
APPROVED BOARD MEETING MINUTES

Time/Date: 2:00pm 20th February 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	Jeff Mah
	Director	Hugh Pettigrew

BVWMC:	CAO	Andrew Calder
	Recording Secretary	Liz Boak

Other:	Bookkeeper	Kimber Amping
	MD of Bighorn	Kendra Tippe
	Associated Engineering	Klas Ohman
	Associated Engineering	Bruce Colwell

1. Call to Order

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

2. Additions/Changes to Agenda

MOTION BVW 0225-001

Director Steve Fitzmorris moved to adopt the 20th February 2025 agenda as presented.

CARRIED UNANIMOUSLY

3. Adoption of Minutes

a) 23rd January 2025 Board meeting

MOTION BVW 0225-002

Vice Chairperson Jen Smith moved to approve the minutes of the 23rd January 2025 Board meeting as presented.

CARRIED UNANIMOUSLY

4. Delegations/Presentations

None

5. Business arising from the minutes

None

6. New business

a) January Financial Update

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

MOTION BVW 0225-003

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

CARRIED UNANIMOUSLY

b) Staff report – Credit and collections

Administration presented the staff report and recommends that policy amendments are deferred for a period of time to implement alternative actions outlined in the staff report.

MOTION BVW 0225-004

Director Hugh Pettigrew moved to defer amendment to the current credit and collections policy to give Administration time to apply the alternative strategies outlined in the Credit and Collections staff report.

CARRIED UNANIMOUSLY

c) Staff report – FCRL closure liability review

Administration presented the Staff Report – FCRL closure liability review to the Board. Current closure reserve capital allocations are based on an engineering review of anticipated liabilities from 2018. Associated Engineering presented an updated 2025 estimate of closure and post-closure estimates to the Board.

MOTION BVW 0225-005

Vice Chairperson Jen Smith moved to approve the 2025 closure/post-closure liability estimate detailed in Attachment B of the staff report – FCRL closure liability review.

CARRIED UNANIMOUSLY

- Kimber Amping, Klas Ohman and Bruce Colwell left the meeting at 2:47 pm.

d) CAO performance review – HR committee update

The HR Committee presented draft CAO performance review evaluation form and CAO performance review process. Over the past ten years the CAO review has been done many different ways or has not been done at all. To formalize the process going forward the HR committee has drafted a process and evaluation form for Board approval.

MOTION BVW 0225-006

Director Grant Canning moved to approve the CAO performance review process and CAO performance review evaluation form as presented.

CARRIED UNANIMOUSLY

7. Member Municipality Updates

None

8. Questions of Administration and Commission

None

9. Correspondence/Information

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

MOTION BVW 0225-007

Director Jeff Mah moved to receive section 9. a) - b) as information.

CARRIED UNANIMOUSLY

10. Next Meeting

Next Board Meeting is set for 20th March 2025 at 2:00 pm.

MOTION BVW 0225-008

Director Steve Fitzmorris moved to adjourn the meeting at 3:06 pm.

CARRIED UNANIMOUSLY

The 20th February 2025 meeting minutes have been adopted as presented on:



BVWMC CAO

16th APRIL 2025

Date

BVWMC Chairperson

Date