



**Minutes of the Westlock Regional Waste Management Commission Regular Meeting held at the WRWMC Boardroom on February 23, 2024, at 8:03am.**

**Members present:** Charis Aguirre (Village), Christine Wiese (County), Stuart Fox-Robinson (County), Randy Wold (Town), and Curtis Snell (Town).

**Others present:** Jared Anderson, Acting Commission Manager, Jessica Olchoway, Recording Secretary, Brian Wonnacott, Operations Manager of AlternativeRoot, Colby Hansen of AlternativeRoot, and Joan Smallwood of Red2Black Bookkeeping & Business Consulting (via Zoom call).

1. Call to order  
Chairperson Aguirre called the meeting to order at 8:03am.
  
2. Additions to agenda  
Add item 10.2 FOIP Discussion as per Sections 17, 23, 24, and 27 to Closed Session.
  
3. Adoption of agenda  
**Motion #01-2024**  
Moved by Director Snell to accept the agenda, as amended.  
Carried unanimously.
  
4. Adoption of regular board meeting minutes  
**Motion #02-2024**  
Moved by Vice-Chairperson Fox-Robinson that the minutes of the November 20, 2023, Regular Meeting be adopted as presented.  
Carried unanimously.
  
5. Delegation  
**Motion #03-2024**  
Moved by Director Snell to accept the report from Brian Wonnacott and Colby Hansen of AlternativeRoot, for information purposes only.  
Carried unanimously.

Brian Wonnacott and Colby Hansen departed.

**Vision Statement:** "We are leaders in waste diversification and innovation."

CA  
JA.

6. Reports

**Motion #04-2024**

Moved by Director Wiese to accept the Verbal Manager Report presented by Acting Manager, Jared Anderson, for information.

Carried unanimously.

**Motion #05-2024**

Moved by Director Wold to accept the Financial Report presented by Joan Smallwood of Red2Black Bookkeeping & Business Consulting, for information.

Carried unanimously.

7. Business arising out of minutes and unfinished business

**Motion #06-2024**

Moved by Director Snell to approve the 2024 Budget, as presented.

Carried unanimously.

Joan Smallwood departed.

**Motion #07-2024**

Moved by Director Wiese to direct Administration to contact municipal members and partners to discuss a renewal and amendment to the Memorandum of Agreement pertaining specifically to residence fee determination, adding an auto renewing clause, and rescinding all previous MOAs.

Carried unanimously.

8. New business

**Motion #08-2024**

Moved by Director Wold to direct Administration to review and revise Personnel Policy APP05 with direction from a legal representative, the Chairperson and Vice-Chairperson of the Board, as well as in conjunction with the Alberta Labor Standards.

Carried unanimously.

**Motion #09-2024**

Moved by Director Snell to review loans and debentures as presented, for information.

Carried unanimously.



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**Motion #10-2024**

Moved by Director Snell to direct Administration to amalgamate Policy AFP01 Attendance at Conventions & Conferences with Policy AFP16 Commission Honorarium Expenses as a schedule attachment, and subsequently rescind Policy AFP01.

Carried unanimously.

**Motion #11-2024**

Moved by Director Snell to accept the Emergency Response Plan, for information.

Carried unanimously.

**Motion #12-2024**

Moved by Vice-Chairperson Fox-Robinson to accept the Marketing Updates, for information.

Carried unanimously.

9. Correspondence

**Motion #13-2024**

Moved by Director Wold to accept the correspondence with Kevin Trueblood, for information, and to direct Administration to complete a business proposal regarding the operation of the Recycling Trailer Program at the Westlock County Transfer Stations.

10. Closed Session

**Motion #14-2024**

Moved by Chairperson Aguirre that the Board enter closed session under FOIP Sections 17, 23, 24, and 27 at 11:40am.

Carried unanimously.

Acting Manager Jared Anderson and Recording Secretary Jessica Olchowyc departed.

**Motion #15-2024**

Moved by Director Snell that the Board return to an open meeting at 12:37pm.

Carried unanimously.

Acting Manager Jared Anderson and Recording Secretary Jessica Olchowyc returned to the meeting.

**Vision Statement:** "We are leaders in waste diversification and innovation."

J.A.  
CA

**Motion #16-2024**

Moved by Vice-Chairperson Fox-Robinson to accept the insurance recommendation as of Feb 10, 2024, via correspondence.

Carried unanimously.

**Motion #17-2024**

Moved by Vice-Chairperson Fox-Robinson to distribute information regarding the matter discussed under FOIP Sections 17, 23, 24, and 27 to the Board.

Carried unanimously.

**Motion #18-2024**

Moved by Director Snell to officially appoint Jared Anderson as the Commission Manager, and to distribute an agreement to the Board and the Commission Manager.

Carried unanimously.


11. Next Meeting Date

Chairperson Aguirre set the next meeting date for May 31, 2024, at 9:00am at the Westlock Regional Waste Management Commission Boardroom.

12. Adjournment

The meeting adjourned at 12:41pm.

These minutes approved this 31<sup>st</sup> day of May 2024.

  
Chairperson

  
Commission Manager



**Vision Statement:** "We are leaders in waste diversification and innovation."

J.A.