Bow Valley Waste Management Commission

APPROVED BOARD MEETING MINUTES

Time/Date: 2:00pm 17th April 2025
Location: Banff Caribou Lodge, Woodlands Room, 521 Banff Ave, Banff, Alberta, T1L 1H8

In Attendance:	Chairperson	Karen Marra
	Vice Chairperson	Jen Smith
	Director	Steve Fitzmorris
	Director	Grant Canning
	Director	Hugh Pettigrew
	Director	Jeff Mah – Via Zoom Conference Call
BVWMC:	CAO	Andrew Calder
	Recording Secretary	Liz Boak
	Bookkeeper	Kimber Amping – Via Zoom Conference Call
Other:	Town of Banff	Paul Godfrey
	Town of Banff	Ted Christensen
	Town of Canmore	Simon Robins
	MD of Bighorn	Kendra Tippe
	Enns & Company	Bill Enns – Via Zoom Conference Call
	Enns & Company	Kristy Fisher – Via Zoom Conference Call
	Sustain Driven	Joey O'Brien
Regrets:	Regional Coordinator	Andrew Cotterell

1. Call to Order

Chairperson Karen Marra called the meeting to order at 2:05 pm

2. Additions/Changes to Agenda

MOTION BVW 0425-001
Director Steve Fitzmorris moved to adopt the 17th April 2025 agenda as amended:

- Add: 6 e) HR Committee update

CARRIED UNANIMOUSLY

3. Adoption of Minutes

a) 20th March 2025 Board meeting

MOTION BVW 0425-002
Director Hugh Pettigrew moved to approve the minutes of the 20th March 2025 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.

MOTION BVW 0425-003
Vice Chairperson Jen Smith moved to receive the March 2025 financial reports as information.

CARRIED UNANIMOUSLY

b) Staff report – 2024 financial statements

Enns and Company presented the draft 2024 financial statements to the Board for review and approval. The draft statements have been compiled by Enns and Company, in consultation with Administration, the Audit Committee and financial advisor Kimber Amping of Baker Tilly. The Commission is required to prepare audited financial statements for submission to the Alberta Government before 1st May.

MOTION BVW 0425-004
Director Grant Canning moved to approve the 2024 Financial statements as presented.

CARRIED UNANIMOUSLY

- Bill Enns, Kristy Fisher and Kimber Amping left the meeting at 2:39 pm.

c) Staff report – Reserve funding policy amendments

Administration presented the amended capital reserve funding policy and closure/post-closure reserve statements to the Board for approval. The Commission had to update both the policy and reserve statements to account for the recent revisions to the closure/post-closure liability estimates.

MOTION BVW 0425-005
Director Jeff Mah moved to approve 1) Attachment A – Redline version of Capital Reserve Funding policy DRAFT 110425, and 2) Attachment B – Redline version of Closure/Post-Closure Reserve Statement DRAFT 110425.

CARRIED UNANIMOUSLY

d) SAEWA

The Board and the representatives from the Member Municipalities had a round-table discussion regarding SAEWA and potential for development of a regional energy-from-waste facility for the Bow Valley. Administrative representatives will meet with the Commission to discuss municipal perspectives in the following weeks.

e) HR Committee update

Director Grant Canning verbally updated that the HR Committee has started the CAO review and will present it at the May 2025 Board meeting.

7. Member Municipality Updates

EPR - The MD of Bighorn has signed their contract with Circular Economy to cover the cost of collection, education and processing.

8. Questions of Administration and Commission

None

9. Correspondence/Information

a) March sector reports
b) March action log

MOTION BVW 0425-006
Director Grant Canning moved to receive section 9. a) - b) as information.

CARRIED UNANIMOUSLY

10. Next Meeting

Next Board Meeting is set for 15th May 2025 at 2:00 pm.

MOTION BVW 0425-007
Chairperson Karren Marra moved to adjourn the meeting at 3:26 pm.

CARRIED UNANIMOUSLY

The 17th April 2025 meeting minutes have been adopted as presented on:

BVWMC CAO — Date: 30th MAY 2025

BVWMC Chairperson — Date: June 2, 2025.