
APPROVED BOARD MEETING MINUTES

Time/Date: 2:00 pm 16th December 2021
Location: Video Conferencing via Zoom Chat

In Attendance:

Chairperson	Grant Canning
Vice Chairperson	Karen Marra
Director	Jeff Mah
Director	Jen Smith
Director	Joss Elford
Director	Hugh Pettigrew

BVWMC:

CAO	Andrew Calder
Recording Secretary	Liz Boak

Other:

Bookkeeper	Kimber Amping
Town of Canmore	Simon Robins
Town of Canmore	Andrew Mungham
Town of Banff	Paul Godfrey
Town of Banff	Chris Marvell

Regrets:

Regional Coordinator	Peter Duck
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1. Call to Order

Chairperson Grant Canning called the meeting to order at 2:03 pm.

2. Additions/Changes to Agenda

MOTION BVW 1221-001

Director Jen Smith moved to adopt the 16th December 2021 agenda with the following addition:

- 10. In Camera - Legal

CARRIED UNANIMOUSLY

3. Adoption of Minutes

- a) 21st October 2021 Board meeting

MOTION BVW 1221-002

Vice Chairperson Karen Marra moved to adopt the minutes of the 21st October 2021 Board meeting as presented.

CARRIED UNANIMOUSLY

b) 3rd December 2021 Board organizational meeting

MOTION BVW 1221-003

Director Hugh Pettigrew moved to adopt the minutes of the 3rd December 2021 Board organizational meeting as presented.

CARRIED UNANIMOUSLY

4. Delegations/Presentations

None

5. Business arising from the minutes

None

6. New business

a) November Financial Update

The November financial reports were presented per the information provided in the agenda package. Year to date (11 month) is 91.57% of annual linear budget. Total revenue is 102.91% of the annual budget and 3.75% less than prior year. Total expenses are 76.87% of the annual budget and 21.79% over prior year. Accounts receivable balance has increased by \$24,211.28 order prior month, which includes receivables of interest on overdue accounts. 26% of accounts receivable are older than 60 days. Interest on overdue balances over 90 days is being charged on a monthly basis.

MOTION BVW 1221-004

Vice Chairperson Karen Marra moved to receive the November 2021 financials as information.

CARRIED UNANIMOUSLY

b) Staff report – Proposed 2022 Rates

Administration presented the staff report on the proposed 2022 rates. Administration recommends that most of the FCRL tipping fee rates are left at the current levels for 2022. There are two exceptions, the first being clean cover. Administration recommends increasing the clean cover rate from \$20/tonne to \$22/tonne. The increase is in line with the previously discussed Board approved strategy of raising clean cover rates to approximately \$30/tonne over the next four years. These increases are intended to bring charges for clean cover to equivalence (on a tonne/m³ basis) with the rate charged for general sorted waste. The second recommendation is to increase the charge for topsoil/compost blended product from \$16/tonne to \$18/tonne. This product typically sells out each year and will remain well below the market rate for this grade of material.

MOTION BVW 1221-005

Director Jen Smith moved to approve the proposed 2022 rates as presented.

CARRIED UNANIMOUSLY

c) BVWMC meeting schedule

Administration verbally updated the Board on the BVWMC meeting schedule. For the past few years the monthly BVWMC Board meeting was scheduled for the third Thursday of the month at 1:00 pm and the Audit committee meeting was scheduled for the second Thursday of the month at 9:30 am.

After some discussion the Board decided to still hold the monthly Board meeting on the third Thursday of the month but move the meeting to 2:00 pm. The Audit committee did not come up with a firm schedule for the monthly meeting, but they scheduled the January 2022 Audit committee meeting for January 11, 2022 at 3:00 pm.

7. Member Municipality Updates

None

8. Questions of Administration and Commission

None

9. Correspondence/Information

- a) November Sector Reports
- b) November Action Log
- c) SAEWA 2022 conference details

MOTION BVW 1221-006

Vice Chairperson Karen Marra moved to receive section 9. a) – c) as information.

CARRIED UNANIMOUSLY

10. In Camera – LEGAL

MOTION BVW 1221-007

Director Hugh Pettigrew moved to go In Camera at 3:32 pm.

CARRIED UNANIMOUSLY

MOTION BVW 1221-008

Director Joss Elford moved to come out of In Camera at 3:41 pm.

CARRIED UNANIMOUSLY

11. Next Meeting


Next Board Meeting is set for 20th January 2022 at 2:00 pm.

MOTION BVW 1221-009

Director Jeff Mah moved to adjourn the meeting at 3:45 pm.

CARRIED UNANIMOUSLY

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



BVWMC CAO

21st JANUARY 2022

Date



BVWMC Chairperson

27/JAN/22

Date