

WILLOW CREEK REGIONAL WASTE MANAGEMENT SERVICES COMMISSION

Regular Meeting Minutes

Tuesday November 12<sup>th</sup> 2024 10 A.M.

Willow Creek Regional Landfill Administration Building

In attendance: Chairman Earl Hemmaway, Vice Chairman Don Norby, Gord Wolstenholme, Brad Schlossberger and Interim Manager Brenda MacDonald

1. Call to Order by Gord Wolstenholme @ 10:16 A.M.

2. Approval of Agenda

24.63 Moved by Earl Hemmaway to adopt the agenda as presented. **CARRIED**

3. No Delegations.

4. Approval of June 25<sup>th</sup>, July 17<sup>th</sup>, September 17<sup>th</sup> and October 7<sup>th</sup>, 2024 regular meeting minutes.

24.64 Moved by Don Norby to accept the minutes from the previous four meetings as presented. **CARRIED**

24.65 Moved by Gord Wolstenholme to send meeting minutes to the members and admin. **CARRIED**

5. Financial Information

a) Interim Manager Brenda presented the members with summaries of *Accounts Payable* sent by Avail for the months of June through September 2024.

b) Interim Manager Brenda presented the members with summaries of *Cheque Detail* sent by Avail for the months of June through September 2024.

c) Interim Manager Brenda presented the members with *Reconciliation Summaries* sent by Avail for the months of June through September 2024.

24.66 Moved by Don Norby to accept the Financial Statements as presented. **CARRIED**

24.67 Moved by Brad Schlossberger to have interim Manager Brenda send, via email, the Financial Statements to the four members and to the Administrators. **CARRIED**

Interim Manager Brenda was able to print off The ATB Financial Bank Statements from June until September. She does not have access to the bank statements now.

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6. New Business

Amendments to the WCRWMSC Safety Manual.

a) Four amendments were presented to the members for review.

24.68 Moved by Earl Hemmaway to make the following three amendments to the WCRWMSC Safety manual. Page 27, to add *FURNACE FILTER* to the monthly inspection form. Page 82, to correct the spelling from *toll* to *tool*. Page 93, to print a fresh copy of this page to exclude whiteout. **CARRIED**

b) The members were informed that RMA Insurance rates will be increasing.

7. Old & Continuing Business

a) Mitacs has emailed a preliminary overview report. All members have had the report emailed to them by Interim Manager Brenda.

b) Interim Manager Brenda is working with Jenae Torscher from Avail to learn the new QBO program. Brenda is now able to input the bills and create cheques. She will continue to learn QBO, over the next three months.

8. Correspondence

a) All members were given a copy of a letter from Eric Friesen, in regards to an Energy from Waste company.

b) A representative of MWM Environmental dropped off his card. For information only at this point.

9. General Landfill information.

a) The members were informed that our employee Rick Stephenson will be off from today, November 12<sup>th</sup> 2024 and returning to work January 28<sup>th</sup> 2025. His probation period ends today.

24.69 Moved by Don Norby, that Rick Stephenson will return to his position on January 28<sup>th</sup> 2025 and will be eligible to receive full benefits from Group Source starting January 28<sup>th</sup> 2025. **CARRIED**

b) Dale Stinson of StinTech Electronics, was at the Landfill to bring back two handhelds that he had fixed as well as a charger for them. He let me know that his company also installs very good surveillance systems.

24.70 Moved by Don Norby to get a price on a surveillance system that would be suitable for the landfill. **CARRIED**

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10. In Camera

24.71 Moved by Earl Hemmaway to have Brenda MacDonald carry on as probationary Interim CAO until December 31<sup>st</sup> 2024. on January 2<sup>nd</sup> 2025, by board approval, Brenda MacDonald will become WCRWMS Manager and CAO. **CARRIED**

Next meeting December 10<sup>th</sup> 2024 at the Willow Creek Regional Landfill Administration Building.

11. Adjournment

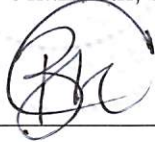
Gord Wolstenholme adjourned the meeting at 10:50 A.M.



Chairman, Earl Hemmaway



Vice Chairman, Don Norby



Interim Manager, Brenda MacDonald