

**SAEWA Executive Committee Meeting: Tuesday, December 22, 2015**  
**Conference Dial-in Number: [+1 888 299 2873](tel:+18882992873) Participant Access Code: 746-230-205**

Executive Committee Members: 4 Absent: 0 Total: 4	<b>Kim Craig Chair</b> Town of Coaldale	<b>Paul Ryan, Vice-Chair</b> MD of Bighorn
	<b>Ben Armstrong</b> Wheatland County	<b>Val Warnock</b> Town of Trochu
<b>Agenda Item #</b>		
	Also Present: Sherry Poole – SAEWA Manager	
<u>Item 1:</u> Call to Order: 10:02am	CHAIR Craig called the meeting to order at 10:02 am	
<u>Item 2:</u> <b>MTN E2015-12-07</b>	MOTION BY MEMBER Warnock to accept the 2015-12-22 agenda with amendments as requested:  5.2(a) HDR – Alberta Innovates RFP re: Gasification 5.2(b) Letter to Premier of Alberta 5.5 Review of designated list of field waste audit sampling events as provided by HDR 2015 12 18 5.6 GST 2015 Filing Notification Form received from CRA  CARRIED ALL	
<u>Item 3:</u> <b>Action Item</b>	MOTION set aside to view the 2015-12-11 Executive Meeting Minutes on the next executive agenda to be set for 2016-01-08.  ACTION ITEM	
<u>Item 4:</u> Old Business Items	Old Business Items:  4.1 Action log update provided with items up to and including 2015 12 22, with one mention for wording revision to line item 3 to correctly read as, “HDR has recommended meeting with PPP Canada”.  RECEIVED FOR INFORMATION	
<b>MTN E2015-12-08</b>	4.2 MOTION BY MEMBER Ryan to direct administration to put forward request to HDR to breakout invoicing according to project funding mechanisms to optimize efficiency of invoice reconciliation process going forward.  CARRIED ALL	
<b>MTN E2015-12-09</b> <b>Action Item</b>	4.3 MOTION BY MEMBER Armstrong to direct administration to notify members that the December Board Meeting will be put over to January 22, 2016 to accommodate scheduling; as well for administration to thank Mountain View Regional Waste Management Commission for offering to host and to further coordinate with them to ensure revised scheduling can still be accommodated at Mountain View County location.  CARRIED ALL	

	<p>4.4 Administration reported that the Audit 2016 has been commissioned and in result the KPMG Audit Permission form was issued to ATB with signature received by Chair Craig 2015 12 21.</p> <p style="text-align: right;">RECEIVED FOR INFORMATION</p>
<p><u>Item 5:</u> New Business Items <b>Action Item</b></p>	<p>New Business Items:</p> <p>5.1 HDR recommended meeting with PPP Canada confirmed to be scheduled for last week of January 2016; meeting arrangements will be finalized by HDR accordingly.</p> <p style="text-align: right;">ACTION ITEM</p>
<p>For Information</p>	<p>5.2 (a) HDR presented the executive for information purposes a copy of a Request for Proposal recently distributed by Alberta Innovates re: Alberta Gasification Project. As per the executive point of view, “the Province is trying to stimulate technology”.</p> <p style="text-align: right;">RECEIVED FOR INFORMATION</p>
<p><b>MTN E2015-12-10</b> <b>Action Item</b></p>	<p>5.2(b) MOTION BY MEMBER Armstrong in approval of Chair, Craig contacting Minister Phillips to ascertain that due to 2 unsuccessful attempts made in coordination of meeting with the Minister of Environment, that SAEWA would like to confirm if they can include reference of concern to that in the letter being addressed to the Premier; noting further that this discussion is important to ensure alignment protocol prior to SAEWA and HDR meeting with the PPP Canada knowing that this will be an important item for discussion in the meeting, as PPP will want to determine along with the media if SAEWA has received the support of the Province of Alberta Government, especially that clean energy and ghg reduction is recognized as a priority in focus of the new government. Chair Craig is requested to report back to the executive prior to commencing with the draft of the letter to the Premier.</p> <p style="text-align: right;">CARRIED ALL</p>
<p><b>Action Item</b></p>	<p>5.3 Administration presented the 2016 Budget Draft with explanation to specific line items for attention prior to presentation to the Board 2016-01-22; first addressing line item 4 informing of the revenue carry over amount and that the respective amount must be explained at year end, as a non-profit it will be important to inform on record of the 2016 audited statements and adjustments that the \$100k amount is earmarked specifically to Site Feasibility project cost matching for the first quarter 2016, as written in the FCM Grant Application for Site Feasibility Funding; also noting that a further adjustment will be required for line items 7 – 16 2016 - Expenses with further recommendation from executive to add a line item to capture Stakeholder Engagement with a \$10,000 budget allocation; in result of administration also bringing attention to a balance of \$53,728 currently held in trust by MD of Bighorn in balance of the RCP 2013 – 2016 grant funds that are approved for reimbursement of \$2,000 project administration fees over the 36</p>

month life cycle of the grant which is set to expire May 2016, upon submitting the final reporting of outcomes to the Province of Alberta which are required to capture specifically a worksheet of the invoices, reimbursements and results outcomes from the grant. Administration advised that the grant will be zeroed out prior, as the remaining reimbursements will include stakeholder engagement & public presentations \$10,000, communication, and marketing \$7,728.

ACTION ITEM

5.4 Administration reported attending a face to face meeting with Box Clever on 2015-12-18 to wrap up review of website and web guide issues for administration to complete data uploads and in this discussion it was determined that it may be also be beneficial to streamline the data files; administration explained that surveying members for feedback could provide important feedback to identify priority information for benefit of end user satisfaction; the survey option was acknowledged for future consideration addressing that the priority is to expedite website completion.

RECEIVED FOR INFORMATION

5.5 Administration reported confirmation of distribution of a letter to introduce c2 who will be performing waste audit field sampling events in priority of 1 – 4 as scheduled by HDR; and those include:

1. Drumheller & District Solid Waste Management Association
2. Newell Regional Solid Waste Management Authority Ltd.
3. Vulcan District Waste Commission; and
4. Lethbridge Regional Waste Management Services Commission

It was determined through feedback from Fred Kramer, HDR has expressed difficulty in attempting to organize the use of a heated facility for the waste audit at DDSWMA, therefore Ben Armstrong has been asked by the executive if he could work with the Manager to coordinate transfer of the 100 kg. of waste to an optionable public works facility in the Wheatland County area. Ben has agreed to work with Tammi to coordinate and will report back to the executive on 2016-01-08. Member Ryan advises that if there are out of pocket costs for use of an alternative facility the associated costs will be invoiced for reimbursement to SAEWA. Note: All three other locations are acknowledged as on schedule for mid January.

ACTION ITEM

**MTN E2015-12-11**

5.6 MOTION BY MEMBER Ryan directed Administration to submit a letter to Canada Revenue Agency (CRA) expressing SAEWA's concerns regarding review status rejecting SAEWA for GST reimbursement eligibility and to request information regarding an appeal process. Administration advised the executive that SAEWA just received the 2015 GST Filing Authorization notification to submit GST by end March 2016, and that KPMG put forward recommended advisement to SAEWA (after having reviewed the GST filings and assessments for 2013 and 2014 along with notice of rejection of reimbursement eligibility), that in order for SAEWA to change their status of eligibility, GST will have to be applied to membership invoicing. Chair

	<p>Craig advised that he would consult with AUMA, with a similar operating structure to determine if this information can be correctly validated. (Chair Craig later confirmed that administration was under correct advisement from KPMG).</p> <p style="text-align: right;">ACTION ITEM</p>
<p><u>Item #6:</u> For Information <b>MTN 2015-12-12</b></p>	<p>6.1 MOTION BY MEMBER Armstrong to receive items for information including ATB Statement 2015-12-09; administration advises that the Box Clever and Citrix 2015-12-22 invoices will be put over for payment to 2016-01-22 to also allow time to receive HDR resubmitted invoice for Detailed Business Plan and Waste Stream Characterization billing.</p> <p style="text-align: right;">RECEIVED FOR INFORMATION</p>
<p><u>Item #7:</u> Member Reports</p>	<p>Member Reports: No member reports received at this time.</p>
<p><b>Adjournment</b> <b>MTN E2015-12-13</b> <b>11:50 am</b></p>	<p>MOVED BY MEMBER Ryan That the executive meeting be adjourned.</p> <p style="text-align: right;">CARRIED ALL</p>