

**MINUTES**  
**OF THE REGULAR MEETING OF THE**  
**WESTEND REGIONAL SEWAGE SERVICES COMMISSION**  
IN THE PROVINCE OF ALBERTA,  
HELD IN THE COUNCIL CHAMBERS  
ON THURSDAY, SEPTEMBER 21, 2023 AT 9:00 AM

<b>PRESENT</b>	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, Operator Terry Orum
Diamond Valley Staff	CAO Corinne Middleton; Manager of Operations, Utilities and Parks, Craig Beaton; Manager of Corporate Services and Finance, Vin Chennath;
MPE Representatives	Kim Schurtz, Jill Hardy
<b>REGRETS</b>	None

**CALL TO ORDER and PRESENTATIONS**

Chair Barry Crane called the meeting to Order at 9:31 a.m.

**AGENDA - Addenda and Adoption**

*The Agenda was republished at approximately 1:30 pm on Sept 21, 2023 to include:*

- **5.1 MPE Report - addition of September 21 Report**
- **6.2 2023 Audit and Avail Correspondence**

Adoption of the Agenda for the Regular Meeting of the Westend Regional Sewage Services Commission held on September 21, 2023.

Moved by Director at Large Ted Bain that "6.3 Budget" be added and the Commission adopt the Agenda as amended.

**WRSSC Res.  
2023-112**

**MOTION CARRIED**

**ADOPTION OF MEETING MINUTES**

Minutes of the Regular Meeting of Westend Regional Sewage Services Commission held June 28, 2023.

Moved by Vice-Chair Cindy Holladay that the Commission adopt the Minutes of June 28, 2023, as presented.

**WRSSC Res.  
2023-113**

**MOTION CARRIED**



Minutes of the Special Meeting of the Westend Regional Sewage Services Commission held August 16, 2023

Moved by Director at Large John Waring that the Commission adopt the Minutes of August 15, 2023, as presented.

**WRSSC Res.  
2023-114**

**MOTION CARRIED**

**DELEGATIONS**

*None scheduled*

**ADMINISTRATIVE REPORTS**

MPE Report

- July 26 Report
- August 23 Report
- September 21 Report

Moved by Director Heather Thomson that the Commission direct Administration to prepare a Return to Work letter to CDM effective March 1, 2024.

**WRSSC Res.  
2023-115**

**MOTION CARRIED**

Moved by Director at Large John Waring that the Commission direct Administration to refuse payment of holdback on invoice number 7636 as per the contract.

**WRSSC Res.  
2023-116**

**MOTION CARRIED**

Moved by Director at Large John Waring that the Commission accept MPE's reports as information.

**WRSSC Res.  
2023-117**

**MOTION CARRIED**

Operator's Report

Moved by Vice-Chair Cindy Holladay that the Commission accept the Operator's Report as information.

**WRSSC Res.  
2023-118**

**MOTION CARRIED**

Secretary/Treasurer Report

Moved by Chair Barry Crane that the Commission accept the Secretary/Treasurer Report as information.

**WRSSC Res.  
2023-119**

**MOTION CARRIED**

**FINANCIAL REPORTING**

Quarterly Financial Reports

Moved by Director at Large Ted Bain that the Commission accept the Quarterly Financial Reports as information.

**WRSSC Res.  
2023-120**

**MOTION CARRIED**



2023 Audit and Avail Correspondence

Moved by Vice-Chair Cindy Holladay that the Commission appoint Avail, LLP as the Commission's auditor for 2023, subject to their availability and further that the Commission direct Administration to decline the Audit Shield Fee Waiver Service.

**WRSSC Res.  
2023-121**

**MOTION CARRIED**

Budget Update

**NEW BUSINESS**

Records Management: Request for Disposition of Records

Moved by Director at Large John Waring that the Commission Direct Administration to dispose of the documentation noted on the listing, as presented.

**WRSSC Res.  
2023-122**

**MOTION CARRIED**

Debenture

Moved by Vice-Chair Cindy Holladay that the Commission agree to pass the following resolution:

**WRSSC Res.  
2023-123**

THAT for the purpose of constructing the Westend Regional Sewage Services Commission ("the Commission") Lagoon Upgrade Project the sum, not to exceed \$5,000,000.00, be borrowed from the Province of Alberta by way of a debenture on the credit and security of the Commission, and

THAT the debenture to be issued under this authorization shall not exceed the sum of \$5,000,000.00 and may be in any denomination not exceeding the amount authorized and shall be dated having regard to the date of borrowing; and

THAT debentures shall bear interest during the term of the loan at a rate not exceeding 8% per annum, or the interest rate fixed from time to time by the Province of Alberta, per annum, payable semi-annually; and

THAT debentures shall be issued in such a manner that the principal and interest will be combined and be made payable in, as nearly possible, equal semi-annual or annual installments over a period not exceeding 25 years in accordance with the debenture schedule; and

THAT debentures shall be payable in Canadian funds at the Alberta Treasury Branch or at such bank or other financial



institution as the Commission may authorize as its banking agency during the currency of the debenture; and  
THAT the Chair and Treasurer of the Commission shall authorize such bank or financial institution to make payments to the holder of the debentures on such dates and in such amounts as specified in the repayment schedule forming part of each debenture; and  
THAT the debentures shall be signed by the Chair and Treasurer of the Commission or their designates; and  
THAT there shall be levied and raised in each year of the currency of the loan, a requisition to all Commission members, sufficient to provide an annual amount adequate to pay the principal and interest falling due to such year to repay the loan; and  
THAT the resolution comes into force on the date it is passed.

**MOTION CARRIED**

Redesignation Circulation 122-2023RD

Moved by Director Heather Thomson that the Commission respond to the Town of Diamond Valley circulation relating to Application 122-2023RD, noting that no concerns were expressed.

**WRSSC Res.  
2023-124**

**MOTION CARRIED**

Redesignation Circulation 128-2023RD

Moved by Director at Large Ted Bain that the Commission respond to the Town of Diamond Valley circulation relating to Application 128-2023RD, noting that no concerns were expressed.

**WRSSC Res.  
2023-125**

**MOTION CARRIED**

**CORRESPONDENCE**

Province of Alberta - ICIP Grant Payment

Moved by Chair Barry Crane that the Commission accept the Province of Alberta - ICIP Grant Payment correspondence as information.

**WRSSC Res.  
2023-126**

**MOTION CARRIED**



The meeting recessed at 11:29 a.m.

MPE representatives Kim Schurtz and Jill Hardy, as well as Manager of Operations, Utilities and Parks, Craig Beaton and Operator Terry Orum left the meeting.

The meeting reconvened at 11:35 a.m.

**NOTICES OF MOTION**

*None submitted*

**ROUND TABLE DISCUSSION**

*No items to discuss*

**CLOSED MEETING**

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

Legal Advice - FOIP 27(2)

Moved by Director at Large John Waring that the Commission move into a Closed Meeting at 11:36 a.m. to discuss:

**WRSSC Res.  
2023-127**

- matters relating to the Lagoon Project, in accordance with the *Freedom of Information and Protection of Privacy Act*, section 25(1)(c), and
- legal matters, in accordance with the *Freedom of Information and Protection of Privacy Act*, section 27(2).

**MOTION CARRIED**

Chair Barry Crane, Vice Chair Cindy Holladay, Director Heather Thomson, Director at Large Ted Bain and Director at Large John Waring were presented for the Closed Meeting, as well as CAO Corinne Middleton, Corporate Services and Finance Manager Vin Chennath, Secretary Verna Staples, and Treasurer Liza Zeer.

Moved by Director at Large Ted Bain that the Commission revert to an Open meeting at 11:52 a.m.

**WRSSC Res.  
2023-128**

**MOTION CARRIED**

Director at Large John Waring that the Commission direct Administration to send the letter to MPE as discussed in the Closed Meeting.

**WRSSC Res.  
2023-129**

**MOTION CARRIED**



**ADJOURNMENT**

The meeting adjourned at 11:53 a.m.



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Barry Crane, Chair



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Verna Staples, Secretary