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**APPROVED BOARD MEETING MINUTES**

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**Time/Date:** 2:00 pm 20<sup>th</sup> April 2023  
**Location:** Coast Hotel, Wolverine meeting room, 511 Bow Valley Trail, Canmore

<b>In Attendance:</b>	Chairperson	Grant Canning
	Vice Chairperson	Karen Marra
	Director	Hugh Pettigrew
	Director	Jen Smith
	Director	Jeff Mah

<b>BVWMC:</b>	CAO	Andrew Calder
	Recording Secretary	Liz Boak

<b>Other:</b>	Bookkeeper	Kimber Amping
	Town of Banff	Chris Marvel
	Rocky Mountain Outlook	Greg Colgan

<b>Regrets:</b>	Director	Alice James
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**1. Call to Order**

Chairperson Grant Canning called the meeting to order at 2:01 pm.

**2. Additions/Changes to Agenda**

**MOTION BVW 0423-001**

Director Karen Marra moved to adopt the 20<sup>th</sup> April 2023 agenda as presented.

CARRIED UNANIMOUSLY

**3. Adoption of Minutes**

a) 16<sup>th</sup> March 2023 Board meeting

**MOTION BVW 0423-002**

Director Jeff Mah moved to approve the minutes of the 16<sup>th</sup> March 2023 Board meeting as presented.

CARRIED UNANIMOUSLY

**4. Delegations/Presentations**

None

## 5. Business arising from the minutes

None

## 6. New business

### a) March Financial Update

The March financial reports were presented per the information provided in the agenda package. Year to date (3 month) ending March 31, 2023, represent 25% of annual linear budget. Total revenue is at 29.26% of the annual budget and 46.27% more than prior year. Total expenses are 18.13% of the annual budget and 25.35% more than prior year. Accounts receivable balance has increased by \$200,030.89 over prior month, which includes receivables of interest on overdue accounts. 3% of accounts receivable are older than 60 days. Interest on overdue balances over 90 days is being charged on a monthly basis.

### **MOTION BVW 0423-003**

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

CARRIED UNANIMOUSLY

### b) Staff report – 2022 audited financial statements

Administration presented the staff report on the 2022 audited financial statements. Enns and Company have been working on the statements for several months and have now prepared a draft of the 2022 audited financial statements for Board review and approval. The Auditors walked the Board through the draft statements and pointed out any changes or adjustments that were made.

### **MOTION BVW 0423-004**

Director Karen Marra moved to approve the 2022 financial statements as presented and have Administration submit the required documentation to the Alberta Government in time to meet the 1<sup>st</sup> May deadline.

CARRIED UNANIMOUSLY

### c) Staff report- Deferred ATB investments

Administration presented the staff report – Deferred ATB investments. The staff report is to update the Board on the planned investment of funds that was approved by the Board in November 2022 but was partially deferred due to the significant expense of purchasing the plastic liner for the lime cell. Now that the liner purchase has cleared the Commission's operating account, Administration contacted ATB investments advisor Jeremy King for advice on investment of the final \$300,000 of the November 2022 authorization.

### **MOTION BVW 0423-005**

Director Jen Smith moved to receive the staff report – Deferred ATB investments as information.

CARRIED UNANIMOUSLY

### d) Staff report – Asphalt shingles recycling program update

Administration presented the staff report- Asphalt shingles recycling program update. The staff report is to inform the Board on the planned reboot of the recycling program for asphalt roofing shingles and request a budget amendment to fund processing costs for the renewed program. The original plan for 2023 was to landfill the shingles and the current operating budget does not contain any budget for asphalt shingles processing expenses. If the program is to be

reinstated, there will be a cost to load and haul shingles to Calgary, and a tipping fee for those materials at the receiving site. Administration recommends that the Board pass a motion to approve a budget of \$60,000 for asphalt shingle processing expenses in 2023.

**MOTION BVW 0423-006**

Director Hugh Pettigrew moved to approve a budget of \$60,000 for asphalt shingle processing expenses in 2023.  
CARRIED UNANIMOUSLY

**7. Member Municipality Updates**

None

**8. Questions of Administration and Commission**

None

**9. Correspondence/Information**

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

**MOTION BVW 0423-007**

Director Jen Smith moved to receive section 9. a) – b) as information.  
CARRIED UNANIMOUSLY


**10. Next Meeting**

Next Board Meeting is set for 18<sup>th</sup> May 2023 at 2:00 pm.

**MOTION BVW 0423-008**

Director Jeff Mah moved to adjourn the meeting at 3:04 pm.  
CARRIED UNANIMOUSLY

The 20<sup>th</sup> April 2023 meeting minutes have been adopted as presented on:

  
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BVWMC CAO

24<sup>th</sup> July 2023  
Date

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

24/7/23  
Date