
APPROVED BOARD MEETING MINUTES

Time/Date: 2:00pm 15th May 2025

Location: Francis Cooke Regional Landfill, BVWMC Boardroom, Exshaw, Alberta

In Attendance:	Chairperson	Karen Marra
	Vice Chairperson	Jen Smith
	Director	Steve Fitzmorris
	Director	Grant Canning
	Director	Hugh Pettigrew
	Director	Jeff Mah
BVWMC:	CAO	Andrew Calder
	Regional Coordinator	Andrew Cotterell
	Recording Secretary	Liz Boak
	Bookkeeper	Kimber Amping
	Bookkeeper	Kurtis Woodhouse
Other:	Town of Canmore	Simon Robins
	MD of Bighorn	Kendra Tippe

1. Call to Order

Chairperson Karen Marra called the meeting to order at 2:07 pm

2. Additions/Changes to Agenda

MOTION BVW 0525-001

Director Grant Canning moved to adopt the 15th May 2025 agenda as amended:

- Add: 5 a) SAEWA
- Add: 6 e) In Camera - HR Committee

CARRIED UNANIMOUSLY

3. Adoption of Minutes

- a) 17th April 2025 Board meeting

MOTION BVW 0525-002

Director Steve Fitzmorris moved to approve the minutes of the 17th April 2025 Board meeting as presented.

CARRIED UNANIMOUSLY

4. Delegations/Presentations

None

5. Business arising from the minutes

a) SAEWA

The Commission met with administrative representatives to discuss municipal perspectives regarding the potential for development of a regional energy-from-waste facility for the Bow Valley. The group is currently gathering information on the proposed facility and trying to assess what is on the table. The Commission has requested an official organized information package from SAEWA and will involve a third-party consultant when necessary.

6. New business

a) April Financial Update

The April financial reports were presented per the information provided in the agenda package.

MOTION BVW 0525-003

Vice Chairperson Jen Smith moved to receive the April 2025 financial reports as information.

CARRIED UNANIMOUSLY

b) Staff report – Capital reserve allocation revisions 2022/2023

Administration presented the capital reserve allocation revisions for 2022 and 2023 to the Board. The updated reserve allocations have no effect on the total capital reserves held by the Commission, only how they are split between internal capital reserves.

MOTION BVW 0525-004

Director Jeff Mah moved to approve the revised capital reserve allocations for years ending 31st December 2022 and 2023 presented in Table 1 of the staff report.

CARRIED UNANIMOUSLY

c) Staff report – Year-end 2024 capital reserve allocations

Administration presented the staff report and recommends the Board approve the 2024 year-end capital reserve statements as presented in Attachment C of the staff report.

MOTION BVW 0525-005

Director Hugh Pettigrew moved to approve the attached year-end 2024 capital reserve statements (Attachment C) as presented.

CARRIED UNANIMOUSLY

MOTION BVW 0525-006

Director Jeff Mah moved to increase the maximum level for the Replacement Reserve BVW-FCL02 from \$1.5 million to \$2.0 Million dollars.

CARRIED UNANIMOUSLY

d) Staff report – Greenhouse Gas (GHG) calculator for resource recovery activities at FCRL

MOTION BVW 0525-007

Chairperson Karen Marra moved to receive the staff report – Greenhouse Gas (GHG) calculator for resource recovery activities at FCRL as information.

CARRIED UNANIMOUSLY

e) In Camera - HR Committee

MOTION BVW 0525-008

Director Grant Canning moved to go In Camera at 3:22 pm.

CARRIED UNANIMOUSLY

MOTION BVW 0525-009

Director Grant Canning moved to come out of In Camera at 3:35 pm.

CARRIED UNANIMOUSLY

7. Member Municipality Updates

EPR – Town of Canmore submitted their EPR processor application.

MD of Bighorn large item drop-off is scheduled from May 16th – 26th, 2025.

8. Questions of Administration and Commission

None

9. Correspondence/Information

a) April sector reports

b) April action log

MOTION BVW 0525-010

Director Steve Fitzmorris moved to receive section 9. a) - b) as information.

CARRIED UNANIMOUSLY

10. Next Meeting


Next Board Meeting is set for 19th June 2025 at 2:00 pm.

MOTION BVW 0525-011

Chairperson Karren Marra moved to adjourn the meeting at 3:47 pm.

CARRIED UNANIMOUSLY

The 15th May 2025 meeting minutes have been adopted as presented on:



BVWMC CAO

30th JUNE 2025

Date

BVWMC Chairperson

Date