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## DRAFT ORGANISATIONAL BOARD MEETING MINUTES

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**Time/Date:** 1:00 pm 28<sup>th</sup> November 2025

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

<b>In Attendance:</b>	Director	Jen Smith
	Director	Jeff Mah
	Director	Steve Fitzmorris
	Director	Wade Graham
	Director	David Fullerton
	Director	Michelle Backhouse

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

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### 1. Call to Order

BVWMC CAO called the meeting to order at 1:13 pm.

### 2. Additions to Agenda/Adoption of Agenda

#### MOTION BVW1125-001

Director Jen Smith moved to adopt the 28<sup>th</sup> November Organisational meeting agenda as presented.

CARRIED UNANIMOUSLY

### 3. Selection of Chairperson

#### a) Nominations, Call to Vote, Motion

- i. Nominations for Chairperson were called, Jen Smith was nominated by Director Jeff Mah. Director Jen Smith accepts the nomination.
- ii. Nominations for Chairperson were called a second time, no other nominations were made for Chairperson.
- iii. Jen Smith is appointed as Chairperson. CAO handed the meeting over to Jen Smith.

#### **4. Selection of Vice-Chairperson**

##### **a) Nominations, Call to Vote, Motion**

- i. Nominations for Vice-Chairperson were called, Jeff Mah was nominated by Chairperson Jen Smith. Director Jeff Mah accepts the nomination.
- ii. Nominations for Vice-Chairperson were called a second time, Jeff Mah was nominated by Director Michelle Backhouse. Director Jeff Mah accepts the nomination.
- iii. Nominations for Vice-Chairperson were called a third time, no other nominations were made for Vice-Chairperson.
- iv. Jeff Mah is appointed as Vice-Chairperson.

#### **5. Schedule of meetings**

##### **MOTION BVW1125-002**

Chairperson Jen Smith moved to continue to have the Bow Valley Waste Management Commission Board meetings the third Thursday of every month at 2:00pm.

CARRIED UNANIMOUSLY

#### **6. Selection of Directors for the Human Resources and Audit Committee**

The Human Resource Committee members are set as Jeff Mah, Steve Fitzmorris and Michelle Backhouse.

##### **MOTION BVW1125-003**

The Board appointed Jeff Mah as Chairperson of the Human Resource Committee.

CARRIED UNANIMOUSLY

The Audit Committee members are set as Jen Smith, Wade Graham and David Fullerton.

##### **MOTION BVW1125-004**

The Board appointed Jen Smith as the Chairperson of the Audit Committee.

CARRIED UNANIMOUSLY

#### **7. Appointment financial auditor**

##### **MOTION BVW1125-005**

Chairperson Jen Smith moved to defer the appointment of BVWMC financial auditor to the December 2025 Board meeting.

CARRIED UNANIMOUSLY

**MOTION BVW1125-006**

Director David Fullerton moved to adjourn the meeting at 1:28 pm

CARRIED UNANIMOUSLY

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

  
\_\_\_\_\_  
BVWMC CAO

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

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

\_\_\_\_\_  
Date