
APPROVED BOARD MEETING MINUTES

Time/Date: 2:00 pm 15th December 2025

Location: Ptarmigan Hotel, Sundance Room, 337 Banff Avenue, Banff, Alberta

In Attendance:	Chairperson	Jen Smith
	Vice Chairperson	Jeff Mah
	Director	Steve Fitzmorris
	Director	David Fullerton
	Director	Michelle Backhouse
	Director	Wade Graham – Via Zoom Conference Call

BVWMC:	CAO	Andrew Calder
	Regional Coordinator	Andrew Cotterell
	Recording Secretary	Linda Lemery
	Bookkeeper	Kurtis Woodhouse

1. Call to Order

Chairperson Jen Smith called the meeting to order at 2:04 pm

2. Additions/Changes to Agenda

MOTION BVW 1225-001

Director Steve Fitzmorris moved to adopt the 15th December 2025 agenda as presented.

CARRIED UNANIMOUSLY

3. Adoption of Minutes

a) 28th November 2025 Board meeting

MOTION BVW 1225-002

Director Michelle Backhouse moved to approve the minutes of the 28th November 2025 Board meeting as presented.

CARRIED UNANIMOUSLY

b) 28th November 2025 Board organizational meeting

MOTION BVW 1225-003

Director David Fullerton moved to approve the minutes of the 28th November 2025 Board organizational meeting as presented.

CARRIED UNANIMOUSLY

4. Delegations/Presentations

None

5. Business arising from the minutes

None

6. New business

a) November Financial Update

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

MOTION BVW 1225-004

Director Steve Fitzmorris moved to receive the November 2025 financial reports as information.

CARRIED UNANIMOUSLY

Kurtis Woodhouse left the meeting at 2:21 pm

b) Staff report – 2026 operating and capital budget

Administration presented the draft 2026 operating and capital budget to the Board for consideration and approval.

MOTION BVW 1225-005

Vice Chairperson Jeff Mah moved to approve the 2026 operating and capital budget as presented.

CARRIED UNANIMOUSLY

c) Staff report – FCRL 2026 rates

Administration presented the staff report – FCRL 2026 rates to the Board. Administration recommends the Board pass a motion to amend Schedule “A” of the Bow Valley Waste Management Commission Rate Bylaw No. 1 to reflect the 2026 rates in their entirety as presented in the staff report.

MOTION BVW 1225-006

Director David Fullerton moved to approve the proposed 2026 FCRL rates as presented.

CARRIED UNANIMOUSLY

d) Appointment of financial auditor

Administration recommended to the Board the continued use of Enns and Company as BVWMC's financial auditor for the 2025 financials.

MOTION BVW 1225-007

Vice Chairperson Jeff Mah moved to appoint Enns and Company to complete the BVWMC's audit of the 2025 financial year.

CARRIED UNANIMOUSLY

7. Member Municipality Updates

Town of Banff had an in-feed conveyor belt and motor failure on their new sort-line. The manufacturer claimed the damage was caused by TOB. After further investigation it was discovered, the damage was done during install.

8. Questions of Administration and Commission

None

9. Correspondence/Information

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

MOTION BVW 1225-008

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

CARRIED UNANIMOUSLY

10. Round Table

SAEWA- What is happening, where is that discussion?

- Director Michelle Backhouse will be attending a SAEWA meeting on January 9th, 2026 and will update the Board at the January 2026 Board meeting.

11. Next Meeting


Next Board Meeting is set for 15th January 2026 at 2:00 pm.

MOTION BVW 1225-009

Director Steve Fitzmorris moved to adjourn the meeting at 3:34 pm.

CARRIED UNANIMOUSLY

The 15th December 2025 meeting minutes have been adopted as presented on:



BVWMC CAO



BVWMC Chairperson

30th January 2026
Date

January 30/26
Date