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**APPROVED BOARD MEETING MINUTES**

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**Time/Date:** 2:30pm 15<sup>th</sup> February 2024

**Location:** Fenlands Recreation Centre, Meeting Room #1, 100 Mt Norquay Road, Banff, Alberta, T1L 1C3

**In Attendance:**

Chairperson	Karen Marra
Vice Chairperson	Jen Smith
Director	Jeff Mah
Director	Hugh Pettigrew - Via Zoom conference call

**BVWMC:**

CAO	Andrew Calder
Recording Secretary	Liz Boak

**Other:**

Town of Banff	Chris Marvel
MD of Bighorn	Bill Luka

**Regrets:**

Director	Grant Canning
Director	Alice James
Bookkeeper	Kimber Amping

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**1. Call to Order**

Chairperson Karen Marra called the meeting to order at 2:30 pm.

**2. Additions/Changes to Agenda**

**MOTION BVW 0224-001**

Director Jeff Mah moved to adopt the 15<sup>th</sup> February 2024 agenda as presented.

CARRIED UNANIMOUSLY

**3. Adoption of Minutes**

a) 18<sup>th</sup> January 2024 Board meeting

**MOTION BVW 0224-002**

Vice Chairperson Jen Smith moved to approve the minutes of the 18<sup>th</sup> January 2024 Board meeting as presented.

CARRIED UNANIMOUSLY

#### 4. Delegations/Presentations

None

#### 5. Business arising from the minutes

None

#### 6. New business

##### a) January Financial Update

The January financial reports were presented per the information provided in the agenda package. Year to date (1 month) ending January 31, 2024, represents 8.33% of annual linear budget. Total revenue is 8.85% of the annual budget and 13.01% less than prior year. Total expenses are 4.22% of the annual budget and 10.32% less than prior year. Accounts receivable balance has decreased by \$3,144.19 over prior month, which includes receivables of interest on overdue accounts. 29% of accounts receivable are older than 60 days. Interest on overdue balances over 90 days is being charged on a monthly basis.

##### **MOTION BVW 0224-003**

Vice Chairperson Jen Smith moved to receive the January 2024 financial report as information.

CARRIED UNANIMOUSLY

##### b) Staff report - Regional funding request

Administration presented a staff report outlining the Town of Banff's request for funding to replace sort-line and baler, equipment originally funded through the Waste Management Assistance Program (WMAP) and fundamental to the operation of the West Regional Transfer Station (WRTS). In February 2024, a letter from the Town of Banff was received requesting that the Commission contribute to the capital cost of equipment replacement. The total cost of the project was budgeted at \$1.7 million and the Town of Banff has requested an allocation of up to \$634,918 from Commission reserves.

The Town of Banff posted an RFQ for the replacement of the WRTS equipment and received four bids, two of which were disqualified because they did not provide a complete package. Once a preferred contractor has been selected, the Town of Banff will provide the Commission with further detail.

##### **MOTION BVW 0224-004**

Vice Chairperson Jen Smith moved to approve an allocation of up to \$634,918 to part-fund capital costs for replacement of sort-line and baler equipment at the West Regional Transfer Station, with the member municipality to return to the Commission all funding provided over the following 8 years.

CARRIED UNANIMOUSLY

##### c) Staff report - ATB investment recommendation

Administration presented the staff report – ATB investment recommendation. The staff report provides the Board with the proposal provided by ATB financial advisor, Jeremy King, who recommends investment of a) \$385,000 from a GIC which matured in January 2024, and b) \$65,000 of cash currently held in an ATB high-interest saving account.

**MOTION BVW 0224-005**

Director Jeff Mah moved to authorize ATB to execute investment recommendation 1 as detailed in Attachment A of the Staff report- ATB investment recommendation.

CARRIED UNANIMOUSLY

d) Staff report – Heavy equipment purchase

Administration presented the staff report Heavy equipment purchase to the Board. The staff report updated the Board on the selection of a used tracked dozer for purchase by the Commission. Following advertisement of the opportunity, and assessment of all submissions, administration has chosen to accept an offer from Finning Canada to supply a used 2022 Caterpillar DS-LGP for a purchase price of \$516,400.

**MOTION BVW 0224-006**

Vice Chairperson Jen Smith moved to receive the staff report Heavy equipment purchase as information.

CARRIED UNANIMOUSLY

**7. Member Municipality Updates**

The Town of Banff has been busy with the RFQ for a new baler and sort line. The RFQ closed on February 12<sup>th</sup>, 2024 and administration is in the process of selecting the winning proponent to supply and install the required equipment for the WRTS.

**8. Questions of Administration and Commission**

None

**9. Correspondence/Information**

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

**MOTION BVW 0224-007**

Director Jeff Mah moved to receive section 9. a) - b) as information.

CARRIED UNANIMOUSLY

**10. Next Meeting**


Next Board Meeting is set for 21<sup>st</sup> March 2024 at 2:30 pm.

**MOTION BVW 0224-008**

Chairperson Karen Marra moved to adjourn the meeting at 2:58 pm.

CARRIED UNANIMOUSLY

The 15<sup>th</sup> February 2024 meeting minutes have been adopted as presented on:

  
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BVWMC CAO

11<sup>th</sup> APRIL 2024  
Date

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

April 11/24.  
Date