MINUTES
OF THE REGULAR MEETING OF THE
WESTEND REGIONAL SEWAGE SERVICES COMMISSION
IN THE PROVINCE OF ALBERTA,
HELD IN THE COUNCIL CHAMBERS
ON WEDNESDAY, MARCH 19, 2025 AT 1:00 PM

PRESENT	Chair Cindy Holladay, Vice-Chair Ted Bain, Director Heather Thomson, Director Barry Crane *(attended electronically)* Treasurer Liza Zeer, Secretary Verna Staples *(attended electronically)*, Operator Terry Orum
Diamond Valley Staff	Manager of Civic Operations Craig Beaton, Legislative Services Clerk Iris Bertsch
MPE Representatives	Jill Hardy
Guests	Darren Adamson, Avail LLP
REGRETS	None

CALL TO ORDER and PRESENTATIONS

Chair Cindy Holladay called the meeting to Order at 1:03 pm.

AGENDA - Addenda and Adoption

Adoption of the Agenda for the Regular Meeting of the Westend Regional Sewage Services Commission held on *March 19, 2025*

Administration requested an addition to the Agenda, "Contract Negotiations - FOIP 25(1)(c)" as item 12.2.

Moved by Vice Chair Ted Bain that the Commission adopt the agenda as amended by the addition of 12.2 "Contract Negotiations - FOIP 25(1)(c)". **WRSSC Res. 2025-58**

MOTION CARRIED

CLOSED SESSION at 1:00 pm

Audit Management Letter and a potential legal matter - FOIP 24(1) Advice from Officials

Moved by Director Heather Thomson that the Commission move into a Closed Session at 1:04 pm to discuss the Audit Management Letter and a potential legal matter - FOIP 24(1) Advice from officials. **WRSSC Res. 2025-59**

MOTION CARRIED

Present for the Closed Session:
Board: Chair Cindy Holladay, Vice Chair Ted Bain, Director Heather Thomson, Director Barry Crane *(attending electronically).*
Administration: Treasurer Liza Zeer, Secretary Verna Staples *(attending electronically)*, Operator Terry Orum, Legislative Services Clerk Iris Bertsch, Manager of Civic Operations Craig Beaton
Guests: Jill Hardy, MPE and Darren Adamson, Avail LLP.

Moved by Director Barry Crane that the Commission revert to an Open meeting at 1:13 pm. **WRSSC Res. 2025-60**

MOTION CARRIED

As the Auditor was required to leave the meeting by 1:30 pm, the Board agreed to move directly into the Open session at this time.

ADOPTION OF MEETING MINUTES

Minutes of the Regular Meeting of Westend Regional Sewage Services Commission held January 15, 2025.

Moved by Director Heather Thomson that the Commission adopt the Minutes of the January 15, 2025 Regular Meeting of the Westend Regional Sewage Services Commission, as presented. **WRSSC Res. 2025-61**

MOTION CARRIED

DELEGATIONS

Auditors - Darren Adamson, CPA, CA of Avail LLP

- Presented the 2024 Draft Audited Financial Statements

Moved by Chair Cindy Holladay that the Commission adopt the 2024 Audited Financial Statements, as amended. **WRSSC Res. 2025-62**

MOTION CARRIED

Moved by Vice Chair Ted Bain that the Commission appoint Avail, LLP as the Commission's auditor for 2025, subject to their availability and further that the Commission direct Administration to decline the Audit Shield Fee Waiver Service. **WRSSC Res. 2025-63**

MOTION CARRIED

ADMINISTRATIVE REPORTS

MPE Report

Jill Hardy presented the MPE Report.

Moved by Chair Cindy Holladay that the Commission direct Administration to investigate future applications to AMWWP grants in November, considering the possible disestablishment of the Commission, and report back to the Commission.

WRSSC Res. 2025-64

MOTION CARRIED

Operator's Report

Terry Orum presented the Operator's Report.

Secretary/Treasurer Report

Liza Zeer presented the Secretary/Treasurer Report.

FINANCIAL REPORTING

Lagoon Upgrade Project Statement - to February 28, 2025

The Commission reviewed the Lagoon Upgrade Project Statement.

NEW BUSINESS

No items to discuss

CORRESPONDENCE

Minister of Municipal Affairs - Letter and OC 041-2025

Town of Diamond Valley - Planning Circulation

- 507 Sunset Blvd Redesignation Circulation (incl. response to Town)

NOTICES OF MOTION

None submitted

ROUND TABLE DISCUSSION

No items to discuss

CLOSED MEETING

Disestablishment: Draft Plan - FOIP 24(1)
Contract Negotiations - FOIP 25(1)(c)

Moved by Director Heather Thomson that the Commission move into a Closed Meeting at 2:08 pm to discuss Disestablishment: Draft Plan - FOIP 24(1) and Contract Negotiations - FOIP 25(1)(c)

WRSSC Res. 2025-65

MOTION CARRIED

KS CH

Moved by Vice Chair Ted Bain that the Commission revert to an Open meeting at 2:28 pm. **WRSSC Res. 2025-66**

MOTION CARRIED

Moved by Vice Chair Ted Bain that the Commission agree to adopt the Disestablishment Plan as presented and direct Administration to: **WRSSC Res. 2025-67**

- begin the processes outlined within,
- create and maintain an ongoing timeline update to share with the Board of Directors and Council throughout the process, and
- forward the Plan to Council as soon as possible, recommending that a Borrowing Bylaw be adopted, to begin the process of assigning the Commission's debt to the Town.

MOTION CARRIED

Moved by Director Heather Thomson that the Commission continues to provide wastewater services to the Town of Diamond Valley as follows: **WRSSC Res. 2025-68**

- Operational Services will continue, via the contract with the Town of Diamond Valley to engage the Town to operate the Commission's Facilities, until the land, assets, and all EPEA Approvals and Registrations have been transferred to the Town of Diamond Valley, unless otherwise mutually agreed to by the Commission and the Town; and
- Administration Services will continue, via the contract with the Town of Diamond Valley to engage the Town to manage and administer the Commission's business, as required until the assets and liabilities of the Commission, as well as operations, have been transferred to the Town of Diamond Valley, substantial completion of the upgrade project, final grant reporting and completion of the 2025 financial audit, unless otherwise mutually agreed to by the Commission and the Town.

MOTION CARRIED

TB CH

Moved by Director Barry Crane that the Commission authorize Chair Cindy Holladay to sign the Aquaterra Client Master Services Agreement on behalf of the Westend Regional Sewage Services Commission.

WRSSC Res. 2025-69

MOTION CARRIED

ADJOURNMENT

The meeting was Adjourned at 2:32 pm.

Cindy Holladay, Chair

Verna Staples, Secretary