



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

Regular monthly meeting minutes of the WCRWMSA held on **July 22, 2025** at the Willow Creek Landfill Administration Building.

**In attendance:** Chairman Earl Hemmaway, Vice-Chairman Don Norby, Brad Schlossberger, Gord Wolstenholme, and Manager Cassie Bishop.

|  |                       |  |         |
|--|-----------------------|--|---------|
| 1  | Call to Order         | The Meeting was called to order by Chairman Hemmaway at 9:59 a.m.  |         |
| 2  | Agenda Approval       | <b>25.75 Moved by Don Norby</b> to accept the agenda with additions.   | Carried |
| 3  | Delegations           | None   | n/a     |
| 4  | Minutes Approval      | <b>25.76 Moved by Gord Wolstenholme</b> to accept the minutes from the June 12, 2025 regular meeting as presented.   | Carried |
| 5  | Financial Information | <b>25.77 Moved by Don Norby</b> to accept the Accounts Receivable, Accounts Payable, Cheque Detail, and Monthly Budget Reports for the period of June 1-30, 2025.  | Carried |
| 6  | New Business          | a. <b>25.78 Moved by Gord Wolstenholme</b> to have Cassie look into options for a 100' x 80' insulated shop with heat and power to house heavy equipment. Don Norby will assist.   | Carried |
|  |                       | b. <b>25.79 Moved by Don Norby</b> that the letter to ATB be signed to have a debit card issued to Cassie for business-related purchases.  | Carried |
|  |                       | c. i) Benefits for Cassie will begin after the 3-month probation period.   | n/a     |
|  |                       | ii) <b>25.80 Moved by Don Norby</b> that Cassie look into Pension benefits for full-time staff.  | Carried |
|  |                       | iii) <b>25.81 Moved by Gord Wolstenholme</b> that Cassie be given a Fuel Allowance of 1 tank of gas per month, commencing September, 2025, which will appear on the credit card statement each month.                                      | Carried |
|  |                       | d. <b>25.82 Moved by Brad Schlossberger</b> that ergonomic upgrades to the scale office be made by purchasing an adjustable desk riser to accommodate a new monitor, scale display, small ticket printer, and wireless keyboard and mouse. | Carried |
|  |                       | e. Cassie is working with Isaiah to establish when/if he will be taking Parental Leave.<br>It was decided that Rick will not be trained to operate the compactor at this time.   | n/a     |
|  |                       | f. Rick would like to take a 4-month leave from November 1, 2025 to February 28, 2026.<br>We will address this at the August meeting once Parental Leave has been established with Isaiah  | n/a     |
| g. <b>25.83 Moved by Brad</b> that Brenda be hired to cover Arden's vacation from September 3-23 at the same wage Arden is making at \$20.60/hour. | Carried               |  |         |



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| 6  | New Business                 | <p>h. <b>25.84 Moved by Brad</b> that Cassie register for a Half-day Online FOIP training at a cost \$350.</p> <p>It was discussed that Cassie look into the AB Care Conference and see if she'd like to attend.</p>  | Carried |
| 7  | Old Business                 | <p>a. The budget breakdown for yard maintenance, compactor and excavator will be taken off the agenda, as it appears on the Budget Report.</p>  | n/a     |
|    |                              | <p>b. Waste to Energy – Earl has spoken with Shaun Colin from Innisfail, who is still interested in having a meeting late Summer/early Fall.</p> <p>We would look into hosting a meeting at the MD office and inviting Innisfail, Foothills County, Town of Nanton, Chief Mountain, Pincher Creek, Lethbridge and Vulcan Counties, and any others that may be interested in attending.</p>  | n/a     |
| 8  | General Landfill Information | <p>a. The wifi issue has been resolved. It appears that birds ate the wire outside going to the antenna, so it has been replaced and tucked up tight to the building. The technician did not put the new wire in conduit as requested.</p>  | n/a     |
|    |                              | <p>b. Superior North America delivered the Tana seacan containing parts for the new compactor on July 7.</p>  | n/a     |
|    |                              | <p>c. SecurTek technician installed a booster antenna for the new alarm system on July 7.</p>   | n/a     |
|    |                              | <p>d. The Fort Macleod Fall clean-up is scheduled for Friday and Saturday, September 26 &amp; 27.</p>   | n/a     |
|    |                              | <p>e. When the old Cat compactor was repaired and, upon investigation, when the technician (Justin) was test driving it, an engine cover fell off and was run over. The technician didn't say anything to us. Cassie called Glacier Equipment, spoke with Jeremy, and he told her what happened. He also said that Finning advised the part is no longer available.</p> <p>Cassie will contact Matt at T&amp;M Fabrication &amp; Welding Services Inc to see about getting a replacement cover.</p> | n/a     |
| 9  | Correspondence               | <p>a. Cassie will respond back to Collective Waste Solutions and let them know that our 9000-tonne waste allowance won't accommodate additional waste from outside the MD of Willow Creek.</p>  | n/a     |
| 10 | Additional Discussions       | <p>a. RMA Insurance Renewal – It is time to renew our insurances, Cassie asked the Board to double check to make sure that all insured assets were accounted for in the paperwork. Also, she wanted to know where to find the waste volumes. A report will be provided at each meeting going forward.</p>   | n/a     |



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|    | Additional Discussions | b. Working alone in the office – This Saturday, Cassie and Isaiah are scheduled to work, but Isaiah is off until Monday. It was decided to close the Landfill for this Saturday and ask the towns and MD to post it on their Social Media. | n/a     |
|    |                        | c. Rainy weather – do we close the landfill? No, the towns need to be able to dump their garbage. Worst case scenario would be to have an area for them to dump and then we move it into the Wet Waste pit when it's dry enough to do so.  | n/a     |
| 11 | Next Meeting           | The next meeting will be scheduled for <b>Wednesday, August 20 at 10 a.m.</b>  | n/a     |
| 12 | Adjournment            | <b>25.85 Moved by Gord Wolstenholme</b> to adjourn the meeting at 11:13 am.  | Carried |

\_\_\_\_\_  
Earl Hemmaway

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Cassie Bishop