

**MINUTES**  
**of the Peace Region Waste Reduction Action Committee Meeting**  
**10:30 a.m. Friday, February 25, 2005**  
**County of Grande Prairie No. 1 Office, Clairmont, AB**

In attendance:

James Scott	MD of Greenview No. 16
Owen Farnel	Town of Fox Creek
Chris Kramer	Northern Sunrise County/East Peace Landfill Authority
Carolyn Gaunt	Town of Sexsmith
Ivan Hegland	Town of Beaverlodge
Gord Mach	County of Grande Prairie
Pat Jacobs	County of Grande Prairie
Pete Nykolyshyn	MD of Clear Hills No. 21
E. May Rowe	Village of Berwyn
Mary Anne Leyman	Woodlands County
Myler Savill	MD of Big Lakes
Darrin Stubbs	Recycle Plus
Amy Horne	Aquatera
Uli Wolf	Aquatera
Geoff Milligan	Town of Peace River
Darryl Wolski	MAXUS Technology
Michele Coutu	Mackenzie Municipal Services Agency

In attendance via telephone:

Linda McDonald	Northern Coordinated Action for Recycling Enterprises
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**1. Call to order**

P. Jacobs called the meeting to order at 10:30 a.m.

**2. Introductions**

Members in attendance introduced themselves and the organizations they represent.

**3. Appointment of Chairman**

Linda McDonald called for nominations for the position of Chairman of the PRWRAC.

Uli Wolf nominated Pat Jacobs – Ivan Hegland seconded.

Pat accepted the nomination.

Owen Farnel nominated Gord Mach - James Scott seconded.

Gord Mach accepted the nomination.

*Pat Jacobs withdrew her nomination.*

***Mary Anne Leyman moved nominations cease. CARRIED***

**Gord Mach declared the Peace Region Waste Reduction Action Committee Chairman by acclamation.**

*Gord Mach chairs meeting from this point forward.*

**4. Adoption of the Agenda**

Uli Wolf and Darryl Wolski to address **Item 7f – PowerPoint Presentation by Executive Director – eCARE** as Linda McDonald is unable to make the presentation and can only be present via telephone.

*James Scott moved to adopt the agenda as amended. CARRIED*

**5. Adoption of the Nov 2003 Minutes**

*Pat Jacobs moved to adopt the minutes of November 2003 PRWRAC meeting as presented. CARRIED*

**6. Business Arising from Minutes**

**a. PRWRAC Meeting Dates** – Linda McDonald suggested that meetings be held twice per year- Spring and Fall. Uli Wolf suggests more frequent meetings to keep members updated regarding the new programs being implemented.

*Sam Wipf moved that the Peace Region Waste Reduction Action Committee hold two scheduled meetings per year, as well as any additional meetings called by the Chairman. CARRIED*

**7. Executive Director – New Business**

**a. Northern Alberta Recycling Conference**

Linda McDonald noted the Conference date will need to be confirmed next week. Northern CARE Board Members passed a resolution to have the Conference changed to June however there are issues with that resolution. June is a month in which many northern municipalities hold their hazardous waste roundups, and is also the month that the Recycling Council of British Columbia holds their annual conference, which some of Northern CARE’s members will be attending. Also, sponsorship dollars wont be available if the Conference falls within the same fiscal year as last year’s Conference – some organizations can only support such event once in a fiscal period; therefore a September conference would be a better fit. Linda McDonald asked for suggestions on speakers and topics. Suggestions included:

- a Maxus update
- a presentation on composting
- farm waste and changes in legislation
- anaerobic digestion/bio digesters
- sewage sludge disposal.

**b. Worm Composting School Program**

The Northern CARE Board passed a resolution to make 25 worm composting school presentations annually. The first session in 2005 will be held in the Grande Prairie area; however there will be a delay in the sessions due to worms dying from cold weather conditions at worm farms.

Linda McDonald stated that members can apply to Shell for grant funds up to \$5000 to help prepare for eWaste storage, or to assist with anything that is required to cope with eWaste.

Deadlines for applications are Feb 28 and Oct 1. Michele Coutu to forward members the Shell website address.

<http://www.shell.ca/code/values/environment/sef.html>

Gord Mach stated that the County had built two shelters to contain e-waste. It was suggested by ARMA representatives that funding may be available to reimburse the purchase of these shelters. This request was made to ARMA, however, at present ARMA is not reimbursing collection sites for such projects.

Pete Nykolyshyn suggests sea containers for eWaste storage.

May Rowe obtained 2 free 48'x14' oilfield sleeper shacks destined for demolition by a local contractor. It was cheaper to give them away than for the contractor to demolish them. Grant funds could help renovate the trailer for eWaste storage.

**c. Ink Cartridge Recycling Program**

Linda McDonald noted that any organization north of Calgary can be included in the Northern CARE Recycle Ink program.

**d. AB Environment Stakeholders Meetings**

Linda McDonald will be attending this meeting in Red Deer March 3, 2005, which will discuss the final report for non-hazardous waste. Further discussions regarding hazardous waste and landfill bans will be scheduled.

**e. Northern CARE Recycle Collection Committee**

Rob Smith Uli Wolf, Hussein Elkadri, and Linda McDonald make up the committee who, after reviewing each of Alberta's three qualified eWaste processors, have joined forces with Maxus to deal with eWaste from northern Alberta.

*May moved to accept the Executive Director's report as presented. CARRIED*

**f. PowerPoint Presentation – eCARE**

Linda McDonald noted that Uli Wolf and Darryl Wolski will provide insight into the program and noted that there will be much to learn and experience with this first ever regional eWaste program.

Darryl Wolski (who gave a brief history of his experiences with recycling and his position with Maxus) and Uli Wolf reviewed with members the PowerPoint presentation that was provided to Northern CARE members via email. Topics and discussions included:

- through a coordinated effort, Northern CARE in partnership with recycling entities can develop long term solutions for recycling in Northern Alberta.
- Working together: reduces costs, avoids duplication, share expertise, etc.
- Computers, printer combo's, TV's are a small component of this eCARE program - Looking at future needs for other components.
- The provincial eWaste program has been in effect since October 1, 2004 however most depots are not set up - waiting for the final proposal that will be set up between Maxus and Northern CARE.
- ARMA is collecting fees from retailers, and pays out fees to those involved (collectors and processors). Research and analysis was done on the fees (from tv's to computers).

Retailers collect the fee and then forward it to ARMA who then distributes portions of that money to collectors in form of dollars/tonne.

- the money is collected, deposited to an account, collector are paid from that account. It will then be determined if the collection fees are adequate for the cost of doing business, and if \$50/tonne is enough to cover the transport.
- ARMA has allowed different ways to collect eWaste but it depends on how the region wants to do it.
- the processor is in direct correspondence with ARMA. Northern CARE will receive the transportation subsidy to establish this program (\$50 for collection and \$150 transportation levy). That is the \$200 that Northern CARE will be able to establish this program. MAXUS is covering the transportation from collection hubs to MAXUS.
- Drawbacks: product count at collection sites and at processing points add cost to program administration, limited volume of eWaste in smaller, more remote communities - fee levels were developed using a provincial average.
- forms have to be filled in to ensure that the correct products are listed and sent, as well as accounting sheets and weigh scales. MAXUS has to recount, and reweigh. If forms are not filled in correctly, processors are not paid. This paperwork is required and confirms that eWaste products reach their destination(s) for recycling and then payments to the processors are made.
- This regional program is the first of its kind in Canada – and in Alberta as well. ARMA is very interested in this regional program.
- Northern CARE is the governing body for this program and is responsible for administration, coordinating hauling routes, setting up depots, promoting events, and overall administration of this program as well as political lobbying.
- Current hubs are to be located in Athabasca, Cold Lake and Grande Prairie – additional sites may be feasible in the future. Maxus pays transportation costs from these hubs to MAXUS – the farther away the higher the cost. ARMA, Northern CARE and Maxus will evaluate the program as it goes to see if other materials can be incorporated within the program.

May Rowe inquired if there could be a hub north of the Peace River. Every community can determine whether it will be a collection point or just have annual round ups. Potential solutions will be addressed.

Darrin Stubbs inquired about eWaste from British Columbia – Darryl Wolski noted that this is an Alberta only program. Collectors are allowed to collect a certain amount of non-eligible products which MAXUS will also accept it. BC organizations will be charged a fee for bringing eWaste to an Alberta collector. Linda McDonald noted that ARMA wont accept eWaste from Lloydminster either. ARMA will only pay for products stated in the program. Shipments will have to be marked accordingly.

- Three loads of eWaste has been shipped from Aquatera (just under 60 tonnes) which will generate revenue for Northern CARE in the amount of \$6000. The program in total will help support smaller communities.

A study was conducted and presented at the Recycling Council of Alberta conference to examine transportation issues in Alberta. The study recommended a group approach on the collection and transportation to reduce the costs for communities. Northern CARE being a coordinator of a “milk run” type collection should prove to be very efficient. This

program is unique in structure, and will require member's input and recommendations to continue to make this viable. ARMA is pleased that the program is in process.

## **Levels of Service**

### ***Level One – Hands Free: Low Medium and High volume Sites***

*Those who opt for this level will provide a location, install signage from ARMA, call Northern CARE when the volume is to be picked up (required volume to be determined), assigns \$50/tonne to Northern CARE for hands free service. Northern CARE will require the full \$200 from Maxus for this level to ensure all records are sent to ARMA and to cover transportation, administration, shrink wrap, palletizing, as well as transportation and handling to hubs.*

### ***Level Two – Hands On - Low Volume Sites***

#### ***Member Responsibility:***

- Provides area for collection.*
- Installs signage, provided free of charge by ARMA.*
- Prepares paperwork and count.*
- Properly palletizes and prepares eWaste for shipping.*
- Collects \$50.00/t from ARMA.*
- Calls Northern CARE for pick-ups.*
- Receives member bonus of \$25.00/t.*

#### ***Northern CARE Responsibility:***

- Coordinates and pays for transport costs to consolidation points.*
- Pays consolidation points \$25.00/t for storage and handling.*
- Collects \$150.00-\$200.00/t from Maxus Technology for transport costs, handling and admin.*
- Assists members with obtaining the most suitable collection device based on community volume.*

*Its beneficial to get the input from members on how they want to be involved so that the program can be best implemented. Northern CARE is looking at grant funds for a truck with a picker to go to the communities for pickups*

### ***Level 3 – Hands On – High Volume Sites***

#### ***Member Responsibility:***

- Provides area for collection.*
- Installs signage, provided free of charge by ARMA.*
- Prepares paperwork and count.*
- Properly palletizes and prepares eWaste for shipping.*
- Properly loads full vans for direct shipment to Maxus.*
- Collects \$50.00/t from ARMA.*
- Calls Northern CARE for pick-ups.*
- Receives member bonus of \$50.00/t.*
- Must be an approved site by Northern CARE and Maxus Technology*

#### ***Northern CARE Responsibility:***

- Pays Member \$50.00/t bonus.*
- Collects \$150.00-\$200.00/t from Maxus Technology for transport costs, handling and admin.*

- *Assists members with obtaining the most suitable collection device based on community volume.*

***Level 4 – Annual East to West Roundups.***

*Northern CARE can help communities develop an eWaste roundup alone or in conjunction with Household Hazardous Waste (HHW) roundups.*

***Member Responsibility:***

- *Provides area for collection.*
- *Provides volunteers or paid staff for event.*
- *Installs signage, provided free of charge by ARMA.*
- *Coordinates local advertising with Northern CARE.*

***Northern CARE Responsibility:***

- *Coordinates advertising with member, ARMA, Maxus and local media.*
- *Provides personnel for event to prepare paperwork, count and prepare for shipping.*
- *Coordinates and pays for transport costs to consolidation points.*
- *Pays consolidation points \$25.00/t - \$50.00/t for storage and handling.*
- *Collects \$150.00-\$200.00/t from Maxus Technology for transport costs, handling and administration.*

A combined event with a HHW roundup is a good solution.

Gord Mach stated that these different Levels of Service options would have been beneficial information at the ARMA meeting held in High Prairie.

Darryl Wolski noted that MAXUS only gets paid for items that are sent to recyclers. Maxus can erase all hard drives (military issue) so that they can be resold or destroyed. Uli Wolf recommends to patrons to use a software program to delete all info on their hard drives prior to dropping them off at Aquatera. Gord Mach provide website address for downloadable software to remove information from hard drives.

Sam Wipf suggested that Northern CARE educate people and businesses on how to destroy personal information from hard drives. Northern CARE is not legally responsible but is morally responsible. Linda McDonald suggested that a notice be added to member's utility bills as well as to Northern CARE's website. It was suggested to contact ARMA to include the information on their website as well.

***Sam Wipf moved to ask Northern CARE to start an education program to inform business and residents that there is ways to erase old hard drives of personal and sensitive information prior to recycling them. CARRIED***

Large companies can request and pay MAXUS to eliminate all information from their computers that may be sensitive.

Linda McDonald noted that Northern CARE provides pallets and shrink-wrap free of charge to all collectors.

Uli Wolf noted that MAXUS will pay Northern CARE \$150-200/tonne for transport costs, handling, and administration, as well as for completing the final paperwork sent to ARMA from each municipal collection point.

Darryl Wolski commended Aquatera on their efficient and thorough wrapping and sending of eWaste ensuring there is no breakage. Broken products should be carefully positioned in a way that they are enclosed by other items for transportation from the hub.

Maxus could possibly provide a gaylord to the hub for the collection of broken eWaste materials coming from collection points.

Linda McDonald to provide members with a concise breakdown of product fees for information.

There is allowance for ineligible materials – MAXUS is accommodating that small allowance without Northern CARE suffering any additional cost. Revenue breakdown for the program will go as follows:

- Maxus is offering \$150.00 - \$200.00 per tonne transportation fees (dependant on which one the equipment comes from) directly to Northern CARE who will act as the program coordinator and transport manager in the North. The above funding would be used for Northern CARE administrative costs, transport costs of electronics to consolidation hubs and for further reprocessing at consolidation hubs for maximizing load efficiencies.
- In addition, individual communities would receive their standard \$50.00 per tonne collection fee from ARMA.
- Community option to receive more revenue based on the amount of work they are willing/able to do.
- Maxus will collect, at their cost, consolidated material from each hub or reprocessing center for shipment to Rimbey.

Methods of transportation – Northern CARE administration will coordinate, pickup, and transport eWaste from member communities to the hubs by seeking transport opportunities. If there are transport options in place already for a municipality to utilize, they could be paid by Northern CARE to do it, however efficiencies will have to be in place.

Members discussed adding other recyclables to the collection program. Darrin Stubbs inquired if there would be a conflict with businesses that do that already. It was noted that there would be no competition with local business – that is not the intent.

Darryl Wolski noted that the next program that ARMA will implement is a paint collection program. Paint can be recycled and doesn't have to be sent to Swan Hills Treatment Facility.

Linda McDonald stated that MAXUS is currently looking at technology for collecting and processing fluorescent bulbs.

*Members broke for lunch*

Darryl Wolski noted that Maxus is excited about the program and are open to suggestions. Audits for processors have commenced and Maxus's first one went really well.

Ivan Hegland stated that Aquatera once charged businesses a fee for dropping off eWaste prior to the provincial fee being implemented. Under ARMA, collectors cannot recharge for allowable collection. Non-allowable items can be charged a fee as with out-of-province and non-program materials.

Uli Wolf asked members if there were any serious concerns in joining the program and to forward their concerns to Northern CARE as there should be as many on board as possible to make this program work well.

Geoff Milligan stated that East Peace Regional Landfill Authority would like to review the information fully before committing to the program.

Gord Mach states that this program between Northern CARE, MAXUS, and ARMA is a good thing.

ARMA asked Linda McDonald to encourage municipalities to register and designate a collector as well as a processor. A registration form will be emailed out to all municipalities in northern Alberta

Linda McDonald requested that members provide input as to what level of service their municipality will go with, when their household hazardous waste (HHW) roundups are, and whether they would prefer a June or September conference.

Uli Wolf requested that municipalities provide Northern CARE with their preferred level of service option as soon as possible.

<b>Representative</b>	<b>HHW Roundup location and month held</b>	<b>EWaste Collection Level of Service Option Preferred</b>	<b>Preference for Northern AB Recycling Conference</b>
James Scott	June in Valleyview	Option 2	September
Owen Farnel	May in Fox Creek	Option 1	Either June or Sept
Chris Kramer	In Peace River	Option 2	Either June or Sept
Ivan Hegland	Grande Prairie	Commission decision	Either June or Sept
Sam Wipf	June in Valleyview	TBA	Either June or Sept
Gord Mach	Refers HHW to Aquatera	TBA	September
Pete Nykolyshyn	Spring at NPRLC	TBA	October
May Rowe	Spring in conjunction with Peace River	Option 1 (decision to be made by commission)	Either June or Sept
Maryanne Leyman	No HHW Roundup	Option 1	September
Myler Savil	TBA	Possibly Level 1 – decision to be made at future meeting	September
Darrin Stubbs		N/a	September
Amy Horne		N/a	September
Geoff Milligan	HHW in Peace River, date TBA	TBA	September
Pat Jacobs	Aquatera	TBA	September

8. **Guest Corner: Darryl Wolski – Municipal Ewaste Coordinator – MAXUS**  
*Incorporated within Item 7f – PowerPoint Presentation by Executive Director – eCARE*
9. **Information Item – One Man’s Garbage, Another’s Wealth**  
*Pat Jacobs moved to accept the article as information. CARRIED*

**10. Round Table**

Chris Kramer noted:

- good cardboard has dropped
- Commercial rates are going up in June
- More than normal quantities of garbage will be charged
- Continually promoting recycling.

Gord Mach stated that County Council asked the County’s Agricultural Department to provide a new chemical container collection site at the landfill and asked members if their municipalities had such sites.

*Pat Jacobs moved to ask Northern CARE to investigate as to what is happening in other municipalities regarding collection sites and to make manufacturers accountable for providing recycling options. CARRIED*

Sam Wipf asks whether there is a possibility to have a central conference to share info between north and south.

*Sam Wipf moved to ask Northern CARE to investigate the possible coordination of Alberta municipalities to discuss mutual concerns regarding recycling. CARRIED*

Michele Coutu noted that all Alberta municipalities are notified of the annual conference and are invited to attend as well.

**11. Next Meeting Date and Location**

Town of Valleyview on June 24, 2005 at the Horizon Motel Conference Room - 10:30 a.m.

**12. Adjournment**

*Mary Anne Leyman moved adjournment. CARRIED*