



APPROVED BOARD MEETING MINUTES

Time/Date: 2:00 pm 28th November 2025

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

In Attendance:	Chairperson	Jen Smith
	Director	Steve Fitzmorris
	Director	David Fullerton
	Director	Michelle Backhouse

BVWMC:	CAO	Andrew Calder
	Regional Coordinator	Andrew Cotterell
	Recording Secretary	Liz Boak

Regrets:	Vice Chairperson	Jeff Mah
	Director	Wade Graham
	Bookkeeper	Kurtis Woodhouse

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 28th November 2025 agenda as presented.

CARRIED UNANIMOUSLY

3. Adoption of Minutes

a) 16th October 2025 Board meeting

MOTION BVW 1125-008

Director Steve Fitzmorris moved to approve the minutes of the 16th 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 15th 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 28th November 2025 meeting minutes have been adopted as presented on:



BVWMC CAO

14th JANUARY 2026

Date

BVWMC Chairperson

Date