

2015 - 2016

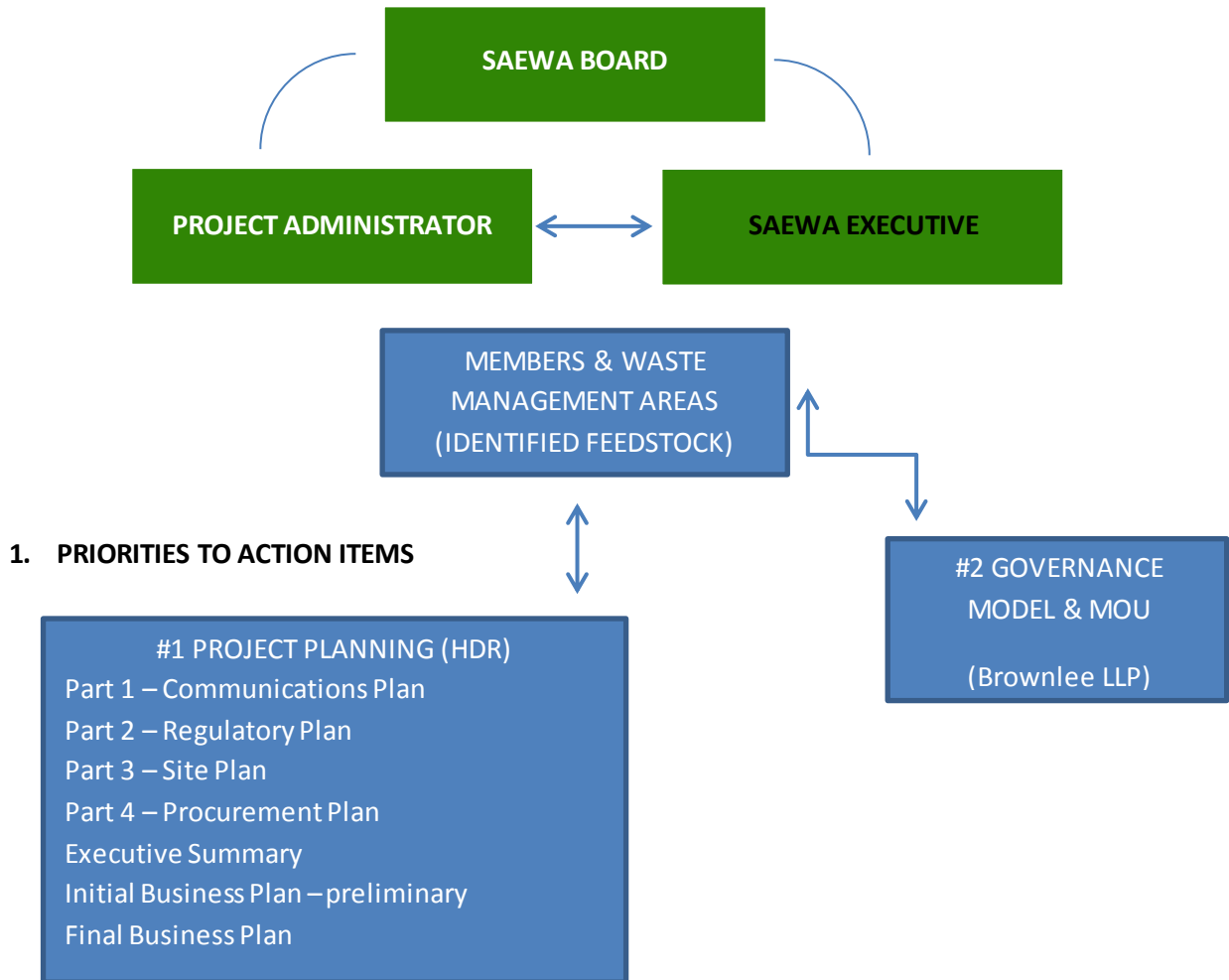
SAEWA

STRATEGIC PLAN & PRIORITIES

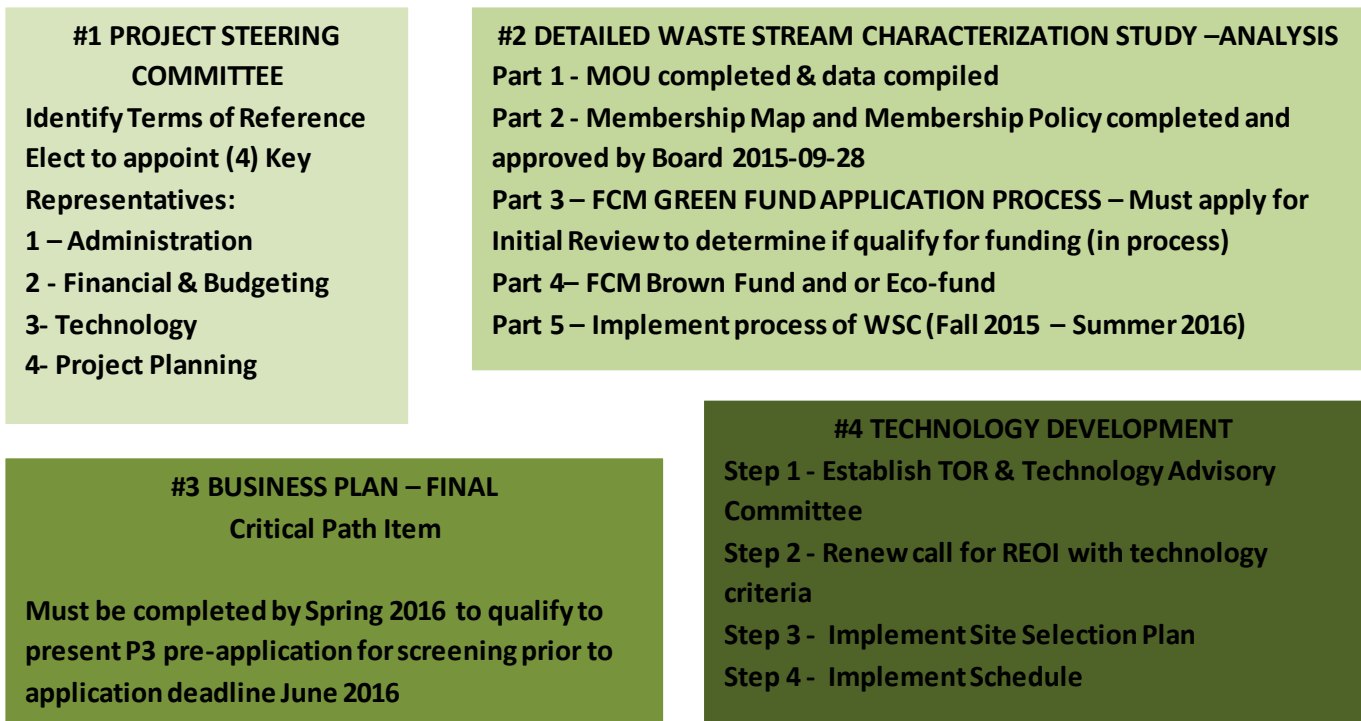
Go forward strategic goals and priorities were captured within this document in result of the strategic planning session facilitated by the executive on June 10, 2015. (updated October 15, 2015)

SAEWA – MAP DIAGRAM

STRATEGIC GOALS & PRIORITIES



2. (4) STRATEGIC PRIORITIES & GOALS – IDENTIFIED JUNE 10, 2015 STRATEGIC PLANNING SESSION



SAEWA – MAP DIAGRAM

STRATEGIC GOALS & PRIORITIES

GOALS (6) IDENTIFIED:

1. DEVELOP PROJECT STEERING COMMITTEE
2. SOURCE FUNDING OPTIONS
3. COMMISSION WASTE STREAM CHARACTERIZATION STUDY & ANALYSIS
4. PROJECT MANAGER OR ENGINEERING FIRM
5. TECHNICAL ADVISORY COMMITTEE
6. SITE SELECTION

PRIORITIES (7) IDENTIFIED AS CRITICAL PATH:

1. RETAIN 100% RESPONSE FROM MOU DISTRIBUTION
2. ESTABLISH TERMS OF REFERENCE AND PROJECT STEERING COMMITTEE
3. SOURCE FUNDING OPTIONS TO CARRY OUT PRIORITIES
4. DETAILED WASTE STREAM CHARACTERIZATION
5. FINALIZE BUSINESS PLAN PRIOR TO SPRING 2016 – TO PREPARE INITIAL PRESCREENING APPLICATION TO P3 TO BE REVIEWED FOR JUNE 2016 INTAKE
6. TECHNOLOGY SELECTION
7. SITE PLANNING

ACTION PLAN:

1. TERMS OF REFERENCE SAMPLES FOR DEVELOPMENT OF PROJECT STEERING COMMITTEE TO BE SOURCED FROM HDR ENGINEERING, KPMG, AND ALBERTA INNOVATES.
2. FUNDING STREAMS TO BE SOURCED AND APPLIED TO THROUGH FCM, ECO FUND, CCEMC, ENVIRONMENTAL SUSTAINABILITY FUNDING, AND THE PROVINCE OF ALBERTA TO FACILITATE CRITICAL PATH ITEMS WHICH INCLUDE DETAILED WASTE STREAM CHARACTERIZATION AND VALUE ADD BENEFITS e.g. GHG OFFSETS REDUCTION.
3. PROJECT STEERING COMMITTEE REPRESENTED BY: (1) Administration; (1) SAEWA Appointee; (1) Project Planning Specialist; (1) Financial Specialist; and (1) Technology Specialist.
4. WORK TOWARDS 100% RETENTION FROM THE MOU DISTRIBUTION, AND WASTE STREAM CHARACTERIZATION SURVEY.
5. DEVELOP NEW MEMBER POLICY TO BE APPROVED BY THE BOARD, AND FINALIZE UPDATE OF THE MEMBER MAP (COMPLETED AND APPROVED BY BOARD 2015-09-28)
6. WORK WITH HDR TO ENSURE DELIVERY OF BUSINESS PLAN – FINAL PRIOR TO END SPRING 2016.
7. TECHNOLOGY AND SITE SELECTION

IMPLEMENTATION PLAN: WHO, WHAT, WHERE in order of priority

1. Member Ryan to contact Alberta Innovates, Dr. Li to discuss technology criteria (MEETING FACILITATED 2015-09-11 COMPLETED)

SAEWA – MAP DIAGRAM

STRATEGIC GOALS & PRIORITIES

2. Administration to contact HDR, KPMG, and Member Juska to source Terms of Reference for development of Project Steering Committee (COMPLETED 2015-08-28)
3. Chair Craig to contact Member Juska to determine interest in representing as standing member to SAEWA Project Steering Committee. (COMPLETED 2015-08-28)
4. Administration to ensure successful distribution of MOU to CAO, Mayor – Reeve and Council, as well as retention results potential of 100 %. (ONGOING)
5. Administration to source funding options for Critical Path items. (IN PROCESS)
6. Member Ryan to acquire CV skillsets and to source Terms of Reference for Technical Advisory Committee through sources such as Alberta Innovates, Brownlee LLP, and HDR.
7. Executive to put forward New Member Policy to Board. (COMPLETED AND APPROVED 2015-09-28)
8. Renew call for REOI with technology criteria.
9. Administration to prepare actual up-to-date budget for 2015, along with supporting grant funding budgetary plans for Governance Grant and Business Plan Grant. (COMPLETED 2015-08-28)
10. Implement method of project tracking success e.g. Gantt Chart plotted with project deliverables & milestones, and Strategy Plan as per this document. (ACTION LIST CREATED 2015-09-28)

CRITICAL PATH DELIVERABLES & DATES:

1. SUBMIT FCM FUNDING INITIAL REVIEW & APPLICATION – REQUIRE 100,000 TO PERFORM 4-SEASON DETAILED WASTE STREAM CHARACTERIZATION FOR MEMBERSHIP
2. SUBMIT ALBERTA INNOVATES, FCM BROWNFUND, AND GLOBAL ENVIRONMENT FUND APPLICATION – REQUIRED FOR TECHNOLOGY, AND SITE PLANNING PROCESS INITIATIVES
3. FUNDING STREAMS REQUIRED – MARKETING DEVELOPMENT ONGOING (SOURCE FUNDING MODELS SUCH AS: AB LOTTERY FUND, CCEMC, ARMA – ALBERTA RECYCLING MANAGEMENT ASSOCIATION)
4. DETAILED WASTE STREAM CHARACTERIZATION FALL 2015 COMMENCEMENT DATE – WITH GOAL OF SPRING 2016 COMPLETION DATE
5. BUSINESS PLAN DEVELOPMENT – TO BE COMPLETED BY SPRING 2016 TO GO FORWARD WITH P3 PRE-SCREENING PROCESS TO BE INCLUDED IN JUNE 2016 INTAKE
6. BOARD TO DETERMINE DROP DEAD DATE FOR ACCEPTING NEW MEMBERSHIP INTAKES, NEW MEMBERSHIP STATUS; BOTH TO BE INCORPORATED WITH MEMBERSHIP POLICY.
7. PROJECT STEERING COMMITTEE TO BE ESTABLISHED BY FALL 2015
8. TECHNOLOGY DEVELOPMENT COMMITTEE TO BE ESTABLISHED BY FALL 2015