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**APPROVED BOARD MEETING MINUTES**

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**Time/Date:** 3:20 pm 16<sup>th</sup> November 2023

**Location:** Canmore Recreation Centre, Multipurpose Room #115, 1900 8<sup>th</sup> Avenue, Canmore, AB, T1W 1Y2

**In Attendance:**

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

**BVWMC:**

CAO	Andrew Calder
Recording Secretary	Liz Boak

**Other:**

Book Keeper	Kimber Amping
Town of Banff	Chris Marvel
MD of Bighorn	Bill Luka
Rocky Mountain Outlook	Greg Colgan

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**1. Call to Order**

Chairperson Karen Marra called the meeting to order at 3:20 pm.

**2. Additions/Changes to Agenda**

**MOTION BVW 1123-007**

Director Jeff Mah moved to adopt the 16<sup>th</sup> November 2023 agenda as presented.

CARRIED UNANIMOUSLY

**3. Adoption of Minutes**

a) 25<sup>th</sup> October 2023 Board meeting

**MOTION BVW 1123-008**

Vice Chairperson Jen Smith moved to approve the minutes of the 25<sup>th</sup> October 2023 Board meeting as presented.

CARRIED UNANIMOUSLY

**4. Delegations/Presentations**

None

**5. Business arising from the minutes**

None

**6. New business**

a) October Financial Update

The October financial reports were presented per the information provided in the agenda package. Year to date (10 month) ending October 31, 2023, represents 83.33% of annual linear budget. Total revenue is 109.35% of the annual budget and 9.34% more than prior year. Total expenses are 64.15% of the annual budget and 3.70% more than prior year. Accounts receivable balance has decreased by \$68,085.53 over prior month, which includes receivables of interest on overdue accounts. 38% 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 1123-009**

Director Hugh Pettigrew moved to receive the October 2023 financial report as information.

CARRIED UNANIMOUSLY

Kimber Amping left the Board meeting at 3:50 pm

b) Staff report – Draft 2024 Budget

Administration presented the staff report - draft 2024 operating and capital budget to the Board to provide them with the first draft of the 2024 operating and capital budget for consideration or approval. Ideally an annual budget should be completed and approved by the Bard by year-end. The Commission must approve a balanced budget, with any operating deficit to be funded through transfers from the Commission's capital reserves.

**MOTION BVW 1123-010**

Director Hugh Pettigrew moved to have Administration bring a staff report to the Board in the first quarter with the industry standards for salary/wages and compare them to the Commission's salary/wages.

CARRIED UNANIMOUSLY

**MOTION BVW 1123-011**

Director Alice James moved to approve the 2024 operating and capital budget as presented.

CARRIED UNANIMOUSLY

**7. Member Municipality Updates**

The Town of Banff has almost completed the final stage of the solar ray project for the WRTS. The solar ray covers the entire roof of the WRTS.

TOB has completed their registration for the Extended Producer Responsibility Programs (EPR) program as a producer and processor.

The MD of Bighorn completed the trial Fall large item drop off program. Bins were placed at seven of their transfer stations located throughout the MD for residents to place their large items in. The trial program was well received by residents.

The MD of Bighorn has completed the registration process for the Extended Producer Responsibility Programs (EPR) as a producer and processor.

### 8. Questions of Administration and Commission

Administration will bring a staff report to the Board on the WMAP funding process in the new year.

### 9. Correspondence/Information

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

#### MOTION BVW 1123-012

Vice Chairperson Jen Smith moved to receive section 9. a) October sector reports as information.

CARRIED UNANIMOUSLY

#### MOTION BVW 1123-013

Director Jeff Mah moved to receive section 9. b) October action log as amended.

- Remove: COLA increase formula

CARRIED UNANIMOUSLY

### 10. Next Meeting

Next Board Meeting is set for 21<sup>st</sup> December 2023 at 2:00 pm.

#### MOTION BVW 1123-014

Vice Chairperson Jen Smith moved to adjourn the meeting at 4:10 pm.

CARRIED UNANIMOUSLY

The 16<sup>th</sup> November 2023 meeting minutes have been adopted as presented on:

  
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BVWMC CAO

21<sup>st</sup> December 2023  
\_\_\_\_\_  
Date

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

21 December 2023  
\_\_\_\_\_  
Date