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## APPROVED BOARD MEETING MINUTES

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**Time/Date:** 2:00 pm 17<sup>th</sup> March 2022  
**Location:** Video Conferencing via Zoom Chat

<b>In Attendance:</b>	Chairperson	Grant Canning
	Vice Chairperson	Karen Marra
	Director	Jeff Mah
	Director	Joss Elford
	Director	Hugh Pettigrew
	Director	Jen Smith
<b>BVWMC:</b>	CAO	Andrew Calder
	Regional Coordinator	Peter Duck
	Recording Secretary	Liz Boak
<b>Other:</b>	Bookkeeper	Kimber Amping
	Enns and Company	Bill Enns
	Enns and Company	Kristy Fisher
	Enns and Company	Tammy Evans
	Town of Canmore	Andrew Mungham
	Town of Canmore	Simon Robins
	Town of Canmore	Tanya Foubert
	Town of Banff	Paul Godfrey
	Town of Banff	Chris Marvell
	Town of Banff	Carla Bitz
	MD of Bighorn	Bill Luka
	Recycling Council of Alberta	Christina Seidel
	Alberta Municipalities	Che- Wei Chung

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### 1. Call to Order

Chairperson Grant Canning called the meeting to order at 2:02 pm.

### 2. Additions/Changes to Agenda

#### **MOTION BVW 0322-001**

Director Hugh Pettigrew moved to adopt the 17<sup>th</sup> March 2022 agenda as presented.

CARRIED UNANIMOUSLY

### 3. Adoption of Minutes

- a) 17<sup>th</sup> February 2022 Board meeting

#### **MOTION BVW 0322-002**

Vice Chairperson Karen Marra moved to adopt the minutes of the 17<sup>th</sup> February 2022 Board meeting as presented.

CARRIED UNANIMOUSLY

### 4. Delegations/Presentations

Christina Seidel, the Executive Director of the Recycling Council of Alberta attended the 17<sup>th</sup> March 2022 Board meeting to educate the Board on the anticipated Extended Producer Responsibility (EPR) legislation and how it will affect municipalities.

Christina Seidel left the Zoom conference call at 2:48 pm

Chairperson Grant Canning handed the meeting over to Vice Chairperson Karen Marra at 2:49 pm. Chairperson Grant Canning left the Zoom conference call at 2:50 pm.

### 5. Business arising from the minutes

None

### 6. New business

- a) February Financial Update

The February financial reports were presented per the information provided in the agenda package. Year to date (2 month) ending February 28, 2022, represent 17% of annual linear budget. Total revenue is at 8.51% of the annual budget and 44.71% less than prior year. Total expenses are 9.32% of the annual budget and 3.81% more than prior year. Accounts receivable balance has increased by \$39,009.15 over prior month, which includes receivables of interest on overdue accounts. 9% of accounts receivable are older than 60 days. Interest on overdue balances over 90 days is being charged on a monthly basis.

#### **MOTION BVW 0322-003**

Director Joss Elford moved to receive the February 2022 financials as information.

CARRIED UNANIMOUSLY

- b) Staff report – 2021 financial audit

Bill Enns, Kristy Fisher and Tammy Evans from Enns and Company joined the Zoom conference at 3:05 pm. Administration handed over the meeting to the auditors.

Kristy Fisher presented the draft 2021 financial statements to the Board and pointed out any differences from the 2020 statements. Kristy mentioned that there were not many changes made to the 2021 financial statements and she was provided everything requested from Administration in a timely manner.

The Auditors handed the meeting over to Administration at 3:35 pm. Administration presented the staff report on the 2021 financial statements.

**MOTION BVW 0322-004**

Director Jeff Mah moved to approve the 2021 financial statements for submission as presented.

CARRIED UNANIMOUSLY

**MOTION BVW 0322-005**

Director Hugh Pettigrew moved to approve the use of unused WMAP funds held by the Commission as funding for the MD of Bighorn Bin refurbishment project.

CARRIED UNANIMOUSLY

**7. Member Municipality Updates**

None

**8. Questions of Administration and Commission**

Director Jeff Mah asked Administration about the appliance recycling program which was discussed at the February 2022 Board meeting. Administration said the program is a work in progress and they are working with a local business to finalize a plan.

**9. Correspondence/Information**

- a) February Sector Reports
- b) February Action Log
- c) Audit Committee meeting minutes 9<sup>th</sup> February 2022

**MOTION BVW 0322-006**

Director Jeff Mah moved to receive section 9. a) – b) as information.

CARRIED UNANIMOUSLY

**MOTION BVW 0322-007**

Director Joss Elford moved to approve the 9<sup>th</sup> February 2022 Audit Committee meeting minutes as presented

CARRIED UNANIMOUSLY

**10. Next Meeting**

Next Board Meeting is set for 21<sup>st</sup> April 2022 at 2:00 pm.

**MOTION BVW 0322-008**

Director Jen Smith moved to adjourn the meeting at 3:45 pm.

CARRIED UNANIMOUSLY

The 17<sup>th</sup> March 2022 meeting minutes have been adopted as presented on:

  
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BVWMC CAO

14<sup>th</sup> JULY 2022

Date

  
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BVWMC Chairperson

JULY 22, 2022

Date