



**Executive Committee  
Minutes**

**December 7, 2018**

**Attendees via Zoom: Brian Deheer - Chair, Dan Moore - Vice Chair, Marcel Ulliac - Treasurer  
Janet Pomeroy – ED, Lisa Allan – Communications, Paula Sawatzky – Admin Coordinator  
Regrets: Cleo Reese - Secretary**

**1. Call to Order**

Brian Deheer called the meeting to order at 10:14 a.m. acknowledging that committee members were in the traditional territories of the Indigenous Peoples of Treaty 6 and 8.

**2. Introductions, health and safety, determine if quorum is met.**

Quorum was met, and no health or safety issues were brought forward. Introduction of new Administrative Coordinator – Paula Sawatzky.

**3. Review and Approval of Agenda**

Marcel Ulliac moved to accept the agenda with the following additions and numbering changes:

16. Request for Reimbursement of Expenses related to Stewards of Lac la Biche
17. Next Executive Committee Meeting
18. Adjournment

**Approved by consensus.**

**4. Approval of Minutes**

Dan Moore moved to accept the Executive Committee Meeting Minutes of November 2, 2018 as presented.

**Approved by consensus.**

**5. WPACs' roles & responsibilities**

Discussion was held regarding the Alberta Environment and Parks website, Brian Free and Dave Mussell's explanations of the roles and responsibilities of the WPACs.

## **6. Strategic Planning 2019 – 2021**

The Strategic Planning process was discussed including:

- a. Dave Mussell's report
- b. Next Steps
- c. Roles
- d. Timeline
- e. Resources – Staff and Finances – Budgets
- f. Carry-over 2018-2019 Projects and (given funding) Future possible projects
- g. Grants: AEP and other Grant Reporting requirements

**Action:** Brian will circulate Dave Mussell's report for feedback and Administration will get started on preparing a new draft three-year Strategic Plan reflecting the report from the board.

## **7. Follow-up on the Municipal Forum**

The Municipal Forum held in Westlock on November 28 was a resounding success. The Final Report is near completion and will be sent out electronically as soon as the last outstanding submission has been received.

## **8. Woodlands County Municipal Presentation**

Janet Pomeroy and Dan Moore reported that the presentation went very well and Lisa Allan reported that the press coverage was excellent also.

## **9. Municipalities in the Athabasca River Basin as relating to WPAC's**

The Committee reviewed the list of Municipalities currently engaged with AWC.

## **10. ED Subsequent Report – Performance Appraisal**

**MOTION:** Marcel Ulliac moved that the ED Subsequent Report be forwarded to the HR Committee and further that the formal process for the ED Performance Review Guidelines be

referred to the HR Committee for development and presentation to the Board of Directors.

Seconded by Dan Moore.

**Approved by Consensus**

**11. Financial Statement Presentation Discussion: Unrestricted and Restricted Funds**

**ACTION:** Refer this item to the Finance Committee

**12. Reviewed Staff Benefits Options**

Janet Pomeroy reported that the staff are content with their current Benefit Plan. To consider another carrier would be require a considerable amount of time and effort at this time.

**ACTION:** Refer this item to the HR Committee

**13. Selection process for the Alberta Water Council alternate for WPAC's from the AWC-WPAC.**

Janet Pomeroy asked that this decision be upheld until the Organization Meeting (following AGM) where committee members are selected for the upcoming year.

**14. Executive Director Report**

**15. Communications Report**

**16. Request for Reimbursement of Expenses related to Stewards of Lac la Biche**

**ACTION:** Refer this item to Finance Committee

**17. Next Executive Committee Meeting**

Friday, January 4, 2019

**18. Adjournment**

Dan Moore moved to adjourn the meeting at 12:29 p.m.

**Approved by consensus**