

**APPROVED BOARD MEETING MINUTES**

**Time/Date:** 2:30pm 21<sup>st</sup> March 2024  
**Location:** Canmore Recreation Centre, Multipurpose Room #115, 1900 8<sup>th</sup> Avenue, Canmore, AB, T1W 1Y2

**In Attendance:**

Chairperson	Karen Marra
Vice Chairperson	Jen Smith
Director	Jeff Mah
Director	Grant Canning - Via Zoom conference call
Director	Alice James - Via Zoom conference call

**BVWMC:**

CAO	Andrew Calder
Recording Secretary	Liz Boak
Bookkeeper	Kimber Amping

**Other:**

Town of Banff	Chris Marvel - Via Zoom conference call
Town of Canmore	Simon Robins

**Regrets:**

Director	Hugh Pettigrew
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**1. Call to Order**

Chairperson Karen Marra called the meeting to order at 2:36 pm.

**2. Additions/Changes to Agenda**

**MOTION BVW 0324-001**

Director Jeff Mah moved to adopt the 21<sup>st</sup> March 2024 agenda as presented.

CARRIED UNANIMOUSLY

**3. Adoption of Minutes**

- a) 15<sup>th</sup> February 2024 Board meeting

**MOTION BVW 0324-002**

Vice Chairperson Jen Smith moved to approve the minutes of the 15<sup>th</sup> February 2024 Board meeting as presented.

CARRIED UNANIMOUSLY

#### 4. Delegations/Presentations

None

#### 5. Business arising from the minutes

None

#### 6. New business

##### a) February Financial Update

The February financial reports were presented per the information provided in the agenda package. Year to date (2 month) ending February 29, 2024, represents 16.67% of annual linear budget. Total revenue is 18.71% of the annual budget and 4.19% more than prior year. Total expenses are 10.26% of the annual budget and 12.41% more than prior year. Accounts receivable balance has increased by \$28,556.83 over prior month, which includes receivables of interest on overdue accounts. 9% of accounts receivable are older than 60 days. Interest on overdue balances over 90 days is being charged on a monthly basis.

#### **MOTION BVW 0324-003**

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

CARRIED UNANIMOUSLY

Vice chairperson Jen Smith left the Board meeting at 2:50 pm.

##### b) Staff report – Online meeting attendance

Administration presented the staff report - Online meeting attendance to the Board. At the January 2024 Board meeting, the Board directed Administration to return with options for amending bylaw terms for Directors who elect to attend meetings by electronic means. All the member municipalities have some form of allowance for virtual attendance, which Administration included as Attachment A of this staff report.

After some discussion the Board agreed to change section 6.3.4 of the Administrative bylaw to allow Board members to participate via teleconference up to 4 times in any calendar.

#### **MOTION BVW 0324-004**

Director Jeff Mah moved to have Administration amend the Administrative bylaw and bring it back for Board approval at the 18<sup>th</sup> April 2024 Board meeting.

CARRIED UNANIMOUSLY

c) Staff report – Electric pick-up purchase

Administration presented the staff report – Electric pick-up purchase to the Board as information. The Commission's 2024 capital budget allocated \$100,000 for the purchase of an electric pick-up truck. Only one manufacturer (Ford) currently supplies electric pick-ups in North America, so Administration in consultation with Board Chair decided not to advertise a tender but instead contacted three separate Ford dealers asking each to provide a written quote for the sale of a suitable unit. Following assessment of the three formal quotations, Administration chose to accept an offer from Advantage Ford Sales Ltd, Calgary to supply a new 2023 Ford F150 Lightning XLT.

**MOTION BVW 0324-005**

Director Grant Canning moved to accept the Staff report - Electric pick-up purchase as information.

CARRIED UNANIMOUSLY

**7. Member Municipality Updates**

The Town of Canmore will receive their preliminary contract from Circular Materials who will be their producer responsibility organization (PRO) by May 2024. The PRO will contract with producers to help them meet their regulatory obligations under the EPR regulation.

The Town of Banff is in final negotiations with the successful bidder for the baler and sort line. The contract should be finalized next week.

**8. Questions of Administration and Commission**

None

Vice Chairperson Jen Smith returned to the Board meeting at 3:24 pm.

**9. Correspondence/Information**

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

**MOTION BVW 0324-006**

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

CARRIED UNANIMOUSLY

**10. Next Meeting**


Next Board Meeting is set for 18<sup>th</sup> April 2024 at 2:00 pm.

**MOTION BVW 0324-007**

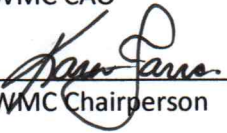
Chairperson Karen Marra moved to adjourn the meeting at 3:28 pm.

CARRIED UNANIMOUSLY

The 21<sup>st</sup> March 2024 meeting minutes have been adopted as presented on:

  
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BVWMC CAO

29<sup>th</sup> MAY 2024  
Date

  
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BVWMC Chairperson

30 May 24  
Date