

MOUNTAIN VIEW REGIONAL WASTE MANAGEMENT COMMISSION



**REGULAR MEETING OF
December 9th, 2024**

Mountain View County
Council Chambers

9:00 am Start Time

Regular Meeting

9:00 am – Monday, December 9th, 2024

Mountain View County – Council Chambers

1.0 Call to Order - Chair

2.0 Agenda

- Additions of deletions of the agenda.
- Adoption of Agenda.

3.0 Minutes

- Confirmation of September 23rd, 2024 Regular Meeting Minutes (Attached)

4.0 Business

4.1 **Business Arising from Prior Meetings**

- Resolution# 44-23: Shredder lease early payment
- Resolution# 59-23: Submit EPR Application
- Resolution# 30-24: Didsbury Truck Route STIP Application

4.2 **Landfill Operations Report**

- Landfill operations report to October 31st, 2024.

4.3 **Statement of Financial Results**

- (Unaudited) Financial performance to October 31st, 2024.

5.0 Reports

5.1 CAO Report

6.0 Confidential Items

6.1 2025 Cost of Living Allowance

6.2 Board in-camera session (if required)

7.0 Next Meetings, Events

Meetings will be held at 9:00 am at the Mountain View County Offices (Unless specified otherwise). **Subject to Approval at Organizational Meeting**

- April 28th, 2025 – Annual General Meeting
- April 28th, 2025 – Regular Meeting (After AGM)
- July 21st, 2025 – Regular Meeting (Preliminary Budget)
- September 22nd, 2025 – Regular Meeting (Final Budget)
- December 8th, 2025 – Organizational Meeting
- December 8th, 2025 – Regular Meeting (After Org. meeting)

8.0 Adjournment



Mountain View Regional Waste Management Commission

Regular Meeting
Mountain View County Office
9:00 a.m.
September 23, 2024

MINUTES

In Attendance	James Cumming Shannon Wilcox Alan Miller Richard Warnock Dorothy Moore Karen O'Connor	Chair, Town of Olds Vice-Chair, Town of Carstairs Mountain View County Town of Sundre Town of Didsbury Village of Cremona
Staff	Michael Wuetherick Ryan Verbonac Lindsay Miller	CAO Operations Manager Office Manager
Regrets	Lorne Heppner	CFO

1. CALL TO ORDER Chair James Cummings called the meeting to order at 9:03 a.m.

2. AGENDA

2.1 Addition or Deletions of the Agenda Letter from the Village of Cremona

2.2 Adoption of Agenda **Resolution #23-24**
Moved by Dorothy Moore
THAT the agenda for the September 23, 2024 Regular Meeting be adopted as amended.

CARRIED unanimous

Resolution #24-24
Moved by Shannon Wilcox
THAT the MVRWMC Board accept the letter from the Village of Cremona as information.

CARRIED unanimous

3. ADOPTION OF MINUTES

**3.1 Minutes of
July 22, 2024
Regular Meeting**

Resolution #25-24

Moved by Dorothy Moore
THAT the MVRWMC Board approve the minutes of the
July 22, 2024 Regular Meeting as presented.

CARRIED unanimous

4. BUSINESS

**4.1 Business
Arising from
Prior Meetings**

Resolution #26-24

Moved by Richard Warnock
THAT the MVRWMC Board accept as information
Administration's update on the progress of business arising from
previous meetings.

CARRIED unanimous

**4.2 Landfill
Operations Report**

Resolution #27-24

Moved by Shannon Wilcox
THAT the MVRWMC Board accept as information
Administration's landfill operations report of tonnage received at
the landfill up to August 31, 2024.

CARRIED unanimous

**4.3 Statement
Of Financial
Results**

Resolution #28-24

Moved by Alan Miller
THAT the MVRWMC Board accept as information the financial
report (Unaudited) for the Commission for the period ended June
30, 2024.

CARRIED unanimous

**4.4 Didsbury -
Mountain View
County Road
Upgrade**

Resolution #29-24

Moved by Richard Warnock
THAT the MVRWMC Board will support the STIP
grant application.

CARRIED unanimous

Resolution #30-24

Moved by Shannon Wilcox
THAT the MVRWMC Board directs Administration to fund the
Didsbury Truck Route project as proposed at the July 22, 2024
regular meeting of 10% of net probable costs to a maximum of
\$220,000.00 on condition of the STIP grant being approved.

CARRIED unanimous

**4.5 2025 FINAL
Operating and
Capital Budget**

Resolution #31-24

Moved by Dorothy Moore
THAT the MVRWMC Board approve the 2025 operating and
capital budget as presented.

CARRIED unanimous

Resolution #32-24

Moved by Dorothy Moore
THAT the MVRWMC Board approve the 2025 Fee Schedule as
presented.

CARRIED unanimous

5. REPORTS

**5.1 CAO
Report**

Resolution #33-24

Moved by Alan Miller
THAT the MVRWMC Board accept as information the CAO
report for the period from July 22, 2024 through September 16,
2024.

CARRIED unanimous

6. CONFIDENTIAL ITEMS

None.

7. NEXT MEETINGS, EVENTS

**7.1 December 9, 2024 Organizational Meeting – 9:00 a.m. Mountain View County
Office**

**7.2 December 9, 2024 Regular Meeting – Following Organizational Meeting,
Mountain View County Office**

8. ADJOURNMENT

James Cummings adjourned the Regular Meeting of September
23, 2024 at 10:51 a.m.

Chair

CAO



Mountain View Regional Waste Management Commission

Request for Decision

Meeting Date: December 9th, 2024

Reference: 100/2024.05

TITLE: 4.1 – Report on Business Arising from Previous Meetings

RECOMMENDATION:

THAT the MVRWMC Board accept as information Administration’s update on the progress of business arising from previous meetings.

The CAO report on the status of ongoing business arising from previous meetings:

4.1.1 – Accelerated Shredder Lease Payments

Pursuant to resolution 44-23 (September 2023), the Board authorized Administration to transfer up to \$350,000 from unrestricted reserves to pay down a portion of the Capital Lease for the shredder. The Commission continues to earn more interest income than the cost of the interest component on the lease agreement. As such, Administration has not yet triggered the partial repayment.

Administration will continue to monitor the arbitrage spread in the interest rates and execute the partial payout when there is an economic reason to do so. As interest rates fall the spread is likely to increase in our favor as Banker’s Acceptance loans typically are closer to prime than standard commercial loans. Finally, having access to the unrestricted reserves provides a cushion if needed for any unplanned expenditure.

4.1.2 – Extended Producer Responsibility Program

Pursuant to resolution 59-23 (November 2023), the Board directed Administration to file an application for the Commission to qualify for potential EPR funded recycling programs. As discussed at the last meeting, Circular Materials is not prepared to pay a premium for landfill services above posted tipping fees. Administration recommends no further action on this initiative. The Board could vote to rescind the motion if necessary.

4.1.3 – Didsbury Truck Road STIP Grant Support

Pursuant to resolution 30-24 (September 2024), the Board directed Administration to support the regional STIP application to be submitted jointly with Didsbury, Mountain View County, AltaGas and MVRWMC. The Commission's support is to fund up to 10% of the road upgrade costs to a maximum of \$220,000, and only if the STIP grant is approved.

Administration has not had any direct communication on whether Didsbury submitting the grant or not, nor has the Commission been asked to execute any documents or provide support letters. We will continue to follow-up with the project proponents as the grant application is finalized.

Prepared: Michael Wuetherick, P.Eng.,
Chief Administrative Officer, MVRWMC



Mountain View Regional Waste Management Commission

Request for Decision

Meeting Date: December 9th, 2024

Reference: 100/2024.05

TITLE: 4.2 – Landfill Report on Operations to October 31st, 2024

RECOMMENDATION:

THAT the MVRWMC Board accept as information Administration’s landfill operations report of tonnage received at the landfill up to August 31st, 2024.

Background:

2024 Budget Summary Report:

Operations and revenue forecasts continue to closely track budget for all major business units, with only two cost centers under budget by a combined \$1,574. All major revenue streams are above budget expectations for this time of the year, and within the service factors (i.e. Risk assumptions) for the full-year budget. Surplus revenue compared to budget is up slightly since the July report at \$228,439 with HC Contaminated soil accounting for 51% of the surplus. Strong receipts for both municipal tonnage and the Didsbury transfer station combined account for an incremental 29% of the surplus revenue.

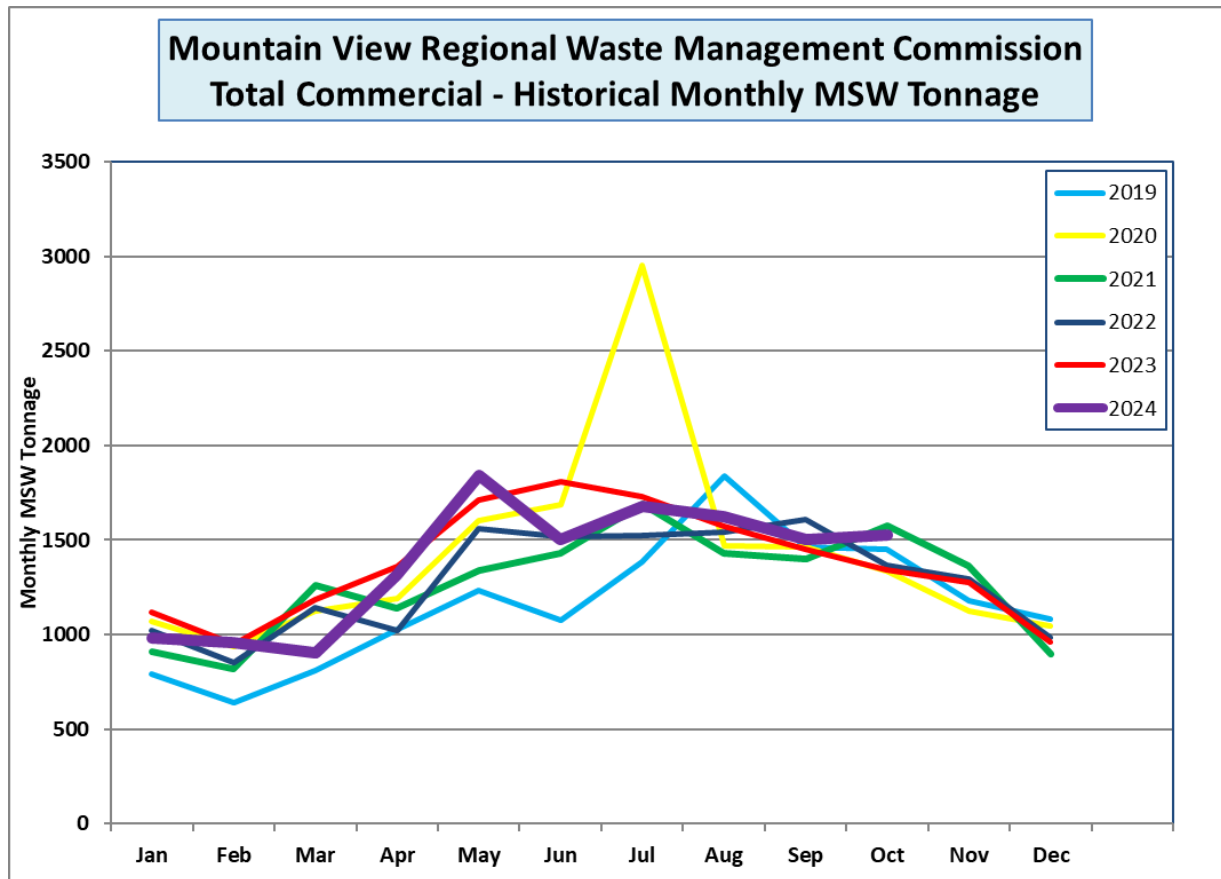
Reported Updated as at: October 31st, 2024	Budget Comparison (Tonnes) - Year to Date				Revenue Comparison (\$) - Year to Date		
	Sales	Budget	Variance	Variance(%)	Sales	Budget	Variance
Commercial Tipping (Uncontracted @ \$97/tonne)	13,833.7	13,556.6	277.1	2.0%	\$1,341,870	\$1,314,988	\$26,882
Municipal Tipping - Olds	1,270.9	1,130.0	141.0	12.5%	\$123,280	\$109,605	\$13,675
Municipal Tipping - Sundre	286.1	280.1	6.0	2.1%	\$27,748	\$27,168	\$580
Municipal Tipping - Cremona	78.4	78.5	-0.1	-0.1%	\$7,604	\$7,612	-\$8
Municipal Tipping - Didsbury	837.4	797.5	39.9	5.0%	\$81,231	\$77,357	\$3,874
Municipal Tipping - Carstairs	969.6	907.8	61.8	6.8%	\$94,053	\$88,055	\$5,998
Sub-total Municipal Tipping (@ \$97/tonne)	3,442.4	3,193.8	248.7	7.8%	\$333,916	\$309,796	\$24,119
Didsbury Transfer (@ \$97/tonne)	2,014.5	1,620.1	394.4	24.3%	\$195,406	\$157,150	\$38,256
Water Valley Transfer Site (@\$230/tonne)	352.2	359.0	-6.8	-1.9%	\$81,015	\$82,581	-\$1,566
Sundre Transfer Site (@\$230/tonne)	450.5	430.9	19.6	4.5%	\$103,610	\$99,108	\$4,503
Sub-total Transfer Station Tipping	2,817.2	2,410.1	407.2	16.9%	\$380,031	\$338,838	\$41,193
Cement (@\$23/tonne)	1,025.0	427.6	597.5	139.7%	\$23,575	\$9,834	\$13,742
Metal (@\$76/tonne)	199.8	186.2	13.5	7.3%	\$15,183	\$14,154	\$1,028
Sub-total Recycle Sales (Including Metals)	1,224.8	613.8	611.0	99.5%	\$38,758	\$23,988	\$14,770
Mattresses (@\$10/unit)	2,593	2,241	352	15.7%	\$25,930	\$22,405	\$3,525
Couches & Chairs (@\$5/unit)	1,765	1,464	301	20.5%	\$8,825	\$7,322	\$1,503
Sub-total Mattress & Chairs	4,358.0	3,705.0	653	17.6%	\$34,755	\$29,728	\$5,027
HC Contaminated Soil (at \$50/tonne)	3,371	1,042	2,329.0	223.6%	\$168,531	\$52,083	\$116,448
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Commercial Tonnage:

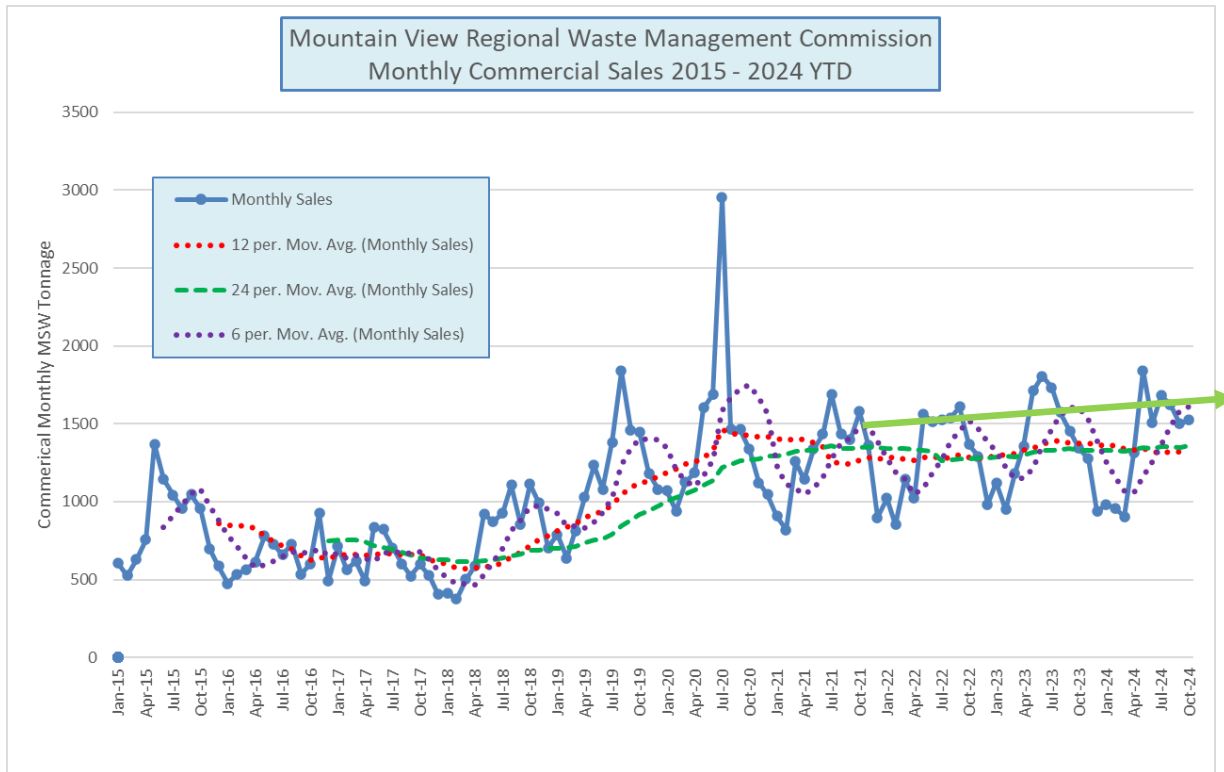
Commercial sales continue to closely follow prior period seasonal variations. Similar to all of our revenue streams, Commercial sales tend to wane once the winter months arrive. However, Commercial sales remain at 2% above budget expectation for this point of the year and we expect 2024 Commercial tonnage to be +/-2% above budget for the year.

Cumulative commercial sales at of October 31st, 2024 of 13,834 tonnes were 2%, or 277 tonnes above budget expectations. Year-to-date commercial sales represent 87% of full year 2024 budget of 15,925 tonnes.

Year-to-date Commercial sales have accounted for 58% of revenue from operations, compared to 64% in 2023. Hydrocarbon soil receipts account for 7% of revenue compared to only 1-2% in prior years.



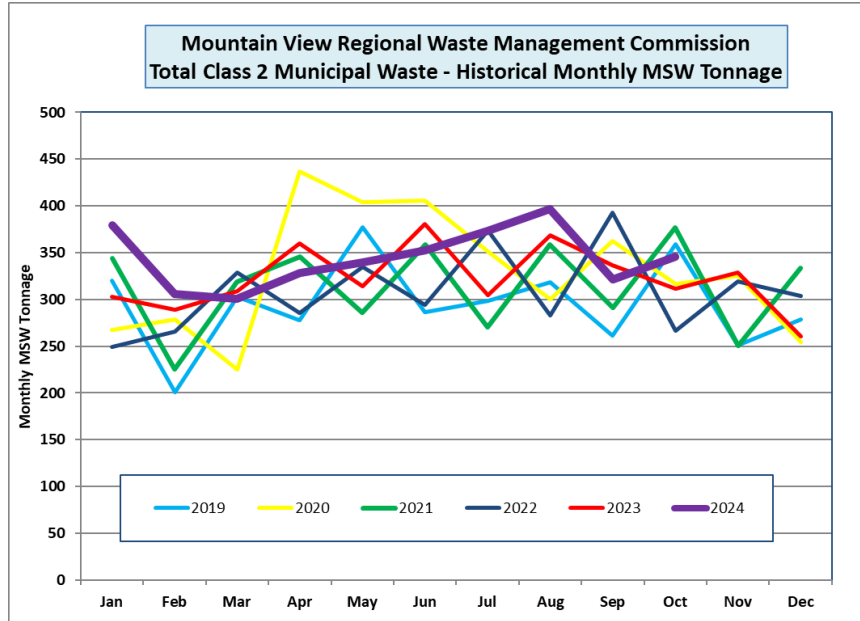
Looking at the longer-term trends, the 12 and 24 month moving averages remain essentially flat since July 2022 at roughly 1,350 tonnes per month in line with the 2024 budget estimate. Management will continue to monitor the long-term trends to assess any potential impact of tipping fee increase on sales. Of particular note, the 6-month moving average continues to set new “highs” indicative of sales generally increasing year-over-year by a small margin (See Green Arrow).



The approved HC soil tonnage is 5,000 tonnes for 2025, and budgeted at 25% or 1,250 tonnes. As of October 31st, 2024 cumulative HC soil receipts were 3,371 tonnes which has not increased since the July report. Typically, oilfield clean-up/remediation work occurs in the early summer so we are not expecting additional large jobs through the winter. **However, an additional 1,629 tonnes remain available in 2024 as a possible revenue source depending on market demands.**

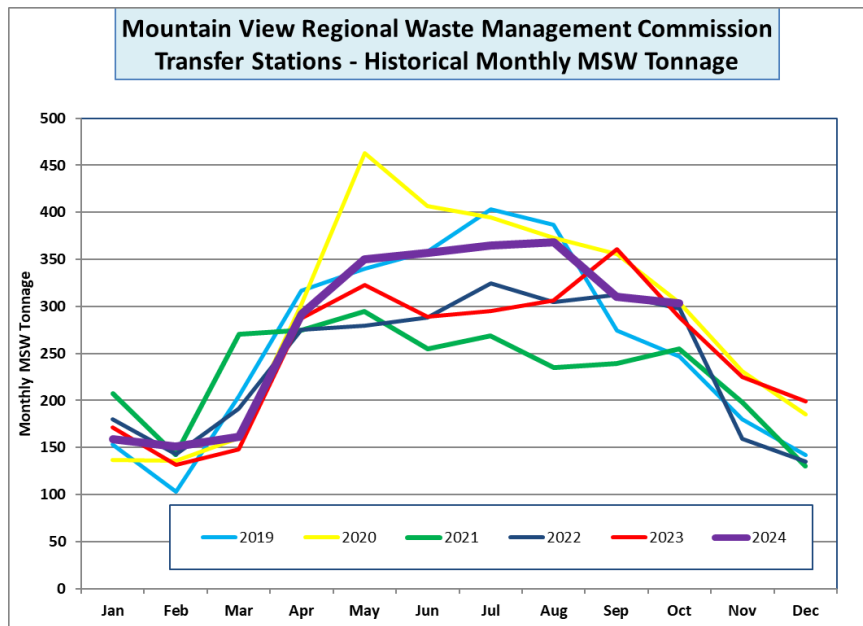
Municipal Tonnage:

In aggregate, municipal MSW tonnage to date collectively are now 7.8% above expectations, with aggregate tonnage to date of 3,442 tonnes compared to budgeted 3,194 tonnes year to date. Municipal tonnage is up slightly year-over-year, with the only exception being Cremona. Changes to level of service in member municipalities, and population growth are likely causes of the increase.



Transfer Stations:

Combined transfer station receipts to the end of October of 2,817 tonnes is 17% above budget expectations of 2,410 tonnes. Receipts in Didsbury remain 24% above budget, whereas the Water Valley and Sundre stations are 1.9% below and 4.5% above budget respectively. While not quite at COVID levels, transfer station deliveries in 2024 are near record highs.



Recycle Sales:

After a slow start, cement sales of 1025 tonnes are 140% of budget expectations of 428 tonnes contributing incremental revenue of \$13,742 compared to budget. Metal sales are now 7% above budget after lower than forecast receipts through the summer months. As metal prices are relatively strong, people may be taking their waste metals directly to the private buyers.

Mattresses and couches have followed prior year trends generally, with both product streams 18% above budget but only accounting for \$5,027 of surplus revenue compared to budget.

2024 Projections:

Full-year projections after 10-months of operating results have improved slightly from the \$195,567 estimate from the June report, with 2024 projected revenue surplus now \$202,561. The lack of incremental HC Soil receipts since the last report skews the accuracy of the cumulative projections.

Reported Updated as at: October 31st, 2024	Budget Comparison (Tonnes) - Projection (P10/12)				Revenue Comparison (\$) - Projection (P10/12)		
	Projection	Budget	Variance	Variance(%)	Projection	Budget	Variance
Commercial Tipping (Uncontracted @ \$97/tonne)	16,251	15,925	325.6	2.0%	\$1,576,304	\$1,544,725	\$31,579
Municipal Tipping - Olds	1,513	1,345	167.8	12.5%	\$146,742	\$130,465	\$16,277
Municipal Tipping - Sundre	342	335	7.2	2.1%	\$33,189	\$32,495	\$694
Municipal Tipping - Cremona	93	93	0.1	-0.1%	\$9,012	\$9,021	-\$9
Municipal Tipping - Didsbury	992	945	47.3	5.0%	\$96,255	\$91,665	\$4,590
Municipal Tipping - Carstairs	1,154	1,080	73.6	6.8%	\$111,896	\$104,760	\$7,136
Sub-total Municipal Tipping (@ \$97/tonne)	4,094	3,798	295.8	7.8%	\$397,095	\$368,406	\$28,689
Didsbury Transfer (@ \$97/tonne)	2,028	1,829	199.2	10.9%	\$196,731	\$177,413	\$19,318
Water Valley Transfer Site (@\$230/tonne)	402	410	7.8	-1.9%	\$92,512	\$94,300	-\$1,788
Sundre Transfer Site (@\$230/tonne)	507	485	22.0	4.5%	\$116,618	\$111,550	\$5,068
Sub-total Transfer Station Tipping	2,937	2,724	213	7.8%	\$405,861	\$383,263	\$22,598
Cement (@\$23/tonne)	1,182	493	688.9	139.7%	\$27,184	\$11,339	\$15,845
Metal (@\$76/tonne)	213	242	28.7	-11.9%	\$16,211	\$18,392	-\$2,181
Sub-total Recycle Sales (Including Metals)	1,395	735	660.2	89.8%	\$43,395	\$29,731	\$13,664
Mattresses (@\$10/unit)	2,937	2,538	399	15.7%	\$29,373	\$25,380	\$3,993
Couches & Chairs (@\$5/unit)	2,061	1,710	351	20.5%	\$10,305	\$8,550	\$1,755
Sub-total Mattress & Chairs	4,998	4,248	750	17.7%	\$39,677	\$33,930	\$5,747
HC Contaminated Soil (at \$50/tonne)	3,371	1,250	2,120.6	169.6%	\$168,531	\$62,500	\$106,031
Total Projected Landfill Sales Summary	28,048	24,432	3,615.6	14.8%	\$ 2,591,186	\$ 2,388,625	\$ 202,561

Attachments:

1. 2024 Monthly Landfill Tonnage Graphs

- a. Commercial
- b. Municipal
- c. Transfer Stations
- d. Recycling

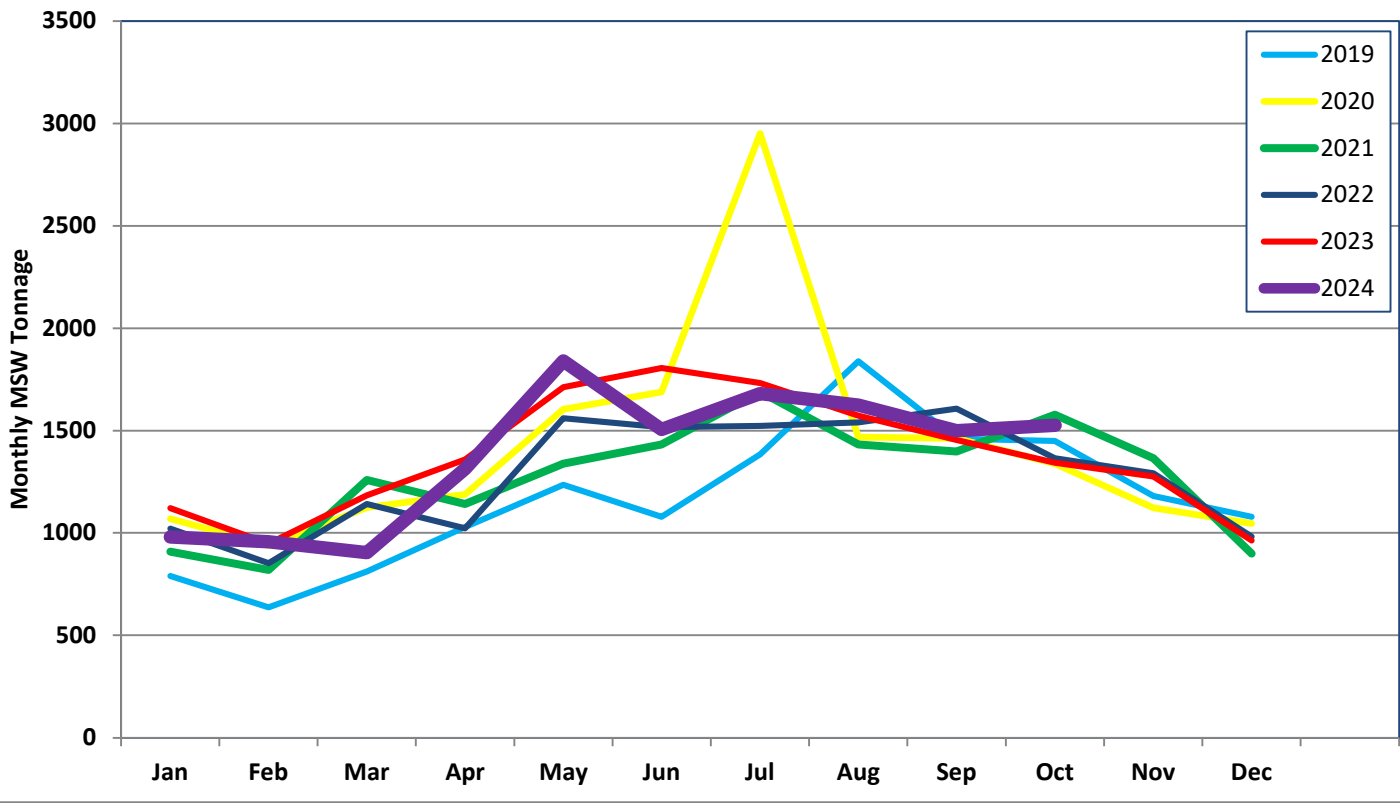
Prepared: Michael Wuetherick, P.Eng.,
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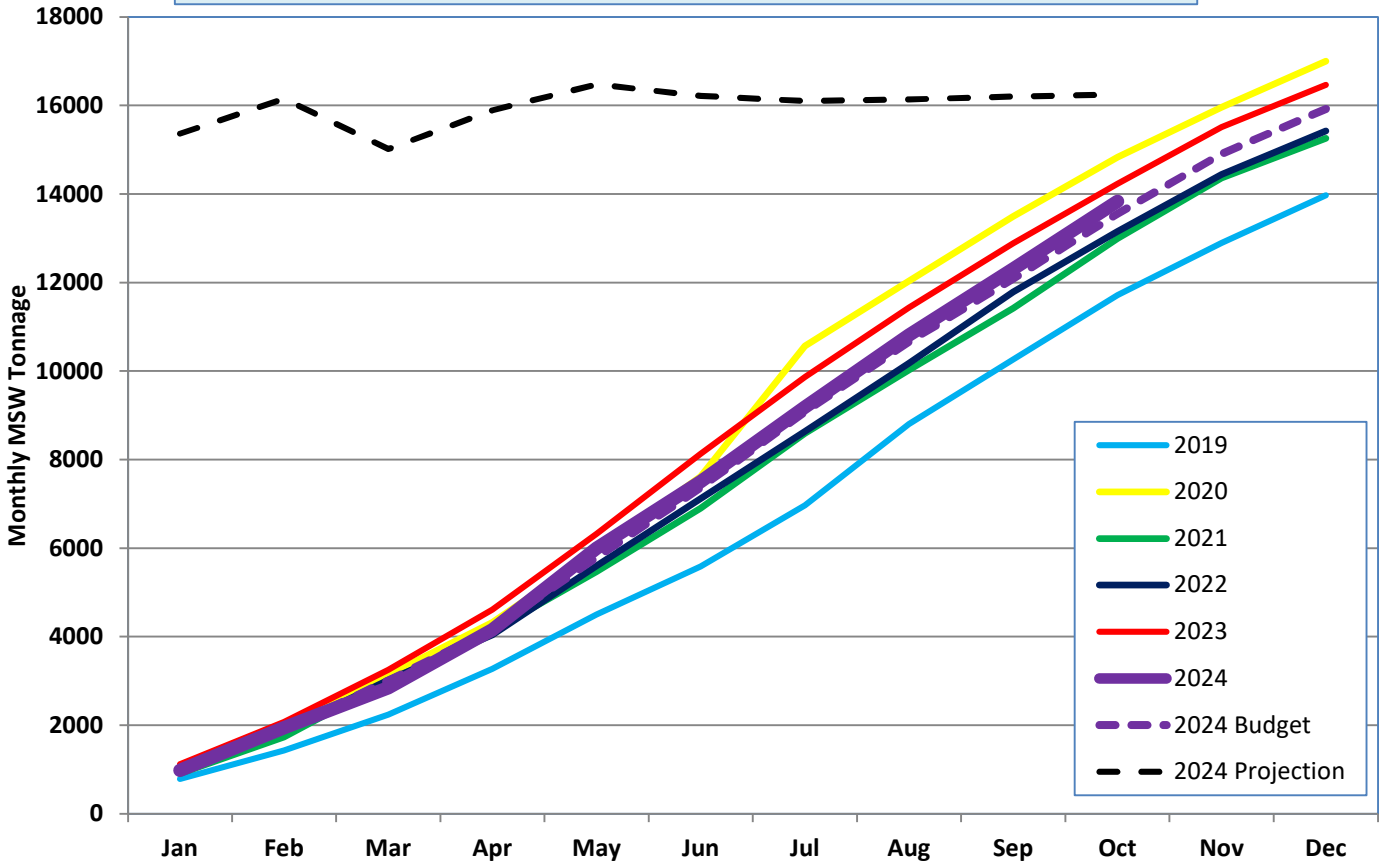
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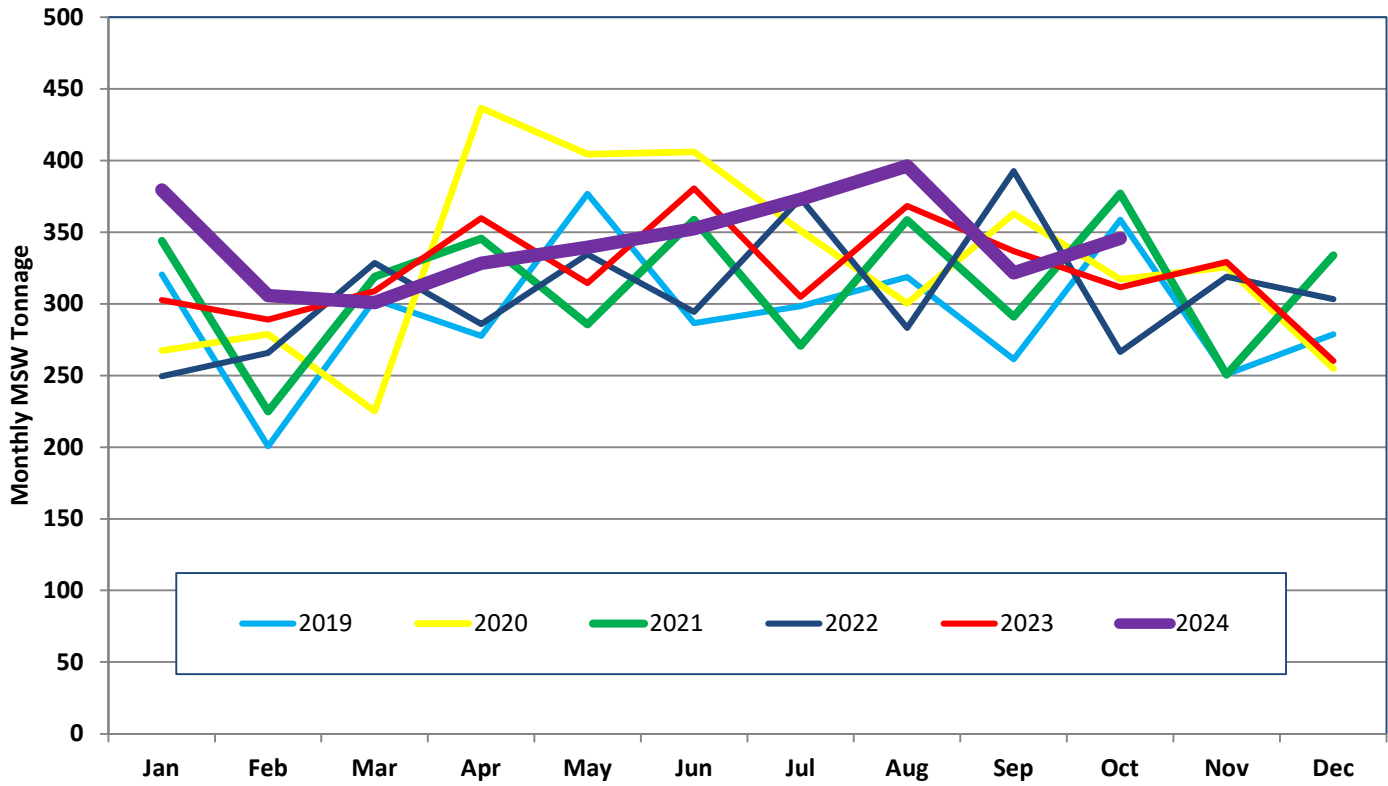
Mountain View Regional Waste Management Commission Total Commercial - Historical Monthly MSW Tonnage



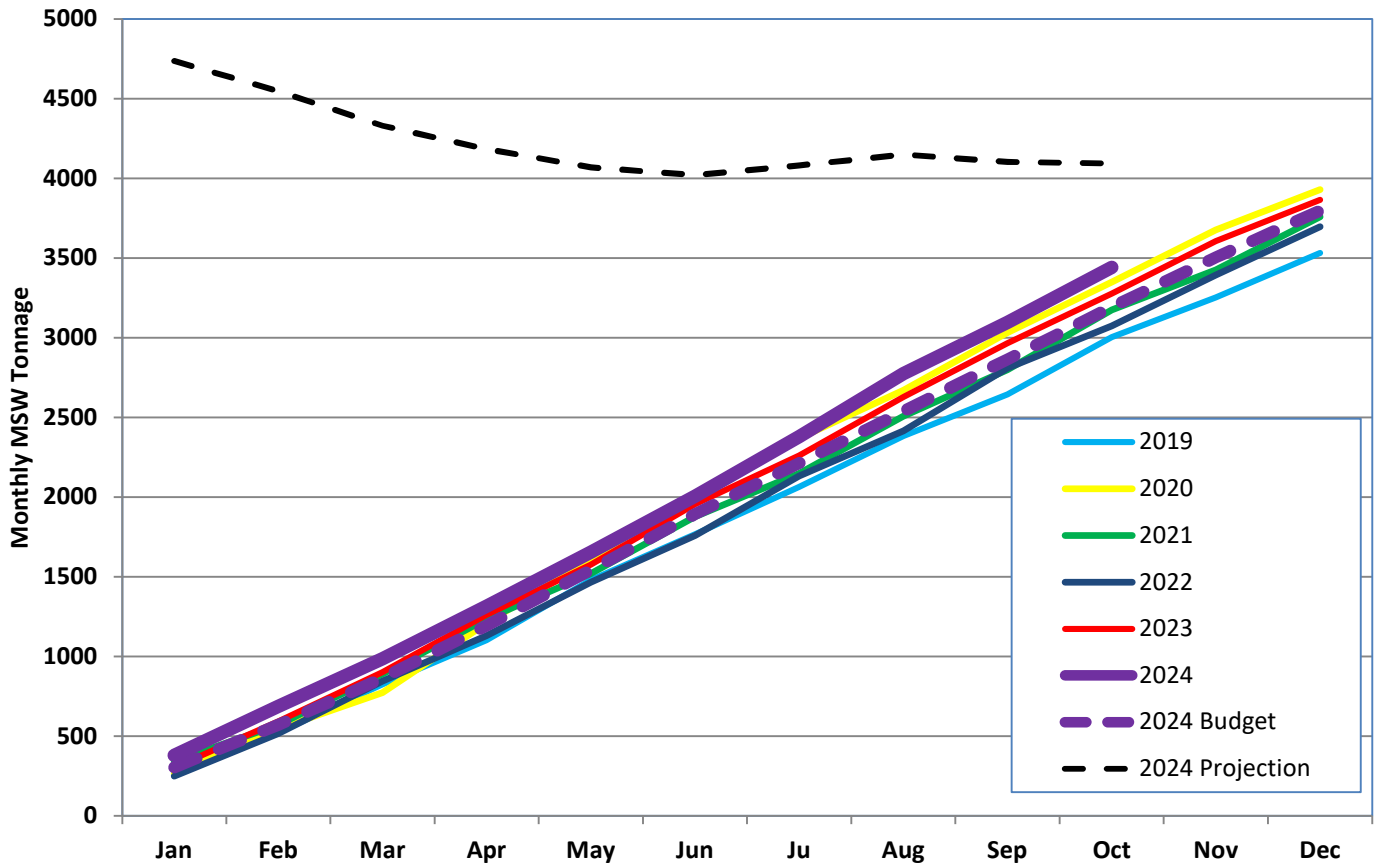
Mountain View Regional Waste Management Commission Total Commercial - Cumulative YTD MSW Tonnage



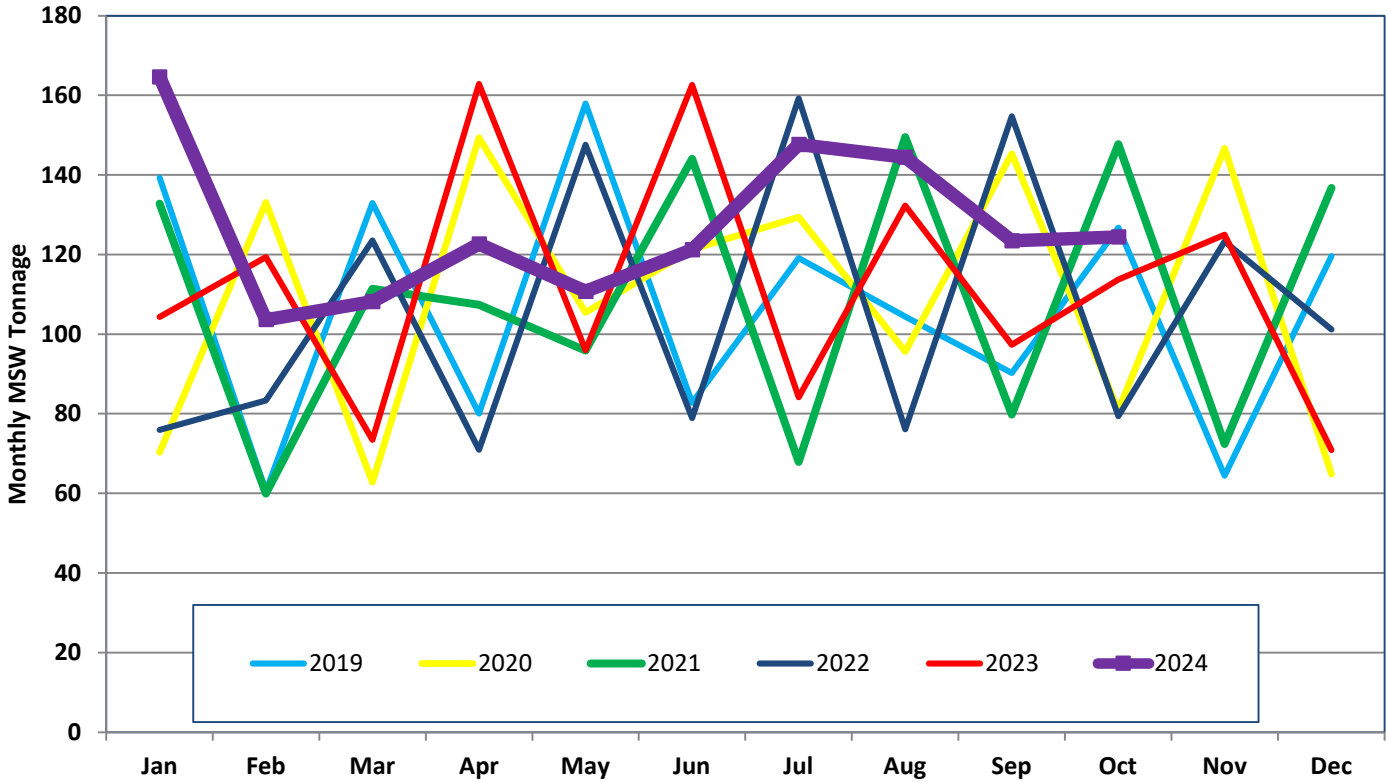
**Mountain View Regional Waste Management Commission
Total Class 2 Municipal Waste - Historical Monthly MSW Tonnage**



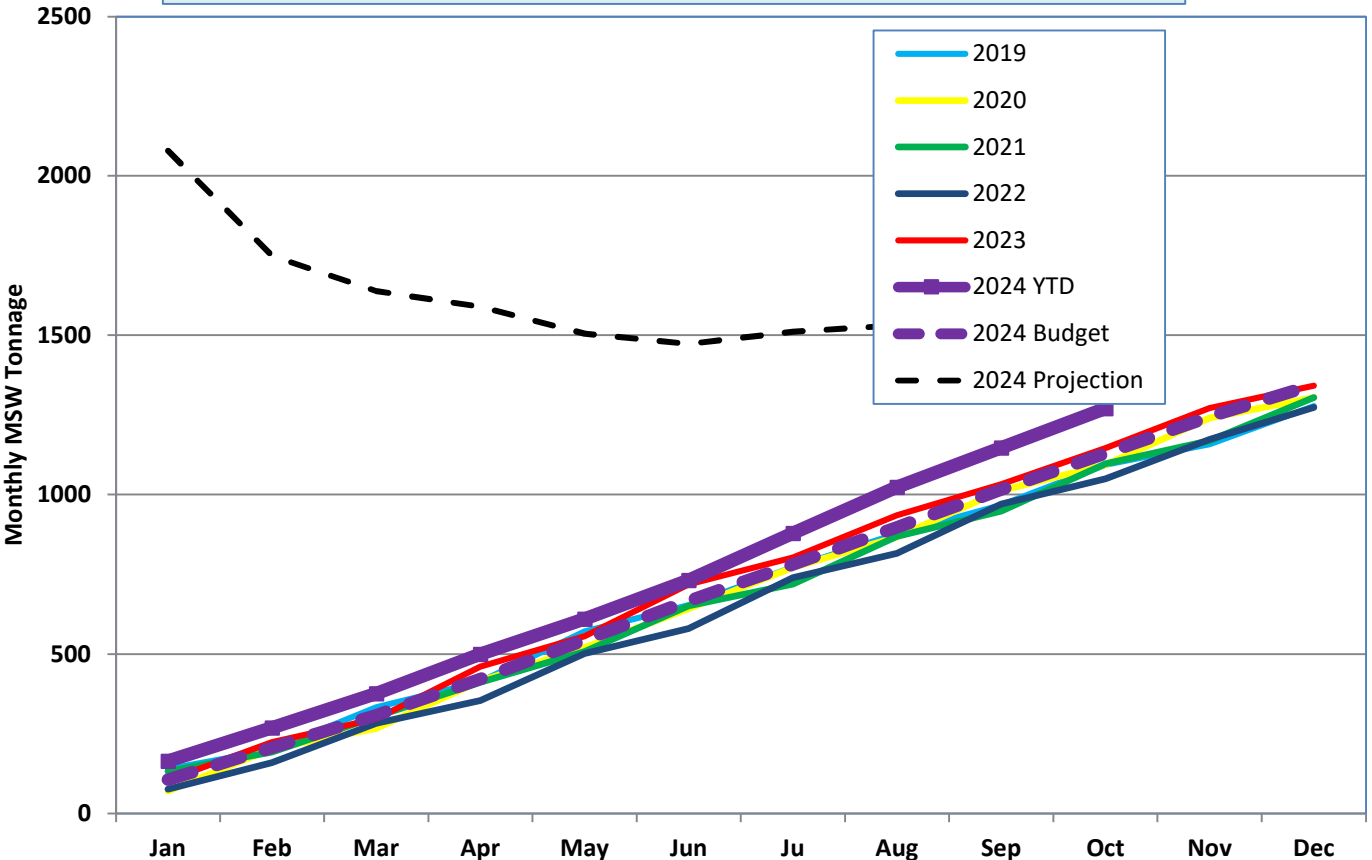
**Mountain View Regional Waste Management Commission
Total Class 2 Municipal Waste - Cumulative YTD MSW Tonnage**



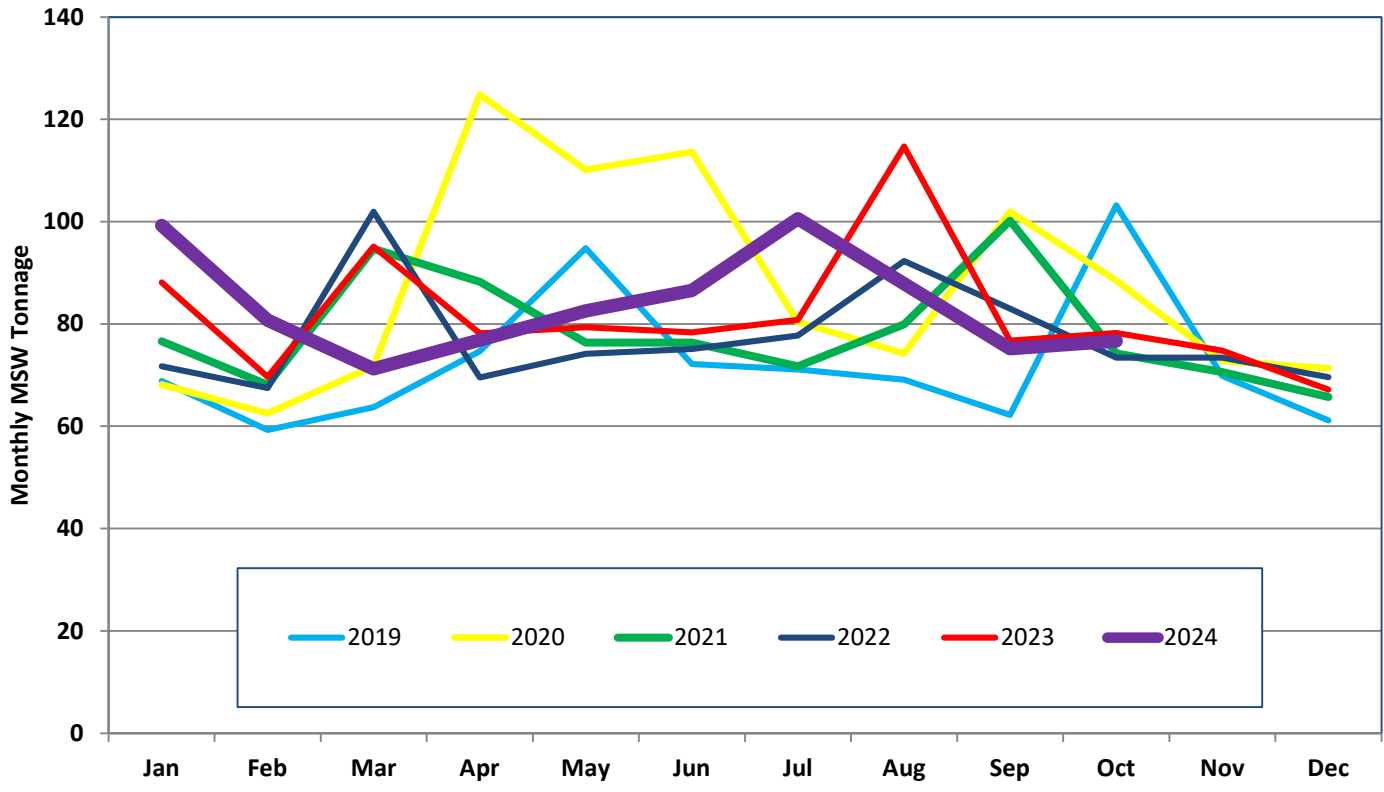
Mountain View Regional Waste Management Commission Olds - Historical Monthly MSW Tonnage



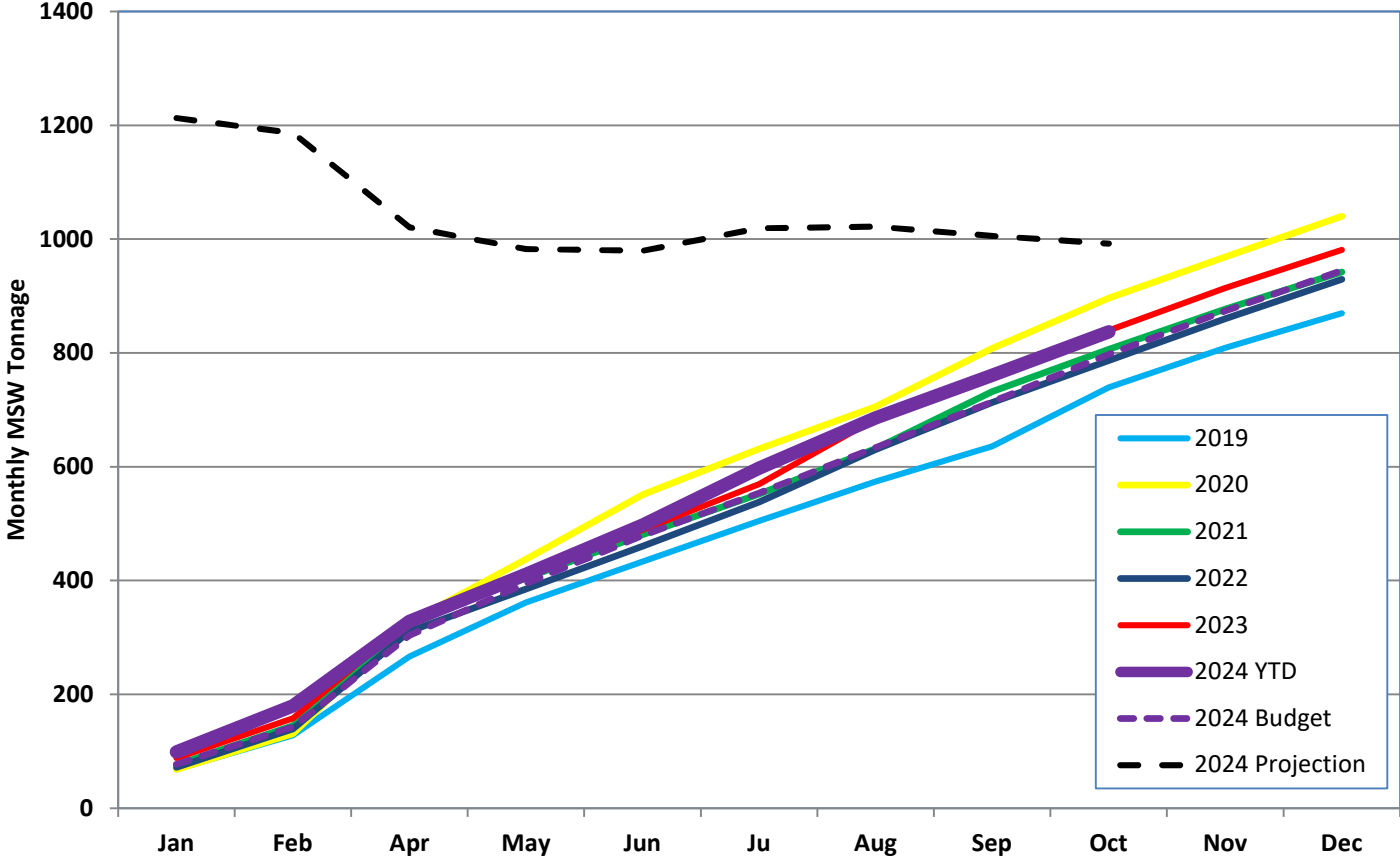
Mountain View Regional Waste Management Commission Olds - Cumulative YTD MSW Tonnage



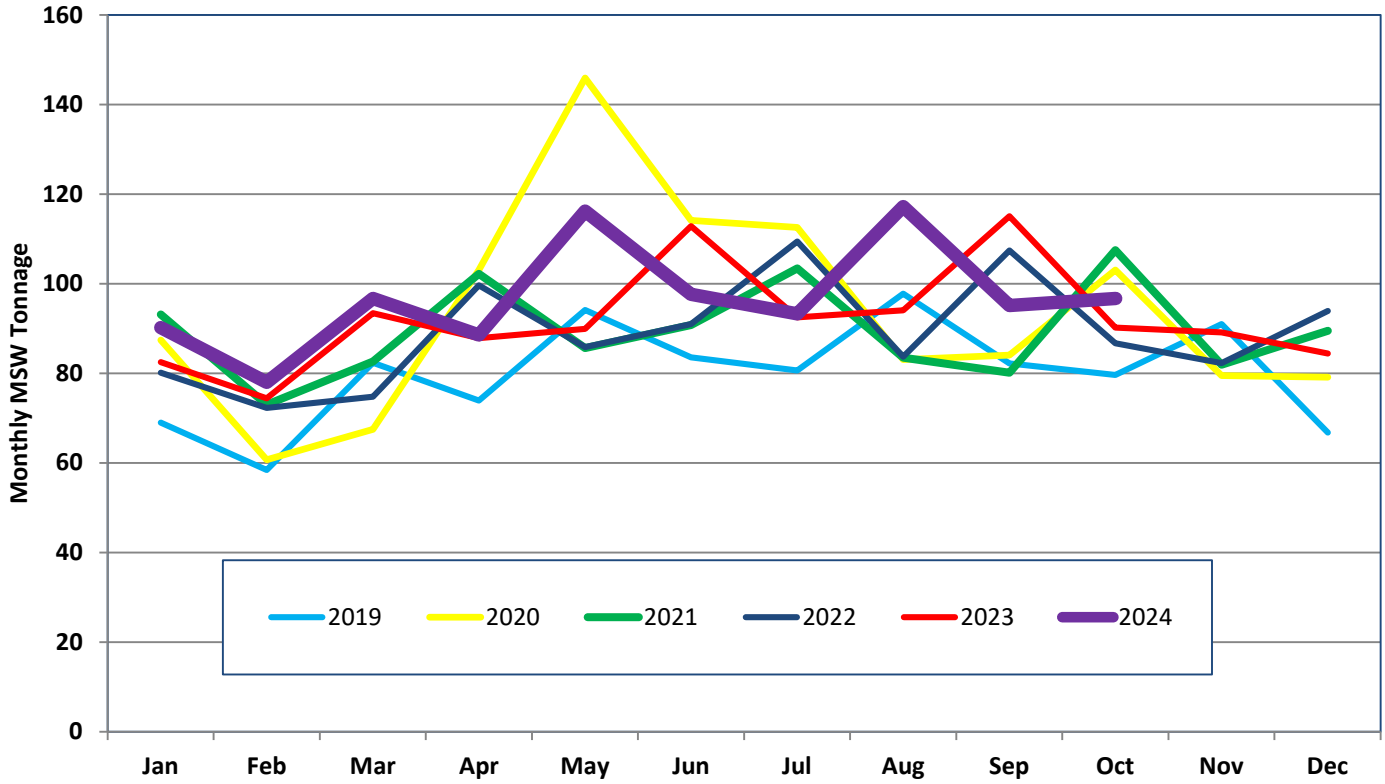
Mountain View Regional Waste Management Commission Didsbury - Historical Monthly MWS Tonnage



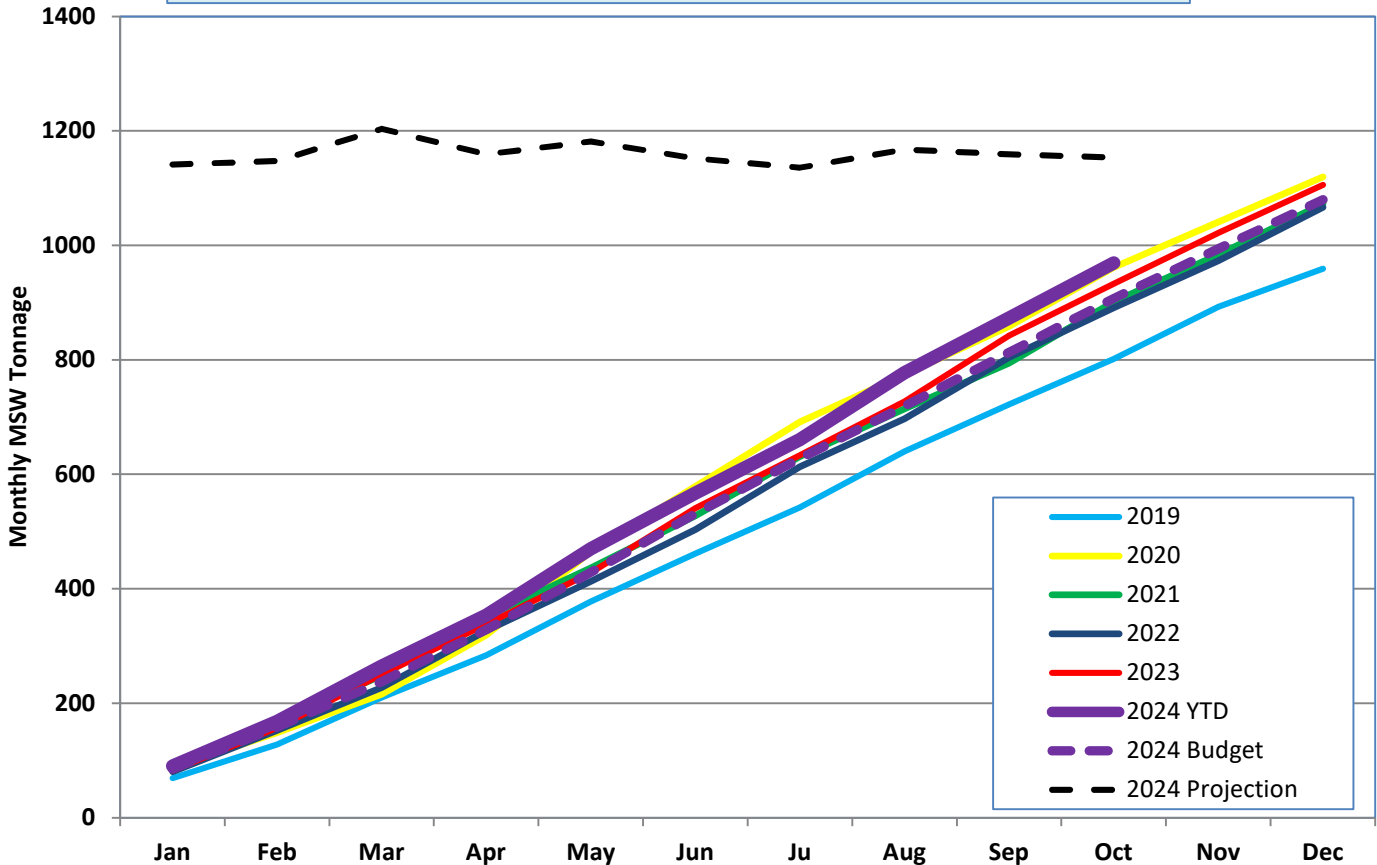
Mountain View Regional Waste Management Commission Didsbury - Cumulative YTD MSW Tonnage



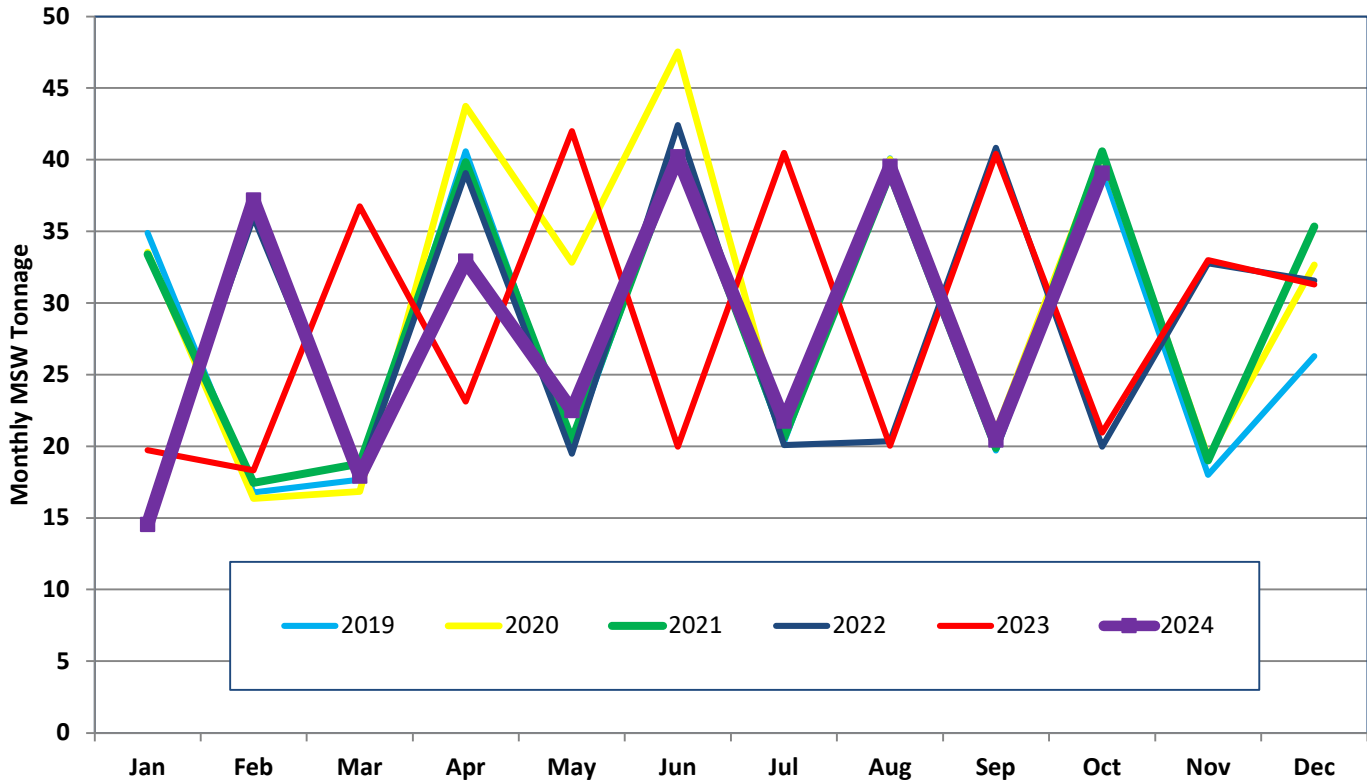
Mountain View Regional Waste Management Commission Carstairs - Historical Monthly MSW Tonnage



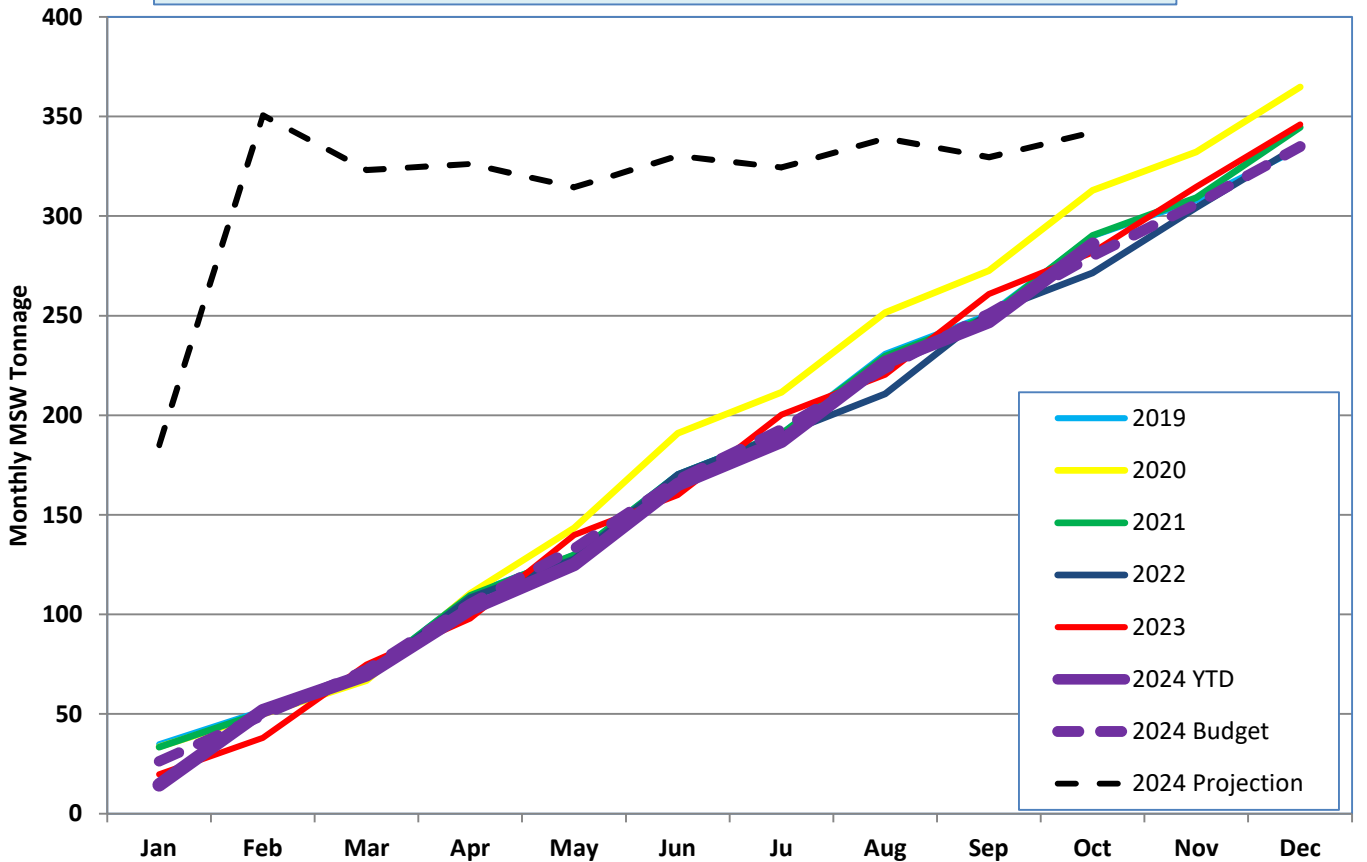
Mountain View Regional Waste Management Commission Carstairs - Cumulative YTD MSW Tonnage



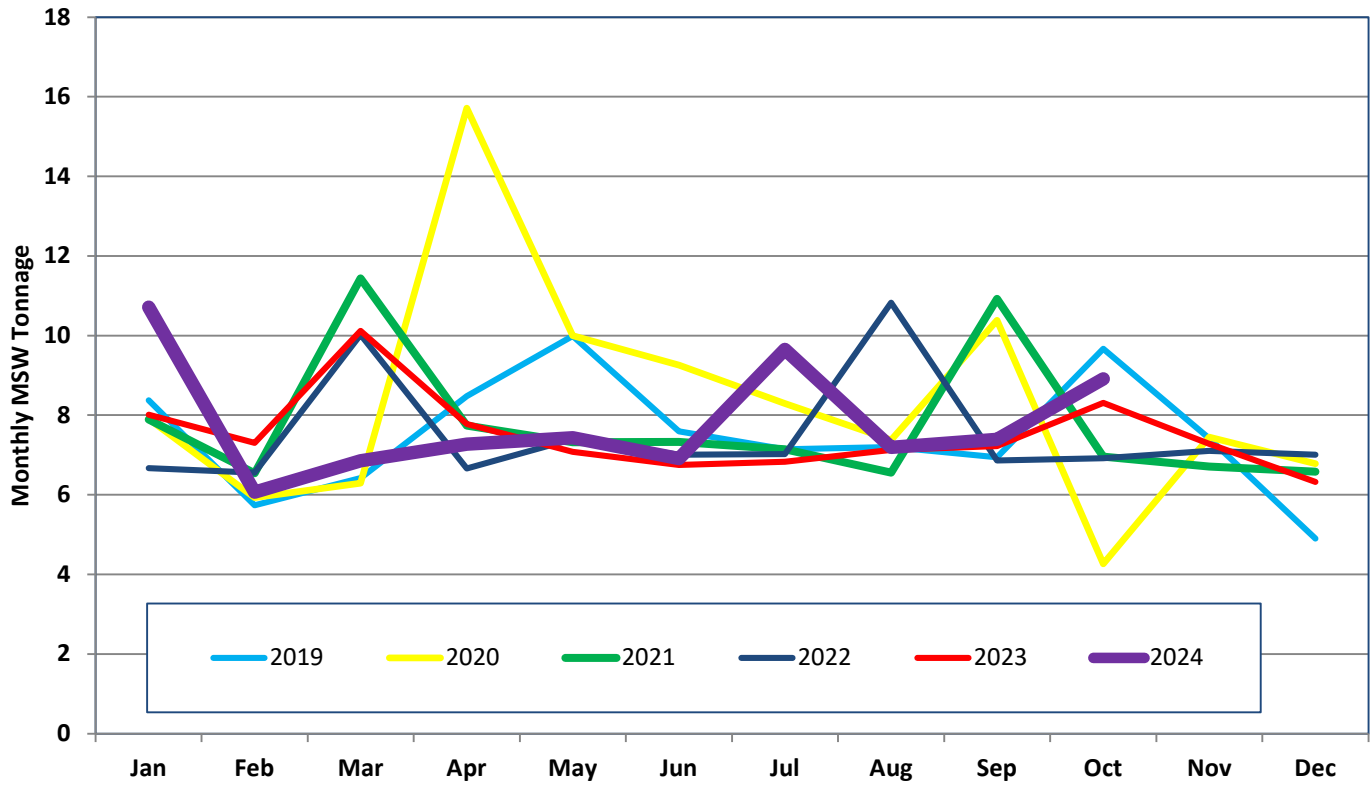
Mountain View Regional Waste Management Commission Sundre - Historical Monthly MSW Tonnage



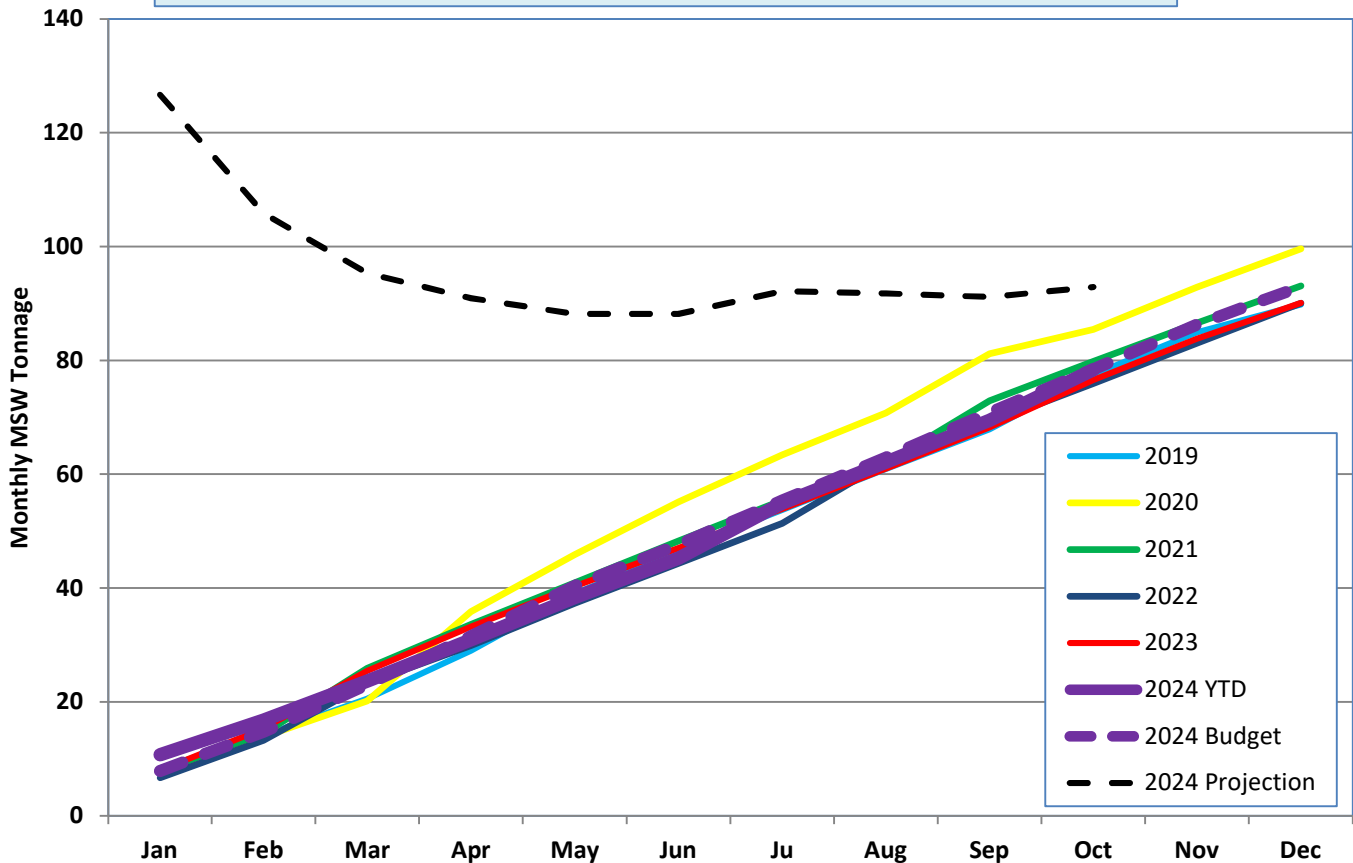
Mountain View Regional Waste Management Commission Sundre - Cumulative YTD MSW Tonnage



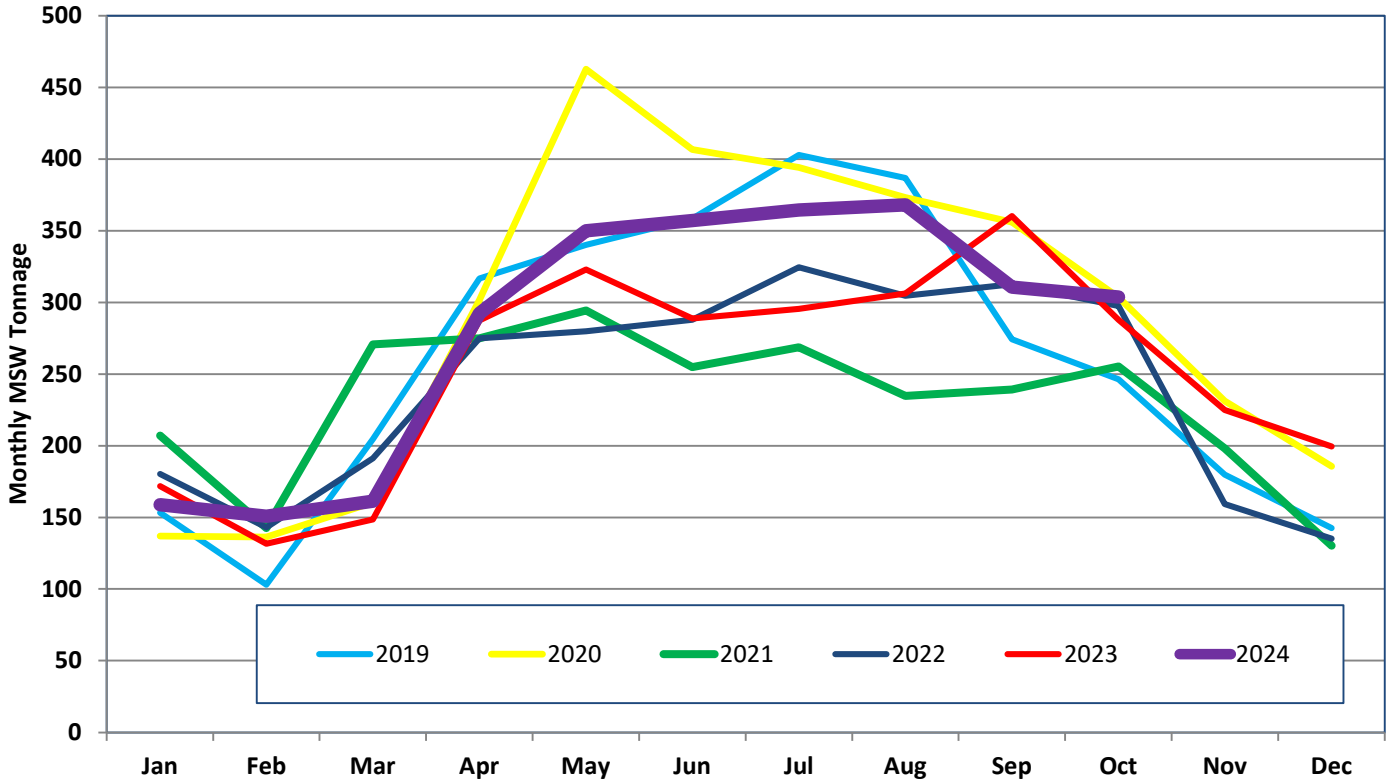
Mountain View Regional Waste Management Commission Cremona - Historical Monthly MSW Tonnage



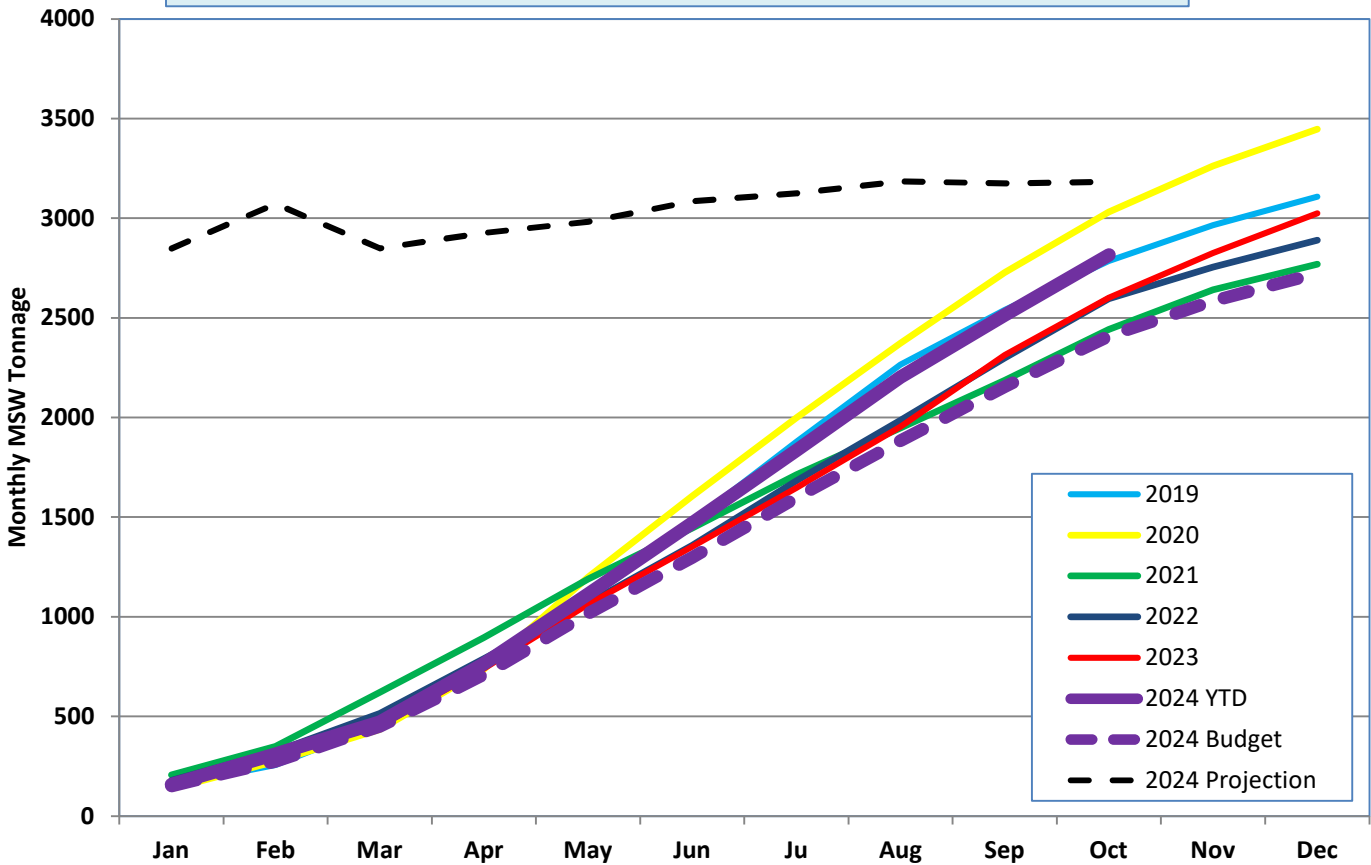
Mountain View Regional Waste Management Commission Cremona - Cumulative YTD MSW Tonnage



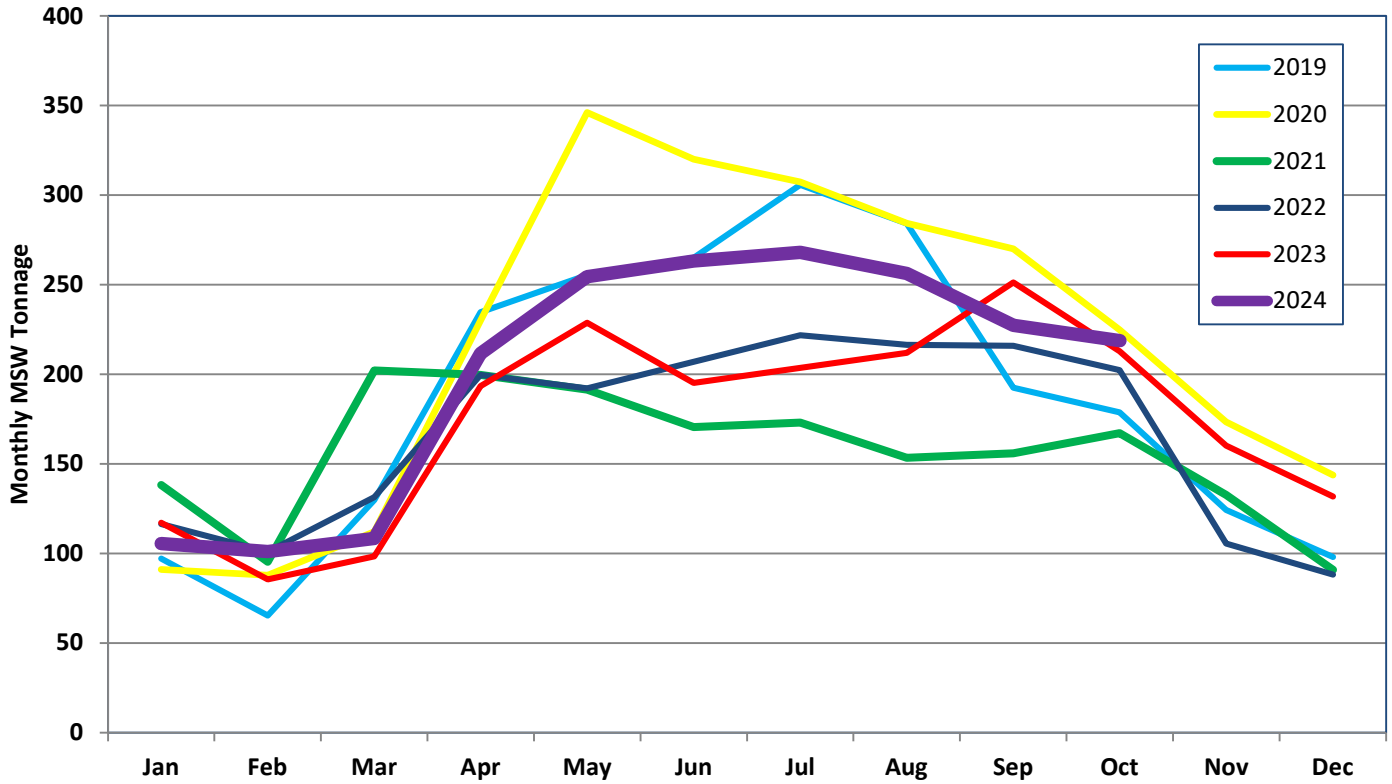
Mountain View Regional Waste Management Commission Transfer Stations - Historical Monthly MSW Tonnage



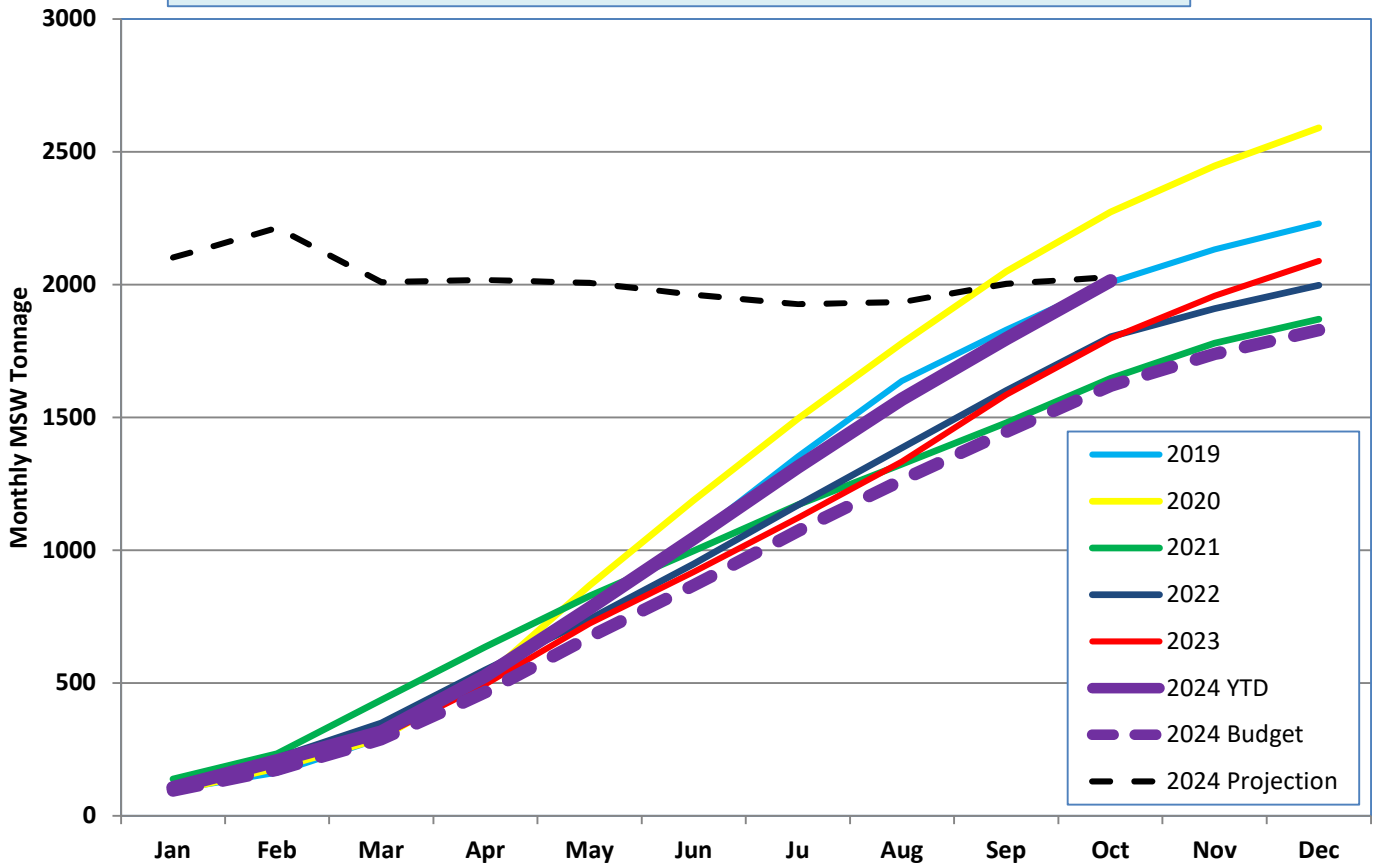
Mountain View Regional Waste Management Commission Transfer Stations - Cumulative YTD MSW Tonnage



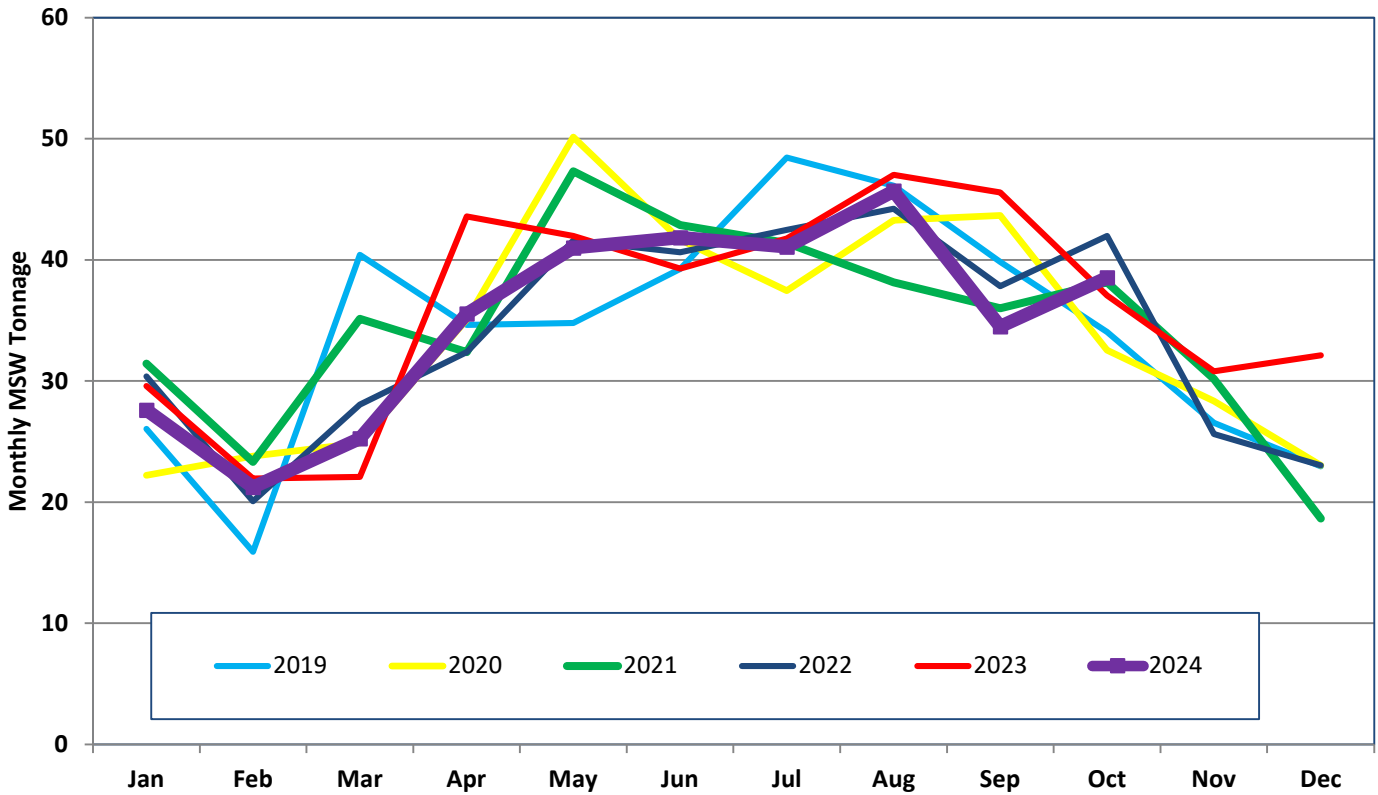
Mountain View Regional Waste Management Commission Didsbury TS - Historical Monthly MSW Tonnage



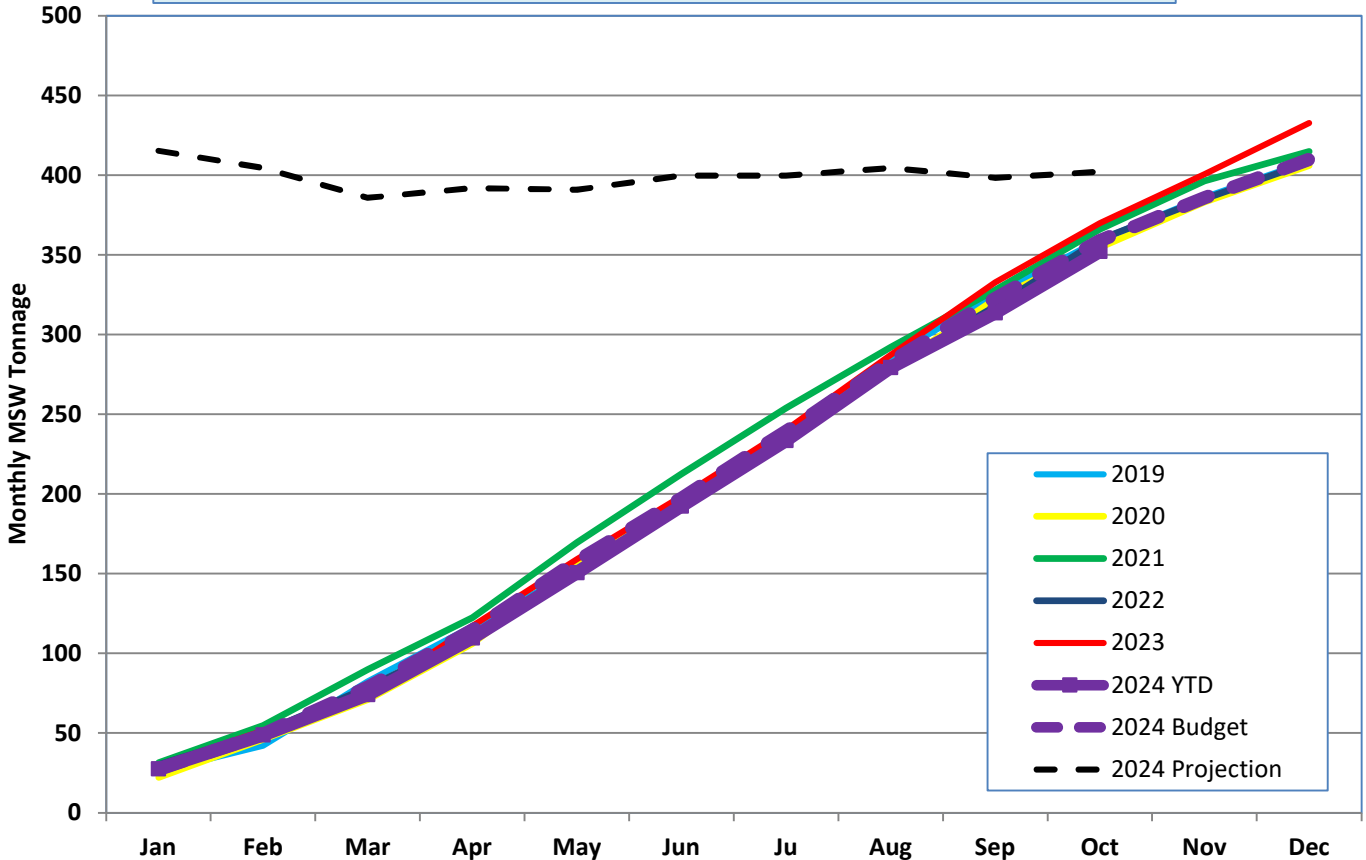
Mountain View Regional Waste Management Commission Didsbury TS - Cumulative YTD MSW Tonnage



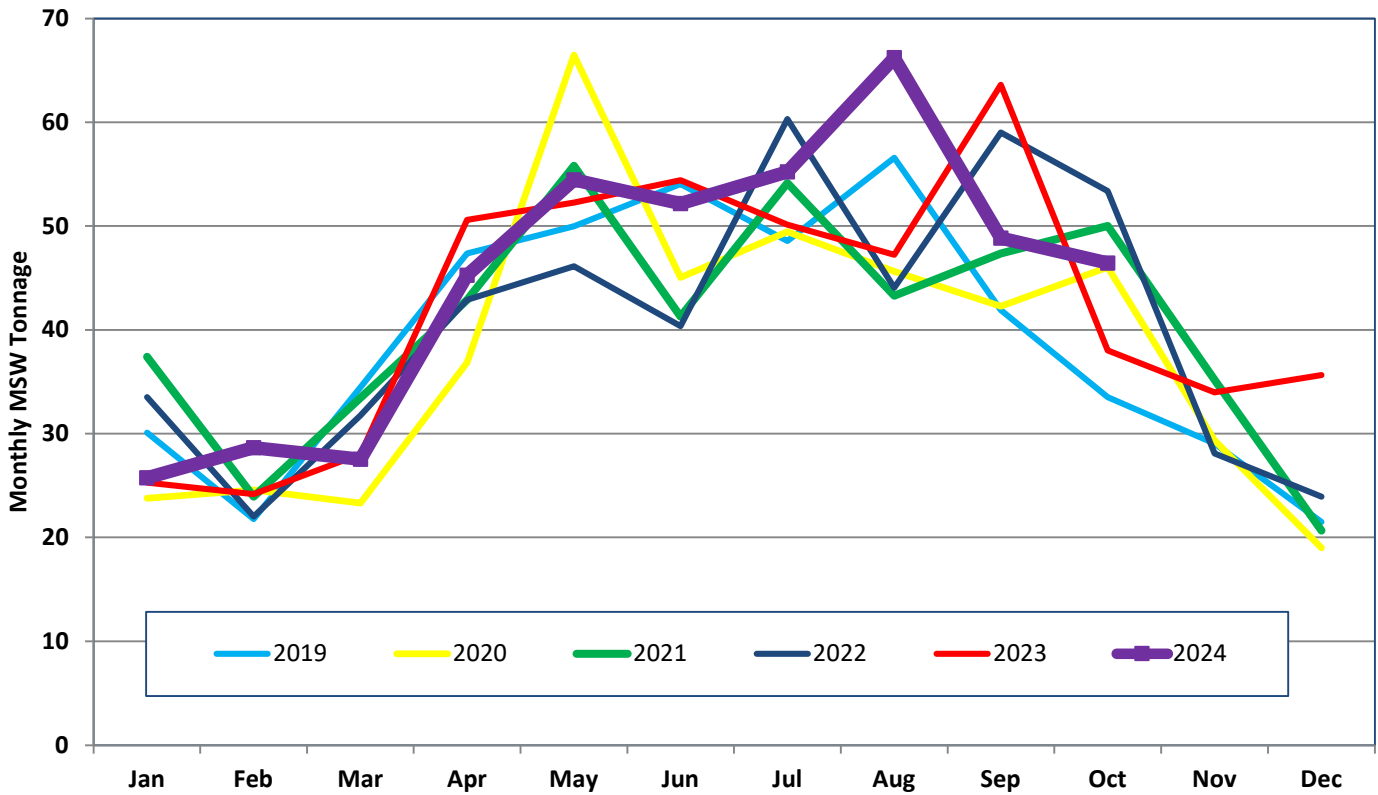
Mountain View Regional Waste Management Commission Water Valley TS - Historical Monthly MSW Tonnage



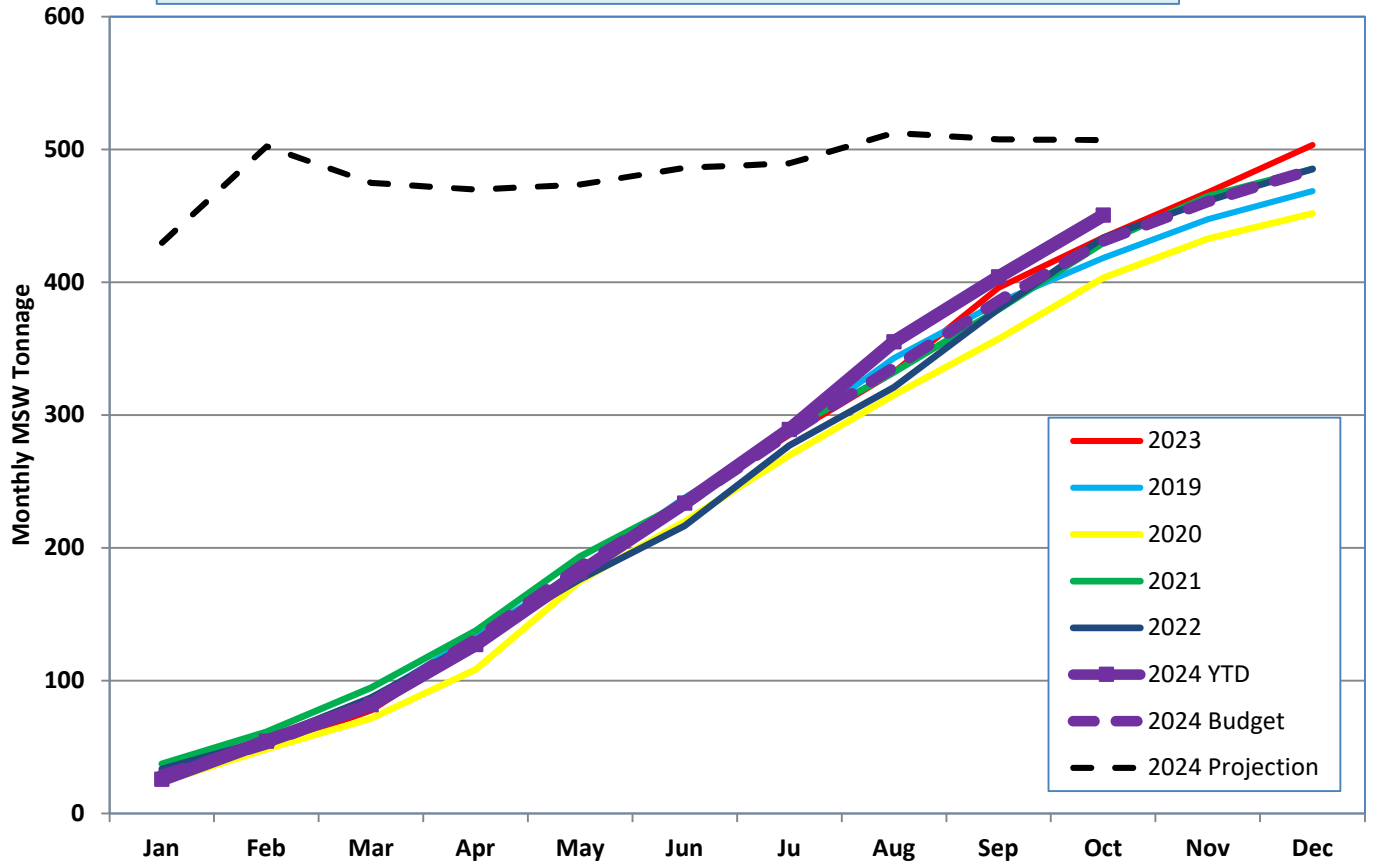
Mountain View Regional Waste Management Commission Water Valley TS - Cumulative YTD MSW Tonnage



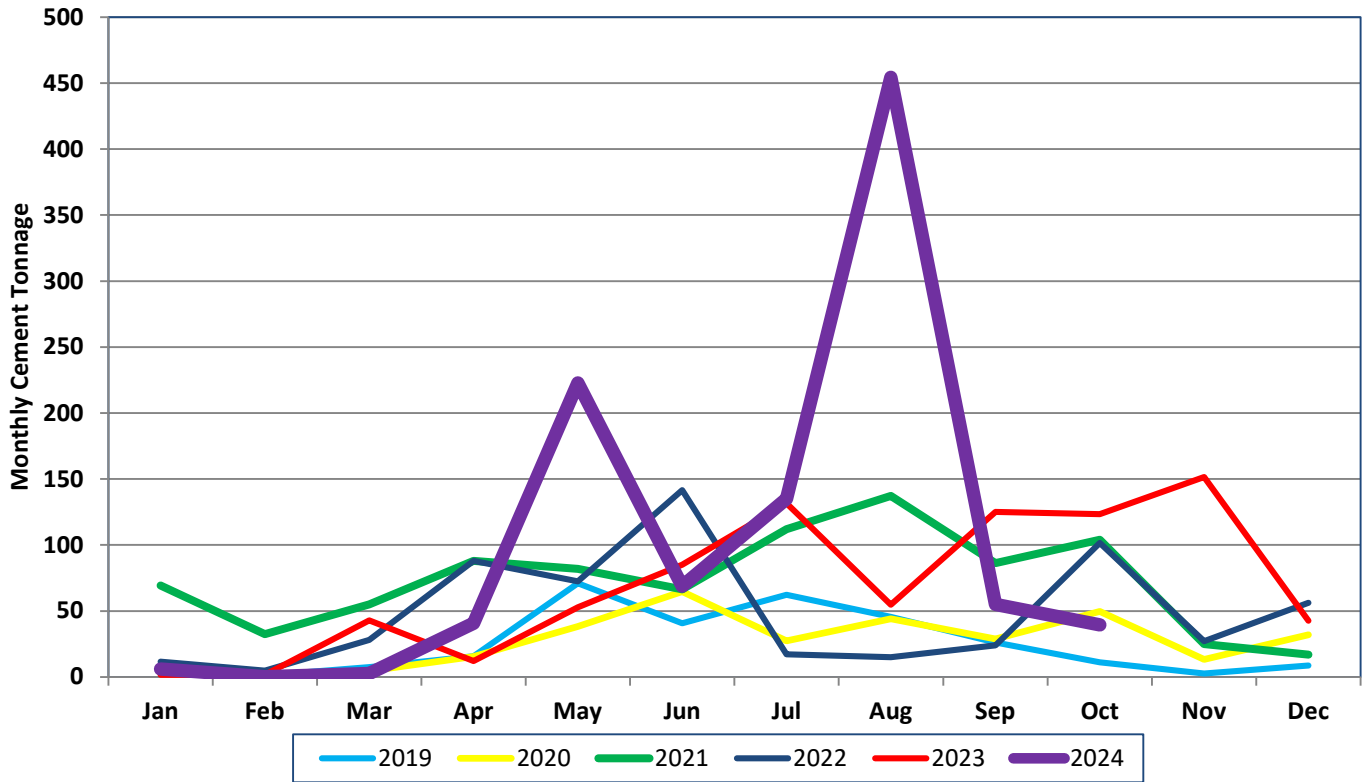
Mountain View Regional Waste Management Commission Sundre TS - Historical Monthly MSW Tonnage



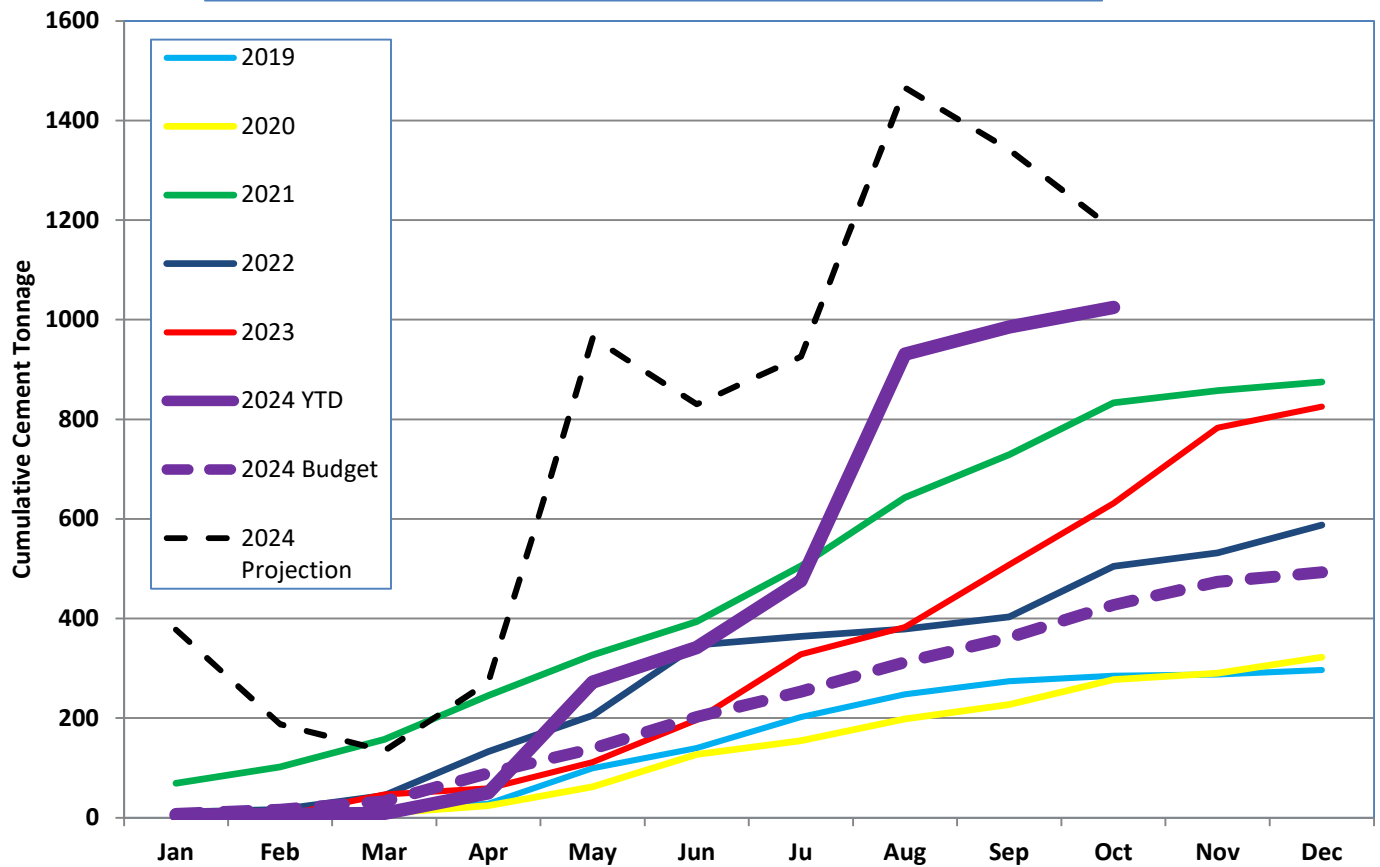
Mountain View Regional Waste Management Commission Sundre TS - Cumulative YTD MSW Tonnage



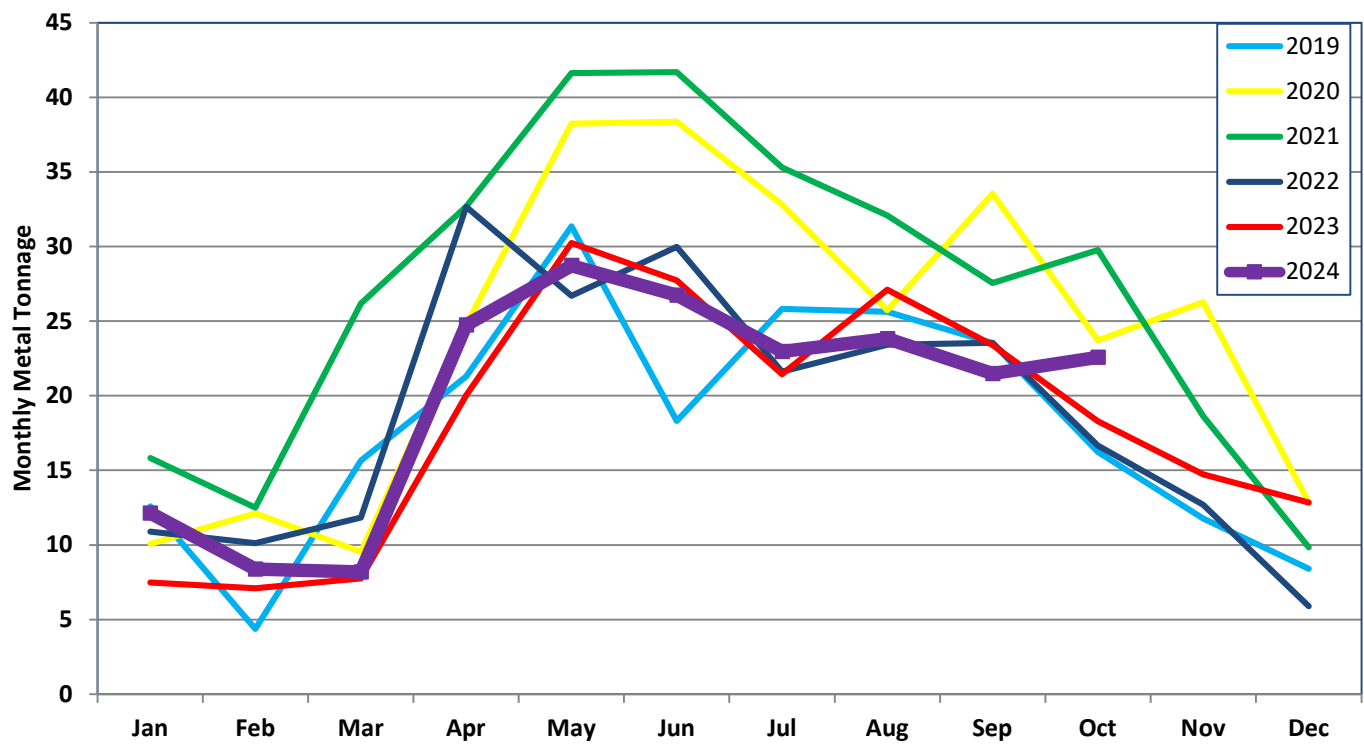
**Mountain View Regional Waste Management Commission
Didsbury TS - Historical Cement Tonnage**



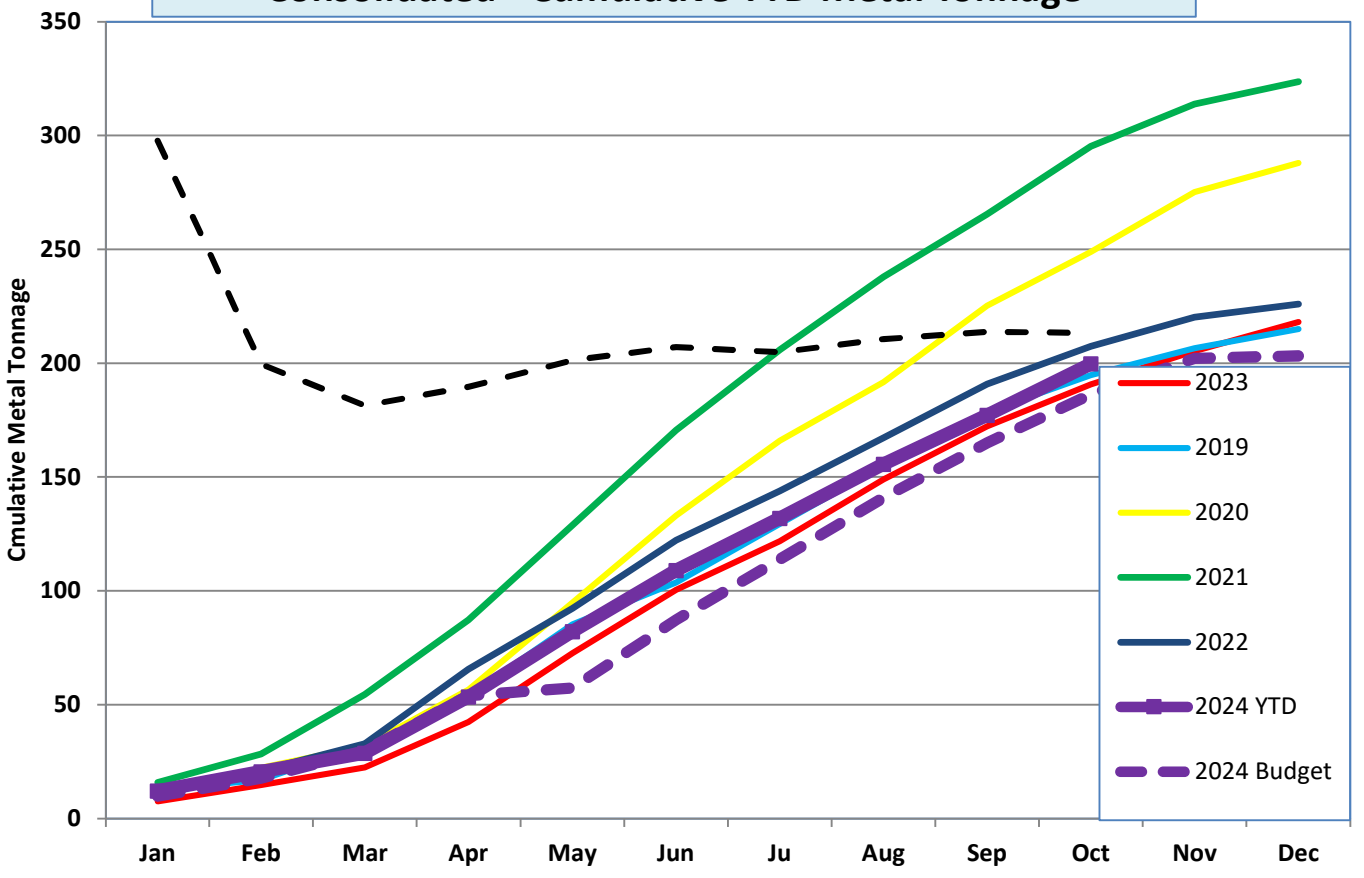
**Mountain View Regional Waste Management Commission
Didsbury TS - Cumulative YTD Cement Tonnage**



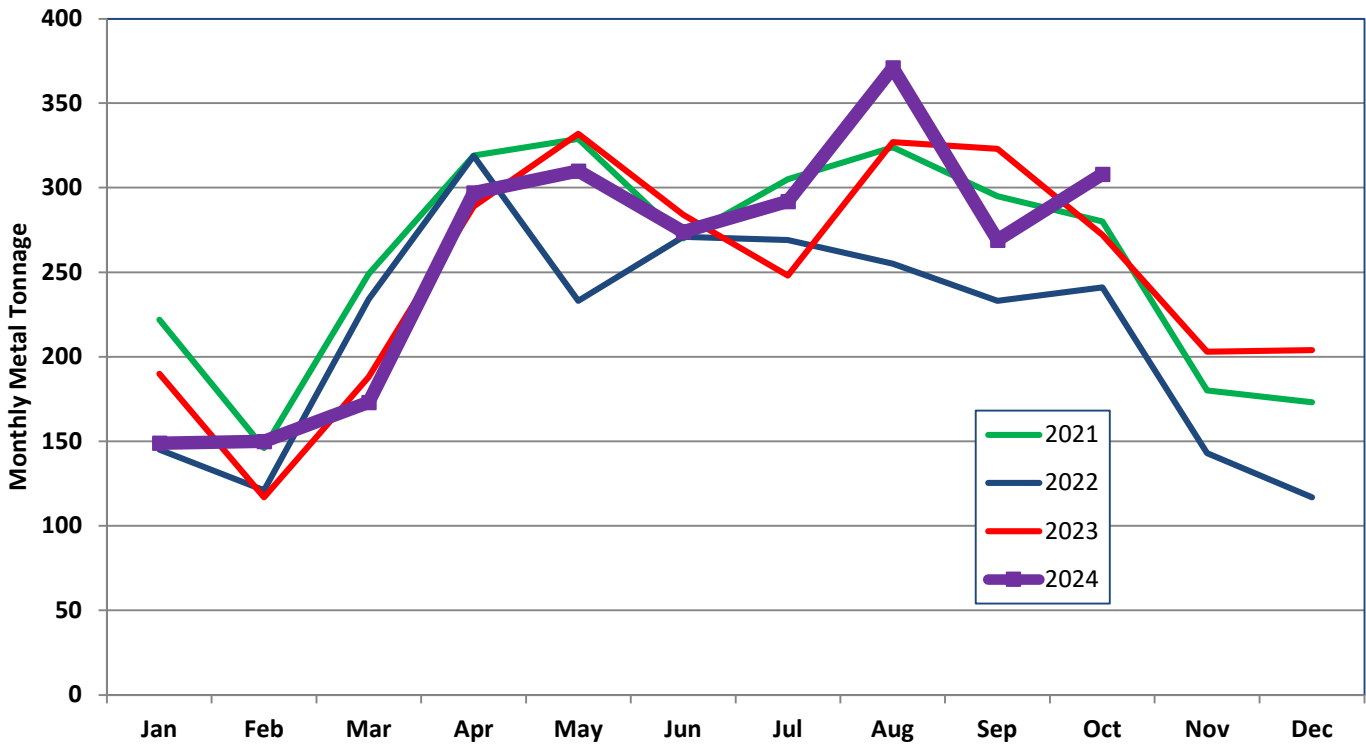
Mountain View Regional Waste Management Commission Consolidated - Historical Monthly Metal Tonnage



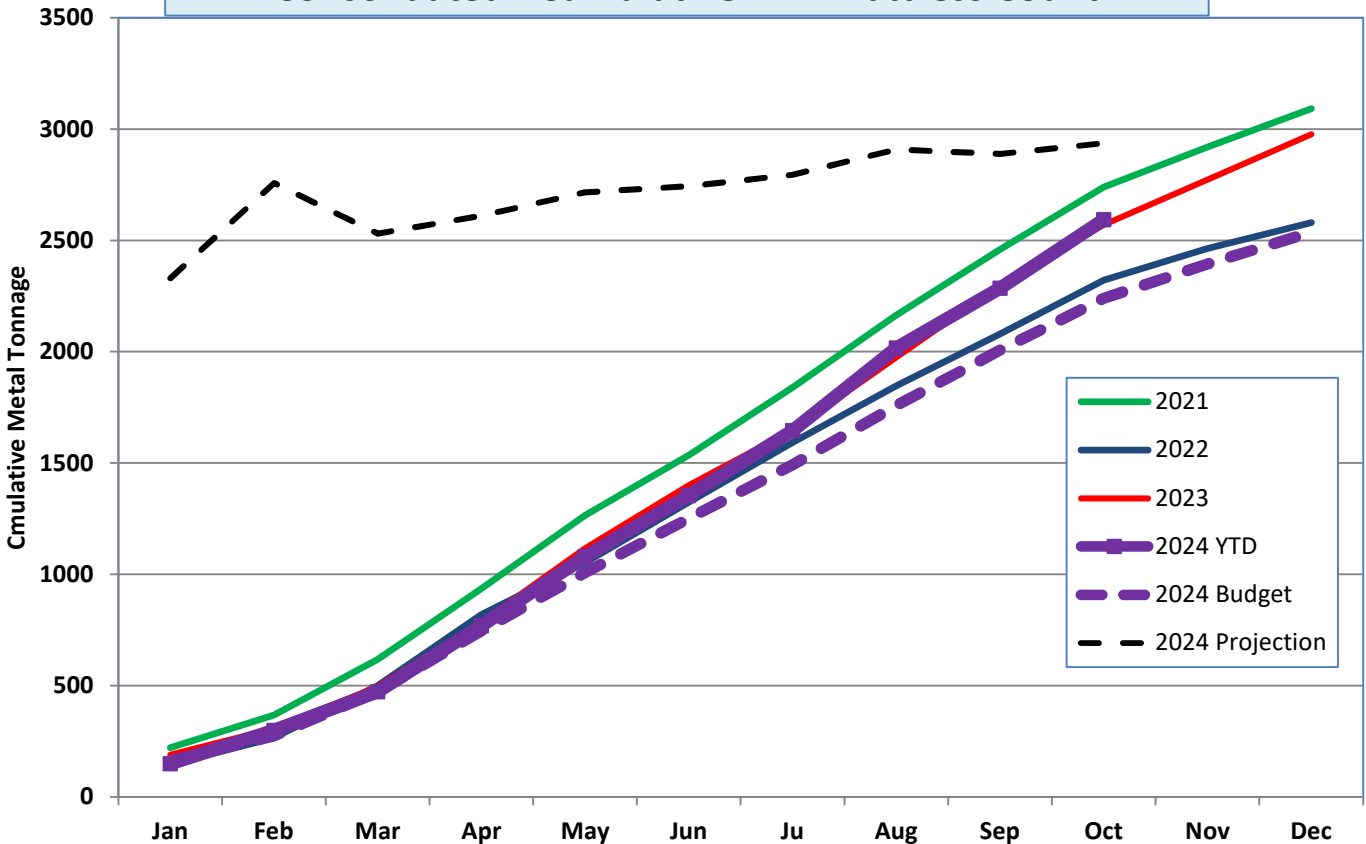
Mountain View Regional Waste Management Commission Consolidated - Cumulative YTD Metal Tonnage



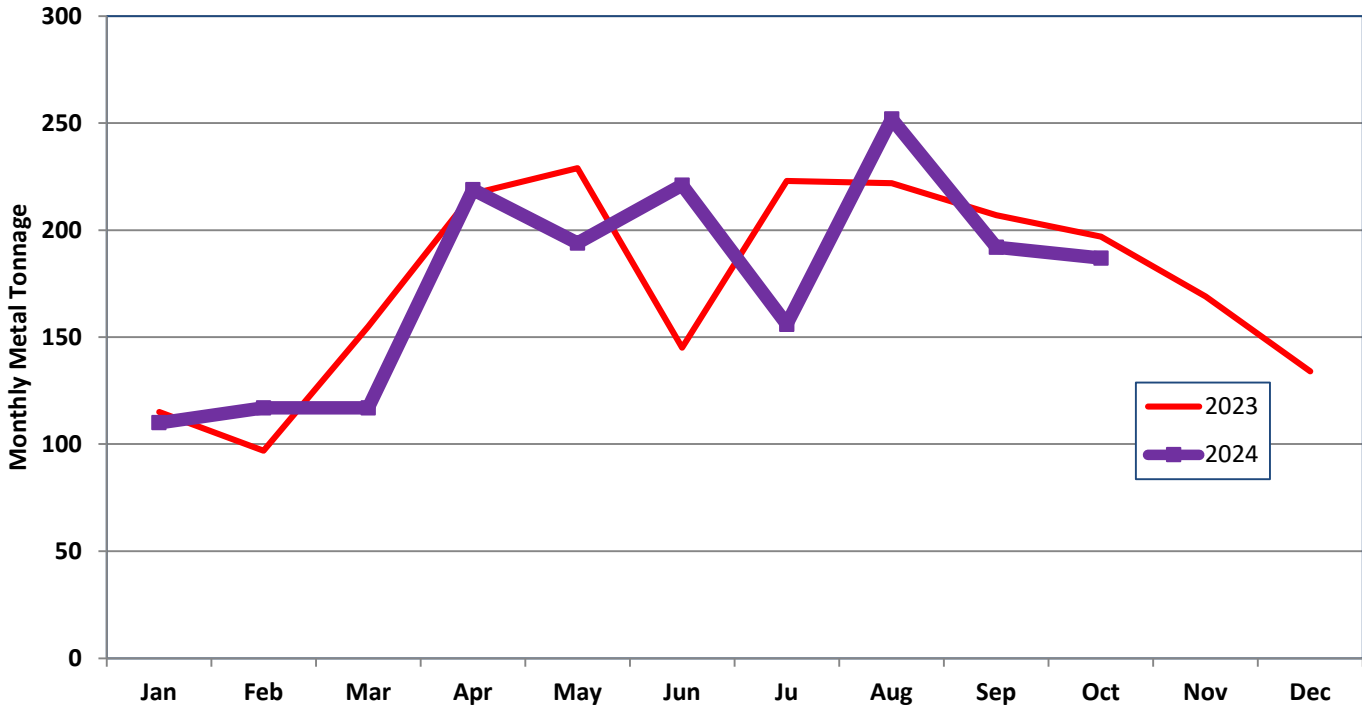
Mountain View Regional Waste Management Commission Consolidated - Historical Monthly Mattress Count



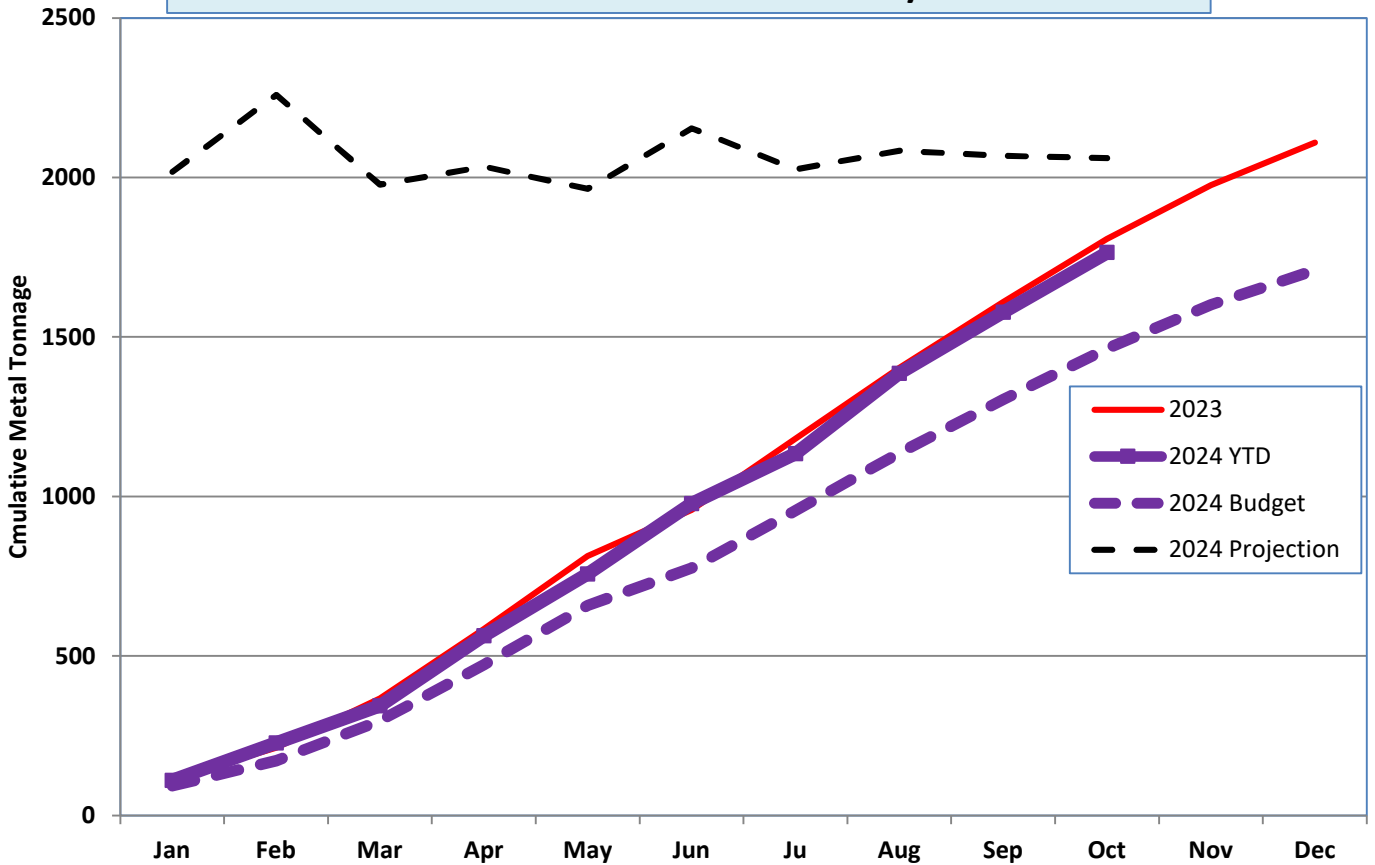
Mountain View Regional Waste Management Commission Consolidated - Cumulative YTD Mattress Count



Mountain View Regional Waste Management Commission Consolidated - Historical Monthly Couch/Chair Count



Mountain View Regional Waste Management Commission Consolidated - Cumulative YTD Couch/Chair Count





Mountain View Regional Waste Management Commission

Request for Decision

Meeting Date: December 9th, 2024

Reference: 100/20024.05

TITLE: 4.3 – Financial Report as at October 31st, 2024

RECOMMENDATION:

THAT the MVRWMC Board accept as information the financial report (Unaudited) for the Commission for the period ended October 31st, 2024.

Background:

The following statement of financial results are unaudited and are management's representation of current financial position. The information presented below is therefore intended for information purposes only to give directors a snapshot of financial performance only.

2024 Financial Highlights as at October 31st, 2024:

- **Total revenue of \$3.026 mm is 101% of full year 2024 budget of \$3.011 mm. Revenue from operations (net of municipal fee for service receipts) was \$2.65 or 102% of full year 2024 budget of \$2.606 mm compared to 83% expected for this time of the year.**
 - Landfill revenue is at 98% of budget generating \$2.25 mm for the period. Commercial tipping fees accounted for \$1.41 mm or 62% of total tipping fees, diluted from the typical 65-70% due to the large HC Soil revenue during the period.
 - Municipal revenue from MSW receipts is \$333,320 year-to-date, or 91% of budget. Budget comparison by municipality: 94% for Olds, 85% for Sundre, 90% for Carstairs, 85% for Cremona, and 88% for Didsbury.
 - ***NOTE: Reported revenues in financial report will not match the values presented in the landfill operations report due to production month accounting versus accounting month, and account mapping to various business units that may not represent actual operations.***

- **Total expenses of \$2.167 mm were 71% of the 2024 budget of \$3.032 mm. Expenses for all three business units are all below the 83% expected, except for the landfill business unit which was slightly higher due to unscheduled equipment maintenance.**
 - Administration: \$350,805 (73%) – Allocated to business units
 - Transfer Site: \$354,423 (82%)
 - Recycling expenses: \$108,084 (69%)
 - Landfill expenses: \$1,654,236 (68%)

- **Cash flow surplus estimated to the end of October 2024 is \$934,131 reflects the receipt of Q4-24 municipal fee for services, whereas operating costs do not reflect the same period.**

- **Administration Cost Centre:**
 - Total administration expenses YTD are only \$350,805 or 73% compared to 2024 budget of \$480,733. Net of revenue (interest on unrestricted reserves), Administration costs were \$275,682.
 - Contract services are well below budget as CAO/CFO consulting hours are significantly lower. Stable operations and a strong financial position without incidents lead to less hands-on involvement.
 - Audit costs reflect the completion of the LAPP audit that was started in 2023, but finalized and filed in 2024.
 - Administrative revenue remains higher than forecast due to higher unrestricted reserve (cash account) balances and higher interest rates. Interest income YTD is \$68,179 or 364% compared to a budget estimate of \$18,750. Management continues to recommend holding surplus restricted reserves instead of paying down the equipment lease as interest only costs remain below the investment income from the capital funds.

- **Transfer Stations Cost Centre:**
 - Total MSW revenue for the transfer stations (excluding municipal fee for service) was \$185,554 or 90% of budget. Combined with the municipal fees received to date, total revenue is \$415,848 or 95% of budget.
 - Transfer site expenses YTD of \$354,423 or 82% of budget. The key cost component of contract hauling is running at 105% of budget. Administration will double-check the posting for this account to ensure that costs are properly allocated.
 - For 2024 the Transfer Stations have generated a surplus of \$61,425.

- **Recycling Cost Centre:**
 - Recycling revenue (excluding municipal fee for service) was \$109,499 or 122% of budget. Cement and metal receipts are well above budget in terms of revenue and account for the revenue surplus.

- Recycling expenses YTD of \$108,084 or 69% of budget. The processor costs (Household hazardous waste handling fees) of \$72,090 or 76% of budget reflect the seasonal nature of recycling product intake, and timing of processing of these products.
 - Recycle processing fees reflected as contract services for \$13,734 is related to concrete grinding. Operations uses a contractor for this work as the cement grinding is very hard on the Tana leading to higher maintenance costs.
 - Year-to-date the Recycling segment has generated \$71,243 of positive cash-flow. The current surplus includes the municipal fee for all of 2024 without offsetting costs expected in Q4-24.
- **Landfill Cost Centre:**
 - Landfill revenue was \$2.253 mm or 98% of budget. Strong HC Soil receipts of \$168,531 are the primary driver behind strong financial revenue results, but as noted in the Operations Report all revenue segments are exceeding budget expectations.
 - Landfill expenses YTD of \$1.654 mm or 68% of budget. All major cost categories are within budget expectations, with only debt services costs for the Tana lease outpacing budget.
 - Contract services costs (mostly related to rental equipment) of \$140,724 are significantly lower than budget. With the acquisition of a tractor and attachments as part of the 2024 capital budget, total rental costs have been reduced more than budgeted.
 - Debt servicing costs (interest) of \$23,395 are 248% above budget of \$9,397 as the interest rate on the banker's acceptance is higher than the budget provision, however these costs are more than offset by the surplus investment revenue recognized in the Administration cost centre.
 - Year-to-date the Landfill business unit has generated a net cash-flow surplus of \$702,353. Administration is expecting surplus revenue for the year, primarily driven by higher income from HC Soil and interest income, and significantly lower costs for Contract Services (i.e. Administration, CFO, Equipment rental, Leachate)

2024 Capital Budget

At the July 22nd, 2024 regular meeting, Administration recommended an amendment to the Capital budget to include replacement of a vehicle that was stolen from the Landfill. Subsequent to the last meeting, Administration has executed a purchase agreement to replace the stolen vehicle with a Kubota RTV (“Rugged Terrain Vehicle”) at a cost of \$33,000. Operations staff recommended an RTV over a midsize pick-up as the cost and overall functionality was best overall.

With this purchase completed, the 2024 capital program is complete.

Attachments:

1. October 2024 Budget Report
 - a. Summary Report
 - b. Statement of Operations
 - c. Balance Sheet
 - d. Administration
 - e. Transfer Stations
 - f. Recycling Centers
 - g. Landfill

Prepared: Michael Wuetherick, P.Eng., Chief Administrative Officer, MVRWMC

MOUNTAIN VIEW REGIONAL WASTE MANAGEMENT COMMISSION
SUMMARY (incl. ALL expenses)
FOR THE PERIOD ENDED OCTOBER 31, 2024 (UNAUDITED)

	Annual Budget	YTD Actuals	Difference	% Budget
Revenue				
Administration	\$ 20,250	\$ 75,124	\$ 54,874	371%
Transfer Sites	\$ 205,850	\$ 185,554	\$ (20,296)	90%
Recycling	\$ 89,804	\$ 109,499	\$ 19,695	122%
Landfill	\$ 2,290,586	\$ 2,252,552	\$ (38,034)	98%
Gain/Loss on Disposal	\$ -	\$ 23,986	\$ 23,986	0%
Total Revenue	\$ 2,606,490	\$ 2,646,714	\$ 40,224	102%
	Budget	Actuals	Difference	
Expenses				
Administration (100% Allocated)	\$ 480,733	\$ 350,805	\$ (129,928)	73%
Admin				
Transfer Sites	\$ 429,953	\$ 354,423	\$ (75,530)	82%
Recycling	\$ 157,777	\$ 108,084	\$ (49,693)	69%
Landfill	\$ 2,448,406	\$ 1,654,236	\$ (794,170)	68%
Total Expenses	\$ 3,036,136	\$ 2,116,743	\$ (919,393)	70%
Net Surplus (deficit)	\$ (429,646)	\$ 529,971	\$ 959,617	-123%
Municipal Fee for Service				
Transfer Sites	\$ 230,345	\$ 230,294	\$ (51)	100%
Recycling	\$ 69,668	\$ 69,829	\$ 161	100%
Landfill	\$ 103,997	\$ 104,038	\$ 41	100%
Total Requisition	\$ 404,010	\$ 404,160	\$ 150	100%
Net Surplus (deficit) before Capital	\$ (25,636)	\$ 934,131	\$ 959,767	

**MOUNTAIN VIEW REGIONAL WASTE MANAGEMENT COMMISSION
STATEMENT OF OPERATIONS
AND ACCUMULATED SURPLUS
FOR THE PERIOD ENDED OCTOBER 31, 2024 (UNAUDITED)**

	Budget 2024 \$	2024 YTD \$	Actual vs Budget 83.3%
Revenue			
Tipping Fees	2,383,185	2,215,878	93%
Fee for Service	410,260	404,160	99%
Recycling	89,804	109,499	122%
Gain of Disposal of capital assets	-	-	0%
Investment Income	20,250	70,017	346%
Other Income	107,001	227,334	212%
Total Revenue	3,010,500	3,026,888	101%
Expenses			
Salaries, wages and benefits	889,527	745,671	84%
Contracted and general services	1,239,901	906,428	73%
Materials, goods and utilities	198,541	140,601	71%
Landfill closure and post-closure provision	25,000	-	0%
Interest on long term debt	3,593	5,138	143%
Debenture Principle	75,386	36,729	49%
Interest on lease (Shredder)	5,804	18,257	315%
Principle on Lease (Shredder)	26,707	23,710	89%
Interest and bank charge	12,000	12,997	108%
Amortization of capital assets	555,475	302,334	54%
Loss on disposal of capital assets	-	(23,986)	
Bad debts	1,000	-	
Total expenses	3,032,934	2,167,881	71%
Annual Surplus (deficit)	(22,434)	859,007	
Accumulated Surplus, Beginning of Year	2,212,464	2,212,464	
Accumulated Surplus, End of Period	2,190,030	3,071,471	

**MOUNTAIN VIEW REGIONAL WASTE
MANAGEMENT SERVICES COMMISSION
BALANCE SHEET
As at JULY 31, 2024**

	2024	2023
	\$	Year End \$
Assets		
Financial assets		
General Cash Account	1,171,055	1,225,873
Capital Reserve Account	1,182,940	632,799
Recycling Reserve Account	46,358	45,324
Closure/Post Closure Investment Account	977,771	977,771
Receivables	395,321	289,474
Total Assets	3,773,444	3,171,241
Liabilities		
Accounts Payable and accrued liabilities	116,328	238,583
Obligation under capital leases	437,982	485,402
Long term debt	117,590	191,431
Landfill closure and post-closure liabilities	-	563,085
Total Liabilities	671,900	1,478,501
NET ASSETS (DEBT)	3,101,543	1,692,740
NON-FINANCIAL ASSETS		
Tangible capital assets	4,879,550	5,446,244
Inventory for consumption	13,672	1,343
Prepaid expenses and deposits	43,235	40,547
	4,936,457	5,488,133
ACCUMULATED SURPLUS	8,038,000	7,180,874

**MOUNTAIN VIEW REGIONAL WASTE MANAGEMENT COMMISSION
 AMMORTIZATION EXPLANATION
 FOR THE PERIOD ENDED OCTOBER 31, 2024 (UNAUDITED)**

	2024 Budget	2024 YTD
Administration	\$ 2,501	\$6,564
Landfill	\$ 600,203	\$276,406
Transfer Stations	\$ 42,018	\$10,889
Recycling	\$ 11,301	\$8,476
Total Recorded Ammortization as per GAAP Standards	\$ 656,023	\$ 302,334
As per TCA Policy		
Less Debenture	\$ 73,841	
Less Landfill cell development	\$ -	
Less Tana Shredder Financing	\$ 26,707	
Funded Ammortization as per policy	\$ 555,475	\$ 107,296

*Note - please refer to Fixed Asset Capitalization policy in regards to ammortization funding

Months

10

\$ 7,876

\$ 331,687

\$ 13,067

\$ 10,171

\$ 70,846

\$ 124,192

**MOUNTAIN VIEW REGIONAL WASTE
MANAGEMENT COMMISSION
STATEMENT OF REVENUE & EXPENDITURES
FOR THE PERIOD ENDED OCTOBER 31, 2024 (UNAUDITED)**

	Budget 2024	2024 YTD \$	Actual vs Budget 83%
ADMINISTRATION			
Revenue			
Other Revenue - Dividends	-	-	0%
Other Revenue	-	5,107	0%
A/R Interest	1,500	1,838	123%
Bank Account Interest	18,750	68,179	364%
Transfer from Reserves	-	-	0%
Total Revenue	20,250	75,124	371%
Expenses			
Board Meeting Expense	1,500	-	0%
Training/Conferences	1,000	-	0%
Mileage	500	-	0%
Meals & Accommodation	1,000	-	0%
Total Board Meeting Expense	4,000	-	0%
Personnel			
Salaries	122,438	85,426	70%
Employee Benefits	27,270	19,290	71%
Staff Training	3,500	890	25%
Total Personnel	153,208	105,606	69%
Purchased Services			
Mileage	4,000	2,016	50%
Meals & Accommodation	1,000	756	76%
Memberships & Registrations	2,500	1,378	55%
Postage/Shipping	750	3,041	405%
Telephone	9,000	7,089	79%
Advertising	1,500	-	0%
Audit	13,000	19,000	146%
Legal	10,000	630	6%
Vehicle Leases	-	-	0%
Contract Services	183,000	138,632	76%
Computer Support	7,500	14,504	193%
Equipment Maintenance	500	-	0%
Internet	4,000	3,536	88%
Rent	18,000	14,286	79%
Rentals & Leases	3,000	1,550	52%
Insurance	37,775	11,068	29%
Total Purchased Services	295,525	217,485	74%
Supplies			
General Supplies	9,000	8,025	89%
Fuel (Gas)	500	-	0%
Staff Appreciation	3,000	129	4%
Interest Past Due Accts	-	-	-
Total Supplies	12,500	8,154	65%
Bank Service Charges	12,000	12,997	108%
Provision for Bad Debt	1,000	-	0%
Amortization	2,500	6,564	263%
Transfer to Reserves	-	-	0%
Total Expenditures	480,733	350,805	73%
Net Cost (Surplus)	460,483	275,682	60%

**MOUNTAIN VIEW REGIONAL WASTE
MANAGEMENT COMMISSION
STATEMENT OF REVENUE & EXPENDITURES
FOR THE PERIOD ENDED OCTOBER 31, 2024 (UNAUDITED)**

	Water Valley		Sundre		Total		Actual vs Budget 83%
	Budget 2024	2024 YTD	Budget 2024	2024 YTD	Budget 2024	2024 YTD	
Revenue							
General Scale Fees						-	
Class 2 MSW	94,300	80,703	111,550	104,852	205,850	185,554	90%
Other	-		-		-	-	
Fees Charged to Municipalities	-		-		230,345	230,294	100%
Total Revenue	94,300	80,703	111,550	104,852	436,195	415,848	95%
Expenses							
Personnel					-	-	
Wages	32,308	27,968	48,431	34,531	80,739	62,499	77%
Employee Benefits	4,861	5,223	4,861	5,212	9,722	10,434	107%
Mileage	-		-		-	-	
Total Personnel	37,169	33,190	53,292	39,743	90,461	72,933	81%
Purchased Services							
Telephone	1,750	1,350	1,750	1,354	3,500	2,704	77%
Contract Hauling	74,282	75,051	76,529	82,898	150,811	157,948	105%
Mattress Processing	-		-		-		
Bin Rental					-		
Site Maintenance	1,500		1,500		3,000		0%
Landfill Tipping	39,770		47,045		86,815	78,345	90%
Equipment Maintenance	500		500		1,000		0%
Building Maintenance	500		500	31	1,000	31	3%
Total Purchased Services	118,302	76,401	127,824	84,283	246,126	239,028	97%
Supplies							
General Supplies	-		-		-	-	
MSW Adjustments					-	-	0%
Diesel					-	-	0%
Utilities	1,800	1,566	3,000	2,438	5,300	4,004	76%
Total Supplies	1,800	1,566	3,000	2,438	5,300	4,004	76%
Amortization		5,154		5,735	42,018	10,889	26%
Cost sharing of administration function					46,048	27,568	60%
Total Expenditures	157,271	116,311	184,116	132,199	429,953	354,423	82%
Net Cost (Surplus)	62,971	35,609	72,566	27,347	(6,242)	(61,425)	

**MOUNTAIN VIEW REGIONAL WASTE
MANAGEMENT COMMISSION
STATEMENT OF REVENUE & EXPENDITURES
FOR THE PERIOD ENDED OCTOBER 31, 2024 (UNAUDITED)**

RECYCLING	Budget 2024	2024 YTD	Actual vs Budget 83%
Revenue			
Recycling Drywall	-	-	
Recycling Metal	12,113	11,612	96%
Recycling Cement	11,339	23,635	208%
Recycling Fridge/Freezer	18,000	16,568	92%
Recycling Batteries	5,000	755	15%
Recycling Electronics	15,000	8,436	56%
Recycling Paint	12,000	5,383	45%
Recycling Wire		343	
Recycling Mattresses			
Recycling Couches/Chairs			
Shingle Contribution		-	
Other Revenue (Metal Re-Sales)	16,352	42,766	262%
Transfer from Reserves	-	-	
Total Revenue	89,804	109,499	122%
Purchased Services			
Contract Services	5,000	13,734	275%
Shingle Recycling	-	-	0%
Processor Fees	95,000	72,090	76%
Concrete Recycling	-		
Total Purchased Services	100,000	85,824	86%
Amortization	11,301	8,476	75%
Cost sharing of administration function	23,024	13,784	60%
Transfer to Reserves	23,452	-	0%
Total Expenditures	157,777	108,084	69%
Net Cost (Surplus) before fees charged to Municipalities	67,973	(1,415)	-2%
Fees Charged to Municipalities	69,668	69,829	100%
Net Cost (Surplus)	(1,695)	(71,243)	

**MOUNTAIN VIEW REGIONAL WASTE
MANAGEMENT COMMISSION
STATEMENT OF REVENUE & EXPENDITURES
FOR THE PERIOD ENDED OCTOBER 31, 2024 (UNAUDITED)**

DIDSBURY LANDFILL	Budget 2024	2024 YTD	Actual vs Budget 83%
Revenue			
Municipal Pickup Scale Fees			
Landfill - Class 2 MSW - Olds	130,465	123,280	94%
Landfill - Class 2 MSW - Sundre	32,495	27,748	85%
Landfill - Class 2 MSW - Didsbury	91,665	80,601	88%
Landfill - Class 2 MSW - Carstairs	104,760	94,058	90%
Landfill - Class 2 MSW - Cremona	9,021	7,633	85%
Landfill - Class 2 MSW - MVC	-	-	0%
Sundre & WV Transfer Site Tipping Fees	86,815	78,345	90%
General Scale Fees	1,544,725	1,406,415	91%
Landfill - Commercial Pickup			
Landfill Class 2			
Didsbury Transfer Station	177,389	195,407	110%
Hydrocarbon soils	62,500	168,531	270%
Mattresses	25,380	25,680	101%
Couches and Chairs	6,250	9,020	144%
Other (Lease)	16,121	16,837	104%
Other (callout revenue)	3,000	2,160	72%
Transfer from Reserves	-	-	0%
Transfer from Capital Reserves	-	-	0%
Land Requisition	-	-	0%
Provincial Grant	-	-	0%
Total Revenue	2,290,586	2,252,552	98%
Expenses			
Personnel			
Salaries	531,828	463,898	87%
Employee Benefits	105,530	103,234	98%
Staff Training	4,500	-	0%
Total Personnel	641,858	567,132	88%
Purchased Services			
Mileage	-	-	
Meals & Accommodation	1,500	215	14%
Telephone	3,500	2,762	79%
Licenses & Permits	150	87	
Contract Services	253,000	140,724	56%
Leachate Transport	125,000	42,418	34%
Consultants/Lab Testing	54,600	32,930	60%
Site Maintenance	10,000	5,853	59%
Building Maintenance	10,000	3,249	32%
Equipment Maintenance	140,000	135,598	97%
Vehicle Maintenance	-	-	0%
Rentals & Leases	500	256	51%
Vehicle Lease	-	-	0%
Total Purchased Services	598,250	364,090	61%
Supplies			
General Supplies	12,500	4,213	34%
Small Tools	12,500	423	3%
Diesel	132,300	109,333	83%
Gas	12,500	8,576	69%
Utilities	10,941	5,900	54%
Total Supplies	180,741	128,444	71%
Debenture Principle	75,386	36,729	49%
Debenture Interest	3,593	5,138	143%
Lease Principle	26,707	23,710	89%
Lease Interest	5,804	18,257	315%
Capital Purchases	-	-	
Transfer to Capital Reserves	-	-	0%
Amortization	499,656	276,406	55%
Pit Closure/Post Closure	25,000	-	0%
Cost sharing of Administration Function	391,411	234,329	60%
Total Expenditures	2,448,406	1,654,236	68%
Net Cost (Surplus) before fees charged to municipalities	157,820	(598,316)	
Fees Charged to Municipalities	103,997	104,038	100%
Net Cost (Surplus)	(53,823)	702,353	



Mountain View Regional Waste Management Commission

CAO Report to the Board

Meeting Date: December 9th, 2024

Reference: 100/2024.05

TITLE: 5.1 – CAO Report

RECOMMENDATION:

THAT the MVRWMC Board accept as information the CAO report for the period from September 23rd, 2024 through December 3rd, 2024.

Administration Initiatives

1. RMA insurance polices are now completed for the 2024-2025 year. Environmental Liability coverage costs increased roughly 25% to \$22,800 reflecting the struggles that RMA have had in finding an insurance provided to underwrite landfill liability. MVW is fortunate that the bulk of the operations are on a high-quality engineered cell, and we have no knowledge of any contamination plumes offsite to be concerned with. However, many landfills are not as “clean” as MVRWMC and are driving up costs for the entire sector.
2. As reported in July, The Commission was visited by OH&S. Overall, the Commission operations met or exceeded expectations, with the only exception being a revised/simplified Harassment Policy. A copy of the new policy developed by our Safety Consultant is attached for reference.
3. The Commission has revised the staff deployment for the Water Valley and Sundre transfer stations. Previously we have always had one scale attendant and one yard attendant. Given the remote location and part-time nature of these roles, we historically have had a difficult time staffing these sites without juggling staff, incurring overtime etc. Operations recommended going with just a scale attendant as a trial, and to date there has been no drop in service level. The transfer stations have a relatively static customer base that don’t generally need help in the yard itself. Rather than having a staff member on hand, Ryan and the team instead have been sending a crew to “clean-up” the yard as required prior to the next scheduled opening. Finally, we are sourcing some technology from Telus to assist to provide Working-Alone alarms and communications between the landfill and the transfer stations.

4. Administration attended a landfill optimization webinar hosted by Alberta Counsel on November 14th, 2024. The focus of the webinar was a focus on airspace optimization including tracking consumption rates, using GPS technology and shredding bulky items to improve asset life. MVRWMC is a leader in these areas in the province as we have been using this technology now for several years.
5. Following the September 23rd, 2024 regular meeting, Administration distributed the final budget report and municipal specific tonnage and cost forecasts to each member.
6. Administration attended several ongoing EPR webinars, and has reviewed the standard Depot service contract proposed for communities electing the Opt-out program. We have provided a variety of financial and operating data to Circular Materials, but to date we have yet to have any meaningful interaction with Circular Materials on planning for roll-out of the EPR services in April 2025 to the Water Valley and Sundre transfer stations. The latest Circular Materials webinar presentation is attached for reference. This document includes a comprehensive list of what will be accepted for curbside programs, with depot spots likely to be similar.

Financial Report

1. As at December 4th, 2024 the Commission's checking account balance was \$1,278,898 or \$150,757 higher compared to \$1,128,141 as at July 22nd, 2024 when the working capital balance was last reported. This reflects the combination of inflow from municipal fees for Q4-2024 and outflows of trade payables.

2. In addition, the reserve balances were:

a. Capital Reserves fund	\$1,188,894
b. Recycling Reserves fund	\$46,560
c. Post Closure Reserves fund	\$0
Total Reserves:	\$1,235,454

3. As at October 31st, 2024 the Commission's long-term investments balance was \$1,016,710.50 consisting of fixed income investments, money-market mutual funds and \$11.15 in cash.
4. **Current combined cash and investment resources total \$3,531,063 for an increase of \$171.804 from the last reported balance on July 22nd, 2024 due to ongoing strong operating results and inclusion of the Q4-24 municipal payments.**

5. Long-term Debt Payments:

Upcoming debenture payments

- All 2024 Payment of \$78,979 related to the Bomag purchase (subsequently sold) to fund 16 and 17 out of 20 total payments have been paid for the year. The maturity date of this instrument is March 15th, 2026.

Attachments:

1. RBC Account Balance Report – December 4th, 2024
2. RBC Investment Report – October 31st, 2024

Prepared: Michael Wuetherick, P.Eng., Chief Administrative Officer, MVRWMC



Alberta Municipal Working Group

November 20, 2024

Land Acknowledgement



Agenda

- Status updates
 - Program
 - Curbside
 - Depot
- Material management overview
- Processors post-collection update
- Promotion and education update
- Wrap up





Current Status

- 132 days away from launch
- 233 registered communities for residential Single-use Products, Packaging, and Paper Products (PPP) program
 - 27 curbside collection only communities
 - 65 curbside/depot collection communities
 - 141 depot collection only communities
- 93% of Alberta population covered as part of Phase 1 registration
- 518 producer registrants
- 40+ processing facilities registered

Curbside Status

Curbside Opt-in Status

- Curbside agreements being populated and/or out for execution. Proof of insurance required for execution.
- Base list of PPP material acceptance required, new materials to be added over time as processing infrastructure is developed.
- Circular Materials will assign a contract manager to each community to facilitate a seamless transition for April 1, 2025.





Curbside Opt-out Status

- Agreements in process with contractors including:
 - E360
 - Empringham
 - GFL
 - Integrity
 - JM Enterprises
 - Prairie Disposal

Depot Status



Depot Status

- Depot information gathering for 192 communities near completion.
- Working with communities and commissions to complete depot set-up and agreements.
- No change to PPP materials accepted at launch, new materials will be added as processing infrastructure is developed.

Depot Contracting Timelines

- **October 14 – November 15:** Question and answer period.
- **November 15 – December 13:** meetings to discuss and confirm depot set-up, compensation and terms.
- **January 31:** Deadline for final community/commission approval of terms.
- **February 28:** Deadline for community/commission execution of agreement.



Material Management

Recap: Material Management Requirements – PPP Only

The amount of a designated residential material type that is recycled, downcycled or advanced chemical recycled divided by the amount of that material type the producer supplies in Alberta for residential use, expressed as a percentage.

MATERIAL CATEGORY	2027	2028	2029	2030	2031	2032	2033
PAPER	80%	80%	80%	90%	90%	90%	95%
RIGID PLASTIC	50%	50%	50%	60%	60%	60%	65%
FLEXIBLE PLASTIC	25%	25%	25%	40%	40%	40%	47.5%
GLASS	75%	75%	75%	80%	80%	80%	82.5%
METAL	67%	67%	67%	75%	75%	75%	79%

Note: No more than 15% of a material management may be achieved through downcycling

As per the regulation, no IC&I materials will be collected in Alberta's EPR program.

Base List of Curbside Accepted Materials

- The base list of accepted PPP materials will apply to every community receiving curbside collection starting April 1, 2025.
- If a community is currently accepting any additional PPP materials curbside above the base list, they will continue to be collected curbside.
- If a community is currently accepting any non-PPP materials curbside (e.g. pots and pans, literary books), they will no longer be accepted starting April 1, 2025.



Base List of Curbside Accepted Materials

Paper and Fibres

Material	Accepted in all communities as of April 2025
Newsprint	<input checked="" type="checkbox"/>
Magazines and catalogues	<input checked="" type="checkbox"/>
Telephone books	<input checked="" type="checkbox"/>
Household fine paper	<input checked="" type="checkbox"/>
Other printed paper	<input checked="" type="checkbox"/>
Boxboard and molded pulp	<input checked="" type="checkbox"/>
Gable top containers	<input checked="" type="checkbox"/>
Aseptic Containers	<input checked="" type="checkbox"/>
Paper laminates	Status quo
Single and double-sided poly-coated paperboard (paper cups)	Status quo

Base List of Curbside Accepted Materials

Plastics

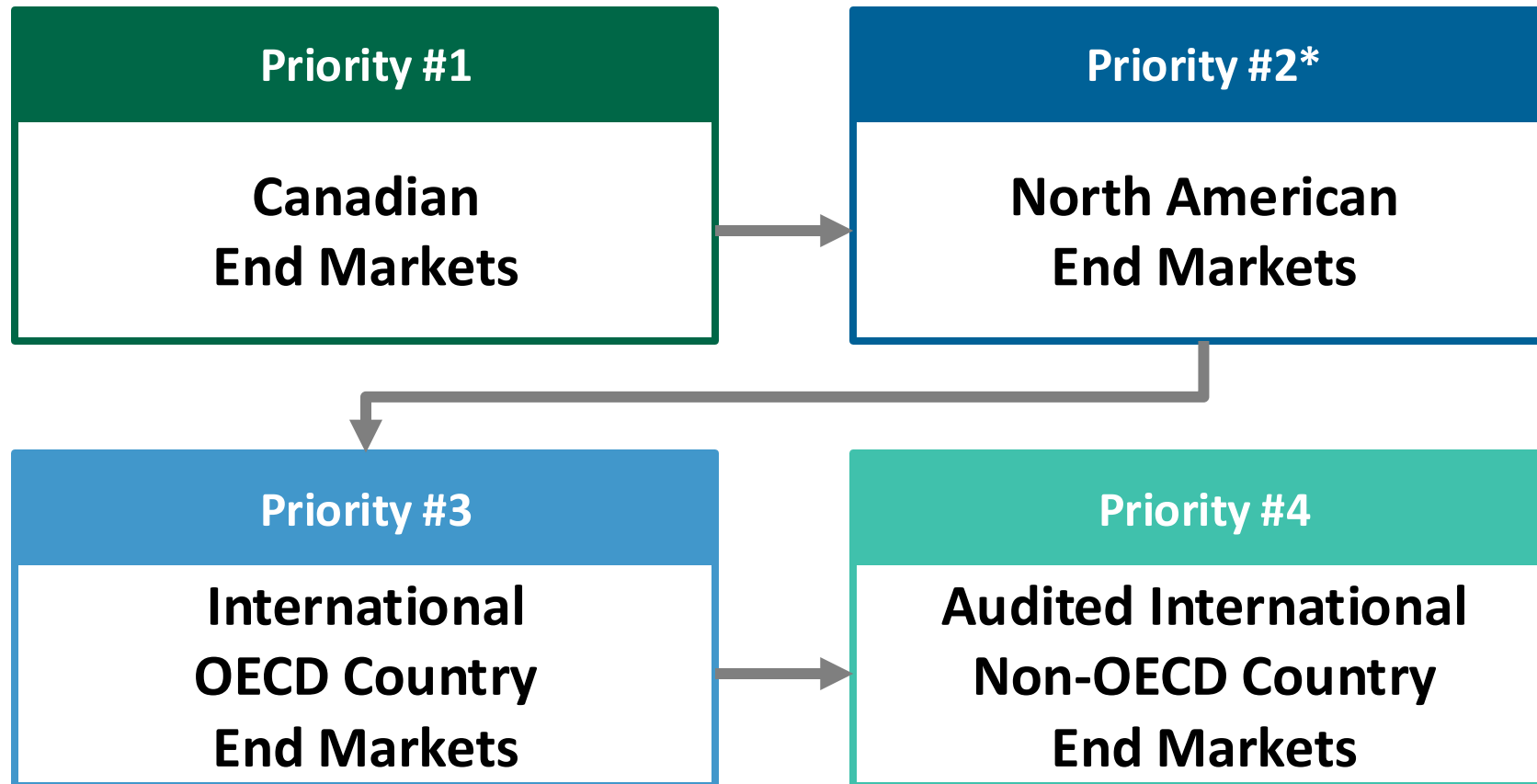
Material	Accepted as of April 2025
#1 PET bottles, Jars and jugs	<input checked="" type="checkbox"/>
#1 PET Thermoform Containers	<input checked="" type="checkbox"/>
#2 HDPE Bottles, Jars and Jugs	<input checked="" type="checkbox"/>
Tubs and lids (#2, #4, #5)	<input checked="" type="checkbox"/>
#6 Expanded Polystyrene	Status quo
Other rigid plastic packaging (#3, #4, #5, #6 & #7	<input checked="" type="checkbox"/>
#2LDPE/#4HDPE Film	Status quo
Other Flexible Plastic Packaging/laminates	Status quo

Base List of Curbside Accepted Materials

Aluminum, Steel and Glass

Material	Accepted as of April 2025
Aluminum Aerosol Containers	Status quo
Aluminum packaging, trays and foil	<input checked="" type="checkbox"/>
Aluminum food cans	<input checked="" type="checkbox"/>
Steel food cans and other packaging	<input checked="" type="checkbox"/>
Steel aerosols	Status quo
Clear glass	Status quo
Coloured glass	Status quo

Commodity Sales Hierarchy



*Distance from PCF to End Market will also be considered (ex. AB PCF preference to Western Canada or NW USA versus Eastern Canada).

Audit Process

- A province-wide audit program will be established to measure and monitor composition of materials
 - Collected/inbound: samples taken directly off collection vehicles or from inbound depot bins
 - Measuring composition of collected materials
 - Monitoring contamination rates
 - Baseline against which processor performance will be measured
 - Outbound processor: samples taken after materials have been sorted/processed through preconditioning facilities (PCFs)
 - Monitoring quality of marketed materials
 - Monitoring PPP lost to residue
 - Measuring sorting efficiency rates of PCFs
- Samples to be sorted into 80+ categories based on material type
 - Composition calculated as % by weight



The background of the slide is a close-up photograph of a textured, wavy surface, likely a material used in RCTs. The texture consists of a repeating pattern of small, rounded, wave-like structures that create a three-dimensional effect. The color is a light, neutral tone, possibly beige or light grey. A large, solid blue circle is overlaid on the left side of the image, partially obscuring the textured background.

RCTs and Post-Collection Update

Post-Collection Planning and Implementation

- Mapping out of material flow from Phase 1 communities for curbside and depot volumes to determine requirements for receiving and pre-conditioning services.
- Working with registered processors and other service providers to develop short and long-term agreements for the movement of residential PPP from depots and transfer stations, pre-conditioning and re-processing or direct to end market as applicable.





Promotion & Education Update

Recap: Promotion & Education Overview

OPT-IN P&E

Community will continue managing **P&E and customer service** for residents with support from Circular Materials.

Community will have access to **Circular Materials' online portal with customizable assets** to use in P&E channels.

Community will continue using **current recycling mobile app**, if applicable.

Community will continue managing **calendars, guides, signage** and depot assets, if applicable.



OPT-OUT P&E

Circular Materials will manage **P&E** tailored to each community. Contractor will manage customer service, with any escalated inquiries managed by Circular Materials.

Circular Materials will **develop all P&E assets and lead advertising and educational campaigns**.

Circular Materials will launch a recycling-specific app in the community.

Circular Materials will develop and disseminate **community specific guides, calendars and other print materials and depot assets**.

P&E Objectives



Meet P&E Regulation Requirements

Recycling education, accepted materials, collection service information, common collection information.



Seamless Transition for Residents

Duplicate and enhance the P&E initiatives received prior to transition.



Increase Recycling Rates

Increase participation through education and awareness.
Reduce contamination by influencing recycling behaviour.

Opt-out P&E

Call to Action Tagline: Ready. Recycle. Repeat.

- Simple, easy-to-understand messaging.
- Influences resident barriers and taps into their motivation.
- Consistently used on all P&E assets, highlighting the word that each asset speaks to.



READY

Recycling preparation and what you need to do before your material goes into the recycling bin.



RECYCLE

What you need to do when placing your material in the bin and at the curb.

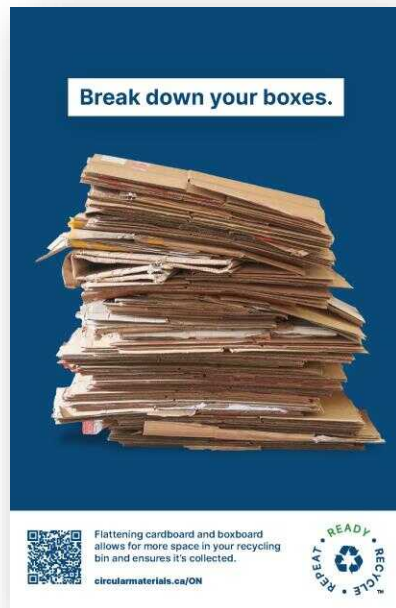


REPEAT

Continuing the behaviour cycle, focusing on the why recycle' piece.

Strategic and Targeted P&E Program

- Simple, easy-to-understand messaging that focuses on motivation and behaviour change.
- Addresses recycling topics/challenge areas from audit data.
- Assets that can be used on multiple channels (digital, print, out of home, etc.) for greater impact and reach.



Promotion and Education Tactics

- Supports P&E strategy and objectives.
- Plans build on our previously developed assets to drive efficiencies and are tailored to local communities.
- Tactics evolved and enhanced as programs complete transition.



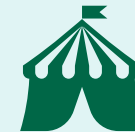
Recycling guides and calendars.



Advertising.



Website information for each community.



Event activations.



Recycling app.



School recycling educational toolkits.



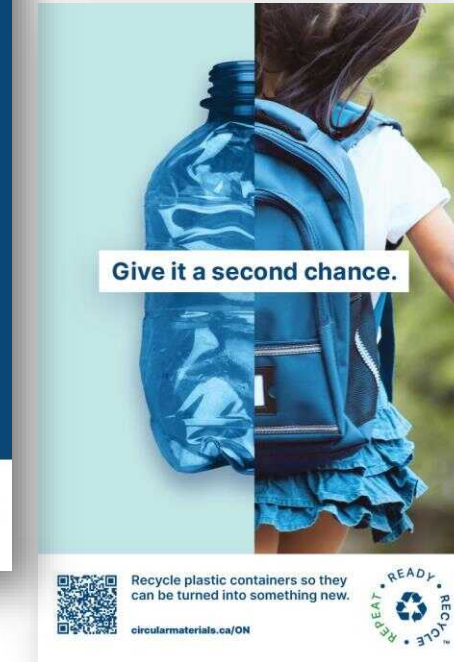
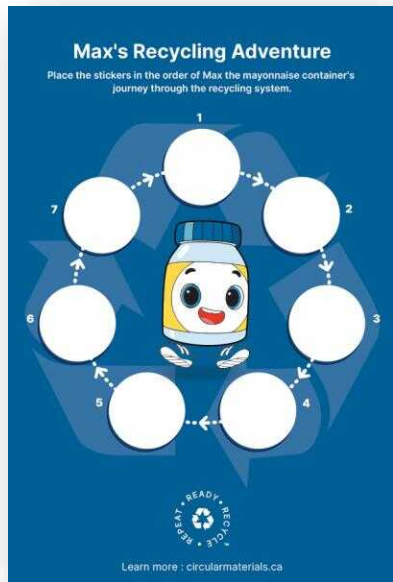
Recycling education via videos and social media content.



Oops stickers.

Contests.

P&E Examples



Resident Inquiries to be Directed to Contactor

- Starting April 1, 2025, please direct all resident inquiries to your contractor's customer relations email and phone number.
 - We will launch a dedicated community page on our website, providing residents with easy access to this information.
 - In preparation for the April 1 launch, we will collaborate with communities to raise awareness and educate residents, minimizing confusion and reducing call volumes.
 - Understand this process may differ from current practices and appreciate your patience as residents adjust to the new contact system.

For issues or complaints that need escalation to Circular Materials, please direct to: customerservice@circularmaterials.ca or 1-877-667-2626.



Opt-in P&E

Opt-In P&E Approach

Keep doing what you're doing!

- During the transition period, please maintain the same level of recycling P&E your residents have come to expect.
- We will provide P&E assets for you to use within your P&E plans to amplify recycling messaging.
- We are here to support you – please contact us if there are any additional assets you would like us to consider.



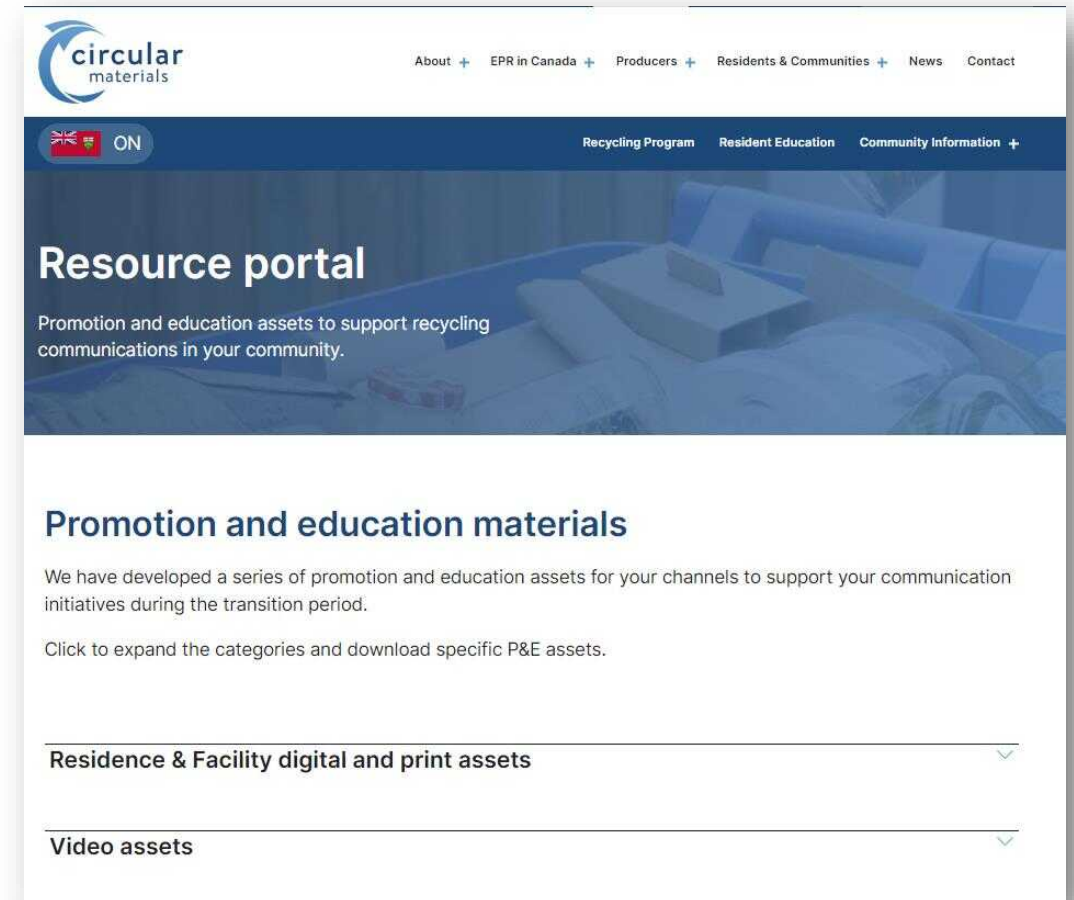
Opt-In P&E Assets

- P&E assets will be made available covering recycling topics and new materials accepted in recycling program.
- Assets are customizable to include your community logo and CTA.
- Assets include:
 - Poster templates.
 - Social media graphics and copy templates.
 - Educational videos.
 - Radio script templates.
 - App campaign templates.
 - New material guide.



Accessing P&E Assets

- Portal available on the Circular Materials website to access and download P&E templates.
- Each community will have a unique log in to access the resource portal prior to their transition date.



Looking Ahead

Transition Toolkit

- A toolkit with materials and resources around Alberta's transition will be sent to all communities prior to your transition date and include:
 - Overview of the transition.
 - Transition key messages & Q&A.
 - Login for the P&E resource portal to access education and creative assets.
 - Opt-out packages also include website copy and customer service information to redirect residents.



Next Steps

- **December 10:** Opt-out P&E webinar to discuss P&E approach in further detail.
 - [Register here.](#)
- **January/February:** Opt-in P&E webinar.
- **Q1 2025:** Launch toolkits provided to communities.

Feedback and questions on P&E during transition
can be sent to
communications@circularmaterials.ca.



Wrap Up

Meeting Series



- Last meeting of the year taking place on December 18, 2024.
- Meetings will continue to take place on the third Wednesday of every month in 2025 from 11 a.m. – 12:00 p.m. MT. Please manually update your calendars with your unique link, or [re-register](#) and re-add the extended meeting series to your calendar:

- January 15, 2025
- February 19, 2025
- March 19, 2025
- April 16, 2025
- May 21, 2025
- June 18, 2025
- July 16, 2025
- September 17, 2025
- October 15, 2025
- November 19, 2025
- December 17, 2025



Upcoming Events & Meetings

- **Next Municipal Working Group:**
Wednesday, December 18, 2024
11 a.m. - 12 p.m. MT.
- **Opt-out P&E webinar**
Wednesday, December 10, 2024
11:30 a.m - 12:30 p.m MT.
- Questions and suggested meeting topics can be sent to:
ABoperations@circularmaterials.ca.



circularmaterials.ca

info@circularmaterials.ca