
APPROVED BOARD MEETING MINUTES

Time/Date: 2:00 pm 18th August 2022
Location: Coast Hotel, Squirrel Meeting Room, 511 Bow Valley Trail, Canmore

In Attendance:

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

BVWMC:

CAO	Andrew Calder
Regional Coordinator	Peter Duck
Recording Secretary	Liz Boak

Other:

Bookkeeper	Kimber Amping
Associated Engineering	Klas Ohman
Associated Engineering	Jeff Chan
Associated Engineering	Curtis Thiessen

Regrets:

Director	Joss Elford
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1. Call to Order

Chairperson Grant Canning called the meeting to order at 2:06 pm.

2. Additions/Changes to Agenda

MOTION BVW 0822-001

Director Hugh Pettigrew moved to adopt the 18th August 2022 agenda as presented.

CARRIED UNANIMOUSLY

3. Adoption of Minutes

a) 16th June 2022 Board meeting

MOTION BVW 0822-002

Vice Chairperson Karen Marra moved to approve the minutes of the 16th June 2022 Board meeting as presented.

CARRIED UNANIMOUSLY

4. Delegations/Presentations

- a) FCRL site development plans overview - Klas Ohman and Associated Engineering team

Associated Engineering presented the 3-D design plans for the FCRL to the Board via Zoom conference call. They outlined what the Commission should expect in terms of expenses over the next few years. AE is working on the closure plan and cap design for the southeast portion of the landfill and has started the development plan for the new lime cell on the north section of the landfill.

5. Business arising from the minutes

None

6. New business

- a) July Financial Update

The July financial reports were presented per the information provided in the agenda package. Year to date (7 month) ending July 31, 2022, represent 58.34% of annual linear budget. Total revenue is at 71.28% of the annual budget and 0.91% more than prior year. Total expenses are at 47.50% of the annual budget and 1.60% less than prior year. Accounts receivable balance has decreased by \$201,668.30 over prior month, which includes receivables of interest on overdue accounts. 29% of accounts receivable are older than 60 days. Interest on overdue balances over 90 days is being charged on a monthly basis.

MOTION BVW 0822-003

Director Hugh Pettigrew moved to receive the July 2022 financials as information.

CARRIED UNANIMOUSLY

- Kimber Amping left the meeting at 3:08 pm

- b) Staff report – Cell liner budget and purchase policy considerations

Administration presented the staff report on the cell liner budget and purchasing policy considerations. Administration recommends that the Board consider the Commission's current purchasing policies and provide direction as to how they would like administration to progress the purchase of cell liner material, and approve a capital budget of \$550,000 to fund the purchase of liner materials as required for closure of the current lime cell at FCRL.

MOTION BVW 0822-004

Director Jen Smith moved to approve a capital budget expenditure up to \$550,000 to purchase the liner materials as required for closure of the current lime cell at FCRL.

CARRIED UNANIMOUSLY

MOTION BVW 0822-005

Chairperson Grant Canning moved to direct Administration to work with AE to develop and implement an invited tender process to identify three qualified vendors to purchase and install the cell liner material required for closure of the current lime cell at FCRL. Administration is to bring the final results of the tender back to the Board as information at the October 2022 Board meeting.

CARRIED UNANIMOUSLY

c) Staff report – Land clearance contract award

Administration presented the staff report on the land clearing contract award to the Board. Approximately 15 acres of land at the North end of FCRL is native forest and will eventually be developed for landfill operations. The first step of the development process will be to clear the land of trees and brush. Administration advertised on Alberta Purchasing Connection (APC) requesting land clearing contractors to submit proposals to complete this work. Administration awarded the contract to Mulch Co. for a total of \$86,614.50 plus GST for the clearance of forested land on the North end of FCRL.

MOTION BVW 0822-006

Director Hugh Pettigrew moved to receive the staff report on the land clearance contract award as information.

CARRIED UNANIMOUSLY

7. Member Municipality Updates

None

8. Questions of Administration and Commission

None

9. Correspondence/Information

- a) July sector reports
- b) July action log
- c) Alberta CARE fall conference brochure 7th – 9th September 2022

MOTION BVW 0822-007

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

10. Next Meeting


Next Board Meeting is set for 15th September 2022 at 2:00 pm.

MOTION BVW 0822-008

Vice Chairperson Karen Marra moved to adjourn the meeting at 4:00 pm.

CARRIED UNANIMOUSLY

The 18th August 2022 meeting minutes have been adopted as presented on:



BVWMC CAO

18th NOVEMBER 2022
Date



BVWMC Chairperson

NOV. 18/22
Date