

SAEWA Executive Committee Meeting: Friday, October 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	Ben Armstrong Chair Wheatland County	Paul Ryan, Vice-Chair MD of Bighorn
	Kim Craig Town of Coaldale	Val Warnock Town of Trochu
<u>Agenda Item #</u>	Also Present: Sherry Poole – SAEWA Manager	
<u>Item 1:</u> Call to Order: 10:03 am	CHAIR Armstrong called the meeting to order at 10:03 am.	
<u>Item 2:</u> Adoption Agenda 2016-10-14 MTN E2016 10 01	MOTION BY MEMBER Ryan In adoption of 2016-10-14 agenda with amendments as noted: 5.5 CRA MD of Taber New Membership (2016) payment received 5.6 CRA Notice of Refund CARRIED ALL	
<u>Item 3:</u> Adoption Minutes 2016-09-12 MTN E2016 10 02	MOTION BY MEMBER Warnock In adoption of 2016-09-09 Meeting Minutes. CARRIED ALL	
<u>Item 4:</u> Old Business Items MTN E2016 10 03 Action Item	4.0 Old Business Items: 4.1 MOTION BY MEMBER Craig Directing Member Ryan to work with Pembina Group to develop a Work-plan Lifecycle Analysis for transportation work for SAEWA, and to report back to the Board with proposed budget outcomes. ACTION ITEM – CARRIED ALL	
MTN E2016 10 04 Action Item	4.2 MOTION BY MEMBER Warnock In expressing a sincere thank you to Chair Armstrong, Vice Chair Ryan, and Member Grant for extending their time in attendance and representation of SAEWA at the AUMA 2016 October 5 th Conference Meeting appointed with the Minister Bilous, Economic Development and Trade; it was reported as a positive meeting that in result identified SAEWA is on track; As an action in follow up Administration is directed to draft a letter in thank you to the Ministry of Economic Development and Trade cc. the Ministry of Environment and Parks (AEP) and the cc. to the Premier Chief of Staff where the thank you letter will also embody notice of upcoming media release asking the ministries if they wish to provide comments to be included with the release. ACTION ITEM – CARRIED ALL	

<p>Action Item</p>	<p>4.3 Member Ryan reported on the satisfaction of the updated HDR Detailed Business Plan Report and the Executive Summary, stating that he will be providing a media bulletin to this on or about October 20th to advise stakeholders.</p> <p style="text-align: right;">ACTION ITEM</p>
<p>MTN E2016 10 05 Action Item</p>	<p>4.4 MOTION BY MEMBER Ryan Authorizing the HDR DBP final Invoices to be received as presented for payment noting that they are within budget of the DBP as was approved by the Board.</p> <p style="text-align: right;">ACTION ITEM – CARRIED ALL</p>
<p>MTN E2016 10 06 Action Item</p>	<p>4.5 MOTION BY MEMBER Ryan Directing administration to send letters of introduction and request for meeting in follow up to email notifying development of the Energy Efficiency Committee, as well development of the Environment and Parks Advisory Committee being established.</p> <p style="text-align: right;">ACTION ITEM - RECEIVED FOR INFORMATION</p>
<p>Action Item</p>	<p>4.6 Update that the Strategic Planning Session is confirmed as on schedule for November 25th, 2016 Friday time: 10 am – 4pm and Wheatland County Council has graciously confirmed that they will be providing space and coffee / beverages for the session. SAEWA will provide lunch.</p> <p style="text-align: right;">ACTION ITEM - RECEIVED FOR INFORMATION</p>
<p>Action Item</p>	<p>4.6 Administration advised HDR confirmed receipt of collated list of Director responses comments that were submitted by Directors in result of the Detailed Business Plan – draft review; the Executive have directed administration to follow up with HDR to discuss determine in advance what their approach will be in providing feedback / clarification to the questions / comments submitted, also noting that it will be a suitable expectation for HDR to be able to provide clarity where the answers can be found in the report.</p> <p style="text-align: right;">ACTION ITEM – RECEIVED FOR INFORMATION</p>
<p><u>Item 5:</u> New Business Items Action Item</p> <p>MTN E2016 10 07 Action Item</p> <p>MTN E2016 10 08 Action Item</p>	<p>5.0 New Business Items:</p> <p>5.1 Action Log Update received for October 14, 2016.</p> <p style="text-align: right;">ACTION ITEM – RECEIVED FOR INFORMATION</p> <p>5.2 MOTIN BY MEMBER Warnock To receive the SAEWA Balance Sheet September 30, 2016 for information.</p> <p style="text-align: right;">ACTION ITEM – RECEIVED FOR INFORMATION</p> <p>5.3 MOTION BY MEMBER Craig Directing administration, upon call for invitation of speakers SAEWA will submit for proposal to present at the EDA 2017 Conference “Embracing Change Creating Opportunity” to be held March 22 – 24, 2016 at Kananaskis.</p> <p style="text-align: right;">ACTION ITEM – CARRIED ALL</p>

<p>MTN E2016 10 09 Action Item</p>	<p>5.4 MOTION BY MEMBER Ryan To accept by email response acknowledgement of Small Business Award in Category of Environmental Stewardship, being recognized by Corporate Vision – online publication. ACTION ITEM – CARRIED ALL</p> <p>5.5 MD of Taber (2016) New Membership payment received. RECEIVED FOR INFORMATION</p> <p>5.6 Canada Revenue Agency (CRA) Notice of 2015 Assessment received in the amount of \$8,634.50 cr. RECEIVED FOR INFORMATION</p>
<p>MTN E2016 10 10 Action Item</p>	<p>5.7 MOTION BY MEMBER Ryan Directing administration to prepare an application for submission to the CARES Grant Program, keeping in mind November 30, 2016 is the application deadline as this is an opportunity to acquire funding to move forward on site selection following up completion of the Site Feasibility Study scheduled for Spring 2017. ACTION ITEM – CARRIED ALL</p>
<p>MTN E2016 10 11 Action Item</p>	<p>5.8 MOTION BY MEMBER Craig Directing Administration to submit SAEWA 2017 Draft Budget to the Board for October 28, 2016 presentation. ACTION ITEM – CARRIED ALL</p>
<p>MTN E2016 10 12</p>	<p>5.9 MOTION BY MEMBER Ryan The next Executive Meeting date has been changed to November 9th in lieu of Remembrance Day. CARRIED ALL</p>
<p><u>Item #6:</u> For Information MTN E2016 10 13</p>	<p>6.0 Items for Information: MOTION BY MEMBER Ryan To receive items 6.1 – 6.3 for information. CARRIED ALL</p>
<p><u>Item #7:</u> Member Reports</p>	<p>7.0 Member Reports: There are no member reports at this time.</p>
<p>MTN E2016 10 14 Adjournment 11:24 am</p>	<p>MOTION BY MEMBER Ryan In adjournment of the meeting noting: Next Meeting date moved back to November 9, 2016 due to Remembrance Day falling on the regular scheduled date for the meeting. CARRIED ALL</p>