
APPROVED ORGANISATIONAL BOARD MEETING MINUTES

Time/Date: 3:00 pm 16th November 2023

Location: Canmore Recreation Centre, Multipurpose Room #115, 1900 8th Avenue, Canmore, AB, T1W 1Y2

In Attendance:

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

BVWMC:

CAO	Andrew Calder
Recording Secretary	Elizabeth Boak

Other:

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

1. Call to Order

Chairperson Grant Canning called the meeting to order at 3:04 pm.

2. Additions to Agenda/Adoption of Agenda

MOTION BVW1123-001

Director Jeff Mah moved to adopt the 16th November Organisational meeting agenda as presented.

CARRIED UNANIMOUSLY

3. Chairperson turns over meeting to BVWMC CAO

Chairperson Grant Canning turned the Chairperson position over to CAO Andrew Calder to call for nominations.

4. Selection of Chairperson

a) Nominations, Call to Vote, Motion

- i. Nominations for Chairperson were called, Karen Marra was nominated by Director Jen Smith. Director Karen Marra accepts the nomination.

- ii. Nominations for Chairperson were called a second time, no other nominations were made for Chairperson.
- iii. Karen Marra is appointed as Chairperson. CAO handed the meeting over to Karen Marra.

4. Selection of Vice-Chairperson

a) Nominations, Call to Vote, Motion

- i. Nominations for Vice-Chairperson were called, Jen Smith was nominated by Director Jeff Mah. Jen Smith accepts the nomination.
- ii. Nominations for Vice-Chairperson were called a second time, no other nominations were made for Vice-Chairperson.
- iii. Jen Smith is appointed as Vice-Chairperson.

5. Schedule of meetings

MOTION BVW1123-002

Vice Chairperson Jen Smith moved to continue to have the Bow Valley Waste Management Commission Board meetings the third Thursday of every month at 2:00pm.

CARRIED UNANIMOUSLY

6. Selection of Directors for the Human Resources and Audit Committee

The Human Resource Committee members are set as Jen Smith, Grant Canning and Jeff Mah.

MOTION BVW1123-003

The Board appointed Jen Smith as Chairperson of the Human Resource Committee.

CARRIED UNANIMOUSLY

The Audit Committee members are set as Karen Marra, Hugh Pettigrew and Alice James.

MOTION BVW1123-004

The Board appointed Karen Marra as the Chairperson of the Audit Committee.

CARRIED UNANIMOUSLY

7. Appointment financial auditor

MOTION BVW1123-005

Director Jeff Mah moved to appoint Enns and Company to complete the Bow Valley Waste Management Commission's audit of the 2023 financial year.

CARRIED UNANIMOUSLY

Chairperson Karen Marra thanked Director Grant Canning for his time and dedication over the last two years as Chairperson.

MOTION BVW1123-006

Director Jen Smith moved to adjourn the meeting at 3:19 pm

CARRIED UNANIMOUSLY

The 16th November 2023 Organisational Board Meeting minutes have been adopted as presented on:



BVWMC CAO

21st December 2023
Date



BVWMC Chairperson

21 December 2023
Date