

DRAFT BOARD MEETING MINUTES

Time/Date: 1:00 pm 16th September 2021
Location: Video Conferencing via Zoom Chat

In Attendance:	Chairperson	Paul Ryan
	Vice Chairperson	Vi Sandford
	Director	Dene Cooper
	Director	Karen Marra
	Director	Ted Christensen
BVWMC:	CAO	Andrew Calder
	Recording Secretary	Liz Boak
Other:	Bookkeeper	Kimber Amping
	Town of Banff	Paul Godfrey
	Town of Banff	Chris Marvel
	Town of Canmore	Simon Robins
	Rocky Mountain Outlook	Greg Colgan
Regrets:	Regional Coordinator	Peter Duck
	Director	Peter Poole

1. Call to Order

Chairperson Paul Ryan called the meeting to order at 1:02 pm.

2. Additions/Changes to Agenda

MOTION BVW 0921-001

Director Dene Cooper moved to adopt the 16th September 2021 agenda with the following addition:

- 5 a) Contaminated Soil update

CARRIED UNANIMOUSLY

3. Adoption of Minutes

- a) 19th August 2021 Board meeting

MOTION BVW 0921-002

Vice Chairperson Vi Sandford moved to adopt the minutes of the 19th August 2021 Board meeting with the following amendment:

- Change: "Director Karen Mara" to "Director Karen Marra" in Motion BVW 0821-005.

CARRIED UNANIMOUSLY

4. Delegations/Presentations

None

5. Business arising from the minutes

a) Contaminated Soil update

Administration verbally updated the Board on the contaminated soil remediation project. The operational costs for the soil remediation project were \$195,000. Administration has submitted all the invoices they have received so far related to the remediation project to the insurance company as part of the Commission's insurance claim for the remediation. Administration has not heard back from AEP after Ridgeline's Remediation Project Summary Report was sent to them on Tuesday August 17th, 2021. Administration is hoping that AEP will not come back to the Commission regarding the exceedances for total metals in the confirmatory samples from the base of the stockpile but if they do, there could be additional costs associated with the exceedances.

6. New business

a) August Financial Update

The August financial reports were presented per the information provided in the agenda package. Year to date (8 month) is 66.67% of annual linear budget. Total revenue is 78.29% of the annual budget and 2.15% less than prior year. Total expenses are 56.07% of the annual budget and 20.10% over prior year. Accounts receivable balance has decreased by \$118,699.98 under prior month, which includes receivables of interest on overdue accounts. 6% of accounts receivable are older than 60 days. Interest on overdue balances over 90 days is being charged on a monthly basis.

MOTION BVW 0921-003

Director Ted Christensen moved to receive the August 2021 financials as information.

CARRIED UNANIMOUSLY

b) Staff report – Bylaw amendments

Administration presented the staff report on the proposed bylaw amendments to address updated MGA requirements. New bylaws were drafted by legal counsel and considered by the Board in April and May, with the first reading completed at the May 20th, 2021 Board meeting. Following the first reading, the Commission Board requested that member administrations be provided the proposed bylaws for comment before the second and third reading. The MD of Bighorn confirmed they had no comment, and the Town of Canmore did not provide any comments. The Town of Banff provided comment by letter, which Administration included in a staff report to the Board at the August 2021 Board meeting. Second reading was completed at the August 19th, 2021 Board meeting with no amendments made to the draft bylaws, but the Board decided to defer the third and final reading until Directors from the Town of Banff were present to participate.

MOTION BVW 0921-004

Director Dene Cooper moved to approve a complete third reading of the proposed bylaw amendments to address updated MGA requirements.

CARRIED UNANIMOUSLY

MOTION BVW 0921-005

Director Dene Cooper moved to approve the third reading of the Director Change Bylaw as amended to address MGA requirements as presented.

CARRIED UNANIMOUSLY

MOTION BVW 0921-006

Vice Chairperson Vi Sandford moved to approve the third reading of the Member Change Bylaw as amended to address MGA requirements as presented.

CARRIED UNANIMOUSLY

MOTION BVW 0921-007

Director Ted Christensen moved to approve the third reading of the Disestablishment Bylaw as amended to address MGA requirements as presented.

CARRIED UNANIMOUSLY

c) SAEWA

Chairperson Paul Ryan verbally updated the Board on SAEWA. The engineers posted the formal Expressions of Interest on the 18th of July and twenty-nine companies/technology vendors have taken a copy of the document off the international portal. Several big companies have requested the deadline for the expression of interest be postponed to the 30th of September. SAEWA spoke with the engineers regarding the request, and they recommended to postpone the deadline. SAEWA is hoping to short list the top three potential partners to move forward with the energy from waste facility at the preferred site location at the County of Newell Landfill. The Federal government has given SAEWA \$200,000 for the project.

7. Member Municipality Updates

The Town of Banff will be hosting the RCA conference September 29 – October 1, 2021. TOB would like to thank the Directors for all their hard work and dedication over the last four years.

The Town of Canmore has installed phase two of their food waste bin program. Now there are food waste bins throughout the town, fourteen in total. TOB noted they had placed ambassadors standing at their food bins at dinnertime to open communication with the public, which really helped stop contamination.

8. Questions of Administration and Commission

None

9. Correspondence/Information

- a) August Sector Reports
- b) August Action Log
- c) Audit committee minutes 12th August 2021

MOTION BVW 0921-008

Director Ted Christensen moved to receive section 9. a) – c) as information.

CARRIED UNANIMOUSLY

10. Next Meeting

Next Board Meeting is set for 21st October, 2021 at 1:00pm

MOTION BVW 0921-009

Director Karen Marra moved to adjourn the meeting at 2:03 pm.

CARRIED UNANIMOUSLY

The 16th September, 2021 meeting minutes have been adopted as presented on:

BVWMC CAO

Date

BVWMC Chairperson

Date