

APPROVED BOARD MEETING MINUTES

Time/Date: 2:00 pm 15th June 2023
Location: Video Conferencing via Zoom Chat

In Attendance:	Vice Chairperson	Karen Marra
	Director	Hugh Pettigrew
	Director	Alice James
	Director	Jeff Mah
	Director	Jen Smith
BVWMC:	CAO	Andrew Calder
	Recording Secretary	Liz Boak
Other:	Bookkeeper	Kimber Amping
	Town of Banff	Chris Marvel
	MD of Bighorn	Bill Luka
Regrets:	Chairperson	Grant Canning

1. Call to Order

Vice Chairperson Karen Marra called the meeting to order at 2:06 pm.

2. Additions/Changes to Agenda

MOTION BVW 0623-001

Director Alice James moved to adopt the 15th June 2023 agenda with the following addition:

- 10 a) In Camera - Personnel

CARRIED UNANIMOUSLY

3. Adoption of Minutes

- a) 18th May 2023 Board meeting

MOTION BVW 0623-002

Director Hugh Pettigrew moved to approve the minutes of the 18th May 2023 Board meeting as presented.

CARRIED UNANIMOUSLY

4. Delegations/Presentations

None

5. Business arising from the minutes

None

6. New business

a) May Financial Update

The May financial reports were presented per the information provided in the agenda package. Year to date (5 month) ending May 31, 2023, represents 41.66% of annual linear budget. Total revenue is at 47.24% of the annual budget and 4.57% less than prior year. Total expenses are 28.79% of the annual budget and 0.68% more than prior year. Accounts receivable balance has decreased by \$22,487.27 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. Amortization is recorded monthly for the closure and post closure costs based on the auditor's calculations. Accretion is recorded monthly for the Liability for Closure Costs and Liability for Post-Closure Cost based on the auditor's calculations.

MOTION BVW 0623-003

Director Jen Smith moved to receive the May 2023 financial report as information.

CARRIED UNANIMOUSLY

b) CAO review update

Vice Chairperson Karen Marra verbally updated the Board on the CAO review. The HR Committee is in the process of making a policy and formal process for the CAO review. The Committee plans on meeting three more times over the next few months to work on new measurables for the process. They hope to have it completed by October 2023 so they can present it to the Board for approval.

MOTION BVW 0623-004

Director Jen Smith moved to receive the CAO review update as information.

CARRIED UNANIMOUSLY

c) Summer meeting schedule

CAO will sit down and discuss the BVWMC Board summer schedule with the Chairperson and if there are not any items of importance, Administration will cancel the meeting and send the Board a CAO update.

7. Member Municipality Updates

The MD of Bighorn has started their first Spring large item drop off at the MD's seven transfer stations. So far it seems to be well received by the public.

8. Questions of Administration and Commission

None

9. Correspondence/Information

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

MOTION BVW 0623-005

Director Alice James moved to receive section 9. a) – b) as information.

CARRIED UNANIMOUSLY

10. In Camera

- a) Personnel

Administration left the Zoom conference call at 2:26 pm.

MOTION BVW 0623-006

Vice Chairperson Karen Marra moved to go In Camera at 2:26 pm.

CARRIED UNANIMOUSLY

MOTION BVW 0623-007

Director Jeff Mah moved to come out of In Camera at 2:42 pm.

CARRIED UNANIMOUSLY

Administration joined the Zoom conference call at 2:42 pm.

MOTION BVW 0623-008

Director Jen Smith moved to accept the HR Committee’s recommendation to pay the CAO a merit bonus of \$5000.00.

CARRIED UNANIMOUSLY

11. Next Meeting


Next Board Meeting is set for 20th July 2023 at 2:00 pm.

MOTION BVW 0623-009

Director Jen Smith moved to adjourn the meeting at 2:46 pm.

CARRIED UNANIMOUSLY

The 15th June 2023 meeting minutes have been adopted as presented on:



 BVWMC CAO

24th July 2023

 Date



 BVWMC Chairperson

24/7/23

 Date