



Regular monthly meeting minutes of the WCRWMSMC held on **August 19, 2025** at the Willow Creek Landfill Administration Building.

In attendance: Chairman Earl Hemmaway, Brad Schlossberger, Gord Wolstenholme, and Manager Brenda MacDonald. **Absent:** Vice-Chairman Don Norby.

1	Call to Order	The Meeting was called to order by Chairman Hemmaway at 9:49 a.m.	
2	Agenda Approval	25.86 Moved by Gord Wolstenholme to accept the agenda as presented.	Carried
3	Delegations	None	n/a
4	Minutes Approval	25.87 Moved by Brad Schlossberger to accept the minutes from the <u>July 22, 2025</u> regular meeting as presented.	Carried
5	Financial Information	a. 25.88 Moved by Gord Wolstenholme to accept the Accounts Receivable Report for July 1-31, 2025.	Carried
		b. 25.89 Moved by Brad Schlossberger to accept the Accounts Payable Report for July 1-31, 2025	Carried
		c. 25.90 Moved by Gord Wolstenholme to accept the Cheque Detail Report for July 1-31, 2025	Carried
		d. 25.91 Moved by Brad Schlossberger to accept the Monthly Budget report for July 1-31, 2025	Carried
6	New Business	25.92 Moved by Brad Schlossberger to sell crushed concrete for \$25/tonne, selling approximately 1600 tonnes and offering the sale first to the MD of Willow Creek and Towns of Stavely, Claresholm, and Fort Macleod. Sales would have to be by appointment and paid for at the scale if they don't have an account.	Carried
		a. 25.93 Moved by Brad Schlossberger to host a presentation on Endpoint Recovery at the MD Office in Council Chambers, inviting the MD of Willow Creek and Towns of Stavely, Claresholm, and Fort Macleod. Earl Hemmaway with organize and contact.	Carried
		b. The Material Report for January 1 – July 31, 2025 was provided as information. Going forward, a monthly report will be provided.	Info
		c. 25.94 Moved by Brad Schlossberger that full-time staff be entitled to 1 (one) personal day per month, effective September 1, 2025.	Carried
		d. 25.95 Moved by Gord Wolstenholme that Payroll Source Deductions be filed and paid through the ATB Bank Account instead of issuing a cheque.	Carried
		e. 25.96 Moved by Brad Schlossberger that Isaiah MacDonald register and complete the following courses online: * Landfill Operations Basics – September 23 & 24, 8-4 pm * Leachate Management – November 4, 8-4 pm	Carried



WILLOW CREEK REGIONAL WASTE MANAGEMENT SERVICES COMMISSION

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		<p>* Landfill Fire Training – October 29 & 30, 8-12 pm</p> <p>* Stormwater Management - TBD</p>	
		<p>f. 25.97 Moved by Gord Wolstenholme that Cassie register and complete the following courses online:</p> <p>* Landfill Operations Basics – September 23 & 24, 8-4 pm</p> <p>* Leachate Management – November 4, 8-4 pm</p>	Carried
7	Old Business	<p>a. 25-98 Moved by Brad Schlossberger to table discussion regarding pension benefits for full-time staff.</p>	Carried
		<p>b. Isaiah will not be taking Parental Leave.</p>	Info
		<p>c. Rick will be taking a leave of absence from November 1, 2025 to February 28, 2026.</p>	Info
		<p>d. Brenda will cover Arden’s vacation from September 2-24 at the same rate of pay that Arden is receiving.</p>	Info
		<p>e. Cassie is registered for ATIA & PPA (FOIP replacement) online training on Wednesday, September 17.</p>	Info
		<p>f. Cassie will be attending the AB CARE Conference in Westlock from September 10-12.</p>	Info
8	General Landfill Information	<p>a. A side panel on the Excavator was damaged by wind, it cost \$550 to repair.</p>	Info
		<p>b. The cost estimate for the engine cover replacement for the old excavator is ±\$1000 with work being done in September, earlier if possible.</p>	Info
		<p>c. The old savings account is being transitioned into a new type of savings account that will allow us to move funds between accounts without a 90-day wait period. We were charged an \$8000 penalty to move funds to pay for the new compactor.</p>	Info
		<p>d. 25-99 Moved by Brad Schlossberger to purchase the Microsoft 365 Family subscription and offer it to employees for their use.</p>	Carried
		<p>e. 25-100 Moved by Gord Wolstenholme to stay with Xplore as our internet provider for the time being.</p>	Carried
		<p>f. Cassie has created Facebook and Instagram social media pages</p>	Info
		<p>g. 25-101 Moved by Brad Schlossberger to allow Cassie to pay the invoice from Precision Crushing via bank account transfer.</p>	Carried
		<p>h. Cassie attended an online information session for Ag Plastics & Twine Recycling – Regulatory Approach. The current recycling program ends December 31, 2025 and the new one is slated to begin January 1, 2028. When asked what happens in 2026 and 2027, the reply was “APRG [Agricultural Plastics Recycling Group] was looking into the potential to bridge the gap.” Earl said he check with the MD ASB.</p>	Info



		i. 25-102 Moved by Gord Wolstenholme to spray and kill the Caragana growing in the fenceline in the NW corner of the landfill,.	
9	Correspondence	a. 25-103 Moved by Brad Schlossberger to approve the quote from Hasegawa Engineering to perform our annual groundwater monitoring sampling and provide a report of findings.	Carried
10	Adjournment	25-104 Moved by Gord Wolstenholme to adjourn the meeting at 11:11 am.	Carried

Earl Hemmaway

Cassie Bishop

Next Meeting
Wednesday, September 17
10 a.m.