

**HIGHWAY 14 REGIONAL WATER SERVICES COMMISSION**  
**Regular Meeting**  
**September 15<sup>th</sup>, 2022 at 1:00 p.m**  
**Boardroom**  
**Ryley, Alberta**

**PRESENT:**

**COMMISSION members PRESENT at commencement:**

**Larry Tiedemann , Town of Tofield**  
**Norm Martineau, Town of Tofield (Alternate)**  
**Dale Pederson, Beaver County**  
**Travis Schiewe, Village of Holden**  
**Sheldon Reid, Village of Ryley**  
**Dana Ewashko, Town of Viking**

**ADMINISTRATION members PRESENT at commencement:**

**Michael Bolch, CAO**  
**Bev Hutton, Records Coordinator**  
**Grant Kipling, Operations Manager**  
**Crystal Yeske, Office Manager**

**1. CALL TO ORDER:**

Chairman Tiedemann called the Regular meeting to order at 1:09 p.m.

**2. ADDITIONS/DELETIONS TO THE AGENDA:**

6.13 Introduction of CM Ewashko to Commission  
6.14 Operations Manager Report  
6.15 Request for Decision

***22-73 MOVED by CM Ewashko that the Highway 14 Regional Water Services Commission to accept the agenda as amended.***

***CARRIED***

6.13 Introduction of CM Ewashko to Commission

CAO introduces CM Ewashko to Highway 14 Regional Water Services Commission

**3. MINUTES:**

3.1 Minutes of the Highway 14 Regional Water Services Commission Regular Meeting held August 18<sup>th</sup>, 2022.

**22-74 MOVED by CM Pederson that the Highway 14 Regional Water Services Commission to approve the minutes of the Regular Meeting held August 18<sup>th</sup>, 2022, as presented.**

**CARRIED**

**4. FINANCIALS:**

4.1 Monthly Bank Reconciliation Statement- August 31<sup>st</sup>, 2022.

**22-75 MOVED by CM Reid that the Monthly Bank Reconciliation for August 31<sup>st</sup>, 2022, be adopted for information as presented.**

**CARRIED**

4.2 Quarterly Budget Report- August 31<sup>st</sup>, 2022.

**22-76 MOVED by CM Reid that the Quarterly Budget Report for August 31<sup>st</sup>, 2022, be adopted for information as presented.**

**CARRIED**

**5. UNFINISHED BUSINESS:**

No unfinished Business.

**6. NEW BUSINESS:**

- 6.1 Municipal Borrowing Bylaw-22-3
- 6.2 Policy- Restricted Use of Fire Hydrants
- 6.3 HR Policies-Board Code of Conduct
- 6.4 HR Policies-Employee Handbook-email
- 6.5 HR Policies-On-call Policy-email
- 6.6 HR Policies-Professional Development-email
- 6.7 HR Policies-Company Cell Phone Policy-email
- 6.8 HR Policies-Company Equipment Policy-email
- 6.9 HR Policies-Performance review Policy-email
- 6.10 HR Policies-Personal Vehicle Policy-email
- 6.11 HR Policies-Company Vehicle Policy-email
- 6.12 HR Policies-Employee Locker Policy-email
- Tabled 6.3 to 6.12
- 6.13 Introduction of CM Ewashko to Commission
- 6.14 Operator's Manager Report
- 6.15 Request for Decision

Minutes

September 15<sup>th</sup>, 2022

Pg. 3.

**22-77 MOVED by CM Schiewe that the first reading be provided to bylaw 22-3, a bylaw of Municipal Borrowing Bylaw.**

**CARRIED**

**22-78 MOVED by CM Pederson that a second reading be provided to bylaw 22-3, a bylaw of Municipal Borrowing Bylaw.**

**CARRIED**

**22-79 MOVED by CM Ewashko that the Highway 14 Regional Water Services Commission proceed to the third and final reading to bylaw 22-3, a bylaw of Municipal Borrowing Bylaw.**

**CARRIED UNANIMOUSLY**

6.2 Policy-Restricted Use of Fire Hydrants

**22-80 MOVED by CM Ewashko that the Highway 14 Regional Water Services Commission report on Restricted Use of Fire Hydrants be accepted for information.**

**CARRIED**

6.14 Operations Manager Report-Damaged Infrastructure by others

**22-81 MOVED by CM Pederson that the Highway 14 Regional Water Services Commission report on Damaged Infrastructure by other accepted for information.**

**CARRIED**

Break called by Chairman Tiedemann at 2:00 p.m.

Reconvened by Chairman Tiedemann at 2:10 p.m.

**7. REPORTS:**

7.1 CAO Report

**22-82 MOVED by Chairman Teidemann that the Highway 14 Regional Water Services Commission to move the CAO Report into closed session.**

**CARRIED**

7.2 Operations Manager

**22-83 MOVED by CM Pederson that the Highway 14 Regional Water Services Commission to accept the operation's Manager report for information.**

**CARRIED**

7.3 Commission Report-Verbal

**8. CLOSED SESSION:**

**22-84 MOVED by Chairman Teidemann that the Highway 14 Regional Water Services Commission go into Closed Session at 2:36 p.m.**

**CARRIED**

**22-85 MOVED by CM Reid that the Highway 14 Regional Water Services Commission come out of closed session at 3:27 p.m.**

**CARRIED**

**22-86 MOVED by CM Schiewe that the Highway 14 Regional Water Services Commission that Addendum 20220927A draft of the contract tender document to be reviewed by Highway 14 Regional Water Services Commission members to check over and present at the next meeting for potential approval.**

**CARRIED**

Next scheduled meeting October 20, 2022.

**9. ADJOURNMENT:**

**22-87 MOVED by Chairman Tiedemann to adjourn the regular meeting at 3:30 pm.**

**CARRIED**

  
\_\_\_\_\_  
Chairman

\_\_\_\_\_  
CAO