

WESTEND REGIONAL SEWAGE SERVICES COMMISSION
IN THE PROVINCE OF ALBERTA
HELD IN THE TOWN OF DIAMOND VALLEY COUNCIL CHAMBERS
ON WEDNESDAY, JANUARY 25, 2023 AT 1:00 PM

PRESENT

(In Council Chambers, unless otherwise noted)

Chair Barry Crane, Vice-Chair Cindy Holladay, Director Heather Thomson, Director at Large Ted Bain, Director at Large John Waring
Treasurer Liza Zeer, Secretary Verna Staples, CAO Shawn Patience, Operator Terry Orum *joined the meeting at 1:07pm*
MPE: Kim Schurtz and Ryan Fitzsimmons
Corporate Services and Finance Manager Corinne Middleton
Operations, Utilities and Parks Manager Craig Beaton

REGRETS

None

Call to Order and Presentations

Chair Barry Crane called the meeting to Order at 9:05 am.

Agenda - Addenda and Adoption

Moved by Vice Chair Cindy Holladay that the Commission adopt the Agenda, as presented.

**WRSSC Res.
2023-14**

MOTION CARRIED

Closed Session (In-Camera)

The Commission has provided an Orientation session for its new Board, involving discussions of items in accordance with the *Freedom of Information and Protection of Privacy Act*, sections 21, 23, 24, 25 and 27.

The meeting will open to the public at its regular time of 1:00 pm.

Moved by Vice Chair Cindy Holladay that the Commission move into a Closed Session at 9:06 am to conduct a Board Orientation, in accordance with sections 21, 23, 24, 25 and 27 of the *Freedom of Information and Protection of Privacy Act*.

**WRSSC Res.
2023-15**

MOTION CARRIED

All five (5) Directors were present for the Closed Session. Present to provide information, advice and administrative services were:

Treasurer Liza Zeer, Secretary Verna Staples, CAO Shawn Patience

MPE Representatives Kim Schurtz and Ryan Fitzsimmons

WESTEND REGIONAL SEWAGE SERVICES COMMISSION

January 25, 2023

*Corporate Services and Finance Manager Corinne Middleton,
and
Operations, Utilities and Parks Manager Craig Beaton.*

Director Ted Bain left the meeting at 12:00 pm.

Moved by Vice Chair Cindy Holladay that the Commission revert
to an Open meeting at 12:04 pm.

**WRSSC Res.
2023-16**

MOTION CARRIED

Recess / Reconvene

Chair Barry Crane declared a Recess for lunch at 12:04 pm, until 1:00 pm.

The meeting Reconvened at 1:07 pm.

Adoption of Minutes

**Minutes of the Regular Meeting of Westend Regional Sewage Services
Commission held November 23, 2022.**

Moved by Director John Waring that the Commission adopt the
Minutes of the Regular Meeting of the Westend Regional Sewage
Services Commission, held November 23, 2022, as presented.

**WRSSC Res.
2023-17**

MOTION CARRIED

**Minutes of the Special Meeting of the Westend Regional Sewage Services
Commission held January 3, 2023**

Moved by Director Heather Thomson that the Commission adopt
the Minutes of the Special Meeting of the Westend Regional
Sewage Services Commission, held January 3, 2023, as
presented.

**WRSSC Res.
2023-18**

MOTION CARRIED

**Minutes of the Special Meeting of the Westend Regional Sewage Services
Commission held January 16, 2023.**

Moved by Vice Chair Cindy Holladay that the Commission adopt
the Minutes of the Special Meeting of the Westend Regional
Sewage Services Commission, held January 16, 2023, as
presented.

**WRSSC Res.
2023-19**

MOTION CARRIED

Delegations

Delegation Presentations

None scheduled

Delegation Decisions

As required

Administrative Reports

MPE's Report Update

Moved by Director Heather Thomson that the Commission direct MPE to investigate costs and implications of changing to Sodium Hypochlorite, and investigate possible cost-saving options for Bioxide use.

**WRSSC Res.
2023-20**

MOTION CARRIED

Moved by Director John Waring that the Commission accept MPE's Report for information purposes.

**WRSSC Res.
2023-21**

MOTION CARRIED

Operator's Report

Moved by Chair Barry Crane that the Commission accept the Operator's Report for information purposes.

**WRSSC Res.
2023-22**

MOTION CARRIED

Secretary/Treasurer Report

Moved by Director John Waring that the Commission accept the Secretary/Treasurer Report for information.

**WRSSC Res.
2023-23**

MOTION CARRIED

Financial

Financial Reports

Quarterly reports were deferred to the Regular meeting in February, 2023.

New Business

Request to Return Cattle to WRSSC Lands for Grazing

Director Heather Thomson declared a Pecuniary Interest and abstained from the discussion and voting on this matter.

Moved by Director John Waring that the Commission direct that a letter, signed by the Chair, be sent to the cattle owner, stating

**WRSSC Res.
2023-24**



that no grazing opportunities will be considered by Westend Regional Sewage Services Commission until such time as the construction is completed. Upon completion of construction, consideration of a new grazing lease will be required by the Commission, before any authorization of cattle grazing.

MOTION CARRIED

Request to Pay Invoice for Legal Services

Moved by Vice Chair Cindy Holladay that the Commission direct Administration to notify the Town of Diamond Valley that it will not pay invoice #20220435 for legal services.

**WRSSC Res.
2023-25**

MOTION CARRIED

Subdivision and (related) Redesignation Circulation

- **Subdivision Application 22-01**
- **Redesignation Application 02-2023RD**

Moved by Director John Waring that the Commission direct Administration to respond that the Commission has no concerns with the Subdivision or Redesignation circulations, as presented.

**WRSSC Res.
2023-26**

MOTION CARRIED

Notices of Motion

None submitted

Round Table Discussion

No items to discuss.

Closed Session (In-Camera)

Lagoon Project Breakdown - FOIP 25(1)(c)

CAO Shawn Patience, Operator Terry Orum and Operations, Utilities and Parks Manager Craig Beaton all left the meeting prior to the Closed Session.

Moved by Chair Barry Crane that the Commission move into a Closed Session at 2:16 pm to discuss items related to the Lagoon Project, per section 25(1)(c) of the *Freedom of Information and Protection of Privacy Act*.

**WRSSC Res.
2023-27**

MOTION CARRIED

*Chair Barry Crane, Vice Chair Cindy Holladay, Director Heather Thomson and Director at Large John Waring were present for the Closed Session, along with the following:
Treasurer Liza Zeer, Secretary Verna Staples,*

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*MPE representatives Kim Schurtz and Ryan Fitzsimmons,
Corporate Services and Finance Manager Corinne Middleton.*

Moved by Director Heather Thomson that the Commission revert
to an Open meeting at 2:51 pm.

**WRSSC Res.
2023-28**

MOTION CARRIED

*Corporate Services and Finance Manager Corinne Middleton left
the meeting at 2:51 pm.*

Moved by Director John Waring that the Commission direct
Administration to engage legal counsel specializing in
environmental law to represent interests of the Commission with
respect to the EPEA and Water Act applications.

**WRSSC Res.
2023-29**

MOTION CARRIED

Moved by Vice Chair Cindy Holladay that the Commission direct
MPE to provide communication updates every two (2) days to the
Commission regarding progress on the EPEA and Water Act
approval timeline.

**WRSSC Res.
2023-30**

MOTION CARRIED

Moved by Chair Barry Crane that the Commission direct
Administration to request an emergency meeting with the Minister
of Environment and Protected Areas to discuss the delays and
implications of the EPEA and Water Act applications.

**WRSSC Res.
2023-31**

MOTION CARRIED

Adjournment

The meeting was Adjourned at 2:53 pm by Chair Barry Crane.



Barry Crane, Chair



Verna Staples, Secretary

