

**WESTEND REGIONAL SEWAGE SERVICES COMMISSION**  
**IN THE PROVINCE OF ALBERTA**  
**HELD IN THE TOWN OF BLACK DIAMOND COUNCIL CHAMBERS, TOWN OFFICE**  
**ON WEDNESDAY, JANUARY 26, 2022 AT 01:00 PM**

**PRESENT**

(In Council Chambers, unless otherwise noted)

Chair John Waring, Vice-Chair Ted Bain, Directors Garry Raab and Heather Thomson  
Public Works Manager Tom Dougall, Treasurer Liza Zeer, Secretary Verna Staples

**PRESENTERS**

MPE: Kim Schurtz and Ryan Fitzsimmons  
Town of Black Diamond: Rod Ross, Planning & Development Officer

**REGRETS**

None

**Call to Order and Presentations**

Chair John Waring called the meeting to Order at 1:00 pm.

**Agenda - Addenda and Adoption**

Moved by Director Heather Thomson that the Commission agree to adopt the Agenda, as amended by moving Items 10.1 and 10.2 (Closed Session discussions) to follow Item 3.2, and to move New Business, Items 7.1, 7.2 and 7.3, to follow the Closed Session discussions. **Res. 2022-5**

**MOTION CARRIED**

**Adoption of Minutes**

**Minutes of the Regular Meeting of Westend Regional Sewage Services Commission held December 15, 2021**

Moved by Vice-Chair Ted Bain that the Commission agree to adopt the Minutes of the Regular Meeting held December 15, 2021, as presented. **Res. 2022-6**

**MOTION CARRIED**

**Minutes of the Special Meeting of the Westend Regional Sewage Services Commission held January 10, 2022**

Moved by Director Garry Raab that the Commission agree to adopt the Minutes of the Special Meeting held January 10, 2022, as presented. **Res. 2022-7**

**MOTION CARRIED**

**Closed Session (In-Camera)**

**Privileged Information - FOIP 24(1), 27(1)**

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

Moved by Director Heather Thomson that the Commission agree to move into a Closed Session at 1:06 pm to discuss Privileged Information (FOIP 24(1), 27(1)) and the Lagoon Project Breakdown (FOIP 25(1)(c)).

**Res. 2022-8**

**MOTION CARRIED**

All four (4) Directors were present for the Closed Session. Treasurer Liza Zeer, Secretary Verna Staples, Operator Tom Dougall, MPE representatives Ryan Fitzsimmons and Kim Schurtz, and Town of Black Diamond Planning & Development Officer Rod Ross were present for the Closed Session to provide information and administrative services.

Rod Ross left the meeting at 1:38 pm, following the Privileged Information discussion.

Moved by Vice-Chair Ted Bain that the Commission agree to revert to an Open meeting at 1:42 pm.

**Res. 2022-9**

**MOTION CARRIED**

**New Business**

**Correspondence and Information**

*No items to discuss*

**Radio Network Changes**

Moved by Vice-Chair Ted Bain that the Commission agree to allocate funds from the 2021 Facility/Equipment budget, in an amount not to exceed \$3,200.00 (plus GST), to pay the MPE invoice for the radio network segregation.

**Res. 2022-10**

**MOTION CARRIED**

**Cattle on WRSSC Lands**

Moved by Director Garry Raab that the Commission agree to send a letter to J. Thomson clarifying that he is permitted to graze cattle only within the identified lower section of Westend Regional Sewage Services Commission's lands until further notified by the Commission.

**Res. 2022-11**

**MOTION CARRIED**

Moved by Chair John Waring that the Commission agree to direct Administration to prepare a draft cattle grazing lease agreement to be provided to the October, 2022 meeting of the Commission. **Res. 2022-12**

**MOTION CARRIED**

**Delegations**

**Delegation Presentations**

*None scheduled*

**Delegation Decisions**

*None required*

**Administrative Reports**

It was generally agreed to re-order the Agenda at this time to address Item 5.2 Operator's Report at this time.

**Operator's Report**

Moved by Director Garry Raab *that the Commission agree to accept the Operator's Report for information purposes.* **Res. 2022-13**

**MOTION CARRIED**

**Recess/Reconvene**

Chair John Waring called a Recess at 2:24 pm.

The meeting was Reconvened at 2:30 pm by Chair Waring, returning to the regular order of the Agenda at this time.

**MPE's Report Update**

Moved by Director Heather Thomson *that the Commission agree to accept MPE's Report for information purposes.* **Res. 2022-14**

**MOTION CARRIED**

Moved by Vice-Chair Ted Bain that the Commission agree to request that Administration contact the Town of Black Diamond and request that the Town follow up on the provision of Telus fibreoptic services to WRSSC facility. **Res. 2022-15**

**MOTION CARRIED**

**Secretary/Treasurer Report**

Moved by Director Garry Raab *that the Commission agree to accept the Secretary/Treasurer Report for information.*

**Res. 2022-16**

**MOTION CARRIED**

**Financial**

**Financial Reports**

- Accounts Payable
- Cheque Log
- Balance Sheet and Income Statement

Moved by Director Heather Thomson *that the Commission agree to accept the Financial Reports for information purposes.*

**Res. 2022-17**

**MOTION CARRIED**

**2022 Budget**

Moved by Director Garry Raab *that the Commission agree to adopt the 2022 Budget, in the amount of \$700,925, as presented.*

**Res. 2022-18**

**MOTION CARRIED**

Moved by Vice-Chair Ted Bain *that the Commission agree to direct Administration to transfer 2021 surplus into Capital reserves.*

**Res. 2022-19**

**MOTION CARRIED**

**Notices of Motion**

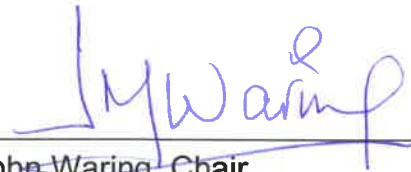
*None submitted*

**Round Table Discussion**

- Administration requested and received comments and suggestions from Directors for updating the information on the Commission's website. Administration will work on this project over the next few weeks.

**Adjournment**

As there was no further business, the meeting was Adjourned at 3:30 pm by  
Chair John Waring.



John Waring, Chair



Verna Staples, Secretary

