



APPROVED BOARD MEETING MINUTES

Time/Date: 2:00 pm 16th February 2023

Location: Coast Hotel, Caribou meeting room, 511 Bow Valley Trail, Canmore

In Attendance:	Vice Chairperson	Karen Marra
	Director	Jeff Mah
	Director	Jen Smith
	Director	Hugh Pettigrew
	Director	Alice James
BVWMC:	CAO	Andrew Calder
	Regional Coordinator	Peter Duck
	Recording Secretary	Liz Boak
Other:	Bookkeeper	Kimber Amping
	Town of Banff	Chris Marvel
	Town of Canmore	Simon Robins
	Rocky Mountain Outlook	Greg Colgan
Regrets:	Chairperson	Grant Canning

1. Call to Order

Vice Chairperson Karen Marra called the meeting to order at 2:03 pm.

2. Additions/Changes to Agenda

MOTION BVW 0223-001

Director Hugh Pettigrew moved to adopt the 16th February 2023 agenda as amended:

- Remove: 5. a) BVWMC 2023 meeting schedule

CARRIED UNANIMOUSLY

3. Adoption of Minutes

- a) 19th January 2023 Board meeting

MOTION BVW 0223-002

Director Jen Smith moved to approve the minutes of the 19th January 2023 Board meeting as presented.

4. Delegations/Presentations

None

5. Business arising from the minutes

None

6. New business

a) January Financial Update

The January financial reports were presented per the information provided in the agenda package. Year to date (1 month) ending January 31, 2023, represent 8.3% of annual linear budget. Total revenue is at 9.98% of the annual budget and 220.68% more than prior year. Total expenses are at 4.99% of the annual budget and 33.03% more than prior year. Accounts receivable balance has increased by \$83,519.12 over prior month, which includes receivables of interest on overdue accounts. 10% of accounts receivable are older than 60 days. Interest on overdue balances over 90 days is being charged on a monthly basis.

MOTION BVW 0223-003

Director Alice James moved to receive the January 2023 financial report as information.

CARRIED UNANIMOUSLY

b) Staff report – 2023 budget amendment

Administration presented the staff report on the 2023 budget amendment. The purpose of the staff report is to request an amendment of the Commission's 2023 budget to account for the expense of purchasing the geosynthetic liner material as approved by the Board in 2022.

MOTION BVW 0223-004

Director Hugh Pettigrew moved to amend the 2023 budget to;

- a) Increase expense line 8860 (Capital Assets Acquired) of the 2023 budget by \$325,000, and
- b) Increase line 7510 (transfer from Capital) of the 2023 budget by \$325,000

CARRIED UNANIMOUSLY

c) Staff report – FCRL staffing review

Administration presented the staff report on the FCRL staffing review. The staff report is to provide the Board with an overview of the Commission's current, and upcoming staff vacancies.

MOTION BVW 0223-005

Director Jen Smith moved to receive the staff report on the FCRL staffing review as information.

CARRIED UNANIMOUSLY

1. The first step in the process is to identify the problem.

None

2. The next step is to define the problem.

3. The third step is to analyze the problem.

The first step in the process is to identify the problem. This involves recognizing the symptoms and signs of the problem and determining the scope of the problem. The next step is to define the problem. This involves identifying the specific aspects of the problem that need to be addressed. The third step is to analyze the problem. This involves identifying the causes of the problem and determining the best way to address them.

4. The fourth step is to develop a plan.

The fourth step is to develop a plan. This involves identifying the resources that will be needed to address the problem and determining the best way to use those resources. The fifth step is to implement the plan. This involves putting the plan into action and monitoring the progress of the project.

5. The fifth step is to implement the plan.

The fifth step is to implement the plan. This involves putting the plan into action and monitoring the progress of the project. The sixth step is to evaluate the results. This involves comparing the actual results of the project to the expected results and determining the reasons for any differences.

6. The sixth step is to evaluate the results.

The sixth step is to evaluate the results. This involves comparing the actual results of the project to the expected results and determining the reasons for any differences. The seventh step is to report on the results. This involves communicating the results of the project to the relevant stakeholders.

7. The seventh step is to report on the results.

8. The eighth step is to report on the results.

The eighth step is to report on the results. This involves communicating the results of the project to the relevant stakeholders. The ninth step is to conclude the project. This involves finalizing all project activities and ensuring that all project goals have been met.

9. The ninth step is to conclude the project.

The ninth step is to conclude the project. This involves finalizing all project activities and ensuring that all project goals have been met. The tenth step is to reflect on the project. This involves thinking about what was learned from the project and how it can be applied to future projects.

10. The tenth step is to reflect on the project.

7. Member Municipality Updates

Town of Banff

The WRTS sort-line is up and running as of February 15th, 2023, after suffering a major breakdown on December 27, 2022. They have decided to refurbish the machines instead of replacing them and will be putting together a proposal to the Commission for funding refurbishment of the sort-line and bailer.

Town of Canmore

Simon Robins from the Town of Canmore is part of an EPR working group. ARMA plans to set the new bylaws by the spring and will be reaching out to the municipalities in the fall to see who will be participating in the new program.

MD of Bighorn

After 22 years, the land swap agreement between the MD of Bighorn and the Province is with the land title department and should be finalized in the next couple of months.

8. Questions of Administration and Commission

What is the next step for the development of the North Section of the landfill?

Administration is waiting for approval from AEP for the new design/development plans for the North Section of the land. Once Administration receives approval the land will be stripped and excavated.

- Director Hugh Pettigrew left the meeting at 3:01 pm.

9. Correspondence/Information

- January sector reports
- January action log
- Regional Co-ordinator retirement letter 310123
- SWANA 2023 conference details

MOTION BVW 0223-006

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

10. Next Meeting

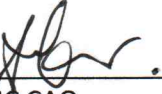
Next Board Meeting is set for 16th March 2023 at 2:00 pm.

MOTION BVW 0223-007

Director Jen Smith moved to adjourn the meeting at 3:07 pm.

CARRIED UNANIMOUSLY

The 16th February 2023 meeting minutes have been adopted as presented on:



BVWMC CAO

29th MARCH 2023
Date



BVWMC Chairperson

APRIL 4/23
Date

CONFIDENTIAL - SECURITY INFORMATION

DATE: 11/11/93

BY: [Signature]

DATE: 11/11/93

BY: [Signature]

11/11/93