

Board Meeting

April 18, 2018; 11:30 AM – 3:00 PM

SEAWA Office, 419 – 3rd Street SE, Medicine Hat, AB, T1A 0G9

Teleconference: 1-855-392-2520

Access Code: 8126260#

Lunch is provided at 11:30 AM

Attending: Janelle Villeneuve, Garry Lentz, Daygan Fowler, Karen Saffran, Audrey Goodwin, Stuart Murray, Ron Linowski, Sandy Vanderburgh, Marilou Montemayor, Natasha Rogers, Patrick Jablkowski

Regrets: Gary Franz, Jim Babe, Vanessa Linowski, Alf Belyea, John Michalopoulos, Olivia Sederberg

Meeting Minutes:

1. Call to order: by Garry Lentz, at 12:10.

2. Agenda – Additions, Deletions & Approval:

Additions : Open seats for BoD election – review.

Stuart Murray moved to approve the agenda (**Doc1**) with addition, seconded by Karen Saffran.

3. Review and approval of previous meeting's minutes, March 8, 2018 (votes via email) (**Doc2**)

Stuart Murray moved to approve the minutes, seconded by Ron Linowski, unanimous.

- Review of Action Items from minutes of March 8 by Marilou Montemayor
- **Action 1:** Board – Discussion of voting for the Past Chair to continue as a board member, if willing, at each AGM.
- Discussion on the posting of minutes on the SEAWA website subsequent to meetings. Minutes to be posted.
- Natalie Kromrey will not be available to give a talk at the AGM. **Action 2:** Karen will present a summary of Natalie Kromrey's South Saskatchewan surface water at the AGM.

4. SEAWA's Response – Prairie Chapter of the National Climate Change Adaptation Assessment Survey – URGENT – DUE FOR SUBMISSION TODAY, April 18.

- Review Response to the survey.

- Sandy Vanderburgh moved to accept the response, seconded by Janelle Villeneuve, unanimous. Further responses should be forwarded to Marilou.
- Email request for response to National Climate Change Adaptation Assessment. (**Doc3**)
- Review/ revise/ edit the draft response document. (**Doc4**) (You may provide your ideas and edits before the meeting.)

5. OH&S compliance

- AEP instructions (**Doc5**)
- Proposed amendments to existing SEAWA policy documents (**Doc6**) for compliance; references (**Docs 7, 8, 9**)
- Review of OH&S clauses with respect of BoD terms of reference with regard to OH&S workplace compliance, and a safe and respectful workplace. Will examine workplace policies in place for the College and Province as example for adoption.
- **Action 3:** Sandy Vanderburgh will send to Marilou the Medicine Hat College's Safe and Respectful Workplace policy as a template for SEAWA.
- Development of a "Safe and Respectful Workplace" Policy – through hiring an HR consultant (proposal – **Doc10**)
- Motion to examine workplace policy for adoption: Moved by Stuart Murray, seconded by Karen Saffran, unanimous. AEP requires prior to June 30, 2018.
- An update of the SEAWA Executive Director position description may be needed with the updated workplace policy.
- **Action 4:** Marilou – Prepare a Safe and Respectful Workplace policy using the Medicine Hat College's as a template.

6. Upcoming AGM

- **Action 5:** The revised Board of Directors terms of reference, changes to the Executive Director description, and employee manual can be examined by the Executive Committee prior to the submission of the statement of OHS compliance to AEP by June 30, 2018.
- Discussion of open board seats for the coming AGM.
- Ten positions will be vacant. Representation from outlying counties of Warner, Forty-mile, and the municipality of Redcliff discussed.
- **Action 6:** Board members – recruitment of new Board members. Garry Lentz will run for vacant Agriculture position.
- Nomination forms are available, or can be submitted at the AGM.

7. SEAWA's input to the city of Medicine Hat Municipal Development Plan

- A draft input outline/structure guided by the SSRP & Water for Life (**Doc 11**)
- MDP and Sustainability Plan. Previous plan lacked some environment components. Environmental contributions should reflect those of the SSRP, including a 30% decrease in water consumption (recommendation under Conservation, Efficiency, and Productivity, Alberta Water Council). The city should adopt an environmental management master plan with components of climate adaptation.

- Plan should include conservation-offset guidelines and performance measures of implementation and effectiveness.
 - **Action 7:** Board – Ideas/ suggestions should be submitted to Patrick. (You may provide your ideas and edits before the meeting.)
 - There is a Climate Management Express Workshop being hosted by SEAWA on May 24, 2018 4:30- 8:30pm.
 - No Board Meeting in May. AGM June 14, 2018, 1pm, Crowfoot room.
8. Call to adjourn by Sandy Vanderburgh.