
APPROVED BOARD MEETING MINUTES

Time/Date: 2:00pm pm 21st December 2023

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

In Attendance:	Chairperson	Karen Marra
	Director	Grant Canning
	Director	Hugh Pettigrew
	Director	Alice James
BVWMC:	CAO	Andrew Calder
	Recording Secretary	Liz Boak
Other:	Book Keeper	Kimber Amping
	MD of Bighorn	Bill Luka
Regrets:	Vice Chairperson	Jen Smith
	Director	Jeff Mah

1. Call to Order

Chairperson Karen Marra called the meeting to order at 2:08 pm.

2. Additions/Changes to Agenda

MOTION BVW 1223-001

Director Grant Canning moved to adopt the 21st December 2023 agenda as presented.

CARRIED UNANIMOUSLY

3. Adoption of Minutes

- a) 16th November 2023 Board meeting
- b) 16th November 2023 Board Organisational meeting

MOTION BVW 1223-002

Director Alice James moved to approve the minutes of the 16th November 2023 Board meeting and 16th November Board Organisational meeting as presented.

CARRIED UNANIMOUSLY

4. Delegations/Presentations

None

5. Business arising from the minutes

None

6. New business

- a) November Financial Update

The November financial reports were presented per the information provided in the agenda package. Year to date (11 month) ending November 30, 2023, represents 91.67% of annual linear budget. Total revenue is 116.98% of the annual budget and 11.08% more than prior year. Total expenses are 75.34% of the annual budget and 11.79% more than prior year. Accounts receivable balance has decreased by \$71,786.23 over prior month, which includes receivables of interest on overdue accounts. 32% 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 1223-003

Director Grant Canning moved to receive the November 2023 financial report as information.

CARRIED UNANIMOUSLY

- b) Staff report – Proposed 2024 FCRL rates

Administration presented the staff report – proposed 2024 FCRL rates to the Board. The staff report outlines the recommended changes to the Francis Cooke Regional Landfill (FCRL) rates for 2024. Administration suggests that the Commission continues to support local business and generally maintain local waste disposal costs at current rates for the year to come. The exceptions being clean cover and pressure treated wood. Administration proposes a \$2/tonne increase, \$24.00/tonne to \$26.00/tonne for clean cover. This is in line with a previously discussed and Board approved strategy of gradually raising clean cover rates to approximately \$30/tonne. Administration also proposes to increase pressure treated wood to \$280/tonne (or \$50/unit for smaller amounts) since the current rate does not quite meet expenses.

MOTION BVW 1223-004

Director Alice James moved to approve the proposed 2024 FCRL rates and amend Schedule "A" of the Bow Valley Waste Management Commission Rate Bylaw No. 1 to reflect the proposed 2024 rates in their entirety as presented in the staff report.

CARRIED UNANIMOUSLY

MOTION BVW 1223-005

Director Hugh Pettigrew moved to have Administration bring back a staff report to the Board in Q1 outlining the annual rate review options to amend/increase Schedule "A" of the Bow Valley Waste Management Commission Rate Bylaw No. 1.

CARRIED UNANIMOUSLY

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c) Staff report – 2024 budget amendment

Administration presented the staff report – 2024 operating budget amendment to the Board. Following approval of the 2024 operating budget an error in the Excel template was identified. Expense lines 9004 and 9005 were new additions to the budget after their introduction mid-way 2023 and were not correctly totaled in the template used for the 2024 budget. After correcting the error, the 2024 budget shows a deficit of just over \$110,000. As the Commission must approve a balanced budget, the 2024 budget must be amended to increase revenues to offset the deficit. Administration requests an increase of \$115,000 to line 7510 (Transfer from Capital Revenue) of the Commission's 2024 operating budget, to record a new total of \$1,815,000.

MOTION BVW 1223-006

Director Grant Canning moved to approve an increase of \$115,000 to line 7510 (Transfer from Capital Revenue) of the Commission's 2024 operating budget, to record a new total of \$1,815,000

CARRIED UNANIMOUSLY

7. Member Municipality Updates

The MD of Bighorn has officially registered for the Extended Producer Responsibility Programs (EPR) as a producer and processor. The MD would like to thank the Commission and the Town of Canmore for informing them about the registration deadline.

8. Questions of Administration and Commission

None

9. Correspondence/Information

- a) November sector reports
- b) November action log
- c) SAEWA year end report and talking points 111223

MOTION BVW 1223-007

Director Hugh Pettigrew moved to receive section 9. a) - c) as information.

CARRIED UNANIMOUSLY

10. Next Meeting


Next Board Meeting is set for 18th January 2024 at 2:30 pm.

MOTION BVW 1223-008

Director Grant Canning moved to adjourn the meeting at 3:13 pm.

CARRIED UNANIMOUSLY

The 21st December 2023 meeting minutes have been adopted as presented on:


BVWMC CAO

1st FEBRUARY 2024
Date


BVWMC Chairperson

Feb. 1 / 2024
Date