

**Northern Coordinated Action for Recycling Enterprises
General Board Meeting
Millennium Room, Ramada Inn & Conference Centre
9:00 a.m. December 5, 2003**

In attendance:

Gary Pollock, Chair	Town of Swan Hills
Rick Twach	Woodlands County
Mary Cartwright	Woodlands County
Chris Kramer	Northern Sunrise County
Marlene Maxwell	Municipal District of Clear Hills
Ralph Whitford	Town of Lac La Biche
Sam Wipf	Town of Valleyview
Veronica Andruchiw	Municipal District of Big Lakes
Lorna Storoschuk	Town of Bonnyville
Dwayne Harasem	Town of Bonnyville
Robert Smith	Athabasca Regional Waste Management Services Commission
Edgar Koehler	County of Athabasca
Ray Tannas	Village of Boyle
Roger Hall	Village of Boyle
Bonnie Raho	REAC
Richard Dubetz	Town of Smoky Lake
Fran Jordan	City of Cold Lake
Roberta Windrum	Alberta Dairy Council
Hussein Elkadr	Cold Lake Bottle Depot
Myron Goyan	Town of Elk Point
Alvina Schuhmacher	Town of Elk Point
Helene Hausler	Smoky River Region
Owen Farnel	Town of Fox Creek
Derek Gasper	Recycle Plus
Uli Wolf	Aquatera/City of Grande Prairie
Jule Asterisk	Lesser Slave Regional Waste Management
Darren Lubeck	North Peace Regional Landfill Commission
Ed Tollefson	Municipal District of Greenview
Jim Scott	Municipal District of Greenview
Gordon Mach	County of Grande Prairie
Pat Jacobs	County of Grande Prairie
James Waikle	Town of High Prairie
Dennis Reid	Buffalo Lake Metis Settlement
Robert Hnatiw	Recyc-Haul Waste Management Inc.

Also in attendance:

Linda McDonald	Northern Coordinated Action for Recycling Enterprises
Michele Coutu	Mackenzie Municipal Services Agency
Corinne Huberdeau	Northern Alberta Development Council
Patrick Kane	Alberta Environment
Christine Della Costa	Alberta Environment

1. Call to Order

G. Pollock called the meeting to order at 9:00 a.m. and welcomed the newest Northern CARE Members to the meeting: The Municipal District of Clear Hills No. 21 represented by Marlene Maxwell, Cold Lake Bottle Depot represented by Hussein Elkadr, and the Peace Citizen's Recycling Society (not in attendance) and the North Peace Regional Landfill Commission represented by Darren Lubeck. He requested everyone introduce themselves and the organizations they represent.

G. Pollock noted that the Executive Committee had met the night previous and made a motion to hold Executive Committee Meetings prior to the General Meetings. There was also a motion to hold monthly conference calls.

He also stated that the Executive Committee discussed appointing Tom Baldwin of Northern Alberta Development Council to the Executive Committee as a Director with signing authority. He stated that Tom had been on the Executive Committee for many years in the past and that he is a tremendous resource to the Northern CARE organization as well as great assistance to the administration department of Northern CARE.

L. Storoschuk moved to accept Tom Baldwin as a Director of the Executive Committee with signing authority. CARRIED

2. Adoption of the Agenda

- a. Additions to the Agenda:
 - Item 5c – Fee Structure based on Equalized Assessment
 - Item 5d – Ewaste
 - Item 5e – White Goods Questionnaire
 - Item 5f – Plastic Hay Wrap
 - Item 7o-v refer to Executive Committee

R. Whitford moved to accept the Agenda with additions. CARRIED

3. Adoption of the Minutes

J. Waikle moved to adopt the Minutes of the September 12, 2003 Annual General Meeting CARRIED

4. Speakers Corner

C. Della Costa of Alberta Environment provided an overview of Alberta Environment's Review of Waste Management Practices and Infrastructure related to the disposal of E-waste. She noted that some of the members have already taken part in the meeting to discuss the disposal of Ewaste. Environmental fees will be charged on new electronics (yet be determined on which products and how much) and that money will be put into a dedicated fund to deal with the products at the end of their life cycles.

AB Environment is gathering feedback from Albertans and reviewing options and preparing a program proposal to have in place in 2004 which will be taken to government for approval. Issues that are being discussed are transportation, location of collection centres, who would collect the product, what products would have a surcharge and what would that surcharge

be, subsidization to collectors, and the managing board. C. Della Costa provided additional questionnaires for members who wanted to submit them.

J. Asterisk stated that the LSRWMS currently has 12 pallets full of electronics. Concern was that the program may not be as inclusive as the public would like it to be.

C. Huberdeau noted that the proposed program should take into consideration that the public will be taking the product to the collection centres and distance between those centres. C. Della Costa noted that AB Environment is asking for input into reasonable access. L. McDonald suggested that a reasonable distance could be 12 km. There could potentially be 214 bottle depots on board to collect ewaste. C. Della Costa stated that if the proposal were to be approved, the surcharge would cover collection, transportation, and recycling of the ewaste. There could possibly be a refundable deposit. AB Environment is asking for input as to who should collect.

F. Jordan stated that the surcharge should be substantial (\$10). There will be a great deal of paperwork involved in this program as well (collection, transportation).

P. Jacobs requested a draft be submitted to the Northern Coordinated Action for Recycling Enterprises Board and the Recycling Council of Alberta before it goes to government for approval.

P. Kane stated that there is definitely opportunity for input from Albertans. AB Environment is looking for support at this time. Government will make the decision at a higher level. Program details will be provided after that and as the program develops.

Some member's concerns were timeline - Stakeholders, municipalities, and landfill commissions should have plenty of time to respond to the program details to ensure a productive program. It was suggested to also provide the AUMA and the AAMD&C's with information for it to be forwarded to all of Alberta's municipalities to ensure input from everyone. C. Della Costa stated that in fact that has been done.

Members inquired if there would be retroactive reimbursement to municipalities who have been proactive in the collection and transportation of ewaste, and why the Tire Recycling Management Board is being considered for the managing association.

C. Della Costa stated that instead of setting up yet another management board, Alberta Environment is looking at the TRMA to expand its mandate to include other materials and therefore become a multi-material management board.

S. Wipf stated that the program should be in place as soon as possible. If there are areas that need to be improved upon, AB Environment can deal with those as they happen.

5. Business Arising from the Minutes

a. Value Drug Stores – Needle Program

Members discussed the Value Drug Store Needle Program with concern that it may be better to dispose of used needles at the local health units. L. Storoschuk stated that needles were not being accepted at Bonnyville's local health unit and are sent to the landfill. Members questioned the legality of this. L. Storoschuk will research this further and provide members with an update at the next meeting.

b. Oilfield Waste Pails

J. Asterisk stated that an inquiry into Northern CARE's involvement in the recycling of oilfield waste pails began in 2001. A program could be in place to clean, transport and recycle these pails and Northern CARE could benefit by administering the program. According to the survey sent to members in 2002, approximately 30,000 pails are being landfilled in Fort McMurray each year alone.

J. Asterisk stated administering such a program would fit Northern CARE's mandate to promote recycling and coordinate waste management in northern Alberta. Landfills cannot exceed 100 tonne of collected pails and therefore, a program should be in place to clean, transport and recycle them. A levy could be paid into a fund in which 5 cents of each dollar/pail collected would go to Northern CARE for administering the program. Haulers and cleaners would go to the oilfields and landfills.

R. Hnatiw from Recyc-Haul stated that their company already works with the oilfield companies. They have satellite companies in Grande Prairie and Lethbridge and main offices in Edmonton and Calgary. Their mandate is to clean and recycle as much as they can and that's what they are currently doing. Their involvement in this program would be another step for them. These oilfield waste pails are #2 plastic and are used for mostly premixed mud products.

J. Asterisk stated that the Alberta Used Oil Management Association were unable to include these pails for recycling as they don't contain oil. She noted that this wouldn't be a complicated project as infrastructure is already in place.

C. Huberdeau stated that T. Baldwin suggested that he could work on a Business Plan for this project.

P. Jacobs moved to go forward with the Oilfield Waste Pail Program contingent with a business plan being prepared and approved by the Northern CARE Board of Directors. CARRIED

c. Fee Structure for Northern CARE Membership

Members agreed to have the fee structure remain the same for municipalities, not-for-profit organizations and businesses.

d. Ewaste Roundup

L. Storoschuk moved to table the issue of ewaste roundups until we have further information from Alberta Environment with regard to the Ewaste Program Proposal.

MOTION WITHDRAWN

It was suggested that Northern CARE handle the collection of ewaste in northern Alberta.

P. Jacobs moved to investigate the possibility of the Northern CARE organization being the collector of ewaste in northern Alberta. CARRIED

e. **White Goods Questionnaire**

L. McDonald noted that Climate Control was to provide Northern CARE with a survey regarding white goods. At this time, nothing has been received.

P. Jacobs moved to table Climate Control Centrals questionnaire of used appliances until the next board meeting. CARRIED

f. **Plastic Hay Wrap**

L. McDonald stated that there was no new information regarding plastic hay wrap. R. Smith stated that he was hopeful that a program would be implemented soon. He noted that the wrap is made of #2 virgin plastic, however, it is contaminated. It would have to be cleaned prior to sending it to a recycler and the transportation would be very costly as the only known recycler at this time is a company in Seattle Washington. J. Waikle stated that because it is an agricultural product, customs may not even let it cross the US border.

M. Maxwell stated that it is a very thin product and when it is compacted, it would be extremely hard to pull apart and clean.

M. Goyan stated that their landfill is not collecting it and that it is hazardous when burned.

Members discussed the option of meeting with Alberta Agriculture as to a possible solution.

R. Whitford moved that Northern CARE contact Alberta Agriculture to propose a joint cooperative venture to deal with plastic hay wrap. CARRIED

6. **Financials**

L. Storoschuk gave an overview of the current financial status to members stating that there is currently \$32,823.05 in Northern CARE's bank account. Northern CARE also has 2 GIC's for \$35,000 each which will come due in May 2004. One is a fixed term GIC and the other is a flexible term GIC. The final installment of the grant agreement with Alberta Environment is expected before the end of March 2004.

J. Waikle moved to accept the Treasurer's verbal financial report. CARRIED

7. **New Business**

a. **Executive Director's Report**

i. **Worm Composting Program**

L. McDonald requested members refer to the Executive Director's report provided. She gave an overview of the worm composting project stating that out of the 150 schools that were to be given presentations, only 123 will have been completed by the end of the Shell Canada agreement due to school's timelines. There are currently 22 presentations booked for 2004.

She stated that there have been challenges with the program but recommends the program continue. The question is should presentations be provided to member municipality schools or for all of northern Alberta schools?

Members discussed the issue of schools becoming members as some schools have already requested information on becoming Northern CARE members.

M. Maxwell suggested approaching school boards for membership as some smaller schools cannot afford a membership. She suggested schools participate as an associate member.

R. Whitford suggested that presentations focusing on Northern CARE's programs and membership be made at school board conferences

P. Jacobs moved to have administration research a fee structure for schools who would like to become a member or associated member of Northern CARE. CARRIED

ii. Ink Recycling Program

L. McDonald informed members that approximately 25% of the organizations (240 of the 960 faxed) have come on board with the Northern CARE Ink Recycling Program. This should generate approximately \$8-15 thousand dollars revenue for Northern CARE in the upcoming year.

iii. Northern Alberta Recycling Workshop & Trade Fair

L. McDonald informed members that she has already received requests from the Electronic Product Stewardship Canada, MAXUS, and Canada Environment to be part of the 2004 workshop. Financial reconciliation statements were completed and if members requested a copy, one could be provided to them.

iv. Buffalo Lake Metis Settlement

L. McDonald stated that she would be holding a Recycling Workshop 101 Dec 8 at Buffalo Lake Metis Settlement for approximately 150 residents.

v. NADC Meeting

L. McDonald informed members that she attended the Northern Alberta Development Councils board meeting to give an overview of Northern CARE's past accomplishments and future endeavors. At this meeting, it was brought to her attention that Rainbow Lake, MD of Mackenzie, and the Town of High Level were withdrawing from their contracts with Recycle Plus due high costs and lack of service. High Level is now landfilling all recyclable materials.

P. Jacobs stated that Northern CARE was instrumental in getting Recycle Plus up and going.

C. Huberdeau stated that Tom Baldwin requested that he be involved in a committee to review the operations of private haulers with northern municipalities.

V. Andruchiw and P. Jacobs volunteered to sit on the committee along with L. McDonald.

P. Jacobs moved to form a committee to review the operations of private haulers and appoint T. Baldwin to chair the committee.
CARRIED

vi. Shell Environment Fund

L. McDonald stated that Northern CARE submitted applications for grant funds for 2 schools in Grande Prairie and for the Lesser Slave Regional Landfill and all 3 have been approved. Next application deadline is February 28, 2004.

vii. Measurement Workshop

L. McDonald stated that a Measurement Workshop, spearheaded by Pat Kane of Alberta Environment would like to see the implementation of a province wide (possibly Canada wide) harmonized system to measure waste and recycling flow. The RCA has been asked to organize the workshop. Its goal will be to develop and implement a more detailed system of measurement (compared to the GAP method – Generally Accepted Principles for Measuring Waste Flow). Private landfill operators need to be on board to provide statistics in much the same way as municipal landfills do.

Alberta Environment would like to find a way that would allow all landfill operators to submit information only one time and include all statistics on waste landfilled and recyclables diverted.

viii. Waste Management Stakeholder Group

P. Kane stated that approximately 20-25 stakeholders are involved in the WMSG including Northern CARE, RCA, AUMA, and AAMD&C's to deal with issues such as hazardous waste treatment, landfill prohibitions etc.

Alberta Environment is conducting research to clarify stakeholder positions and answer questions regarding the practicability of implementing landfill bans on key materials such as organic yard waste, cardboard, drywall, fluorescent bulbs. Information will be compiled and presented at Alberta Environment's WMSG meeting in January 2004.

Members discussed the short timeline which doesn't allow much time for responses to be considered.

J. Asterisk asked if the public would be allowed to provide input regarding Hazardous Waste Treatment. Many are concerned with this and would like to provide their comments. P. Kane stated that he would take that back to Alberta Environment for consideration.

P. Jacobs had concern with some items being banned (shingles, drywall) in the north. P. Kane restated that Alberta Environment would appreciate comments from Northern CARE members/landfill operators.

R. Whitford moved to accept the Executive Director's Report as presented.
CARRIED

b. Northern CARE Business Plan Review

C. Huberdeau stated that T. Baldwin would like to sit on the committee and assist in the draft of the 2004-2006 Business Plan.

P. Jacobs moved to refer the Business Plan to the Executive Committee.

CARRIED

c. Resolution for Adoption by Councils regarding Northern CARE Representation

L. McDonald stated that municipal members are encouraged to bring technical representation to the Northern CARE Board meetings. Having both levels of participation will only be more beneficial to member municipalities.

G. Mach stated that he appreciates being involved as he is the technical person for the County of Grande Prairie and the person who has to deal with issues at that level.

E. Koeler stated that the County of Athabasca decided to have a political member on board with Northern CARE as well as having the technical member from the Athabasca Regional Waste Management Services Commission.

M. Cartwright moved to have a municipal council member as well as a technical representative attend Northern CARE Board Meetings but allow only one vote per membership.

CARRIED

Members broke for lunch at this time

Meeting resumed at 1:12 p.m.

d. Transportation Study

L. McDonald stated that the Recycling Council of Alberta has had a transportation study on hold and has just recently stated that there is a deficit of \$7300 in funding required to complete the study. At the last RCA Meeting, it was discussed to increase Northern CARE's contribution for the transportation study. NADC has already contributed \$500 on behalf of Northern CARE for the transportation study.

Members discussed that the RCA should approach the Alberta Trucking Association for funding as well as Safeway and Canada Post.

P. Jacobs stated that RCA workshops are not all that encompassing and if they expect funding from Northern CARE, they should do a workshop in northern Alberta.

C. Huberdeau stated that T. Baldwin had inquired as to what the project goal was, who will the RCA report to (Alberta Environment and/or Contributors), and will Northern CARE be able to use the information from the study for its own use?

R. Windrum stated that the Alberta Dairy Council requested to see the terms of reference for the project prior to sending their contribution.

Members discussed the funding required for the study stating that the high costs of transportation is an issue that northern Alberta is already familiar with.

It was noted that the Recycling Council of Alberta currently has a surplus of approximately \$500,000. Members questioned why the RCA couldn't provide the funding for the project.

R. Windrum reported that the RCA was initially committed to \$4000 for the transportation study at the time of conception.

M. Maxwell moved to refer the Executive Director to further investigate the issue of funding for the RCA's Transportation Study. CARRIED

e. Update on 2003 Northern Alberta Recycling Workshop

Dealt with in Item 7a – Executive Director's Report

f. 2004 Northern Alberta Recycling Conference

Members discussed the evaluations from delegates who attended the 2003 Northern Alberta Recycling Workshop & Trade Fair with regard to the location of the 2004 Conference.

L. McDonald stated that Fort McMurray has invited Northern CARE to hold the workshop there in 2005.

C. Huberdeau stated that T. Baldwin suggested that the 2005 Workshop be celebrated and held in conjunction with the anniversary of the Province of Alberta.

Members suggested that member municipalities put a bid in to host the 2005 Northern Alberta Recycling Conference and submit a proposal including hotel accommodations and rates, venues, tour facilities, etc. Members referred the proposal process to the Executive Committee for further review.

P. Jacobs moved to have the 2004 Northern Alberta Recycling Conference hosted by the County of Grande Prairie and City of Grande Prairie. CARRIED

g. Membership Drive & 2004 Invoices

M. Coutu informed members that Northern CARE will be invoicing members for renewal memberships and will be approaching all other northern municipalities for new membership. She requested that members provide her with information as to industries and businesses within their municipalities that they thought would benefit by joining Northern CARE.

Members suggested including a list of current membership with the invoices and to address the cover letters to the mayor/reeves and council to ensure the membership requests are reviewed.

h. Letter of Support for the Municipal Airport

C. Huberdeau stated that T. Baldwin and the Northern Alberta Development Council are taking a lead role in lobbying to keep the Municipal Airport open. G. Friedel, Chair of the NADC has been attending meetings. NADC is of the hope that Northern CARE would send a letter to in support of scheduled flights into the Municipal Airport. The concern is also that medi-vac and air ambulance flights would be rerouted to the

International Airport when the hospitals are located very close to the Municipal Airport.

Members discussed the issue of northern industries taking their business to Calgary instead of flying into the International Airport.

The mayors and reeves at the Northern Mayors Conference were in full support of the Municipal Airport remaining open.

E. Koehler moved that Northern CARE send a letter to the Northern Alberta Development Council supporting their initiatives to ensure that the Municipal Airport remain open and sending copies to northern MLA's. CARRIED

i. Next ERROW Meeting Date & Location

L. McDonald referred the scheduling of the next ERROW Meeting to L. McDonald.

j. 2004 Executive Meeting Schedule

L. McDonald requested that the Executive Committee Meetings be held prior to General Board Meetings at 8:30 a.m.

k. 2004 Northern CARE Board Meeting Schedule

Members discussed and agreed to the following schedule:

- March 5, 2004 @ 10:00 a.m.
- June 4, 2004 @ 10:00 a.m.
- September 8, or 10, 2004 – AGM, time and location TBA (in conjunction with the 2004 Northern Alberta Recycling Conference)
- December 2004 Meeting date and time TBA

l. Ad Hoc Committee Schedule

Members referred the Ad Hoc Meeting Schedule to the Executive Committee for further review.

m. RCA Enviro-Business Guide – Ad Renewal

L. McDonald informed members that Northern CARE received a request for ad renewal for the RCA Enviro-Business Guide. The price of the ad has doubled from last years rate. Members inquired if the RCA was making a profit from the ad sales.

Members agreed that for the price of the ad, Northern CARE could produce its own brochure for distribution.

J. Waikle moved that Northern CARE not renew their ad in the RCA's Enviro-Business Guide CARRIED

n. FOR SALE – Portable Electronic Baler

L. McDonald stated that the City of Lloydminster had donated an electronic portable baler which was used to bale milk jugs and cardboard. Allied Paper in Edmonton is currently storing the baler for Northern CARE for no charge. She noted that it could be sold, rented or used and asked members for their input.

P. Jacobs moved to send a letter of thanks to the City of Lloydminster for the kind donation of the baler and to Allied Paper for storing it at no charge.
CARRIED

o. Review and revise Northern CARE Business Plan

R. Windrum moved to refer Items 7o-7u to the Executive Committee being:

- Item 7o – Review and revise Northern CARE Business Plan
- Item 7p – Discuss and apply for further funding for Northern CARE
- Item 7q – Review and discuss Administration contract with MMSA
- Item 7r – Prepare budget for 2004 – 2006
- Item 7s – Appoint sub-committees: Communications and Transportation/Equipment
- Item 7t – Appoint tech committee – Action on Waste/Northern CARE committee
- Item 7u – Accounting Contract

CARRIED

- v. Private Haulers/Recycle Plus - Appoint Chairman to Committee**
This was dealt with at 7a-v: Executive Director's Report, NADC Meeting

8. Information Items

J. Waikle moved to accept Items:

- a) RCA Conference Items & Board Member List
- b) KO-REC-TYPE Program Registration
- c) AUMA Members Support Increased Green Power Purchase – *AUMA Notice November 18, 2003*
- d) PRWRAC Meeting Minutes, November 14, 2003
- e) Fundraising, Communications & Environmental Preservation – All in One Program, and
- f) Northern CARE Board Member List as of November 25, 2003 as information

CARRIED

9. Correspondence

M. Maxwell moved to accept Items:

- a) Alberta Environment – Alberta E-waste News Releases
- b) Alberta Environment Deputy Minister – Waste Management Stakeholder Group Meeting – November 28, 2003
- c) Canadian Waste & Recycling, Toronto Dec 3 & 4, 2003
- d) Letters of Regret from Northern MLA's regarding Workshop
- e) Congratulation Letters regarding Workshop
- f) Letters of Congrats for Chair's Re-election, and
- g) Letters regarding Worm Composting Presentations as information.

CARRIED

10. Round Table Discussion

P. Jacobs inquired why Northern CARE couldn't collect ewaste in northern Alberta.

L. McDonald stated that Northern CARE is looking into getting 2 hauling trucks. One would be used in the northwest and one in the northeast to haul a variety of different products from Northern CARE member municipalities - products such as ewaste, cardboard, as well as other marketable recyclables. A trucking project that would generate good revenue for Northern CARE is currently being discussed. L. McDonald requested that members provide a wish list as to what they thought Northern CARE could haul. A committee will be formed to research and review the purchasing of hauling trucks, what materials would be hauled, detailed specifications, and costs.

P. Jacobs moved to have Northern CARE form a working committee to investigate and bring back information to the March Board Meeting with regard to the purchase of trucks to haul out of the north. CARRIED

Jim Scott, R. Smith, U. Wolf, O. Farnel, and S. Wipf, volunteered to sit on the working committee with T. Baldwin, and L. McDonald.

L. McDonald also requested a communications committee be formed to design a professional marketing package for Northern CARE, as well as make an application for funding for equipment (digital camera, lap top computer, multi-media projector, etc) in order to promote Northern CARE in a professional manner. P. Jacobs suggested that the County of Grande Prairie and the City of Grande Prairie staff be involved. M Coutu from the Mackenzie Municipal Services Agency and L. McDonald will also sit on the committee.

L. McDonald requested members ensure that their municipalities provide input into the ewaste program before it goes to government for approval.

J. Scott introduced himself as the Environmental Services Coordinator for the MD of Greenview. He also stated that he is also trained as a Hazardous Waste Material Cleaner.

J. Asterisk stated that the LSRWMS has installed a secondary containment unit, and she appreciated all of the positive evaluations from the 2003 Workshop landfill tour.

F. Jordan requested a different table setup at the next meeting to ensure everyone is heard.

G. Pollock suggested that round table be removed from the agenda at this time due to the length of the meeting.

11. Next Meeting and Location

March 5, 2004 – Executive Committee Meeting @ 8:30 a.m. and
General Board Meeting @ 10:00 a.m.
at the Chateau Louis Inn & Conference Centre.

12. Adjournment

J. Waikle moved to adjourn the meeting at 2:30 p.m.

CARRIED