
APPROVED BOARD MEETING MINUTES

Time/Date: 2:30pm pm 18th January 2024

Location: Francis Cooke Regional Landfill, BVWMC Boardroom, Exshaw

In Attendance:	Chairperson	Karen Marra
	Vice Chairperson	Jen Smith
	Director	Hugh Pettigrew
	Director	Alice James
	Director	Grant Canning - Via Zoom conference call
BVWMC:	CAO	Andrew Calder
	Recording Secretary	Liz Boak
Other:	Bookkeeper	Kimber Amping
	Town of Banff	Chris Marvel - Via Zoom conference call
Regrets:	Director	Jeff Mah

1. Call to Order

Chairperson Karen Marra called the meeting to order at 2:35 pm.

2. Additions/Changes to Agenda

MOTION BVW 0124-001

Director Hugh Pettigrew moved to adopt the 18th January 2024 agenda as presented.

CARRIED UNANIMOUSLY

3. Adoption of Minutes

a) 21st December 2023 Board meeting

MOTION BVW 0124-002

Director Alice James moved to approve the minutes of the 21st December 2023 Board meeting as presented.

CARRIED UNANIMOUSLY

4. Delegations/Presentations

None

5. Business arising from the minutes

None

6. New business

a) December Financial Update

The December financial reports were presented per the information provided in the agenda package. Year to date (12 month) ending December 31, 2023, represents 100% of annual linear budget. Total revenue is 125.97% of the annual budget and 15.29% more than prior year. Total expenses are 83.45% of the annual budget and 22.03% more than prior year. Accounts receivable balance has decreased by \$49,976.06 over prior month, which includes receivables of interest on overdue accounts. 20% 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 0124-003

Vice Chairperson Jen Smith moved to receive the December 2023 financial report as information.

CARRIED UNANIMOUSLY

b) Staff report – Waste Management Assistance Program (WMAP) funding history

Administration presented the staff report – Waste Management Assistance Program (WMAP) funding history to the Board. The staff report outlines the history of WMAP, a program of capital funding and technical assistance provided by the Alberta Government to support development of regional systems for sustainable waste management in the Province.

MOTION BVW 0124-004

Director Alice James moved to receive the Staff report - Waste Management Assistance Program (WMAP) funding history as information.

CARRIED UNANIMOUSLY

a) Staff report – BVWMC Administrative Bylaw

Administration presented the staff report – BVWMC Administrative Bylaw to the Board. The staff report provides the Board with the most recent version of the Commission's administrative bylaw. At the December 2023 Board meeting, there was a discussion on how the Commission manages online attendance at Board meetings, which is addressed in the Commission's administrative bylaw.

Directors from Canmore, Banff and the MD of Bighorn are to send Administration a copy of their municipal administrative bylaw and Administration will bring back the BVWMC administrative bylaw to the February 2024 Board meeting for review and amendment.

MOTION BVW 0124-005

Director Grant Canning moved to receive the staff report- BVWMC Administrative Bylaw as information.

7. Member Municipality Updates

The Town of Banff has posted on RFQ for a new bailer and sort line. The RFQ closes on 18th February 2024. TOB plans on presenting a proposal for a new baler and sort line to the Board at the March 2024 Board meeting.

8. Questions of Administration and Commission

None

9. Correspondence/Information

- a) December sector reports
- b) December action log
- c) Alberta CARE spring 2024 conference brochure

MOTION BVW 0124-006

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

CARRIED UNANIMOUSLY

10. Next Meeting


Next Board Meeting is set for 15th February 2024 at 2:30 pm.

MOTION BVW 0124-007

Director Jen Smith moved to adjourn the meeting at 4:02 pm.

CARRIED UNANIMOUSLY

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



 BVWMC CAO

21st March 2024

 Date



 BVWMC Chairperson

March 21 / 24

 Date