

# **MOUNTAIN VIEW REGIONAL WASTE MANAGEMENT COMMISSION**



**REGULAR MEETING OF  
April 22<sup>nd</sup>, 2024**

**Mountain View County  
Council Chambers**

**9:00 am Start Time  
(Following the Annual General Meeting)**



## **Regular Meeting**

**9:00 am – Monday, April 22<sup>nd</sup>, 2024**

**Mountain View County – Council Chambers**

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### **1.0 Call to Order - Chair**

### **2.0 Agenda**

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

### **3.0 Minutes**

- Confirmation of November 27<sup>th</sup>, 2023 Organizational Meeting Minutes (Attached)
- Confirmation of November 27<sup>th</sup>, 2023 Regular Meeting Minutes (Attached)

### **4.0 Business**

#### **4.1 Business Arising from Prior Meetings**

- Resolution# 4423: Shredder lease early payment
- Resolution# 59-24: Submit EPR Application

#### **4.2 Landfill Operations Report**

- 2023 Landfill compaction rate and airspace forecast
- Landfill operations report to March 31<sup>st</sup>, 2024.

#### **4.3 Statement of Financial Results**

- (Unaudited) Financial performance to February 29<sup>th</sup>, 2024.

#### **4.4 Extended Producer Responsibility – Program Update**

- Update and developments on EPR file
- Consideration of applying for Processor

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**5.0 Reports**

5.1 CAO Report

**6.0 Confidential Items**

6.1 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).

- April 22<sup>nd</sup>, 2024 – Annual General Meeting
- April 22<sup>nd</sup>, 2024 – Regular Meeting (After AG Meeting)
- July 22<sup>nd</sup>, 2024 – Regular Meeting
- September 23<sup>rd</sup>, 2024 - Regular Meeting
- December 9<sup>th</sup>, 2024 – Organizational Meeting
- December 9<sup>th</sup>, 2024 – Regular Meeting (After Org. meeting)

**8.0 Adjournment**



## **Mountain View Regional Waste Management Commission**

**Organizational Meeting  
Mountain View County Office  
9:00 a.m.  
December 4, 2023**

### **MINUTES**

<b>In Attendance</b>	<b>Alan Miller Shannon Wilcox James Cummings Richard Warnock Dorothy Moore Tim Hagen</b>	<b>Mountain View County Town of Carstairs Town of Olds Town of Sundre Town of Didsbury Alternate, Village of Cremona</b>
<b>Staff</b>	<b>Michael Wuetherick Ryan Verbonac Lindsay Miller</b>	<b>CAO Operations Manager Office Manager</b>
<b>Regrets</b>	<b>Joe Canaday Ron Cameron</b>	<b>Village of Cremona CFO</b>

#### **1. CALL TO ORDER**

Michael Wuetherick, CAO, called the meeting to order at 9:04 a.m.

#### **Resolution #48-23**

Moved by Richard Warnock  
THAT the agenda for the December 4, 2023 Organizational Meeting be adopted as presented.

CARRIED unanimous

#### **2. BUSINESS**

##### **2.1 Confirmation of Appointment of Directors**

#### **Resolution # 49-23**

Moved by Alan Miller  
THAT the MVRWMC Board accept as information the appointment of directors and alternates as provided by the member municipalities.

CARRIED unanimous

##### **2.2 Selection of Chair and Vice- Chair**

Michael Wuetherick, CAO, called for nominations for the Chair position.

Shannon Wilcox nominated James Cummings, who accepted the nomination.



Second call for nominations.  
Third and final call for nominations.

**Resolution #50-23**

Shannon Wilcox moved that nominations cease.

CARRIED unanimous

James Cummings was acclaimed as Chair.

Michael Wuetherick, CAO, called for nominations for the Vice-Chair position.

Dorothy Moore nominated Shannon Wilcox who accepted the nomination.

Second call for nominations.  
Third and final call for nominations.

**Resolution #51-23**

Tim Hagen moved that nominations cease.

CARRIED unanimous

Shannon Wilcox was acclaimed as Vice-Chair.

**2.3 Confirmation  
of Signing  
Authorities**

**Resolution #52-23**

Moved by Richard Warnock  
THAT the MVRWMC Board authorize Chair James Cummings, Vice-Chair Shannon Wilcox, and Chief Administrative Officer Michael Wuetherick as signing authorities for the Commission's current accounts with the Royal Bank and Mountain View Credit Unions, and for other financial services accounts that may be authorized by the Board.

CARRIED unanimous

**2.4 2024 Board  
Meeting Schedule**

**Resolution #53-23**

Moved by James Cummings  
THAT the MVRWMC Board establish the dates, times and locations provided for the meetings of the Board in 2024.

CARRIED unanimous

**3. ADJOURNMENT**

Michael Wuetherick adjourned the Organizational Meeting of December 4, 2023 at 9:13 a.m.

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Chair

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CAO



## **Mountain View Regional Waste Management Commission**

**Regular Meeting  
Mountain View County Office  
Following the Organizational Meeting  
December 4, 2023**

### **MINUTES**

<b>In Attendance</b>	<b>James Cumming Shannon Wilcox Alan Miller Richard Warnock Dorothy Moore Tim Hagen</b>	<b>Chair, Town of Olds Vice-Chair, Town of Carstairs Mountain View County Town of Sundre Town of Didsbury Alternate, Village of Cremona</b>
<b>Staff</b>	<b>Michael Wuetherick Ryan Verbonac Lindsay Miller</b>	<b>CAO Operations Manager Office Manager</b>
<b>Delegation</b>	<b>Julie Denhamer</b>	<b>Eco-Growth</b>
<b>Regrets</b>	<b>Joe Canaday Ron Cameron</b>	<b>Village of Cremona CFO</b>

#### **1. CALL TO ORDER**

Chair James Cummings called the meeting to order at 9:14 a.m.

#### **2. AGENDA**

##### **2.1 Addition or Deletions of the Agenda**

None.

##### **2.2 Adoption of Agenda**

##### **Resolution #54-23**

Moved by Dorothy Moore  
THAT the agenda for the December 4, 2023 Regular Meeting be adopted as presented.

CARRIED unanimous

### **3. ADOPTION OF MINUTES**

#### **3.1 Minutes of September 25, 2023 Regular Meeting**

##### **Resolution #55-23**

Moved by Richard Warnock  
THAT the MVRWMC Board approve the minutes of the  
September 25, 2023 Regular Meeting as presented.

CARRIED unanimous

### **5. BUSINESS**

#### **5.1 Business Arising from Prior Meetings**

##### **Resolution #56-23**

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

CARRIED unanimous

#### **5.2 Landfill Operations Report**

##### **Resolution #57-23**

Moved by Alan Miller  
THAT the MVRWMC Board accept as information  
Administration's landfill operations report of tonnage received at  
the landfill up to October 31, 2023.

CARRIED unanimous

#### **5.3 Statement Of Financial Results**

##### **Resolution #58-23**

Moved by Tim Hagen  
THAT the MVRWMC Board accept as information the financial  
report (Unaudited) for the Commission for the period ended  
October 31, 2023.

CARRIED unanimous

#### **5.4 Extended Producer Responsibility - Program Update**

##### **Resolution #59-23**

Moved by Dorothy Moore  
THAT the MVRWMC Board directs Administration  
to apply for the Alberta EPR program as discussed.

CARRIED unanimous

### **6. REPORTS**

#### **6.1 CAO Report**

##### **Resolution #60-23**

Moved by Richard Warnock  
THAT the MVRWMC Board accept as information the CAO  
report for the period from September 21, 2023 through  
November 29, 2023.

CARRIED unanimous

Julie Denhamer with Eco-Growth joined the meeting at 10:06 a.m.

#### **4. DELGATION**

##### **4.1 Eco-Growth Presentation**

##### **Resolution #61-23**

Moved by Richard Warnock  
THAT the MVRWMC Board accept as information the  
presentation by Eco-Growth as information.

CARRIED unanimous

Julie Denhamer with Eco-Growth left the meeting at 10:56 a.m.

##### **Resolution #62-23**

Moved by Alan Miller  
THAT the MVRWMC Board add with Confidential Items of the  
agenda 7.3 – Proposal from Eco-Growth.

CARRIED unanimous

#### **7. CONFIDENTIAL ITEMS**

##### **7.1 In-Camera Session**

##### **Resolution #63-23**

Shannon Wilcox made a motion to go in-camera at 10:57 a.m.

CARRIED unanimous

Ryan Verbonac and Lindsay Miller left the meeting.

##### **Resolution #64-23**

Richard Warnock made a motion to come out of camera at 11:42  
a.m.

CARRIED unanimous

Michael Wuetherick and Lindsay Miller returned to the meeting.

##### **Resolution #65-22**

Moved by Shannon Wilcox  
THAT the MVRWMC Board direct Administration to proceed with  
a cost of living increase of 5.0% effective January 1<sup>st</sup>, 2024 to all  
payroll grids; AND THAT the MVRWMC Board set Board  
Honorarium compensation to include a 5% cost-of-living increase  
effective January 1, 2024.

CARRIED unanimous

#### **8. NEXT MEETINGS, EVENTS**

**8.1 March 25, 2024 - Regular Meeting – 9:00 a.m. Mountain View County Office  
(tentative if required)**

**8.2 April 29, 2024 Annual General Meeting – 9:00 a.m. Mountain View County Office**

**8.3 April 29, 2024 Regular Meeting – Following Annual General Meeting, Mountain View County Office**

**8.4 July 22, 2024 Regular Meeting – 9:00 a.m. Mountain View County Office**

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

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

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

**9. ADJOURNMENT**

James Cummings adjourned the Regular Meeting of December 4, 2023 at 11:43 a.m.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
CAO



# Mountain View Regional Waste Management Commission

## Request for Decision

**Meeting Date:** April 22<sup>nd</sup>, 2024

**Reference:** 100/2024.01

**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.

Administration has not yet completed the transaction as the interest earned on the capital continues to exceed the interest expense of the lease. The motivation to pay off the lease continues to be weak given the current spread on cost of capital. We will continue to monitor this situation closely and execute the resolution when the income spread narrows.

### **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. Applications were submitted for services at Didsbury landfill and the transfer stations at Water Valley and Sundre. Administration does not recommend extending these services to the other five recycling centers previously operated. The volumes were simply too low to justify those sites, and the unmanned nature increases the probability of contamination.

Administration continues to monitor the EPR program roll-out, additional comments and updates will be provided in section 4.4 of today's meeting.

**Prepared:** Michael Wuetherick, P.Eng.,

Chief Administrative Officer, MVRWMC



# Mountain View Regional Waste Management Commission

## Request for Decision

**Meeting Date:** April 22<sup>nd</sup>, 2024

**Reference:** 100/2024.01

**TITLE:** 4.2 – Landfill Report on Operations to March 31<sup>st</sup>, 2024

**RECOMMENDATION:**

**THAT the MVRWMC Board accept as information Administration's landfill operations report of tonnage received at the landfill up to March 31<sup>st</sup>, 2024.**

### Background:

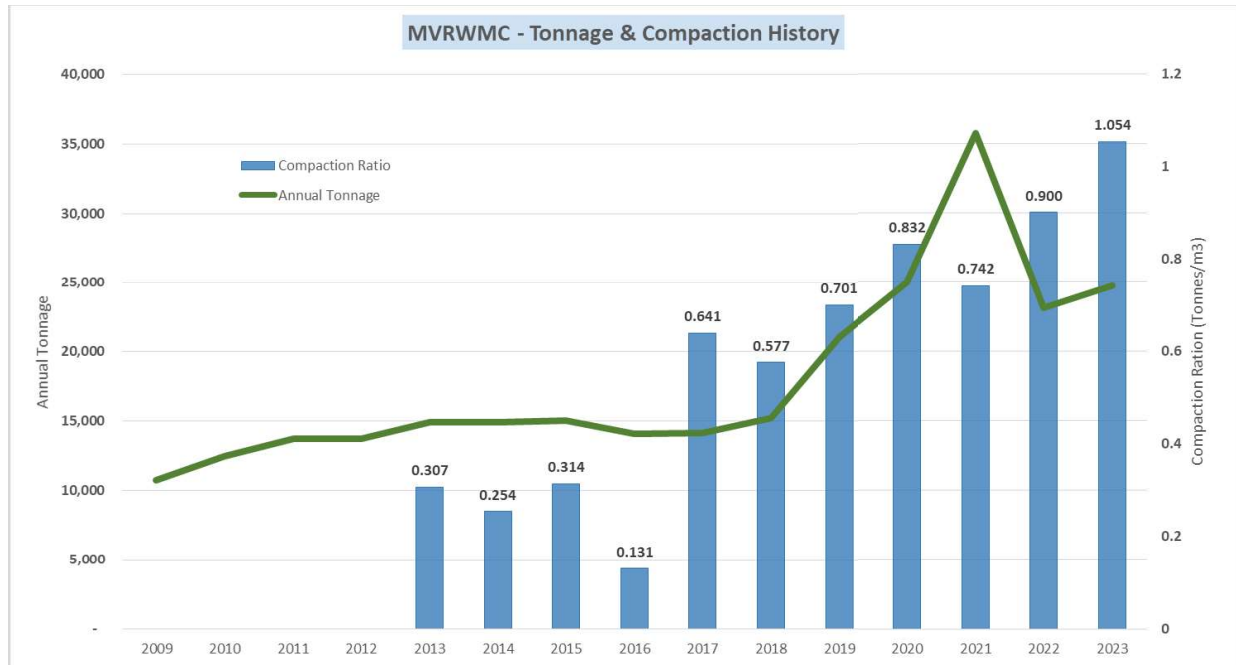
For 2023, the tonnage report for the Commission's major revenue streams was as follows:

Reported Updated as at: December 31st, 2023	Budget Comparison (Tonnes) - Year to Date				Revenue Comparison (\$) - Year to Date		
	Sales	Budget	Variance	Variance(%)	Sales	Budget	Variance
<b>Commercial Tipping (Uncontracted @ \$97/tonne)</b>	<b>16,471.1</b>	<b>15,925.0</b>	<b>546.1</b>	<b>3.4%</b>	<b>\$1,597,694</b>	<b>\$1,544,725</b>	<b>\$52,969</b>
Municipal Tipping - Olds	1,342.0	1,345.0	- 3.0	-0.2%	\$130,173	\$130,465	-\$292
Municipal Tipping - Sundre	346.1	335.0	11.1	3.3%	\$33,567	\$32,495	\$1,072
Municipal Tipping - Cremona	90.1	93.0	- 2.9	-3.1%	\$8,744	\$9,021	-\$277
Municipal Tipping - Didsbury	981.2	945.0	36.2	3.8%	\$95,177	\$91,665	\$3,512
Municipal Tipping - Carstairs	1,106.3	1,080.0	26.3	2.4%	\$107,307	\$104,760	\$2,547
<b>Sub-total Municipal Tipping (@ \$97/tonne)</b>	<b>3,865.7</b>	<b>3,798.0</b>	<b>67.7</b>	<b>1.8%</b>	<b>\$374,968</b>	<b>\$368,406</b>	<b>\$6,562</b>
Didsbury Transfer (@ \$97/tonne)	2,089.6	1,829.0	260.6	14.2%	\$202,692	\$177,413	\$25,279
Water Valley Transfer Site (@ \$230/tonne)	432.7	410.0	22.7	5.5%	\$99,521	\$94,300	\$5,221
Sundre Transfer Site (@ \$230/tonne)	503.4	485.0	18.4	3.8%	\$115,775	\$111,550	\$4,225
<b>Sub-total Transfer Station Tipping</b>	<b>3,025.7</b>	<b>2,724.0</b>	<b>301.7</b>	<b>11.1%</b>	<b>\$417,988</b>	<b>\$383,263</b>	<b>\$34,725</b>
Cement (@ \$23/tonne)	825.6	493.0	332.6	67.5%	\$18,988	\$11,339	\$7,649
Metal (@ \$76/tonne)	218.2	203.3	14.9	7.3%	\$16,579	\$15,448	\$1,132
<b>Sub-total Recycle Sales (Including Metals)</b>	<b>1,043.7</b>	<b>696.3</b>	<b>347.5</b>	<b>49.9%</b>	<b>\$35,568</b>	<b>\$26,787</b>	<b>\$8,781</b>
Mattresses (@ \$10/unit)	2,977.0	2,538.0	439.0	17.3%	\$29,770	\$25,380	\$4,390
Couches & Chairs (@ \$5/unit)	2,110.0	1,710.0	400.0	23.4%	\$10,550	\$8,550	\$2,000
<b>Sub-total Mattress &amp; Chairs</b>	<b>5,087.0</b>	<b>4,248.0</b>	<b>839.0</b>	<b>19.8%</b>	<b>\$40,320</b>	<b>\$33,930</b>	<b>\$6,390</b>
HC Contaminated Soil (at \$50/tonne)	344	1,250	- 906.1	-72.5%	\$17,193	\$62,500	-\$45,307
<b>Total YTD Landfill Sales Summary</b>	<b>24,750.0</b>	<b>24,393.3</b>	<b>356.7</b>	<b>1.5%</b>	<b>\$ 2,483,731</b>	<b>\$ 2,419,611</b>	<b>\$ 64,120</b>

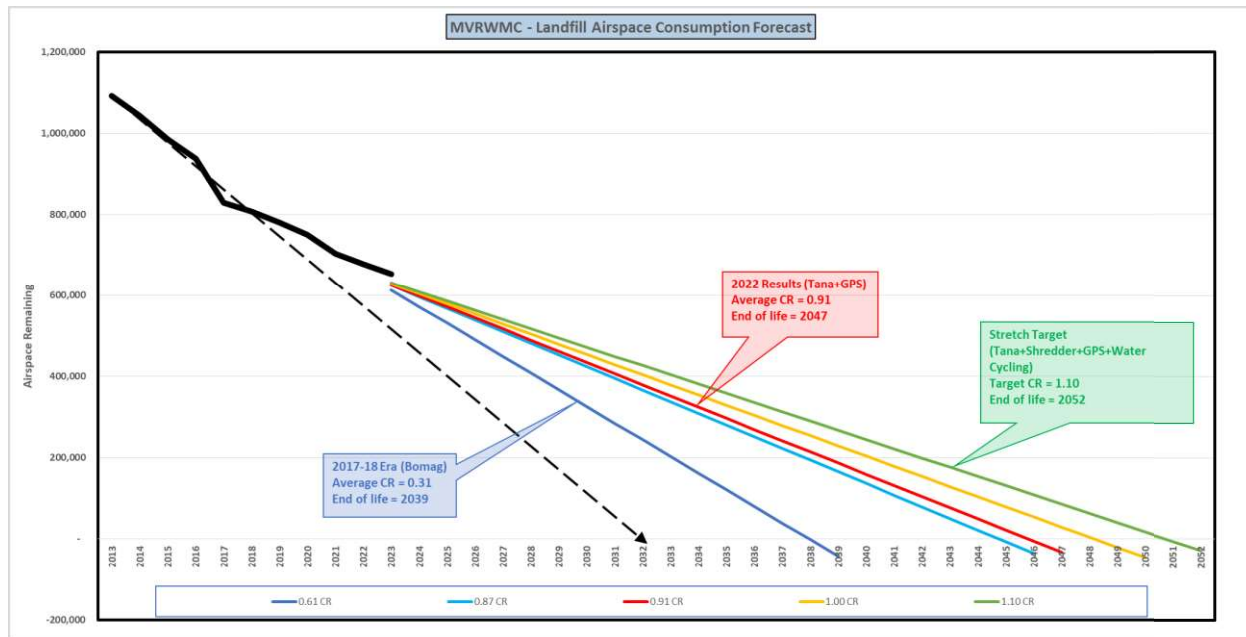
Overall, the Commission generated \$2.48 mm or \$64,120 above budget with all categories closely aligned with budget forecasts. Total revenue from landfill operations were relatively flat year over year with 2022 revenue of \$2.28mm.



The calculated compaction ratio for 2023 was 1.05 tonnes/m<sup>3</sup>, which is a 17% improvement over 2022 where the final compaction was 0.90 tonnes/m<sup>3</sup>. This is a particularly gratifying statistic as the significant investments in Packers, Shredders and GPS system, combined with the excellent performance of our staff have achieved extraordinary results.



With the addition of the new technology, the current landfill forecast pushes the remaining useful life out to a range from 2047 – 2052 on the basis of a steady 25,000 tonnes per year.



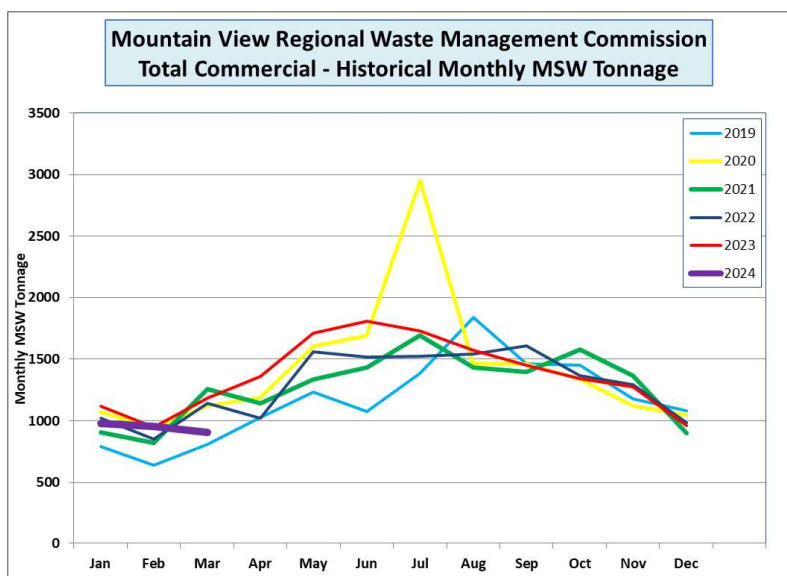
## 2024 Budget Summary Report:

Reported Updated as at: March 31st, 2024	Budget Comparison (Tonnes) - Year to Date				Revenue Comparison (\$) - Year to Date		
	Sales	Budget	Variance	Variance(%)	Sales	Budget	Variance
<b>Commercial Tipping (Uncontracted @ \$97/tonne)</b>	<b>2,843.3</b>	<b>3,014.6</b>	<b>- 171.4</b>	<b>-5.7%</b>	<b>\$275,798</b>	<b>\$292,421</b>	<b>-\$16,623</b>
Municipal Tipping - Olds	376.5	309.0	67.4	21.8%	\$36,518	\$29,977	\$6,541
Municipal Tipping - Sundre	69.6	72.2	- 2.5	-3.5%	\$6,755	\$7,001	-\$246
Municipal Tipping - Cremona	23.6	23.1	0.6	2.5%	\$2,293	\$2,237	\$56
Municipal Tipping - Didsbury	251.2	222.1	29.2	13.1%	\$24,369	\$21,541	\$2,828
Municipal Tipping - Carstairs	264.9	237.6	27.3	11.5%	\$25,695	\$23,050	\$2,645
<b>Sub-total Municipal Tipping (@ \$97/tonne)</b>	<b>985.9</b>	<b>864.0</b>	<b>121.9</b>	<b>14.1%</b>	<b>\$95,630</b>	<b>\$83,806</b>	<b>\$11,825</b>
Didsbury Transfer (@ \$97/tonne)	314.9	289.1	25.7	8.9%	\$30,543	\$28,047	\$2,496
Water Valley Transfer Site (@ \$230/tonne)	74.1	78.7	- 4.6	-5.9%	\$17,043	\$18,108	-\$1,065
Sundre Transfer Site (@ \$230/tonne)	81.9	83.7	- 1.7	-2.1%	\$18,846	\$19,248	-\$402
<b>Sub-total Transfer Station Tipping</b>	<b>470.9</b>	<b>451.6</b>	<b>19.4</b>	<b>4.3%</b>	<b>\$66,433</b>	<b>\$65,403</b>	<b>\$1,029</b>
Cement (@ \$23/tonne)	9.0	32.8	- 23.9	-72.7%	\$206	\$756	-\$549
Metal (@ \$76/tonne)	28.7	29.8	- 1.1	-3.7%	\$2,182	\$2,267	-\$85
<b>Sub-total Recycle Sales (Including Metals)</b>	<b>37.7</b>	<b>62.7</b>	<b>- 25.0</b>	<b>-39.9%</b>	<b>\$2,388</b>	<b>\$3,022</b>	<b>-\$634</b>
Mattresses (@ \$10/unit)	472	473	- 1	-0.3%	\$4,720	\$4,734	-\$14
Couches & Chairs (@ \$5/unit)	344	297	47	15.7%	\$1,720	\$1,487	\$233
<b>Sub-total Mattress &amp; Chairs</b>	<b>816.0</b>	<b>770.8</b>	<b>45</b>	<b>5.9%</b>	<b>\$6,440</b>	<b>\$6,221</b>	<b>\$219</b>
<b>HC Contaminated Soil (at \$50/tonne)</b>	<b>2,718</b>	<b>313</b>	<b>2,405.2</b>	<b>769.6%</b>	<b>\$135,883</b>	<b>\$15,625</b>	<b>\$120,258</b>
<b>Total YTD Landfill Sales Summary</b>	<b>7,055.4</b>	<b>4,705.4</b>	<b>2,350.0</b>	<b>49.9%</b>	<b>\$ 582,572</b>	<b>\$ 466,498</b>	<b>\$ 116,074</b>

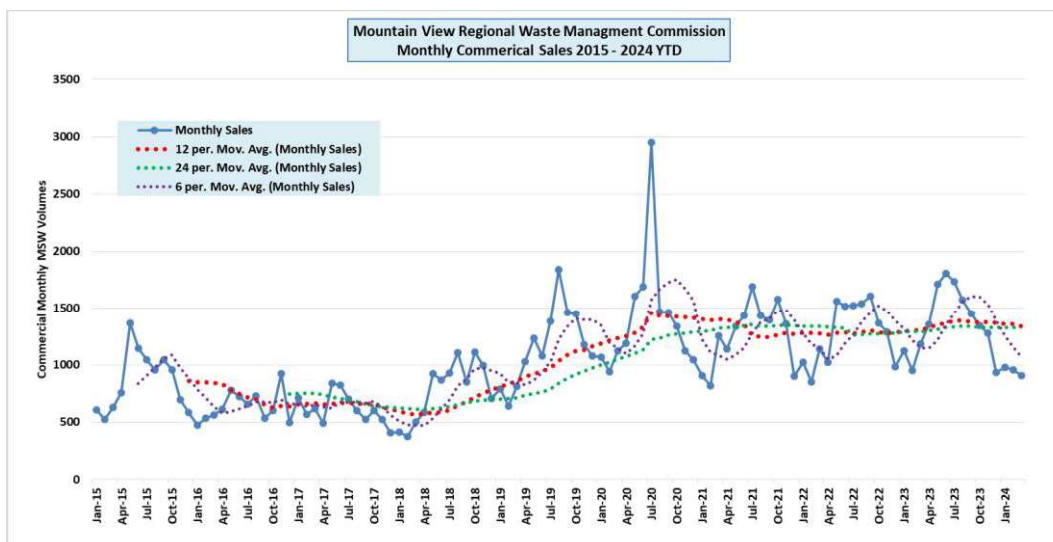
### Commercial Tonnage:

As at March 31<sup>st</sup>, 2024, total commercial sales were 2,843 tonnes or 5.7% below the budget target of 3,015 tonnes for this time of year representing 17.9% of the full year 2024 budget of 15,925 tonnes. Overall, commercial sales accounted for 47.3% of total landfill tonnage receipts which down compared to the more typical 65% in prior periods as a result of HC soil sales. During the quarter, we did receive 2,718 tonnes of hydrocarbon contaminated soil generating \$120,258 of revenue, or 54% of the full-year budget based on a limit of 5,000 tonnes.

Commercial sales have been lower than prior periods, perhaps a reflection of inflationary impacts on economic activity. The first quarter is traditionally one of the slowest periods of the year, however commercial sales have been on a slight decline month-over-month for four consecutive months.



Looking at the longer term trends, the 12 and 24 month moving averages have been essentially flat since July 2022 at roughly 1,350 tonnes per month in line with the 2024 budget estimate.



### **Municipal Tonnage:**

In aggregate, municipal MSW tonnage to date collectively are 14.1% below above expectations with all members except Sundre generating more MSW than forecast. Olds and Didsbury tonnage to date is well above budget, but the pick-up schedules do impact the municipal volumes in any given month.

### **Transfer Stations:**

Combined transfer station receipts to the end of March of 470.9 tonnes is 4.3% above budget expectations of 451.6 tonnes. Receipts in Didsbury are 9% above budget, whereas the Water Valley and Sundre stations are 6% and 2% behind budget respectively.

### **Recycle Sales:**

Combined tonnage from cement and metal is lagging 40% behind budget with cement accounting for most of the budget shortfall. Cement receipts are highly seasonal and management expects this product stream to increase as we get further into the start of construction/demolition season.

Mattresses and chairs are 6% above budget YTD. We collect \$10 per unit for mattresses and \$5 a unit for upholstered couches and chairs. These products are shred to reduce volume for disposal in the landfill, and metal is recovered and sold.

The 2024 budget included a provision for up to 5,000 tonnes of HC Soil at a price of \$50/tonne. In the first quarter we received 2,718 tonnes generating \$135,883 of revenue for Q1-24. This “windfall” is why the commercial tonnage is down to 47% of total income, and the cash flow more than offset the lower commercial receipts.

Year-to-date revenue from waste management operations is 25% or \$116,074 above budget. Full-year projections are subject to significant error at this point of the year, but the current revenue surplus primarily from the strong start to the Commercial sales is over \$244,002 for the year.

Attachments:

1. 2024 Monthly Landfill Tonnage Graphs

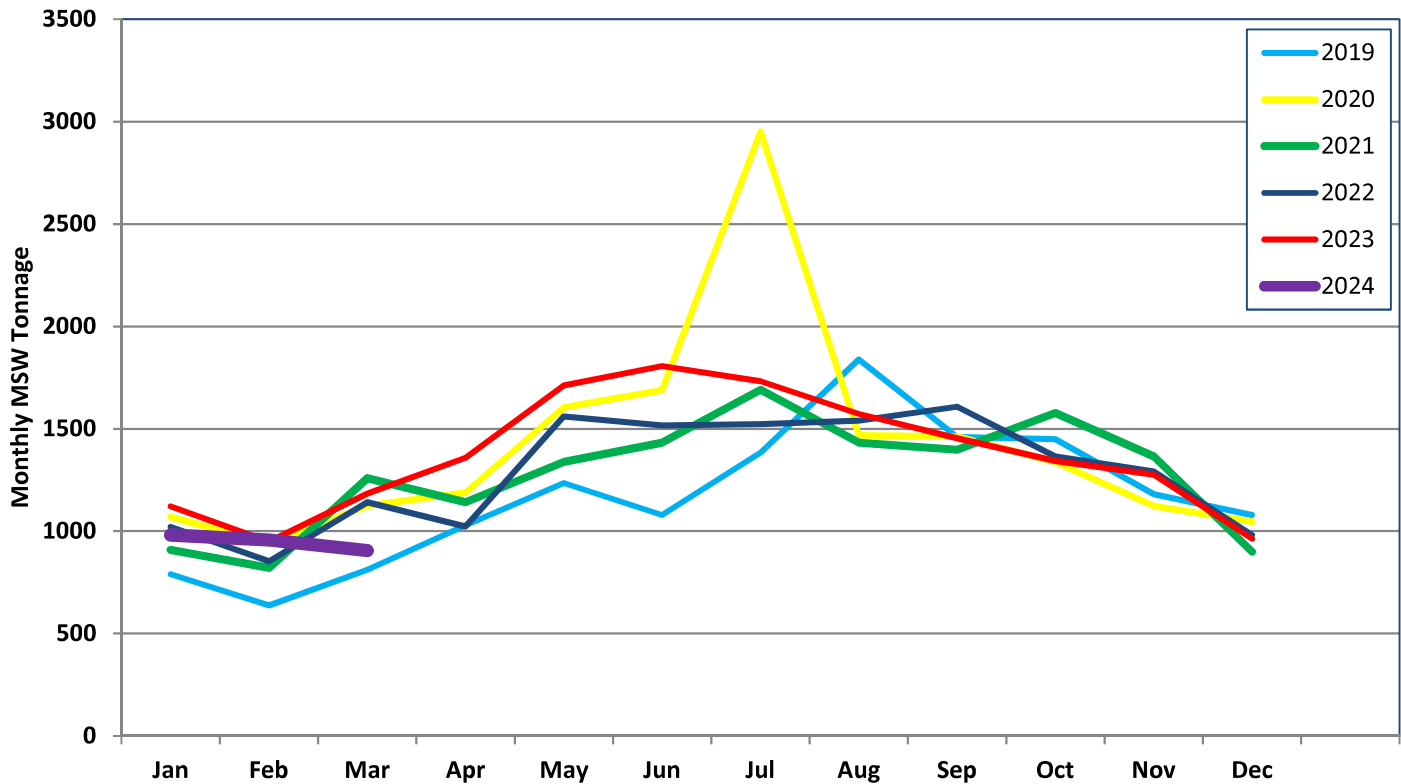
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|---------------|----------------------|
| a. Commercial | c. Transfer Stations |
| b. Municipal  | d. Recycling         |

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

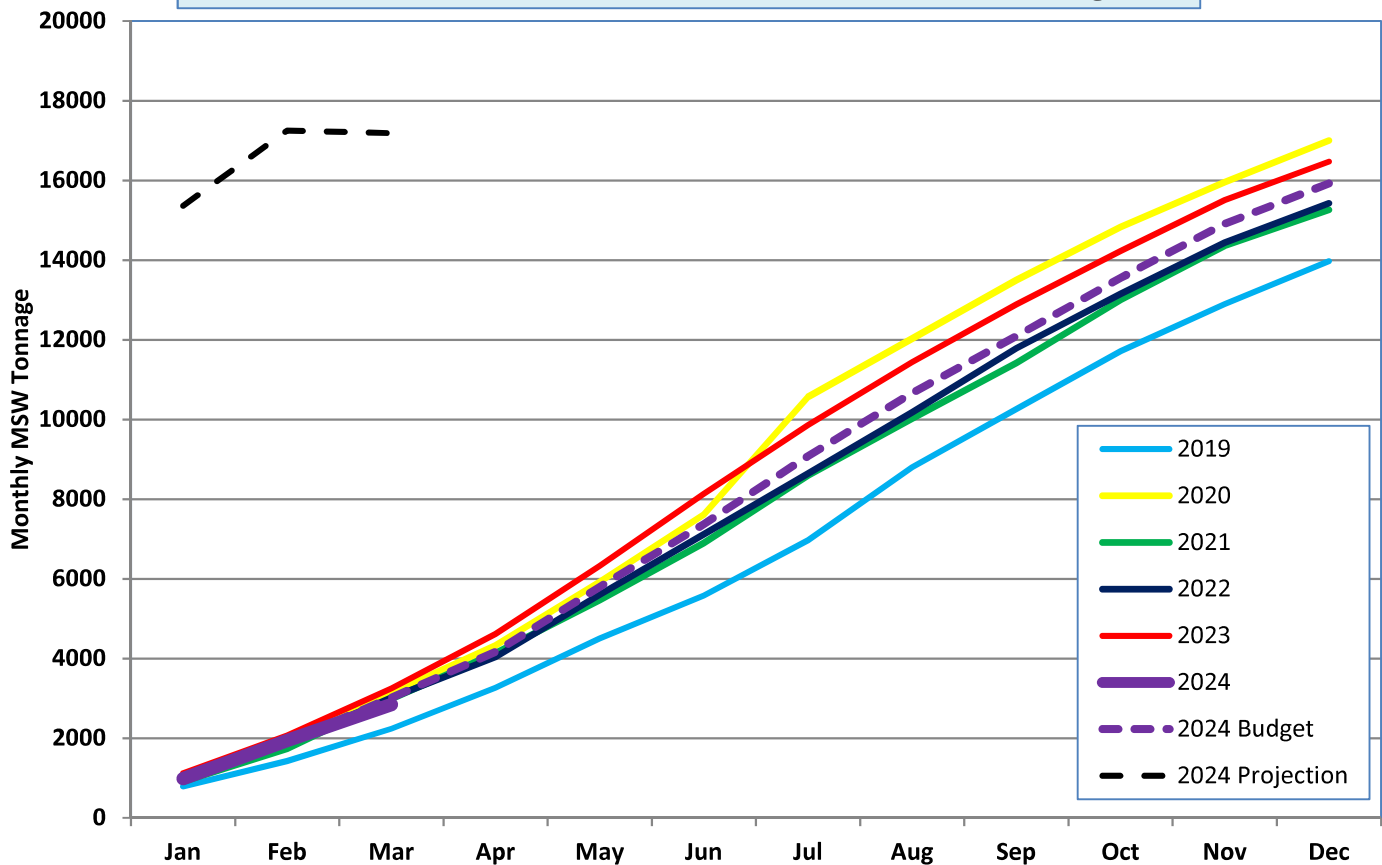
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Cement (@\$23/tonne)	9.0	32.8	- 23.9	-72.7%	\$206	\$756	-\$549
Metal (@\$76/tonne)	28.7	29.8	- 1.1	-3.7%	\$2,182	\$2,267	-\$85
<b>Sub-total Recycle Sales (Including Metals)</b>	<b>37.7</b>	<b>62.7</b>	<b>- 25.0</b>	<b>-39.9%</b>	<b>\$2,388</b>	<b>\$3,022</b>	<b>-\$634</b>
Mattresses (@\$10/unit)	472	473	- 1	-0.3%	\$4,720	\$4,734	-\$14
Couches & Chairs (@\$5/unit)	344	297	47	15.7%	\$1,720	\$1,487	\$233
<b>Sub-total Mattress &amp; Chairs</b>	<b>816.0</b>	<b>770.8</b>	<b>45</b>	<b>5.9%</b>	<b>\$6,440</b>	<b>\$6,221</b>	<b>\$219</b>
<b>HC Contaminated Soil (at \$50/tonne)</b>	<b>2,718</b>	<b>313</b>	<b>2,405.2</b>	<b>769.6%</b>	<b>\$135,883</b>	<b>\$15,625</b>	<b>\$120,258</b>
<b>Total YTD Landfill Sales Summary</b>	<b>7,055.4</b>	<b>4,705.4</b>	<b>2,350.0</b>	<b>49.9%</b>	<b>\$ 582,572</b>	<b>\$ 466,498</b>	<b>\$ 116,074</b>

Reported Updated as at: December 31st, 2023	Budget Comparison (Tonnes) - Year to Date				Revenue Comparison (\$) - Year to Date		
	Sales	Budget	Variance	Variance(%)	Sales	Budget	Variance
<b>Commercial Tipping (Uncontracted @ \$97/tonne))</b>	<b>16,471.1</b>	<b>15,925.0</b>	<b>546.1</b>	<b>3.4%</b>	<b>\$1,597,694</b>	<b>\$1,544,725</b>	<b>\$52,969</b>
Municipal Tipping - Olds	1,342.0	1,345.0	- 3.0	-0.2%	\$130,173	\$130,465	-\$292
Municipal Tipping - Sundre	346.1	335.0	11.1	3.3%	\$33,567	\$32,495	\$1,072
Municipal Tipping - Cremona	90.1	93.0	- 2.9	-3.1%	\$8,744	\$9,021	-\$277
Municipal Tipping - Didsbury	981.2	945.0	36.2	3.8%	\$95,177	\$91,665	\$3,512
Municipal Tipping - Carstairs	1,106.3	1,080.0	26.3	2.4%	\$107,307	\$104,760	\$2,547
<b>Sub-total Municipal Tipping (@ \$97/tonne)</b>	<b>3,865.7</b>	<b>3,798.0</b>	<b>67.7</b>	<b>1.8%</b>	<b>\$374,968</b>	<b>\$368,406</b>	<b>\$6,562</b>
Didsbury Transfer (@ \$97/tonne)	2,089.6	1,829.0	260.6	14.2%	\$202,692	\$177,413	\$25,279
Water Valley Transfer Site (@ \$230/tonne)	432.7	410.0	22.7	5.5%	\$99,521	\$94,300	\$5,221
Sundre Transfer Site (@ \$230/tonne)	503.4	485.0	18.4	3.8%	\$115,775	\$111,550	\$4,225
<b>Sub-total Transfer Station Tipping</b>	<b>3,025.7</b>	<b>2,724.0</b>	<b>301.7</b>	<b>11.1%</b>	<b>\$417,988</b>	<b>\$383,263</b>	<b>\$34,725</b>
Cement (@ \$23/tonne)	825.6	493.0	332.6	67.5%	\$18,988	\$11,339	\$7,649
Metal (@ \$76/tonne)	218.2	203.3	14.9	7.3%	\$16,579	\$15,448	\$1,132
<b>Sub-total Recycle Sales (Including Metals)</b>	<b>1,043.7</b>	<b>696.3</b>	<b>347.5</b>	<b>49.9%</b>	<b>\$35,568</b>	<b>\$26,787</b>	<b>\$8,781</b>
Mattresses (@ \$10/unit)	2,977.0	2,538.0	439.0	17.3%	\$29,770	\$25,380	\$4,390
Couches & Chairs (@ \$5/unit)	2,110.0	1,710.0	400.0	23.4%	\$10,550	\$8,550	\$2,000
<b>Sub-total Mattress &amp; Chairs</b>	<b>5,087.0</b>	<b>4,248.0</b>	<b>839.0</b>	<b>19.8%</b>	<b>\$40,320</b>	<b>\$33,930</b>	<b>\$6,390</b>
HC Contaminated Soil (at \$50/tonne)	344	1,250	- 906.1	-72.5%	\$17,193	\$62,500	-\$45,307
<b>Total YTD Landfill Sales Summary</b>	<b>24,750.0</b>	<b>24,393.3</b>	<b>356.7</b>	<b>1.5%</b>	<b>\$ 2,483,731</b>	<b>\$ 2,419,611</b>	<b>\$ 64,120</b>

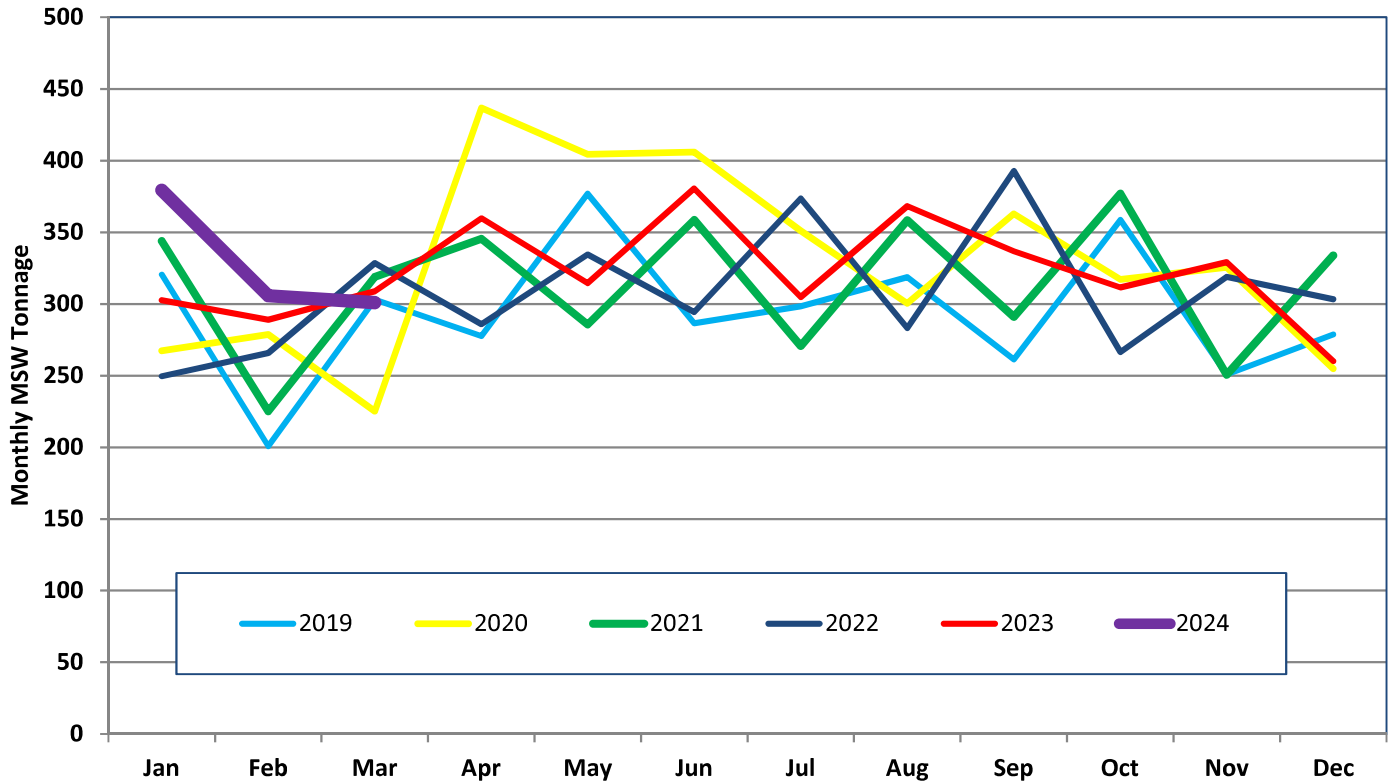
# Mountain View Regional Waste Management Commission Total Commercial - Historical Monthly MSW Tonnage



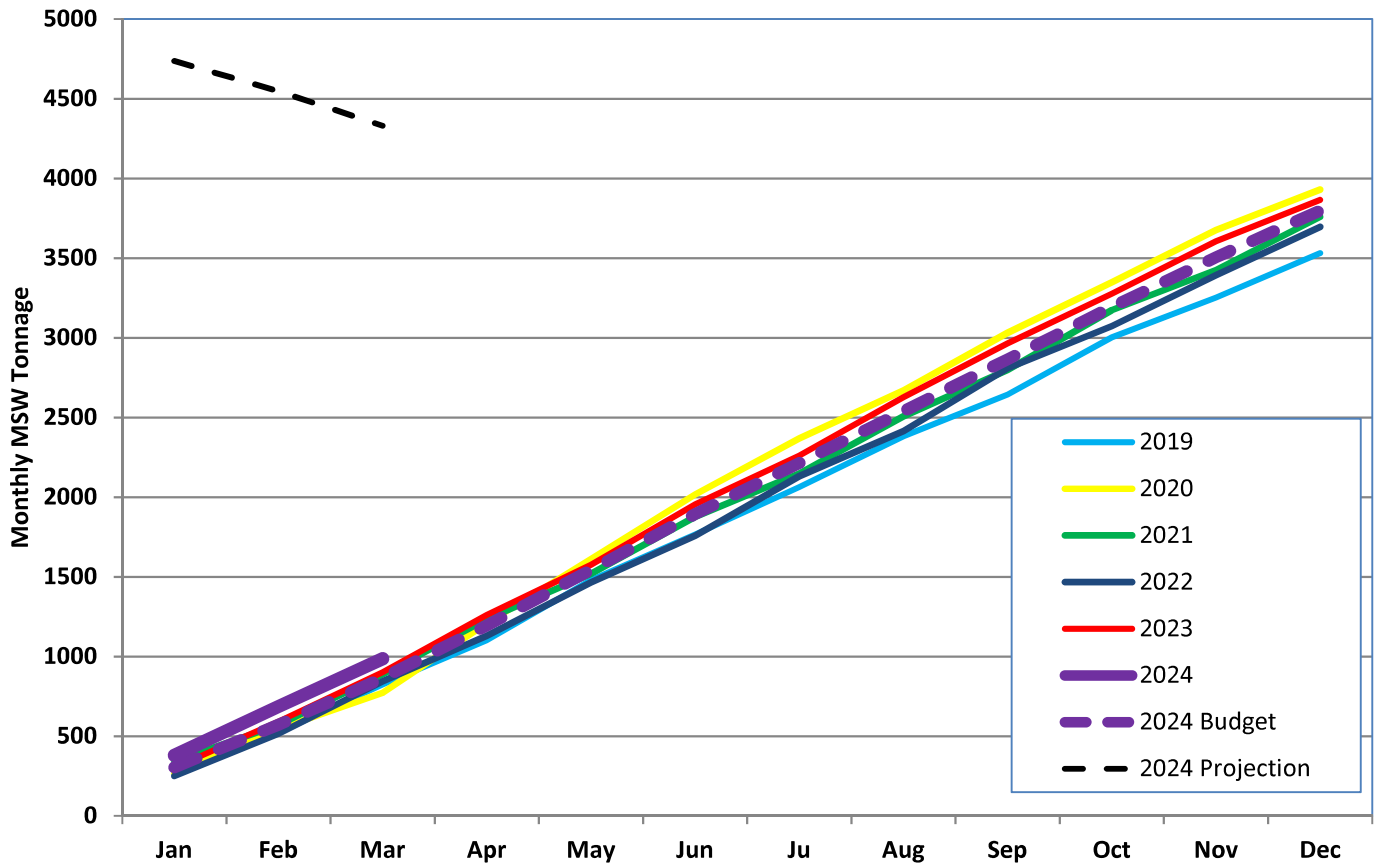
# Mountain View Regional Waste Mangement Commission Total Commercial - Cumulative YTD MSW Tonnage



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

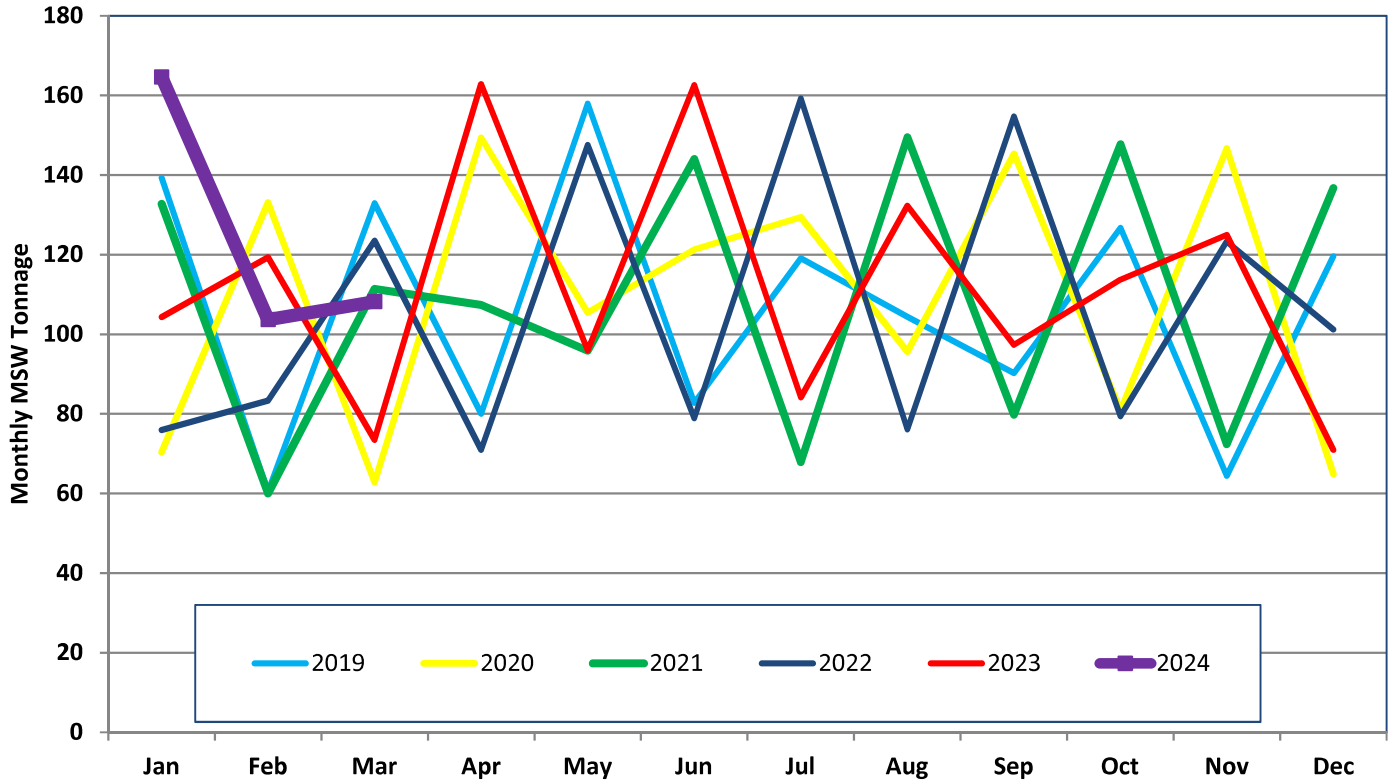


### Mountain View Regional Waste Management Commission Total Class 2 Municipal Waste - Cumulative YTD MSW Tonnage

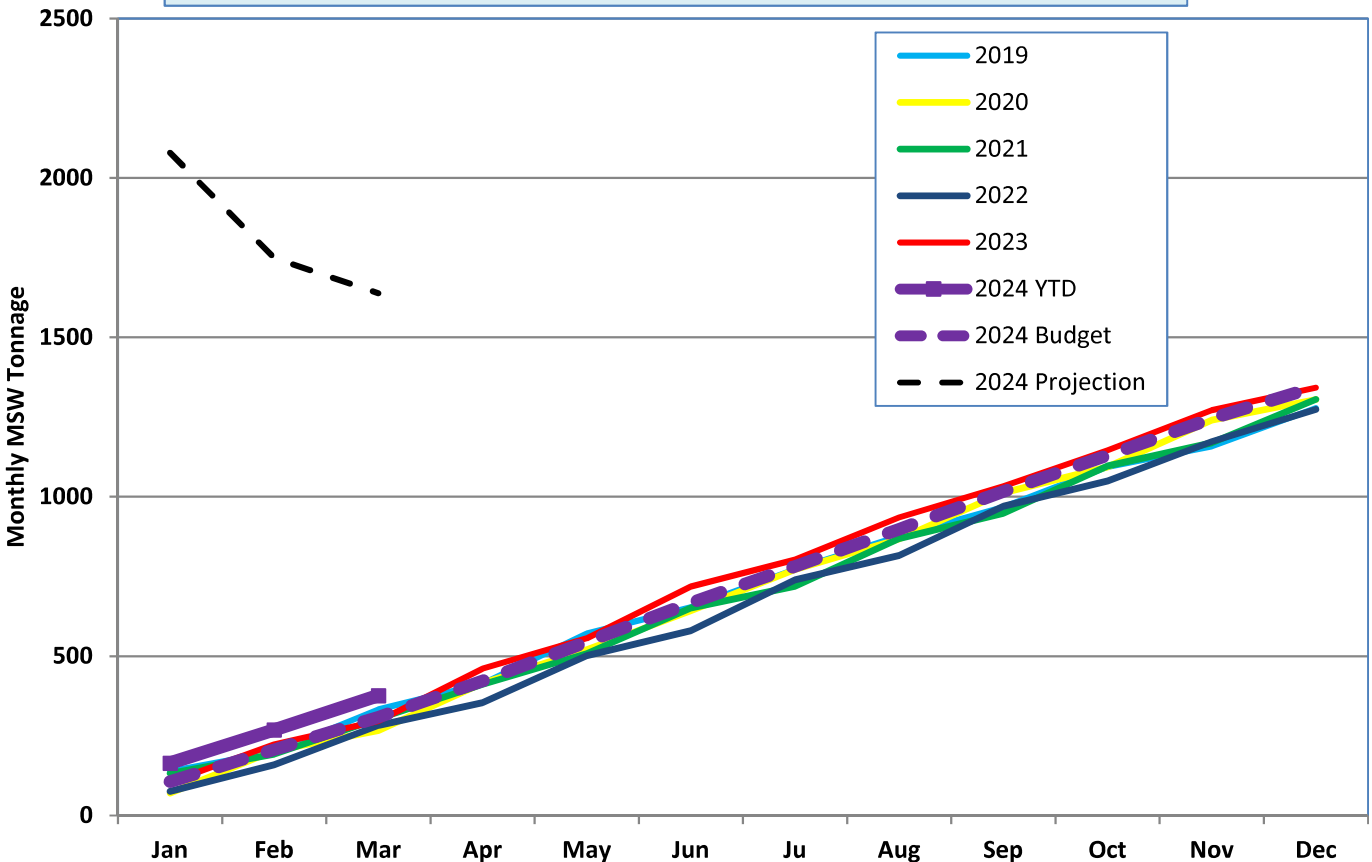




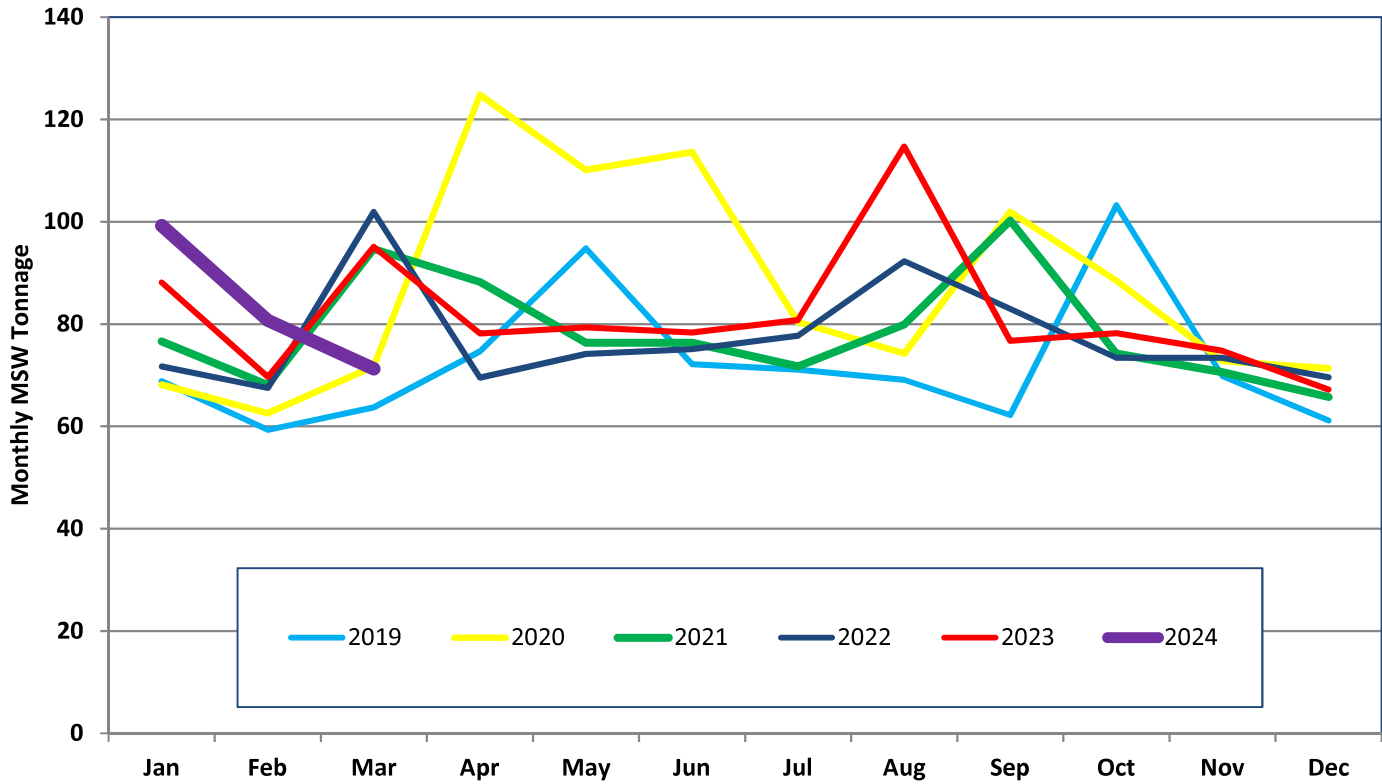
## Mountain View Regional Waste Management Commission Olds - Historical Monthly MSW Tonnage



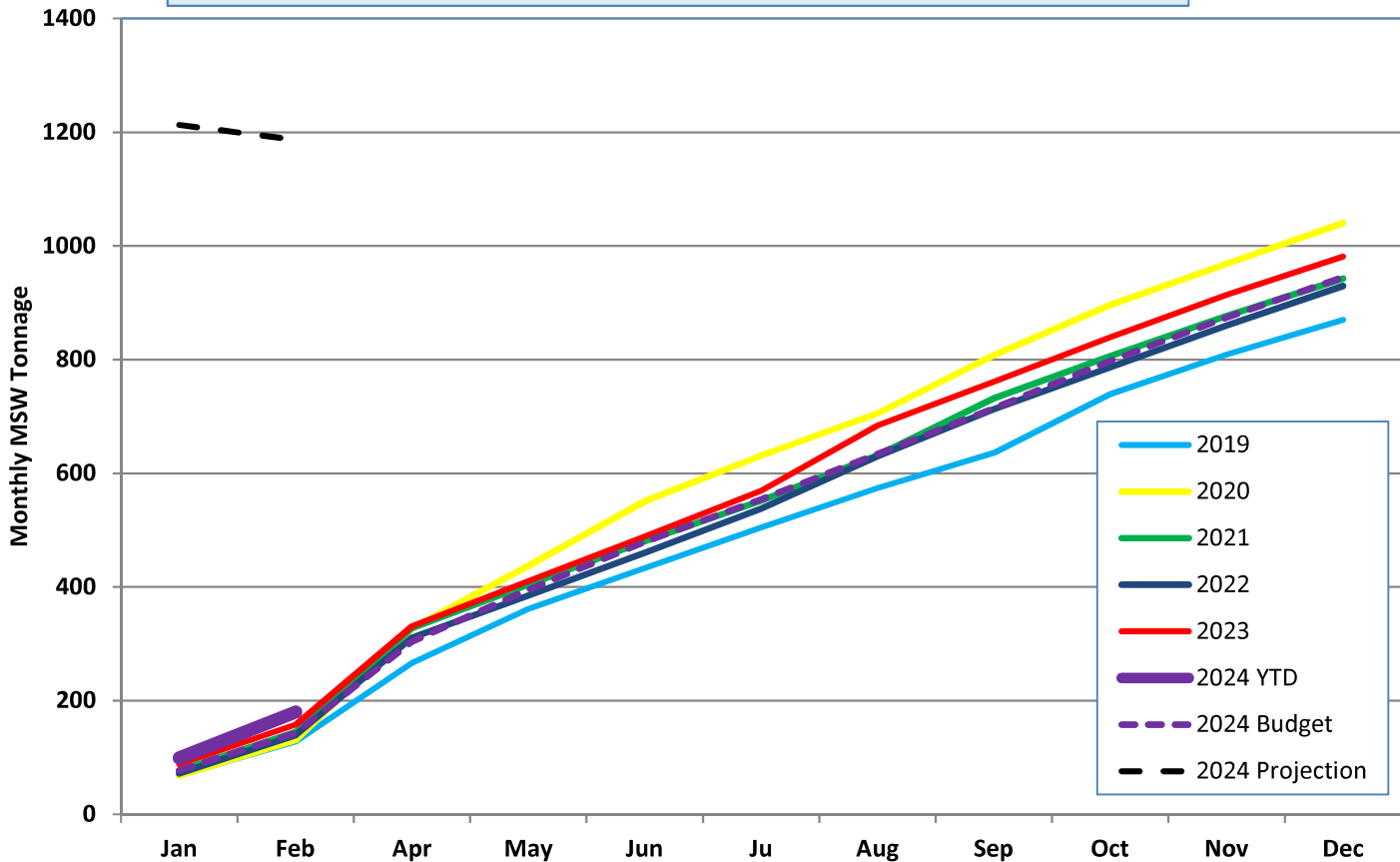
## Mountain View Regional Waste Management Commission Olds - Cumulative YTD MSW Tonnage



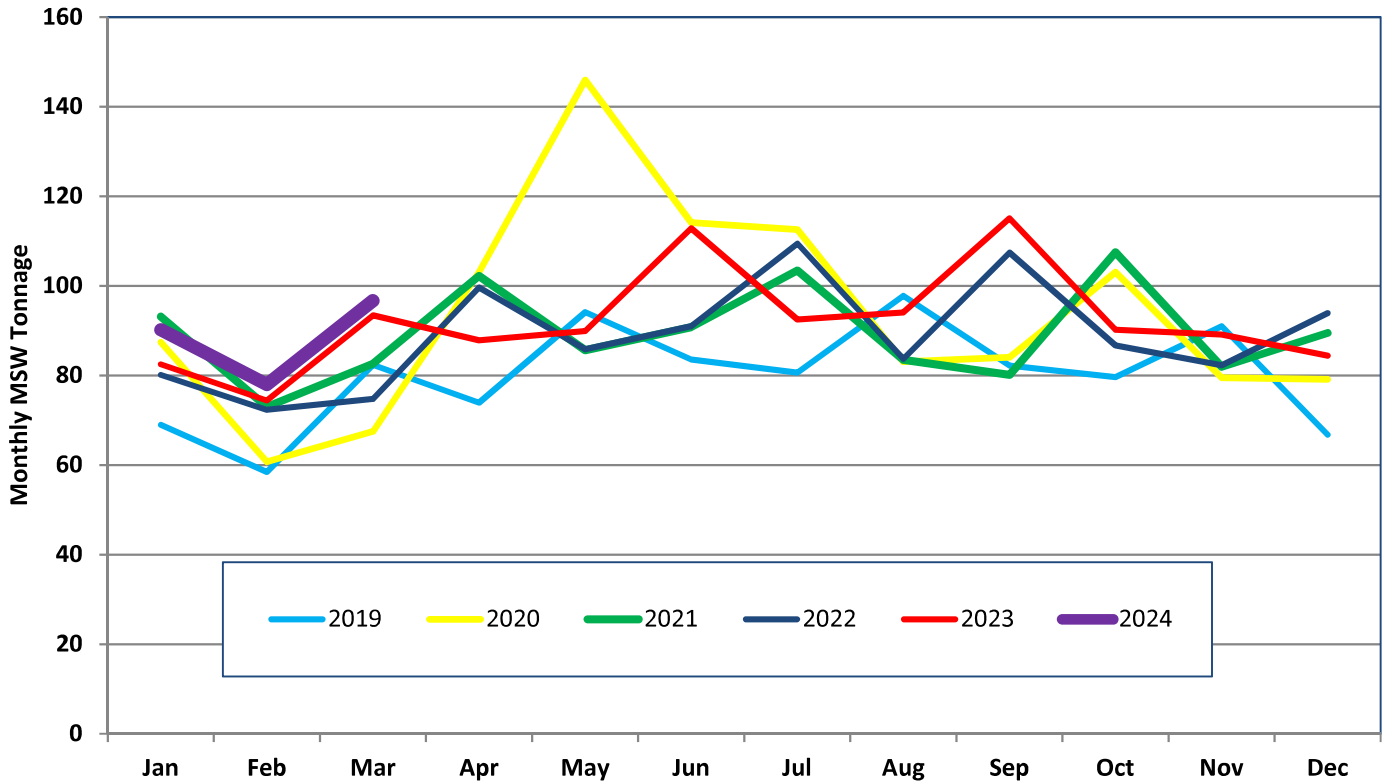
## Mountain View Regional Waste Management Commission Didsbury - Historical Monthly MWS Tonnage



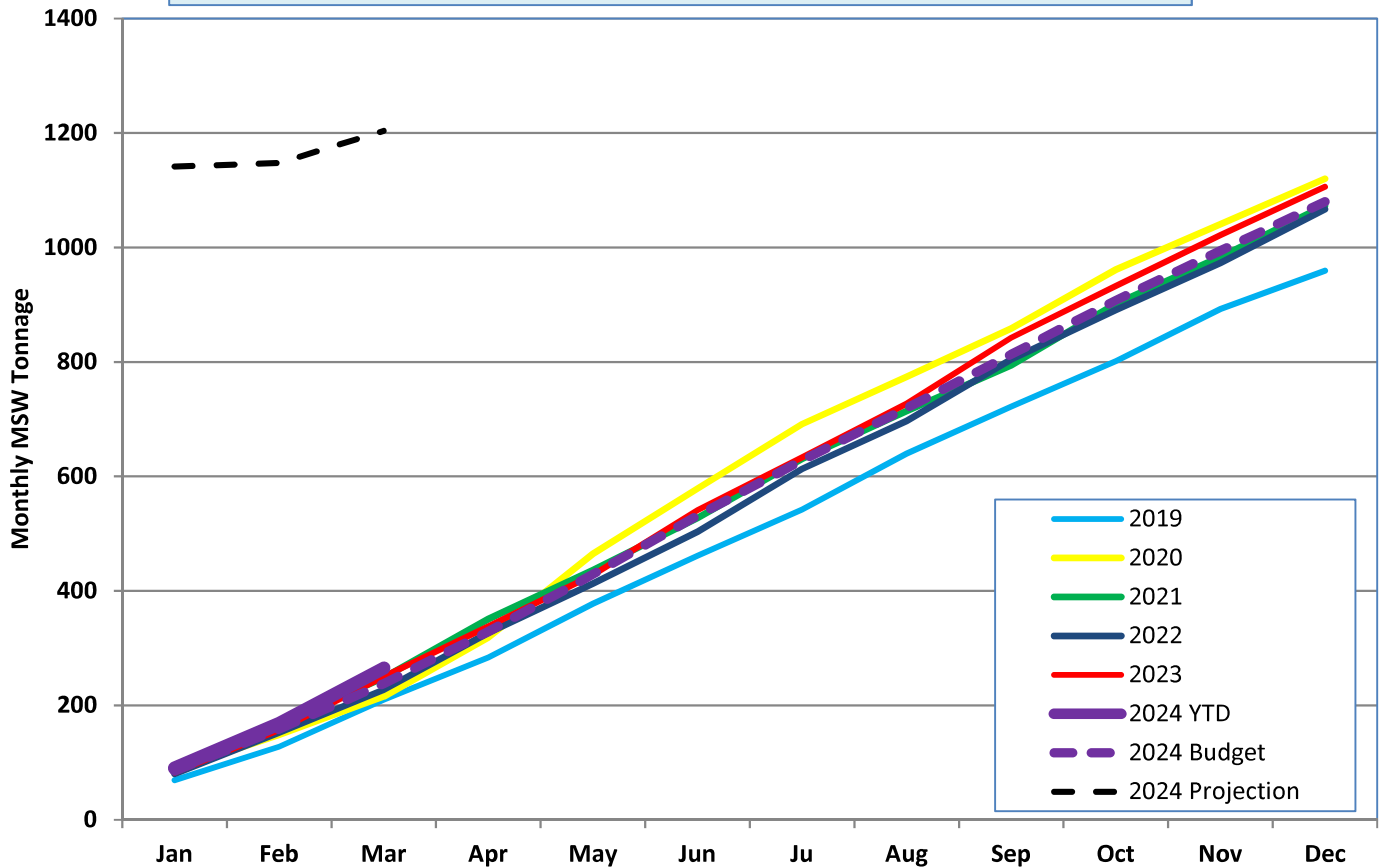
## Mountain View Regional Waste Management Commission Didsbury - Cumulative YTD MSW Tonnage



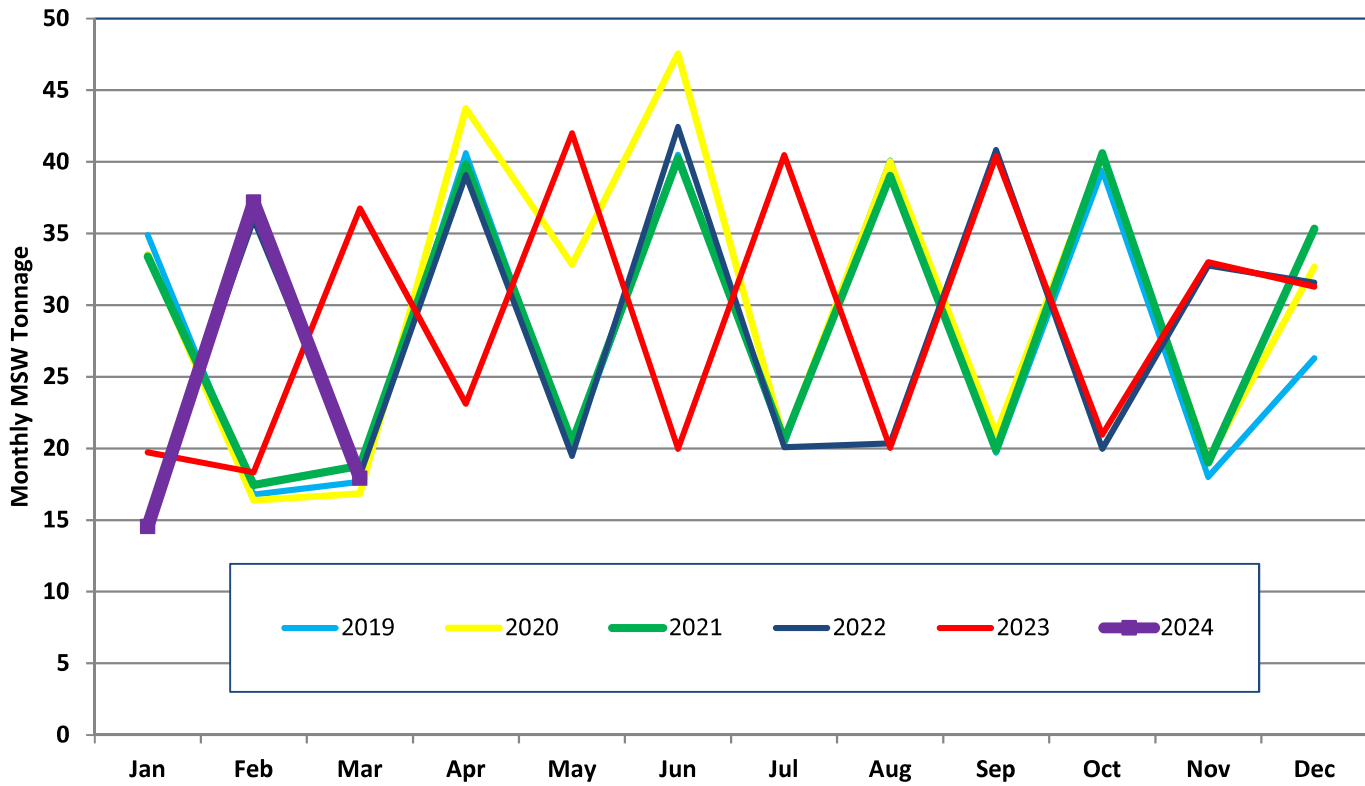
## Mountain View Regional Waste Management Commission Carstairs - Historical Monthly MSW Tonnage



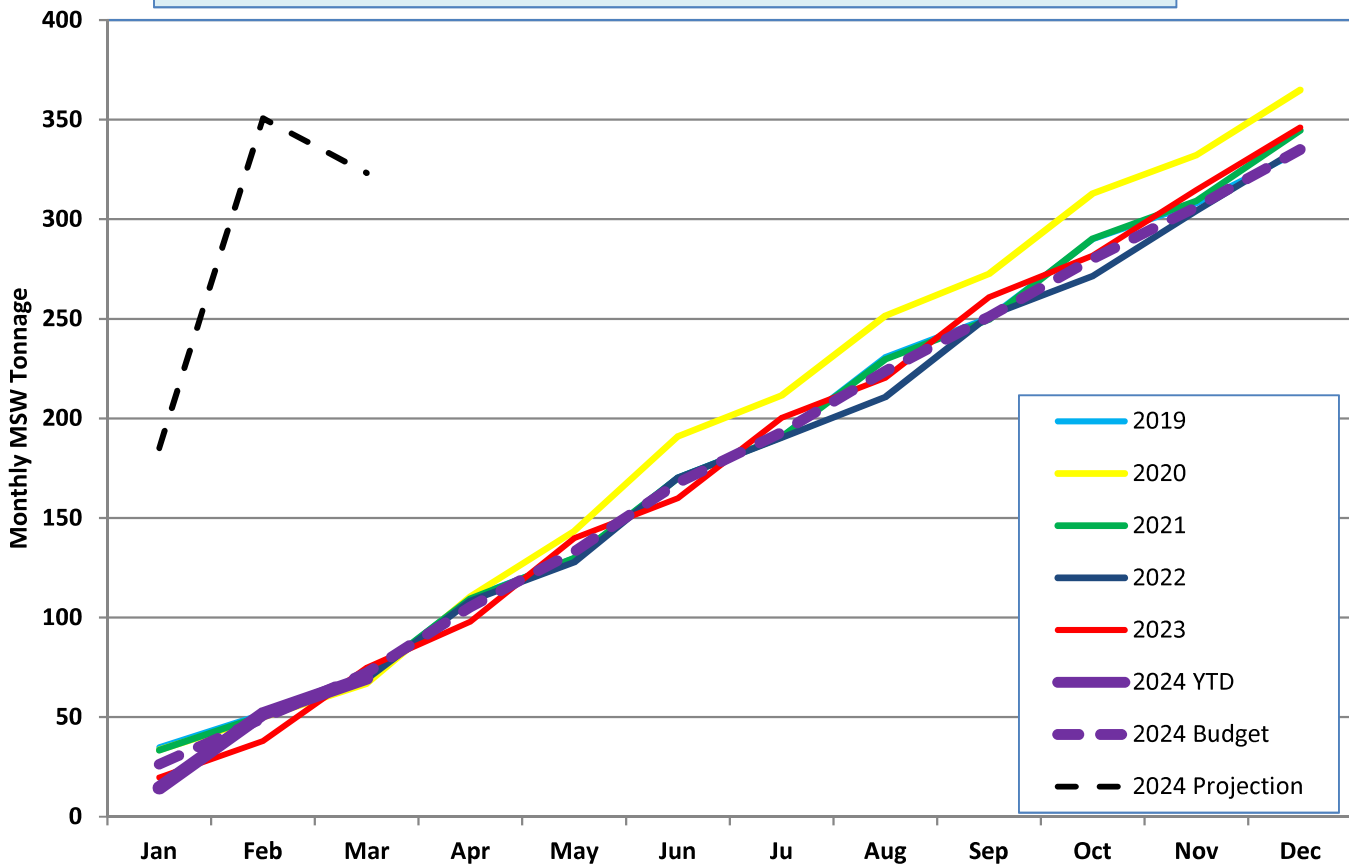
## Mountain View Regional Waste Management Commission Carstairs - Cumulative YTD MSW Tonnage



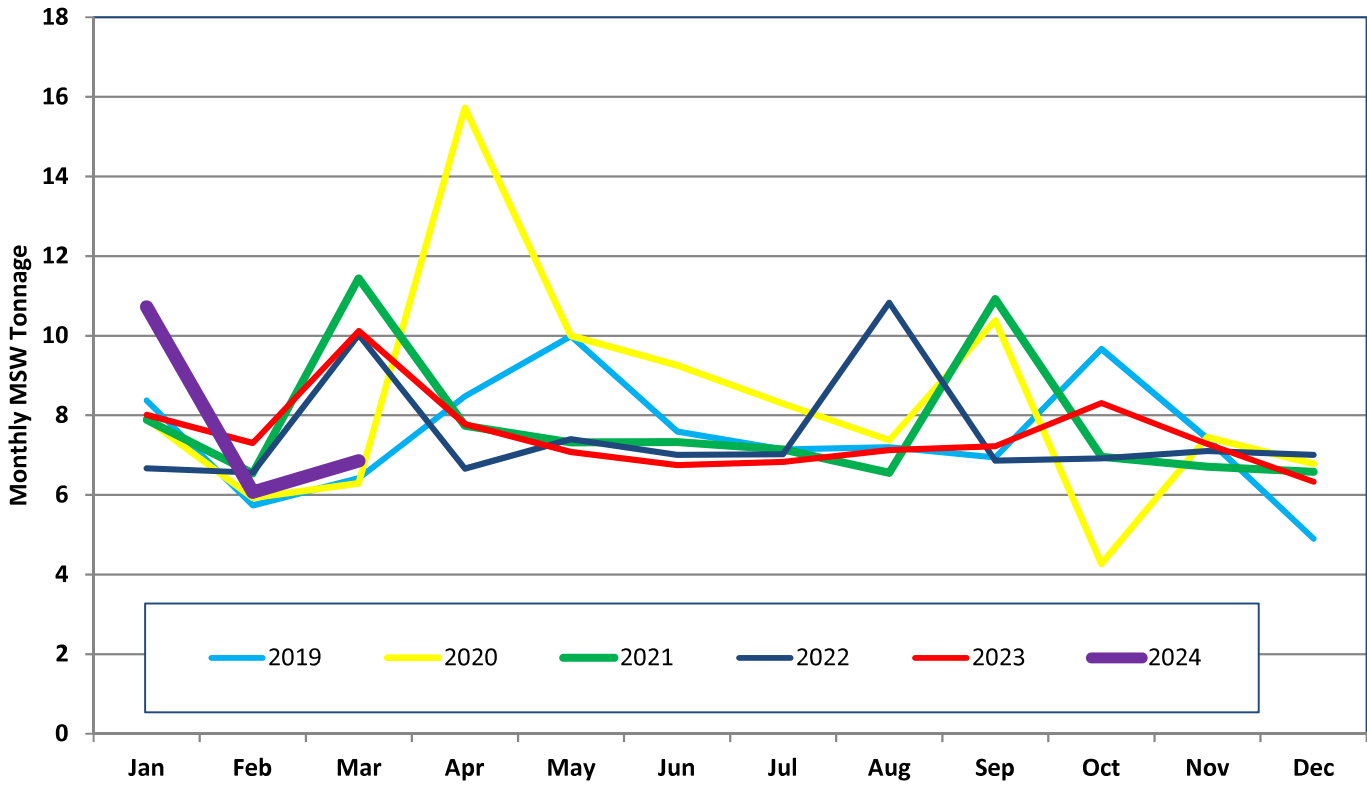
## Mountain View Regional Waste Management Commission Sundre - Historical Monthly MSW Tonnage



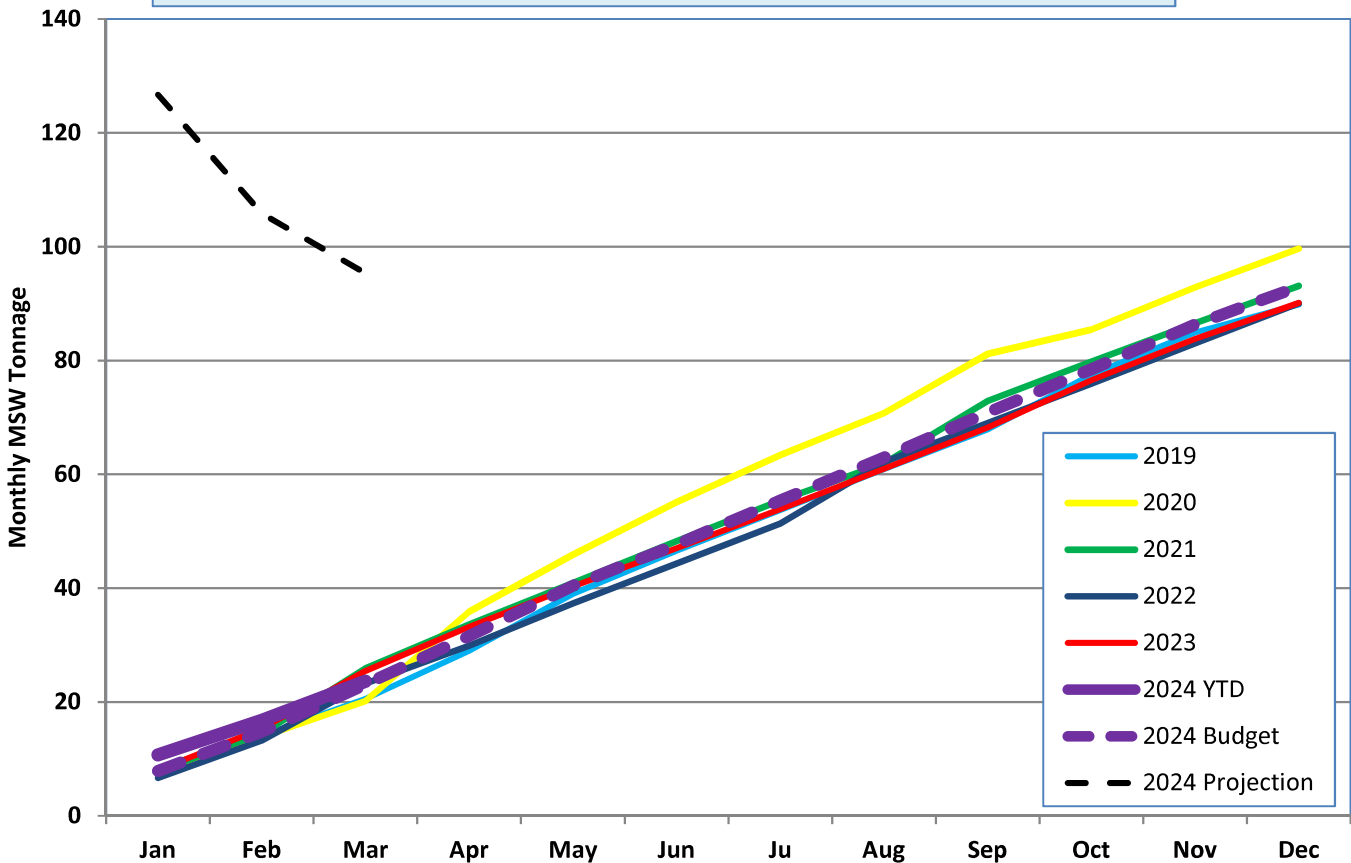
## Mountain View Regional Waste Management Commission Sundre - Cumulative YTD MSW Tonnage



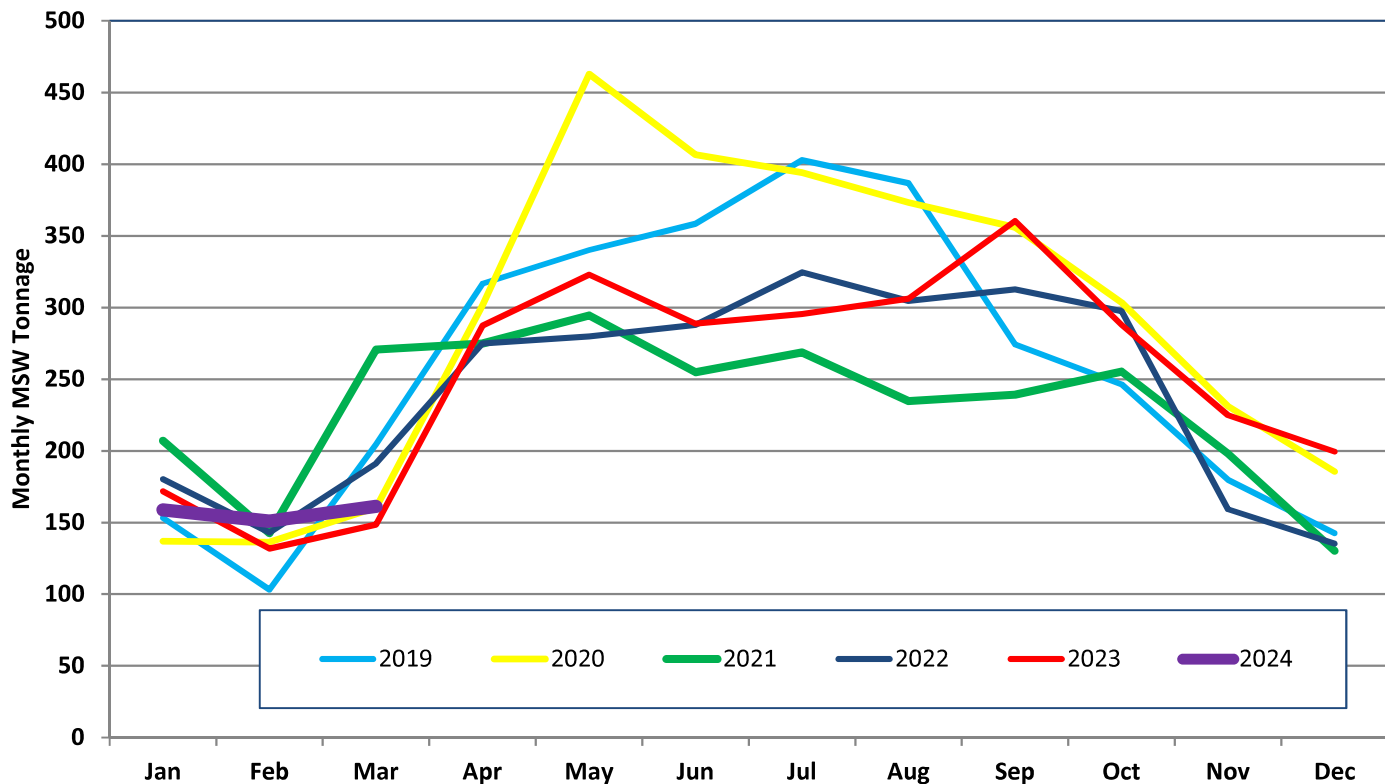
## Mountain View Regional Waste Management Commission Cremona - Historical Monthly MSW Tonnage



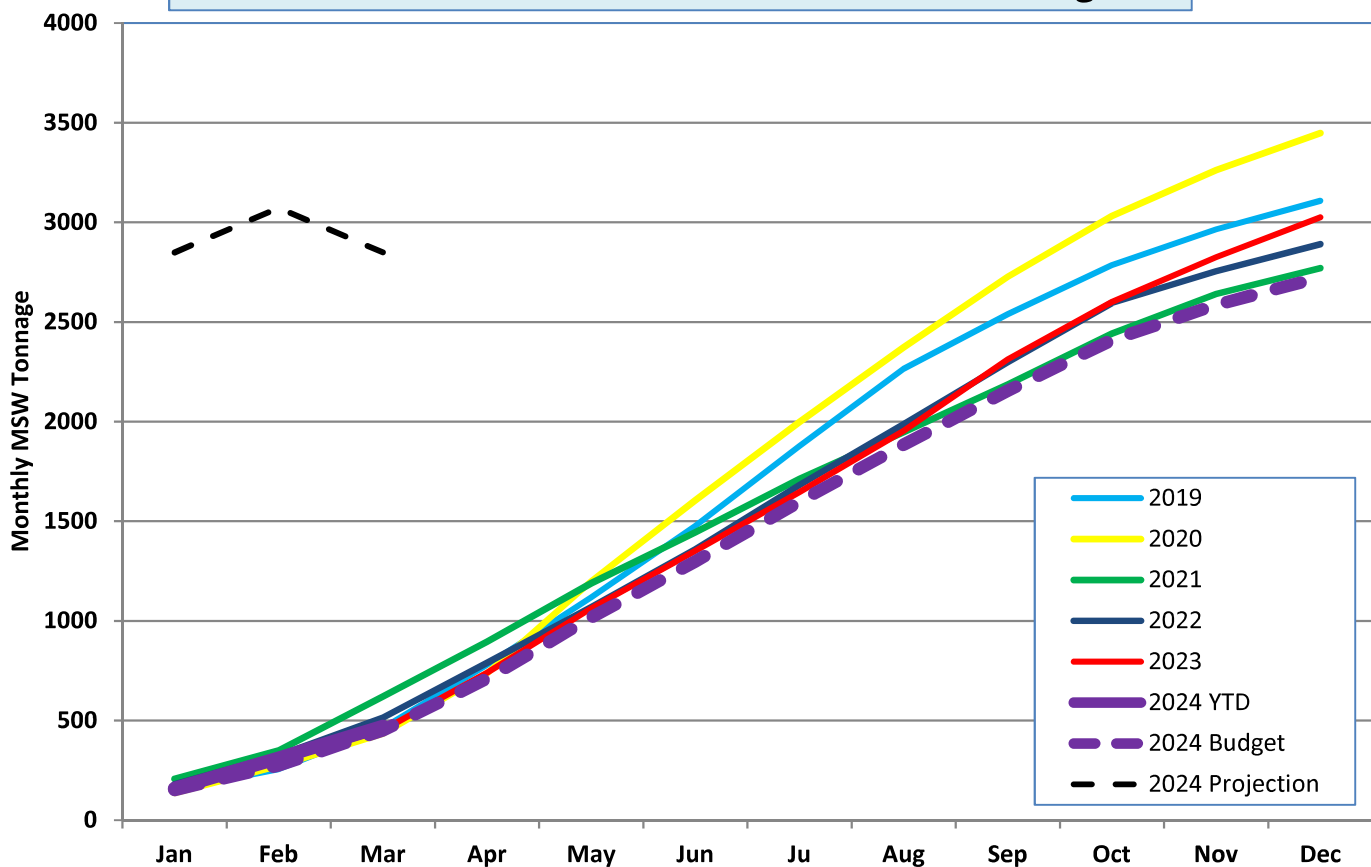
## Mountain View Regional Waste Management Commission Cremona - Cumulative YTD MSW Tonnage



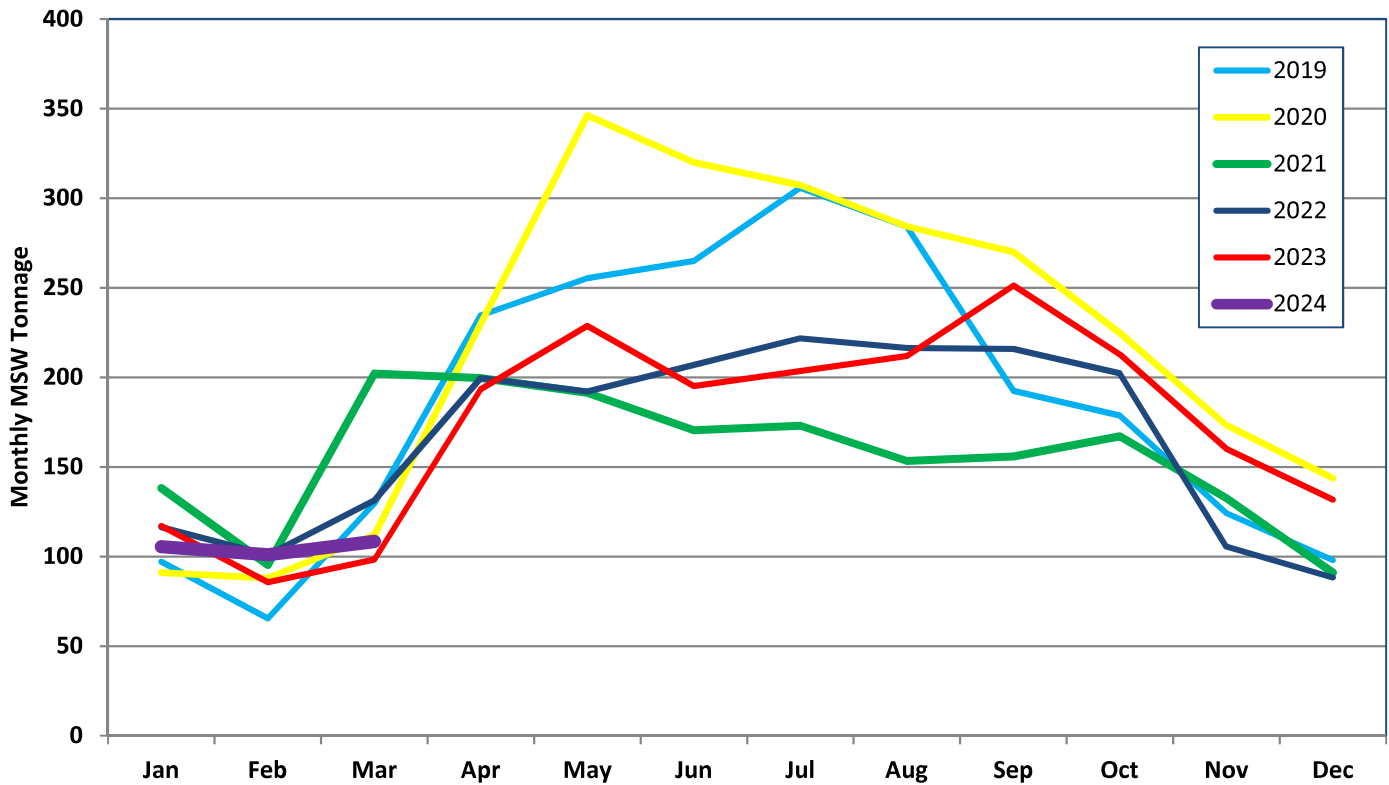
## Mountain View Regional Waste Management Commission Transfer Stations - Historical Monthly MSW Tonnage



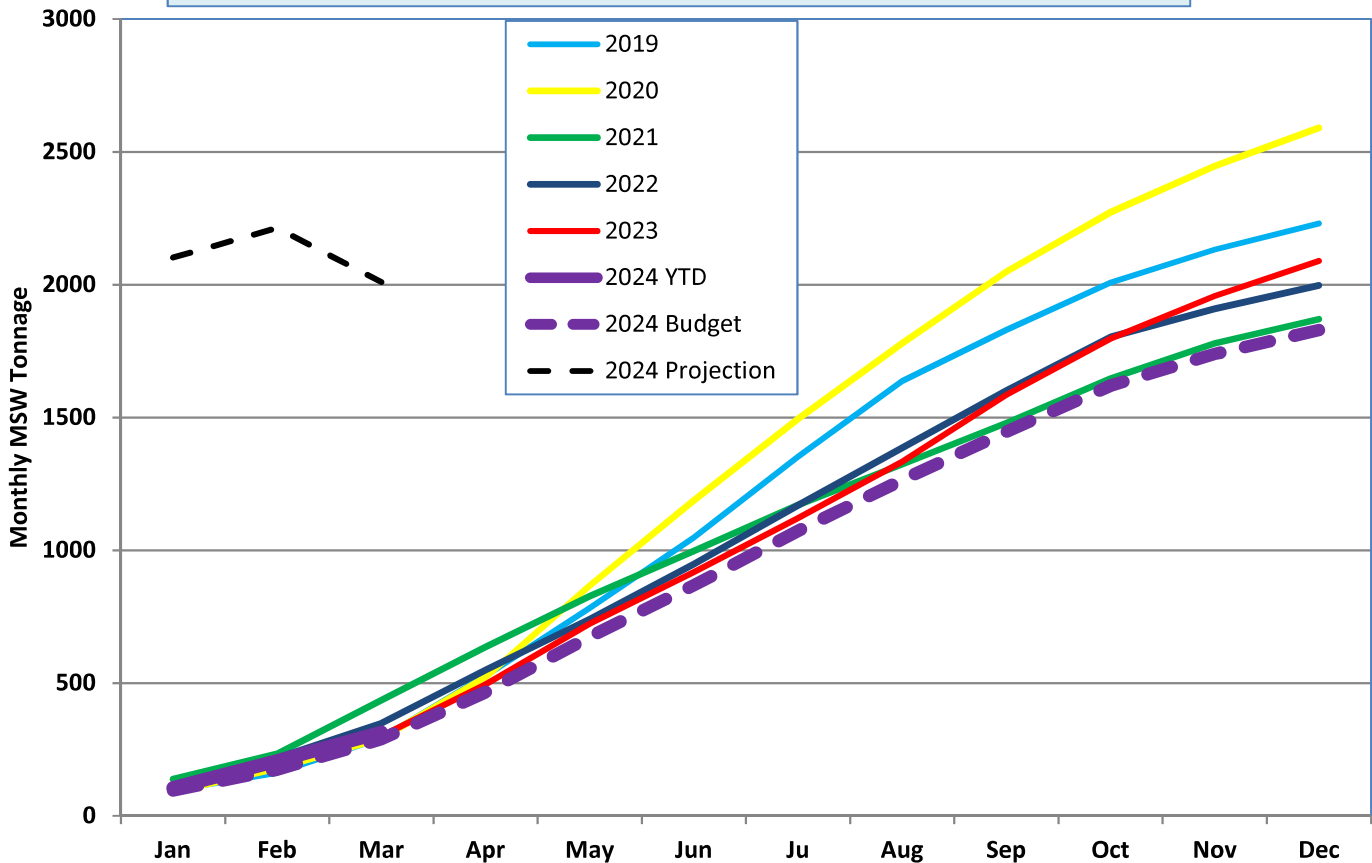
## Mountain View Regional Waste Management Commission Transfer Stations - Cumulative YTD MSW Tonnage



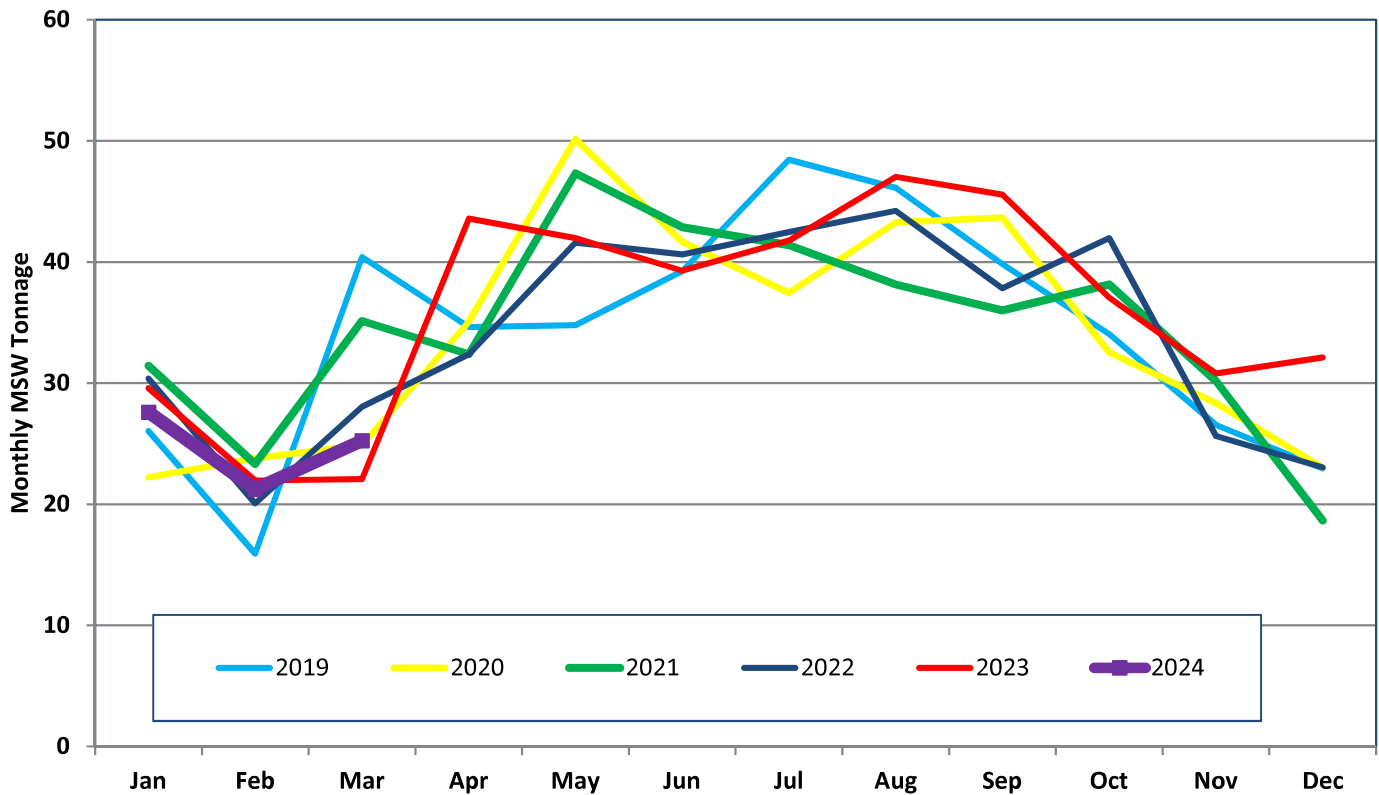
# Mountain View Regional Waste Management Commission Didsbury TS - Historical Monthly MSW Tonnage



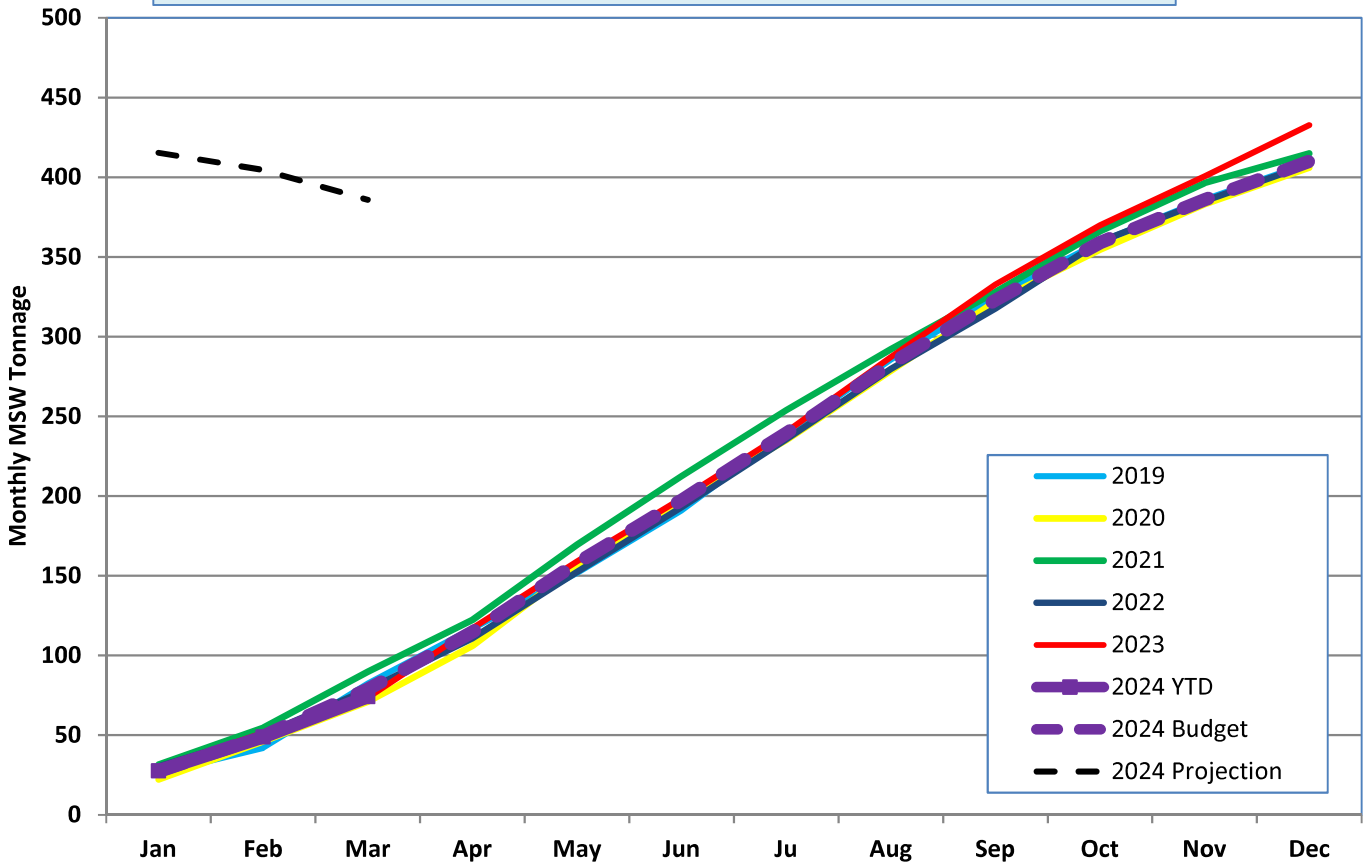
# Mountain View Regional Waste Mangement Commission Didsbury TS - Cumulative YTD MSW Tonnage



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

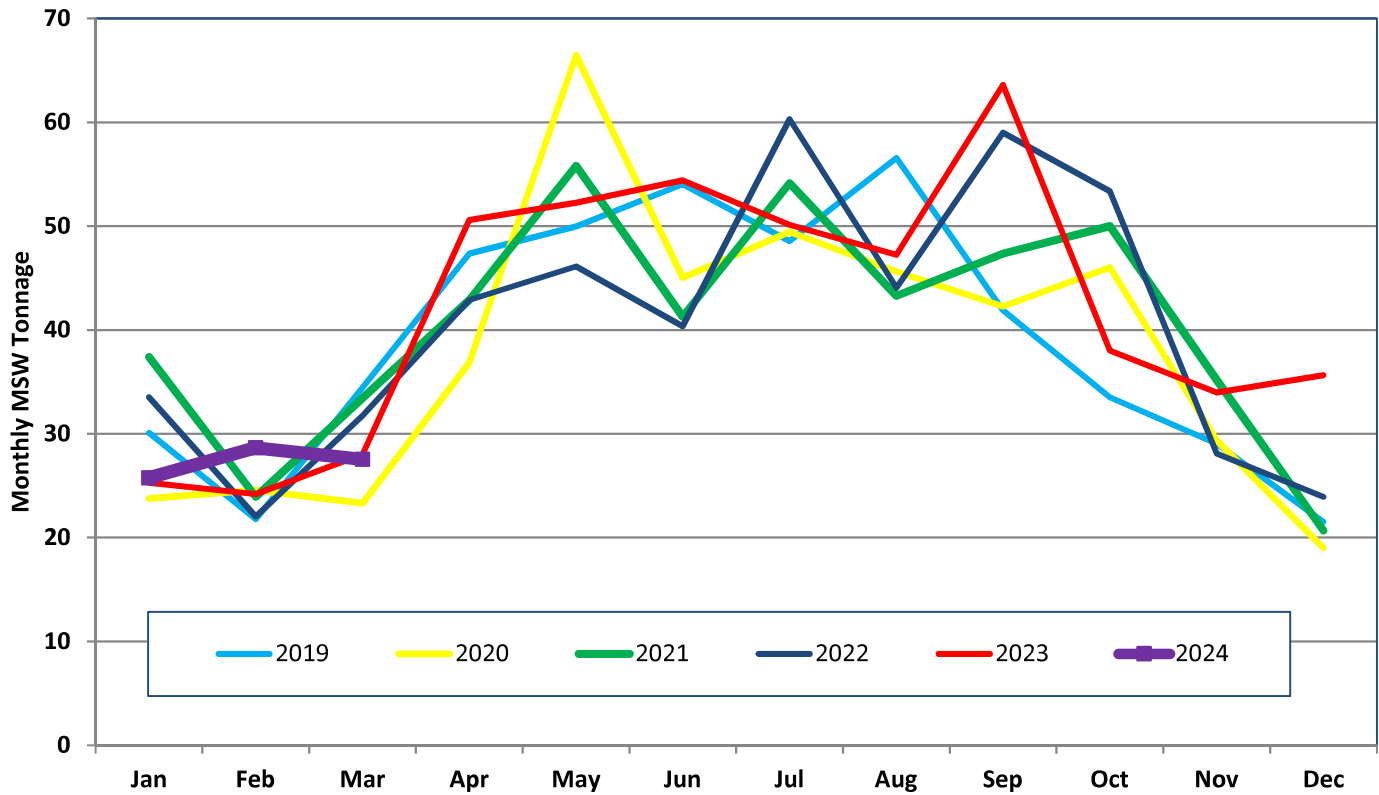


## Mountain View Regional Waste Management Commission Water Valley TS - Cumulative YTD MSW Tonnage

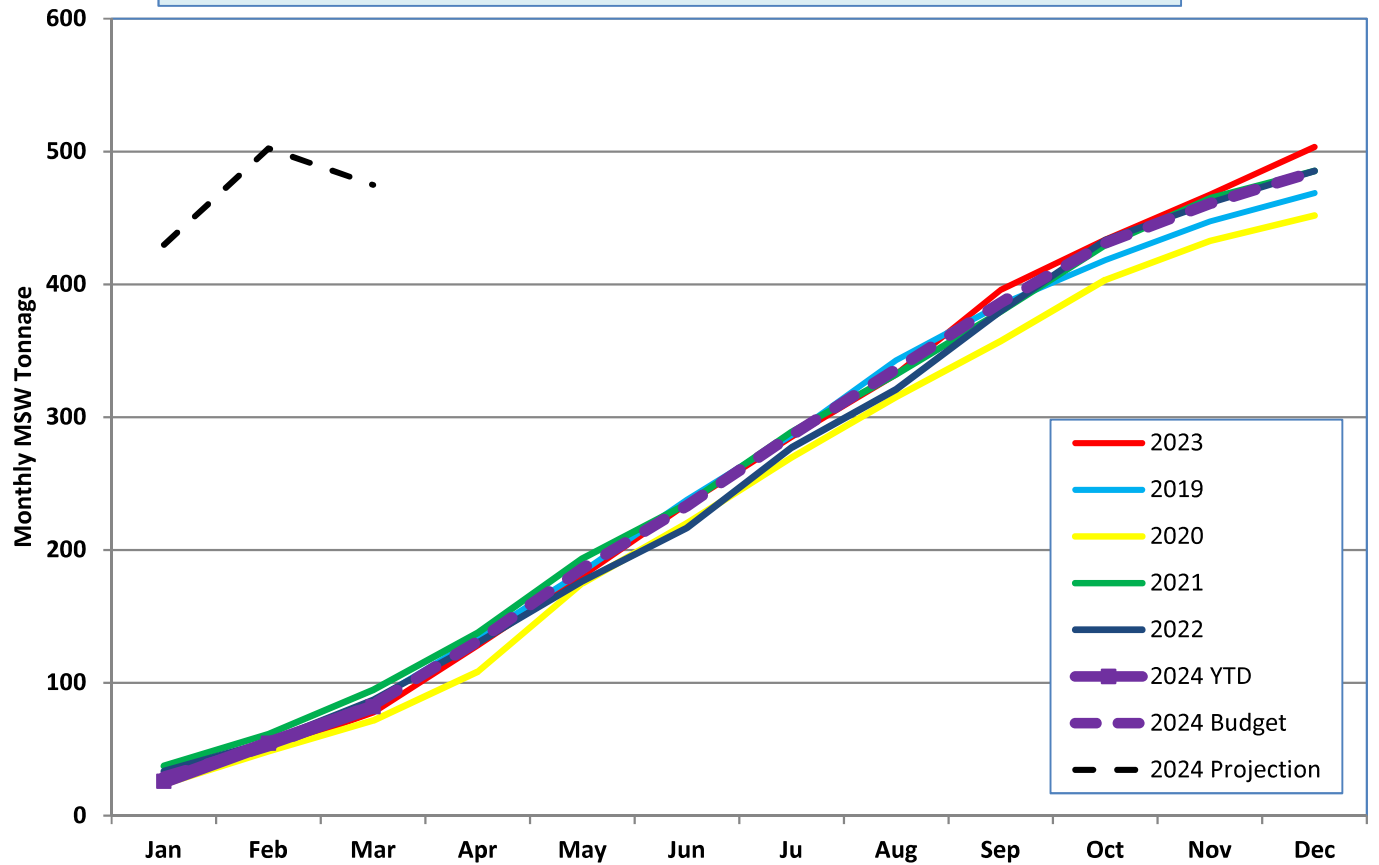




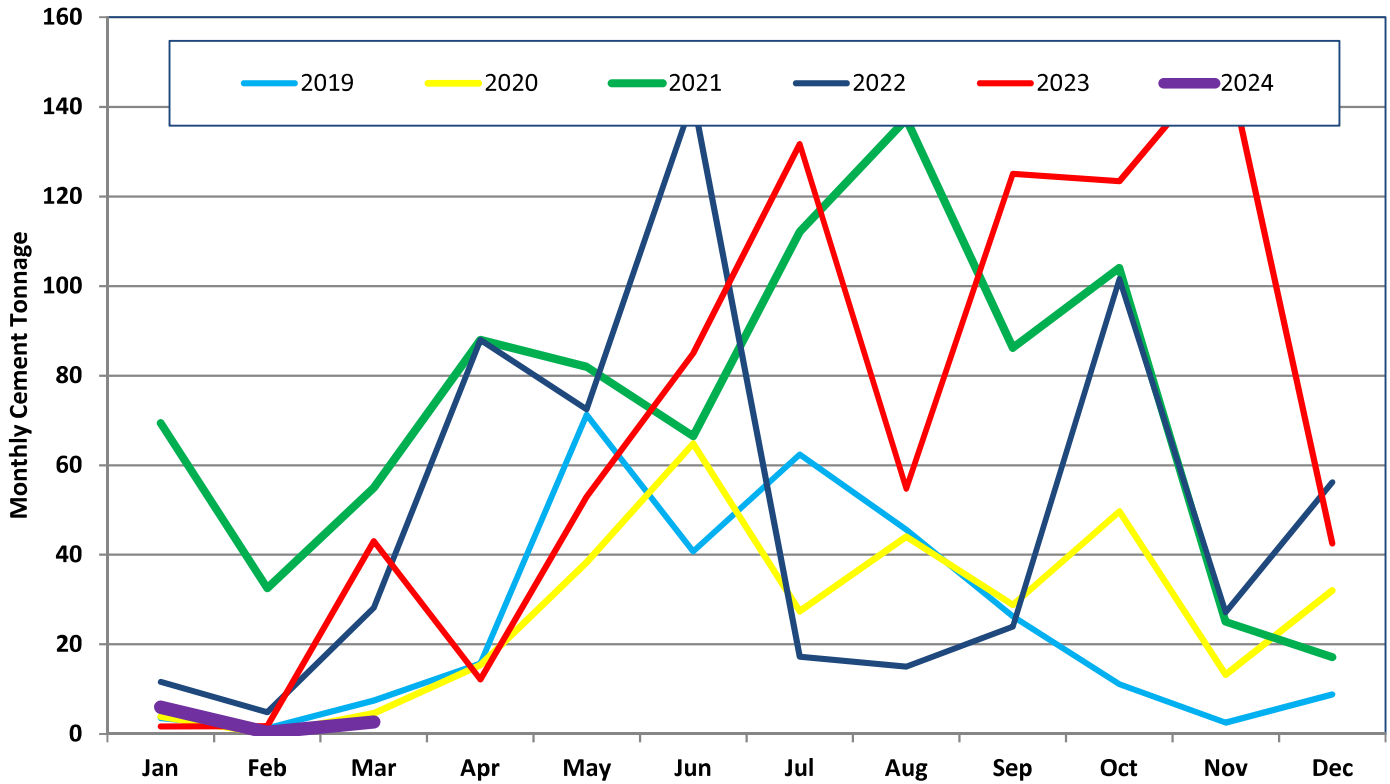
## Mountain View Regional Waste Management Commission Sundre TS - Historical Monthly MSW Tonnage



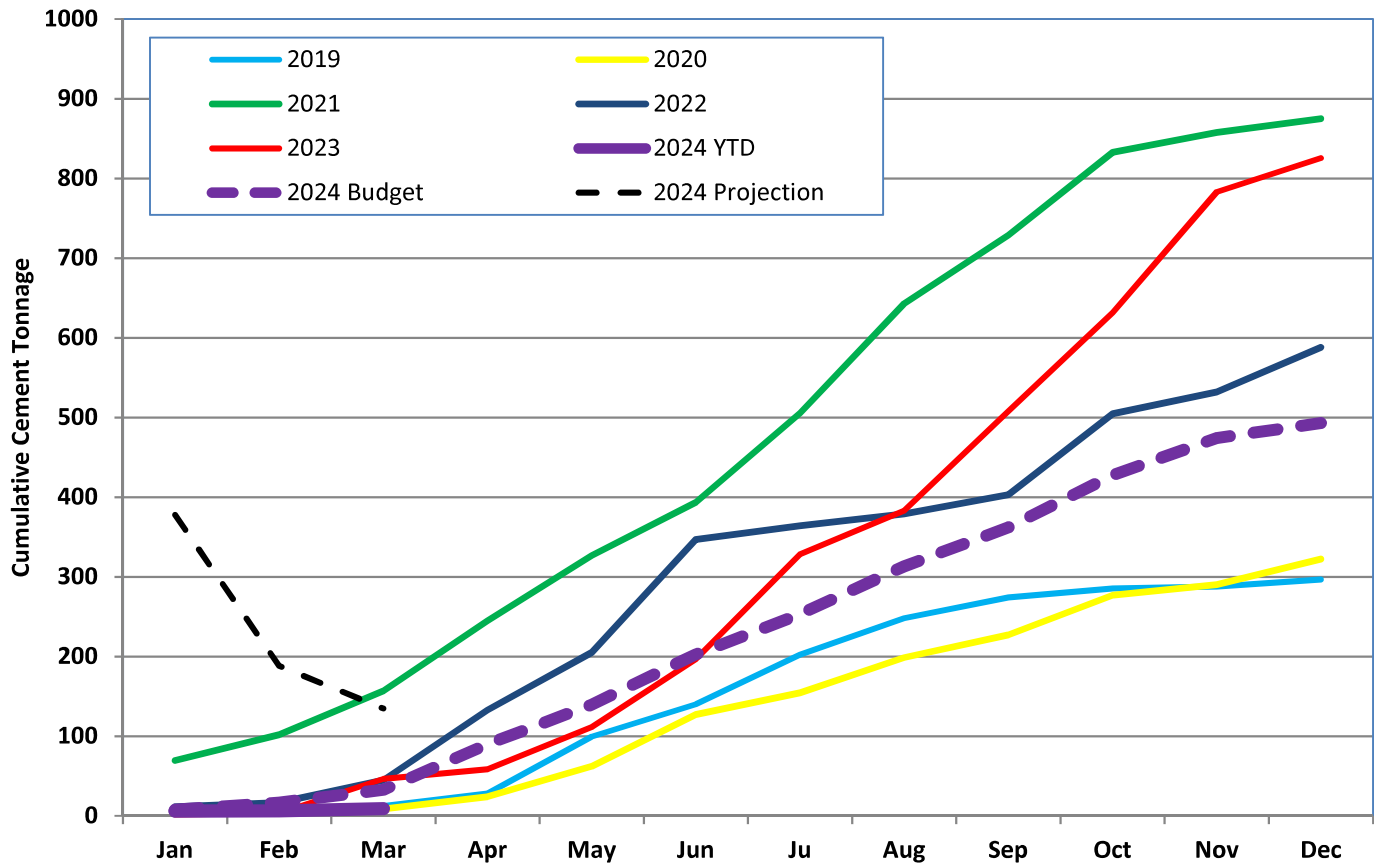
## Mountain View Regional Waste Management Commission Sundre TS - Cumulative YTD MSW Tonnage



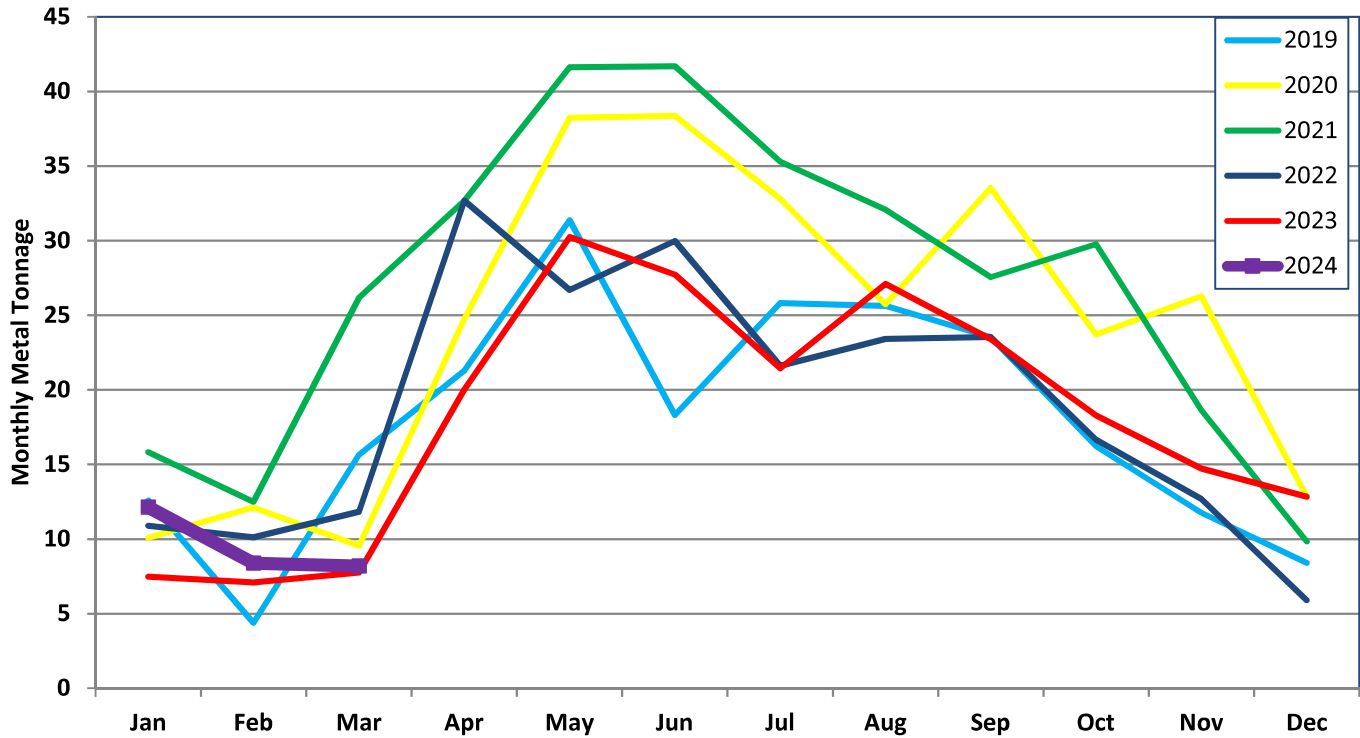
### Mountain View Regional Waste Management Commission Didsbury TS - Historical Cement Tonnage



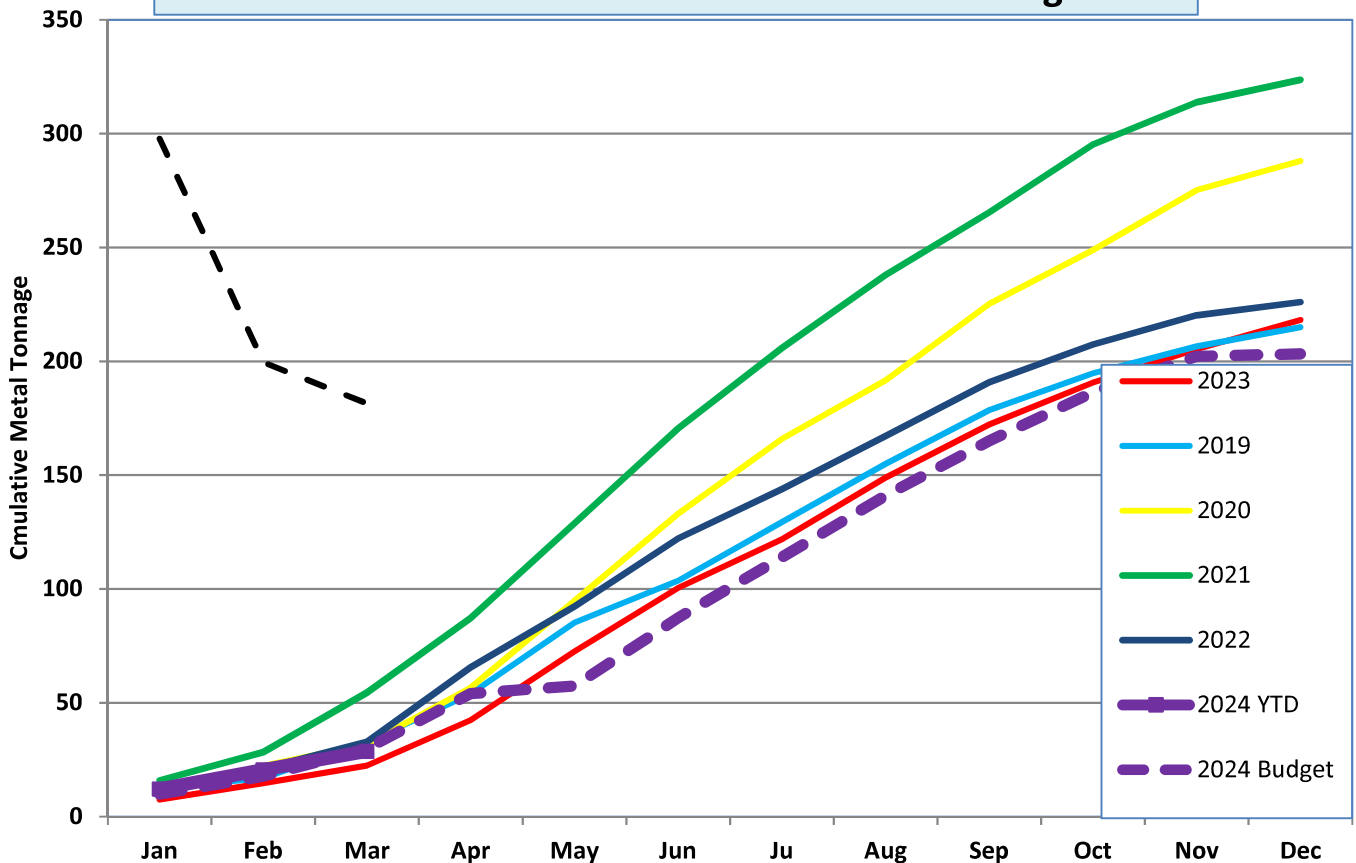
### Mountain View Regional Waste Management Commission Didsbury TS - Cumulative YTD Cement Tonnage



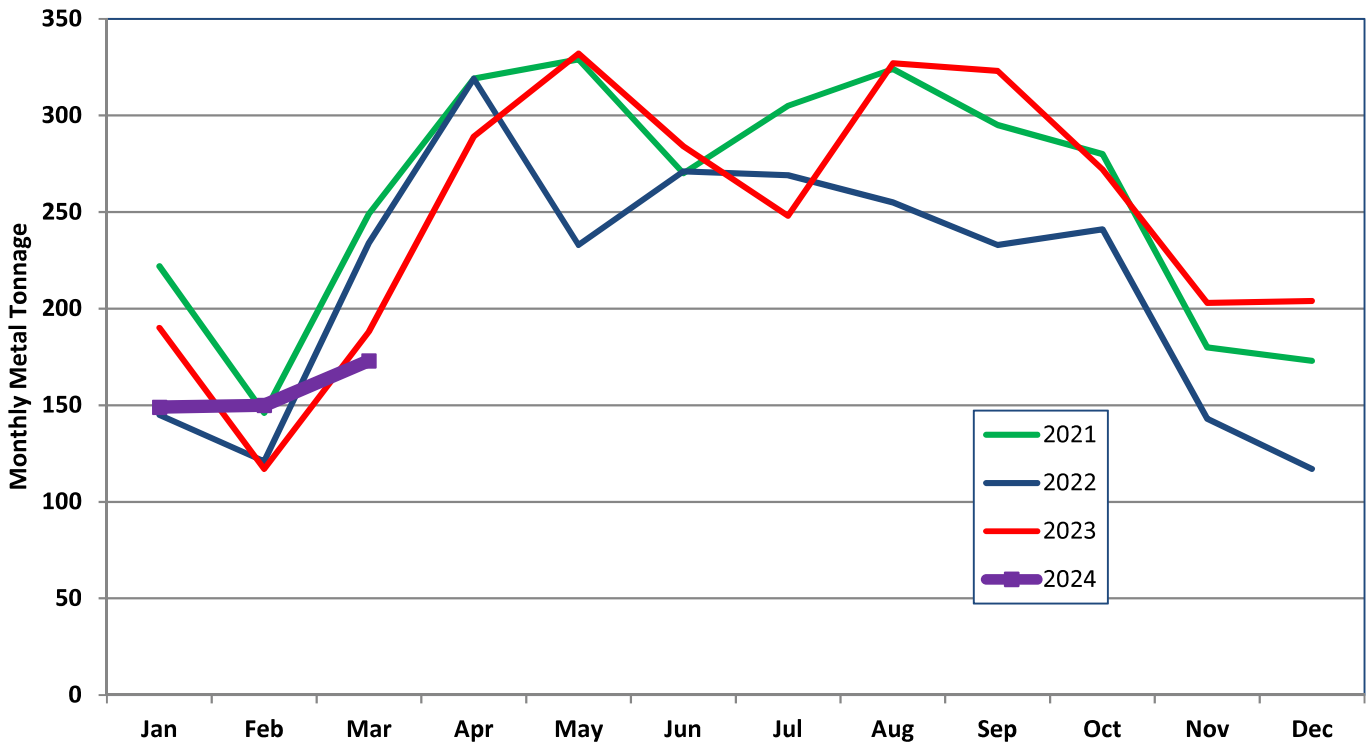
## Mountain View Regional Waste Management Commission Consolidated - Historical Monthly Metal Tonnage



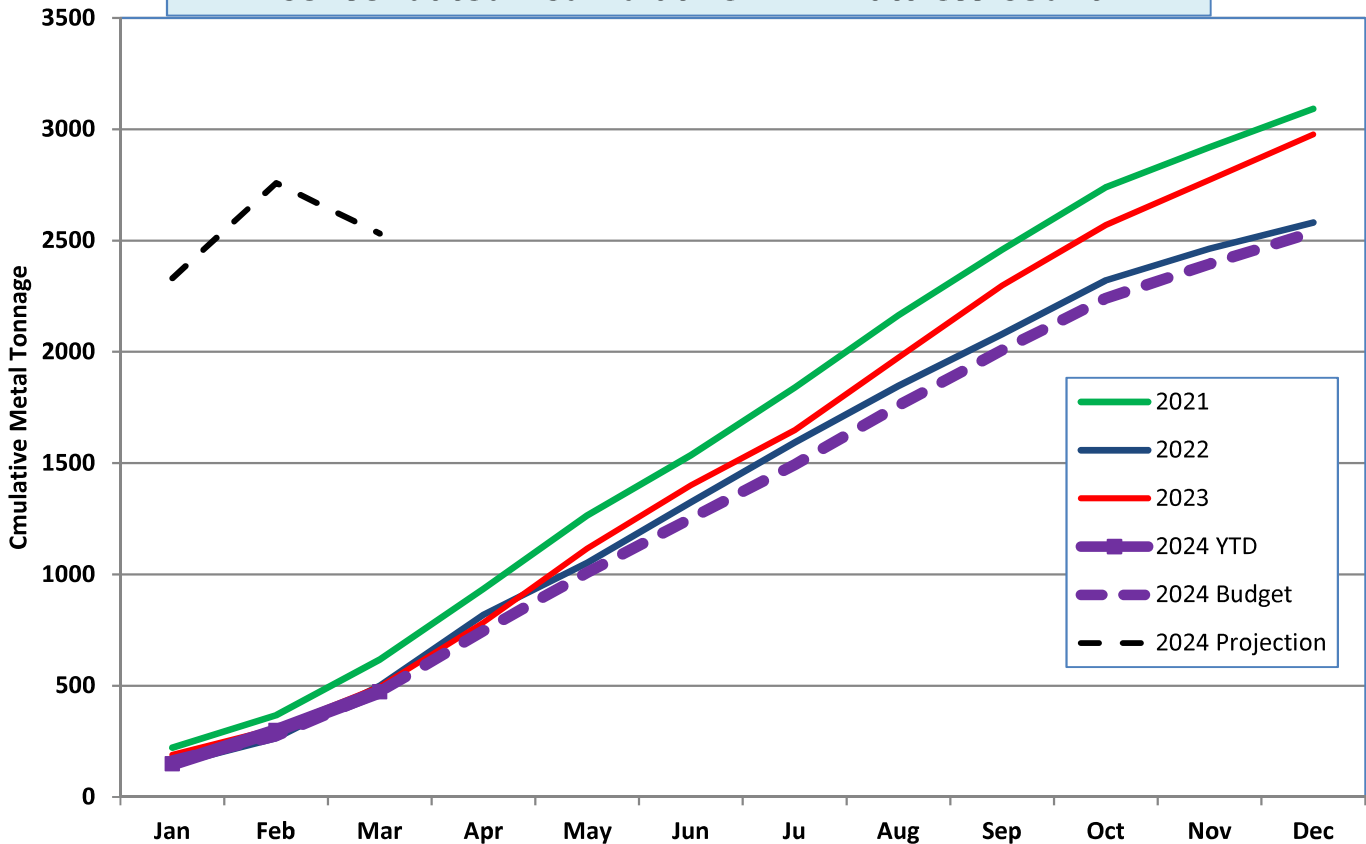
## Mountain View Regional Waste Management Commission Consolidated - Cumulative YTD Metal Tonnage



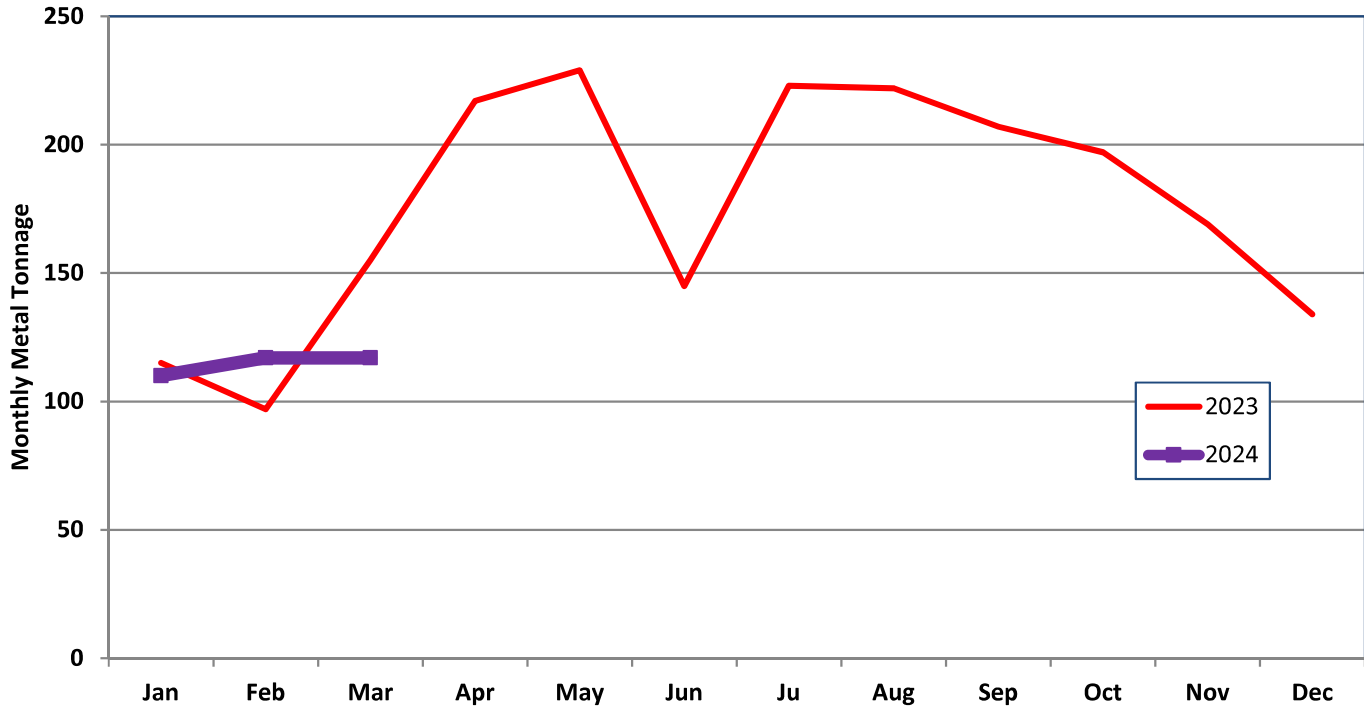
### Mountain View Regional Waste Management Commission Consolidated - Historical Monthly Mattress Count



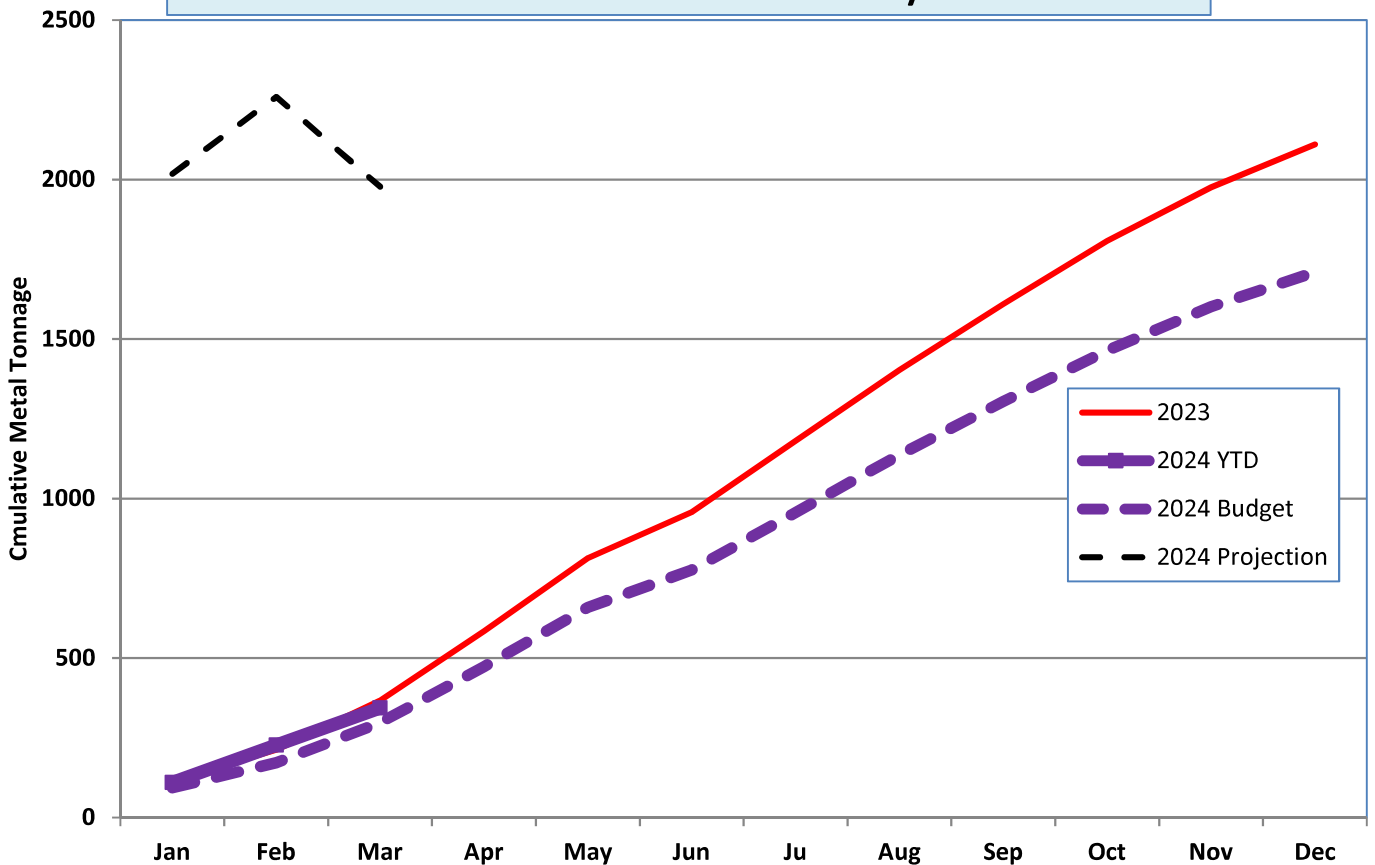
### Mountain View Regional Waste Management Commission Consolidated - Cumulative YTD Mattress Count



### 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:** April 22<sup>nd</sup>, 2024

**Reference:** 100/20024.01

**TITLE:** 4.3 – Financial Report as at February 29<sup>th</sup>, 2024

### **RECOMMENDATION:**

**THAT the MVRWMC Board accept as information the financial report (Unaudited) for the Commission for the period ended February 29<sup>th</sup>, 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 February 29<sup>th</sup>, 2024:

- **Total revenue of \$0.505 mm is 16% of full year 2024 budget of \$3.073 mm. Revenue from operations (net of municipal fee for service receipts) was \$0.404 or 15% of full year 2023 budget of \$2.606 mm compared to 16% expected for this time of the year.**
  - Landfill revenue is at 16% of budget generating \$0.356 mm for the period. Commercial tipping fees accounted for \$0.194 mm or 54.5% 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 \$66,405 year-to-date, or 18% of budget. Budget comparison by municipality: 20% for Olds, 15% for Sundre, 16% for Carstairs, 18% for Cremona, and 19% for Didsbury. Municipal tonnage continues to remain static with small budget variances attributed to pick-up cycles.
  - ***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 \$0.314 mm were 10% of the 2024 budget of \$3.032 mm. Expenses for all three business units are all below the 16% expected, however this reflects the seasonality of our revenue and expense profile.**
  - Administration: \$46,733 (10%) – Allocated to business units
  - Transfer Site: \$51,797 (12%)
  - Recycling expenses: \$11,210 (7%)
  - Landfill expenses: \$235,940 (10%)
- **Cash flow surplus estimated to the end of February 2024 is \$191,048 reflecting the strong operating revenue from the HC Soil receipts, and lower seasonal operating expense for the Recycling and Transfer Stations.**
- **Administration Cost Centre:**
  - Total administration expenses YTD are only \$46,977 or 10% compared to 2024 budget of \$480,733.
  - Contract services are well below budget as CAO/CFO consulting hours are significantly lower. Stable operations and a strong financial position without incidents leads to less hands-on involvement.
  - Administrative revenue remains higher than forecast due to higher unrestricted reserve (cash account) balances and higher interest rates. Interest income YTD is \$14,666 or 78% 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 \$24,200 or 12% of budget. Combined with the municipal fees received to date, total revenue is \$81,774 or 19% of budget reflecting receipt of the Q1-23 payment.
  - Transfer site expenses YTD of \$51,797 or 23% of budget. The key cost component of contract hauling is running at 15% of budget.
  - For 2024 the Transfer Stations have generated a surplus of \$29,977, excluding the cost of accrued amortization.
- **Recycling Cost Centre:**
  - Recycling revenue (excluding municipal fee for service) was \$8,598 or 10% of budget. Recovery of paint and electronics fees are included that are partially related to prior periods depending on the pick-up frequency.
  - Recycling expenses YTD of \$11,210 or 7% of budget. Recycle product receipts, especially cement and HSP/PPP products are always low through the winter months and therefore have lower processing costs.

- Recycle processing fees reflect a component of 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 \$14,846 of positive cash-flow excluding the cost of accrued depreciation. The current surplus reflects the municipal fee for service received for Q1-24.
- Recycling segment expenses will be materially lower in 2024 than in prior periods as the recycle stations have been closed which significantly cuts contract hauling expenses.

- **Landfill Cost Centre:**

- Landfill revenue was \$0.356 mm or 16% of budget. Slightly weaker commercial sales were more than offset by \$60,740 or revenue from HC soil receipts. In 2024, we budgeted for up to 5,000 tonnes at \$50/tonne tipping fee of which roughly 54% has already been accepted.
- Landfill expenses YTD of \$0.236 mm or 10% of budget. Equipment maintenance expenses of \$46,064 reflect an equipment failure with the Shredder in addition to regular scheduled maintenance. All other material cost categories are within budget expectations.
- Year-to-date the Landfill business unit has generated a net cash-flow surplus of \$146,226 excluding accrued amortization of capital assets. Most of the Commission's TCAs are at the landfill (i.e., the cells, packer, shredder, and heavy equipment).

## **2024 Capital Budget**

The 2024 capital budget provision of \$355,000 was to fund the acquisition of a new flat-deck crew truck, and acquire a larger tractor and water attachments to support the leachate spreading. Both acquisitions have been completed as summarized below, at a combined cost of \$87,000 below budget.

	Budget	Final Cost	Variance
Flat-Deck	\$80,000	\$103,000	+\$23,000
Tractor	\$275,000	\$150,000	(\$125,000)
New Mower deck (net of trade-in)	\$0	\$15,000	+15,000
<b>2024 Total Capital</b>	<b>\$355,000</b>	<b>\$268,000</b>	<b>(\$87,000)</b>

Budget estimates were based on market prices at the time, with the tractor cost based on estimated cost to acquire a comparable used machine. The Commission was able to acquire the tractor from Mason Catworks, with the attachments at a cost of \$150,000.

## **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 FEB 29, 2024 (UNAUDITED)**

	Annual Budget	YTD Actuals	Difference	% Budget
<b>Revenue</b>				
Administration	\$ 20,250	\$ 15,000	\$ (5,250)	74%
Transfer Sites	\$ 205,850	\$ 24,200	\$ (181,650)	12%
Recycling	\$ 89,804	\$ 8,598	\$ (81,206)	10%
Landfill	\$ 2,290,586	\$ 356,156	\$ (1,934,430)	16%
Gain/Loss on Disposal	\$ -	\$ -	\$ -	0%
<b>Total Revenue</b>	<b>\$ 2,606,490</b>	<b>\$ 403,955</b>	<b>\$ (2,202,535)</b>	<b>15%</b>
	Budget	Actuals	Difference	
<b>Expenses</b>				
Administration (100% Allocated)	\$ 480,733	\$ 46,977	\$ (433,756)	10%
Admin		\$ 15,000	\$ (15,000)	
Transfer Sites	\$ 429,953	\$ 51,797	\$ (378,156)	12%
Recycling	\$ 157,777	\$ 11,210	\$ (146,567)	7%
Landfill	\$ 2,448,406	\$ 235,940	\$ (2,212,466)	10%
<b>Total Expenses</b>	<b>\$ 3,036,136</b>	<b>\$ 313,947</b>	<b>\$ (2,737,189)</b>	<b>10%</b>
<b>Net Surplus (deficit)</b>	<b>\$ (429,646)</b>	<b>\$ 90,008</b>	<b>\$ 519,654</b>	<b>-21%</b>
<b>Municipal Fee for Service</b>				
Transfer Sites	\$ 230,345	\$ 57,573	\$ (172,772)	25%
Recycling	\$ 69,668	\$ 17,457	\$ (52,211)	25%
Landfill	\$ 103,997	\$ 26,009	\$ (77,988)	25%
<b>Total Requisition</b>	<b>\$ 404,010</b>	<b>\$ 101,040</b>	<b>\$ (302,970)</b>	<b>25%</b>
 <b>Net Surplus (deficit) before Capital</b>	 <b>\$ (25,636)</b>	 <b>\$ 191,048</b>	 <b>\$ 216,684</b>	

**MOUNTAIN VIEW REGIONAL WASTE MANAGEMENT COMMISSION**  
**STATEMENT OF OPERATIONS**  
**AND ACCUMULATED SURPLUS**  
**FOR THE PERIOD ENDED FEB 29, 2024 (UNAUDITED)**

	<b>Budget 2024 \$</b>	<b>2024 YTD \$</b>	<b>Actual vs Budget</b>
<b>Revenue</b>			
Tipping Fees	2,383,185	315,071	13%
Fee for Service	473,302	101,040	21%
Recycling	89,804	8,598	10%
Gain of Disposal of capital assets	-	-	0%
Investment Income	20,250	15,000	74%
Other Income	107,001	65,286	61%
<b>Total Revenue</b>	<b>3,073,542</b>	<b>504,995</b>	<b>16%</b>
<b>Expenses</b>			
Salaries, wages and benefits	889,527	125,543	14%
Contracted and general services	1,239,901	152,517	12%
Materials, goods and utilities	198,541	30,488	15%
Landfill closure and post-closure provision	25,000	-	0%
Interest on long term debt	3,593	-	0%
Debenture Principle	75,386	-	0%
Interest on lease (Shredder)	5,804	3,535	61%
Principle on Lease (Shredder)	26,707	-	0%
Interest and bank charge	12,000	1,863	16%
Amortization of capital assets	555,475	-	0%
Loss on disposal of capital assets	-	-	
Bad debts	1,000	-	
<b>Total expenses</b>	<b>3,032,934</b>	<b>313,947</b>	<b>10%</b>
<b>Annual Surplus (deficit)</b>	<b>40,608</b>	<b>191,048</b>	
<b>Accumulated Surplus, Beginning of Year</b>	<b>2,212,464</b>	<b>2,212,464</b>	
<b>Accumulated Surplus, End of Period</b>	<b>2,253,072</b>	<b>2,403,512</b>	

**MOUNTAIN VIEW REGIONAL WASTE  
MANAGEMENT COMMISSION  
STATEMENT OF REVENUE & EXPENDITURES  
FOR THE PERIOD ENDED FEB 29, 2024 (UNAUDITED)**

	<b>Budget 2024</b>	<b>2024 YTD \$</b>	<b>Actual vs Budget 0%</b>
<b>ADMINISTRATION</b>			
<b>Revenue</b>			
Other Revenue - Dividends	-	-	0%
Other Revenue	-	-	0%
A/R Interest	1,500	334	22%
Bank Account Interest	18,750	14,666	78%
Transfer from Reserves	-	-	0%
<b>Total Revenue</b>	<b>20,250</b>	<b>15,000</b>	<b>74%</b>
<b>Expenses</b>			
Board Meeting Expense	1,500	-	0%
Training/Conferences	1,000	-	0%
Mileage	500	-	0%
Meals & Accommodation	1,000	-	0%
<b>Total Board Meeting Expense</b>	<b>4,000</b>	<b>-</b>	<b>0%</b>
<b>Personnel</b>			
Salaries	122,438	14,669	12%
Employee Benefits	27,270	4,801	18%
Staff Training	3,500	95	3%
<b>Total Personnel</b>	<b>153,208</b>	<b>19,565</b>	<b>13%</b>
<b>Purchased Services</b>			
Mileage	4,000	-	0%
Meals & Accommodation	1,000	96	10%
Memberships & Registrations	2,500	660	26%
Postage/Shipping	750	229	30%
Telephone	9,000	1,421	16%
Advertising	1,500	-	0%
Audit	13,000	-	0%
Legal	10,000	630	6%
Vehicle Leases	-	-	0%
Contract Services	183,000	14,431	8%
Computer Support	7,500	1,019	14%
Equipment Maintenance	500	-	0%
Internet	4,000	700	17%
Rent	18,000	2,857	16%
Rentals & Leases	3,000	310	10%
Insurance	37,775	1,853	5%
<b>Total Purchased Services</b>	<b>295,525</b>	<b>24,206</b>	<b>8%</b>
<b>Supplies</b>			
General Supplies	9,000	1,238	14%
Fuel (Gas)	500	-	0%
Staff Appreciation	3,000	104	3%
Interest Past Due Accts	-	-	-
<b>Total Supplies</b>	<b>12,500</b>	<b>1,342</b>	<b>11%</b>
Bank Service Charges	12,000	1,863	16%
Provision for Bad Debt	1,000	-	0%
Amortization	2,500	-	0%
Transfer to Reserves	-	-	0%
<b>Total Expenditures</b>	<b>480,733</b>	<b>46,977</b>	<b>10%</b>
<b>Net Cost (Surplus)</b>	<b>460,483</b>	<b>31,977</b>	<b>7%</b>

**MOUNTAIN VIEW REGIONAL WASTE  
MANAGEMENT COMMISSION  
STATEMENT OF REVENUE & EXPENDITURES  
FOR THE PERIOD ENDED FEB 29, 2024 (UNAUDITED)**

	<b>Budget 2024</b>	<b>2024 YTD</b>	<b>Actual vs Budget 0%</b>
<b>DIDSBURY LANDFILL</b>			
<b>Revenue</b>			
Municipal Pickup Scale Fees			
Landfill - Class 2 MSW - Olds	130,465	26,025	20%
Landfill - Class 2 MSW - Sundre	32,495	5,018	15%
Landfill - Class 2 MSW - Didsbury	91,665	17,458	19%
Landfill - Class 2 MSW - Carstairs	104,760	16,315	16%
Landfill - Class 2 MSW - Cremona	9,021	1,629	18%
Landfill - Class 2 MSW - MVC	-	-	0%
Sundre & WV Transfer Site Tipping Fees	86,815	10,218	12%
General Scale Fees	1,544,725	194,030	13%
Landfill - Commercial Pickup			
Landfill Class 2			
Didsbury Transfer Station	177,389	20,027	11%
Hydrocarbon soils	62,500	60,740	97%
Mattresses	25,380	2,990	12%
Couches and Chairs	6,250	1,135	18%
Other (Lease)	16,121	151	1%
Other (callout revenue)	3,000	270	9%
Transfer from Reserves	-	-	0%
Transfer from Capital Reserves	-	-	0%
Land Requisition	-	-	0%
Provincial Grant	-	-	0%
<b>Total Revenue</b>	<b>2,290,586</b>	<b>356,156</b>	<b>16%</b>
<b>Expenses</b>			
<b>Personnel</b>			
Salaries	531,828	71,027	13%
Employee Benefits	105,530	21,937	21%
Staff Training	4,500	-	0%
<b>Total Personnel</b>	<b>641,858</b>	<b>92,964</b>	<b>14%</b>
<b>Purchased Services</b>			
Mileage	-	-	
Meals & Accommodation	1,500	55	4%
Telephone	3,500	544	16%
Licenses & Permits	150	-	
Contract Services	253,000	30,382	12%
Leachate Transport	125,000	-	0%
Consultants/Lab Testing	54,600	7,349	13%
Site Maintenance	10,000	65	1%
Building Maintenance	10,000	-	0%
Equipment Maintenance	140,000	46,064	33%
Vehicle Maintenance	-	-	0%
Rentals & Leases	500	-	0%
Vehicle Lease	-	-	0%
<b>Total Purchased Services</b>	<b>598,250</b>	<b>84,459</b>	<b>14%</b>
<b>Supplies</b>			
General Supplies	12,500	481	4%
Small Tools	12,500	318	3%
Diesel	132,300	23,549	18%
Gas	12,500	1,230	10%
Utilities	10,941	2,225	20%
<b>Total Supplies</b>	<b>180,741</b>	<b>27,801</b>	<b>15%</b>
Debenture Principle	75,386	-	0%
Debenture Interest	3,593	-	0%
Lease Principle	26,707	-	0%
Lease Interest	5,804	3,535	61%
Capital Purchases	-	-	
Transfer to Capital Reserves	-	-	0%
Amortization	499,656	-	0%
Pit Closure/Post Closure	25,000		0%
Cost sharing of Administration Function	391,411	27,181	7%
<b>Total Expenditures</b>	<b>2,448,406</b>	<b>235,940</b>	<b>10%</b>
Net Cost (Surplus) before fees charged to	157,820	(120,216)	

MOUNTAIN VIEW REGIONAL WASTE  
MANAGEMENT COMMISSION  
STATEMENT OF REVENUE & EXPENDITURES  
FOR THE PERIOD ENDED FEB 29, 2024 (UNAUDITED)

	Water Valley			Sundre			Total		Actual vs Budget 0%
	Budget 2024	2024 YTD	Budget 2024	Budget 2024	2024 YTD	Budget 2024	2024 YTD	Budget 2024	
<b>Revenue</b>									
General Scale Fees	94,300	11,462	111,550		12,739	205,850	-	24,200	12%
Class 2 MSW	-		-			-	-		
Other	-		-			230,345	57,573		25%
Fees Charged to Municipalities									
<b>Total Revenue</b>	<b>94,300</b>	<b>11,462</b>	<b>111,550</b>	<b>12,739</b>	<b>12,739</b>	<b>436,195</b>	<b>81,774</b>	<b>19%</b>	
<b>Expenses</b>									
<b>Personnel</b>									
Wages	32,308	5,051	48,431		5,152	80,739	-	10,203	13%
Employee Benefits	4,861	1,196	4,861		1,615	9,722	2,811		29%
Mileage	-	-	-		-	-	-		
<b>Total Personnel</b>	<b>37,169</b>	<b>6,248</b>	<b>53,292</b>	<b>6,767</b>	<b>6,767</b>	<b>90,461</b>	<b>13,014</b>	<b>14%</b>	
<b>Purchased Services</b>									
Telephone	1,750	265	1,750		265	3,500	529		15%
Contract Hauling	74,282	11,556	76,529		11,217	150,811	22,773		15%
Matress Processing	-		-			-			
Bin Rental						-			
Site Maintenance	1,500	-	1,500		690	3,000	690		23%
Landfill Tipping	39,770		47,045			86,815	10,218		12%
Equipment Maintenance	500	-	500		-	1,000	-		0%
Building Maintenance	500		500		31	1,000	31		3%
<b>Total Purchased Services</b>	<b>118,302</b>	<b>11,821</b>	<b>127,824</b>	<b>12,202</b>	<b>12,202</b>	<b>246,126</b>	<b>34,241</b>	<b>14%</b>	
<b>Supplies</b>									
General Supplies	-	-	-		-	-	-		0%
MSW Adjustments						-	-		0%
Diesel			-		-	-	-		
Utilities	1,800	521	3,000		823	5,300	1,344		25%
<b>Total Supplies</b>	<b>1,800</b>	<b>521</b>	<b>3,000</b>	<b>823</b>	<b>823</b>	<b>5,300</b>	<b>1,344</b>	<b>25%</b>	
Amortization	-	-	-		-	42,018	-		0%
Cost sharing of administration function						46,048	3,198		7%
<b>Total Expenditures</b>	<b>157,271</b>	<b>18,589</b>	<b>184,116</b>	<b>19,792</b>	<b>19,792</b>	<b>429,953</b>	<b>51,797</b>	<b>12%</b>	
<b>Net Cost (Surplus)</b>	<b>62,971</b>	<b>7,127</b>	<b>72,566</b>	<b>7,053</b>	<b>(29,977)</b>	<b>(6,242)</b>	<b>(29,977)</b>		

**MOUNTAIN VIEW REGIONAL WASTE  
MANAGEMENT COMMISSION  
STATEMENT OF REVENUE & EXPENDITURES  
FOR THE PERIOD ENDED FEB 29, 2024 (UNAUDITED)**

	<b>Budget 2024</b>	<b>2024 YTD</b>	<b>Actual vs Budget 0%</b>
<b>RECYCLING</b>			
<b>Revenue</b>			
Recycling Drywall	-	-	
Recycling Metal	12,113	1,224	10%
Recycling Cement	11,339	149	1%
Recycling Fridge/Freezer	18,000	1,736	10%
Recycling Batteries	5,000	-	0%
Recycling Electronics	15,000	3,062	20%
Recycling Paint	12,000	2,428	20%
Recycling Wire		-	
Recycling Mattresses			
Recycling Couches/Chairs			
Shingle Contribution		-	
		-	
Other Revenue (Metal Re-Sales)	16,352	-	0%
Transfer from Reserves	-	-	
<b>Total Revenue</b>	<b>89,804</b>	<b>8,598</b>	<b>10%</b>
<b>Purchased Services</b>			
Contract Services	5,000	3,200	64%
Shingle Recycling	-	-	0%
Processor Fees	95,000	6,411	7%
Concrete Recycling	-		
<b>Total Purchased Services</b>	<b>100,000</b>	<b>9,611</b>	<b>10%</b>
Amortization	11,301	-	0%
Cost sharing of administration function	23,024	1,599	7%
Transfer to Reserves	23,452	-	0%
<b>Total Expenditures</b>	<b>157,777</b>	<b>11,210</b>	<b>7%</b>
Net Cost (Surplus) before fees charged to Municipalities	67,973	2,611	4%
Fees Charged to Municipalities	69,668	17,457	25%
<b>Net Cost (Surplus)</b>	<b>(1,695)</b>	<b>(14,846)</b>	



## Mountain View Regional Waste Management Commission

### Request for Decision

**Meeting Date:** April 22<sup>nd</sup>, 2024

**Reference:** 100/2024.01

**TITLE:** 4.4 – Extended Producer Responsibility Program Update

**RECOMMENDATION:**

**THAT the MVRWMC Board accept as information Administration's update on the EPR program developments.**

#### Background:

Administration has completed the applications to Circular Materials for inclusion of the transfer site at Didsbury, Water Valley and Sundre all becoming registered EPR sites. These programs would be similar to the prior recycle center services provided by the Commission, however the operations and contracts would be run by Circular Materials on behalf of the Commission. Therefore, it is our current understanding that the Commission will not incur additional costs if the programs are reintroduced to the region. However, until all of the contracts are signed it is unknown at this time if this will truly be a "free" service. MVRWMC will be looking to execute a Direct Service Model whereas Circular Materials will administer all services with costs to be funded by the producer's side of the EPR equation.

Circular Materials continues to meet with municipalities to work towards the following process.

1. Conduct preliminary discussions to scope level of service to be provided and locations. This includes a review of historical costs to support these programs in the past. For MVRWMC the annual costs of contract hauling recycle materials was approximately \$400,000 per year.
2. Circular Materials will generate Statement of Work ("SoW") outlining the services to be provided. This may include specific products they will allow, pick-up location and frequency etc.
3. Following acceptance of the SoW, each municipality/commission will be presented with a Master Services Agreement for execution. Administration's recommendation is to defer as much of the operation, administration and financial obligation of this program to Circular Materials as possible.
  - The Commission's role ideally will be limited to providing a location for the program to operate. This is similar to the service model for household hazardous waste, tires, electronics etc.)

4. Circular Materials is targeting to complete the MSA phase by September allowing time for tendering of services prior to roll-out of the programs for April 1<sup>st</sup>, 2025.

Your municipalities should be going through essentially the same services right now as it relates to your local blue cart collection programs.

### **Processor Application**

As Circular Materials gathers data on operating costs, and percentage of materials that have no markets, they have started to discuss partnerships with “processors” to either inventory materials or landfill where needed. Costs to deliver the rural programs are much higher than their initial estimates (shocking right!?! ) which may open up an opportunity for MVRWMC to leverage existing assets as a “processor.”

More discussion is required, but the Commission could potentially turn its collection sites and landfill into a profit center generating revenue for members to offset operating costs. An example might be using Sundre as a regional collection center and redeploying the current building and its walking floor loading dock. We would lease the building and site to an operator contracted to Circular Materials at a rent yet to be determined.

The landfill could also store inventory of non-recyclables that may eventually require disposal at the landfill. With processors being paid \$300/tonne for processing, the Commission could consider charging a significant premium to Circular to dispose of non-recyclable recycling.

### **Attachments:**

1. Alberta Municipal Working Group – Circular Materials April 17<sup>th</sup>, 2024 Presentation

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



# Alberta Municipal Working Group

April 17, 2024



# Acknowledgement



# Agenda

- EPR refresher
- Collection updates
- Post-collection
- Promotion and education
- Frequently asked questions
- Wrap up and Q&A





# EPR Refresher

Circular Materials

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# Recap: What is EPR?

- Extended producer responsibility (EPR) is a policy approach in which producers (the businesses that supply packaging and paper to residents) are responsible for the end-of-life management of the materials they supply to consumers.
- Many jurisdictions across Canada are moving to this framework.
- Circular Materials supports producers in meeting their obligations under each jurisdiction's EPR regulation.





# Alberta's Regulation

- On October 3, 2022, the Alberta [Extended Producer Responsibility Regulation](#) was filed for single-use products, packaging, and paper products.
- Government Regulation and associated Bylaws by ARMA outline program requirements, targets and timeline.
- Circular Materials is operating as the not-for-profit producer responsibility organization (PRO) in Alberta that supports producers in meeting their obligations under the Regulation.

# Role of Government vs. Oversight (ARMA)

## Ministry

- Determine goals, outcomes and direction.
- Maintain legislative EPR framework (Act, Regulation) and broad policy direction.
- Oversee performance of ARMA in its oversight mandate.
- Consult/engage with ARMA as necessary.
- Enforce contraventions against the Act or Regulation.

## Oversight Authority (ARMA)

- Develop and maintain bylaws and policies.
- Implement policies and procedures to deliver a level playing field and ensure compliance.
- Develop and maintain a registry system.
- Engage with stakeholders.
- Design measures to monitor and assess performance.
- Establish processes and escalation measures to compel compliance, referring to Ministry for enforcement being a last resort.
- Report on system health against outcomes set in regulation and keep the Ministry informed of issues.



# Role of Circular Materials (PRO) vs. Oversight (ARMA)

## PRO (Circular Materials)

- National not-for-profit organization created and governed by producers.
- Support producers in meeting obligations under extended producer responsibility (EPR) regulations.
- On behalf of its registered producers, responsible for financial and operational planning and implementation across Alberta for PPP materials.
- Contract management: With communities, service providers and post collection facilities.
- Work directly with registered communities and service providers across the province.
- Responsible for promotion and education.

## Oversight Authority (ARMA)

- Develop and maintain bylaws and policies.
- Implement policies and procedures to deliver a level playing field and ensure compliance.
- Develop and maintain a registry system for communities and producers.
- Engage with stakeholders (I.e. Circular Materials).
- Design measures to monitor and assess performance.
- Establish processes and escalation measures to compel compliance for PROs, referring to Ministry for enforcement being a last resort.
- Report on system health against outcomes set in regulation and keep the Ministry informed of issues.



# Decisions: Oversight (ARMA) vs. Circular Materials (PRO)

Question	CM	ARMA	AB Gov
Details of collection contracts – day of collection. Type of collection container. What is collected curbside.	✓		
Common Collection Systems standards.		✓	✓
How designated materials <b><u>will</u></b> be processed.	✓		
How designated materials <b><u>can be</u></b> processed.			✓
Which infrastructure to use.	✓	✓	
Collaborates with communities on promotion and education.	✓		

# Collection Updates

Circular Materials

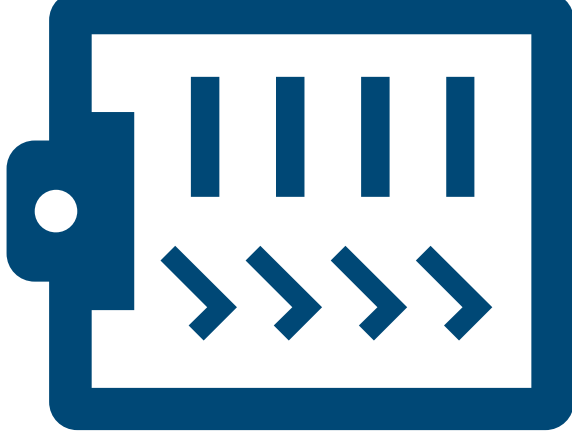
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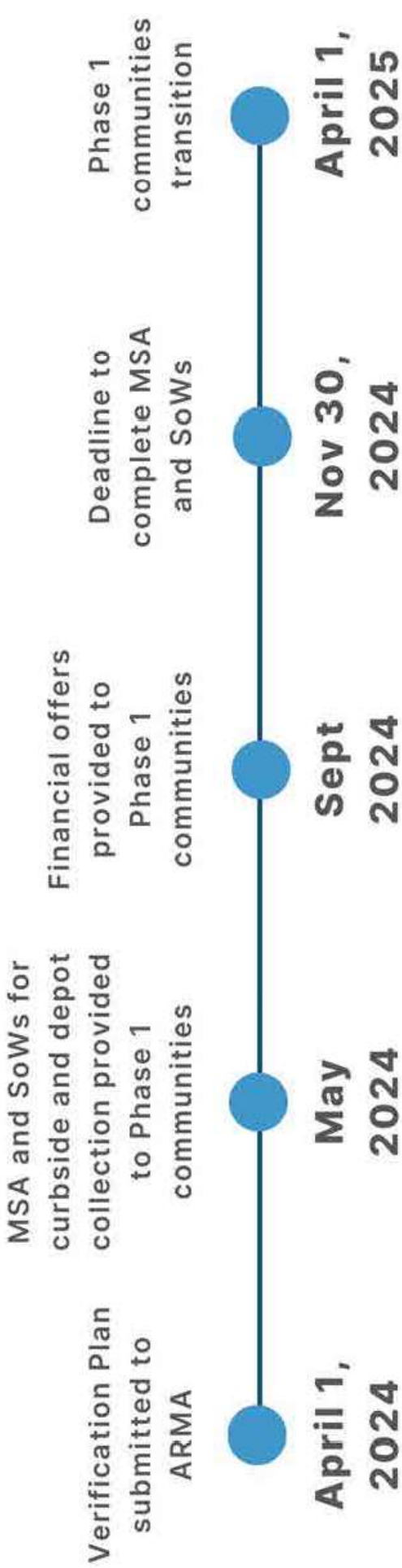


# Status

- Verification Plan was formally submitted to ARMA on April 1, 2024 deadline.
- 232 fully registered communities for Single-use Products, Packaging, and Paper Products (PPP) program. (includes smaller communities captured in the original 254).
  - 94% of Alberta population covered as part of phase 1 registration.
- 237 producer registrants.



# Key Dates: Phase 1



# Recap: Transition Models

Based on learnings from our meetings and information collected, communities will be part of one of two models for the EPR program:

## Indirect Service Model

- Community will continue managing recycling program.
- Payment provided by Circular Materials based on a set cost per stop.
- Community will manage collection contracts and be responsible for customer service.
- Community will continue to manage P&E with support from Circular Materials, and a top-up will be provided for P&E and contract administration.

## Direct Service Model

- Circular Materials will manage local recycling program.
- Circular Materials will negotiate directly with a collection service provider.
- Circular Materials will administer the collection contract.
- The collection service provider will be responsible for customer service, with escalated inquiries managed by Circular Materials.
- Circular Materials will directly lead P&E in collaboration with the community unless contract is with a community led direct model.

# Term Sheets

- Prior to issuing the Master Services Agreement (MSA) and Statement of Work (SoW), a summary term sheet will be sent to each municipality.
- Term sheets will summarize the proposed terms and conditions of the MSA and SoW to be entered into between the “Contractor” and Circular Materials.
- This is to ensure municipalities have time to review the agreement contents internally and provide as much information ahead of financial discussions to ensure an open and transparent process.







# Data Required to Support Contract Development

- As we move into contract development, the following information is required from each municipality and a new live link will be sent out to each community to help support and simplify the process.
  - Cost verification on all existing services.
  - Inventory on equipment.
  - Confirmation on material list collected curbside and via depot.
  - Material destination and transfer costs.
  - Additional cost itemization breakdown for all current services.

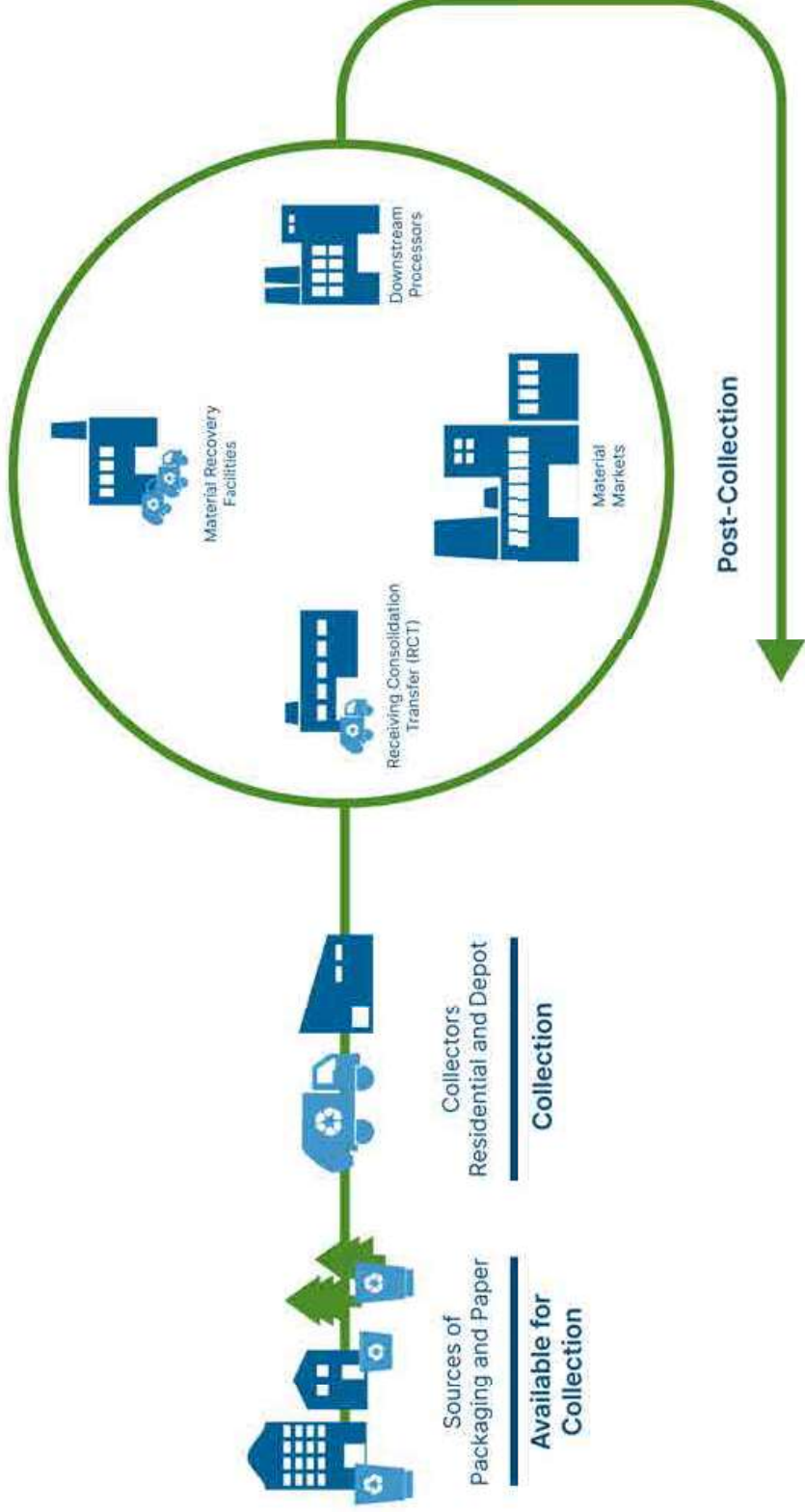
# Post-Collection

Circular Materials





# Recap: Provincial Operations Plan



# Post-Collection Services

## **Receiving, Consolidation and Transfer (RCTs)**

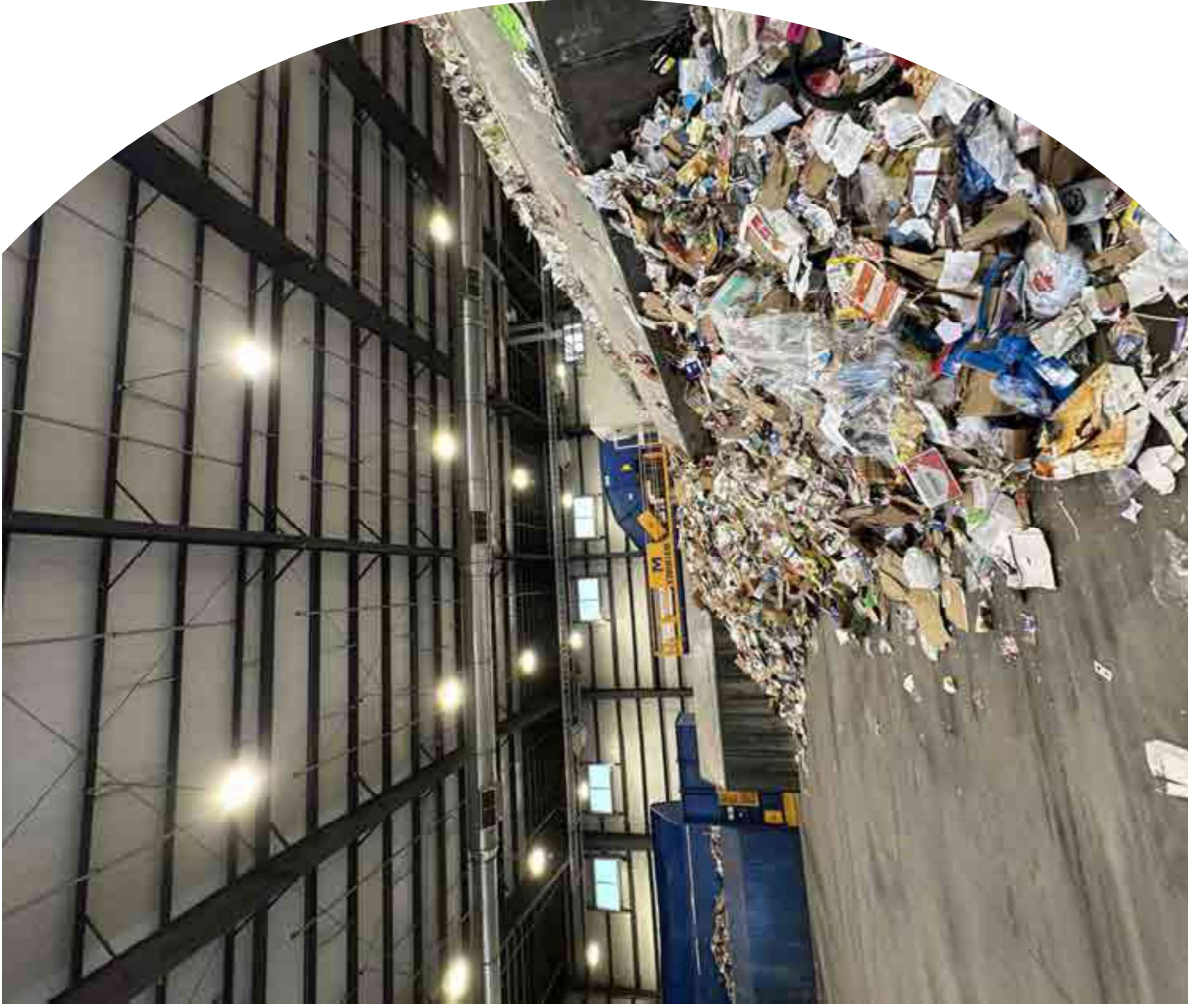
Facilities that accept PPP Designated Materials from a contracted collection hauler acting on behalf of Circular Materials for the purpose of consolidation, which may include compaction or baling and preparing for transfer to a Circular Materials' Material Recovery Facility (MRF), secondary processor, or end market.

## **Material Recovery Facilities (MRFs)**

Facilities that accept PPP Designated Materials delivered directly by a contracted collection hauler acting on behalf of Circular Materials or transferred to the MRF from an RCT for the purpose of being sorted, baled or otherwise processed and shipped to secondary processors or end markets for recycling.

# Post Collection Planning and Implementation

- Received preliminary list of 37 registered processing facilities from ARMA along with contact information.
- Operations team next steps:
  - Contacting those who registered to determine current capabilities and infrastructure available.
  - Setting up site visits where applicable to see facilities and discuss RCT and MRF services required both short and long-term.
  - Circular Materials to complete internal planning based on operational requirements and begin process of contract negotiations with RCT and MRF operators.



# Upcoming Site Visits

- Site visits began in March and will be continuing over the next 4-6 weeks.
- The operations team has reached out to all who registered as primary processors to gather more information with which to determine plans for site visits.
  - If you have not yet responded, please do so.
  - If you have not heard from us but are registered, please let us know at [ABoperations@circularmaterials.ca](mailto:ABoperations@circularmaterials.ca) with the subject line: *Primary Processing*.



# Promotion and Education

Circular Materials

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# Discovery Meetings

- We look forward to collaborating with Alberta municipalities on promotion and education.
- A reminder that following your meeting with the operations team, the marketing team will be reaching out to discuss your recycling promotion and education.
  - 57 meetings scheduled so far; continuing to schedule the remaining.
- To ensure a seamless transition for residents, we're looking to understand your current communication strategies, P&E initiatives, learnings and any challenges.



# Frequently Asked Questions



# FAQs

## **Can you help clarify why you need to verify costs for all of our existing services?**

Circular Materials requires verification of costs to report back to the producers to ensure that the costs of the program are audited and captured to provide accurate funding back to the communities.

## **Is anything going to change about how recycling is collected?**

Circular Materials will endeavor to maintain all aspects of the existing collection services. Some changes to collection may be necessary in order to be in compliance with the Regulation. Our team will work closely with your community to ensure any changes are effectively implemented.



# FAQs

## **Who will communicate to residents about any changes prior to April 1, 2025?**

Circular Materials will work with communities to understand what methods you are using to communicate to residents. Depending on what collection operations are transitioning and what contract model is used, either Circular Materials or the community will take the lead in communicating to residents.

## **What contract model does Circular Materials prefer to have?**

Our goal is to create a seamless transition, while ensuring that we adhere to requirements of the Regulation. This can be accomplished by either direct or indirect contract model – we can work with communities toward the preferred contract model but would like to ensure that the contract model is confirmed by June 30, 2024, to build the accurate SOWs and next steps required.

# Wrap Up

Circular Materials

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## Wrap Up

- Thank you for your continued support as we transition to EPR in Alberta.
- FAQs can be found on our website at [circularmaterials.ca/AB](https://circularmaterials.ca/AB).
- **Next meeting:** May 15 from 11 – 12 p.m.
- We encourage you to send meeting topic suggestions to [ABoperations@circularmaterials.ca](mailto:ABoperations@circularmaterials.ca).





[circularmaterials.ca](https://circularmaterials.ca)

[info@circularmaterials.ca](mailto:info@circularmaterials.ca)



## Mountain View Regional Waste Management Commission

### CAO Report to the Board

**Meeting Date:** April 22<sup>nd</sup>, 2024

**Reference:** 100/2024.01

**TITLE:** 5.1 – CAO Report

**RECOMMENDATION:**

**THAT the MVRWMC Board accept as information the CAO report for the period from November 29<sup>th</sup>, 2023 through April 16<sup>th</sup>, 2024.**

#### Administration Initiatives

1. Administration of employee COLA increases as approved at the November 27<sup>th</sup>, 2023 regular meeting, and allocation of the bonus-pool.
2. Administration's primary focus in Q1-2024 has been preparation and support of the 2023 Audit. I would like to acknowledge the professionalism and attention to detail by Lindsay Miller and Ron Cameron for their outstanding performance in delivering a clean audit file for 2023. Audits are always a significant amount of work, and even more so in a small organization such as ours with limited staff.
3. Administration completed the estimates of Asset Retirement Obligation ("ARO") for this year's financial statements include a revised provision to incorporate the Closure-post-closure costs into a larger ARO liability for the year. The ARO estimates for MVRWMC are difficult to forecast as the expected life of the landfill and future cells that may be built guide the timing of when these forecasts may be incurred. The majority of the liability is related to capping the current cell, but also incorporates costs to reclaim building and structures outside of the landfill cell, and also costs to decommission buildings in Water Valley and Sundre.
4. Administration attended EPR webinars (January 16, February 21, March 20, and April 17) hosted by the Province to review the EPR roll-out.
5. Administration continues to work with E360 in regards to a billing dispute related to the termination of recycle hauling in Cremona, and then eventually all recycle centres. E360 charged for services that had been rightfully terminated as per the contract terms, however to date they have not recognized



their error. The Commission short-paid E360's invoices after months of discussions to create some leverage and attention for them to fix the problem, which is yet to be finalized.

6. Attended safety meetings on January 23<sup>rd</sup>, February 20<sup>th</sup>, and March 19<sup>th</sup>.
7. The operations team took advantage of the slower winter season to relocate the site of the Didsbury transfer station. The original site was constructed within the future Cell 7 of the airspace and would need to have been moved eventually. The new site is located off the airspace and utilizes a portion of the former recycling centre at Didsbury. Ryan was able to construct the new site using staff and repurposed materials from the site. Again, this is a great example of initiative and creativity by our staff. Well done to all involved!!



## **Financial Report**

1. As at April 10<sup>th</sup>, 2024 the Commission's checking account balance was \$992,147.59 compared to \$1,293,216 as at November 27<sup>th</sup>, 2024 when the working capital balance was last reported. The decrease reflects the completion of the 2024 Capital Budget items to acquire a new flat deck truck and the Tractor-Water Wagon combination, both funded from unrestricted surplus. Following approval of the 2023 financial statements, Administration will provide recommended reserve contributions at the next regular meeting which will reconcile the cash outlay from the capital reserves fund.
2. In addition, the reserve balances were:

a. Capital Reserves fund	\$639,515.43
b. Recycling Reserves fund	\$45,735.71
c. Post Closure Reserves fund	\$0
<b>Total Reserves:</b>	<b>\$685,251.14</b>
3. As at March 28<sup>th</sup>, 2024 the Commission's long-term investments balance was \$987,143.95 consisting of fixed income investments, money-market mutual funds and \$68.40 in cash. The next GIC maturities on roughly \$400,000 of GIC's paying 4.38% will mature on July 8<sup>th</sup>, 2024. The current one-year yields are around 4.75 – 5.0% and the 5-year yields are currently 3.8% - 4.25%. When the bond markets are inverted such as they are now, the markets are signaling a drop in the central bank rate from the current Bank of Canada prime rate of 7.2%.
4. **Current combined cash and investment resources total \$2,666,543 for a decrease of \$273,370 from the last reported balance on November 27<sup>th</sup>, 2023.**
5. **Long-term Debt Payments:**

Upcoming debenture payments

  - 2024 Payment of \$78,979 related to the Bomag purchase (subsequently sold) to fund 16 and 17 out of 20 total payments. The maturity date of this instrument is March 15<sup>th</sup>, 2026.

### **Attachments:**

1. RBC Account Balance Report – April 10<sup>th</sup>, 2024
2. RBC Investment Report – March 28<sup>th</sup>, 2024

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