



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

**9:00 AM – Monday December 4<sup>th</sup>, 2023**

**Mountain View County Office – Council Chambers**

---

**Reference: 100.06 /2023**

**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 4<sup>th</sup>, 2023

**Reference:** 100.06/2023

**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, with their respective Director and Alternate appointments for the 2024 year. Copies of the letters received outlining the directors and alternates are attached. The Town of Didsbury has not sent an appointment letter to the Commission, so Administration has sourced the appointees from Didsbury's public notices.

The following table outlines the appointed Board member and alternate:

Municipality	Board Member		Alternate	
Town of Carstairs	Shannon Wilcox	<a href="mailto:shannow@carstairs.ca">shannow@carstairs.ca</a>	Sheldon Ball	<a href="mailto:sheldonb@carstairs.ca">sheldonb@carstairs.ca</a>
Village of Cremona	Joe Canaday	<a href="mailto:jcanaday@cremona.ca">jcanaday@cremona.ca</a>	Tim Hagen	<a href="mailto:thagen@cremona.ca">thagen@cremona.ca</a>
Town of Didsbury	Dorothy Moore	<a href="mailto:dmoore@didsbury.ca">dmoore@didsbury.ca</a>	Bill Windsor	<a href="mailto:bwindsor@didsbury.ca">bwindsor@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">jcummings@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

# TOWN OF CARSTAIRS

AN AUTHENTIC SMALL TOWN

---

October 31, 2023

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

Mountain View Regional Waste Management  
Box 2130  
Didsbury, Alberta  
T0M 0W0

RE: 2023-2024 Carstairs Appointments

The Town of Carstairs, at its Organizational Council meeting held on October 23, 2023 appointed the following representatives for the following committees until October 2024 Organizational Meeting.

**Mountain View Regional Waste Commission**

Councilor Shannon Wilcox

587-540-4980

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

If you have any questions, please contact myself at 403.337.3341

Sincerely,



Rick Blair  
CAO, Town of Carstairs

---

Administrative Office  
Box 370  
844 Centre St  
Carstairs, AB  
T0M 0N0  
P: 403.337.3341  
F: 403.337.3343

# TOWN OF CARSTAIRS

AN AUTHENTIC SMALL TOWN

---

November 15, 2023

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

Mountain View Regional Waste Management  
Box 2130  
Didsbury, Alberta  
T0M 0W0

RE: 2023-2024 Carstairs Appointments

The Town of Carstairs, at its Regular Council meeting held on November 14, 2023 appointed the following representatives as an alternative contact for the following committees until October 2024 Organizational Meeting.

**Mountain View Regional Waste Commission**

Councilor Sheldon Ball

403-807-2478

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

If you have any questions, please contact myself at 403.337.3341

Sincerely,



Rick Blair  
CAO, Town of Carstairs

---

Administrative Office  
Box 370  
844 Centre St  
Carstairs, AB  
T0M 0N0  
P: 403.337.3341  
F: 403.337.3343

October 18, 2023

Mountain View Regional Waste Management Commission  
Box 2130  
Didsbury, AB T0M 0W0

Dear Michael,

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

On October 17<sup>th</sup>, 2023, the Village of Cremona Council held its Organizational Meeting. This letter is to inform you that the following member and their alternate were appointed to the above board.

Deputy Mayor Joe Canaday  
[jcanaday@cremona.ca](mailto:jcanaday@cremona.ca)

*alternate*

Mayor Tim Hagen  
[thagen@cremona.ca](mailto:thagen@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  
[koconnor@cremona.ca](mailto:koconnor@cremona.ca)

cc: Joe Canaday, Tim Hagan



## 2023-2024 COUNCIL ASSIGNMENT LIST

### **COUNCIL APPOINTED COMMITTEES:**

#### **Didsbury Economic Development Advisory Committee** (Bylaw #2020-05)

- Deputy Mayor Curt Engel
- Councillor Ethan Williams (Alternate)

#### **Emergency Advisory Committee** (Bylaw #2020-06)

- All members of Council

#### **Municipal Planning Commission** (Bylaw #95-30)

- Councillor Ethan Williams
- Deputy Mayor Curt Engel
- Councillor Dorothy Moore (Alternate)

### **EXTERNAL BOARDS & COMMITTEES:**

#### **Inter-municipal Cooperation Committee**

- Mayor Rhonda Hunter
- Councillor Dorothy Moore
- Deputy Mayor Curt Engel
- Councillor Ethan Williams (Alternate)

#### **Mountain View Regional Water Services Commission**

- Councillor Bill Windsor
- Mayor Rhonda Hunter (Council Designate)

#### **Mountain View Regional Waste Management Commission**

- Councillor Dorothy Moore
- Councillor Bill Windsor (Alternate)

#### **Mountain View Seniors' Housing Board**

- Councillor Dorothy Moore

#### **Parkland Regional Library System Board**

- Councillor Bill Windsor
- Councillor Ethan Williams (Alternate)

#### **Didsbury & District Chamber of Commerce**

- Councillor Ethan Williams (Membership Rep.)

#### **Red Deer River Municipal Users Group**

- Councillor Bill Windsor (Urban Co-Chair)

#### **Central Alberta Economic Partnership**

- Mayor Rhonda Hunter (Municipal Rep.)
  - Board of Directors
  - Branding & Marketing Committee
- Councillor Williams (Alternate)

### **DEPUTY MAYOR APPOINTMENT**

- Deputy Mayor Curt Engel

### **ALTERNATE DEPUTY MAYOR APPOINTMENT**

- Councillor Dorothy Moore: Oct.25/23 to Feb. 24-24.
- Councillor Ethan Williams: Feb. 25/24 to June 22/24
- Councillor Bill Windsor: June 23/24 to Oct. 22/24

### **ALBERTA MUNICIPALITIES COMMITTEE INVOLVEMENT**

#### **Municipal Governance Committee**

- Councillor Ethan Williams

### **COMMITTEES FOR MAYORAL APPOINTMENT:**

#### **Municipal Area Partnership (MAP)**

- Mayor Rhonda Hunter
- Deputy Mayor Curt Engel (Alternate)

#### **Mayors of South Central Alberta**

- Mayor Rhonda Hunter

#### **Central Alberta Mayors & Reeves Caucus**

- Mayor Rhonda Hunter

### **COUNCIL GOVERNANCE COMMITTEES:**

#### **Committee of the Whole**

- All members of Council

#### **Visioning Committee**

- Mayor Rhonda Hunter
- Deputy Mayor Curt Engel
- Councillor Dorothy Moore
- Councillor Ethan Williams
- Councillor Bill Windsor

#### **Strategic Planning Committee** (Bylaw #2020-11)

- Councillor Dorothy Moore
- Councillor Bill Windsor
- Councillor Joyce McCoy
- Councillor Ethan Williams (Alternate)

#### **Performance Evaluation Committee** (Bylaw #2020-11)

- Councillor Ethan Williams
- Councillor Dorothy Moore
- Councillor Joyce McCoy
- Mayor Rhonda Hunter ( Alternate)

#### **Policy & Governance Committee** (Bylaw #2020-11)

- Councillor Ethan Williams
- Councillor Bill Windsor
- Deputy Mayor Curt Engel
- Mayor Rhonda Hunter (Alternate)





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 5, 2023

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

Attn: John Van Doesburg, Administrator

**Re: 2023-2024 Appointment to the MVRWMC**

Dear Mr. Van Doesburg,

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 2, 2023, under Motion No. 255-02-10-23;

**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



October 27, 2023

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: 2023-2024 Mountain View County Appointments  
**Mountain View Waste Management Commission**

Mountain View County Council, at its Organizational Council Meeting held on October 25, 2023, amended the representatives appointed to the Mountain View Waste Management Commission Committee until the October 2024 Organizational meeting.

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





October 31, 2023

Sent via email: [office@mountainviewwaste.ca](mailto:office@mountainviewwaste.ca)

Mountain View Regional Waste Management Commission  
Box 2130,  
Didsbury, AB  
T0M 0W0

**Re: Town of Olds Council appointment to Mountain View Regional Waste Management Commission**

At their Organizational meeting of October 23, 2023, Council appointed Councillor James Cummings as their representative and Councillor Heather Ryan as the alternate, to the Commission, for a one-year term, expiring on the fourth Monday in October 2024.

Contact information for Councillor James Cummings:

4512 46 Street, Olds, AB T4H 1R5

Cell: 403-586-9480

Email: [jcummings@olds.ca](mailto:jcumplings@olds.ca)

Contact information for Councillor Heather Ryan:

4512 46 Street, Olds, AB T4H 1R5

Cell: 403-819-6028

Email: [hryan@olds.ca](mailto:hryan@olds.ca)

Sincerely,

Marcie McKinnon  
Legislative Clerk

*CC: Councillors Cummings/Ryan*

*Legislative – OCAO Recruitment Folder*

*Town of Olds Human Resources Department – Council Files*



# Mountain View Regional Waste Management Commission

## Request for Decision

**Meeting Date:** December 4<sup>th</sup>, 2023

**Reference:** 100.06/2023

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

**RECOMMENDATION:**

**THAT the MVRWMC Board appoint \_\_\_\_\_ as Chair, and \_\_\_\_\_ as Vice Chair for 2024 until the next Organizational meeting scheduled for December 9<sup>th</sup>, 2024.**

### 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 2023, Greg Harris from Mountain View County 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 4<sup>th</sup>, 2023

**Reference:** 100.06/2023

**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 4<sup>h</sup>, 2023, the following individuals currently have signing authority for the Commission’s financial accounts.

- |               |   |                             |
|---------------|---|-----------------------------|
| 1. Chair      | - | Greg Harris (not returning) |
| 2. Vice Chair | - | Shannon Wilcox              |
| 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 4<sup>th</sup>, 2023

**Reference:** 100.06/2023

**TITLE:** 2.4 – Proposed 2024 Board Meeting Schedule

### **RECOMMENDATION:**

**THAT the MVRWMC Board establish the following dates, times, and locations for meetings of the board in 2024.**

### 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, compared to 2023 where 5 meetings were held, no special meetings were required.** 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 2024 Administration is recommending that four (4) meetings will be sufficient. Administration recommends cancelling the traditional February/March meeting. This will provide more time for Administration to focus on supporting the audit process expected to begin in February/March 2024. In lieu of a full board meeting in Q1-2024, Administration proposed distributing a financial and operational update either at the end of February, or the end of March 2024. **Alternatively, at the Board's request a regular board meeting could be scheduled for March 25<sup>th</sup>, 2024.**

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>, 2024 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 2025 budget will be presented at the July 22<sup>nd</sup>, 2024 meeting and will receive final approval at the September 23<sup>rd</sup>, 2024 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 18-20 & November 4-7) or the AUMA conference on September 25-27).

Administration therefore recommends the following meeting schedule for 2024:

Type of Meeting	Date	Start Time	Location
Regular(Tentative)	March 25th		
<b>Annual</b>	<b>April 29<sup>th</sup></b>	<b>9:00 am</b>	<b>MV County Office</b>
Regular	April 29 <sup>th</sup>	After annual meeting	MV County Office
Regular	July 22 <sup>nd</sup>	9:00 am	MV County Office
Regular	September 23 <sup>rd</sup>	9:00 am	MV County Office
<b>Organizational</b>	<b>December 9<sup>th</sup></b>	<b>9:00 am</b>	<b>MV County Office</b>
Regular	December 9 <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