



**A G E N D A**  
**Organizational Meeting**

**9:00 AM – Monday December 9<sup>th</sup>, 2024**

**Mountain View County Office – Council Chambers**

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**Reference: 100.06 /2024**

**1.0 Call to Order – Chief Administrative Officer**

**2.0 Business**

**2.1 Confirmation of Appointment of Directors**

**2.2 Selection of Chair & Vice-Chair**

**2.3 Confirmation of Signing Authorities for Commission Bank Accounts**

**2.4 2024 Proposed Board Meeting Schedule**

**3.0 Adjournment**



# Mountain View Regional Waste Management Commission

## Request for Decision

**Meeting Date:** December 9<sup>th</sup>, 2024

**Reference:** 100.06/2024

**TITLE:** 2.1 – Confirmation of Appointment of Directors

**RECOMMENDATION:**

**THAT the MVRWMC Board accept as information the appointment of directors and alternates as provided by the member municipalities.**

Background:

Administration has received confirmation from all members, except Cremona, with their respective Director and Alternate appointments for 2025. Copies of the letters received outlining the directors and alternates are attached. Didsbury has revised the alternate to account for a resignation of the original appointee. The Town of Cremona has not published minutes of an Organizational Meeting. Administration has requested confirmation of appointees from Cremona’s CAO and an update will be provided at the meeting.

The following table outlines the appointed Board member and alternate:

<b>Municipality</b>	<b>Board Member</b>		<b>Alternate</b>	
Town of Carstairs Village of Cremona	Shannon Wilcox	<a href="mailto:shannonw@carstairs.ca">shannonw@carstairs.ca</a>	Sheldon Ball	<a href="mailto:sheldonb@carstairs.ca">sheldonb@carstairs.ca</a>
Town of Didsbury	John Baswick	<a href="mailto:jbaswick@didsbury.ca">jbaswick@didsbury.ca</a>	Dorothy Moore	<a href="mailto:dmoore@didsbury.ca">dmoore@didsbury.ca</a>
Mountain View County	Alan Miller	<a href="mailto:amiller@mvcountry.com">amiller@mvcountry.com</a>	Jennifer Lutz	<a href="mailto:jlutz@mvcouty.com">jlutz@mvcouty.com</a>
Town of Sundre	Richard Warnock	<a href="mailto:richard.w@sundre.com">richard.w@sundre.com</a>	Chris Vardas	<a href="mailto:chris.v@sundre.com">chris.v@sundre.com</a>
Town of Olds	James Cummings	<a href="mailto:jcumplings@olds.ca">jcumplings@olds.ca</a>	Heather Ryan	<a href="mailto:hryan@olds.ca">hryan@olds.ca</a>

As per the Commission’s bylaws, these representatives shall serve on the board until the next Organization meeting tentatively scheduled for Monday December 9<sup>th</sup>, 2024.

Prepared: Michael Wuetherick, P.Eng., Chief Administrative Officer, MVRWMC

October 31, 2024

Via Email: [mvrwmc@airnet.com](mailto:mvrwmc@airnet.com)

RE: 2024-2025 Town of Carstairs Appointments

The Town of Carstairs Council, at their Organizational Meeting held on October 28, 2024 appointed the following representatives to the following committee until October 2025 Organizational Meeting.

**Mountain View Regional Waste Commission**

Councilor Shannon Wilcox 587-966-3831

Councilor Sheldon Ball (alternate) 403-807-2478

[shannonw@carstairs.ca](mailto:shannonw@carstairs.ca)

[sheldonb@carstairs.ca](mailto:sheldonb@carstairs.ca)

Please update your records and forward any information pertaining to this matter to the appointed representatives.

If you have any questions, please contact myself at 403-337-3341

Sincerely,



Rick Blair  
CAO, Town of Carstairs



October 23, 2024

Michael Wuetherick  
Mountain View Regional Waste Management Commission  
Sent Via Email: office@mountainviewwaste.ca

**Re: 2024-2025 Town of Didsbury Appointment  
Mountain View Regional Waste Management Commission**

Dear Mr. Wuetherick:

The Town of Didsbury Council, at their Organizational Meeting held on October 22, 2024 appointed Councillor John Baswick to the Mountain View Regional Waste Management Commission. Councillor Ethan Williams was appointed as the alternate. These appointments are until the Organizational Meeting in 2025; which follows the 2025 Municipal General Election.

Councillor Baswick's contact information is as follows:

Email: [jbaswick@didsbury.ca](mailto:jbaswick@didsbury.ca)  
Cell Phone: 403.586-2468

Councillor Williams's contact information is as follows:

Email: [ewilliams@didsbury.ca](mailto:ewilliams@didsbury.ca)  
Cell Phone: 403.559.4081

**REVISED to Dorothy Moore**

Please forward any information pertaining to the waste commission to the appointed representatives.

Sincerely,

Luana G. Smith, CLGM  
Manager of Legislative Services

Cc: Councillor John Baswick  
Councillor Ethan Williams



November 27, 2024

Michael Wuetherick  
Mountain View Regional Waste Management Commission  
Sent Via Email: office@mountainviewwaste.ca

**Re: 2024-2025 Town of Didsbury Appointment  
Mountain View Regional Waste Management Commission**

Dear Mr. Wuetherick:

Councillor Ethan Williams was appointed as the Alternate to the Mountain View Regional Waste Management Commission on October 22, 2024. At the November 26, 2024 Regular Council Meeting, CAO Ethan Gerner announced the resignation of Councillor Williams. This letter is to inform you that Councillor Dorothy Moore has been appointed as the Alternate to the Waste Commission until the Organizational Meeting in 2025 which follows the 2025 Municipal General Election.

Councillor Moore's contact information is as follows:

Email: [dmoore@didsbury.ca](mailto:dmoore@didsbury.ca)

Cell Phone: 403.556.9886

Please forward any information pertaining to the waste commission to the appointed representatives.

Sincerely,

Luana G. Smith, CLGM  
Manager of Legislative Services

Cc: Councillor Dorothy Moore



October 28, 2024

Via Email: [office@mountainviewwaste.ca](mailto:office@mountainviewwaste.ca)

Michael Wuetherick  
Chief Administrative Officer  
Mountain View Regional Waste Management Commission  
1414 16 Street  
Didsbury, AB, T0M 0W0

RE: 2024-2025 Mountain View County Appointments  
**Mountain View Waste Management Commission**

Mountain View County Council, at its Organizational Council Meeting held on October 23, 2024, reviewed the representatives appointed to the Mountain View Waste Management Commission until the October 2025 Organizational meeting and made the following appointments:

Councillor	Alan Miller	403-556-0551	<a href="mailto:amiller@mvcountry.com">amiller@mvcountry.com</a>
Councillor	Jennifer Lutz (alternate)	403-556-6002	<a href="mailto:jlutz@mvcountry.com">jlutz@mvcountry.com</a>

Please update your records and forward any information pertaining to this matter to the appointed representatives.

If you have any questions concerning the above, I would be happy to discuss them with you.

Sincerely,

Christofer Atchison, Director  
Legislative, Community and Agricultural Services  
/ab

## Lindsay Miller

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**From:** Marcie McKinnon <MMcKinnon@Olds.ca>  
**Sent:** Tuesday, October 29, 2024 10:51 AM  
**To:** MVRWMC Office  
**Cc:** James Cummings; Heather Ryan  
**Subject:** 2024-2025 Town of Olds Appointments

Hello,

At the annual Council Organizational Meeting of October 28, 2024, Council reappointed Councillor James Cummings as the member representative and Councillor Heather Ryan as the alternate to Mountain View Regional Waste Management Commission for a one-year term, expiring on the fourth Monday in October 2025.

Contact information:  
4512 46 Street, Olds, AB T4H 1R5

Councillor Cummings  
Cell: 403-586-9480  
Email: [jcumplings@olds.ca](mailto:jcumplings@olds.ca)

Councillor Ryan:  
Cell: 403-819-6028  
Email: [hryan@olds.ca](mailto:hryan@olds.ca)

Please update your records and forward any information pertaining to this matter to the appointed representatives.

Any questions concerning the above, please let me know.

Kind regards,  
Marcie



### Marcie McKinnon

Legislative Clerk

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📍 4512 – 46 Street, Olds, AB  
📞 D: 403.507.4801  
📞 O: 403.556.6981



717 Main Avenue West | P.O. Box 420 | Sundre, Alberta, Canada T0M 1X0 | T. 403.638.3551 | F. 403.638.2100 | E. townmail@sundre.com

*From the Office of the Chief Administrative Officer*

October 15, 2024

Mountain View Regional Waste Management Commission  
Box 2130  
1414 – 16 Street  
Didsbury, AB T0M 0W0

Attn: Michael Wuetherick, CAO

Email: [office@mountainviewwaste.ca](mailto:office@mountainviewwaste.ca)

**Re: 2024-2025 Appointment to the MVRWMC**

Dear Mr. Wuetherick,

The Town of Sundre Council appointed the following members of Council to the Mountain View Regional Waste Management Commission for a term of one (1) year, at the Organizational Meeting held on October 7, 2024, under Motion No. ;

**Mayor Richard Warnock, and  
Alternate, Councillor Chris Vardas**

We ask that you please forward your meeting schedule and any pre-meeting information directly to Mayor Warnock and Councillor Vardas as noted below:

Mayor Richard Warnock  
Email: [richard.w@sundre.com](mailto:richard.w@sundre.com)  
Phone: (403) 813-9488

Councillor Chris Vardas  
Email: [chris.v@sundre.com](mailto:chris.v@sundre.com)  
Phone: (403) 638-8118

Please "cc" meeting schedule(s) or any pre-meeting information to Betty Ann Fountain, Legislative Services, [bettyann.f@sundre.com](mailto:bettyann.f@sundre.com) to ensure Mayor Warnock and Councillor Vardas are kept current in all matters.

If you require additional information, please contact our Legislative Services Department at (403) 638-3551.

Yours truly,

Linda Nelson, CLGM, CTAJ, EMR  
Chief Administrative Officer

/file  
cc: Council





# Mountain View Regional Waste Management Commission

## Request for Decision

**Meeting Date:** December 9<sup>th</sup>, 2024

**Reference:** 100.06/2024

**TITLE:** 2.2 – Selection of Chair and Vice-Chair

**RECOMMENDATION:**

**THAT the MVRWMC Board appoint \_\_\_\_\_ as Chair, and \_\_\_\_\_ as Vice Chair for 2025 until the next Organizational meeting scheduled for December 8<sup>th</sup>, 2025.**

Background:

As per the Commission's Corporate Bylaw No. 03-15, Article 6 section 6.05 – Election of Board Positions, the Board shall elect a Chair and Vice-Chair in accordance with the Commission's amended Bylaw No.1. Chair and Vice-Chair positions are to include three (3) calls for nomination, unless uncontested upon first call whereby members can pass a motion to cease nominations.

9.02 Chair's Powers

The Chair shall:

- (a) preside over each Regular Meeting , Special Meeting and AGM of the Commission;
- (b) appoint all officials and committees as directed by the Board;
- (c) be an ex-officio member of all committees;
- (d) vote on all matters before the Board; and
- (e) perform all other and such other duties as are usually performed by the Chair.

9.03 Vice-Chair

- (a) The Vice-Chair shall act and perform the duties of the Chair in his absence in the conduct of his office.
- (b) The term of office for the Vice-Chair is one year.
- (c) In the absence of the Chair at any meeting, the Vice-Chair shall preside over the meeting for that meeting only.

In 2024, James Cummings served as Chair and Shannon Wilcox served as Vice-Chair. If voting is required, ballots will be circulated.

Prepared: Michael Wuetherick, P.Eng., Chief Administrative Officer, MVRWMC



# Mountain View Regional Waste Management Commission

## Request for Decision

**Meeting Date:** December 9<sup>th</sup>, 2024

**Reference:** 100.06/2024

**TITLE:** 2.3 – Confirmation of the Commission’s Current Signing Authority

**RECOMMENDATION:**

**THAT the MVRWMC Board authorize Chair \_\_\_\_\_, Vice Chair \_\_\_\_\_, and Chief Administrative Officer Michael Wuetherick as signing authorities for the Commission’s current accounts with the Royal Bank and Mountain View Credit Unions, and for other financial services accounts that may be authorized by the Board.**

Background:

The Commission’s current designated signing authority includes the Chair, Vice Chair and CAO. As at December 9<sup>th</sup>, 2024, the following individuals currently have signing authority for the Commission’s financial accounts.

1. Chair - James Cummings (returning)
2. Vice Chair - Shannon Wilcox (returning)
3. CAO - Michael Wuetherick

The current financial control policy of the Commission states that all financial transactions must be approved by at least two individuals with signing authority, and that the Commission shall have three individuals who are available to sign checks and other financial documents as required. If required, the signing authority approvals may need to be revised following the annual organization meeting of the Commission.

Alternatives:

1. The board may elect to nominate additional members of the board or administrative staff to be designated with signing authority.

**Prepared:** Michael Wuetherick, P.Eng., Chief Administrative Officer, MVRWMC



# Mountain View Regional Waste Management Commission

## Request for Decision

**Meeting Date:** December 9<sup>th</sup>, 2024

**Reference:** 100.06/2024

**TITLE:** 2.4 – Proposed 2025 Board Meeting Schedule

**RECOMMENDATION:**

**THAT the MVRWMC Board establish the following dates, times, and locations for meetings of the board in 2025.**

Background:

The proposed meeting schedule maintains the traditional 4<sup>th</sup> Monday of the month (except the Annual General Meeting) that the Commission has traditionally met. **A total of four regular meetings are proposed, consistent with the four meetings held in 2024.** If a situation develops requiring an additional meeting, the Commission's bylaws provide for special meetings to be called at the request of any member, or Administration.

With the Commission operations running smoothly, and the absence of any major capital budget projects in 2025 Administration is recommending that four (4) meetings will be sufficient. In lieu of a full board meeting in Q1-2025, Administration proposes distributing a financial and operational update at the end of February 2025.

As per the Commission's Bylaws, the minimum four meeting requirements are defined as follows:

1. The Commission must hold an annual meeting to approve the audited financial statements to be filed no later than May 1<sup>st</sup>, 2025 with the Minister of Municipal Affairs.
2. As per the Bylaws and Membership Agreements of the Commission, a budget is to be presented to the Members by September 30<sup>th</sup> of each calendar year. Furthermore, a period of 30 days is to be provided to member communities to provide feedback to the Commission on any matter relating to the budget. To accommodate both deliverables, the preliminary 2026 budget will be presented at the July 21<sup>st</sup>, 2025 meeting and will receive final approval at the September 22<sup>nd</sup>, 2025 meeting.
3. The Commission must hold an annual organizational meeting by year-end to appoint the Chair and Vice-Chair roles following the appointment of directors from the Commission members.

The proposed meeting dates do not conflict with the RMA conferences (March 17-19 & November 3-6) or the AUMA conference on November 12-14).

Administration therefore recommends the following meeting schedule for 2025:

Type of Meeting	Date	Start Time	Location
<b>Annual</b>	<b>April 28<sup>th</sup></b>	<b>9:00 am</b>	<b>MV County Office</b>
Regular	April 28 <sup>th</sup>	After annual meeting	MV County Office
Regular	July 21 <sup>st</sup>	9:00 am	MV County Office
Regular	September 22nd	9:00 am	MV County Office
<b>Organizational</b>	<b>December 8<sup>th</sup></b>	<b>9:00 am</b>	<b>MV County Office</b>
Regular	December 8 <sup>th</sup>	After org. meeting	MV County Office

Alternatives:

1. The board may elect to propose alternative meeting dates or add additional meetings to the schedule.

Prepared: Michael Wuetherick, P.Eng., Chief Administrative Officer, MVRWMC