
APPROVED BOARD MEETING MINUTES

Time/Date: 2:00 pm 17th February 2022
Location: Video Conferencing via Zoom Chat

In Attendance:	Chairperson	Grant Canning
	Vice Chairperson	Karen Marra
	Director	Jeff Mah
	Director	Joss Elford
	Director	Hugh Pettigrew
	Director	Jen Smith
BVWMC:	CAO	Andrew Calder
	Regional Coordinator	Peter Duck
	Recording Secretary	Liz Boak
Other:	Bookkeeper	Kimber Amping
	Town of Canmore	Andrew Mungham
	Town of Canmore	Simon Robins
	Town of Banff	Paul Godfrey
	Town of Banff	Chris Marvell
	MD of Bighorn	Bill Luka

1. Call to Order

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

2. Additions/Changes to Agenda

MOTION BVW 0222-001

Vice Chairperson Karen Marra moved to adopt the 17th February 2022 agenda with the following additions:

- 6. c) Appliance Recycling
- 6. d) EPR
- 6. e) CAO annual leave

CARRIED UNANIMOUSLY

3. Adoption of Minutes

- a) 20th January 2022 Board meeting

MOTION BVW 0222-002

Director Hugh Pettigrew moved to adopt the minutes of the 20th January 2022 Board meeting as presented.

CARRIED UNANIMOUSLY

4. Delegations/Presentations

None

5. Business arising from the minutes

None

6. New business

- a) January Financial Update

The January financial reports were presented per the information provided in the agenda package. Year to date (1 month) ending January 31, 2022, represent 8.3% of annual linear budget. Total revenue is at 3.15% of the annual budget and 68.07% less than prior year. Total expenses are 3.85% of the annual budget and 5.07% less than prior year. Accounts receivable balance has decreased by \$165,123.84 over prior month, which includes receivables of interest on overdue accounts. 28% of accounts receivable are older than 60 days. Interest on overdue balances over 90 days is being charged on a monthly basis.

MOTION BVW 0222-003

Director Jeff Mah moved to receive the January 2022 financials as information.

CARRIED UNANIMOUSLY

- b) Staff report – BVWMC strategic planning

Administration presented the staff report on BVWMC strategic planning. The purpose of the staff report is to inform the Board of the Commission's current strategic planning schedule and request the Board set a date for the next session in August or September 2022. Administration is to send a doodle poll to Directors with potential dates in September for the 2022 strategic planning session.

MOTION BVW 0222-004

Vice Chairperson Karen Marra moved to receive the staff report on BVWMC strategic planning as information.

CARRIED UNANIMOUSLY

- c) Appliance Recycling

Administration verbally updated the Board on the potential new appliance recycling program at the FCRL. Administration intends to work with local business to allow for recycling of some appliances that are disposed of at FCRL.

d) EPR

Administration updated the Board on anticipated Extended Producer Responsibility (EPR) legislation. The legislation will likely affect municipalities more than FCRL but it will be difficult to properly evaluate the impact for municipal and Commission operations until the final legislation is approved. Administration is to organize a presentation on EPR for the Board and other interested parties.

e) CAO annual leave

Administration updated the Board on the CAO's planned annual leave, scheduled for April 1st until April 29th, 2022.

7. Member Municipality Updates

None

8. Questions of Administration and Commission

a. SAEWA

The Board asked Administration if it would be possible to organize a formal briefing from SAEWA regarding the project. Administration said they would get in touch with SAEWA to set up a briefing for the Board.

9. Correspondence/Information

- a) January Sector Reports
- b) January Action Log

MOTION BVW 0222-005

Director Hugh Pettigrew moved to receive section 9. a) – b) as information.

CARRIED UNANIMOUSLY

- c) Audit Committee meeting minutes 11th January 2022

MOTION BVW 0222-006

Director Joss Elford moved to approve the 11th January 2022 Audit Committee meeting minutes as presented

CARRIED UNANIMOUSLY

- d) Audit Committee meeting minutes 14th October 2021

MOTION BVW 0222-007

Vice Chairperson Karen Marra moved to approve the 14th October 2021 Audit Committee meeting minutes as presented

CARRIED UNANIMOUSLY

e) SAEWA project update January 2022

MOTION BVW 0222-008

Director Jeff Mah moved to receive the SAEWA project update January 2022 as information.

CARRIED UNANIMOUSLY

10. Next Meeting

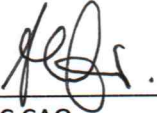
Next Board Meeting is set for 17th March 2022 at 2:00 pm.

MOTION BVW 0222-009

Director Jen Smith moved to adjourn the meeting at 3:24 pm.

CARRIED UNANIMOUSLY

The 17th February 2022 meeting minutes have been adopted as presented on:



BVWMC CAO

18th March 2022

Date



BVWMC Chairperson

MAR 21/22

Date