neutral second party conduct our public engagement for us, we are not comfortable with the estimated fee of \$30,000 that is being proposed. We do not have much to offer at this time, other than to say that we have been pleased with the work that the MNP Team has done up to this point and we are satisfied that they have a good grasp of our situation.

We look forward to discussing this with you further on July 10<sup>th</sup>.

**IMPACT ON BUDGET:** this cost would likely be covered through reserve funds.

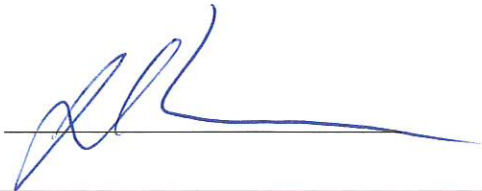
**RECOMMENDED ACTION:** That the following motion be presented for consideration:

**“That the Town of Eckville accept the proposal from MNP to conduct a public engagement regarding the Wastewater Continuation Strategy as presented.”**

Or

**“That the Town of Eckville not accept the proposal from MNP to conduct a public engagement regarding the Wastewater Continuation Strategy as presented.”**

Prepared By: \_\_\_\_\_ Approved By: \_\_\_\_\_



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July 4, 2023

**Attention: Jack Ramsden, Chief Administrative Officer**  
**Darcy Webb, Deputy Chief Administrative Officer**

5023 – 51 Avenue  
Eckville, AB  
T0M 0X0

Dear Jack and Darcy,

**RE: Public Engagement for Wastewater Continuation Strategy**

MNP LLP ("MNP") is pleased to provide the Town of Eckville (the Town) with this proposal and letter of engagement for the provision of consulting services related to planning and conducting public engagement to inform the Town's wastewater continuation strategy. The purpose of this letter is to provide an overview to our proposed approach and scope of services including anticipated phases of work, associated activities and deliverables and timelines.

MNP recently concluded a review, analysis and comparison of two wastewater service governance options to inform the continuation strategy for the Town's wastewater services. The two options under review were to maintain a standalone wastewater service managed by the Town or to join the Sylvan Lake Regional Wastewater Commission (the Commission). Our work included conducting a workshop with the Town to explore the project lifecycle and review the completed key criteria analysis and financial impact analysis to understand the impacts on residents' utility rates for each option. In June 2023, the final report was accepted by Town Council. The final report included a summary of the analysis completed and identifies that joining the Commission appears to be a viable option; a high-level road map of potential next steps was also included should the Town wish to further explore the option of joining the Commission. Based on the final report, this project proposal is intended to provide an overview of the anticipated phases of work and associated activities and deliverables that support the Town's public engagement to further inform Town Council's decision to pursue Commission membership. With our experience in supporting the Town's first phase, we understand the town's current state and vision for the future, and the next steps required to pursue implementation which includes public engagement.

On behalf of our entire team, we want to thank you for the opportunity to share this engagement letter and to express our sincere excitement with the opportunity continue working with the Town on this initiative. Please do not hesitate to contact James Richardson at 780.919.2060 or by email at James.Richardson@mnp.ca should you require clarification of any elements of our response. Thank you for your consideration.

Yours very truly,



**James Richardson, MBA, CMC**  
Partner, Consulting Services, MNP LLP

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## Our Understanding of Your Needs

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We understand that the Town of Eckville's (the Town's) wastewater lagoon system requires major servicing in the coming years. As a result, the Town has been exploring ownership and management options for its wastewater service with a particular interest in joining the Sylvan Lake Regional Wastewater Commission (the Commission). The Town wished to gain a deeper understanding of the potential impacts that joining the Commission may have on different aspects of its wastewater services, but most importantly, how this option may impact residents' current and future utility rates/bills.

At this time, the Town has completed an initial analysis of the two governance options: maintaining a standalone wastewater service (status quo) and joining the Commission. The analysis indicates that joining the Commission appears to be a viable option for the Town. Should the Town wish to further explore the option of joining the Commission, additional analysis and confirmation of next steps is required to inform Council's decision(s) pertaining to Commission membership. In particular, the Town has identified an interest in planning for and conducting public engagement to share information with residents, respond to resident questions and gather resident feedback.

MNP's experience from the initial phase of work and expertise in public engagement will result in an effective collection of public feedback. This feedback will contribute towards enabling the Town to make a diligent and well-informed decision with regards to joining the Commission.



# Our Proposed Methodology, Approach and Deliverables

## Methodology

### *Collaborative Approach*

MNP's commitment to using a high-quality collaborative process – a process that is inclusive, authentic, treats stakeholders as equals, and focuses on root problem identification – will set the stage for a successful project with the Town. Throughout the project, we will work closely with the Town to ensure we are working in alignment towards different activities and deliverables. In the project's first phase, we will review the Final Report from the initial phase of work, in collaboration with Town administration, to identify potential areas of public interest. Based on this discussion, MNP will develop a table of contents of the information that would be presented during the public engagement and seek Town administration feedback. Once feedback is received, MNP will work with Town administration to plan for and conduct public engagement activities. Our collaborative approach will ensure that Town are informed, prepared and can provide direction at key junctures of the project.

### *Public Engagement*

MNP has an experienced Public Affairs team that will support the Town's public engagement activities throughout the project, including planning and execution of public engagement. Asking various residents with differing and sometimes competing interests, as well as level and type of knowledge, to come together in conversation and dialogue can present unique challenges. Creating the opportunity for meaningful engagement results in the most successful implementation. It is, however, important to note that participation will mean different things to different people. MNP has extensive experience designing and facilitating comprehensive stakeholder consultation processes as well as trained IAP2 professionals able to increase meaningful participation based on the spectrum for public engagement. Figure 1 below provides the spectrum.

**Figure 1:**

### *IAP2 Spectrum for Public Engagement*

Inform	• Provide information to help understand the problem
Consult	• Seek feedback on alternatives and/or decisions
Involve	• Seek feedback and actively involve participants to ensure concerns/feedback are directly incorporated into decisions
Collaborate	• Partner with participants on each aspect of the decision including alternatives and final outcome
Empower	• Final decision making authority rests with participants

Based on initial conversations with the Town, we understand that the Town is seeking primarily to **inform** residents of the work underway but with a formal opportunity for Town residents to provide feedback. Engagement activity/ies will be structured to provide information to residents and will include avenue(s) for residents to voice concerns or support and ask questions and receive responses. The level of engagement will be confirmed at the initial stages of the project.

## Approach

The major objective of this initiative is to plan for and conduct public engagement to further inform the Town's decision to pursue Commission membership and potentially, join the Commission, to manage the town's wastewater services. The proposed below approach is based on initial conversations with the Town; adjustments to the approach can be made as needed to ensure the Town's interests and needs are appropriately reflected and met.

As illustrated in Figure 2, MNP will undertake a three-phase approach to supporting the Town on this initiative. The three phases are described in more detail below.

**Figure 2: Three Phase Approach**



### Project Initiation and Planning

A critical first step in our approach is to confirm your expectations for the engagement to ensure that we execute the project in line with your vision. We will meet with you to ensure we completely understand what you want to accomplish with this initiative and to ensure you are completely comfortable with our approach. In this first phase, we will confirm the work plan, roles, responsibilities, and key dates. These considerations will be the foundation for our engagement.

We will also initiate a discussion to identify key areas of public interest based on the initial phase of work's final report and additional considerations as identified by the Town. Following the discussion, MNP will develop a table of contents that will outline the key public engagement areas of interest for the Town's consideration.

- **Project initiation includes the following key steps:**
  - Kick-off meeting
  - Finalize Project Workplan
- **Detailed planning includes the following key steps:**
  - Collective review of Final Report and identification of key areas of public interest
  - Gather additional relevant information Town administration
  - Develop and finalize Table of Contents for public engagement areas of interest

## Phase 2 – Public Engagement

MNP recognizes that public engagement is the primary focus of this project. MNP is aware of the importance to openly communicate the decision process with the public and to maintain transparency between Town Council and the community when making changes that will impact the day-to-day lives of residents. MNP believes that public engagement is built on the foundational belief that every person should have the right to be involved in decisions that affect them and their lives. While some public engagement activities the Town may initiate are intended to inform and keep community members up to date on the progress being made, a formal public engagement event will be an opportunity for community members to also provide feedback.

- **Public Engagement phase includes the following key steps:**

- Develop public engagement plan based on town-specific considerations and in alignment with the Town's public participation policy. Anticipated activities that will be included in the plan are:
  - Support for a Town-led pre-communication activity leading up to the in-person event and will likely leverage multiple communication channels that the Town already has to communicate with residents. Support will include developing communication content such as key messages and in-person logistical event information.
  - Virtual dry-run of public engagement event with Town Council (1 hour) to ensure clarity of approach and to seek and incorporate feedback prior to conducting the in-person event.
  - A standalone in-person event such as townhall meeting or hearing for residents to raise questions and concerns (2 – 3 hours). Up to three (3) MNP staff will be available/present to support the in-person event. MNP's understanding is the Town will host a standalone event; this will be confirmed during the planning phase of this project.
- Conduct public engagement activities as per public engagement plan.

It is anticipated that the Town would be responsible for expenses related to engagement activities such as room rental, refreshments, promotion/advertisement, etc.

## Phase 3 – What We Heard Summary

Phase three is designed to capture feedback provided during the public engagement event. In alignment with the Town's public participation policy, the What We Heard Summary will include:

- An overview of the public engagement plan and how it was developed
- An assessment of the effectiveness of the plan based on the level of engagement and quality of input
- A summary of the input obtained

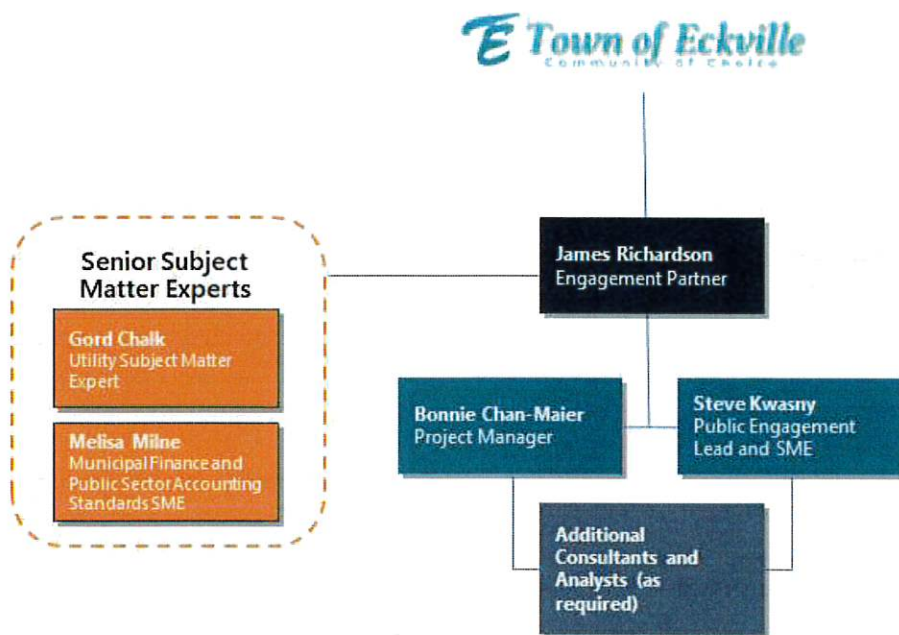
Note: should the Town require/desire MNP support in a presentation to Council, this can be arranged along with any applicable impacts to project scope, time and cost.

*Note: further analysis and the Decision to be made on whether to pursue Commission membership and/or join the Commission will be after completion of anticipated scope of this project. MNP has provided an overview of what those steps could include in a separate document.*

# Profile of Team Members

The MNP engagement team includes senior practitioners in order to bring the Town the deep experience, expertise, and capabilities to conduct this project effectively and efficiently. The team structure and brief biographies are presented below for our senior resources. Other project support resources will be engaged on the project.

## Team Structure



### James Richardson, MBA, CMC

#### Role: Engagement Lead

James is the Alberta Public Sector Lead and a Partner in the MNP Consulting practice based in Edmonton and serves clients locally and nationally. He also serves as the Consulting Leader for MNP’s Municipal Community of Practice nationally. James has over 22 years of experience working with and in the public sector. The focus of James’ experience has been on the design, review, improvement and evaluation of programs and services. This has included the design and launch of new organizations as well as assisting his clients with the development and delivery of new and or improved service offerings.

His career has afforded him the opportunity to work effectively with all orders of government as well as the Not For Profit sector in a variety of challenging settings. James also works periodically with the private sector as he is a firm believer that many of the methods, approaches and good practices can and should be shared and adapted for fit regardless of public / private sector origin.

James led the engagement team that supported the review and development of governance model options for a regional water utility in the Saddle Hills County region in 2020-2021, MCC governance model option for the

## Implementation of Wastewater Continuation Strategy

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Town of Ponoka in 2022 and most recently, governance model option review with the Town of Eckville for its wastewater services in 2023. He worked closely with his colleague Gord Chalk (SME proposed on this team as well) and through a series of workshops in a similar approach to what is described herein; the clients were able to confidently determine both their desired future state model as well as their interim approach to governance and collaboration in the meantime. This directly relevant and unique experience positions James to effectively lead the team and the engagement to bring distinct value to the Town.

James obtained his Masters of Business Administration from the University of Wales (Cardiff) in 2011 with focus on Strategy, Change Management and Risk Management. In addition, he is highly experienced and trained in project management (PMI) and has undertaken extensive professional training in leadership, facilitation and strategic systems thinking. He has deep experience managing projects with both private and public sector clients with a broad range of scope and complexity.



**Gord Chalk, MBA, CMC**

**Role: Utility Subject Matter Expert**

Gord Chalk is a Partner based in Calgary, Canada and is the national lead of the firm's Energy, Utilities, and Infrastructure Practice. He is a trusted Strategic Advisor to executives of some of the largest energy, pipeline, power and utilities companies in North America.

Gord also works extensively in Infrastructure and Major Capital projects. For over 25 years, he has also led dozens of strategy, process and technology projects/teams to successful execution. He quickly and capably moves strategy to action; delivering direct and measurable results. He thrives by building and maintaining high-touch relationships with his executive-level clients, delivering sustainable results through their staff, to support their metrics and goals. Gord has provided subject matter expertise in reviewing various utility governance model options including the recent review with the Town of Eckville for its wastewater services in 2023.

Prior to starting his career with MNP, Gord owned and operated Accelerator Consulting acting as a Strategic Advisor in the capital, maintenance and operations within the Energy and Utilities sector. Also, Gordon was the Director of Energy and Utilities with InCode Wireless; Director/Co-founder of LogicCurve Corp, a company focused on enabling process and technologies for Energy and Utility companies.



**Melisa Milne, CPA**

**Role: Municipal Finance and Public Sector Accounting Standards SME**

As the Assurance Partner and municipal finance SME, Melisa will provide guidance on how the options considered by the Town would be treated for accounting purposes and how the financial statements will be impacted. Melisa has provided subject matter expertise in reviewing various utility governance model options including the recent review with the Town of Eckville for its wastewater services in 2023.

**Professional Experience:** Melisa has been with MNP since 1998, and is responsible for the delivery of audits, review engagements and other accounting and income tax related issues to municipalities, not-for-profit organizations, and private companies in Central Alberta. Melisa is a trusted advisor who takes the time to get to know her clients and their operations. She is approachable, reliable and provides high-quality work.

Melisa is currently working with another municipal client that is considering moving a core service into a separate entity. That related experience would be valuable to this project and the Town of Eckville.

**Education:**

Chartered Professional Accountant – Institute of Chartered Professional Accountants of Alberta

Bachelor of Commerce – University of Calgary



**Steve Kwasny**

**Role: Public Affairs Subject Matter Expert**

Steven Kwasny is a Senior Manager in MNP's Consulting Group, with over a decade of experience successfully leading teams through complex stakeholder environments while delivering results and exceeding expectations.

As a consultant, Steven bring his diverse background to assist clients in navigating and managing the external influences that impact their organization by identifying partnership opportunities, building public trust and regulatory and legislative analysis. In addition, Steven supports public and non-profit sector entities in identifying legislative and regulatory opportunities, program evaluation, and strategic planning.



**Bonnie Chan-Maier, MA**

**Role: Project Manager and Lead Consultant**

Bonnie is a Manager in MNP's Public Sector Consulting practice based in Edmonton. She brings over 10 years of public policy and project management experience with the Government of Alberta and leading collaborative initiatives with different levels of government including municipalities and the federal government. Bonnie's strengths include her collaborative approach to working with diverse stakeholders including delivery agencies and community organizations, ability to bridge community-led expertise and experiences with public policy and apply a systems-thinking approach to understand and address different public sector challenges.

Bonnie has project managed the review and development of governance model options wastewater utility services for a MCC governance model option for the Town of Ponoka in 2022 and most recently, governance model option review with the Town of Eckville in 2023.

## MNP Project Support Resources

Our team is based locally in Edmonton, Red Deer and Calgary and has access to many additional skilled and experienced resources that we can draw on as necessary to meet the needs of this project. We will work with you to confirm when and where those resources may be engaged within the current scope of work.

## Timelines and Fees

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### Timelines

Based on our discussions with the Town, MNP proposes kicking off the project in July 2023. Timeline for completion of final deliverables is dependent on obtaining the required information / data and conducting the planned workshops. If the project is initiated in July 2023 then it is reasonable to assume that the project will be completed by the end of October 2023 at the latest. Detailed planning and scheduling will occur in phase 1 of the project as described herein.

### Fees

Fees for our advisory services will be \$30,000, plus all applicable taxes and travel expenses at cost.

We normally charge a 5% administrative fee in addition to our professional fees to cover regular business and administrative costs. To demonstrate our desire to build a strong working relationship with you we are waiving the administrative fee and will not be charging it on this project.

We intend to use teleconference and web-based collaboration technologies to minimize travel throughout the project. However, we do expect two to four trips from Edmonton and Calgary to the region over the course of the project for workshop delivery / final presentation. We are estimating our total travel expenses to be approximately \$1,000-\$2,000. Travel expenses / mileage will be consistent with Town travel policies, billed at cost and will be approved in advance with you.

# Standard Terms and Conditions

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The standard terms and conditions attached hereto are an integral part of this engagement. This engagement letter should be read in conjunction with the attached standard terms and conditions. This engagement letter and the standard terms and conditions are collectively referred to hereinafter as the "Agreement". In the event of any conflict or inconsistency between this engagement letter and the standard terms and conditions attached hereto, the terms of this engagement letter shall prevail.

## Agreement and Authorization Form

### Re: Client Name, Engagement Name

We have reviewed the Agreement and hereby accept the terms thereof. We authorize MNP LLP to proceed with the engagement at an estimated budget of **\$30,000** plus applicable taxes and expenses.

On Behalf of the Town of Eckville

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



## Appendix A – Standard Terms and Conditions

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The following standard terms and conditions and the engagement letter to which they are attached form one agreement and set out the terms and conditions upon which MNP LLP ("MNP") will provide services to you (the "Client").

- 1. Gathering and Verification of Information.** MNP will perform the services based on the information the Client provides to MNP. MNP will rely on that information to be accurate and complete and MNP will neither verify the information nor perform any procedures designed to discover errors or other irregularities in the information, although MNP may ask the Client to clarify or supplement such information. MNP will not independently verify financial statements or data submitted by the Client to allow MNP to perform services, nor will MNP review furnished working papers for technical and mathematical accuracy. The engagement of MNP cannot be relied upon to uncover errors in the underlying information incorporated in the Client's tax returns or other information, should any exist.
- 2. Cooperation.** The Client shall cooperate with MNP in the performance by MNP of its services hereunder, including, without limitation, by providing MNP with reasonable facilities and timely access to data, information and personnel of the Client. The Client shall be responsible for the performance of its personnel and agents and for the accuracy and completeness of all data and information provided to MNP for purposes of the performance by MNP of its services hereunder. The Client shall notify MNP if the Client learns that the information provided is inaccurate or incomplete or otherwise should not be relied upon. Furthermore, if during the engagement new information arises that is reasonably relevant to MNP's Services, the Client will promptly notify MNP and provide MNP with all such information.
- 3. Additional Client Responsibilities.** The Client shall appoint a senior employee to oversee, evaluate and accept the services provided by MNP. In no case shall any decision to accept or implement such services be a decision of MNP, and all such decisions shall be the decisions of the Client according to the Client's own internal management rules. [In the event that the services under this engagement letter are provided while MNP is also providing audit or assurance services to the Client, the Client agrees to take steps, in concert with MNP, to ensure that its adoption of the services does not impair the independence principles of corporate good governance practices and/or the generally accepted audit or accounting practices applicable in the jurisdiction(s) where the Client operates.]
- 4. Payment of Invoices.** Accounts will be rendered on a regular basis as the engagement progresses. All accounts shall be due and payable when rendered. Without limiting its rights or remedies, MNP LLP shall have the right to halt or terminate its services entirely if payment is not received within thirty (30) days of the invoice date. Interest shall be charged on accounts unpaid after thirty (30) days after the date of the bill. Interest shall be calculated and payable at the rate of 19.56% per annum (1.5% per month).
- 5. Taxes.** All fees and other charges do not include any applicable federal, provincial or other sales taxes, or any other taxes or duties whether presently in force or imposed in the future. Any such taxes or duties shall be assumed and paid by the Client without deduction from the fees and charges hereunder.

**Implementation of Wastewater Continuation Strategy**

Town of Eckville

6. **Term.** Unless terminated sooner in accordance with its terms, this Agreement shall terminate on the completion of MNP's services hereunder. This Agreement may be terminated by either party at any time in writing to the other party by providing ten (10) days written notice. In the event of termination pursuant to this paragraph, the Client agrees to compensate MNP for services performed and expenses incurred through the effective date of termination, as well as for reasonable time and expenses incurred to bring our services to a close in a prompt and orderly manner. Additionally, MNP has the right to terminate this Agreement if the obligations of the Client are not fulfilled. Before exercising this right, MNP will provide the Client with twenty (20) days notice to remedy such breach. If MNP exercises its right of termination, we will not be responsible for any loss, cost or expense resulting from such termination.
7. **Grant of License.** All documents produced by MNP, in any form whatsoever, for delivery to the Client (collectively, the "Deliverables") are prepared in contemplation only of the Client's use for the purpose stated in the engagement letter and not for any other purpose, or by any other party. MNP hereby grants the Client a limited, non-exclusive, perpetual, world-wide license, without payment of any royalty, so that the Client may, solely for its internal business purposes, use, copy and distribute internally the Deliverables, without modification. The Client shall not use the Deliverables directly or indirectly, for any purpose competitive with the business of MNP. MNP retains all intellectual property rights, title and interest in and to all its existing methodologies, processes, techniques, ideas, concepts, trade secrets, artwork, logos and identifying script and know-how that MNP may develop or supply in connection with this Agreement ("MNP Knowledge") whether or not such is embodied in the Deliverables. Subject to the confidentiality restrictions contained in paragraph 10, MNP may use the MNP Knowledge for any purpose.
8. **Working Papers.** MNP owns all working papers and files, other materials, reports and work created, developed or performed during the course of the Engagement, including intellectual property used in the preparation thereof. MNP may, but is under no obligation to, agree to provide the Client with a copy of all practitioner-prepared working papers necessary for the Client's accounting records. MNP may develop software, including spreadsheets, documents, databases, and other electronic tools, to assist us with this Engagement. Where these tools are developed specifically for MNP's purposes and without consideration of any purpose for which the Client might use them, any such tools provided to the Client are made available on an "as is" basis only, and remain the exclusive intellectual property of MNP, and are not to be distributed to or shared with any third party and MNP shall be entitled to the return of all such property, uncopied, at any time.
9. **Third Parties and Internal Use.** This Agreement is not intended for the express or implied benefit of any third party. No third party is entitled to rely, in any manner or for any purpose, on the advice, opinions, reports, Deliverables or services of MNP contemplated in this Agreement. The Client further agrees that the advice, opinions, reports and Deliverables issued by MNP shall not be distributed to any third party without the prior written consent of MNP. MNP agrees that such consent will ordinarily be granted provided that the Client makes a specific written request of MNP and the third party seeking such materials executes an acknowledgement of non-reliance and a release acceptable to MNP.

MNP does not warrant and is not responsible for any third party products or services obtained independently by the Client notwithstanding any participation or involvement by MNP. The Client shall have

**Implementation of Wastewater Continuation Strategy**

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the sole and exclusive rights and remedies with respect to any defect in third party products or services and any claim shall only be brought against the third party vendor and not against MNP.

10. **Confidentiality.** To the extent that, in connection with this engagement, MNP comes into possession of any proprietary or confidential information of the Client, MNP will not disclose such information to any third party, except as permitted by the Rules of Professional Conduct of the institutes of chartered accountants or other applicable law. Except as instructed otherwise in writing, each party may assume that the other approves of properly addressed fax, email (including email exchanged via Internet media) and voicemail communication of both sensitive and non-sensitive documents and other communications concerning this engagement, including other means of communication used or accepted by the other.
11. **Consent for Personal Information Collection, Use, and Disclosure.** MNP will not collect, use or disclose any of the Client's personal information without the Client's knowledge and consent, or as may be required by law. Provided, however, that MNP may collect, use and disclose personal information about the Client relevant to the purposes of this engagement and necessary to the provision of the Services by MNP. MNP may also collect and use personal information from the Client for the purposes of providing other services or informing the Client of other opportunities from time to time ("Other Matters"). Personal information that is not relevant to the purposes of this engagement or the Other Matters will not be disclosed to anyone for any reason without the Client's further prior consent. The Client may review MNP's privacy policy at [www.mnp.ca](http://www.mnp.ca).
12. **Limited Warranty.** MNP warrants that the services shall be performed with reasonable care in a diligent and competent manner. MNP agrees to correct any non-conformance with this warranty (subject to the limitations on MNP's liability set forth in paragraph 13), provided that the Client gives MNP written notice of such non-conformity together with details of any financial loss claimed and the Client's expectations no later than thirty (30) days following the discovery by the Client, of such non-conformity and in any event within the time limitation (18 months) set out in paragraph 13. Except as otherwise contained in this Agreement, MNP makes no other warranties, express or implied, and the Client waives application of all other warranties, whether arising by operation of law, course of performance or dealing, custom, usage in the trade or profession or otherwise, including without limitation implied warranties or conditions of merchantable quality and fitness for a particular purpose.
13. **Limitation on Liability.** The Client and MNP agree to the following with respect to MNP's liability to the Client:
  - (a) MNP's liability to the Client for the aggregate of all losses, claims, liabilities, penalties, damages, or expenses shall not exceed the amount of fees paid by the Client to MNP pursuant to this Agreement, except to the extent such loss, claim, liability, penalty or expense suffered by the Client has been finally judicially determined to have resulted from the bad faith or intentional misconduct of MNP.
  - (b) In no event shall MNP be liable for consequential, special, indirect, incidental, punitive or exemplary loss, damage, or expense or any loss of revenue or profit or any other commercial or economic loss or failure to realize expected savings.

**Implementation of Wastewater Continuation Strategy**

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(c) MNP's liability will be several and not joint and several and the Client may only claim payment from MNP of MNP's proportionate share of the total liability based on the degree of fault of MNP as finally determined by a court of competent jurisdiction.

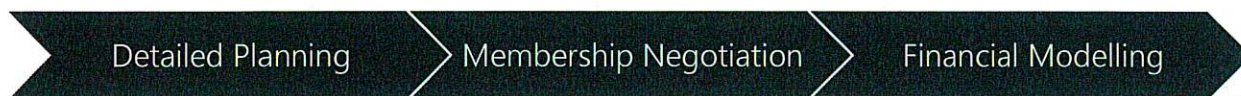
Any notice required under paragraph 12 above or any action by way of filed court process against MNP by the Client must be brought and served within eighteen (18) months after the cause of action arises and, if not so brought, such notice or action shall be null and void to the same extent as if the right to bring such were statute barred.

- 14. Indemnity.** The Client agrees to indemnify and hold harmless MNP from and against any and all fees, costs, expense (including without limitation legal fees and disbursements), claims, losses, damages, fines, penalties or liabilities of any nature whatsoever, whether arising out of any commenced or threatened action, suit, proceeding, investigation, claim or otherwise, which is brought or threatened against MNP by a third party (each, a "Claim") under any contract, statute, regulation, common law, rule of equity, or otherwise, including without limiting the generality of the foregoing, preparing for, defending against, providing evidence in, producing documents, or taking any reasonable action in respect of any Claim, insofar as such Claim arises out of or is based directly or indirectly upon the carrying out by MNP of this engagement, or the services and Deliverables provided by MNP pursuant to this Agreement.
- 15. Survival and Interpretation.** The agreements and undertakings of the Client contained in this Agreement shall survive the expiration or termination of this Agreement. For the purposes of this Agreement, "MNP" shall mean MNP LLP and its directors, officers, partners, professional corporations, employees, subsidiaries and affiliates and to the extent providing services under the engagement letter to which these terms are attached, MNP LLP, its member firms, and all of their partners, principals, members, owners, directors, staff and agents; and in all cases any successor or assignee.
- 16. Governing Law, Severability and Entire Agreement.** This Agreement shall be governed by and construed in accordance with the laws of the Province of Alberta and the laws of Canada applicable in Alberta. Any action or proceeding relating to this engagement shall be brought in the Province of Alberta, and the parties submit to the jurisdiction of the courts of the Province of Alberta and waive any defense of inconvenient forum to the maintenance of such action or proceeding. If any provision of this Agreement is found by a court of competent jurisdiction to be unenforceable, such provision shall not affect the other provisions, but such unenforceable provision shall be deemed modified to the extent necessary to render it enforceable, preserving to the fullest extent permissible the intent of the parties set forth herein. This Agreement is the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior and contemporaneous agreements, understandings, proposals, negotiations, representations or warranties of any kind whether oral or written.
- 17. Assignment.** Except as herein provided, neither party may assign, transfer or delegate any of its rights or obligations hereunder (including, without limitation, interests or claims relating to this engagement) without the prior written consent of the other party. MNP may, without the consent of the Client, assign or subcontract its rights and obligations hereunder to (a) any affiliate or related entity or (b) any entity which acquires all or a substantial part of the assets or business of MNP.

## Wastewater Strategy – Detailed Planning & Implementation

In June 2022, MNP completed a final report for the Town of Eckville's (the Town's) consideration regarding the two governance options for the Town's wastewater services. The two options under review were to maintain a standalone wastewater service managed by the Town or to join the Sylvan Lake Regional Wastewater Commission (the Commission). The analysis indicates that joining the Commission appears to be a viable option for the Town. The final report included a high-level road map of potential next steps, should the Town wish to further explore the option of joining the Commission.

The Town is currently seeking to plan and conduct public engagement from July 2023 – September 2023. Following public engagement, the Town may wish to take the following next steps as identified in the high-level road map to gather sufficient information and analysis to support Council in making an informed decision regarding Commission membership:



### Detailed Planning

Detailed planning will be required to further understand operational planning options to implement the Town's wastewater strategy.

- **Detailed planning includes the following key steps:**
  - Gather information to inform options analysis including formal membership documentation from the Commission.
  - Conduct options analysis that will include identification of different options and develop pros and cons of key assumptions related to asset ownership, organizational design, operations and maintenance approach.
  - Review key assumptions and identify the preferred option for implementation.

### Membership Negotiation

The Town should then leverage the detailed planning completed to confirm the key considerations that will inform the Town's membership negotiation with the Commission. The Town should identify different approaches to membership negotiations to ensure priorities are met and pros/cons are considered. These could key considerations could include:

- **Custody points** for the Town and the Commission (and subsequently, other members)
- **Parameters** that guide the Commission's approach to maintaining business continuity and responding to emerging issue

- **Terms of asset ownership** including assets within its custody points and overall Commission assets beyond its custody points
- **Commission mandate**

## Detailed Financial Planning

The Town should leverage the financial analysis from the initial phase of work's final report and additional information gathered and analysis conducted to develop a **detailed five year financial model** and ultimately, complete **detailed financial planning**. As part of this process, the Town should gain a deep understanding of all start-up costs, ongoing operations and expected future financial performance.

- **A Detailed 5-year Financial Model should include:**

- Detailed schedule of start-up expenses
- Balance Sheet
- Income Statement
- Cash Flow Statement
- Scenario Analysis
- Memorandum outlining all assumptions

Key variables will be considered including debt and grant combinations, operations and maintenance, potential emerging risks (unplanned maintenance/failures), asset management program requirements, and future expansion possibilities.

- **Detailed financial planning phase includes the following key steps:**

- Develop list of business plan financial model input requirements
- Assess previously identified government grant programs and develop grant strategy
- Review and discuss capital funding arrangements from debt financing sources
- Develop draft financial model that will address key factors

Following the completion of these phases, the Town should have sufficient information and analysis to make an informed decision on whether or not to pursue Commission membership.

**MANAGEMENT REPORT  
TO ECKVILLE TOWN COUNCIL  
July 10, 2023**

Mtg. Date July 10, 2023  
Agenda Item 7.1

**Current Activities:**

- **Eckville Wastewater Services Continuation Strategy Public Presentation:** We have included a copy of the proposal that we received from MNP along with an RFD in the July 10<sup>th</sup> council agenda. We look forward to discussing this proposal and other options for conducting public consultation on this important matter.
- **Town Entrance Sign:** Nothing to report currently.
- **Street Sweeping:** Nothing to report at this time.
- **Andrew Ball Diamonds:** We are continuing our gopher control program in the area north and east of the Andrew Field.
- **Replacement of Trees along The Westview Trail:** Sandy Siewert and Kristina Martinek removed four dead or dying trees from the Westview Trail and replaced them with new ones. Two of the trees were provided at no cost by the Tree Farm and we purchased the other two trees. We will be watering them regularly for the rest of the summer.

**Future / Planned Activities:**

- **Request for Speed Bumps in Lane on North Side of 54<sup>th</sup> Street Close:** 20 KM speed signs have now been installed at both ends of the lane, but we have continued to receive complaints. We have a RFD in the July 10<sup>th</sup> agenda package, again asking for permission to try installing temporary speed bumps.
- **Highway 11 Twinning Project Intersection Concern:** A letter has been sent to Minister of Transportation & Economic Corridors, Devin Dreeshen, requesting his assistance in having a roundabout intersection constructed at the intersection of Highway 11 and SH 766 when Highway 11 is constructed, likely in 2025. We also asked for an opportunity to meet with him during the summer, but so far, we have received a response.
- **Repairs to the Lane behind the Town Office:** We have included a RFD in the July 10<sup>th</sup> agenda package concerning the relocation of the power pole at the intersection of the lanes east of the Town Office. We also need to talk about whether we want to work on moving the actual lane this year or leave it for now.
- **Re-plotting of Westview Lots:** As previously noted, we have sent in the required documents to be filed at the Land Titles Office. As soon as they are registered, we will have our new plan and lot titles.
- **New RV Dump Station:** As previously noted, we now have a fully functioning kiosk at the new RV Dump Station. You can now pay with a Credit Card, a Debit Card or with a Token. We have had a few problems with people trying to avoid paying by leaving the peddle blocked off so that more than one person can dump for the same \$10.00 charge. We will

*D*

Management Report – July 10, 2023

consider installing a camera to monitor the kiosk and we may have to consider passing a bylaw allowing us to prosecute people who insist on stealing the service.

- **Medical Committee Meeting:** Nothing further to report currently.
- **Communication Strategy – Municipal App:** It is going well. The website design is complete (with test content). They are currently working on content strategy. Which includes going through our current site and putting together a plan for the new site. Once they have completed that, they will book a meeting to go through the plan and get any thoughts or comments from us before starting on content migration. After migration is completed, training will be booked.
- **Eckville Spray Park:** Unfortunately, the spray park was closed during the long weekend due to mechanical problems. The problem has been rectified and the park should be up and running again.
- **Fire Hydrant Maintenance and Repainting:** Public Works Staff will start work on repainting the hydrants as time permits.
- **Town Vision and Mission Statements:** We are still working to compile updated Mission and Vision statements for your review at the August meeting.



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Jack Ramsden, CAO

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Darcy Webb, Deputy CAO



Batch ID: CHEQUES  
 Batch Comment: Cheques

Audit Trail Code: PMCHQ00000824  
 Posting Date: ~~Mtg. Date~~ 2023-06-29 July 10, 2023  
 Agenda Item 7.2

Chequebook ID: ATB - GEN

\* Voided Cheques

Cheque Number	Date	Payment Number	Vendor ID	Cheque Name	Amount
027117	2023-06-29	00000000000022934	ATB001	ATB Financial Mastercard	\$5,117.45
027118	2023-06-29	00000000000022935	BAY001	Bay 4 Promtional Printing	\$908.25
027119	2023-06-29	00000000000022936	BLA01	Blast 'Em Pest Control	\$391.65
027120	2023-06-29	00000000000022937	CEN014	Central Alberta Co-op Ltd.	\$485.07
027121	2023-06-29	00000000000022938	CEN04	Central Labs	\$175.50
027122	2023-06-29	00000000000022939	FAS01	Fast Line Striping Systems Ltd	\$999.99
027123	2023-06-29	00000000000022940	FOL002	Folvik's Mechanical Services L	\$1,515.29
027124	2023-06-29	00000000000022941	GTI001	GTI Petroleum Ltd	\$907.36
027125	2023-06-29	00000000000022942	HIW001	Hi-Way 9 Express Ltd.	\$704.51
027126	2023-06-29	00000000000022943	KEY001	Key Agventures Inc	\$419.99
027127	2023-06-29	00000000000022944	LAC001	Lacombe County	\$3,531.47
027128	2023-06-29	00000000000022945	NEX002	NextGen Automation	\$506.19
027129	2023-06-29	00000000000022946	PAR001	Parkland Regional Library	\$2,657.49
027130	2023-06-29	00000000000022947	RAV001	Raven Printing LTD.	\$910.35
027131	2023-06-29	00000000000022948	REC	Receiver General	\$18,893.14
027132	2023-06-29	00000000000022949	RED004	Red Deer Overdoor	\$2,519.69
027133	2023-06-29	00000000000022950	RED010	Red Deer Catholic Separate Sch	\$3,482.23
027134	2023-06-29	00000000000022951	SPA001	Sparrows Auto Service Ltd	\$126.21
027135	2023-06-29	00000000000022952	STE008	Sterling Power Systems Inc.	\$564.38
027136	2023-06-29	00000000000022953	TEL001	Telus	\$1,210.79
027137	2023-06-29	00000000000022954	TEL002	TELUS MOBILITY	\$166.14
027138	2023-06-29	00000000000022955	THE002	The Western Star	\$84.00
027139	2023-06-29	00000000000022956	TRI004	Triple A Electric Ltd.	\$481.95
027140	2023-06-29	00000000000022957	DIA007	Diana Hendrie	\$240.00

Total Cheques: 24

Cheques Total: \$46,999.09



WHERE PEOPLE ARE THE KEY

Mtg. Date July 10, 2023

Agenda Item 9.1

## HIGHLIGHTS OF THE REGULAR COUNCIL MEETING JUNE 22, 2023

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### **143 HEALTHCARE CONSULTING SERVICES PRESENTATION**

At the June 6, 2023 Committee of the Whole Meeting, Stacey Strilchuk of 143HealthCARE Consulting Services provided an overview of the services offered by 143HealthCARE Consulting and an update regarding the current healthcare landscape and the work being done to support primary care, specifically for rural Albertans. By resolution of Council, this presentation was received for information.

### **REQUEST TO PAVE RANGE ROAD 2-4**

At the June 6, 2023 Committee of the Whole meeting, Council was provided with a comprehensive review of Policy RC(8) Use and Management of County Reserve Lands. By resolution of Council, the County Manager was directed to prepare a report regarding amendments to the policy for Council's consideration at a future meeting.

### **BOAT LAUNCH AT GULL LAKE OR SYLVAN LAKE**

At the June 6, 2023 Committee of the Whole Meeting, Council was provided with a presentation on Anderson Park Boat Launch and Sylvan Lake Boat Launch. By resolution of Council, the County Manager was directed to send a request to the Provincial Government for financial support for the Sylvan Lake Boat Launch, as a preliminary step in moving the project forward.

### **NEW ROAD PAVING**

At the June 6, 2023 Committee of the Whole Meeting, a discussion was held regarding the potential for paving the D & M Road (RR 27-5) between Twp Rd 41-0 and Twp Rd 41-2 due to increased traffic volumes and dust concerns. A discussion was also held regarding recent traffic counts on other roads within the County that have seen increased traffic volumes.

By resolution of Council, the County Manager was directed to prepare a report and proposal regarding new road paving projects based on traffic volumes for Council's consideration at a future meeting.

### **REQUEST TO PAVE RANGE ROAD 2-4**

Subsequent to a petition received in August 2022 regarding the paving of Range Road 2-4 from Highway 11A to Township Road 39-4 (TWP Rd. 39-4) and further to discussions held at Council meetings in August and October 2022 regarding the matter, recently updated traffic count information has prompted the topic to be revisited by Council.

The County Manager was directed to prepare a report for consideration at a future Council meeting regarding the development of a Transportation (New Pavement) Master Plan for the entire County. The request to pave Range Road 2-4 will be deferred at this time, for consideration as part of the Master Plan.

### **PROPERTY CLEAN-UP FUNDING REQUEST**

On December 22, 2022 a house in Mirror was destroyed by fire. In preparing for clean-up of the site, the presence of asbestos was identified. In accordance with Occupational Health and Safety requirements, remediation will be required and is the responsibility of the County, given the state of ownership of the property. By resolution of Council, the County Manager was authorized to contract Ask Environmental for remediation work at the subject property at a cost of \$46,445.



WHERE PEOPLE ARE THE KEY

### **TAX PAYMENT PLAN REQUEST**

Vantage Point Resources Inc. has requested an allowance to pay its 2023 property taxes over a six-month without incurring penalties. Council defeated a resolution to approve the proposed tax payment plan.

### **2024 OPERATIONS CAPITAL PURCHASES**

The annual fleet evaluation and capital purchase process has identified a need to replace 15 pieces of County equipment.

By resolution of Council, the County Manager was authorized to tender and award for the purchase of the 15 pieces of equipment at an estimated cost of \$4,528,000, and to dispose of the existing units at an estimated trade-in or private sale value of \$1,106,000. The difference between the purchase of the numbers and the sale of the old units, in the amount of \$3,422,000 will be funded from the Operations Equipment Reserve.

### **PALM BAY ENCROACHMENT**

Council reviewed the specifics of the encroachment from Lot 3 within the Palm Bay Subdivision onto adjacent Lacombe County Environmental Reserve Lands as well as the request by Mr. Stoute (property owner) and Mr. Jardine (real estate agent) to consider issuing an encroachment agreement for the alterations and encroachment in question.

A resolution authorizing the County Manager to enter into an Encroachment License Agreement with the owner of Lot 3, Block 1, 914MC (Palm Bay) for the structures, landscaping, and other items placed on the environmental reserve adjacent to the subject property was defeated by Council.

By resolution of Council, the County Manager was directed to order the reclamation of the environmental reserve encroached upon by the owner of Lot 3, Block 1, 914MC (Palm Bay), with such reclamation to be completed within one year of notice.

### **EN (10) RURAL CRIME WATCH POLICY REVISION**

At the June 8, 2023 Council Meeting, Councillor Kreil presented a notice of motion regarding amendments to Policy EN(10) Rural Crime Watch Policy. Councillor Kreil proposed, and it was approved by resolution of Council, that the County Manager revise the said policy to include eligibility for crime prevention initiatives (i.e. restorative justice programs) and present the revised policy for consideration at a future Council meeting.

### **MOBILE VENDORS AT SANDY POINT**

Frank Wilson of Delta Land Co. Inc. has expressed concern with mobile food trucks operating at the beach and boat launch at Sandy Point RV Resort and is requesting that Delta Land Co. be the only authorized provider of food and beverages on-site.

This request, as well as considerations for changes to the mobile vendor policies, will be considered as part of the 2023 Municipal Development Plan and Land Use Bylaw matrix review.

### **SUMMER VILLAGE OF HALF MOON BAY REQUEST TO CONSTRUCT AMENITIES**

In response to a request from The Summer Village of Half Moon Bay (SVHMB), and by resolution of Council, Lacombe County provided consent for the SVHMP to construct a pickleball/sport court and pathway on the described property, in addition to the previously identified future use of a wastewater lift station.



WHERE PEOPLE ARE THE KEY

**BYLAW No. 1387/23 MUNICIPAL DEVELOPMENT PLAN & BYLAW 1388/23 LAND USE BYLAW Council**

Bylaw No's. 1387/23 Municipal Development Plan and 1388/23 Land Use Bylaw were given first reading by Council on April 13, 2023. A public hearing was held on May 11, 2023, and Council adjourned the public hearing without closing it, to place the matter on a future Council meeting agenda.

By resolutions of Council, the public hearing for Bylaws 1387/23 and 1388/23 was reconvened and then closed. Council approved resolutions to remove the proposed amendments regarding the number of dwellings on Agricultural 'A' District parcels. Bylaws 1387/23 and 1388/23 received first, second, and third reading, and were passed.

**SUNALTA POWER PRESENTATION**

Council was provided with a presentation from Jacob Goldmann of Sunalta Power regarding the development of solar facilities on Brownfield sites. Council received the presentation for information and directed the County Manager to prepare a report for Council's consideration at a future Council meeting.

**ALBERTA TRANSPORTATION & ECONOMIC CORRIDORS DISCUSSION**

Representatives of Alberta Transportation and Economic Corridors attended the meeting to discuss common issues and concerns relevant to Lacombe County.

**Next Regular Council Meeting is  
July 13, 2023 – 9:00 a.m.**

**Next Committee of the Whole Meeting is  
October 3, 2023 – 9:00 a.m.**

**Lacombe County Administration Building**

**\*\*For more details from Lacombe County Council meetings, please refer to the meeting minutes. All meeting minutes are posted on the website ([www.lacombecounty.com](http://www.lacombecounty.com)) after approval.**

Mtg. Date July 10, 2023

Agenda Item 9.2

# LRWSC MEETING

## June 21, 2023

### Time: 1:15 PM

<u>City of Lacombe</u>	Grant Creasey Don Gullekson CAO	gcreasey@lacombe.ca dgullekson@lacombe.ca dbellabono@lacombe.ca
<u>Lacombe County</u>	Dana Kreil Ken Weenink Alt: Dwayne West CAO	dkreil@lacombecounty.com kweenink@lacombecounty.com dwest@lacombecounty.com jprediger@lacombecounty.com
<u>Town of Bentley</u>	Dale Grimsdale Alt: Lenore Eastman CAO	dgrimsdale@bentleycouncil.ca leastman@bentleycouncil.ca mfortais@townofbentley.ca
<u>Town of Eckville</u>	Jacquie Palm-Fraser Alt: Colleen Ebdon CAO	Jacquie@eckville.com Colleen@eckville.com admin@eckville.com
<u>Village of Alix</u>	Barb Gilliat Alt: Janice Besuijen CAO	bgilliat@platinum.ca Janice.guest@gmail.com tmeston@villageofalix.ca
<u>Village of Clive</u>	Sarah Fahey Alt: Dan Graden CAO	sarahedunbrack@gmail.com dgraden@hotmail.com admin@clive.ca



**40123 Rge Rd 260 (Prentiss Rd) RR 4 Box 18 Site 3  
LACOMBE, AB T4L 2N4**

Phone: 403.782.8970

Email: admin@lrwsc.ca



# AGENDA

## REGULAR BOARD MEETING

June 21, 2023

LRWSC Administration Office

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1. Call to Order
2. Adopt the Agenda
3. Adopt Minutes of April 26, 2023 Regular Board Meeting (Previously distributed)
4. Waste Haul Summaries for the Months of April and May 2023
5. List of Accounts Paid-To-Date
  - a. YTD Budget to Actual Report – May 2023
  - b. AP Cheque Register – April & May 2023
6. Compactor Bin Purchase
7. Strategic Plan Update
8. Manager's Report
9. Next Meeting August 23, 2023
10. Adjournment



UNAPPROVED MINUTES OF THE LACOMBE REGIONAL WASTE SERVICES COMMISSION BOARD APRIL 26, 2023

The meeting of the Lacombe Regional Waste Services Commission was called to order by Chairman Grant Creasey at 1:15 p.m. in the Boardroom of the Lacombe Regional Waste Services Commission Administration office on Wednesday April 26, 2023.

Present

**Commission Members:**

**Present:**

Village of Alix	Barb Gilliat
Town of Bentley	Dale Grimsdale
Lacombe County	Dwayne West
	Ken Weenink
City of Lacombe	Grant Creasey
Town of Eckville	Jacquie Palm-Fraser
Village of Clive	Sarah Fahey

**Others:**

Jay Hohn	LRWSC Commission Manager
Alissa Lundie	Recording Secretary
Daniel Luymes	BDO Canada LLP

**Regrets:**

City of Lacombe	Don Gullekson
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Welcome

Chairman Creasey welcomed the Commission Board to the second LRWSC board meeting of 2023.

**RWS/11/23  
Agenda**

Mr. Creasey asked the Board if there were any additions to the agenda. Mr. Hohn requested the addition of 9a – Annual Report.

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

**Carried Unanimously.**

**RWS/12/23  
Minutes**

**Moved by Mr. Weenink that the minutes of February 22, 2023 Regular Board Meeting be approved.**

**Carried Unanimously.**

**RWS/13/23  
BDO Presentation**

Mr. Luymes of BDO Canada LLP presented a draft audit of the Financial Statements of LRWSC for the year ending December 31, 2022. He reviewed the following items with the Commission:

1. Independent Auditor's Report (explained the process)
2. Statement of Financial Position
3. Statement of Operations (income statement)
4. Solid Waste Closure and Post- Closure Liabilities
5. Notes to Financial Statements
6. Accumulated Surplus
7. Debt Limits – we have borrowed nothing.
8. Statement

As requested, further explanation was given on the following items:

- Post Closure Liabilities
- Reserves – contributions
- Sick Leave bank
- Closure/Post closure

**Moved by Ms. Palm-Fraser that the 2022 Financial Statement from BDO Canada LLP be adopted as presented.**

*Carried Unanimously.*

**RWS/14/23  
Waste Haul  
Summaries**

Administration reviewed the Waste Haul summaries for the month of February and March 2023. Clarification was given in the following areas:

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

**Moved by Mr. Grimsdale that the Waste Haul Summary for the month of February and March 2023 be received as information by the Commission.**

*Carried Unanimously.*

**RWS/15/23  
Accounts Paid  
YTD Budget  
Comparative List  
Acct. Payable  
Cheque Listing**

Administration reported on the following with the Commission:

- Year to Date Budget Report March 31, 2023.
- Accounts Payable Cheque Listing from Feb. 1 – March 31, 2023.

**Moved by Ms. Kreil that the YTD Budget Comparative to March 31, 2023 be received as information by the Commission.**

*Carried Unanimously.*

**Moved by Ms. Kreil that the Accounts Payable Cheque Listing from February 1- March 31, 2023 be received as information by the Commission.**

*Carried Unanimously.*

**RESOURCE RESOLUTION RWS/44/22**

**RWS/16/23  
COLA Adjustment**

At the October 12<sup>th</sup>, 2022 Regular Board meeting, the 2023 Budget was presented by Administration to the Commission Board and part of the presented Budget was the Cost of Living Adjustment (COLA) for LRWSC employees. At that meeting a motion was made to revisit the COLA rate at the April 26, 2023 meeting.

Mr. Hohn presented the following CPI numbers to the Commission Board:

Since the October 12<sup>th</sup> Board meeting, the monthly CPI for Alberta has been the following:

August 2022	6.0%
September 2022	6.2%
October 2022	6.8%
November 2022	6.6%
December 2022	6.0%
January 2023	5.0%
February 2023	3.6%
March 2023	3.3%

Mr. Hohn let the Commission Board know that the main driver in the reduction of the CPI was due to the reduction of fuel prices.

The Commission Board discussed the CPI numbers and what other municipalities had given for a COLA rate and felt that the original approved COLA rate would stand.

**Moved by Mr. Weenink that the approved COLA rate from the October 12, 2022 Board Meeting remain at the same approved amount.**

*Carried Unanimously.*



Time 2:05 pm

RWS/17/23  
In-Camera

RWS/18/23  
Annual Report

**In-Camera Discussion**

**Moved by Ms. Fahey to move out of In-Camera**

**Time 2:20 p.m.**

Mr. Hohn presented to the Commission Board the following Annual Report for 2022. This report covers the period from January to December 2022 for the Prentiss Landfill, EPEA Registration No. 18530-01-01. The purpose of this report is to meet requirements under the Code of Practice for Landfills section 10(2) by providing the following information:

- the types and volume of wastes disposed of at the landfill in the preceding year, and the locations of disposal of wastes requiring special handling.
- groundwater monitoring results
- adjustments to financial security for closure and post closure

**Waste Quantities**

8854.577 MT of inert dry waste was landfilled at the Prentiss site in 2022. Due to a lack of shingle recycling opportunities, we added the accumulated shingles (227.119 MT) and concrete (254.672 MT) to the landfill totaling 9336.368 MT for the year.

Diverted and recycled material amounted to 1916.656 MT. This diverted material included burnable wood, mattresses, and metal. White goods units were 1120.

Tires, e-waste, white goods, used oil and containers, pesticide containers, propane tanks and household hazardous goods are collected by qualified Alberta Recyclers.

During the year, 9016.28 MT of municipal solid waste was hauled to the West Dried Meat Lake landfill located in Camrose County.

**Groundwater Monitoring**

Envirowest Engineering INC. was again hired to do the required groundwater monitoring at the Prentiss Landfill Site. The wells were sampled October 27th of 2022, and the report was received February 23, 2023.

There was very little change to the results of previous years with nothing out of the ordinary as far as impact from landfilling operations. Prior to 2021, we seen a continuing rise in Chloride concentrations in Monitoring Well 05 which is next to the Agricultural Chemical

Container Shed, but levels are still within acceptable limits as set out in the Code of Practice for Landfills. Chloride levels in Monitoring Well 05 have increased in 2022 from 107mg/L in 2021 to 158mg/L in 2022. We will continue to closely monitor future Chloride

concentrations in MW-05.

**Site Development Plan/Landfill Operations**

Cell #5 is open and receiving waste.  
Cell #4 is still open, and is used for shingle storage.

**Financial Security for closure and Post Closure**

\$22,185.00 was contributed to the Closure/Post Closure Reserve Fund in 2022 which now stands at \$1,356,264.00 at the beginning of 2023.

**Moved by Mr. Weenink that the 2022 Annual Report be accepted as information.**

**Carried Unanimously.**

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**RWS/19/23  
Managers Report**

Mr. Hohn reported on the following Manager's Report to March 31, 2023. The highlights are as follows:

- Staff Update – A new facility manager will start May 1, 2023. One staff member is going to be retiring on May 1, 2023 and the temporary staff member covering the position will become permanent.
- The new skid steer has been ordered and should arrive in spring of 2024.
- Bentley Transfer Station will be closed for repairs June 5 – 16<sup>th</sup>. The Spruceville transfer station will be opened extra days to accommodate the residents and the recycling trailers will be moved to the Spruceville transfer station during the closure.
- Lacombe County fire department is going to burn the grass in the fields around the Bentley Transfer Station on May 6 & 7.
- The wildlife surveys for the Compost Facility should be completed by the end of May.
- Mr. Hohn is going to be meeting with Lacombe County Administration regarding Sandy Point.
- Mr. Hohn gave a report regarding the investments.
- The Strategic Plan update will be done during the June 21<sup>st</sup> board meeting.
- One staff member will celebrate their 15 year service recognition on May 5, 2023 and the Commission Board members are invited to attend the celebration.
- Mr. Hohn requested that an additional Commission Board member be added as a signor for cheques when the other two board members are unavailable.

***Moved by Mr. Grimsdale that the Managers Report be received as information by the Commission.  
Carried Unanimously***

***Moved by Mr. Weenink that all the Executive Committee Members be approved as signors for cheques.  
Carried Unanimously***

Next Meeting

The next regular meeting of the Commission will be held on June 21, 2023 at 1:15 p.m. in the LRWSC Administration Boardroom at Prentiss.

**RWS/20/23  
Adjourn**

***Moved by Ms. Gilliat that the meeting adjourns.***

***Time: 3:01 p.m.  
Carried Unanimously.***

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Manager

LACOMBE REGIONAL WASTE SERVICES COMMISSION

WASTE HAUL SUMMARY

FOR THE MONTH OF: APRIL 2023



COMPACTOR WASTE

FROM	2023		HISTORY - YTD TONNES					
	TONNES	YTD TONNES	2022	2021	2020	2019	2018	2017
ECKVILLE	78.855	288.77	269.90	345.57	288.58	285.64	287.36	284.25
BENTLEY	49.870	176.15	178.58	174.18	164.10	172.84	182.53	169.61
SPRUCEVILLE	38.625	138.77	106.27	116.56	135.33	121.67	139.22	141.84
PRENTISS	492.690	1,875.47	1,962.71	2038.70	2036.68	2055.50	1,849.84	1,938.30
ALIX/MIRROR	11.000	64.68	83.30	90.32	106.54	95.70	104.49	107.22
<b>TOTAL</b>	<b>671.040</b>	<b>2,543.83</b>	<b>2600.76</b>	<b>2765.33</b>	<b>2731.23</b>	<b>2731.35</b>	<b>2,563.44</b>	<b>2,641.22</b>

DRY RUBBLE TO PRENTISS LANDFILL

FROM	2023		HISTORY - YTD TONNES					
	TONNES	YTD TONNES	2022	2021	2020	2019	2018	2017
ECKVILLE	16.410	50.15	44.66	61.350	55.66	46.90	43.95	68.93
BENTLEY	34.190	88.24	56.36	68.660	74.19	67.05	62.74	78.22
SPRUCEVILLE	10.210	39.91	34.64	37.630	42.20	40.13	49.10	59.69
PRENTISS	677.295	2,748.07	2,170.76	2,682.84	2,366.17	2,090.56	1,657.64	2,008.72
ALIX/MIRROR	22.000	59.90	50.56	67.350	58.32	58.38	54.69	70.78
<b>TOTAL</b>	<b>760.105</b>	<b>2,986.27</b>	<b>2,356.98</b>	<b>2,917.83</b>	<b>2,596.54</b>	<b>2,303.02</b>	<b>1,868.12</b>	<b>2,286.34</b>

WASTE METAL

FROM	2023		HISTORY - YTD TONNES					
	TONNES	YTD TONNES	2022	2021	2020	2019	2018	2017
ECKVILLE	1.265	8.43	22.72	18.890	30.42	14.64	15.96	18.19
BENTLEY	4.295	12.04	12.88	20.610	14.96	16.75	10.49	10.23
SPRUCEVILLE	1.905	3.79	5.50	7.100	9.60	7.30	10.26	8.16
PRENTISS	14.735	33.49	31.31	60.200	25.00	43.08	29.95	32.55
ALIX/MIRROR	1.500	5.89	11.18	17.470	15.12	13.16	10.46	10.79
<b>TOTAL</b>	<b>23.700</b>	<b>63.64</b>	<b>83.59</b>	<b>124.27</b>	<b>95.10</b>	<b>94.93</b>	<b>77.12</b>	<b>79.92</b>

OTHER PRODUCTS - PRENTISS SITE

	2023	
	TONNES	YTD TONNES
BURNABLE	116.489	290.655
METAL	23.700	63.635
CONCRETE	3.250	45.495
SHINGLES	25.070	57.485
<b>TOTAL</b>	<b>168.509</b>	<b>457.270</b>

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LACOMBE REGIONAL WASTE SERVICES COMMISSION

WASTE HAUL SUMMARY

FOR THE MONTH OF: MAY 2023



COMPACTOR WASTE

FROM	2023		HISTORY - MONTH YTD TONNES					
	TONNES	YTD TONNES	2022	2021	2020	2019	2018	2017
ECKVILLE	103.445	392.22	340.75	410.55	358.20	392.63	402.76	374.72
BENTLEY	60.655	236.81	224.72	233.95	238.62	240.27	247.27	230.57
SPRUCEVILLE	36.415	175.18	158.29	162.18	184.76	154.99	211.41	220.37
PRENTISS	704.675	2580.14	2,573.40	2615.65	2694.77	2702.13	2,522.82	2,620.69
ALIX/MIRROR	27.880	92.56	110.42	101.09	143.31	134.54	137.11	148.27
<b>TOTAL</b>	<b>933.070</b>	<b>3476.90</b>	<b>3407.58</b>	<b>3523.42</b>	<b>3619.66</b>	<b>3624.56</b>	<b>3,521.37</b>	<b>3,594.62</b>

DRY RUBBLE TO PRENTISS

FROM	2023		HISTORY - MONTH YTD TONNES					
	TONNES	YTD TONNES	2022	2021	2020	2019	2018	2017
ECKVILLE	29.715	79.86	75.72	83.21	87.10	87.29	93.80	106.02
BENTLEY	40.970	129.21	83.10	100.92	110.92	93.78	90.86	110.11
SPRUCEVILLE	16.815	56.73	45.02	47.640	62.07	60.64	71.19	80.64
PRENTISS	851.416	3,599.49	3,039.71	3,579.050	3,214.87	3,082.79	2,517.82	2,776.78
ALIX/MIRROR	21.865	81.77	75.27	91.930	86.16	82.12	83.87	100.49
<b>TOTAL</b>	<b>960.781</b>	<b>3,947.05</b>	<b>3,318.82</b>	<b>3,902.75</b>	<b>3,561.12</b>	<b>3,406.62</b>	<b>2,857.54</b>	<b>3,174.04</b>

WASTE METAL

FROM	2023		HISTORY - MONTH YTD TONNES					
	TONNES	YTD TONNES	2022	2021	2020	2019	2018	2017
ECKVILLE	6.660	15.09	33.93	28.77	42.49	23.53	23.26	27.63
BENTLEY	4.945	16.99	17.18	27.50	28.57	23.88	18.65	22.67
SPRUCEVILLE	2.625	6.42	7.28	10.46	15.04	10.82	14.86	12.14
PRENTISS	31.650	65.14	113.97	80.69	51.37	60.18	52.34	62.44
ALIX/MIRROR	7.810	13.70	15.14	25.07	24.94	20.64	16.60	14.42
<b>TOTAL</b>	<b>53.690</b>	<b>117.33</b>	<b>187.50</b>	<b>172.49</b>	<b>162.41</b>	<b>139.05</b>	<b>125.71</b>	<b>139.30</b>

OTHER PRODUCTS - PRENTISS SITE

	2023	
	TONNES	YTD TONNES
BURNABLE	179.304	469.959
METAL	53.690	117.325
CONCRETE	8.460	53.955
SHINGLES	24.720	82.205
<b>TOTAL</b>	<b>266.174</b>	<b>723.444</b>

# Lacombe Regional Waste Services Commission

## Year to Date Budget Report

at May 31, 2023



	Year to Date	Budget	Difference	% Budget
<b>REVENUE</b>				
<b>SALES AND USER CHARGES</b>				
Dry Rubble Disposal Fees	154,188.93	355,000.00	200,811.07	43.43
White Goods Disposal Fees	7,760.00	23,500.00	15,740.00	33.02
Shingle Disposal Fees	6,855.95	15,000.00	8,144.05	45.71
Recycled Waste	28,666.88	40,000.00	11,333.12	71.67
<b>TOTAL SALES AND USER CHARGES</b>	<b>197,471.76</b>	<b>433,500.00</b>	<b>236,028.24</b>	<b>45.55</b>
<b>OTHER REVENUE FROM OWN SOURCES</b>				
Penalties & Costs	15.79	100.00	84.21	15.79
Interest on Investments	67,935.37	50,000.00	-17,935.37	135.87
Other Revenue	750.00	20,120.00	19,370.00	3.73
Contribution from Surplus	0.00	62,100.00	62,100.00	0.00
Land Rentals	33,425.00	33,430.00	5.00	99.99
<b>TOTAL OTHER REVENUE FROM OWN SOURCE</b>	<b>102,126.16</b>	<b>165,750.00</b>	<b>63,623.84</b>	<b>61.61</b>
<b>GOVERNMENT TRANSFERS</b>				
Aspen Beach Provincial Park	4,875.72	4,520.00	-355.72	107.87
Lacombe County	175,353.75	701,420.00	526,066.25	25.00
City of Lacombe	225,988.75	903,960.00	677,971.25	25.00
Town of Eckville	18,801.25	75,210.00	56,408.75	25.00
Town of Bentley	16,770.00	67,080.00	50,310.00	25.00
Village of Alix	13,292.50	53,170.00	39,877.50	25.00
Village of Clive	12,675.00	50,700.00	38,025.00	25.00
Summer Villages	59,904.76	59,870.00	-34.76	100.06
<b>TOTAL GOVERNMENT TRANSFERS</b>	<b>527,661.73</b>	<b>1,915,930.00</b>	<b>1,388,268.27</b>	<b>27.54</b>
<b>TOTAL REVENUE</b>	<b>827,259.65</b>	<b>2,515,180.00</b>	<b>1,687,920.35</b>	<b>32.89</b>
<b>EXPENSE</b>				
<b>SALARY, WAGES AND BENEFITS</b>				
Salary and Wages	352,397.33	925,390.00	572,992.67	38.08
Employer Contributions	93,881.66	207,950.00	114,068.34	45.15
Staff Training	29.99	2,700.00	2,670.01	1.11
<b>TOTAL SALARY, WAGES AND BENEFITS</b>	<b>446,308.98</b>	<b>1,136,040.00</b>	<b>689,731.02</b>	<b>39.29</b>
<b>CONTRACTED &amp; GENERAL SERVICES</b>				
Taxable Benefits, Travel & Meals	3,772.72	11,000.00	7,227.28	34.30
Membership Fees	430.00	1,030.00	600.00	41.75
Postage and Courier	169.20	500.00	330.80	33.84
Telephone and Communication	5,653.23	11,200.00	5,546.77	50.48
Administration	8,459.26	22,600.00	14,140.74	37.43
Recycling Costs *	19,344.14	104,900.00	85,555.86	18.44
Professional Services	15,299.00	20,500.00	5,201.00	74.63
Site Disposal Contract (WDML)	0.00	251,100.00	251,100.00	0.00
Repair and Maintenance - Site - Labour	1,863.80	19,000.00	17,136.20	9.81

# Lacombe Regional Waste Services Commission

## Year to Date Budget Report

at May 31, 2023



	Year to Date	Budget	Difference	% Budget
Repair and Maintenance - Equipment - Labour	31,702.32	125,000.00	93,297.68	25.36
Contracted Equipment Hiring	6,515.00	12,000.00	5,485.00	54.29
Rentals	291.67	1,000.00	708.33	29.17
Insurance, Taxes and Advertising	16,197.73	20,980.00	4,782.27	77.21
<b>TOTAL CONTRACTED &amp; GENERAL SERVICES</b>	<b>109,698.07</b>	<b>600,810.00</b>	<b>491,111.93</b>	<b>18.26</b>
<b>GOODS, SUPPLIES &amp; UTILITIES</b>				
Goods and Supplies	5,321.95	15,500.00	10,178.05	34.34
Small Tools and Equipment	2,406.40	5,000.00	2,593.60	48.13
Fuel and Lubricants	50,110.92	234,530.00	184,419.08	21.37
Tires	19,301.01	31,500.00	12,198.99	61.27
Vehicle Parts & Batteries	18,419.00	52,000.00	33,581.00	35.42
Site Supplies	3,954.94	22,500.00	18,545.06	17.58
Utilities	19,940.10	53,500.00	33,559.90	37.27
<b>TOTAL GOODS, SUPPLIES &amp; UTILITIES</b>	<b>119,454.32</b>	<b>414,530.00</b>	<b>295,075.68</b>	<b>28.82</b>
<b>TRANSFER PAYMENTS</b>				
Transfer to Capital	0.00	0.00	0.00	0.00
Reserve Contributions	0.00	359,800.00	359,800.00	0.00
<b>TOTAL TRANSFER PAYMENTS</b>	<b>0.00</b>	<b>359,800.00</b>	<b>359,800.00</b>	<b>0.00</b>
<b>FINANCIAL SERVICES CHARGES</b>				
Bank Charges and Interest	1,323.69	4,000.00	2,676.31	33.09
Write-off Doubtful Accounts	0.00	0.00	0.00	0.00
Loss on disposal of Capital Assets	0.00	0.00	0.00	0.00
<b>TOTAL FINANCIAL SERVICES CHARGES</b>	<b>1,323.69</b>	<b>4,000.00</b>	<b>2,676.31</b>	<b>33.09</b>
<b>TOTAL EXPENSE</b>	<b>676,785.06</b>	<b>2,515,180.00</b>	<b>1,838,394.94</b>	<b>26.91</b>
<b>CURRENT YEAR SURPLUS/(DEFICIT)</b>	<b>150,474.59</b>	<b>0.00</b>	<b>-150,474.59</b>	

<b>*Summary of Recycling Costs Expense</b>	
Description	Amount
<b>Diversionsary Credit</b>	14,400.80
CITY OF LACOMBE	13,041.80
LACOMBE COUNTY	614.01
TOWN OF BENTLEY	744.99
TOWN OF ECKVILLE	-
VILLAGE OF ALIX	-
VILLAGE OF CLIVE	-
<b>Other</b>	4,943.34
SINCLAIR - FREON	-
DBS ENVIRONMENTAL	4,943.34
<b>Grand Total</b>	<b>19,344.14</b>

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**Lacombe Regional Waste Services Commission**  
**Cheque Log**  
**for April 1 - May 31, 2023**

Cheque No.	Cheque Date	Payee	Amount
2470	04-04-2023	CANOE PROCUREMENT GROUP OF CANADA - Fuel	554.57
2471	04-04-2023	DIRECT ENERGY BUSINESS - Utilities	2,660.71
2472	04-04-2023	KAL TIRE - tire repair	45.41
2473	04-04-2023	LACOMBE COUNTY - March Payroll	89,386.86
2474	04-04-2023	LO COST PROPANE - Utilities	1,372.43
2475	04-04-2023	POLAR INDUSTRIAL SERVICES LTD.- mount for compactor	148.03
2476	04-04-2023	SERVUS CREDIT UNION	928.22
		Postage - 96.60	
		Web, GPS, Internet 263.79	
		Water, coffee,office supplies - 567.83	
2477	04-04-2023	SERVUS CREDIT UNION	4,904.72
		Registration - 30.00	
		Office supplies - 239.59	
		Magnet - 911.39	
		Tractor seat, hydrolic pump & parts - 3499.36	
		Site supplies - 224.38	
2478	04-04-2023	TELUS MOBILITY - cellular phones	469.98
2479	04-04-2023	TELUS - office phone	151.43
2480	04-04-2023	UFA Co-Operative Limited - fuel	248.46
2481	04-04-2023	WARREN'S BACKHOE SERVICES LTD - frozen bin service	1,428.00
2482	21-04-2023	TOWN OF BENTLEY - diversionary credits	744.99
2483	21-04-2023	CANOE PROCUREMENT GROUP OF CANADA - Fuel & Filters	1,593.88
2484	21-04-2023	CITY OF LACOMBE - diversionary fees	3,535.16
2485	21-04-2023	DBS ENVIRONMENTAL - HHW disposal fees	2,182.09
2486	21-04-2023	Gregg Distributors LP - grease	118.76
2487	21-04-2023	KELLY WABICK - service recognition	750.00
2488	21-04-2023	LACOMBE COUNTY - Employer Contributions	10,941.47
2489	21-04-2023	LACOMBE SIGNMASTERS - signage	207.84
2490	21-04-2023	NEW WEST FREIGHTLINER INC.- sensors and belt tensioner	927.41
2491	21-04-2023	PAYNE'S SEPTIC TANK SERVICE - septic service	504.00
2492	21-04-2023	PUROLATOR INC. - courier fees	15.78
2493	21-04-2023	SUPER SLINGS INC. - straps	276.42
2494	08-05-2023	CANOE PROCUREMENT GROUP OF CANADA - Tires & Fuel	5,102.50
2495	08-05-2023	DIRECT ENERGY BUSINESS - Utilities	2,797.60
2496	08-05-2023	GRANT CREASEY - meeting expenses	42.87
2497	08-05-2023	Gregg Distributors LP - Grease & safety gear	352.98
2498	08-05-2023	LACOMBE COUNTY - April Payroll, 2nd Qtr R&M, Fuel	157,385.48
2499	08-05-2023	SERVUS CREDIT UNION	1,015.24
		Phones - 325.56	
		Office supplies - 120.29	
		small tools - 287.58	
		Hitch - 209.76	

		Rock chip repair - 20.99	
		Brooms and straps - 51.06	
2500	08-05-2023	SERVUS CREDIT UNION	2,370.80
		Web, GPS, Internet - 302.50	
		Sage - 1090.95	
		Office supplies - 105.85	
		Pump - 871.50	
2501	08-05-2023	TELUS MOBILITY - cell phones	538.52
2502	08-05-2023	TELUS - office phones	728.64
2503	08-05-2023	UFA Co-Operative Limited Fuel & DEF	442.15
2504	08-05-2023	WORKERS COMPENSATION BOARD ALBERTA - premium	2,423.79
2505	08-05-2023	DBS ENVIRONMENTAL - HHW recycling	334.76
2506	29-05-2023	BDO CANADA LLP - Audit	12,021.45
2507	29-05-2023	CANOE PROCUREMENT GROUP OF CANADA - Fuel, filters and tires	4,252.20
2508	29-05-2023	CITY OF LACOMBE - diversionary credit	3,541.52
2509	29-05-2023	DIRECT ENERGY BUSINESS - Utilities	2,288.07
2510	29-05-2023	ECS SAFETY SERVICES LTD.- pre-employment test	127.58
2511	29-05-2023	Gregg Distributors LP Def and small tools	751.64
2512	29-05-2023	JANITORIAL SUPPLIES PLUS INC - paper towel	98.70
2513	29-05-2023	LACOMBE SIGNMASTERS - signage	204.75
2514	29-05-2023	LO COST PROPANE - Utilities	529.91
2515	29-05-2023	NEW WEST FREIGHTLINER INC.- Truck repair	128.37
		<b>Total Amount of Cheques</b>	<b>321,576.14</b>





**LRWSC**

## **AGENDA ITEM**

### **Lacombe Regional Waste Services Commission Compactor Bin Purchase**

---

**DATE: June 21, 2023**

#### **BACKGROUND:**

LRWSC replaces its equipment based on the Capital Equipment Replacement Schedule.

The Commission currently has 19 Compactor bins in service to haul MSW to WDML, but at times we run short of bins due to heavy use. There are also five old Compactor Bins that are being used for the collection of mattresses at our sites. The bins that are in use for the Mattress program were not added to the Equipment Replacement Schedule as we were not sure how long the program was going to run.

#### **ANALYSIS:**

LRWSC requires a minimum of 16 Compactor bins for transporting MSW to WDML.

We currently have 19 bins, but one of the bins was built structurally different back in 2015 and it does not work very well when it is hauled on our trucks/trailers, and we haven't used it in 3 years.

This reduces our total usable bins to 18 for use for MSW. During times of heavy incoming MSW or when a bin is out of service being repaired, we frequently run out of bins to load. Having an additional two Compactor bins built would replace the one different bin and give us an extra one for efficiently switching bins at all our sites.

There are five old Compactor Bins from 1987 that are being used for mattress collection, and these bins are really starting to show their age with signs of rusting and metal fatigue of crucial parts and soon they too will need to be replaced.

We will move the one structurally different bin over to use for mattress collection, and over the next two years, we will budget for an additional two Compactor Bins each year to replace the existing Mattress Bins.

We have used two different companies to construct the Compactor Bins in the past and we have requested quotes from them:

Inline Welding - \$32,000.00/each (This is an estimated figure by Inline, and an exact quote will be provided shortly.

Universal Equipment – Currently waiting on the quote.

We will use the quote that is the best price and can be done in a timely fashion.

**RECOMMENDATION:**

That the Commission Board approves the purchase of two Compactor Bins at a cost of \$65,000.00 to be funded from the Unrestricted Surplus Reserve.

# STRATEGIC PLAN

Lacombe Regional  
Waste Services Commission

**2023 - 2026**



**LRWSC**

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# ABOUT THE STRATEGIC PLAN

On \_\_\_\_\_, 2023, Lacombe Regional Waste Services Commission (LRWSC) board, administration, and municipal representatives came together to discuss the future path for the Commission. The LRWSC previously held a strategic planning session in April 2019; however, the document required some minor updating.

In 2023, participants evaluated:

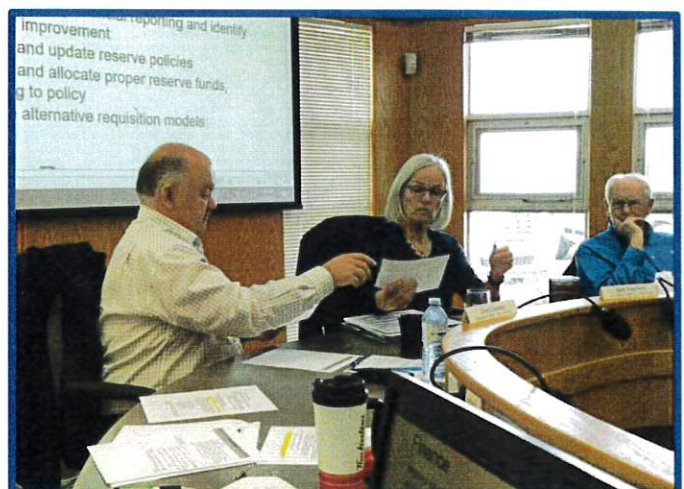
- Mission and Vision statements
- Core values for the LRWSC
- Where the organization is headed
- What steps were needed to reach their goals

The purpose of this Strategic Plan is to guide the direction for LRWSC for the years to come. It identifies challenges faced by the Commission and establishes clear action items that will ensure progression. Strategic planning is a useful planning exercise that will allow for a review of the current practices but more importantly, it enables the LRWSC to envision the next 5, 10, and 15 years.

A review of this plan is essential for this document, so it continues to be a useful, living document that guides the LRWSC. Commission board members are elected officials from the municipalities of Alix, Bentley, Clive, Eckville Lacombe and Lacombe County. The strategic plan review will align with the municipal election cycle (every four years). New councillors will have the opportunity to work with LRWSC administration to review and amend as needed.

Strategic planning allows an opportunity for all of the municipal members to develop a shared vision for the future of the Commission. This process ensures that problems are identified and addressed, so resources are used efficiently.

The LRWSC highlights a successful partnership that has spanned more than three decades. Over the last 30 years, the core mandate of LRWSC continues to evolve from collecting and transporting solid waste, to being an innovative leader, a good neighbour, and an employer of choice.



# STRATEGIC PLANNING PROCESS

This hierarchy chart demonstrates the Strategic Planning process, and can be broken into two sections, strategic plan and action plan.

## Strategic Plan

- *Mission* – why you exist
- *Vision* – what you want to be, desired end state
- *Core Values* – What you believe in
- *Organizational goals* – what you want to accomplish

## Action Plan

- *Action Items* – planned actions to achieve goals
- *Metrics* – measure of success, a performance measure



# MISSION, VISION & CORE VALUES

## MISSION

A regional municipal commission providing cost effective, innovative and environmentally responsible solid waste management services

## VISION

Leaders in innovative solid waste solutions

## CORE VALUES

Accountable  
Collaborative  
Integrity

Respect  
Sustainable  
Visionary

# ORGANIZATIONAL GOALS

The Organizational Goals for the Lacombe Regional Waste Services Commission will bridge the gap from where they are today to where they want to be in the future.

**Education & Communication**



**Environmental Stewardship**



**Finance**



**Human Resources**



**Innovation**




**Safety**








# METRICS: HOW TO MEASURE SUCCESS

In the pages to follow, action items are clearly outlined to help the LRWSC in achieving their organizational goals. Each year, the Commission Manager will provide a status update on the action items, indicating if they are:

**Not Initiated** 

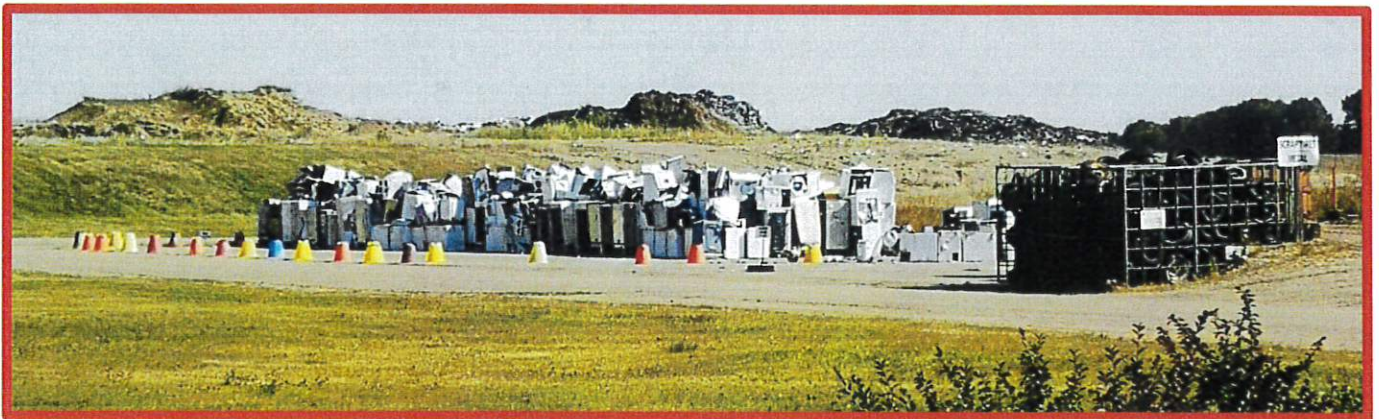
**Initiated**  **OR** **On-going** 

**Complete** 

## REVIEW PROCESS

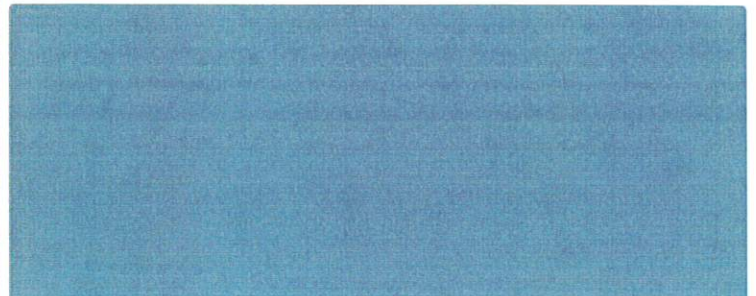
By regularly reviewing the status of the action items, and reporting to the Board, it will be easy to see the LRWSC's success moving forward.

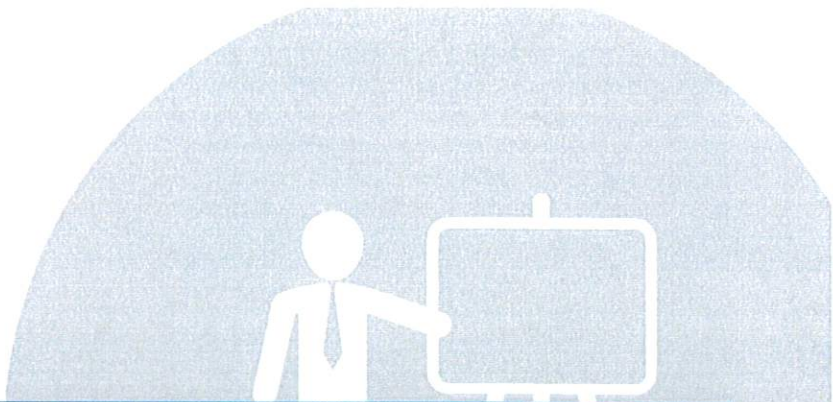
This plan will form the basis for scheduled plan review sessions, which will tie into future election cycles. The next review will take place in Spring 2027. This rolling planning framework will help the LRWSC deal with current issues and will make sure they are always looking forward to potential impacts on future activities.



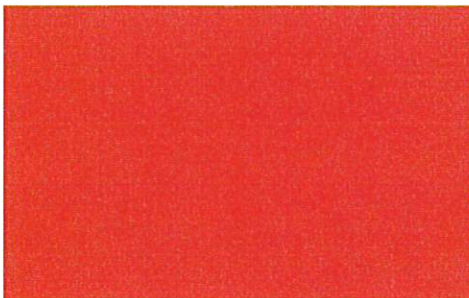
# EDUCATION & COMMUNICATION

	Action Items	Initiated	Long Term / Short Term	Status
<b>Goal A: Educate the public about waste disposal, reduction and recycling</b>				
1.1 (A)	Engage local schools to host field trips	2019 - 2022 Plan	Short Term	On-going
1.2 (A)	Create and post a way-finding map at the Prentiss site	2019 - 2022 Plan	Short Term	Complete
1.3 (A)	Create and post signage at facilities, detailing items to be recycled	2019 - 2022 Plan	Short Term	On-going
1.4 (A)	Identify and provide educational opportunities for stakeholders, including attending tradeshow	2019 - 2022 Plan	Short Term	Not Initiated
1.5 (A)	Identify and provide professional development opportunities for the Board	2019 - 2022 Plan	Short Term	On-going
1.6 (A)	Gather recycling information from municipalities to disseminate to stakeholders	2019 - 2022 Plan	Short Term	On-going



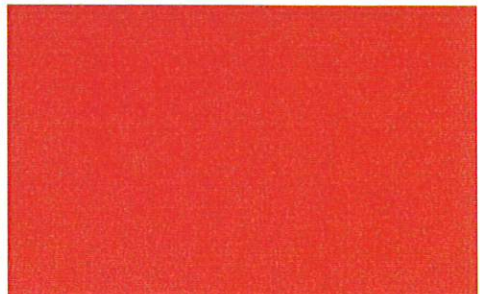


	Action Items	Initiated	Long Term / Short Term	Status
<b>Goal B: Improve overall public perception of landfill activities</b>				
1.7 (B)	Update signage at the Prentiss site, including way-finding signage to the site	2019 – 2022 Plan	Short Term	Complete
1.8 (B)	Improve maintenance and beautification of facilities	2019 – 2022 Plan	Short Term	On-going
1.9 (B)	Develop a communications policy	2019 – 2022 Plan	Long Term	Initiated
<b>Goal C: Promote positive communication from the Commission to stakeholders</b>				
1.10 (C)	Promote initiatives at facilities through increased stakeholder engagement, but not limited to, using the website and County News	2019 – 2022 Plan	Short Term	Initiated
1.11 (C)	Develop a neighbour specific plan for positive engagement (e.g. open house)	2019 - 2022 Plan	Short Term	Initiated
1.12 (C)	Enhance online presence through an improved website	2019 - 2022 Plan	Short Term	On going



# ENVIRONMENTAL STEWARDSHIP

	Action Items	Initiated	Long Term / Short Term	Status
<b>Goal A: Be an environmentally responsible service provider taking active steps toward good land stewardship practices</b>				
2.1	Research and implement systems to reduce diverted waste stockpiles	2019 – 2022 Plan	Short Term	On going
2.2	Identify and implement new collaboration opportunities to provide recyclable material programs (e.g. agricultural plastics)	2019 – 2022 Plan	Short Term	On going
2.3	Research and report findings on environmentally friendly systems of disposing waste with an update quarterly to the Commission, and an annual report to the Commission	2019 – 2022 Plan	Long Term	On going
2.4	Develop business cases for implementing waste-to-energy technologies	2019 – 2022 Plan	Long Term	Not Initiated



# FINANCE

	Action Items	Initiated	Long Term / Short Term	Status
<b>Goal A: Improve long-term and short-term financial planning and reporting</b>				
3.1	Create a 3-year operating plan	2019 – 2022 Plan	Short Term	Complete
3.2	Create a multi-year capital plan	2019 – 2022 Plan	Short Term	Complete
3.3	Review existing financial reporting and identify areas of improvement	2019 – 2022 Plan	Short Term	On going
3.4	Review and update reserve policies	2019 – 2022 Plan	Short Term	On going
3.5	Identify and allocate reserve funds according to policy	2019 – 2022 Plan	Short Term	On going
3.6	Explore alternative requisition models	2019 – 2022 Plan	Long Term	Not Initiated



# HUMAN RESOURCES

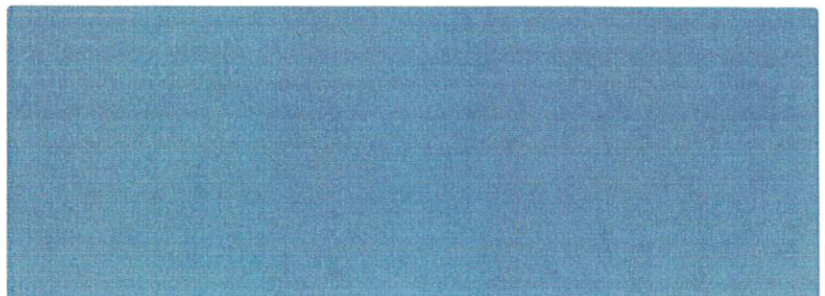
	Action Items	Initiated	Long Term / Short Term	Status
<b>Goal A: Ensure consistent and timely two-way communication</b>				
4.1 (A)	Adjust Board meeting frequency	2019 – 2022 Plan	Short Term	Complete
4.2 (A)	Develop an internal communications policy	2019 – 2022 Plan	Short Term	On going
<b>Goal B: Ensure employee accountability</b>				
4.3 (B)	Implement an updated evaluation process for the Commission Manager	2019 – 2022 Plan	Short Term	Complete
4.4 (B)	Review and update Policy WS(18): Employee Annual Evaluation	2019 – 2022 Plan	Short Term	Complete
4.3 (B)	Update Employee Handbook Annually	2023-2026 Plan	Short Term	
4.4 (B)	Annual Employee Evaluations	2023-2026 Plan	Short Term	
<b>Goal C: Invest in staff development</b>				
4.5 (C)	Identify and provide professional development opportunities for staff	2019 – 2022 Plan	Short Term	On going



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# INNOVATION

	Action Items	Initiated	Long Term / Short Term	Status
<b>Goal A: Develop a long term, sustainable and efficient model of service delivery based on the needs of the region</b>				
5.1 (A)	Determine the service needs of the region, and develop a service delivery strategy that meets those needs	2019 – 2022 Plan	Short Term	On going
5.2 (A)	Annual review of operational policies and procedures (e.g. review two policies per Board meeting)	2019 – 2022 Plan	Short Term	On going
5.3 (A)	Develop an evaluation framework for assessing new technologies	2019 – 2022 Plan	Short Term	On going
5.4 (A)	Annual review of Strategic Plan, through a Commission Manager report	2019 – 2022 Plan	Short Term	Initiated
<b>Goal B: Increase diversionary tactics to extend landfill life expectancy</b>				
5.5 (B)	Annual review of processes to maximize efficiencies	2019 – 2022 Plan	Short Term	On going
5.6 (B)	Explore alternative waste disposal systems	2019 – 2022 Plan	Short Term	On going
<b>Goal C: Be an innovator in the waste industry and embrace sensible solutions, technologies and techniques</b>				
5.7 (C)	Research and propose new innovative techniques and technologies, through active participation in professional development and networking	2019 – 2022 Plan	Short Term	On going



# SAFETY

	Action Items	Initiated	Long Term / Short Term	Status
<b>Goal A: Facilitate a high degree of workplace safety for employees at all facilities</b>				
6.1 (A)	Review and update safety policies	2019 – 2022 Plan	Short Term	On going
6.2 (A)	Provide ongoing employee safety training and education	2019 – 2022 Plan	Short Term	On going
6.3 (A)	Include safety meeting highlights in the Commission Manager's report to the Board	2019 – 2022 Plan	Short Term	On going
<b>Goal B: Provide a safe physical environment at all facilities</b>				
6.4 (B)	Complete a Crime Prevention Through Environmental Design (CPTED) assessment at all facilities, and incorporate recommendations where feasible	2019 – 2022 Plan	Short Term	Complete
6.5 (B)	Evaluate the public safety and maintenance schedules of facilities and implement recommendations as required (e.g. signage, layout, traffic flows, ground debris)	2019 – 2022 Plan	Short Term	On going
6.5 (B)	Complete Annual Site Inspections of all sites and make appropriate changes to ensure staff and public safety	2023-2026 Plan	Short Term	





# STRATEGIC PLANNING TEAM

## 2019-2022 PLAN

### LRWSC Board of Directors

Grant Creasey, LRWSC Chairman  
Barb Shepherd, Vice-Chair of LRWSC  
Barb Gilliat, Village of Alix  
Neil Maki, Town of Bentley  
Susan Russell, Village of Clive  
Colleen Ebden, Town of Eckville  
Thalia Hibbs, City of Lacombe  
Keith Stephenson, Lacombe County

### Municipal Administration

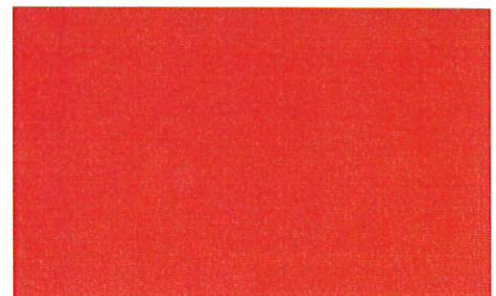
Michelle White, Village of Alix  
Darcy Webb, Town of Eckville  
Jordan Thompson, City of Lacombe

### Facilitators

Anita O'Driscoll, Lacombe County  
Cajun Paradis, Lacombe County

### LRWSC Administration

Jay Hohn, Commission Manager  
Alissa Lundie, LRWSC







**LRWSC**  
**AGENDA ITEM**

Lacombe Regional Waste Services Commission

Manager's Report

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**DATE:** June 21, 2023

**Staff Update:**

The Team Leader/Safety Coordinator started May 23rd, 2023. We hired an internal candidate for this position, so we had to fill that staff member's position with an external candidate, which started May 29<sup>th</sup>, 2023.

**Bentley Transfer Station:**

The Bentley Transfer Station repairs have been completed.

**Compost Facility:**

The Wildlife Surveys are now complete. Ultimate Services will inform us of the results once they are available.

**Sandy Point Resort:**

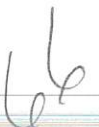
We are tracking the weight that is coming from Sandy Point this season.

**Landfill Fire:**

On May 19<sup>th</sup>, 2023, we had a Landfill fire in the rubble area. The fire department was called out at 5:30pm and were on site shortly after.

It took 8 hours to extinguish the blaze, and we spent the weekend implementing fire watch and putting dirt on any hot spots. The fire had entered the West side of our cell where compaction is not the highest, therefore we continued experiencing flare ups as air entering the cell would continue to fuel hot spots.

It was determined that further excavating of the hot spots in the cell would cause the fire to spread further into the cell, so we had Lacombe County come out and cap the entire cell with 18" of dirt to smother the hot spots inside the cell.



The cost of the project is estimated at \$30,000.00, with two-thirds of this cost to be funded from the Closure Post Closure Reserve as the capping on the sides and the top are final cover for reclamation.

**RECOMMENDATION:**

That the Commission Board receive this as information.

APPROVED MINUTES OF THE LACOMBE REGIONAL WASTE SERVICES COMMISSION BOARD APRIL 26, 2023

The meeting of the Lacombe Regional Waste Services Commission was called to order by Chairman Grant Creasey at 1:15 p.m. in the Boardroom of the Lacombe Regional Waste Services Commission Administration office on Wednesday April 26, 2023.

Present

**Commission Members:**

**Present:**

Village of Alix	Barb Gilliat
Town of Bentley	Dale Grimsdale
Lacombe County	Dana Kreil
	Ken Weenink
City of Lacombe	Grant Creasey
Town of Eckville	Jacque Palm-Fraser
Village of Clive	Sarah Fahey

**Others:**

Jay Hohn	LRWSC Commission Manager
Alissa Lundie	Recording Secretary
Daniel Luymes	BDO Canada LLP

**Regrets:**

City of Lacombe	Don Gullekson
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Welcome

Chairman Creasey welcomed the Commission Board to the second LRWSC board meeting of 2023.

**RWS/11/23  
Agenda**

Mr. Creasey asked the Board if there were any additions to the agenda. Mr. Hohn requested the addition of 9a – Annual Report.

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

**Carried Unanimously.**

**RWS/12/23  
Minutes**

**Moved by Mr. Weenink that the minutes of February 22, 2023 Regular Board Meeting be approved.**

**Carried Unanimously.**

**RWS/13/23  
BDO Presentation**

Mr. Luymes of BDO Canada LLP presented a draft audit of the Financial Statements of LRWSC for the year ending December 31, 2022. He reviewed the following items with the Commission:

1. Independent Auditor's Report (explained the process)
2. Statement of Financial Position
3. Statement of Operations (income statement)
4. Solid Waste Closure and Post- Closure Liabilities
5. Notes to Financial Statements
6. Accumulated Surplus
7. Debt Limits – we have borrowed nothing.
8. Statement

As requested, further explanation was given on the following items:

- Post Closure Liabilities
- Reserves – contributions
- Sick Leave bank
- Closure/Post closure

**Moved by Ms. Palm-Fraser that the 2022 Financial Statement from BDO Canada LLP be adopted as presented.**

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*Carried Unanimously.*

**RWS/14/23  
Waste Haul  
Summaries**

Administration reviewed the Waste Haul summaries for the month of February and March 2023. Clarification was given in the following areas:

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

**Moved by Mr. Grimsdale that the Waste Haul Summary for the month of February and March 2023 be received as information by the Commission.**

*Carried Unanimously.*

**RWS/15/23  
Accounts Paid  
YTD Budget  
Comparative List  
Acct. Payable  
Cheque Listing**

Administration reported on the following with the Commission:

- Year to Date Budget Report March 31, 2023.
- Accounts Payable Cheque Listing from Feb. 1 – March 31, 2023.

**Moved by Ms. Kreil that the YTD Budget Comparative to March 31, 2023 be received as information by the Commission.**

*Carried Unanimously.*

**Moved by Ms. Kreil that the Accounts Payable Cheque Listing from February 1- March 31, 2023 be received as information by the Commission.**

*Carried Unanimously.*

**RESOURCE RESOLUTION RWS/44/22**

**RWS/16/23  
COLA Adjustment**

At the October 12<sup>th</sup>, 2022 Regular Board meeting, the 2023 Budget was presented by Administration to the Commission Board and part of the presented Budget was the Cost of Living Adjustment (COLA) for LRWSC employees. At that meeting a motion was made to revisit the COLA rate at the April 26, 2023 meeting.

Mr. Hohn presented the following CPI numbers to the Commission Board:

Since the October 12<sup>th</sup> Board meeting, the monthly CPI for Alberta has been the following:

August 2022	6.0%
September 2022	6.2%
October 2022	6.8%
November 2022	6.6%
December 2022	6.0%
January 2023	5.0%
February 2023	3.6%
March 2023	3.3%

Mr. Hohn let the Commission Board know that the main driver in the reduction of the CPI was due to the reduction of fuel prices.

The Commission Board discussed the CPI numbers and what other municipalities had given for a COLA rate and felt that the original approved COLA rate would stand.

**Moved by Mr. Weenink that the approved COLA rate from the October 12, 2022 Board Meeting remain at the same approved amount.**

*Carried Unanimously.*

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**Time 2:05 pm**

**RWS/17/23  
In-Camera**

**RWS/18/23  
Annual Report**

***In-Camera Discussion***

***Moved by Ms. Fahey to move out of In-Camera***

***Time 2:20 p.m.***

Mr. Hohn presented to the Commission Board the following Annual Report for 2022. This report covers the period from January to December 2022 for the Prentiss Landfill, EPEA Registration No. 18530-01-01. The purpose of this report is to meet requirements under the Code of Practice for Landfills section 10(2) by providing the following information:

- the types and volume of wastes disposed of at the landfill in the preceding year, and the locations of disposal of wastes requiring special handling.
- groundwater monitoring results
- adjustments to financial security for closure and post closure

**Waste Quantities**

8854.577 MT of inert dry waste was landfilled at the Prentiss site in 2022. Due to a lack of shingle recycling opportunities, we added the accumulated shingles (227.119 MT) and concrete (254.672 MT) to the landfill totaling 9336.368 MT for the year.

Diverted and recycled material amounted to 1916.656 MT. This diverted material included burnable wood, mattresses, and metal. White goods units were 1120.

Tires, e-waste, white goods, used oil and containers, pesticide containers, propane tanks and household hazardous goods are collected by qualified Alberta Recyclers.

During the year, 9016.28 MT of municipal solid waste was hauled to the West Dried Meat Lake landfill located in Camrose County.

**Groundwater Monitoring**

Envirowest Engineering INC. was again hired to do the required groundwater monitoring at the Prentiss Landfill Site. The wells were sampled October 27th of 2022, and the report was received February 23, 2023.

There was very little change to the results of previous years with nothing out of the ordinary as far as impact from landfilling operations. Prior to 2021, we seen a continuing rise in Chloride concentrations in Monitoring Well 05 which is next to the Agricultural Chemical

Container Shed, but levels are still within acceptable limits as set out in the Code of Practice for Landfills. Chloride levels in Monitoring Well 05 have increased in 2022 from 107mg/L in 2021 to 158mg/L in 2022. We will continue to closely monitor future Chloride

concentrations in MW-05.

**Site Development Plan/Landfill Operations**

Cell #5 is open and receiving waste.  
Cell #4 is still open, and is used for shingle storage.

**Financial Security for closure and Post Closure**

\$22,185.00 was contributed to the Closure/Post Closure Reserve Fund in 2022 which now stands at \$1,356,264.00 at the beginning of 2023.

***Moved by Mr. Weenink that the 2022 Annual Report be accepted as information.***

***Carried Unanimously.***

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**RWS/19/23  
Managers Report**

Mr. Hohn reported on the following Manager's Report to March 31, 2023. The highlights are as follows:

- Staff Update – A new facility manager will start May 1, 2023. One staff member is going to be retiring on May 1, 2023 and the temporary staff member covering the position will become permanent.
- The new skid steer has been ordered and should arrive in spring of 2024.
- Bentley Transfer Station will be closed for repairs June 5 – 16<sup>th</sup>. The Spruceville transfer station will be opened extra days to accommodate the residents and the recycling trailers will be moved to the Spruceville transfer station during the closure.
- Lacombe County fire department is going to burn the grass in the fields around the Bentley Transfer Station on May 6 & 7.
- The wildlife surveys for the Compost Facility should be completed by the end of May.
- Mr. Hohn is going to be meeting with Lacombe County Administration regarding Sandy Point.
- Mr. Hohn gave a report regarding the investments.
- The Strategic Plan update will be done during the June 21<sup>st</sup> board meeting.
- One staff member will celebrate their 15 year service recognition on May 5, 2023 and the Commission Board members are invited to attend the celebration.
- Mr. Hohn requested that an additional Commission Board member be added as a signor for cheques when the other two board members are unavailable.

**Moved by Mr. Grimsdale that the Managers Report be received as information by the Commission.**  
**Carried Unanimously**

**Moved by Mr. Weenink that all the Executive Committee Members be approved as signors for cheques.**  
**Carried Unanimously**

Next Meeting

The next regular meeting of the Commission will be held on June 21, 2023 at 1:15 p.m. in the LRWSC Administration Boardroom at Prentiss.

**RWS/20/23  
Adjourn**

**Moved by Ms. Gilliat that the meeting adjourns.**

**Time: 3:01 p.m.**  
**Carried Unanimously.**

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Manager

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UNAPPROVED MINUTES OF THE LACOMBE REGIONAL WASTE SERVICES COMMISSION BOARD JUNE 21, 2023

The meeting of the Lacombe Regional Waste Services Commission was called to order by Chairman Grant Creasey at 1:15 p.m. in the Boardroom of the Lacombe Regional Waste Services Commission Administration office on Wednesday June 21, 2023.

Present

**Commission Members:**

**Present:**

Village of Alix	Barb Gilliat
Town of Bentley	Dale Grimsdale
Lacombe County	Dana Kreil
	Ken Weenink
City of Lacombe	Grant Creasey
	Don Gullekson
Town of Eckville	Jacque Palm-Fraser
Village of Clive	Dan Graden

**Others:**

Jay Hohn	LRWSC Commission Manager
Alissa Lundie	Recording Secretary

**Regrets:**

Village of Clive	Sarah Fahey
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Welcome

Chairman Creasey welcomed the Commission Board to the third LRWSC board meeting of 2023.

**RWS/21/23  
Agenda**

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

- Mr. Weenink presented the Commission Board with a figurine of an elephant that he brought back from Africa that was a great example of recycling as it was constructed of wire and a coke can.

**Moved by Ms. Gilliat to approve the agenda as presented.**

**Carried Unanimously.**

**RWS/22/23  
Minutes**

Ms. Kreil pointed out an error in the attendees listed on the minutes of April 26, 2023. Mr. Dwayne West should have read Ms. Kreil.

**Moved by Mr. Weenink that the minutes of April 26, 2023 Regular Board Meeting be approved as amended.**

**Carried Unanimously.**

**RWS/23/23  
Waste Haul  
Summaries**

Administration reviewed the Waste Haul summaries for the month of April and May 2023. Clarification was given in the following areas:

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

**Moved by Mr. Grimsdale that the Waste Haul Summary for the month of April and May 2023 be received as information by the Commission.**

**Carried Unanimously.**

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**RWS/24/23  
Accounts Paid  
YTD Budget  
Comparative List  
Acct. Payable  
Cheque Listing**

Administration reported on the following with the Commission:

- Year to Date Budget Report May 31, 2023.
- Accounts Payable Cheque Listing from Apr. 1 – May 31, 2023.

**Moved by Ms. Kreil that the YTD Budget Comparative to May 31, 2023 be received as information by the Commission.  
Carried Unanimously.**

**Moved by Ms. Palm-Fraser that the Accounts Payable Cheque Listing from April 1- May 31, 2023 be received as information by the Commission.  
Carried Unanimously.**

**RWS/25/23  
Compactor Bin  
Purchase**

LRWSC requires a minimum of 16 Compactor bins for transporting MSW to WDML.

We currently have 19 bins, but one of the bins was built structurally different back in 2015 and it does not work very well when it is hauled on our trucks/trailers, and we haven't used it in 3 years.

This reduces our total usable bins to 18 for use for MSW. During times of heavy incoming MSW or when a bin is out of service being repaired, we frequently run out of bins to load. Having an additional two Compactor bins built would replace the one different bin and give us an extra one for efficiently switching bins at all our sites.

There are five old Compactor Bins from 1987 that are being used for mattress collection, and these bins are really starting to show their age with signs of rusting and metal fatigue of crucial parts and soon they too will need to be replaced.

We will move the one structurally different bin over to use for mattress collection, and over the next two years, we will budget for an additional two Compactor Bins each year to replace the existing Mattress Bins.

We have used two different companies to construct the Compactor Bins in the past and we have requested quotes from them:

Inline Welding - \$32,000.00/each (This is an estimated figure by Inline, and an exact quote will be provided shortly.

Universal Equipment – Currently waiting on the quote.

We will use the quote that is the best price and can be done in a timely fashion.

**Moved by Mr. Gullekson that the Commission Board approve the purchase of two compactor bins at a cost of \$65,000.00 to be funded from the Unrestricted Surplus Reserve.  
Carried Unanimously.**

**RWS/26/23  
Strategic Plan  
Update**

Mr. Hohn reviewed the 2019-2022 Strategic Plan with the Commission Board and the Commission Board recommended a few revisions to the plan to better reflect future goals. Some items were marked completed and new Action Items were added.

The amended Strategic Plan encompasses the goals for the LRWSC for the period from 2023 – 2026 and it will be reviewed in the spring of 2027.

**Moved by Ms. Gilliat that the 2023-2026 Strategic Plan be accepted as amended and new copies of the Strategic Plan to be**

**RWS/27/23  
Managers Report**

***distributed to the Commission Board members at the next regular board meeting.***

***Carried Unanimously.***

Mr. Hohn reported on the following Manager's Report to May 31, 2023. The highlights are as follows:

- Staff Update – The Team Leader/Safety Coordinator started May 23, 2023. A new staff member started May 29, 2023 to fill in the vacant position on site.
- Bentley Transfer station repairs have been completed.
- Compost Facility – Wildlife studies have been completed.
- Sandy Point – we are tracking the weight that is coming from Sandy Point this season.
- Landfill fire – On May 19<sup>th</sup> a landfill fire occurred in the rubble area. Once the initial fire was extinguished it was determined that the best course of action to suppress the remaining fire that had gone below the surface of the cell, was to cap the cell with 18" of cover to smother the hot spots. The cost to do this is estimated at \$30,000.00 with two-thirds of the costs to be funded from the Closure Post Closure Reserve as the capping on the sides and top are final cover for reclamation.

***Moved by Mr. Weenink that the Managers Report be received as information by the Commission.***

***Carried Unanimously***

Next Meeting

The next regular meeting of the Commission will be held on August 23, 2023 at 1:15 p.m. in the LRWSC Administration Boardroom at Prentiss.

**RWS/28/23  
Adjourn**

***Moved by Ms. Palm-Fraser that the meeting adjourns.***

***Time: 3:03 p.m.  
Carried Unanimously.***

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Manager

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Jack Ramsden

**From:** MA Engagement Team <ma.engagement@gov.ab.ca>  
**Sent:** Thursday, June 15, 2023 3:12 PM  
**Cc:** Karen Pottruff; Ali Langah  
**Subject:** Potential Meeting Opportunity (Municipal Affairs Minister) - 2023 Alberta Municipalities Fall Convention

Mtg. Date July 10, 2023  
Agenda Item 9.3

Dear Chief Administrative Officer:

We are writing to inform you of a potential opportunity for municipal councils to meet with the Honourable Ric McIver, Minister of Municipal Affairs, at the 2023 Alberta Municipalities (ABmunis) Fall Convention, scheduled to take place at the Edmonton Convention Centre from September 27-29, 2023. These meetings will be in person at the convention centre.

Should your council wish to meet with Minister McIver during the convention, please submit a request by email to [ma.engagement@gov.ab.ca](mailto:ma.engagement@gov.ab.ca) no later than **July 13, 2023**.

We generally receive more requests than can be reasonably accommodated over the course of the convention. To ensure suitable consideration of requests, municipalities should be mindful of the following criteria:

- No more than three policy items or issues **directly relevant to the Minister of Municipal Affairs and the department will be given priority.**
- Municipalities located within the Capital Region can be more easily accommodated throughout the year, so priority will be given to requests from municipalities at a distance from Edmonton and to municipalities with whom Minister McIver has not yet had an opportunity to meet.
- Meeting requests received after the deadline will not be considered for the convention.

Meeting times with the Minister are scheduled for approximately 15 minutes per municipality. This will allow the Minister the opportunity to engage with as many municipal councils as possible. All municipalities submitting meeting requests will be notified at least two weeks prior to the convention as to the status of their request.

Municipal Affairs will make every effort to find alternative opportunities throughout the remainder of the year for those municipalities the Minister is unable to accommodate during the convention.

Engagement Team  
Municipal Services Division  
Municipal Affairs

Alberta

## Jack Ramsden

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**From:** Jack Ramsden  
**Sent:** Thursday, June 22, 2023 3:37 PM  
**To:** MA Engagement Team  
**Subject:** RE: Town of Eckville

Hi

Jack Ramsden here again.

Here are three topics that we would like to talk to Minister McIver about.

- Highway 11 Intersection at SH 766 (Eckville) - We are requesting the Construction of a roundabout intersection into the Town of Eckville from Highway 11 during the Highway 11 Twinning Project.  
We are told that we will have regular intersection across the new four lane divided highway rather than a roundabout intersection which has been constructed to other Towns.  
We are the only incorporated municipality between Sylvan lake and Rocky Mountain House, and we have a very high level of traffic, much of it being tractor trailers.
- Medical Services to the Town of Eckville - We are concerned that the grant that we are supposed to receive to provide for a Nurse Practitioner for our Community is not sufficient to fund the full cost of the Nurse Practitioner.  
The Town has committed to pay the cost for a Medical Office Assistant to assist the Nurse Practitioner.
- Tax Incentive Bylaws as per section 364.2 (1) – The Town forwarded a letter to the Minister of Municipal Affairs in July of 2021 expressing concern that Section 364.2 (1) only permits Municipalities to pass tax incentive bylaws dealing with non-residential properties.  
We would like to see this section amended to provide for both non-residential and residential properties.

I trust that this is a sufficient background for our requested meeting with Minister McIver.

Thanks

Jack

**Jack Ramsden**  
Chief Administrative Officer  
Office: 403-746-2171  
Cell:- 587-877-0790



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**From:** MA Engagement Team <ma.engagement@gov.ab.ca>  
**Sent:** Wednesday, June 21, 2023 8:26 AM

To: Jack Ramsden <jackramsden@eckville.com>

Subject: RE: Town of Eckville

Morning Jack,

Thank you for your email expressing the interest to meet with Minister McIver at ABmunis upcoming 2023 Fall Convention . As indicated previously, please note that by providing **topics** will help in reviewing the meeting requests according to pre-set criteria (refer to email below/bullets highlighted in yellow for the details).

Again, all municipalities submitting meeting requests will be notified at least two weeks prior to the convention as to the status of their request. Should you require any further clarification regarding this response, please don't hesitate to reach us.

Thank you,

Engagement Team  
Municipal Services Division  
Municipal Affairs



Dear Chief Administrative Officer:

We are writing to inform you of a potential opportunity for municipal councils to meet with the Honourable Ric McIver, Minister of Municipal Affairs, at the 2023 Alberta Municipalities (ABmunis) Fall Convention, scheduled to take place at the Edmonton Convention Centre from September 27-29, 2023. These meetings will be in person at the convention centre.

Should your council wish to meet with Minister McIver during the convention, please submit a request by email to [ma.engagement@gov.ab.ca](mailto:ma.engagement@gov.ab.ca) no later than **July 13, 2023**.

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- No more than three policy items or issues **directly relevant to the Minister of Municipal Affairs and the department will be given priority.**
- Municipalities located within the Capital Region can be more easily accommodated throughout the year, so priority will be given to requests from municipalities at a distance from Edmonton and to municipalities with whom Minister McIver has not yet had an opportunity to meet.
- Meeting requests received after the deadline will not be considered for the convention.

Meeting times with the Minister are scheduled for approximately 15 minutes per municipality. This will allow the Minister the opportunity to engage with as many municipal councils as possible. All municipalities submitting meeting requests will be notified at least two weeks prior to the convention as to the status of their request.

Municipal Affairs will make every effort to find alternative opportunities throughout the remainder of the year for those municipalities the Minister is unable to accommodate during the convention.

Engagement Team

Municipal Services Division  
Municipal Affairs



Classification: Protected A

**From:** Jack Ramsden <[jackramsdn@eckville.com](mailto:jackramsdn@eckville.com)>

**Sent:** Tuesday, June 20, 2023 4:50 PM

**To:** MA Engagement Team <[ma.engagement@gov.ab.ca](mailto:ma.engagement@gov.ab.ca)>

**Subject:** Town of Eckville

**CAUTION:** This email has been sent from an external source. Treat hyperlinks and attachments in this email with care.

Good afternoon.

The Town of Eckville would like to book a meeting with Minister McIver during the upcoming 2023 Alberta Municipalities Fall Convention.

Please advise if this is possible.

Thanks in advance.

Jack

**Jack Ramsden**  
Chief Administrative Officer  
Office: 403-746-2171  
Cell:- 587-877-0790

