



# WILLOW CREEK REGIONAL WASTE MANAGEMENT SERVICES COMMISSION

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Regular monthly meeting minutes of the WCRWMSA held on **October 16, 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 10:04 a.m.	
2	Agenda Approval	<b>25.122 Moved by Don Norby</b> to accept the agenda.	Carried
3	Delegations	None	n/a
4	Minutes Approval	<b>25.123 Moved by Brad Schlossberger</b> to accept the minutes from the <u>September 17, 2025</u> regular meeting as presented.	Carried
5	Financial Information	a. <b>25.124 Moved by Don Norby</b> to accept the Accounts Receivable Report for September 1-30, 2025.	Carried
		b. <b>25.125 Moved by Brad Schlossberger</b> to accept the Accounts Payable Report for September 1-30, 2025.	Carried
		c. <b>25.126 Moved by Don Norby</b> to accept the Cheque Detail Report for September 1-30, 2025.	Carried
		d. <b>25.127 Moved by Brad Schlossberger</b> to accept the Monthly Budget Report for September 1-30, 2025.	Carried
6	New Business	a. August Waste Volume Report – 907.96 t – Yearly total 6841.78 t	Info
		b. Razphalt – shingles are shredded and mixed with asphalt to create a durable road surfacing material.	Info
		c. <b>25.128 Moved by Gord Wolstenholme</b> to pay bills via e-transfer through the postal strike and in the future.	Carried
		d. <b>25.129 Moved by Don Norby</b> to hire Brenda for a casual position to cover the scale attendant position and help with office file organization, clean up, and catch up at a wage of \$20/hour.	Carried
7	Old Business	a. <b>25.130 Moved by Brad Schlossberger</b> to purchase an 8' yard drag with hydraulics for \$3150.	Carried
		b. New Holland harrows – it was decided to go with the more versatile Yard Drag.	Info
		c. <b>25.131 Moved by Brad Schlossberger</b> to do more research into other companies offering waste to energy solution and see what they have to offer and create a Request For Proposal (RFP).	Carried
		d. Our LAPP application was approved and signed at this meeting. Onboarding from LAPP will be next steps.	Info
		e. <b>25.132 Moved by Brad Schlossberger</b> to make the crushed concrete available for sale to the public at \$15/tonne with a disclaimer and we load it.	Carried
		f. <b>25.133 Moved by Don Norby</b> to further table the Used Oil Material Recycling Program request by ARMA.	Carried
		g. TDA for cover – leave for now as we have enough cover and the tire shred stockpile that we have is designated for wet waste cell development.	Info



		h. Camera Quote – not going ahead	Info
		i. Employee Personal Days Policy – the signed policy was distributed.	Info
		j. Cassie deleted the Instagram account as it only had one follower.	Info
8	Correspondence	a. Energy Cycle Canada Corp sent a presentation for a project focused on converting plastic into hydrogen and carbon nanotubes.	Info
9	General Landfill News	a. The new wireless alarm panel was installed on October 2 and we've had no issues. The technician felt that the problem was in the wiring in the walls shorting which caused the issues with the old system and when the new system was installed, the problem was still there.	Info
		b. Our harrows are broken apart.	Info
		c. <b>25.134 Moved by Brad Schlossberger</b> to have Western Waste Solutions Inc. shred our mattresses and sprunged furniture.	Carried
		d. Isaiah passed his Landfill Certification exam on October 15 and is now a Certified Landfield Operator.	Info
		e. Hasegawa Engineering rescheduled our annual well monitoring to Tuesday, October 21.	Info
		f. Isaiah and Cassie toured the Foothills Regional Landfill & Resource Recovery Centre on October 8. i) The parking lots and main roads have been done with Razphalt and they sell it for \$45/tonne ii) Joe, the Manager, said he pumps 4 pumper trucks of leachate out of his cleanout every week. iii) We got to wondering why we don't have to pump. Isaiah pumped approximately 100,000 litres into our evaporating pond on top of the original wet waste pit in 2 hours. It was suggested that we might want to look into pumping on a regular basis. Cassie and Isaiah will be taking the Leachate Management Course on November 4.	Info
10	Additions	a. <b>25.135 Moved by Gord Wolstenholme</b> that Isaiah will start his position as Operations Coordinator (no wage increase) commencing November 1, 2025.	Carried
		b. Cassie will approach the Town of Nanton after the election to see if they wish to be a member of our Landfill.	Info
11	Adjournment	<b>25.136 Moved by Brad Schlossberger</b> to adjourn the meeting at 11:46 am.	Carried

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 Earl Hemmaway

Next Meeting  
 Organizational Meeting  
 Date TBD

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 Cassie Bishop