

APPROVED BOARD MEETING MINUTES

Time/Date: 2:00 pm 18th May 2023
Location: Coast Hotel, Caribou meeting room, 511 Bow Valley Trail, Canmore

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

1. Call to Order

Chairperson Grant Canning called the meeting to order at 2:03 pm.

2. Additions/Changes to Agenda

MOTION BVW 0523-001

Vice Chairperson Karen Marra moved to adopt the 18th May 2023 agenda as amended.

- Add: 4 c) Future Delegations
- Add: 6 c) HR Committee Update
- Add: 10 a) Meeting Date Change

CARRIED UNANIMOUSLY

Director Alice James arrived at 2:22pm

3. Adoption of Minutes

- a) 20th April 2023 Board meeting

MOTION BVW 0523-002

Director Jeff Mah moved to approve the minutes of the 20th April 2023 Board meeting as presented.

CARRIED UNANIMOUSLY

4. Delegations/Presentations

- a) SAEWA update – Paul Ryan

SAEWA's Vice Chairperson and project lead Paul Ryan updated the Board on SAEWA. The presentation provided the Board with an update to the project developments and SAEWA's path forward. SAEWA has selected Hitachi Zosen Inova (HZI) as its energy-from-waste partner to help implement the vision of an energy-from-waste facility in southern Alberta. SAEWA's primary goals for development of an energy from waste facility are to reduce southern Alberta's long-term reliance on landfill disposal; to process non-recyclable solid waste from SAEWA communities and potentially private sector customers; to reduce greenhouse gas emissions from solid waste management and to produce electricity, heat energy and potentially additional by-products for commercial sale.

MOTION BVW 0523-003

Director Hugh Pettigrew moved to receive the SAEWA presentation as information.

CARRIED UNANIMOUSLY

- b) FCRL engineering overview – Klas Ohman and Associated Engineering team

Associated Engineering updated the Board on the future development plans for the FCRL. They presented 3D drawings to give the Board a better idea of what the site will look like as the north side of the landfill is developed and the south side is closed.

- c) Future Delegations

Director Hugh Pettigrew asked the Board if it is possible to invite delegates to come and speak to the Board about green energy; solar and wind. Administration will reach out to Joey O'Brien about speaking to the Board on the possibility of green energy at the FCRL once it is closed.

5. Business arising from the minutes

None

6. New business

- a) April Financial Update

The April financial reports were presented per the information provided in the agenda package. Year to date (4 month) ending April 30, 2023, represent 33.34% of annual linear budget. Total revenue is at 37.34% of the annual budget and 15.42% more than prior year. Total expenses are 23.21% of the annual budget and 6.53% more than prior year. Accounts receivable balance has decreased by \$9,314.94 over prior month, which includes receivables of interest on

overdue accounts. 16% of accounts receivable are older than 60 days. Interest on overdue balances over 90 days is being charged on a monthly basis.

MOTION BVW 0523-004

Vice Chairperson Karen Marra moved to receive the April 2023 financial report as information.

CARRIED UNANIMOUSLY

b) Staff report – 2022 capital reserve allocations

Administration presented the staff report on the 2022 year end capital reserve allocations to the Board. Annually the Commission must record internal capital transactions to account for an annual adjustment to capital reserves. Now that the 2022 financial statements have been approved and submitted, the amount which is to be added to capital reserves is confirmed. Administration recommends the Board approve a final record of the 2022 internal capital reserve transactions, required to account for capital expenditures and allocations following closure of the 2022 financial year.

MOTION BVW 0523-005

Director Alice James moves to approve the attached year end 2022 capital reserve statements as presented.

CARRIED UNANIMOUSLY

c) HR Committee update

The HR Committee verbally updated the Board on the CAO review. The Committee would like to have the CAO review completed by the June 2023 Board meeting. The Committee is in the process of making a policy and formal process for the CAO review and they hope to have it completed by October 2023.

7. Member Municipality Updates

The MD of Bighorn has just started their first Spring large item drop off at the MD's seven transfer stations. They have also just ordered new plastic recycling bins for the transfer stations.

8. Questions of Administration and Commission

None

9. Correspondence/Information

- a) April sector reports
- b) April action log
- c) Letter to Town of Banff in support of municipal appointment of SAEWA representative 270423
- d) Alberta CARE conference details September 6th – 8th, 2023

MOTION BVW 0523-006

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

CARRIED UNANIMOUSLY

10. Next Meeting

Next Board Meeting is set for 15th June 2023 at 2:00 pm.

a) Meeting date change

Several Directors are unable to attend the June 2023 Board meeting. Administration is to e-mail the Board regarding their availability in June.

MOTION BVW 0523-007

Director Hugh Pettigrew moved to adjourn the meeting at 3:51 pm.

CARRIED UNANIMOUSLY

The 18th May 2023 meeting minutes have been adopted as presented on:



BVWMC CAO

24th July 2023

Date



BVWMC Chairperson

24/7/23

Date