



Minutes of the Westlock Regional Waste Management Commission Regular Meeting held at the WRWMC Boardroom on May 31, 2024, at 9:04am.

Members present: Charis Aguirre (Village), Randy Wold (Town), Curtis Snell (Town), Christine Wiese (County via Zoom call), and Isaac Skuban (County via Zoom call).

Others present: Jared Anderson (Commission Manager), Jessica Olchowy (Recording Secretary), Brian Wonnacott (AltRoot), Colby Hansen (AltRoot), and Joan Smallwood (Red2Black Bookkeeping & Business Consulting via Zoom call).

1. Call to order
Chairperson Aguirre called the meeting to order at 9:04am.
2. Additions to agenda
Add item 5.2 Exchange of Director to Delegation.
3. Adoption of Agenda
Motion #24-2024
Moved by Chairperson Aguirre to accept the agenda, as amended.
Carried unanimously.
4. Adoption of Regular and Special Board Meeting minutes
Motion #25-2024
Moved by Director Snell accept the Regular Meeting minutes dated February 23, 2024, and the Special Meeting minutes dated April 12, 2024.
Carried unanimously.
5. Delegation
Motion #26-2024
Moved by Director Wold to accept the appointment of Isaac Skuban in place of Vice-Chair Stuart Fox-Robinson as information.
Carried unanimously.

Chairperson Aguirre called for nominations of Vice-Chair.

Motion #27-2024
Moved by Director Wold to nominate Director Skuban as Vice-Chair.
Director Skuban accepted the nomination.
Chairperson Aguirre called for additional nominations of Vice-Chair.
No further nominations received.
Carried unanimously.

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



REGIONAL WASTE MANAGEMENT COMMISSION

P.O. Box 5219, Westlock, AB T7P 2P4

T: 780-307-2456 F: 780-349-2995

Motion #28-2024

Moved by Director Snell that: Charis Aguirre, Isaac Skuban, Stuart Fox-Robinson, Jared Anderson, and Donna Thomson be appointed the Westlock Regional Waste Management Commission signing authorities for BMO Financial, and that all bank transactions be signed by one administrator and one elected member, except for registered bill payments that may be paid in person at the bank with one signature.

Carried unanimously.

Motion #29-2024

Moved by Director Wold to accept the report presented by Brian Wonnacott and Colby Hansen of AltRoot as information only.

Carried unanimously.

Brian Wonnacott and Colby Hansen departed at 9:40am.

6. Reports

Director Skuban departed via Zoom at 9:50am.

Motion #30-2024

Moved by Director Wold to accept the Commission Manager's Report presented by Commission Manager, Jared Anderson as information only.

Carried unanimously.

Motion #31-2024

Moved by Director Snell to accept the Financial Report presented by Joan Smallwood of Red2Black Bookkeeping & Business Consulting as information only.

Carried unanimously.

Joan Smallwood departed at 10:15am via Zoom call.

7. Business arising out of minutes and unfinished business

Motion #32-2024

Moved by Director Wiese to direct Administration to amend AFP16-2024 Commission Honorary Expense Policy to add a 'Definition' section and to state that it is rescinding and replacing AFP03 Board Members Per Diem Policy, and to bring these changes to the next Commission Meeting on July 24, 2024, for further discussion and consideration.

Carried unanimously.

Motion #33-2024

Moved by Director Wold to accept the draft of APP05-2024 Personnel Policy as information only.

Carried unanimously.

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Motion #34-2024

Moved by Director Snell to accept the draft Memorandum of Agreement as information only.
Carried unanimously.

8. New business

Motion #35-2024

Moved by Director Wiese to accept AFP09-2024 Credit Card Policy as amended.
Carried unanimously.

Motion #36-2024

Moved by Director Wold that Bylaw 01-2024, being a bylaw to establish Rates and Fees for waste disposal services provided to members and other customers of the commission, be given the first reading, as editorially amended.
Carried unanimously.

Motion #37-2024

Moved by Director Snell that Bylaw 01-2024 Rates & Fees, be given the second reading.
Carried unanimously.

Motion #38-2024

Moved by Chairperson Aguirre that the Board unanimously agrees to give Bylaw 01-2024 Rates and Fees, a third and final reading.
Carried unanimously.

Motion #39-2024

Moved by Director Snell that Bylaw 01-2024 Rates & Fees, be given third and final reading.
Carried unanimously.

9. Correspondence

10. Closed session

Motion #40-2024

Moved by Director Wold that the Board enter closed session under FOIP Section 17 at 11:40am.
Carried unanimously.

Recording Secretary Jessica Olchoway departed.

Commission Manager Jared Anderson departed at 12:00pm.

Motion #41-2024

Moved by Director Snell to return to an open meeting at 12:16pm.
Carried unanimously.

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11. Next meeting date


Chairperson Aguirre set the next meeting date for Wednesday July 24th, 2024, at 9am at the WRWMC Boardroom.

12. Adjournment

The meeting adjourned at 12:18pm.

These minutes approved this 24th day of July 2024.


Chairperson


Commission Manager

