
APPROVED BOARD MEETING MINUTES

Time/Date: 2:00 pm 26th October 2022

Location: Coast Hotel, Wolverine Meeting Room, 511 Bow Valley Trail, Canmore

In Attendance:

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

BVWMC:

CAO	Andrew Calder
Recording Secretary	Liz Boak

Other:

Bookkeeper	Kimber Amping
MD of Bighorn	Bill Luka
Town of Banff	Chris Marvel
Town of Canmore	Simon Robins

Regrets:

Director	Joss Elford
Director	Jen Smith
Regional Coordinator	Peter Duck

1. Call to Order

Chairperson Grant Canning called the meeting to order at 2:00 pm.

2. Additions/Changes to Agenda

MOTION BVW 1022-001

Vice Chairperson Karen Marra moved to adopt the 26th October 2022 agenda as presented.

CARRIED UNANIMOUSLY

3. Adoption of Minutes

a) 18th August 2022 Board meeting

MOTION BVW 1022-002

Director Jeff Mah moved to approve the minutes of the 18th August 2022 Board meeting as presented.

CARRIED UNANIMOUSLY

b) 15th September 2022 Board meeting

MOTION BVW 1022-003

Director Hugh Pettigrew moved to approve the minutes of the 15th September 2022 Board meeting as presented.

CARRIED UNANIMOUSLY

4. Delegations/Presentations

None

5. Business arising from the minutes

None

6. New business

a) September Financial Update

The September financial reports were presented per the information provided in the agenda package. Year to date (9 month) ending September 30, 2022, represent 75% of annual linear budget. Total revenue is at 91.04% of the annual budget and 1.79% more than prior year. Total expenses are at 59.03% of the annual budget and 9.73% less than prior year. Accounts receivable balance has increased by \$28,342.55 over prior month, which includes receivables of interest on overdue accounts. 21% of accounts receivable are older than 60 days. Interest on overdue balances over 90 days is being charged on a monthly basis.

MOTION BVW 1022-004

Vice Chairperson Karen Marra moved to receive the September 2022 financials as information.

CARRIED UNANIMOUSLY

b) Staff report – Lime cell liner purchase

Administration presented the staff report on the lime cell liner purchase. At the August 2022 Board meeting, the Board directed administration to invite multiple suppliers of specialist plastic liner material to bid for supply to the Commission of materials required for the upcoming cell closure work at Francis Cooke and approved a budget of \$550,000 for the liner purchase. Administration updated the Board on the result of the invitational tender undertaken to select a supplier of liner materials required for closure of the current lime cell at Francis Cooke site.

MOTION BVW 1022-005

Chairperson Karen Marra moved to receive the staff report on the lime cell liner purchase as information.

CARRIED UNANIMOUSLY

c) Staff report – Excavator purchase

Administration presented the staff report on the excavator purchase. The Commission's 2022 capital budget allocated \$200,000 for the purchase of a tracked excavator. Administration advertised the opportunity on the Alberta Purchasing Connection platform from 30th August to 7th October and received offers from eight suppliers. All offers received were reviewed and assessed by the CAO, Operations supervisor, and Maintenance supervisor and it was determined that the best machine for the Commission was the 2015 Case CX210B through Rocky Mountain Equipment.



MOTION BVW 1022-006

Director Jeff Mah moved to approve the purchase of the 2015 Case CX210B tracked excavator through Rocky Mountain Equipment.

CARRIED UNANIMOUSLY

7. Member Municipality Updates

Town of Canmore is installing their final organic bin tomorrow October 27th, 2022. There will be a total of 24 organics bin throughout town.

8. Questions of Administration and Commission

None

9. Correspondence/Information

- a) September sector reports
- b) September action log

MOTION BVW 1022-007

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

10. Next Meeting

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

MOTION BVW 1022-008

Director Hugh Pettigrew moved to adjourn the meeting at 2:51 pm.

CARRIED UNANIMOUSLY

The 26th October 2022 meeting minutes have been adopted as presented on:



 BVWMC CAO

15th DECEMBER 2022

 Date



 BVWMC Chairperson

DEC. 15/22

 Date