

**APPROVED BOARD MEETING MINUTES**

**Time/Date:** 2:00 pm 15<sup>th</sup> December 2022  
**Location:** Coast Hotel, Wolverine meeting room, 511 Bow Valley Trail, Canmore

<b>In Attendance:</b>	Vice Chairperson	Karen Marra
	Director	Jeff Mah
	Director	Jen Smith
	Director	Hugh Pettigrew
<b>BVWMC:</b>	CAO	Andrew Calder
	Regional Coordinator	Peter Duck
	Recording Secretary	Liz Boak
<b>Other:</b>	Bookkeeper	Kimber Amping
<b>Regrets:</b>	Chairperson	Grant Canning
	Director	Alice James

**1. Call to Order**

Vice Chairperson Karen Marra called the meeting to order at 2:01 pm.

**2. Additions/Changes to Agenda**

**MOTION BVW 1222-007**

Director Jeff Mah moved to adopt the 15<sup>th</sup> December 2022 agenda as presented.

CARRIED UNANIMOUSLY

**3. Adoption of Minutes**

a) 21<sup>st</sup> November 2022 Board meeting

**MOTION BVW 1222-008**

Director Jen Smith moved to approve the minutes of the 21<sup>st</sup> November 2022 Board 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 months) ending November 30, 2022, represent 91.67% of annual linear budget. Total revenue is at 106.53% of the annual budget and 2.21% more than prior year. Total expenses are at 68.99% of the annual budget and 11.42% less than prior year. Accounts receivable balance has decreased by \$29,894.72 over prior month, which includes receivables of interest on overdue accounts. 30% of accounts receivable are older than 60 days. Interest on overdue balances over 90 days is being charged on a monthly basis.

**MOTION BVW 1222-009**

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

CARRIED UNANIMOUSLY

b) Staff report – Proposed 2023 FCRL rates

Administration presented the staff report on the proposed 2023 FCRL rates. Administration recommends that the Board passes a motion to amend Schedule "A" of the Bow Valley Waste Management Commission Rate Bylaw No. 1 to reflect the 2023 rates in their entirety as presented in the staff report. Administration suggests that the Commission supports local business and generally maintains local waste disposal costs at current rates for the year to come. The single exception is clean cover, for which Administration propose a \$2/tonne increase, \$22.00/tonne to \$24.00/tonne. This is in line with a previously discussed and Board approved strategy of gradually raising clean cover rates to approximately \$30/tonne.

**MOTION BVW 1222-010**

Director Hugh Pettigrew moved to approve the proposed 2023 FCRL rates and amend Schedule "A" of the Bow Valley Waste Management Commission Rate Bylaw No. 1 to reflect the proposed 2023 rates in their entirety as presented in the staff report.

CARRIED UNANIMOUSLY

**7. Member Municipality Updates**

None

**8. Questions of Administration and Commission**

Director Jen Smith asked Administration if the Commission would be able to process kilndried lumber and asphalt shingles so they could be used in Lafarge's proposed low carbon fuel system. Administration said the Commission may be able to supply material for the fuel but that will depend on the specification for the system's requirements.

Director Hugh Pettigrew asked Administration when it would be a good time to start discussing Biosolids Stabilization. Administration recommends that Director Pettigrew get in touch with them when he is ready to present Biosolids Stabilization to the Board and it will be put on the agenda for discussion.

**9. Correspondence/Information**

- a) November sector reports
- b) November action log
- c) SAEWA briefing note 231122

**MOTION BVW 1222-011**

Director Jen Smith moved to receive section 9. a) – c) as information.

**10. Next Meeting**

Next Board Meeting is set for 19<sup>th</sup> January 2023 at 2:00 pm.

**MOTION BVW 1222-012**

Director Jen Smith moved to adjourn the meeting at 2:47 pm.

CARRIED UNANIMOUSLY

The 15<sup>th</sup> December 2022 meeting minutes have been adopted as presented on:

  
\_\_\_\_\_  
BVWMC CAO

  
\_\_\_\_\_  
BVWMC Chairperson

31<sup>st</sup> JANUARY 2023  
\_\_\_\_\_  
Date

FEB . 8/23  
\_\_\_\_\_  
Date