



**Western Valley Regional Service Commission**

**Finance Committee**

Meeting of August 22 , 2019

6:30 p.m. – 3143 Main Street, Unit 2,  
Centreville, NB

**Attendance:**

Troy Stone (Chair)  
Elaine English  
Tina Pelkey  
Katelyn McGrath  
Joan Kennedy (Financial Administrator)

**Regrets:**

Karl Curtis  
Steve Manuel

**Call to Order:** Meeting called to order at 6:35 p.m. by the Chair.

**Agenda:** It was moved by Elaine English and seconded by Tina Pelkey that the agenda be approved.

**Motion carried**

**Approval of Minutes:** It was moved by Tina Pelkey and seconded by Elaine English that the minutes of the May 14, 2019 Finance Committee be approved.

**Motion carried.**

**Conflict of Interest Declaration:** None

**Business Arising:** None

**New Business:**



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**Review of 2<sup>nd</sup> Quarter Financials**

Each individual fund was reviewed for the period January – June 2019.

It was moved by Elaine English and seconded by Tina Pelkey to present the 2<sup>nd</sup> quarter financials to the Board at their next meeting on September 12, 2019.

**Review of the 2020 Draft Budget for Western Valley Regional Service Commission.**

The Committee reviewed the 2020 Draft Budget fund by Fund.

Joan Kennedy advised that she had restructured the allocation of Corporate costs to the various funds due to the probable elimination of the Regional Recreation Program. In 2019 the corporate costs were allocated as follows (Left column) and the 2020 Draft Budget (Right Column).

2019 Budget	2020 Draft Budget
Cooperative & Regional Planning Services - 5%	10%
Local Planning Services - 25%	25%
Solid Waste Services - 65%	65%
Regional Recreation Services - 5%	

The 2020 Draft

The Committee agreed with the proposed changes.

Various projected expenses within individual funds were discussed.

Joan Kennedy advised the Committee that the funds received from the Town of Woodstock for the sale of the recycling carts should probably be reserved in an operating fund and used annually over the 4- year life of the capital loan to pay principal and interest costs. Therefore, a transfer from Operating Reserve Fund in the amount of \$10,994 was included as a source of revenue on the Solid Waste Budget. Joan Kennedy advised the Committee that the review of the cart fee data for 2019 for the period Jan-July and projections for the remainder of the year indicate that there may be a shortage of collected cart fees to cover the cost of principal and interest payments to the Municipal Capital Borrowing Board of approximately \$10,000. However at the end of 2019 the Board set up an Operating Reserve for Cart Fees collected from Sept-Dec of \$50,000 to be used to make future payments on the loan.



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Joan Kennedy advised that the landfill fees for the Solid Waste Budget are final for the Cogerno landfill (an increase of \$6 per metric tonne); however, the rate for the Hemlock Knoll Landfill has not yet been finalized by the SWRC Board. As a result, a matching increase was used in the 2020 Draft Budget. As in the past actual landfill rates will be used for billing purposes as opposed to budgeted rates. Joan Kennedy advised that the budget was prepared using a 12% diversion rate. Over the past year the Commission's overall diversion rate was approximately 9%. With increased education and marketing the aim is to increase the diversion rate by 3%. Therefore all tonnage estimates were determined using historic data and a 12% diversion rate.

The Solid Waste Budget includes a Second Year Previous Surplus of \$207,105 which serves to decrease the Solid Waste fee required to cover the costs for 2020.

The Committee discussed the costs of plowing recycle depot sites. Currently the Commission has paid for the 2 bins in Woodstock as well as the one located in Meductic. Going forward these costs will not be covered by the Commission and will be the responsibility of the Town of Woodstock and the Village of Meductic if the Board agrees to the Budget.

Troy Stone advised that the Capital Budget amount included in the Solid Waste Services budget needs to be deleted. Only new capital amounts for 2020 should appear in the budget. Joan Kennedy advised that she would delete the remaining principal balance of the loan from the 2020 Draft Budget.

Joan Kennedy advised that budgeted amounts for Katelyn McGrath's salary and associated payroll costs are included 100% in the Corporate Services Fund. This change from allocating her salary between Local Planning (30%) and Corporate (70%) was made in 2019. In 2019 the ED Salaries & Benefits included amounts for the then Acting ED and Katelyn McGrath (after return from maternity leave) as well as 30% of the Administrative Assistant's salary costs.

Local Planning costs for the 2019 budget included a Second Previous Year Surplus of \$94,152 which served to drive costs to the membership down. In the 2020 Draft Budget there is a \$10,505 second previous year surplus. Even though the LP Services Budget has decreased by \$15,530 for 2020 the surplus variance has increased costs to the membership for 2020.

Joan Kennedy provided the Committee with 2019-2020 Individual Membership Charges variations between the 2019 and 2020 Budget figures. Budget figures for 2018 were also provided for comparison purposes. Costs for the Regional Recreation Budget were not included and Troy Stone requested that they also be shown so that the total overall budget variance be shown for each member.



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A motion was made to present the Draft 2020 Budget to the Board on September 12 at the scheduled Board meeting by Elaine English and seconded by Tina Pelkey.

**It was moved by Troy Stone to adjourn the meeting at 8:35 pm.**

Recording Secretary: Joan Kennedy

X

  
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Troy Stone, Chair