

## TOWN OF ECKVILLE-COUNCIL AGENDA

Monday, July 8, 2024

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

1. CALL TO ORDER 1.1
2. DELEGATIONS/PUBLIC HEARING 2.1 Mayor Mike Pashak, Summer Village of Half Moon Bay 6:00 pm
3. AGENDA 3.1 Additional Agenda Items  
3.2 Adoption of Agenda
4. MINUTES 4.1 Regular Council Meeting Minutes – June 24, 2024 pg. 1-4
5. ACTION ITEMS 5.1 RFD-Tax Recovery - Public Auction pg. 5-6  
5.2 RFD-Motion to Rescind Residential Development Incentive Policy pg. 7  
5.3 RFD-Removal of Alternate Council Member from Eckville Municipal Library Board pg. 8
6. BYLAWS, POLICIES 6.1 Bylaw #798-24 Property Tax Incentive Repealing Bylaw pg. 9
7. REPORTS 7.1 Management Report – July 8, 2024 pg. 10-11  
7.2 Financial Report-AP June 24 & 27, 2024 pg. 12-13
8. COMMITTEE, BOARD REPORTS 8.1
9. CORRESPONDENCE, INFORMATION 9.1 Consent Agenda:  
A. Minutes of LRWSC - March 6, 2024 pg. 14-17
10. SEMINARS, MEETINGS, SPECIAL EVENTS 10.1
11. CLOSED SESSION 11.1
12. COMMITTEE OF THE WHOLE 12.1
13. ADJOURNMENT 13.1

TOWN OF ECKVILLE – COUNCIL MINUTES

Mtg. Date July 8, 2024  
Agenda Item 14.1

Monday, June 24, 2024  
Eckville Town Office, 5023 – 51 Avenue, Eckville, Alberta  
(The meeting was available via electronic means)

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 (joined by electronic means)  
Councillor Thoreson

Absent: None

Staff: CAO, Jack Ramsden, Deputy CAO, Darcy Webb

Press: None Present

Gallery: None

2. Delegations/Public Hearings

2.1 None

3. Agenda

3.1 Additional Agenda Items  
5.4 Meeting with the Minister of Municipal Affairs.  
5.5 Rural Renewal Stream

Res. 158.2024

3.2 Adoption of Agenda

Moved by Councillor Engen that the agenda be adopted with the additions.  
**Carried Unanimously.**

4. Minutes

4.1 Public Hearing LUB Amendment #796-24 Minutes June 24, 2024

Res. 159.2024

Moved by Councillor Engen that the Public Hearing Minutes for LUB Amendment Bylaw 796-24 held June 10, 2024 be adopted as presented. **Carried Unanimously.**

4.2 Regular Council Meeting Minutes – June 10, 2024

Res. 160.2024

Moved by Councillor See that the minutes of the June 10, 2024 Council Meeting be approved **Carried Unanimously.**

**11.0 Closed Session**

**11.1 Section 24; Advice from Officials**

**Res. 161.2024** Moved by Councillor Meyers that the meeting move into closed session, excluding all persons except Council Members, the CAO and Deputy CAO to discuss an item with Section 24 of the FOIPP Act: Advice from Officials. Time 6:07 p.m. **Carried Unanimously.**

**Res. 162.2024** Moved by Councillor See that the meeting revert back to open session. Time 6:20 p.m. **Carried Unanimously.**

Mayor Ebdon called for a five minute recess. Time 6:21 p.m.  
The meeting reconvened at 6:26 p.m.

**Res. 163.2024** Moved by Councillor Pacholek that Council accept the proposed amendment submitted by CAO Jack Ramsden with respect to his employment contract. **Carried Unanimously.**

CAO Jack Ramsden left the meeting at 6:27 p.m.

**Action Items**

**5.1** RFD – Library Sidewalk & Crossing Lights.

**Res. 164.2024** Moved by Councillor Meyers that the Town of Eckville accept the quotation of \$7,504 (plus GST) from Proform Concrete of Red Deer County for the installation of 21m of concrete, c/w para ramp on the east side of 49<sup>th</sup> Street from the Eckville Library north to 51 Avenue. **Carried Unanimously.**

**Res. 165.2024** Moved by Councillor Meyers that the Town of Eckville install a 4 way stop at the intersection of 51<sup>st</sup> Avenue and 49<sup>th</sup> Street. **Carried Unanimously.**

**5.2** RFD – Fencing of Eckville Water Treatment Plant Generator.

**Res. 166.2024** Moved by Councillor Palm-Fraser that Rite-Way Fencing be contracted to install a 10 ft high chain link fence, c/w privacy slats around the Water Treatment Plant Generator at a cost of \$10,415.53 plus GST. **Carried Unanimously.**

**5.3** 2024 Drinking Water Safety Plan.

**Res. 167.2024** Moved by Councillor Pacholek that the 2024 Drinking Water Safety Plan be approved as presented. **Carried Unanimously.**

**5.4** Meeting with Minister of Municipal Affairs, during The ABmunis Fall 2024 Convention.

**Res. 168.2024** Moved by Councillor Engen that administration request a meeting with the Minister of Municipal Affairs during the ABmunis Convention to discuss roundabouts and grants to replace aging infrastructure. **Carried Unanimously.**

5.5 Rural Renewal Stream.

**Res. 169.2024**

Moved by Councillor Engen that administration be directed to research the Rural Renewal Stream, and report back to council. **Carried Unanimously.**

Councillor See left the meeting at 7:00 p.m.

**Bylaws, Policies**

6.1 None

7.1 Management Report for June 24, 2024

**Res. 170.2024**

Moved by Councillor Engen that the Management Report for June 24, 2024, be accepted for information. **Carried Unanimously.**

7.2 Financial Report – AP June 12, 2024

**Res. 171.2024**

Moved by Councillor Meyers that the Financial Report for June 12, 2024 be accepted for information. **Carried Unanimously.**

7.3 Lacombe County Highlights of Regular Council Meeting June 13, 2024

**Res. 172.2024**

Moved by Councillor Thoreson that the Lacombe County Highlights of the Regular Council Meeting June 13, 2024, be accepted for information. **Carried Unanimously.**

7.4 Animal Control Services May 2024.

**Res. 173.2024**

Moved by Councillor Engen that the Animal Control Services Report for May 2024 be accepted as information. **Carried Unanimously.**

**8. Committee & Board Reports**

8.1 Councillor Engen reported Lacombe Foundation and Montana First Nations (Akamihk)

8.2 Councillor Palm-Fraser reported on the Library Board.

8.3 Mayor Ebdon reported on the Midsized Mayors and Reeves Association, the Clive parade and the meeting with Montana First Nations (Akamihk).

**Res. 174.2024**

Moved by Councillor Pacholek that the Committee and Board Reports be accepted. **Carried Unanimously.**

**9. Correspondence, Information Items**

9.1 Consent Agenda:

A. Municipal Affairs Letter (CCBF)

B. Alberta Day 2024 Expression of Interest Guidelines

C. Sylvan Lake RCMP Crime Statistics.

D. Jack Ramsden's Long Service Recognition Award Letter

**Res. 175.2024**

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

**10. Seminars, Meetings, Special Events**

10.1 Village of Alix Days Parade Invitation

10.2 Town of Bentley Annual Fair and Rodeo Invitation

**Res. 176.2024**

Moved by Councillor Thoreson that the Seminars, Meetings, Special Events be accepted as information. **Carried Unanimously.**

**12. Committee of the Whole**

12.1 None.

**13. Adjournment**

**Res. 177.2024**

Mayor Ebden adjourned the meeting. Time 7:29 pm. **Carried Unanimously.**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
CAO

## TOWN OF ECKVILLE Request to Council for Decision

|                |                               |
|----------------|-------------------------------|
| Meeting:       | Town Council                  |
| Meeting Date:  | July 8, 2024                  |
| Originated By: | CAO/Deputy CAO                |
| Title:         | Tax Recovery – Public Auction |

**BACKGROUND:**

Under Division 8 (starting at Sect. 410) of the M.G.A., the town must annually prepare a tax arrears list to the Registrar of the Land Titles Office not later than March 31. If the tax arrears are not paid before March 31 in the next year, the parcel must be offered for sale at a public auction before the next March 31.

Properties which will be offered for sale at the 2024 Auction are properties whose taxes are in arrears from the 2022 or prior taxation years.

Prior to offering the properties for sale, Council must set the date and time of the public auction and set a reserve bid that is as close as reasonably possible to the market value of the parcel and any conditions that apply to the sale.

The following property is on the tax arrears list:

Lots 11 & 12, Block 8, Plan264HW

Based on the assessment by Wild Rose Assessment Services the fair market value of the parcel is \$179,000.

**Please note that Council approved motions 97.2024 and 98.2024 at the May 13<sup>th</sup> Council meeting this year. Unfortunately, the necessary ad that is placed in the Alberta Gazette did not make the required print date. We would now recommend that these motions be rescinded and new date, etc. be approved.**

**RECOMMENDED ACTION:**

That all land currently subject to a 2022 tax notification be offered for sale on Wednesday, September 11, 2024 commencing at 2:00 p.m. and that the property will be offered for sale subject to a reserve bid, and is being offered for sale on an "as is, where is" basis and the Town of Eckville makes no representation and gives no warranty whatsoever as to the adequacy of services, land use districting, building and development conditions, absence or presence of environmental contamination, and that the terms of payment to be cash, money order or certified cheque with 10% down, balance in 15 days. Redemption may be affected by payment of all arrears of taxes and costs at any time prior to the sale. The Town may become the owner of any parcel of land that is not sold at the public auction.

That the following motions be presented for consideration:

**"That motion numbers 97.2024 and 98.2024 be rescinded."**

*and*

"That the date of the 2024 public auction be set for Wednesday, September 11, 2024 commencing at 2:00 p.m. in the Town of Eckville Council Chambers, located at 5023 – 51 Avenue, Eckville."

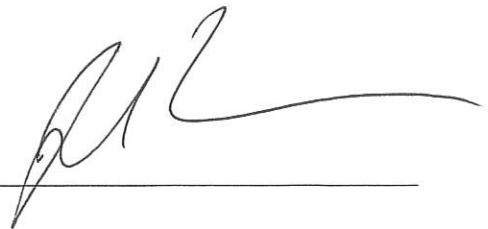
*And*

"That, for public auction purposes, a reserve bid of \$179,000 be set for the property described as Lots 11 & 12, Block 8, Plan 264HW.

Prepared by: \_\_\_\_\_



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



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Mtg. Date July 8, 2024  
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 8, 2024</b>   |
| <b>Originated By:</b> | <b>Jack Ramsden, CAO/Darcy Webb, Deputy CAO</b>                           |
| <b>Title:</b>         | <b>Recommendation to Rescind Residential Development Incentive Policy</b> |

**BACKGROUND:** In 2021 Council passed resolution 193.2021 to adopt Residential Development Incentive Policy # 1550.

In brief, this provided a 100% reduction of the taxes associated with the increased assessment from the new improvement in year one; a 75% reduction of the taxes associated with the increased assessment from the new improvement in year two and a 50% reduction in the taxes associated with the increased assessment from the new improvement in year three.

During budget deliberations it was determined that this was not necessarily the most effective incentive to encourage new construction.

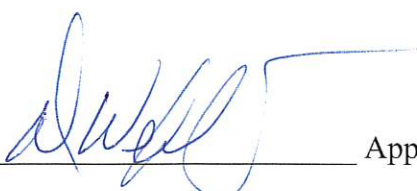
**DISCUSSION/ALTERNATIVES:**

The Town would still offer an incentive of discounted sale prices on Town owned lots along with a targeted redevelopment program which helps offset demolition costs when an owner replaces an older dwelling with a new one.

**IMPACT ON BUDGET:** Impact on current budget is approximately \$16k.

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

**“That Town of Eckville Residential Development Incentive Policy # 1550 be rescinded.”**

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

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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 8, 2024</b>   |
| <b>Originated By:</b> | <b>Jack Ramsden, CAO/Darcy Webb, Deputy CAO</b>                           |
| <b>Title:</b>         | <b>Removal of Council Alternate from Eckville Municipal Library Board</b> |

**BACKGROUND:**

Ken Allan, Library Legislative Advisor with the Public Library Services Branch of the Provincial Government did a review of the appointments to our local Eckville Municipal Library Board.

He was sent copies of Council minutes indicating who was being appointed and the term of the appointment.

In reviewing the appointments he noted that even if Karin Engen is intended to function as an alternate, she is still a councillor appointed to the library board. Section 4(3) of the *Libraries Act* only allows two councillors from the municipality that formed the library board to be appointed to that board

**DISCUSSION/ALTERNATIVES:**

As the Town already has two Council members appointed, Colleen Ebdon and Jacqueline Palm-Fraser he advised that Karin Engen should be removed.

**IMPACT ON BUDGET:** None.

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

**“That the appointment of Karin Engen as Council Alternate to the Eckville Municipal Library Board be rescinded effective July 8, 2024.”**

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

**TOWN OF ECKVILLE**

**BYLAW No. 798-24**

**NON-RESIDENTIAL PROPERTY TAX INCENTIVE REPEALING BYLAW**

A BYLAW OF THE TOWN OF ECKVILLE IN THE PROVINCE OF ALBERTA TO REPEAL NON-RESIDENTIAL PROPERTY TAX INCENTIVE BYLAW NO. 779-21 WHICH PROVIDED INCENTIVES FOR NEW INDUSTRIAL AND COMMERCIAL DEVELOPMENT AND EXPANSIONS.

**WHEREAS** the Town of Eckville wishes to repeal Non-residential property tax incentive bylaw 779-21.

**AND WHEREAS** the Municipal Government Act, RSA 2000 and amendments thereto, provides municipalities the power to repeal a bylaw.

**NOW THEREFORE** the Council of the Town of Eckville duly assembled enacts as follows:

- 1) This bylaw shall repeal Non-residential Property Tax Incentive Bylaw 779-21.

**EFFECTIVE DATE**

- 2) This Bylaw shall come into effect upon final passing thereof.

**READ A FIRST TIME** this [REDACTED], 2024

**READ A SECOND TIME** this [REDACTED], 2024

**READ A THIRD AND FINAL TIME** this [REDACTED], 2024

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**CAO**

**MANAGEMENT REPORT  
TO ECKVILLE TOWN COUNCIL**

*July 8, 2024*

Mtg. Date July 8, 2024  
Agenda Item 7.1

**Current Activities:**

- **Meeting With the Sylvan Lake Regional Water/Wastewater Commission:** Nothing new to report, however we are expecting a delegation in closed session from a member of the Summer Village of Half Moon Bay.
- **Eckville Minor Ball Association:** As far as we know the pest control program at Andrew Field is going well. As previously noted, we are not sure if it will go ahead or not as we have not received any feedback so far from Minor Ball.
- **Public Works Highlights:**
  - **Lagoon Storage Pond Release:** Aerators are working again with new cooling fans installed under the majority of our seven air compressors. Not sure what happened, but we are assuming that we had some sort of power fluctuation which took out the fan motors. As we noted previously we have completed our first effluent release of the year.
  - **East Sewer Lift Station:** This lift station continues to operate normally!
  - **West Sewer Lift Station:** Pump One at the west lift station is still acting up. We contacted the Engineer from Stantec who oversaw the construction of the sewer lift stations in 2011 and he arranged to send out their Instrumentation & Controls Engineering Discipline Lead. This engineer came out to Eckville on Friday June 21<sup>st</sup> and spent time analyzing the system and he also did some training with our local instrumentation company (CEI Control Services). A few technical adjustments were made such as raising the high level bulb back above the high level setpoint in the controller. They then simulated several pump down scenarios using the ultrasonic controller. The pumps responded well at that time. They were also able to maintain prime on pump one while on site by isolating the service water valves on both incoming and discharge service water. The engineer suggested, if the problem persisted, that the high level setpoint in the ultrasonic controller could be lowered. Things were fine for a couple of days then pump one started acting up again. Currently, the station is running on the second pump without issue. We have contacted Tagish Engineering about doing some further trouble shooting with respect to pump one.
  - **Water Pump Station:** As previously noted, the variable frequency drive (VFD) that was installed as a temporary fix was replaced with a new VFD and things seem to be working as they should. We will be fencing the backup generator soon.
  - **Water Quality Samples:** Nothing further to report at this time.
  - **The Street Sweeper:** Our Public Works Staff picked up our Street Sweeper on July 3<sup>rd</sup>. We were not able to test it at the repair shop, but hopefully the Public Works Team will have a chance to do a few streets so we can report to you on July 8<sup>th</sup>.

Management Report – July 8, 2024

We are still contemplating selling the current truck mounted unit and moving to a loader mounted sweeping unit for 2025.


- **Cemetery Maintenance Contract:** Our cemetery maintenance contractor, Scott Raymond continues to mow the Cemetery on a weekly basis, as weather permits.
- **Dog Park Toys:** We are pleased to say that the vandalism seems to have stopped at the dog park. Hopefully our new apparatus is being enjoyed by our local pet owners and their dogs. As previously noted, we hope to add a few more apparatus in the future.
- **Spray Park:** The coating on the spray park pad was patched up again last week by the company that applied it several years ago. We are hoping that it stands up this time.

**Future / Planned Activities:**

- **Highway 11 Twinning Project:** We have still not received a response from our MLA for a confirmation of what type of intersection we are slated to receive when the Highway 11 Twinning is completed.  
  
**Tax Rate Bylaw:** Tax notices were mailed last on June 12<sup>th</sup> and Property Owners have until August 31<sup>st</sup> to pay before a late penalty is added on September 30<sup>th</sup>. Please note that the option of signing up for a tax payment plan is available at any time, without penalty, prior to August 31<sup>st</sup>.
- **Town Sign and Web Page:** Nothing new to report. If time permits, we would like to have a general discussion on what you would like look at for the future for replacement electronic signage.
- **Banners:** Our new street light pole banners arrived at the office on July 3<sup>rd</sup> and we are pleased with the bright new look that Bay 4 has come up with! Hopefully they will be up on the poles before the July 8<sup>th</sup> council meeting.
- **Crosswalk and Parking Line Painting:** Our Public Works Team will complete work on the various crosswalks before they start on any parking lines. We would like to revisit the painting of parking lines with you at the July 8<sup>th</sup> meeting before we do any painting.

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Jack Ramsden, CAO



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Darcy Webb, Deputy CAO

System: 2024-06-24 11:13:48 AM  
User Date: 2024-06-24

Town Of Eckville  
CHEQUEBOOK POSTING JOURNAL  
Payables Management

Page: 1  
User ID: kristina

Mtg. Date July 8, 2024

Agenda Item 7.2

**EFT**

Audit Trail Code: PMCHQ00000878  
\* Voided transactions

| Chequebook ID             | Type   | Number          | Date       | Amount     |
|---------------------------|--------|-----------------|------------|------------|
| Paid To/Rcvd From         |        | Description     |            |            |
| ATB - GEN                 | Cheque | EFT000000000090 | 2024-06-24 | \$3,345.55 |
| Archon IT Services Ltd.   |        |                 |            |            |
| ATB - GEN                 | Cheque | EFT000000000091 | 2024-06-24 | \$971.88   |
| CAEP                      |        |                 |            |            |
| ATB - GEN                 | Cheque | EFT000000000092 | 2024-06-24 | \$7,344.75 |
| Empringham Disposal Corp. |        |                 |            |            |
| ATB - GEN                 | Cheque | EFT000000000093 | 2024-06-24 | \$787.50   |
| HHID Consulting Ltd.      |        |                 |            |            |
| ATB - GEN                 | Cheque | EFT000000000094 | 2024-06-24 | \$548.96   |
| Penny Seiling             |        |                 |            |            |
| Total Transactions:       | 5      |                 |            |            |

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Batch ID: CHEQUES  
 Batch Comment:

Audit Trail Code: PMCHQ00000879  
 Posting Date: 2024-06-27

Chequebook ID: ATB - GEN

\* Voided Cheques

| Cheque Number     | Date       | Payment Number    | Vendor ID | Cheque Name                    | Amount                     |
|-------------------|------------|-------------------|-----------|--------------------------------|----------------------------|
| 027918            | 2024-06-27 | 00000000000023808 | AUM002    | AMSC Insurance Services Ltd.   | \$10,298.11                |
| 027919            | 2024-06-27 | 00000000000023809 | AUM004    | AMSC Insurance Services Ltd,   | \$3,995.00                 |
| 027920            | 2024-06-27 | 00000000000023810 | CEN04     | Central Labs                   | \$1,452.74                 |
| 027921            | 2024-06-27 | 00000000000023811 | DRA002    | Drain Doctor                   | \$882.00                   |
| 027922            | 2024-06-27 | 00000000000023812 | FIR007    | Fireworks Spectaculars Canada  | \$3,675.00                 |
| 027923            | 2024-06-27 | 00000000000023813 | HOL002    | Holly's Greenhouse Ltd.        | \$1,344.00                 |
| 027924            | 2024-06-27 | 00000000000023814 | LAC001    | Lacombe County                 | \$3,010.71                 |
| 027925            | 2024-06-27 | 00000000000023815 | LAC009    | Lacombe Regional Tourism & Mar | \$1,842.75                 |
| 027926            | 2024-06-27 | 00000000000023816 | MIY001    | Miyako Palmer                  | \$230.00                   |
| 027927            | 2024-06-27 | 00000000000023817 | NEX002    | NextGen Automation             | \$821.25                   |
| 027928            | 2024-06-27 | 00000000000023818 | PAL01     | Robert Palmer                  | \$1,968.75                 |
| 027929            | 2024-06-27 | 00000000000023819 | REC       | Receiver General               | \$16,579.64                |
| 027930            | 2024-06-27 | 00000000000023820 | RED010    | Red Deer Catholic Separate Sch | \$3,318.39                 |
| 027931            | 2024-06-27 | 00000000000023821 | TEL002    | TELUS MOBILITY                 | \$26.26                    |
| Total Cheques: 14 |            |                   |           |                                | Cheques Total: \$49,444.60 |

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APPROVED MINUTES OF THE LACOMBE REGIONAL WASTE SERVICES COMMISSION BOARD MARCH 06, 2024

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 March 06, 2024.

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 | Dwayne Meyers  |
| Village of Clive | Sarah Fahey    |

**Others:**

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

Welcome

Chairman Creasey welcomed the Commission Board to the first LRWSC board meeting of 2024.

**RWS/01/24  
Agenda**

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

- Mr. Weenink requested that he do an update after the Managers Report on his recent attendance of the CARE Conference.

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

**Carried Unanimously.**

**RWS/02/24  
Minutes**

**Moved by Mr. Weenink that the minutes of November 22, 2023 Organizational Meeting be approved.**

**Carried Unanimously.**

**Moved by Ms. Kreil that the minutes of November 22, 2023 Regular Board Meeting be approved as presented.**

**Carried Unanimously.**

**RWS/03/24  
BDO Engagement  
Partner Letter**

Mr. Luymes reported to the Commission the BDO Canada LLP letter stating the continuation being LRWSC auditors subject to the terms and conditions of their Agreement.

This agreement will remain in place and fully effective for future years until varied or replaced by another relevant written agreement. As Chartered Professional Accountants, the Engagement Partner includes:

- BDO's Role as Auditors
- Reporting
- Role of Management and those Charged with Governance
- Financial Statement Services

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**RWS/04/24  
BDO Audit Planning  
Process**

- Tax Services
- Additional Services BDO Provides
- Standard Terms and Conditions of the Agreement

**Moved by Ms. Fahey that LRWSC Administration enter into an agreement with BDO Canada LLP of all the terms and conditions of the Engagement Partner Letter on behalf of the Commission. And furthermore, that the letter be received for information by the Commission.**

**Carried Unanimously.**

Mr. Luymes reported to the Commission BDO Canada's audit plan for the audit of the LRWSC financial statements for the year ending December 31, 2023. Mr. Luymes also gave additional information on how the various processes work.

The report highlights and gives an explanation of key issues relevant to the audit as follows:

- Terms of Reference
- Engagement Objectives
- Independence
- Audit Strategy Materiality:
- Scoping
- Identify and Assess Risk
- Design Audit Response
- Obtain Audit Evidence
- Form Opinion
- Report
- Risks and Planned Audit Response
- Fraud Discussion
- Independence Letter with respect to the Commission
- Professional Conduct
- Interpretations as per provincial institute/order
- Safeguards required by BDO
- Clarification was given on how the Closure/Post Closure Reserve is set up, funded and how those funds relate to the long-term function of the landfill.

**Moved by Ms. Fahey that the Commission Members acknowledge and receive BDO Canada LLP Audit Planning communication and presentation to the LRWSC be received for information by the Commission.**

**Carried Unanimously.**

**RWS/05/24  
Waste Haul  
Summaries**

Administration reviewed the Waste Haul summaries for the month of November & December 2023 and January 2024. 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 November & December 2023 and January 2024 be received as information by the Commission.**

**Carried Unanimously.**

**RWS/06/24  
Accounts Paid  
YTD Budget  
Comparative List  
Acct. Payable  
Cheque Listing**

Administration reported on the following with the Commission:

- Year to Date Budget Report December 31, 2023 & January 31, 2024.
- Accounts Payable Cheque Listing from November 1 –

15



December 31, 2023 & January 2024.

**Moved by Mr. Meyers that the YTD Budget Comparative to December 31, 2023 & January 31, 2024 be received as information by the Commission.**

**Carried Unanimously.**

**Moved by Mr. Gulleckson that the Accounts Payable Cheque Listing from November 1- December 31, 2023 & January 2024 be received as information by the Commission.**

**Carried Unanimously.**

**RWS/07/24  
Managers Report**

Mr. Hohn reported on the following Manager's Report to January 31, 2024. The highlights are as follows:

- Staff Training – Mr. Hohn has completed his Manager of Landfill Operations course and is now certified
- Tri Drive Trailer and Compactor Bin Manufacture – the first two Compactor bins and the Tri-Drive Trailer should be completed by late April, early May.
- Mr. Hohn reported that the contract with WDML has been renewed until January 1, 2028.
- Remote Site Security – Mr. Hohn reported that cameras have been installed at Alix/Mirror, Bentley and Eckville and they are working great.
- EPR transition – Mr. Hohn let the Commission Board know that he has been, or will be, a part of the initial zoom meeting with the Producer Responsibility Organization in regards to the EPR transition with the members of Alix, Clive and the County of Lacombe.
- Alberta Public Lands Disposition – Mr. Hohn is currently in contact with Alberta Public Lands Disposition management in regard to a request for a deposit for the cost of reclamation of the landfill. The Closure/Post Closure Reserve is in place by regulations for that purpose, so Mr. Hohn is awaiting their reply on clarification of that request.
- Mr. Hohn reported that the new Bobcat skid steer that was ordered has arrived to replace the 2014 Massey Ferguson tractor. The 2014 Massey Ferguson tractor has been sold for \$20,400.00 and the 2018 Southland trailer has been sold for \$5800.00.
- Christmas Closure Schedule - Mr. Hohn stated that he is going to be contacting the members affected by this year's closure dates to work out a solution if the dates affect their scheduled collection.

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

**Carried Unanimously.**

**RWS/08/24  
CARE Conference**

Mr. Weenink spoke about his attendance at the CARE Conference held in Camrose, Alberta. He attended tours and presentations of the following:

- Camrose Regional Landfill
- Various depots within Camrose County
- West Dried Meat Lake Landfill
- K&K Prairie Recycling – who recycles metal from the waste stream.
- Fog Dog – waste to energy.
- Varme Energy – waste to energy projects and carbon capture.
- Wastewater plant presentation which showcased the cleaning process of wastewater.
- PolyAg – which recycles Ag grain bags and turns them into fence posts, parking stall blocks, garbage bags and pellets.
- Solar imaging with drones to plot and map landfills.

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*Moved by Ms. Kreil that the CARE Conference Report presented by Mr. Weenink be received as information by the Commission.*

*Carried Unanimously.*

Next Meeting

The next regular meeting of the Commission will be held April 24, 2024 at 1:15 p.m. in the LRWSC Administration Boardroom at Prentiss.

*RWS/09/24  
Adjourn*

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

*Time: 3:14 p.m.*

*Carried Unanimously.*

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Chairperson

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Manager

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