

**HIGHWAY 14 REGIONAL WATER SERVICES COMMISSION**  
**Regular Meeting**  
**October 20<sup>th</sup>, 2022 at 1:00 p.m**  
**Boardroom**  
**Ryley, Alberta**

**PRESENT:**

**COMMISSION members PRESENT at commencement:**

**Norm Martineau, Town of Tofield**  
**Larry Tiedemann , 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 Ewashko called the Regular meeting to order at 1:14 p.m.

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

- 6.1 Sending out of Draft Minutes
- 6.2 Building contract
- 6.3 BRP Power Point review
- 6.4 Board Code of Conduct

**22-101 MOVED by CM Martineau that the Highway 14 Regional Water Services Commission to accept the agenda as amended.**

**CARRIED**

**22-102 MOVED by Chairman Ewashko that the Highway 14 Regional Water Services Commission remove the Addendum 202210915A.**

**CARRIED**

**3. MINUTES:**

- 3.1 Minutes of the Highway 14 Regional Water Services Commission Regular Meeting held September 15<sup>th</sup>, 2022.

**22-103 MOVED by CM Martineau that the Highway 14 Regional Water Services Commission to approve the minutes of the Regular Meeting held September 15<sup>th</sup>, 2022 as amended and bring back the September 15<sup>th</sup>, 2022, draft minutes for further review.**

**CARRIED**

**4. FINANCIALS:**

4.1 Monthly Bank Reconciliation Statement- September 30<sup>th</sup>, 2022.

**22-104 MOVED by CM Martineau that the Monthly Bank Reconciliation for September 30<sup>th</sup>, 2022, be adopted for information as presented.**

**CARRIED**

4.2 Quarterly Budget Report- September 30<sup>th</sup>, 2022.

**22-105 MOVED by CM Pederson that the Quarterly Budget Report for September 30<sup>th</sup>, 2022, be adopted for information as presented.**

**CARRIED**

**5. UNFINISHED BUSINESS:**

- 5.4 HR Policies-Employee Handbook-email
  - 5.5 HR Policies-On-call Policy-email
  - 5.6 HR Policies-Professional Development-email
  - 5.7 HR Policies-Company Cell Phone Policy-email
  - 5.8 HR Policies-Company Equipment Policy-email
  - 5.9 HR Policies-Performance review Policy-email
  - 5.10 HR Policies-Personal Vehicle Policy-email
  - 5.11 HR Policies-Company Vehicle Policy-email
  - 5.12 HR Policies-Employee Locker Policy-email
- Tabled 5.4 to 5.12

Chairman Ewashko left the meeting at 1:55 p.m.  
Chairman Ewashko returned to the meeting at 1:59 p.m.

**6. NEW BUSINESS:**

6.1 Sending out Draft Minutes

**22-106 MOVED by CM Martineau that the Highway 14 Regional Water Services Commission directs administration to send out the draft minutes within 10 business days to all CAO's of the member municipalities.**

**CARRIED**

6.2. Final approval of signing of Contact

**22-107 MOVED** by *CM Reid that the Highway 14 Regional Water Services Commission that the final approval for the signing of Addendum 20221020A as presented.*

**CARRIED**

6.3 BRP Powerpoint review

**22-108 MOVED** by *CM Reid that the Highway 14 Regional Water Services Commission to review and approve the BRP powerpoint review.*

**CARRIED**

6.4 Board Code of Conduct

**22-109 MOVED** by *CM Reid that the Highway 14 Regional Water Services Commission to move the Board Code of Conduct into the closed session for discussion.*

**CARRIED**

**7. REPORTS:**

7.1 CAO Report

**22-110 MOVED** by *Chairman Reid that the Highway 14 Regional Water Services Commission to move the CAO Report into the closed session for discussion.*

**CARRIED**

7.2 Operations Manager

**22-111 MOVED** by *CM Pederson that the Highway 14 Regional Water Services Commission to accept the Operations Manager report for information.*

**CARRIED**

7.3 Commission Report-Verbal

**8. CLOSED SESSION:**

**22-112 MOVED** by *CM Martineau that the Highway 14 Regional Water Services Commission go into closed session at 2:30 p.m.*

**CARRIED**

**22-113 MOVED by CM Pederson that the Highway 14 Regional Water Services Commission come out of closed session at 3:29 p.m.**

**CARRIED**

**22-114 MOVED by CM Schiewe that the Highway 14 Regional Water Services Commission that Addendum 20220920A to sign and finalize.**

**CARRIED**

Chairman Ewashko calls for break at 3:30 p.m.  
Chairman Ewashko reconvenes meeting at 3:40 p.m.


Next scheduled meeting November 17<sup>th</sup>, 2022.

**9. ADJOURNMENT:**

**22-115 MOVED by Chairman Ewashko to adjourn the regular meeting at 3:44 p.m.**

**CARRIED.**

  
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Chairman

  
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CAO