



**Executive Committee – Notes
For March 12, 2018
Via Zoom Conference**

Attendees - Brian, Tim, (Staff - Marie, Petra, Bruce)

1. Quorum and Call to Order

Brian called the meeting to order at 10:11 a.m.

2. Review and Approval of Agenda – Brian

With two members present, the Committee does not have quorum. This document is provided as meeting notes only.

3. Review and Approval of Minutes: Approval of the minutes of the Executive Committee meetings on February 20 & March 1, 2018 was tabled to the next Executive Committee meeting.

4. Treasurer/Finance/F&FC Update – Tim

The AWC's current bank balance is approximately \$83,000. The estimated carry forward amount of the 2017-2018 provincial funding grant amount is \$42,000. Staff (Petra & Marie) will provide a financial statement of expenditures for the Board meeting on March 15, 2018.

5. Secretary Update – No update, as the Secretary was not present.

6. Communication & Community Engagement Committee Update – No update.

7. Technical Committee Update – Brian

a. SOW Summary Open House Events – Three events are planned:

Edson — March 20, 2018

Westlock – March 21, 2018

Ft Mc Murray – March 28, 2018.

The open houses will provide opportunities to collect community feedback on the SoW Summary. Any issues or concerns raised will be considered in developing the Integrated Watershed Management Plan.

b. Interactive Atlas – Marie had introduced Brian to Colin Elliot. Colin suggested a person with GIS expertise. Brian & Marie will follow-up.

8. H.R. Committee Update – Brian

a. Staff Hiring Update: Temporary contracts have been prepared to hire an Interim Executive Director (Petra Rowell) and an office administrative support worker (Bruce Jackson).

- b. Revisions to the employee handbook are needed to address:
 - i. minimum shift duration (two hours recommended) if staff are required to work on weekends or holidays;
 - ii. new Labour Code requirements to count all banked overtime hours worked as 1.5 hours of time off in lieu.
 - iii. a plan for Workplace Safety.

Petra will provide drafts to address these.

9. Interim Executive Director Report – Petra

Petra reported she is in the Athabasca office today. She asked about updates from the various AWC committees. Petra suggested she could call the committee members to introduce herself and begin the process for Annual Report updates by having the board and committee members report on their committees' recent activities.

Petra suggested a focus of the upcoming May Board meeting could be to check on our progress in following the strategic plan.

10. GoA Program / Funding / Planning Update – Brian

Petra drafted a letter to send to Abdi regarding our Grant Application. It would elaborate on possible work we might have a Watershed Planner do, such as: source water protection planning; and collaboration with local stewardship groups.

Some other possible funding sources may include the federal Environment Damages Fund, and the Watershed Resiliency and Restoration Program.

11. IWMP Committee Update – Brian

The IWMP Committee met on February 8. The discussion included looking at the Guide to Watershed Management Planning in Alberta. The Committee also looked at how to identify practical sub-watershed management units for our watershed.

12. Upcoming Board Meetings

- a. March 15-16, 2018: this meeting will include presentations from Robert Holmberg and Marie.
- b. May 10-11, 2018: this meeting could be held in Whitecourt.

13. Next Executive Committee Meeting. Set for Thursday, April 05, 2018.

14. Adjournment: Brian adjourned the meeting at 11:16 a.m.