



APPROVED BOARD MEETING MINUTES

Time/Date: 2:00 pm 16th March 2023
Location: Coast Hotel, Squirrel meeting room, 511 Bow Valley Trail, Canmore

In Attendance:

Director	Hugh Pettigrew
Director	Jen Smith
Director	Jeff Mah
Director	Alice James

BVWMC:

CAO	Andrew Calder
Recording Secretary	Liz Boak

Other:

Bookkeeper	Kimber Amping
Town of Canmore	Simon Robins
MD of Bighorn	Bill Luka
Rocky Mountain Outlook	Greg Colgan

Regrets:

Chairperson	Grant Canning
Vice Chairperson	Karen Marra

Due to the absence of Chairperson Grant Canning and Vice Chairperson Karen Marra, Director Hugh Pettigrew was asked to chair the 16th March 2023 Board meeting.

1. Call to Order

Acting Chairperson Hugh Pettigrew called the meeting to order at 2:04 pm.

2. Additions/Changes to Agenda

MOTION BVW 0323-001

Director Jen Smith moved to adopt the 16th March 2023 agenda as presented.

CARRIED UNANIMOUSLY

3. Adoption of Minutes

a) 16th February 2023 Board meeting

MOTION BVW 0323-002

Director Alice James moved to approve the minutes of the 16th February 2023 Board meeting as amended:

- Change: Direct or to Director on page 3, section 8. Questions of Administration.

CARRIED UNANIMOUSLY

 
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4. Delegations/Presentations

None

5. Business arising from the minutes

None

6. New business

a) February Financial Update

The February financial reports were presented per the information provided in the agenda package. Year to date (2 month) ending February 28, 2023, represent 16.67% of annual linear budget. Total revenue is at 17.61% of the annual budget and 109.22% more than prior year. Total expenses are 9.55% of the annual budget and 10.34% more than prior year. Accounts receivable balance has increased by \$15,324.67 over prior month, which includes receivables of interest on overdue accounts. 5% of accounts receivable are older than 60 days. Interest on overdue balances over 90 days is being charged on a monthly basis.

MOTION BVW 0323-003

Director Jeff Mah moved to receive the February 2023 financial report as information.

CARRIED UNANIMOUSLY

b) Staff report – 2022 financial audit

Administration presented the staff report on the 2022 financial audit. Administration updated the Board on the progress of the 2022 financial audit and provided a route map to Board approval of the 2022 financial statements in time for the 1st May 2023 submission deadline.

MOTION BVW 0323-004

Director Jen Smith moved to receive the staff report on the 2022 financial audit as information with the following amendment:

- Change: Friday 20th April – Friday 31st April to Friday 21st April – Friday 28th April.

CARRIED UNANIMOUSLY

7. Member Municipality Updates

None

8. Questions of Administration and Commission

Director Jen Smith asked Administration, who pays the SAEWA memberships dues for the Member Municipalities?

- The Commission pays the membership dues for the region; MD of Bighorn, Canmore and Banff. The dues are paid on a per capita basis. Administration will look into whether the Municipalities pay membership dues on top of the dues the Commission already pays. Administration is also to inquire about who has voting ability.

9. Correspondence/Information

- a) February sector reports
- b) February action log
- c) SAEWA press release 300123
- d) SAEWA road map 2023 forward 270223

MOTION BVW 0323-005

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

CARRIED UNANIMOUSLY

MOTION BVW 0323-006

Acting Chairperson Hugh Pettigrew moves to have Administration invite SAEWA's Vice Chairperson Paul Ryan to update the Board on SAEWA and speak to SAEWA's recent press release and road map at the April or May 2023 Board meeting.

CARRIED UNANIMOUSLY

10. Next Meeting

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

MOTION BVW 0323-007

Director Jen Smith moved to adjourn the meeting at 2:50 pm.

CARRIED UNANIMOUSLY

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



BVWMC CAO

24th July 2023

Date



BVWMC Chairperson

24/7/23

Date