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**APPROVED BOARD MEETING MINUTES**

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**Time/Date:** 2:00 pm 28<sup>th</sup> November 2025

**Location:** Coast Hotel, Lynx meeting room, 511 Bow Valley Trail, Canmore

<b>In Attendance:</b>	Chairperson	Jen Smith
	Director	Steve Fitzmorris
	Director	David Fullerton
	Director	Michelle Backhouse

<b>BVWMC:</b>	CAO	Andrew Calder
	Regional Coordinator	Andrew Cotterell
	Recording Secretary	Liz Boak

<b>Regrets:</b>	Vice Chairperson	Jeff Mah
	Director	Wade Graham
	Bookkeeper	Kurtis Woodhouse

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**1. Call to Order**

Chairperson Jen Smith called the meeting to order at 1:30 pm

**2. Additions/Changes to Agenda**

**MOTION BVW 1125-007**

Director Steve Fitzmorris moved to adopt the 28<sup>th</sup> November 2025 agenda as presented.

CARRIED UNANIMOUSLY

**3. Adoption of Minutes**

a) 16<sup>th</sup> October 2025 Board meeting

**MOTION BVW 1125-008**

Director Steve Fitzmorris moved to approve the minutes of the 16<sup>th</sup> October 2025 Board meeting as presented.

CARRIED UNANIMOUSLY

#### **4. Delegations/Presentations**

None

#### **5. Business arising from the minutes**

None

#### **6. New business**

##### **a) October Financial Update**

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

##### **MOTION BVW 1125-009**

Director David Fullerton moved to receive the October 2025 financial reports as information.

CARRIED UNANIMOUSLY

##### **b) Staff report – Wheel loader purchase**

Administration updated the Board on the selection of a wheel loader for purchase by the Commission. Following advertisement of the opportunity and assessment of all submissions, administration has chosen to accept an offer Wajax Ltd. to supply a new 2025 Hitachi ZW-220-07 loader for a purchase price of \$362,000.

##### **MOTION BVW 1125-010**

Director Michelle Backhouse moved to receive the staff report – Wheel loader purchase as information.

CARRIED UNANIMOUSLY

##### **c) Staff report – 2026 operating and capital budget**

##### **MOTION BVW 1125-011**

Director Michelle Backhouse moved to defer the staff report – 2026 operating and capital budget to the December 2025 Board meeting.

CARRIED UNANIMOUSLY

#### **7. Member Municipality Updates**

None

#### **8. Questions of Administration and Commission**

None

## 9. Correspondence/Information

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

### MOTION BVW 1125-012

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

CARRIED UNANIMOUSLY

- c) SAEWA member update 281025

### MOTION BVW 1125-013

Director David Fullerton moved to receive 9) c SAEWA member update 281025 as information.

CARRIED UNANIMOUSLY

## 10. Round Table

None

## 11. Next Meeting

Next Board Meeting is set for 15<sup>th</sup> December 2025 at 2:00 pm.

### MOTION BVW 1125-014

Chairperson Jen Smith moved to adjourn the meeting at 2:19 pm.

CARRIED UNANIMOUSLY

The 28<sup>th</sup> November 2025 meeting minutes have been adopted as presented on:

  
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BVWMC CAO

14<sup>th</sup> JANUARY 2026  
\_\_\_\_\_  
Date

\_\_\_\_\_  
BVWMC Chairperson

\_\_\_\_\_  
Date