
APPROVED BOARD MEETING MINUTES

Time/Date: 2:00 pm 17th August 2023
Location: Video Conferencing via Zoom Chat

In Attendance:

Chairperson	Grant Canning
Vice Chairperson	Karen Marra
Director	Hugh Pettigrew
Director	Alice James
Director	Jen Smith

BVWMC:

CAO	Andrew Calder
Recording Secretary	Liz Boak

Other:

Bookkeeper	Kimber Amping
Town of Banff	Chris Marvel
Town of Canmore	Simon Robins
MD of Bighorn	Bill Luka

Regrets:

Director	Jeff Mah
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1. Call to Order

Chairperson Grant Canning called the meeting to order at 2:05 pm.

2. Additions/Changes to Agenda

MOTION BVW 0823-001

Director Jen Smith moved to adopt the 17th August 2023 agenda with the following addition:

- 6 b) Strategic Planning
- 6 c) SAEWA update

CARRIED UNANIMOUSLY

3. Adoption of Minutes

- a) 15th June 2023 Board meeting

MOTION BVW 0823-002

Vice Chairperson Karen Marra moved to approve the minutes of the 15th June 2023 Board meeting as presented.

CARRIED UNANIMOUSLY

4. Delegations/Presentations

None

5. Business arising from the minutes

None

6. New business

a) July Financial Update

The July financial reports were presented per the information provided in the agenda package. Year to date (7 month) ending July 31, 2023, represents 58.34% of annual linear budget. Total revenue is 76.98% of the annual budget and 9.25% more than prior year. Total expenses are 45.78% of the annual budget and 1.36% less than prior year. Accounts receivable balance has decreased by \$31,969.62 over prior month, which includes receivables of interest on overdue accounts. 20% 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 0823-003

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

CARRIED UNANIMOUSLY

b) Strategic Planning

Administration is trying to finalize a date for the 2023 Fall Strategic Planning Session. The Doodle Poll has been extended to August 23, 2023, for Directors who have not responded yet. Directors who are having technical difficulties with the Doodle Poll please email your availability to Administration.

c) SAEWA update

Director Hugh Pettigrew updated the Board on SAEWA. SAEWA is looking at changing their bylaws to give Regional Service Commission's a vote.

7. Member Municipality Updates

Town of Banff had another breakdown on their sort line. It is up and running but is still making noises. TOB has listed an RFP for a new sort line.

Simon Robins from the Town of Canmore has been part of the ERP working group. The new bylaws for ERP are in draft form. If Municipalities intend to register, they will have to register as processors and producers. Registration will be October – December 2023.

8. Questions of Administration and Commission

Administration is to add October 2023 Board meeting date to the September 2023 Board meeting agenda.

9. Correspondence/Information

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

MOTION BVW 0823-004

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

CARRIED UNANIMOUSLY

11. Next Meeting

Next Board Meeting is set for 21st September 2023 at 2:00 pm.

MOTION BVW 0823-005

Director Hugh Pettigrew moved to adjourn the meeting at 2:46 pm.

CARRIED UNANIMOUSLY

The 17th August 2023 meeting minutes have been adopted as presented on:



BVWMC CAO

27th September 2023
Date



BVWMC Chairperson

SEPT. 28/23
Date