

**MINUTES**  
**OF THE REGULAR MEETING OF THE**  
**WESTEND REGIONAL SEWAGE SERVICES COMMISSION**  
**IN THE PROVINCE OF ALBERTA,**  
**HELD IN THE COUNCIL CHAMBERS**  
**ON MONDAY, NOVEMBER 17, 2025 AT 10:00 AM**

**PRESENT** Chair Cindy Holladay, Vice-Chair Ted Bain, Director Brendan Kelly  
Treasurer Liza Zeer, Secretary Verna Staples

Diamond Valley Staff CAO Adam Davey

**REGRETS** None

**CALL TO ORDER and PRESENTATIONS**

As the Chair had not yet been appointed, Secretary Verna Staples called the meeting to Order at 10:02 am.

**AGENDA - Addenda and Adoption**

Adoption of the Agenda for the Regular Meeting of the Westend Regional Sewage Services Commission held on November 17, 2025

Moved by Director Ted Bain that the Commission adopt the Agenda for the Regular Meeting of the Westend Regional Sewage Services Commission, held on November 17, 2025, as presented.

**WRSSC Res.  
2025-82**

**MOTION CARRIED**

**ADOPTION OF MEETING MINUTES**

Minutes of the Regular Meeting of Westend Regional Sewage Services Commission held September 18, 2025.

Moved by Director Cindy Holladay that the Minutes of the Regular Meeting of Westend Regional Sewage Services Commission, held September 18, 2025, be adopted as presented.

**WRSSC Res.  
2025-83**

**MOTION CARRIED**

**DELEGATIONS**

*None scheduled*

**ADMINISTRATIVE REPORTS**

Disestablishment Update

*BH CH*

Secretary Verna Staples provided an updated chart showing the status of Disestablishment tasks and procedures.

**FINANCIAL REPORTING**

*No items to discuss*

**NEW BUSINESS**

Appointments

Moved by Director Ted Bain that the Commission appoint Director Cindy Holladay as Chair, effective November 17, 2025 for a period not to exceed November 30, 2026.

**WRSSC Res.  
2025-84**

**MOTION CARRIED**

Moved by Director Brendan Kelly that the Commission appoint Director Ted Bain as Vice-Chair, effective November 17, 2025 for a period not to exceed November 30, 2026.

**WRSSC Res.  
2025-85**

**MOTION CARRIED**

Moved by Vice-Chair Ted Bain that the Commission meet only as required to carry out the business of the Commission and to continue with the necessary procedures to Disestablish the Commission.

**WRSSC Res.  
2025-86**

**MOTION CARRIED**

Moved by Chair Cindy Holladay that the Commission authorize Bank Signing Authorities, being Chair Cindy Holladay, Vice-Chair Ted Bain and Treasurer Liza Zeer. Two (2) signatures shall be required, at least one signature must be that of a Director.

**WRSSC Res.  
2025-87**

**MOTION CARRIED**

**CORRESPONDENCE**

Transfer of Ownership - EPEA Approval 11656-02-02

Moved by Vice-Chair Ted Bain that the Commission accept the "Transfer of Ownership - EPEA Approval 11656-02-02" as presented.

**WRSSC Res.  
2025-88**

**MOTION CARRIED**

**NOTICES OF MOTION**

*None submitted*

**ROUND TABLE DISCUSSION**

*No topics for discussion*


**CLOSED MEETING**

*None scheduled*

*CB CM*

**ADJOURNMENT**

The meeting was Adjourned at 10:10 am.

  
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CHAIR, Cindy Holladay

  
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Secretary, Verna Staples

