

# **MOUNTAIN VIEW REGIONAL WASTE MANAGEMENT COMMISSION**



**ORGANIZATIONAL MEETING OF  
December 8<sup>th</sup>, 2025**

Mountain View County  
Council Chambers

9:00 AM Start Time



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

**9:00 AM – Monday December 8<sup>th</sup>, 2025**

**Mountain View County Office – Council Chambers**

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**Reference: 100.06 /2025**

**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 2026 Proposed Board Meeting Schedule**

**3.0 Adjournment**



# Mountain View Regional Waste Management Commission

## Request for Decision

**Meeting Date:** December 8<sup>th</sup>, 2025

**Reference:** 100.06/2025

**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, or confirmed through approved minutes, their respective Director and Alternate appointments for 2026. Copies of the letters received outlining the directors and alternates are attached.

The 2026 board includes one incumbent from 2025, Shannon Wilcox, one prior alternate, Jennifer Lutz, and three alternate directors with prior Waste Commission board experience including Sheldon Ball, Richard Warnock, and Mary Anne Overwater. Welcome to all returning and new board members.

The following table outlines the appointed Board member and alternate:

<b>Municipality</b>	<b>Board Member</b>		<b>Alternate</b>	
Town of Carstairs	Shannon Wilcox	<a href="mailto:shannonw@carstairs.ca">shannonw@carstairs.ca</a>	Sheldon Ball	<a href="mailto:sheldonb@carstairs.ca">sheldonb@carstairs.ca</a>
Village of Cremona	Jennie Thompson	<a href="mailto:jthompson@cremona.ca">jthompson@cremona.ca</a>	Craig Lamb	<a href="mailto:clamb@cremona.ca">clamb@cremona.ca</a>
Town of Didsbury	Troy Lambert	<a href="mailto:tlambert@didsbury.ca">tlambert@didsbury.ca</a>	Will Stevens	<a href="mailto:wstevens@didsbury.ca">wstevens@didsbury.ca</a>
Mountain View County	Jennifer Lutz	<a href="mailto:jlutz@mvcounty.com">jlutz@mvcounty.com</a>	Tiffany Nixon	<a href="mailto:tnixon@mvcounty.com">tnixon@mvcounty.com</a>
Town of Sundre	Todd Dalke	<a href="mailto:Todd.d@sundre.com">Todd.d@sundre.com</a>	Richard Warnock	<a href="mailto:Richard.w@sundre.com">Richard.w@sundre.com</a>
Town of Olds	Chad Taylor	<a href="mailto:ctaylor@olds.ca">ctaylor@olds.ca</a>	Mary Anne Overwater	<a href="mailto:moverwater@olds.ca">moverwater@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 7<sup>th</sup>, 2026.

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

October 28, 2025

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 27, 2025, appointed the following representatives to the following committee until October 2026 Organizational Meeting.

**Mountain View Regional Waste Commission**

Councilor Shannon Wilcox      587-966-3831 [shannonw@carstairs.ca](mailto:shannonw@carstairs.ca)

Councilor Sheldon Ball (alternate)      403-807-2478 [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



November 28, 2025

Mountain View Regional Waste Management Commission  
Box 2130  
Didsbury, AB TOM OWO

Dear Michael,

**RE: Appointment to the Mountain View Regional Waste Management Commission**

On October 29, 2024, the Village of Cremona Council held its Special Council Meeting. This letter is to inform you that the following member was appointed to the above board. This letter is revised with Mayor Lamb has been appointed the alternate at the Regular Council meeting held November 18, 2025.

Council Thompson  
[jthompson@cremona.ca](mailto:jthompson@cremona.ca)

*Alternate*

Mayor Lamb  
[clamb@cremona.ca](mailto:clamb@cremona.ca)

If you could please kindly send them a notification of when the next meeting of the Mountain View Regional Waste Management Commission is to take place.

Sincerely

Karen O'Connor  
Chief Administrative Officer  
Village of Cremona  
[koconnora.cremona.ca](http://koconnora.cremona.ca)

cc: Jennie Thompson. Craig Lamb



October 29, 2025

Michael Wuetherick  
Sent Via Email: cao@mountainviewwaste.ca

Dear Mr. Wuetherick

**Re: Town of Didsbury Appointment to the Mountain View Regional Water Services Commission**

At the Town of Didsbury Organizational Meeting held on October 28, 2025, Council appointed Councillor Troy Lambert as the Town of Didsbury member on the Mountain View Regional Waste Management Commission. In the event that Councillor Lambert is unavailable, Councillor Will Stevens has been appointed to serve as the alternate.

Councillor Lambert can be contacted at [tlambert@didsbury.ca](mailto:tlambert@didsbury.ca) for Commission-related business.

Thank you for your time and if you have any questions, please do not hesitate to reach out.

Sincerely,

Jocelyn Baxter  
Legislative Services Coordinator & Exec. Assistant to the CAO



October 31, 2025

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: 2025-2026 Mountain View County Appointments  
**Mountain View Regional Waste Management Commission**

Mountain View County Council, at its Organizational Council Meeting held on October 29, 2025, appointed the following representatives to the Mountain View Waste Management Commission until the October 2026 Organizational meeting:

Councillor	Jennifer Lutz	403-507-1157	<a href="mailto:jlutz@mvcountry.com">jlutz@mvcountry.com</a>
Councillor	Tiffany Nixon (alternate)	403-507-9153	<a href="mailto:tnixon@mvcountry.com">tnixon@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  
/cd

*From the Office of the Chief Administrative Officer*

November 24, 2025

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: 2025-2026 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 November 10, 2025, under Motion No. 362-10-11-25;

**Councillor Todd Dalke, and  
Alternate, Mayor Richard Warnock**

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

Councillor Todd Dalke  
[todd.d@sundre.com](mailto:todd.d@sundre.com)

Please “cc” meeting schedule(s) or any pre-meeting information to Betty Ann Formstone, Legislative Services, [bettyann.f@sundre.com](mailto:bettyann.f@sundre.com) to ensure Councillor Dalke is 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



Michael Wuetherick &lt;mwuetherick@gmail.com&gt;

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**Council Appointment - MVRWMC**

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**Marcie McKinnon** <MMcKinnon@olds.ca>

Tue, Oct 28, 2025 at 1:54 PM

To: Michael Wuetherick &lt;mwuetherick@gmail.com&gt;

Cc: Chad Taylor &lt;CTaylor@olds.ca&gt;, Mary Anne Overwater &lt;MOverwater@olds.ca&gt;

Hello,

At the annual Council Organizational Meeting of October 27, 2025, Council appointed Councillor Chad Taylor as the member representative and Councillor Mary Anne Overwater as the alternate, for a one-year term, expiring on the fourth Monday in October 2026.

**Contact information:**[3501 70 Avenue, Olds, AB T4H 1L7](#)**Councillor Chad Taylor**

Cell: 403- 994-0500

Email: [ctaylor@olds.ca](mailto:ctaylor@olds.ca)**Councillor Mary Anne Overwater**

Cell: 403- 556-5229

Email: [moverwater@olds.ca](mailto:moverwater@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.

Marcie

## Marcie McKinnon



Legislative Clerk

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📍 3501 - 70 Avenue, Olds, AB

📞 D: 403.507.4801

📞 O: 403.556.6981



# Mountain View Regional Waste Management Commission

## Request for Decision

**Meeting Date:** December 8<sup>th</sup>, 2025

**Reference:** 100.06/2025

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

**RECOMMENDATION:**

**THAT the MVRWMC Board appoint \_\_\_\_\_ as Chair, and \_\_\_\_\_ as Vice Chair for 2026 until the next Organizational meeting scheduled for December 7<sup>th</sup>, 2026.**

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 2025, James Cummings from Olds served as Chair and Shannon Wilcox from Carstairs served as Vice-Chair. As only Vice-Chair Shannon Wilcox is returning to the board, an election for Chair and Vice-Chair will be required as per the bylaws.

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



# Mountain View Regional Waste Management Commission

## Request for Decision

**Meeting Date:** December 8<sup>th</sup>, 2025

**Reference:** 100.06/2025

**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 previous Chair, Vice Chair and CAO. As at December 8<sup>th</sup>, 2025, the following individuals currently have signing authority for the Commission’s financial accounts.

1. Chair - James Cummings (not 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 a minimum of three individuals who are available to sign checks and other financial documents as required. Due to the change in the board Chair, the signing authority approvals will need to be revised. Additional board members may be appointed at their discretion. Administration does not recommend changing signing authority to include anyone other than the CAO in order to maintain adequate division of duties in processing financial transactions.

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 8<sup>th</sup>, 2025

**Reference:** 100.06/2025

**TITLE:** 2.4 – Proposed 2026 Board Meeting Schedule

**RECOMMENDATION:**

**THAT the MVRWMC Board establish the following dates, times, and locations for meetings of the board in 2026.**

Background:

The proposed meeting schedule maintains the traditional 4<sup>th</sup> Monday of the month (except the Organizational Meeting) that the Commission has traditionally met. **A total of four regular meetings are proposed, compared to 2025 which had four scheduled meetings and one special meeting in June 2025 to accommodate a capital budget revision.** 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 2026 Administration is recommending that four (4) meetings will be sufficient.

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>, 2026 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 2027 budget will be presented at the July 27<sup>th</sup>, 2026 meeting and will receive final approval at the September 28<sup>th</sup>, 2026 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 2026 RMA conferences (March 16-18 & November 2-5) or the 2026 AUMA conference on September 23-25.

Administration therefore recommends the following meeting schedule for 2026:

Type of Meeting	Date	Start Time	Location
<b>Annual</b>	<b>April 27<sup>th</sup></b>	<b>9:00 am</b>	<b>MV County Office</b>
Regular	April 27 <sup>h</sup>	After annual meeting	MV County Office
Regular	July 27 <sup>th</sup>	9:00 am	MV County Office
Regular	September 28 <sup>th</sup>	9:00 am	MV County Office
<b>Organizational</b>	<b>December 7<sup>th</sup></b>	<b>9:00 am</b>	<b>MV County Office</b>
Regular	December 7 <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