

SAEWA Executive Committee Meeting: Friday, May 13, 2016

Conference Dial-in Number: [+1 888 299 2873](tel:+18882992873) Participant Access Code: 746-230-205

Executive Committee Members: 4 Absent: 0 Total: 4	Kim Craig Chair Town of Coaldale	Paul Ryan, Vice-Chair MD of Bighorn
	Ben Armstrong Wheatland County	Val Warnock Town of Trochu
Agenda Item #		
Also Present: Sherry Poole – SAEWA Manager		
<u>Item 1:</u> Call to Order: 11:00 am	CHAIR Craig called the meeting to order at 11:00 am.	
<u>11:05 am – 1:30 pm</u>	<p><u>Presentation by HDR, Fred Kramer</u> This included a detailed discussion and review of financial details in advance of completion of the Detailed Business Plan draft scheduled for presentation by Fred Kramer to the Board on May 27, 2016.</p> <p style="text-align: right;">RECEIVED FOR INFORMATION</p>	
<u>Item 2:</u> Old Business Items	<p>Old Business Items brought forward in discussion:</p> <p>4.1 Action Log update 2016-05-13 received for information.</p> <p style="text-align: right;">RECEIVED FOR INFORMATION</p>	
ACTION ITEMS	<p>4.2 AGM 2016 planning coordination update reported by administration:</p> <ul style="list-style-type: none"> i. Member Armstrong has accepted the nomination for Chair ii. Member Craig has accepted the nomination for Treasurer iii. Lunch catering menu coordinated as requested iv. Memory drives ordered through contact provided by Dick Ellis v. Script requires further revision as instructed by executive vi. The Special Resolution draft is prepared in advance of presenting for resolution by the Board at the AGM, June 10th as a requirement to be submitted to the Alberta Society forthwith to change the date of record of Anniversary Date of Incorporation from May to November effective 2017 forward; so as to align with the Municipal Government Act; sec. 192(1) and 192(2); Meetings; Organizational Meetings vii. Administration has distributed an additional notice to the membership and appointed representatives including those directors whose positions are open for election at the AGM 2016; reminding all to ensure letters in motion of council in recommendation of director are received by administration prior to 1 week in advance of the date of the AGM viii. AGM agenda will be distributed 1 week in advance of June 10th as required <p style="text-align: right;">ACTION ITEMS FOR FOLLOW UP</p>	

<p>ACTION ITEM</p>	<p>4.3 Administration notified executive that the disbursement and signing authority information was provided to FCM prior to May 11th as was requested and as a result SAEWA is on schedule for receiving FCM Funding Council decision of grant award on May 31, 2016.</p> <p style="text-align: right;">ACTION ITEM FOR FOLLOW UP</p>
<p><u>Item 5:</u> New Business Items</p> <p>ACTION ITEM</p> <p>ACTION ITEM</p> <p>ACTION ITEM</p> <p>ACTION ITEM</p>	<p>5.0 New Business Items:</p> <p>5.1 Taber request for delegation on May 24th is put back to CAO, Taber to request an alternative date be coordinated for after SAEWA AGM.</p> <p style="text-align: right;">ACTION ITEM FOR FOLLOW UP</p> <p>5.2 Chair Craig and Vice Chair Ryan have confirmed that they will both be in attendance on July 7, 2016 from 10:00 am – 2:00pm at the LGAA Zone 1 Meeting (at the Town of Redcliff) as requested by Kurtis Pratt, for SAEWA to provide a presentation update.</p> <p style="text-align: right;">RECEIVED FOR INFORMATION</p> <p>5.3 Administration directed to make an inquiry to Municipal Awards of Excellence submissions administrator to determine if SAEWA fits the category and criteria requirements and this information will be reported back to the Executive asap with attention to the submission deadline date of May 31, 2016.</p> <p style="text-align: right;">ACTION ITEM FOR FOLLOW UP</p> <p>5.4 A letter will be drafted in attention to the Hon. Shannon Phillips, Minister of Alberta Environment and Parks in advancement of the Confidential Draft – Detailed Business Plan to be delivered to the Ministry of Alberta, Hon. Danielle Lavalley and Deputy Minister Brad Pickering.</p> <p style="text-align: right;">ACTION ITEM FOR FOLLOW UP</p>
<p><u>Item #6:</u> For Information</p>	<p>6.0 Items for Information</p> <p>6.1 SWANA 2016 Membership Renewal Invoice submitted accepted in approval of payment for the amount of \$269.24.</p> <p>6.2 CITRIX Invoice for the month of May 9 – June 8 approved for payment</p> <p>6.3 Big Country Waste Management Commission (BCWMC) Invoice for New Membership 2016 submitted (the invoice shows a credit in the amount of \$1,799 for Special Areas that was received prior in payment of specific noted 2016 membership dues)</p> <p>6.4 TOC Invoice for DBP reimbursement prepared for May 27th approval by the</p>

	<p>Board</p> <p>6.5 Alberta Recycling Management Invoice prepared for reimbursement of \$15,000.00 fees paid for out of scope – ARMA specific Waste Stream Characterization Winter and Spring analysis detail work completed will be put before the Board for approval on May 27th</p> <p>6.6 Invoice for Reimbursement of Member Ryan fees to attend HDR Transition Meeting February 1, 2016 prepared for submission approval by the Board May 27th in the amount of \$5,000</p> <p>6.6 MD of Bighorn Invoices for Reimbursement of Member Ryan expenses for SAEWA stakeholder engagement to be presented to the Board May 27th</p>
<p><u>Item #7:</u> Member Reports ACTION ITEM</p>	<p>Member Reports:</p> <ol style="list-style-type: none"> 1. Member Ryan reports that he will be leaving to attend the NAWTEC Conference prior to returning for the Board Meeting May 27th where a report update will be provided to the Board
<p>Adjournment 3:30 pm</p>	<p>Meeting adjourned. Next meeting date to be determined in lieu of date of AGM June 10th, this date may be required to be moved back to June 3, 2016. TBD.</p>