



Regular Board Meeting – Agenda

Town of Drumheller Council Chambers

Sonya Adams (regrets)
Lyle Cawiezel
Larry Casey
Jason Bates
Trevor Snyder (regrets)
Trina Anderson
Jim Adams
Patrick Kolafa
Darryl Drohomerski (regrets)
Tim Frank
Debbie Penner
Reg Wiebe
Chris Reeds
Lorraine MacArthur
Bill Goodfellow
Larry R. Casey
Mark Landry
Scott Klassen
Ashley Turner – Recording Secretary
Esther Quiambao
Donna Peloquin

1:30 PM – February 20, 2025

Landfill Manager
Village of Munson
Village of Standard
Village of Acme – via TEAMS
Village of Beiseker
Village of Carbon
Village of Delia
Town of Drumheller
Town of Drumheller
Village of Hussar
Kneehill County
Village of Linden
Village of Trochu
Village of Morrin
Village of Rockyford – via
TEAMS
Village of Standard
Starland County
Wheatland County
Town of Drumheller
Town of Drumheller
Landfill Admin

1.0 CALL TO ORDER 1:31pm P. Kolafa

2.0 ADDITIONS / CHANGES TO THE AGENDA

Add: Transtor Pickup service as agenda item 7.12

3.0 ADOPTION OF AGENDA

Motion: M. Landry That the Board adopt the agenda for the DDSWMA February 20, 2025, Regular Board Meeting as amended. J. Adams **CARRIED**

4.0 MEETING MINUTES

4.1 DDSWMA Budget and Regular Meeting minutes for December 19, 2024.

Motion: S. Klassen moved that the Board approves the minutes for the DDSWMA Regular Meeting of December 19, 2024, as presented. M. Landry. **CARRIED**

4.2 DDSWMA Executive Committee Meeting minutes for January 17, 2025.

Minutes were not included in the package. Acceptance of minutes tabled until next meeting.

5.0 DELEGATIONS

5.1 ETGM2 @ 1400 hr. – **Postponed – Date TBD**

5.2 Communication Tools Inc. @ 14:00 hr. – **In Camera**

Motion: M. Landry That the Board go in camera for Communication Tools Inc. delegation T. Frank at approximately 2:04pm. **CARRIED**

Motion: M. Landry moved that the Board go out of camera at 3:00pm. S. Klassen seconded. **CARRIED**

6.0 DECISION ITEMS

6.1 Policy Committee Terms of Reference (attached)

Motion: L. MacArthur moved that the Board approve the Policy Committee Terms of Reference as amended. T. Frank Seconded **CARRIED**

6.2 Commercial Cardboard Recycling in Drumheller

- The DDSWMA owns ~ 17 - 6-yard front load cardboard recycling bins located at various businesses within the Town of Drumheller
- Historically, the collection and disposal of this material was within the Towns' commercial collection contract
- No written/formal agreements have been located for these bins/businesses
- The Towns' new contract does not include these bins and provides businesses with opportunities to contract recycling services with the service provider
- Service provider is currently working with the DDSWMA to continue providing this service for the short term
- Long term servicing will come with a servicing cost to the DDSWMA
- Recommendations are for the DDSWMA to discontinue this free service
- Should the DDSWMA Board decide to discontinue the service, a two-month notice will be provided to the affected businesses, which would include the option to maintain the cardboard collection through the Town of Drumheller's Commercial Collections Contract.

Motion: S. Klassen moved that the Board approve discontinuance of the cardboard collection service to the in town businesses. L. Casey seconded. **CARRIED**

6.3 Dispersal of Commercial Front Load Cardboard Recycling Bins

- Picture of bin attached
- Towns' current commercial contractor has offered \$275 CDN/bin, removal/repair/upgrades at their cost.
- Average new cost \$1500 CDN
- Drumheller and District Landfill would like to retain 2-4 for use on site
- Membership interested in purchasing any at their cost to remove/repair/upgrade?
- Public sale?

Motion: L. MacArthur moved the Board approves the sale of the bins with options to sell to membership prior to the two months' notice period for removal from business lands. C. Reeds seconded. **CARRIED**

Further discussion needed:

- Members would be responsible for moving the bins to their respective locations.
- Would the price also be \$275 or would it be no charge as the bins were funded through a grant?

6.4 PPP Contract

- Contract attached
- Discussions regarding contract with EPR Steering Committee attached as 8.1 EPR Steering Committee Report

Motion: S. Klassen The Board approve the terms and conditions of the PPP Contract with Circular Materials as presented and moves to direct the DDSWMA to enter into agreement with Circular Materials as presented before March 21, 2025. C. Reeds seconded, **CARRIED**

6.5 HSP Contract

- Contract attached
- Discussions regarding contract with EPR Steering Committee attached as 8.1 EPR Steering Committee Report

Motion: M. Landry The Board approve the terms and conditions of the HSP Contract with Product Care as presented and moves to the DDSWMA to enter into agreement with Circular Materials as presented before March 21, 2025. J. Adams seconded, **CARRIED**

6.6 EPR Revenue/Subsidy

Motion: L. Casey The Board approve the placement of any revenues/subsidies coming from EPR programs into a dedicated reserve fund for 2025. L. MacArthur seconded **CARRIED**

6.7 HR Review Consultant

Motion: L. MacArthur directs the Manager of Landfill Operations to engage a HR Consultant to review and recommend changes to job descriptions, organizational chart, compensation and HR Policy C. Reeds seconded.

Discussion ensued resulting in an amended motion.

Amended Motion: L. MacArthur directs that the Secretary Treasurer to engage a HR Consultant to review and recommend changes to job descriptions, organizational chart, compensation and HR Policy. C. Reeds **CARRIED**

6.8 Approval Renewal/ Masterplan Scope Change (attached)

- Budgeted \$80,000 for each piece of work (\$160K total)
- Contract awarded for ~ \$133,000 as “one project”
- The scope of work has changed to include the regulatory investigations and changes needed to bring us into compliance; specifically where the leachate collection, site run-off and the East Pond control structures are concerned
- Work on assessment and design for “bridging” Stage 1 and 2 has used ~ \$15k of the budget. Hopes had been that this work would be completed within the contract as a “bonus”
- The above was needed as no plans for next steps in waste placement; written or designed, were located
- AE is working on high level costs for final design and construction of “marrying up” the two stages. Discussions and site visits with the regulators have occurred to ensure that we are designing a plan to fit best practices of today and the near future. Under the current approval, this area would not require a liner. Under best practices and ethics, a “piggy-back” liner and upgrades to the leachate collection system are needed.
- Future work for changes to leachate collection, site run-off and the East Pond control structure modifications will be presented as individual tasks to assist with effective and proper budgetary tracking
- Approval for this SC will allow us to continue moving forward into compliance.

Motion: C. Reeds The Board approve the scope change for Associated Engineering as presented. T. Frank seconded **CARRIED**

7.0 DISCUSSION / INFORMATIONAL ITEMS

- 7.1 YTD February 14, 2025 Financials – Operational (attached)
- 7.2 Recycling YTD (as of February 14, 2025) (attached)
- 7.3 DDSWMA Balance Sheet YTD (as of February 14, 2025) (attached)
- 7.4 2023 LAPP and Financial Audit Progress
 - LAPP Audit Completed and submitted. 2023 Financial Audit underway.
- 7.5 Alberta Environment and Protected Areas (AEPA) Site Inspection – Response_Amended (attached)
- 7.6 New Sign – updating hours of operations and regulatory requirements (attached)
- 7.7 MH Enterprises Support Letter (attached)

7.8 Letter to the Minister re: EPR Contracts and Response

7.9 AB CARE Spring Conference (attached)

- S. Klassen is attending and happy to report back to the board.

7.10 ERWAC – SMWMAC Joint Meeting Minutes (attached)

7.11 EPEA Approval Extension Request (attached)

7.12 Transtor Pickup Service

Action item: Board would like a summary from before Christmas of all the delays that have happened with the waste collection contractor.

Discussion: Board would like a clause added to the contract that essentially states that if the contractor is unable to pick up waste within a reasonable time of the missed pick up that the municipalities can hire an independent 3rd party and the bill will be paid for by the contractor.

Motion: D. Penner That the Board accepts as information all informational items as presented. T. Frank seconded. **CARRIED**

8.0 COMMITTEE REPORTS

8.1 EPR Steering Committee

- February 5, 2025 Meeting Notes (attached)

8.2 Policy Committee

- Elections at first meeting
- Determine options for initial meeting date – can be virtual

Motion: S. Klassen That the Board accepts as information the Committee Reports as presented. M. Landry seconded. **CARRIED**

9.0 LANDFILL MANAGERS' REPORT

9.1 Action Items (attached)

9.2 Masterplan Update

- Timelines have been extended to allow for focus on the Approval renewal and regulatory issues.
- Due to incomplete staged planning, consultants are preparing a change order to accommodate out of scope requests including the “bridging” of Stage 1 and Stage 2. This will include design and construction management for a “piggyback” liner and leachate management extensions. While the area has been previously approved for landfilling under current conditions (liner and leachate under Stage 2 only), consultants and myself agree this is no longer an acceptable practice. The piggyback liner with extended leachate collection will work to mitigate potential groundwater contamination from future landfilling.

9.3 Approval Renewal Update

- Due to concerns noted in the December 2024 Inspection Report, an extension request will be submitted to AEPA for the Approval renewal. Consultants are working on potential corrective actions meeting Best Practices, Standards, Codes, Regs etc. of today for concerns related to the East Pond, Leachate systems, run-off/drainage and other noted concerns which can have direct and indirect environmental consequences. This is preferred by AEPA vs. amendments over the next year to correct these issues. Potential costs for corrections will be brought forward as available.
- In-depth Landfill Gas Management Plan (LFGMP) identified as being a new requirement within Approval needs. Consultants have been engaged to review and provide recommendations to align with any current and upcoming federal or provincial regulations.

9.4 Training: Leadership Training for Women of Waste – West

Bring forward to next meeting

9.5 HC Soil Use

- ~\$8500 spent to date on “clean” clay.
- Approximately \$150,000 required to complete next lift with clean clay.
- Next lift will offer approximately one year of waste burial space
- Work with consultants to correct berm degradation may mitigate some of this cost with an effective and economical long term solution (historically the berm was intended to ensure runoff from landfill hill was directed to the leachate collection system and has eroded/disappeared over time causing runoff to migrate to the East Pond stormwater pond)

Board would like clarification on this line item brought to the next meeting.

9.6 Septic Pump Install Updates

- 2 pumps ordered for Septic System (T.K.N.T): ETA March 2025 (correct pumps determined with consult of the Drumheller WTP, TKNT and Bright Valley Electric)
- Bright Valley Electric temporarily closed will hopefully know install dates March 3, 2025

Operations & Safety

9.7 Baler Inspections

- New company used, new set of eyes, better availability, competitive pricing, Calgary based
- Summit (cardboard) baler considered to be in good condition with a few minor adjustments to the “eyes”
- 2 horizontal balers are considered obsolete and it has been suggested to run these balers in “manual” mode to prolong life
- This information will be used in assessing future needs and addressing 2023 audit required asset assessments

9.8 Overhead doors have passed annual inspection

9.9 Landfill Fires

- Landfill Fire: January 6, 2025 (Called in to AEP: Reference #436571)
- Identified as a residential load, hot coals (BBQ or firepit) mixed in with load of furniture and saw dust. Quickly extinguished.

9.10 Recycling

- February 6, 2025: Staff found live ammunition in the cardboard recycling. RCMP requested ammunition be stored on site or delivered. Due to liability, this is not an option for the DDSWMA. RCMP to come and collect. Spent ammunition has been found previously in the recycling, along with previously noted medical refuse. This material is noted to be coming from the "7-11" Town of Drumheller depot site.

Discussion: Donna noted that the RCMP wanted the live ammunition delivered. It was additionally recommended by the RCMP the landfill keep the ammunition until there is a certain amount collected, then the RCMP will collect when there is enough volume.

Issue of medical sharps found in the recycling was brought up.

Action Item: It is requested that the Landfill Manager investigate the costs and feasibility of a dedicated sharps recycling.

9.9 Training:

- Recycling Supervisor and Lead Hand attending Product Care Lab Pack HSP auditing training/discussions
- ICS 100 (1) – 3 total trained
- Exceptional Customer Service (2)
- Leadership of Safety Excellence – all current staff are trained per OHS requirements
- Workplace Harassment and Workplace Violence Prevention – 2 staff require training per OHS requirements
- 1 staff signed up for SWANA Landfill Operator Basics – eligible to write exam in fall
- 1 staff signed up for SWANA HHW

9.10 Safety Equipment

- Purchased BM Microchip gas detector for use when completing weekly inspections of leachate collection.

Motion: L. Casey That the Board accepts as information the Landfill Manager's Report as presented. D. Penner seconded. **CARRIED**

10.0 DDSWMA ROUNDTABLE DISCUSSION

- S. Klassen provided an update regarding Energy from Waste. Wheatland County has withdrawn from the program for various reasons.

11.0 NEXT MEETING DATES

11.1 Executive Committee Meeting

March 21, 2025 @ 09:00 a.m.

Council Chambers – Town of Drumheller, TEAMS

11.2 Special Resolution Board Meeting

March 21, 2025 @ 09:00 a.m.

Council Chambers – Town of Drumheller, TEAMS

Special Resolution Meeting is no longer required

11.3 Regular Board Meeting

April 17, 2025 @ 13:30 p.m.

Council Chambers – Town of Drumheller, TEAMS

12.0 ADJOURNMENT

Motion: C. Reeds That the meeting be adjourned at 3:35pm. M. Landry

Signature of DDSWMA Chair

Signature of DDSWMA Secretary-Treasurer