MINUTES
OF THE REGULAR MEETING OF THE
WESTEND REGIONAL SEWAGE SERVICES COMMISSION
IN THE PROVINCE OF ALBERTA,
HELD IN THE COUNCIL CHAMBERS
ON WEDNESDAY, NOVEMBER 20, 2024 AT 1:30 PM

PRESENT	Chair Barry Crane (*attended electronically*), Vice-Chair Cindy Holladay (*attended electronically*), Director Heather Thomson. Director at Large Ted Bain Treasurer Liza Zeer, Secretary Verna Staples, Operator Terry Orum
Diamond Valley Staff	Craig Beaton, Manager of Civic Operations
MPE Representatives	Jill Hardy
REGRETS	None

CALL TO ORDER and PRESENTATIONS

Director Heather Thomson called the meeting to Order at 1:37 pm and Chaired the meeting.

AGENDA - Addenda and Adoption

Adoption of the Agenda for the Regular Meeting of the Westend Regional Sewage Services Commission held on November 20, 2024

Director at Large Ted Bain that the Agenda for the Westend Regional Sewage Services Commission meeting of November 20, 2024, be adopted as presented. **WRSSC Res. 2024-43**

MOTION CARRIED

ADOPTION OF MEETING MINUTES

Minutes of the Regular Meeting of Westend Regional Sewage Services Commission held October 16, 2024.

Vice Chair Cindy Holladay that the Minutes of the Westend Regional Sewage Services Commission October 16, 2024, meeting be adopted as presented. **WRSSC Res. 2024-44**

MOTION CARRIED

DELEGATIONS

None scheduled

ADMINISTRATIVE REPORTS

MPE Report

Jill Hardy presented the MPE report and responded to questions.

Operator's Report

Terry Orum presented the Operator's Report and responded to questions.

Secretary/Treasurer Report

Verna Staples and Liza Zeer presented the Secretary/Treasurer Report and responded to questions.

FINANCIAL REPORTING

2025 Proposed Operating and Capital Budgets

Treasurer Liza Zeer presented the 2025 Proposed Operating and Capital Budgets.

Chair Barry Crane that the Commission move any 2024 surplus operating funds into the capital reserve. **WRSSC Res. 2024-45**

MOTION CARRIED

Vice Chair Cindy Holladay that the Commission adopt the 2025 Operating Budget, in the amount of $1,196,746.00 and the 2025 Capital Budget, in the amount of $234,921.00, as presented. **WRSSC Res. 2024-46**

MOTION CARRIED

NEW BUSINESS

Circulation: 601 1 Street SW (Redesignation *and* Subdivision)

Director at Large Ted Bain that the Commission has no objections to the circulation. **WRSSC Res. 2024-47**

MOTION CARRIED

Bylaw 2023-01: Annual Review of Section 8.5

Chair Barry Crane moved that the Commission appoint Cindy Holladay as Chair, effective November 21, 2024, for a period not to exceed December 31, 2025. **WRSSC Res. 2024-48**

MOTION CARRIED

Vice Chair Cindy Holladay that the Commission appoint Ted Bair as Vice-Chair, effective November 21, 2024, for a period not to exceed December 31, 2025. **WRSSC Res. 2024-49**

MOTION CARRIED

Director Heather Thomson that the Commission schedule its regular meetings on the third Wednesday of every other month, at 1:00 pm, commencing in January 2025. **WRSSC Res. 2024-50**

MOTION CARRIED

Moved by Vice-Chair Cindy Holladay that the Commission cancel the December 18, 2024, regular meeting. **WRSSC Res. 2024-51**

MOTION CARRIED

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. 2024-52**

MOTION CARRIED

CORRESPONDENCE

None received

NOTICES OF MOTION

None submitted

ROUND TABLE DISCUSSION

CLOSED MEETING

None scheduled

ADJOURNMENT

The meeting was Adjourned at 2:36 pm.

Cindy Holladay, Chair

Verna Staples, Secretary