



RSC 12 Finance Committee

Meeting of August 18, 2015 6.30 p.m. – 650 Main Street, Woodstock

Attendance:

Troy Stone (Chair)
Elaine English
Brian Hayden
Arthur Slipp
Troy Stone
Jim Kennedy
Tim Linton
Jo-Anne Lockhart (Executive Director)
Joan Kennedy (Finance Manager)
Craig Melanson (Waste Committee Chair)

Regrets: None

Call to Order: Meeting called to order at 6.30 p.m. by the Chair.

Agenda: It was moved by Brian Hayden and seconded by Elaine English that the agenda be adopted.

Motion carried.

Approval of Minutes: It was moved by Brian Hayden and seconded by Elaine English that the minutes of the April 30, 2015 Finance & Oversight Committee be adopted.

Motion carried.

Conflict of Interest Declaration: None

Business Arising: None

New Business:

- **2015 YTD Financial Statements**
 - The Committee was presented with the June (2nd quarter) and July YTD statements; it was decided to review the July YTD statements. Art Slipp requested both June and July YTD statements be forwarded to the Board at the August 25, 2015. Joan Kennedy reviewed the July YTD financial



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summaries by programmes. There is currently a surplus of \$106,584, primarily due to:

- \$54,000 grant received from the Province for the Recreation Committee's Master Plan project; costs will be incurred in September-December 2015
- \$21,000 grant received from the Province for household hazard waste and school paper recycling bins; costs will be incurred in September 2015
- Lower Planning costs for a change in access to GIS services due to the service being provided to WVRSC from the Sussex Region, which eliminated the need to buy equipment

○ **Addition to Finance Committee**

- It was recommended the Waste Chair be added to the Finance Committee as a permanent member given the significance of the Waste programme's financial status.
- A motion was made by Elaine English and seconded by Art Slipp to recommend to the Board that the Waste Chair be included as part of the Finance Committee.

○ **2016 Budget**

- Jo-Anne Lockhart, along with Joan Kennedy, presented the attached 2016 Budget presentation and Excel worksheet. The proposed budget document showed a year-over-year overall budget increase of \$2,913 after Corporate allocations (Waste - \$28,718 decrease, Planning - \$8,450, Co-operative & Regional Planning - \$23,181 increase). The proposed Corporate budget increase was \$17,856. The 2016 proposed fees were reviewed; Waste had a shortfall of \$27,213. Several alternatives were discussed with respect to the shortfall: cut costs; increase administrative fee; combination of cutting costs and increasing fees; using the Waste Operating Reserve to cover the shortfall.
- The members discussed the options and decided to cut Waste Costs by \$20,900 and to fund the outstanding balance from the Waste Operating Reserve. The Waste programme has had surpluses for the last 2 years (2013 - \$87,913, 2014 - \$99,613) and it was the consensus these surpluses should be used. Art Slipp stated budget increases should be kept to a minimum; if an increase is required there should be a justification for it.



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- A motion was made by Brian Hayden and seconded by Elaine English to reduce the Waste 2016 proposed budget by \$20,900 and to fund any remaining shortfall from the Waste Operating Reserve.

Motion carried

- The Corporate expenses were reviewed and it was recommended the proposed budget be cut by \$4,700.
- A motion was made by Art Slipp and seconded by Jim Kennedy to reduce the proposed Corporate budget by \$4,700.

Motion carried

- The Co-operative and Regional Planning proposed budget was reviewed and a question was raised about the line item for \$4,000 for Climate Change. It was decided to leave the \$4,000 in the budget until after Simon Mitchell's presentation on Climate Change at the August 25, 2015 Board meeting. There was also discussion about the \$18,750 for Phase 2 of the Recreational Master Plan and whether this expense will materialize; it was decided to leave the budget item as is at this time.
- The proposed Planning budget was reviewed. There were no changes requested. The Planning fees were reviewed by Joan Kennedy who explained how the fees are calculated. Co-operative and Regional Planning fees will be reduced slightly due to a reduction in the Corporate allocation.
- Troy Stone stated the budget is still a working document and further changes could occur based on discussion with the Board and pending information about Household Hazard Waste Days.
- Jo-Anne Lockhart was asked to revise the Excel worksheet for the changes discussed. The Committee decided to present only the revised Excel worksheet to the Board members at the August 25, 2015 Board meeting.

○ **Purchase of Mobile Speeding Sign**

- Elaine English informed the Committee the Policing Committee was investigating the purchase of a mobile speeding sign for WVRSC communities. Tim Linton asked what the plan for the speeding signs was and stated the ones in Grand Falls have an impact of reducing speeding. Elaine English stated the Policing Committee had a demonstration of a sign at its last meeting and would like to purchase one as a trial; the sign would be moved from community to community depending on the needs.



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- The members suggested the request to purchase a mobile speeding sign be brought forward to the Finance Committee once the Policing Committee has made a recommendation.
 - There was general discussion about some unknowns such as:
 - the September 2016 lease expiry and the suggestion WVRSC amalgamate office space with the Local Government office and whether the Commission office should remain in Woodstock
 - the possibility of curbside recycling in the near future which led to a decision to suspend the upgrading (painting and labelling) of the recycling bin
 - waste tonnages and potential landfill fee increase from Southwest Landfill
 - employee related benefits such as EI, CPP, Worksafe NB.
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- **Next Finance Meeting – Thursday September 24, 2015**
 - **Next Board Meeting – Tuesday August 25, 2015, Bath**

It was moved by Elaine English to adjourn the meeting at 8.40 p.m.

In Camera Session: None

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Troy Stone, Chair