



**Executive Committee – Minutes  
December 2, 2015  
via Conference Call  
(Accepted by Board)**

**Attending:** Brian Deheer, Carolyn Campbell, Tim Polzin  
**Regrets:** Doug Badger

**1. Quorum and Call to Order – Brian**

Brian called to order at 7:42 pm.

**2. Review and Approval of Agenda – Brian**

**MOTION:** Carolyn moved to approve the agenda as amended. Approved by consensus.

**a. Review and Approval of Nov. 13, 2015 Minutes**

**MOTION:** Tim moved to approve the Nov. 13, 2015 Executive Committee minutes for sending to Board members. Approved by consensus.

**3. Staff Issues - Brian**

**a. Hiring**

Discussion: Brian obtained sample job posting, needs to adapt Board's approved job description. Will post to federal job bank, Alberta Works, Athabasca University, Portage College, Alberta Stewardship Network.

**ACTION:** Brian to draft job posting, review with Dave Mussell and circulate to Executive Committee and H.R. Committee members before posting.

**b. Complaint**

Discussion: On Nov. 24, Executive Committee was notified by Employment Standards Division of Alberta Jobs, Skills, Training and Labour of a claim filed by a former AWC-WPAC employee.

**ACTION:** Brian and Tim to review claim with lawyer.

**ACTION:** Tim to provide requested documentation to Employment Standards Division.

**ACTION:** Brian to notify Board of claim and follow up.

**c. H.R. Committee**

Brian will draft TOR before next Board meeting (Actioned at Nov. 13 Executive Committee meeting).

**4. Board Members Recruitment – Carolyn**

**a) Stewardship**

Discussion: Carolyn has membership list, will circulate to Executive Committee asap a draft letter seeking nominations from Stewardship sector members (Actioned at Nov. 13 Executive Committee meeting). Deadline for Stewardship nominations will be shortly before Jan. Board meeting.

**b) Municipal**

