



**WILLOW CREEK REGIONAL WASTE MANAGEMENT SERVICES COMMISSION**  
**Willow Creek Landfill Administration Building**  
**Regular Meeting Minutes**

Regular monthly meeting minutes of the WCRWMSC held on **June 12, 2025** at the Willow Creek Landfill Administration Building.

**In attendance:** Chairman Earl Hemmaway, Vice-Chairman Don Norby, Brad Schlossberger, Manager Brenda MacDonald, and incoming Manager Cassie Bishop.

1	Call to Order	The Meeting was called to order by Chairman Hemmaway at 9:52 a.m.	
2	Agenda Approval	<b>25.63 Moved by Don Norby</b> to accept the agenda as presented.	Carried
3	Delegations	Yes – Dave from Superior North America (SNA) by phone – see 7 a) below	n/a
4	Minutes Approval	<b>25.64 Moved by Brad Schlossberger</b> to accept the minutes from the May 27, 2025 regular meeting as presented.	Carried
5	Financial Information	a. <b>25.65 Moved by Don Norby</b> to accept the Accounts Receivable Report for April 1-30, 2025.	Carried
		b. <b>25.66 Moved by Brad Schlossberger</b> to accept the Accounts Payable Report for May 1-31, 2025	Carried
		c. <b>25.67 Moved by Don Norby</b> to accept the Cheque Detail Report for May 1-31, 2025	Carried
		d. <b>25.68 Moved by Brad Schlossberger</b> to accept the monthly Budget report for May 1-31, 2025.	Carried
6	New Business	a. Brenda MacDonald is finished her time as CAO/Manager as of June 28, 2025	n/a
		b. <b>25.69 Moved by Brad Schlossberger</b> to appoint Cassie Bishop as CAO/Manager as of July 3, 2025. She is training with Brenda June 9-12 and 23, 2025.	Carried
		c. <b>25.70 Moved by Don Norby</b> that steps will be taken to transfer signing authorities and permissions to Cassie Bishop for all accounts and business pertaining to WCRWMSC commencing June, 2025 and Brenda MacDonald will be removed, effective June 28, 2025.	Carried
		d. A technician is coming to fix the internet on Friday, June 13. It appears that birds have shredded the outside line. It's been requested that the new line be protected with conduit when replace.	n/a
		e. A technician is coming Thursday, June 12 to replace a leaking seal on a rear tire of the excavator that was just fixed. He will also replace a seal on the water pump.	n/a
		f. <b>25.71 Moved by Don Norby</b> to enter into a 4-year agreement at \$44.95/month with Guardian Security & Technology Solutions to upgrade the current alarm system to include a new panel, RF	Carried



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		keypad, keypad, and smoke detector. This will include a one-time upfront cost of \$200.	
7	Old Business	a. <b>25.72 Moved by Brad Schlossberger</b> to order a new Tana H380 compactor from Superior North America and to pay for the machine outright. A total price will be obtained by the Manager.	Carried
		b. Budget breakdown for yard maintenance, compactor, and excavator to be carried over.	n/a
8	General Landfill News	a. There's been 3 break-ins in the last couple of weeks, resulting in fence repair and tearing open the E-Waste bins and leaving debris outside the bins.	n/a
9	Additional Discussions	<b>25.73 Moved by Earl Hemmaway</b> that he will contact Innisfail to see if they will come down to the Landfill Administration Office and do a presentation on Waste Energy.	Carried
10	Next Meeting	The next meeting will be scheduled for <b>Tuesday, July 22 at 10 am</b>	n/a
11	Adjournment	<b>25.74 Moved by Brad Schlossberger</b> to adjourn the meeting at 10:42 am.	Carried

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**Earl Hemmaway**

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**Cassie Bishop**