
APPROVED BOARD MEETING MINUTES

Time/Date: 3:00 pm 25th October 2023

Location: Canmore Recreation Centre, Multipurpose Room #200, 1900 8th Avenue, Canmore, AB, T1W 1Y2

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

BVWMC:	CAO	Andrew Calder
	Recording Secretary	Liz Boak

Other:	Book Keeper	Kimber Amping
	Town of Canmore	Simon Robins
	Sustain Driven	Joey O'Brien

Regrets:	Director	Alice James
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1. Call to Order

Chairperson Grant Canning called the meeting to order at 3:07 pm.

2. Additions/Changes to Agenda

MOTION BVW 1023-001

Director Jen Smith moved to adopt the 25th October 2023 agenda as presented.

CARRIED UNANIMOUSLY

3. Adoption of Minutes

a) 21st September 2023 Board meeting

MOTION BVW 1023-002

Director Jeff Mah moved to approve the minutes of the 21st September 2023 Board meeting as presented.

CARRIED UNANIMOUSLY

4. Delegations/Presentations

- a) Joey O'Brien – Sustain Driven

Joey O'Brien from Sustain Driven presented to the Board some ideas for lengthening the physical and operational footprint of the Francis Cooke Regional Landfill for the benefit of citizens of the Bow Valley.

Kimber Amping arrived at 3:27pm

5. Business arising from the minutes

None

6. New business

- a) September Financial Update

The September financial reports were presented per the information provided in the agenda package. Year to date (9 month) ending September 30, 2023, represents 75% of annual linear budget. Total revenue is 99.06% of the annual budget and 10.06% more than prior year. Total expenses are 59.72% of the annual budget and 3.55% more than prior year. Accounts receivable balance has decreased by \$134,043.87 over prior month, which includes receivables of interest on overdue accounts. 24% 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 1023-003

Director Jeff Mah moved to receive the September 2023 financial report as information.

CARRIED UNANIMOUSLY

Kimber Amping left the Board meeting at 3:50 pm

- b) Staff report – Strategic Planning document updates

Administration presented the staff report – Strategic Planning document updates to the Board. The Commission held their annual strategic planning session on 28th September 2023. Administration has updated the strategic planning package with the recommendations made by the Board and included the summary notes from the session in the agenda package. Administration asked the Board to review the changes, request any further changes, and approve the 2023 package as presented, or otherwise amended.

MOTION BVW 1023-004

Vice Chairperson Karen Marra moved to approve the updated 2023 Strategic Planning Package as presented.

CARRIED UNANIMOUSLY

7. Member Municipality Updates

The MD of Bighorn just wrapped up their 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 also started the registration process for the Extended Producer Responsibility Programs (EPR) as a producer and processor.

Simon Robins from the Town of Canmore informed Administration that BVWMC could enroll in the EPR program as a processor since the FCRL takes the glass from the Town of Canmore, Town of Banff and the MD of Bighorn.

8. Questions of Administration and Commission

None

9. Correspondence/Information

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

MOTION BVW 1023-005

Director Hugh Pettigrew moved to receive section 9. a) – b) as information.

CARRIED UNANIMOUSLY

10. Next Meeting

Due to schedule conflicts the Board has agreed to reschedule the 16th November 2023 Board meeting from 2:00 pm to 3:00 pm. Administration is to update the meeting request to reflect the time change.


Next Board Meeting is set for 16th November 2023 at 3:00 pm.

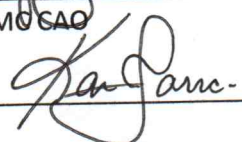
MOTION BVW 1023-006

Director Jen Smith moved to adjourn the meeting at 4:31 pm.

CARRIED UNANIMOUSLY

The 25th October 2023 meeting minutes have been adopted as presented on:




BVWMC CAO


Jen Smith

12th JANUARY 2024

Date
12 January/24



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BVWMC Chairperson

Date

