

SAEWA Executive Committee Meeting: Monday, March 14, 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: 10:02am	CHAIR Craig called the meeting to order at 10:02 am.	
<u>Item 2:</u> MTN E2016-03-01	MOTION BY MEMBER Armstrong to adopt the 2016-03-14 agenda. CARRIED ALL	
<u>Item 3:</u> MTN E2016-03-02	MOTION BY MEMBER Ryan to adopt the 2015-02-15 Executive Meeting Minutes as received. CARRIED ALL	
<u>Item 4:</u> Old Business Items MTN E2016-03-03	Old Business Items: 4.1 MOTION BY MEMBER Ryan to receive the Action Log update for information. CARRIED ALL	
MTN E2016-03-04 ACTION ITEM	4.2 MOTION BY MEMBER Ryan to receive and approve the draft 2015 Audited Financial Statements for presentation by KPMG to the Board on 2016 03 24. CARRIED ALL	
ACTION ITEM	4.3 Upon review of update on Waste Stream Characterization Spring Session put forward by Member Juska acting as representative to the WSC, discussion regarding expansion of Francis Cooke C&D analysis to include MD of Bighorn; administration is directed to put back to the contractor for feedback. ACTION REQUIRED	
MTN E2016-03-05 ACTION ITEM	4.4 MOTION BY MEMBER Warnock for Chair Craig to engage prior Governance Committee appointed members to determine acceptance of representing for AGM 2016 whereas the AGM discussion will be put over to the Board Agenda 2016 03 24 for further review in selection of date, location, and seat vacancy appointment for AGM Governance Committee. ACTION REQUIRED	
<u>Item 5:</u> New Business Items ACTION ITEM	5.0 New Business Items: 5.1 MEMBER Ryan reports that HDR has notified that they have appointed New Director, VP and requested for Paul to attend a transition meeting to occur in TO at	

	<p>earliest schedules pending in attendance of New VP, Bruce Howie, Jim McKay – outbound VP and Paul; the executive in interest of minimizing impact to SAEWA in this transition have made recommendation to Paul for him to go back to HDR to request facilitation of at least 50 – 100% travel costs associated with Paul attending meeting in representation of SAEWA.</p> <p style="text-align: right;">ACTION REQUIRED</p>
<p>ACTION ITEM</p>	<p>5.2 Administration reported update received from FCM confirming that the application has been successfully submitted for peer review and further updates to follow.</p> <p style="text-align: right;">ACTION REQUIRED</p>
	<p>5.3 Chair Craig provided feedback in response to his recent attendance of the SW Alberta Chapter Mayors & Reeves Meeting where Taber by presentation informed the attendees of having received Lethbridge support in moving forward towards development of an MRF; Executive in discussion of this conceited acknowledgement of feasibility planning and analysis data collection that SAEWA has already accomplished in this area through EfW planning processes completed that have been funded by the Province noting that Taber would undergo a process of duplication in moving forward towards development of MRF feasibility and discovery planning.</p> <p style="text-align: right;">RECEIVED FOR INFORMATION</p>
<p>ACTION ITEM</p>	<p>5.4 Administration reported to the Executive that the Society Filings are due by end of May 2016 to maintain record of compliance with the Society of Alberta therefore advising that the date is determined by your registered month of incorporation and official Year-end, as December 31; therefore SAEWA according to the Society is considered compliant to the ACT as long as the annual AGM date is reported to the Society to be held consistently within the period of January 1 – May 26 to which the Letter of Directors must also be filed along with the AGM Minutes of Record.</p> <p style="text-align: right;">RECEIVED FOR INFORMATION</p>
<p>ACTION ITEM</p>	<p>5.5 Administration notified the Executive of a Climate Change Emissions Management Canada (CEMC) and (Sustainability Centre for Resource Development (SCRD) \$40 MIL Funding Partnership Opportunity intake with deadline of April 13, 2015, also advising that the Detailed Business Plan – draft will be required to qualify for pre-screening to receive invitation to submit full application for review therefore the Executive have asked Member Ryan to determine from HDR if it would be possible to acquire a draft of the plan prior to April 13, 2016.</p> <p style="text-align: right;">ACTION REQUIRED</p> <p>5.6 Invoice in the amount of \$1108.65 received from MD of Bighorn for information in request of reimbursement of hotel expenses paid by the MD in respect to Paul representing SAEWA business. Member Ryan also notified that going forward the MD of Bighorn will continue to submit invoices to SAEWA for reimbursement of hotel expenses in carrying out SAEWA business; not to confuse as Paul will also submit an expense invoice for reimbursement of travel, per diems, meals, etc</p>

	<p>separate to MD invoices. The only concern addressed was more of a request for MD of Bighorn to submit invoices with reasonable turnaround to ensure SAEWA payables are maintained current 30 days.</p> <p style="text-align: right;">RECEIVED FOR INFORMATION</p> <p>5.7 Administration provided an update in record of 2016 membership dues received to date of 2016 03 21 further informing the executive that the first friendly reminder was submitted beginning January 2016 and a further follow up email in friendly reminder to those outstanding as of March 3, 2016 as follows: DDSWMA, Town of Black Diamond, Town of Three Hills, Town of Claresholm, and to the Town of Coalhurst.</p> <p style="text-align: right;">RECEIVED FOR INFORMATION</p> <p>5.8 Administration reported that an acknowledgement was received from the office of Hon. Shannon Phillips in response to the Thank-you letter submitted by SAEWA in follow up to the February 12th Meeting facilitated in Lethbridge in attendance of Chair Craig and Vice Chair Ryan; her office advised that they would like to be informed of upcoming Board meeting dates planned for delivery in Southwest. – Administration responded to request by notifying that the next Board Meeting will be held at Town of Vulcan 2016 03 24 start Noon and that dates and locations of future monthly Board Meetings are notified 1 month in advance. (explaining that scheduling system is 4th Friday of each month)</p> <p style="text-align: right;">RECEIVED FOR INFORMATION</p>
<p><u>Item #6:</u> For Information MTN E2016-03-06</p>	<p>6.0 MOTION BY MEMBER Armstrong to receive items 6.1 through 6.3 for information.</p> <p style="text-align: right;">CARRIED ALL</p>
<p><u>Item #7:</u> Member Reports</p>	<p>Member Reports: There are no official reports at this time.</p>
<p>Adjournment MTN E2016-03-07 11:50 am</p>	<p>MOVED BY MEMBER Armstrong That the executive meeting be adjourned</p> <p style="text-align: right;">CARRIED ALL</p>