
DRAFT ORGANISATIONAL BOARD MEETING MINUTES

Time/Date: 1:00 pm 28th November 2025

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

In Attendance:	Director	Jen Smith
	Director	Jeff Mah
	Director	Steve Fitzmorris
	Director	Wade Graham
	Director	David Fullerton
	Director	Michelle Backhouse
 BVWMC:	 CAO	 Andrew Calder
	Regional Coordinator	Andrew Cotterell
	Recording Secretary	Liz Boak

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 28th 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 28th November 2025 Organisational Board Meeting minutes have been adopted as presented on:



BVWMC CAO

14th JANUARY 2026

Date

BVWMC Chairperson

Date