

SOUTHERN ALBERTA ENERGY *from* WASTE ASSOCIATION



Minutes from Board Meeting held on Thursday, July 21, 2016

Wheatland County, Hgwy #1 R.R. #1, Strathmore, AB.

Call to Order: 12:03 pm. Chair Armstrong called the meeting to order

	Director/Member	Director/Member
<p>Directors Present: 11 Directors Absent: 2 Alternates Present: 1 Non-Voting Present: 1 Special Guests: 3 Quorum: 7</p>	<p>Ben Armstrong – Chair Berniece Bland, Alternate Wheatland County <i>Drumheller & District Solid Waste *</i></p>	<p>Paul Ryan – Vice Chair MD of Bighorn <i>Bow Valley Waste Management Commission*</i></p>
<p>Minutes: Sherry Poole SAEWA Manager</p> <p><i>*The listing of the Waste Jurisdiction for each Director only indicates the Jurisdiction the community is a member of, and does not indicate representation of that Jurisdiction.</i></p>	<p>Dennis Cassie Town of Coalhurst <i>Town of Coalhurst</i></p>	<p>Kim Craig Town of Coaldale <i>Town of Coaldale</i></p>
	<p>Judy Dahl Larry Wright, Alternate Town of Olds <i>Town of Olds</i></p>	<p>Ben Goetz Town of Glenwood <i>Chief Mt Regional Waste Commission*</i></p>
	<p>Tom Grant Town of Vulcan <i>Vulcan District Waste Commission</i></p>	<p>Ray Juska Village of Duchess <i>Newell Regional Solid Waste Management Authority Ltd</i></p>
	<p>Greg Sheppard Special Areas <i>Special Areas/Big Country Waste Management Commission</i></p>	<p>Val Warnock - absent Town of Trochu <i>Drumheller & District Solid Waste*</i></p>
	<p>Joe Watson Town of Picture Butte <i>Town of Picture Butte</i></p>	<p>Tom White Lethbridge County <i>Lethbridge County</i></p>
	<p>Terry Diack - absent Town of Three Hills <i>Town of Three Hills</i></p>	<p>Patricia McKean - absent Mountain View County <i>Mountain View County</i></p>
	<p>Robert Reid - absent Village of Cremona <i>Village of Cremona</i></p>	<p>Chris Vardas - absent Town of Sundre <i>Town of Sundre</i></p>
		<p>Al Gil - absent Town of Carstairs <i>Town of Carstairs</i></p>
Special Guests: 3	<ol style="list-style-type: none"> 1. Mary Anne Overwater, Mountain View Regional Waste Commission 2. Don Vander Velde, Councillor Wheatland County, and 3. Dan Rochette, Director Recycling Council of Alberta 	

<u>Agenda Item #</u>	<u>Motion</u>
<u>Item 1:</u>	1.0 Meeting called to order by Chair Armstrong @ 12:03 pm.
<u>Item 2:</u> Adoption of Agenda MTN B2016-07-01	2.0 MOTION BY MEMBER Dahl To adopt the 2016-07-21 Agenda with amendments as noted: 6.4 AAMDC Insurance Policy Renewal 6.5 SAEWA Invoice to MD of Bighorn for final RCP Reimbursement submitted July 20, 2016 6.6 IT update put forward by Member Grant 7.4 Brownlee Invoice # re: AGM 2016 Governance Review 7.5 Alberta Recycling Management Association (ARMA) reimbursement cheque received payable to SAEWA 8.0 In Camera session 9.0 Member Reports CARRIED ALL
<u>Item 3:</u> Adoption of Board Minutes MTN B2016-07-02	3.0 MOTION BY MEMBER Ryan To adopt the 2015-06-24 Board Minutes CARRIED ALL
<u>Item 4:</u> For Information MTN B2016-07-03	4.0 MOTION BY MEMBER Goetz To receive Executive Meeting Minutes - draft 2016-07-08 for information. CARRIED ALL
<u>Item 5:</u> Business Arising MTN B2016-07-04	5.0 BUSINESS ARISING FROM THE BOARD MINUTES: 5.1 MOTION BY MEMBER Ryan To receive Action Log update provided by administration up to and including 2016 07 21 as received for information. CARRIED ALL 5.2 Board members confirmed receipt of a Confidential Read Only Detailed Business Plan that was sent directly to them via Canada Post whereas it was determined that any further discussion in relation to this item, due to confidentiality of the document will have to be put forward in Camera. RECEIVED FOR INFORMATION 5.3 The Board received an update from administration regarding the HDR requisition for financial data submitted to Waste Member Authorities

<p>MTN B2016-07-05 Action Item</p> <p>MTN B2016-07-06 Action Item</p> <p>Action Item</p>	<p>confirming that data was successfully received from:</p> <ol style="list-style-type: none"> 1. Big Country Waste Management Commission 2. Newell Regional Solid Waste Management Authority 3. Mountain View Regional Waste Commission 4. Drumheller & District Solid Waste Management Authority, and 5. Bow Valley Waste Management Commission <p>Whereas the Board directed as an action item to administration to provide follow up calls to those recorded by HDR as unreported responses.</p> <p style="text-align: right;">ACTION ITEM</p> <p>5.4 MOTION BY MEMBER Dahl To direct the Executive to enter into a conversation with Decentralized Energy Canada (DEC) at minimal cost to SAEWA.</p> <p style="text-align: right;">CARRIED ALL</p> <p>5.5 MOTION BY MEMBER Sheppard To receive for information Member Ryan report update from presentation made to the LGAA Zone 1 Meeting on July 7, 2016 where member Ryan stated that he received a positive response from the members in attendance of the meeting, as well the motion includes directive to administration for development of communication circulation tree to determine routing of the Board approved minutes going forward.</p> <p style="text-align: right;">CARRIED ALL</p> <p>5.6 Included in above motion.</p> <p>5.7 Federation of Canadian Municipalities (FCM) provided email in acknowledgement of signed contract agreement which is due to be put forward to the FCM Board for final signature on July 29, 2016.</p> <p style="text-align: right;">ACTION ITEM FOR FOLLOW UP</p>
<p><u>Item 6:</u> New Business</p> <p>Action Item</p>	<p>6.0 NEW BUSINESS ITEMS:</p> <p>6.1 Chair Armstrong reported on the Tansley Meeting attended in Calgary at the beginning of July then put over to Member Ryan for further comment, Paul stated that it was evident that Tansley was looking for opportunities to sell their technology and he anticipates that there will not be need for further follow up in this case.</p> <p style="text-align: right;">RECEIVED FOR INFORMATION</p> <p>6.2 Member Warnock put forward an email to the Executive to the Board</p>

<p>Action Item</p>	<p>re: AUMA Convention October 2016 to notify of an opportunity for request of a meeting with Hon. Danielle Larivee; the Board discussed interest in putting for a letter and to that Director Dahl also made a note in suggestion that Al Kemmere , Councillor of Mountain View County (a member municipality) whom is also President AAMD&C could possibly be approached by SAEWA to determine his position in support of submitting a letter of request for a meeting on behalf of SAEWA.</p> <p style="text-align: right;">ACTION ITEM FOR FOLLOW UP</p> <p>Action Item</p> <p>6.3 Administration advised that the Regional Collaboration Grant 2013 – 2014 has expired effective July 31, 2016 and the MD of Bighorn did forward a letter from the province that provided notice of final reporting due by end July 31, 2016 and that the report and compliance signatures will be submitted forthwith the due date.</p> <p style="text-align: right;">ACTION ITEM FOR FOLLOW UP</p> <p>Action Item</p> <p>6.4 AAMDC Insurance Policy Renewal Application has been received and is due to be submitted by November 1, 2016.</p> <p style="text-align: right;">ACTION ITEM FOR FOLLOW UP</p> <p>MTN B2016-07-07 Action Item</p> <p>6.5 Administration reported that the final requisition of RCP funds was submitted on July 20, 2016 to the MD of Bighorn.</p> <p style="text-align: right;">FOR INFORMATION</p> <p>6.6 MOTION BY MEMBER Grant To direct administration to research options and costs for development of an website Information Management System and to put those forward to the Executive to the Board for decision to implement into the current website as a result of discussion of more effective ways to expedite confidential documents and read reports in real time going forward.</p> <p style="text-align: right;">CARRIED ALL</p>
<p><u>Item 7:</u> For Information MTN B2016-07-08</p>	<p>7.0 ITEMS FOR INFORMATION: MOTION BY MEMBER Ryan To receive items for information including:</p> <ol style="list-style-type: none"> 1. Citrix Monthly Invoice for August 8 – September 7, 2016 2. ATB Statement dated to the end of June 30, 2016 <p style="text-align: right;">CARRIED ALL</p>
<p><u>Item 8:</u> In Camera 1:31 pm</p>	<p>8.0 MOTION BY MEMBER Dahl</p>

<p>MTN B2016-07-09</p> <p>Out of Camera 2:15 pm</p> <p>MTN B2016-07-10</p> <p>MTN B2016-07-11</p> <p>Action Item</p> <p>MTN B2016-07-12</p> <p>Action Item</p> <p>MTN B2016-07-13</p> <p>Action Item</p>	<p>To proceed in Camera @ 1:31 pm – Contractual Item</p> <p style="text-align: right;">CARRIED ALL</p> <p>8.1 MOTION BY MEMBER Craig</p> <p>To proceed out of Camera @ 2:15 pm.</p> <p style="text-align: right;">CARRIED ALL</p> <p>8.2 MOTION BY MEMBER White</p> <p>The Board has approved to direct Executive to hire a qualified consultant to develop Terms of Reference to complete engineering work for the Siting and Transportation Module of the Project Development Plan.</p> <p style="text-align: right;">CARRIED ALL</p> <p>8.3 MOTION BY MEMBER Ryan</p> <p>To direct Board to submit recommendations for revision to the Detailed Business Plan directly to administration to collate for information to the Executive to address with HDR prior to next Executive Meeting scheduled for August 12, 2016.</p> <p style="text-align: right;">CARRIED ALL</p> <p>8.4 MOTION BY MEMBER Cassie</p> <p>The Board has directed Executive and Administration to report back to the Board August 24, 2016 recommendations in coordination of a Strategic Planning Session.</p> <p style="text-align: right;">CARRIED ALL</p>
<p><u>Item 9:</u></p> <p>Member Reports</p>	<p>9.0 MEMBER REPORTS:</p> <p>9.1 Member Dahl made suggestion to consider implementation of a Rise and Report section into the Minutes format.</p> <p style="text-align: right;">RECEIVED FOR INFORMATION</p>
<p>Meeting Adjourned: 2:31 pm</p> <p>MTN B2016-07-14</p>	<p>MOTION BY MEMBER White</p> <p>In adjournment of meeting at 2:31 pm.</p> <p>Member White on behalf of Lethbridge County has advised that they will host the August 26, 2016 Board Meeting.</p> <p style="text-align: right;">CARRIED ALL</p>