

MINUTES
OF THE REGULAR MEETING OF THE
WESTEND REGIONAL SEWAGE SERVICES COMMISSION
IN THE PROVINCE OF ALBERTA,
HELD IN THE COUNCIL CHAMBERS
514 WINDSOR AVENUE
ON WEDNESDAY, NOVEMBER 22, 2023 AT 9:30 AM

PRESENT Chair Barry Crane, Vice-Chair Cindy Holladay, Director Heather Thomson
Director at Large Ted Bain
Treasurer Liza Zeer, Secretary Verna Staples, Operator Terry Orum

Diamond Valley Staff Manager of Operations, Utilities and Parks, Craig Beaton

MPE Representatives Jill Hardy

REGRETS None

CALL TO ORDER and PRESENTATIONS

Chair Barry Crane called the meeting to Order at 9:39 am.

AGENDA - Addenda and Adoption

Adoption of the Agenda for the Regular Meeting of the Westend Regional Sewage Services Commission held on November 22, 2023

Moved by Vice-Chair Cindy Holladay that the Agenda for the Regular Meeting held November 22, 2023, be adopted as amended by the addition of Item 5.2, Operator's Report.

WRSSC Res.
2023-140

MOTION CARRIED

ADOPTION OF MEETING MINUTES

Minutes of the Regular Meeting of Westend Regional Sewage Services Commission held October 25, 2023

Moved by Director Ted Bain that the Minutes of the Regular Meeting of the Westend Regional Sewage Services Commission held October 25, 2023 be adopted, as amended by adding Colin McNab as an MPE Representative in attendance, and correcting the spelling of Chair Barry Crane's name in resolution 2023-135.

WRSSC Res.
2023-141

MOTION CARRIED



DELEGATIONS

None Scheduled

ADMINISTRATIVE REPORTS

MPE Report

Operator's Report

The submitted Operator's Report was followed by a verbal update regarding the Turner Valley Lift Station. A maintenance project is being planned for that site.

Secretary/Treasurer Report

FINANCIAL REPORTING

Proposed 2024 Operating and Capital Budgets

Moved by Director Heather Thomson that the Commission authorize the 2024 Operating and Capital Budgets, as presented, in the amount of \$1,439,895.00.

**WRSSC Res.
2023-142**

MOTION CARRIED

Recess-Reconvene

Chair Barry Crane declared a Recess at 10:52 am.

The meeting was Reconvened at 11:04 am.

NEW BUSINESS

Proposed Operator and Administrative Services Agreements

Moved by Vice-Chair Cindy Holladay that the Commission authorize Chair Barry Crane to sign the Operator Agreement with the Town of Diamond Valley for the term beginning January 1, 2024, and ending December 31, 2026.

**WRSSC Res.
2023-143**

MOTION CARRIED

Moved by Vice-Chair Cindy Holladay that the Commission authorize Chair Barry Crane to sign the Administration Agreement with the Town of Diamond Valley for the term beginning January 1, 2024, and ending December 31, 2026.

**WRSSC Res.
2023-144**

MOTION CARRIED

Bylaw 2023-02, to Amend Bylaw 2023-01

Moved by Chair Barry Crane that the Commission give Bylaw 2023-02, to amend the Westend Regional Sewage Services Commission Bylaw 2023-01, first reading.

WRSSC Res.
2023-145

MOTION CARRIED

Moved by Director Heather Thomson that the Commission give Bylaw 2023-02 second reading.

WRSSC Res.
2023-146

MOTION CARRIED

Moved by Director Ted Bain that the Commission agree to present Bylaw 2023-02 for third reading at this meeting.

WRSSC Res.
2023-147

UNANIMOUSLY CARRIED

Moved by Vice-Chair Cindy Holladay that the Commission give Bylaw 2023-02 third and final reading.

WRSSC Res.
2023-148

MOTION CARRIED

Organizational Resolutions

Moved by Vice-Chair Cindy Holladay that the Commission appoint Barry Crane as Chair, effective immediately.

WRSSC Res.
2023-149

MOTION CARRIED

Moved by Chair Barry Crane that the Commission appoint Cindy Holladay as Vice-Chair, effective immediately.

WRSSC Res.
2023-150

MOTION CARRIED

Moved by Director Ted Bain that the Commission schedule its regular meetings on the 3rd Wednesday of each month, beginning at 9:30 am, effective immediately.

WRSSC Res.
2023-151

MOTION CARRIED

Moved by Vice-Chair Cindy Holladay that the Commission retain the currently appointed Signing Authorities, being Director Barry Crane, Director Heather Thomson and Treasurer Liza Zeer. Two (2) signatures shall be required, at least one signature must be that of a Director.

WRSSC Res.
2023-152

MOTION CARRIED

CORRESPONDENCE

No items to discuss

NOTICES OF MOTION

None submitted

ROUND TABLE DISCUSSION

No discussion

CLOSED MEETING

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

Legal Matters - FOIP 27

Jill Hardy and Craig Beaton left the meeting at 11:22 am.

Moved by Director Heather Thomson that the Commission move into a Closed Meeting at 11:22 am to discuss the Lagoon Project Update and Legal Matters held in confidence in accordance with sections 25(1)(c) and 27 of the *Freedom of Information and Protection of Privacy Act*.

**WRSSC Res.
2023-153**

MOTION CARRIED

Chair Barry Crane, Vice-Chair Cindy Holladay, Director Heather Thomson, Director at Large Ted Bain, Treasurer Liza Zeer and Secretary Verna Staples were present for the Closed Meeting discussion.

Moved by Vice-Chair Cindy Holladay that the Commission revert to an Open Meeting at 12:00 pm.

**WRSSC Res.
2023-154**

MOTION CARRIED

Moved by Chair Barry Crane that the Commission agree to pursue the agreement with MPE as discussed in the Closed Meeting.

**WRSSC Res.
2023-155**


MOTION CARRIED

ADJOURNMENT

The meeting was Adjourned at 12:03 pm.



Barry Crane, Chair



Verna Staples, Secretary