



Regular Meeting Minutes

Thursday, December 18, 2025, 1:00 pm
MD of Willow Creek Administration Building

In Attendance: Chairman Earl Hemmaway, Vice-Chairman Don Norby, Brad Schlossberger, Shawn Patience, Manager Cassie Bishop, and delegations as listed below.

1	Delegations	Samir Hamid from Waste Gurus and Varme Energy was in attendance to present a waste to energy option to members of the WCRWMSC and representatives from the Town of Fort Macleod (2), Town of Stavely (2), MD of Willow Creek (1), Village of Cowley (1), MD of Pincher Creek (1), and Vulcan County (2).	
2	Call to Order	The delegations left after the presentation and the WCRWMSC meeting was called to order by Chairman Hemmaway at 2:44 pm.	
3	Agenda Approval	25.160 Moved by Shawn Patience to accept the meeting agenda.	Carried
4	Minutes Approval	25.161 Moved by Brad Schlossberger to accept the minutes from the <u>November 24, 2025</u> Organizational Meeting as presented.	Carried
		25.162 Moved by Don Norby to accept the minutes from the <u>November 24, 2025</u> Regular Meeting as amended.	Carried
5	Financial Information	a. 25.163 Moved by Shawn Patience to accept the Accounts Receivable Report for November 1-30, 2025.	Carried
		b. 25.164 Moved by Don Norby to accept the Accounts Payable Report for November 1-30, 2025.	Carried
		c. 25.165 Moved by Brad Schlossberger to accept the Cheque Detail Report for November 1-30, 2025.	Carried
		d. 25.166 Moved by Don Norby to accept the Annual Budget Report for November 1-30, 2025.	Carried
6	New Business	a. November Waste Volume Report – 622.58 t. The yearly total is 8498.31 t	Info
		b. 2026 Budget Review – The Board requested that Avail be invited to the January board meeting to answer questions regarding the 2026 Budget.	Info
		c. 25.167 Moved by Shawn Patience to send a letter to the CRA to update the contacts on file. This includes removal of Nancy Cormier, Cheryl Friesen, John Kroetsch, and Gord Wolstenholme and the addition of Earl Hemmaway, Shawn Patience, and Cassie Bishop.	Carried
		d. Arden’s last day of work will be December 31, 2025 as she is moving to Okotoks.	Info
		e. Isaiah is registered for the Landfill Fire Training course on January 29 & 30 from 8 am to 12 pm on both days.	Info
		f. The board alternate for the Town of Claresholm is Kieth Carlson. Cassie will contact Dacia at the Town of Stavely to find out who the alternate is.	Info



WILLOW CREEK REGIONAL WASTE MANAGEMENT SERVICES COMMISSION

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		g. 25.168 Moved by Don Norby to purchase another fireproof filing cabinet.	Carried
		25.169 Moved by Don Norby to start scanning the meeting minutes and shred the old minutes once scanning has been completed.	Carried
		h. Chris Hamilton has been hired to pick litter on temporary, part-time basis until Rick returns on March 2.	Info
7	Old Business	a. Directional signage is still being looked into. Cassie has left a message for Craig Pittman at the MD, but hasn't been able to connect with him as of yet.	Info
		b. Information was received from ARMA citing approximate costs to set up a used oil materials recycling program should the Board decide to implement the program in the future.	Info
		c. Don will look into some options for building a 100' x 80' shop to house equipment, both with and without power and heat.	Info
8	General Landfill News	a. If an extension is not granted to Clean Farms for the twine and ag plastics recycling program, we will charge the regular fee of \$85/tonne for tipping.	Info
		a. The Town of Nanton replied that they will not be joining the landfill as a member and invited us to present at their Council any time.	Info
9	Correspondence	b. 25.170 Moved by Shawn Patience to sponsor signage at the Claresholm Golf Club.	Defeated
		c. Fire Level of Service 2025 Engagement Report was presented for Information.	Info
		d. Two changes were made to the LAPP Policy with respect to plan participation and Cassie will send the changes to LAPP for their records.	Info
10	In Camera	25.171 Moved by Shawn Patience to go In Camera at 3:36 pm.	Carried
11	Out of In Camera	25.172 Moved by Shawn Patience to come out of In Camera at 3:52 pm.	Carried
12	In Camera Motions	25.173 Moved by Don Norby to hire Brenda MacDonald back full-time in the Scale Attendant role beginning at \$24/hour with the following conditions: the 2026 three percent raise increase will not apply, the 3-month probation period will be waived, and participation in the group benefits plan will commence in January, 2026.	Carried
13	Adjournment	25.174 Moved by Shawn Patience to adjourn the meeting at 3:53 pm	Carried

Earl Hemmaway, Chairman

Cassie Bishop, Manager/CAO

Next Meeting
 Wednesday, Jan. 21
 10:00 am