
APPROVED BOARD MEETING MINUTES

Time/Date: 2:00pm 16th May 2024

Location: Canadian Museum of Making meeting room, Jamieson Road, MD of Bighorn, Alberta

In Attendance:	Chairperson	Karen Marra
	Director	Jeff Mah
	Director	Alice James
	Director	Grant Canning
	Director	Hugh Pettigrew
BVWMC:	CAO	Andrew Calder
	Regional Coordinator	Andrew Cotterell
	Recording Secretary	Liz Boak
	Bookkeeper	Kimber Amping - Via Zoom conference call
Other:	ATB Financial Advisor	Jeremy King
Regrets:	Vice Chairperson	Jen Smith

1. Call to Order

Chairperson Karen Marra called the meeting to order at 2:17 pm

2. Additions/Changes to Agenda

MOTION BVW 0524-001

Director Grant Canning moved to adopt the 16th May 2024 agenda as presented.

CARRIED UNANIMOUSLY

3. Adoption of Minutes

a) 18th April 2024 Board meeting

MOTION BVW 0524-002

Director Alice James moved to approve the minutes of the 18th April 2024 Board meeting as presented.

CARRIED UNANIMOUSLY

4. Delegations/Presentations

None

5. Business arising from the minutes

None

6. New business

a) April Financial Update

The April financial reports were presented per the information provided in the agenda package. Year to date (4 months) ending April 30, 2024, represents 33% of annual linear budget. Total revenue is 46.26% of the annual budget and 21.48% more than prior year. Total expenses are 20.33% of the annual budget and 9.68% less than prior year. Accounts receivable balance has increased by \$235,470.90 over prior month, which includes receivables of interest on overdue accounts. 14% of accounts receivable are older than 60 days. Interest on overdue balances over 90 days is being charged on a monthly basis.

MOTION BVW 0524-003

Director Jeff Mah moved to receive the April 2024 financial report as information.

CARRIED UNANIMOUSLY

b) Staff report – ATB investments (with presentation from Jeremy King)

ATB representative Jeremy King first presented a general overview of the current investment environment and the Commission's portfolio and strategy. ATB provided an investment recommendation for the Board to consider as detailed in Attachment A of the staff report.

MOTION BVW 0524-004

Director Hugh Pettigrew moved to authorize ATB to execute investment recommendation 1 as detailed in Attachment A of the staff report – ATB investment recommendations.

CARRIED UNANIMOUSLY

c) HR Committee

Director Grant Canning verbally updated the Board on the HR Committee. The HR Committee met in April regarding the CAO review. Director Canning is in the process of gathering all the information on the CAO's contract and past reviews, as well as Roam Transit and BV Housing CAO review process. He will put together a new process, and the Committee will meet in June to go over everything.

d) Audit Committee

Chairperson Karen Marra verbally updated the Board on the Audit Committee. The Audit Committee had to postpone the May 8th, 2024 meeting due to scheduling conflicts. The meeting has been rescheduled to June 12, 2024. The Audit Committee will be going over the terms of reference for the committee and start looking at the closure/post closure liability.

7. Member Municipality Updates

None

8. Questions of Administration and Commission

None

9. Correspondence/Information

- a) April sector reports
- b) April action log
- c) ATB investment presentation slide deck

MOTION BVW 0524-005

Director Grant Canning moved to receive section 9. a) - c) as information.

CARRIED UNANIMOUSLY

10. Next Meeting


Next Board Meeting is set for 20th June 2024 at 2:00 pm.

MOTION BVW 0524-006

Chairperson Karen Marra moved to adjourn the meeting at 3:15 pm.

CARRIED UNANIMOUSLY

The 16th May 2024 meeting minutes have been adopted as presented on:



 BVWMC CAO

27th JUNE 2024

 Date



 BVWMC Chairperson

June 27/2024

 Date