
APPROVED BOARD MEETING MINUTES

Time/Date: 2:00pm 18th April 2024
Location: Francis Cooke Regional Landfill, BVWMC Boardroom, Exshaw

In Attendance:	Chairperson	Karen Marra
	Vice Chairperson	Jen Smith
	Director	Jeff Mah
	Director	Alice James
	Director	Grant Canning
BVWMC:	CAO	Andrew Calder
	Recording Secretary	Liz Boak
	Bookkeeper	Kimber Amping - Via Zoom conference call
Other:	Town of Banff	Chris Marvel
	Town of Canmore	Simon Robins
	Enns and Company	Bill Enns - Via Zoom conference call
	Enns and Company	Kristy Fisher - Via Zoom conference call
	Enns and Company	Natasha Costa - Via Zoom conference call
Regrets:	Director	Hugh Pettigrew

1. Call to Order

Chairperson Karen Marra called the meeting to order at 2:02 pm

2. Additions/Changes to Agenda

MOTION BVW 0424-001

Director Alice James moved to adopt the 18th April 2024 agenda as presented.

CARRIED UNANIMOUSLY

3. Adoption of Minutes

a) 21st March 2024 Board meeting

MOTION BVW 0424-002

Vice Chairperson Jen Smith moved to approve the minutes of the 21st March 2024 Board meeting as presented.

CARRIED UNANIMOUSLY

4. Delegations/Presentations

None

5. Business arising from the minutes

None

6. New business

a) March Financial Update

The March financial reports were presented per the information provided in the agenda package. Year to date (3 month ending March 31, 2024, represents 25% of annual linear budget. Total revenue is 30.40% of the annual budget and 1.91% more than prior year. Total expenses are 16.83% of the annual budget and 2.8% less than prior year. Accounts receivable balance has increased by \$134,570.46 over prior month, which includes receivables of interest on overdue accounts. -1% of accounts receivable are older than 60 days. Interest on overdue balances over 90 days is being charged on a monthly basis.

MOTION BVW 0424-003

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

CARRIED UNANIMOUSLY

Director Grant Canning arrived at 2:10 pm.

b) Staff report – 2023 Financial Statements

Administration and Enns and Company presented the 2023 financial statements to the Board. The Auditors had no concerns with the 2023 Audit. Administration provided all the information required to conduct the Commission's 2023 financial audit in a timely manner and was cooperative throughout the audit process.

The Auditors did have a few questions regarding the engineering work on the north section and the groundwork for closure on the south section of the landfill. Associated Engineering did some work on the estimate for closure/post closure of the landfill in September 2023 but Administration felt the numbers needed some work. After speaking with Enns and Company and Baker Tilly, Administration felt more confident using the 2018 numbers. There are a lot more variables that need to be considered which were not considered with the 2023 numbers. Administration will work with Baker Tilly and Associated Engineering on the calculations to come up with a more accurate number for the 2024 financial statements.

MOTION BVW 0424-004

Director Jeff Mah moved to approve the 2023 financial statements as presented and have Administration submit the required documentation to the Alberta Government in time to meet the 1st May deadline.

CARRIED UNANIMOUSLY

Kimber Amping, Bill Enns, Kristy Fisher and Natasha Costa left the Board meeting at 2:31 pm.

c) Staff report – Administrative bylaw amendments regarding online meeting attendance

Administration presented the staff report – Administrative Bylaw amendments regarding online meeting attendance to the Board. At the March 2024 Board meeting, the Board directed Administration to return with draft bylaw amendments to allow Directors to attend up to four meetings each year via teleconference. The Board also communicated that the bylaw should allow for Directors to attend more than four meeting in any year with the permission of the Chair. Administration included the requested changes in a red line version of the Administrative Bylaw attached to the staff report.

MOTION BVW 0424-005

Vice Chairperson Jen Smith moved to amend section 6.3.4 of the BVWMC Administrative Bylaw as presented in the staff report – Administrative bylaw amendments regarding online meeting attendance.

CARRIED UNANIMOUSLY

MOTION BVW 0424-006

Director Grant Canning moved to approve the second reading of the BVWMC Administrative Bylaw as amended.

CARRIED UNANIMOUSLY

MOTION BVW 0424-007

Director Grant Canning moved to go to the third reading of the BVWMC Administrative Bylaw as amended.

CARRIED UNANIMOUSLY

MOTION BVW 0424-008

Director Alice James moved to approve a complete third reading of the BVWMC Administrative Bylaw as amended.

CARRIED UNANIMOUSLY

7. Member Municipality Updates

The Town of Banff has awarded the contract for the new baler and sort-line. Due to manufacturing the baler and sort-line are slotted to be installed January 2025.

8. Questions of Administration and Commission

Administration updated the Board that the Regional Coordinator position has been filled by Andrew Cotterell, who will start May 6, 2024.

9. Correspondence/Information

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

MOTION BVW 0424-009

Vice Chairperson Jen Smith moved to receive section 9. a) - b) as information.

CARRIED UNANIMOUSLY

10. Next Meeting

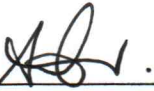
Next Board Meeting is set for 16th May 2024 at 2:00 pm.

MOTION BVW 0424-010

Chairperson Karen Marra moved to adjourn the meeting at 2:55 pm.

CARRIED UNANIMOUSLY

The 18th April 2024 meeting minutes have been adopted as presented on:



BVWMC CAO

29th MAY 2024
Date



BVWMC Chairperson

30 May 24
Date