



Western Valley Regional Service Commission

Finance Committee

Meeting of April 20, 2022

6:30 p.m.

VIA ZOOM

Attendance:

Alma Kilfoil (Chair)
Steve Manuel
Lee Reed
Arthur Slipp
Karl Curtis
Brent Pearson
Joan Kennedy (Financial Administrator)
Katelyn McGrath (Executive Director)

Regrets:

None

Call to Order: Meeting called to order at 6:40 p.m. by the Chair, Alma Kilfoil.

Agenda: It was moved by Arthur Slipp and seconded by Steve Manuel that the agenda be approved.

Motion carried

Approval of Minutes: It was moved by Arthur Slipp and seconded by Lee Reed that the minutes of the March 16, 2022, Finance Committee be approved.

Motion carried.

Conflict of Interest Declaration: None

Business Arising: None

New Business:

Review of the 2022 1st Quarter Financials

The Finance Committee reviewed the results from the 1st Quarter of 2022. Each fund was reviewed individually and any variances to budget were addressed. Overall, a surplus of \$46,025 existed at the end of the 1st Quarter. A summary of the results are shown below:



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**For the 3 Months Ending March 31, 2022
Western Valley Regional Service Commission**

	Actual	Budget	Budget Variance
Solid Waste	21,075	15,622	5,453
Local Planning	2,137	-16,078	18,215
Corporate	21,000	0	21,000
Co-operative & Regional Planning	1729	372	1357
Surplus/Deficit	45,941	-84	46,025

Because we neglected to get a motion from the Finance Committee to present these results to the Board at a future Board meeting, we met briefly on April 27, 2022 prior to the Board meeting on the same date and a motion was made by Alma Kilfoil to present the 1st Quarter results at a future Board meeting and seconded by Steve Manuel.

Motion Carried

Proposed Revision of Current Signing Authority Threshold

Joan Kennedy, Financial Administrator, and Katelyn McGrath, Executive Director, have requested that the Finance Committee recommend to the Board that the current joint signing authority limit of \$15,000 be increased to \$25,000. Currently we must arrange to have the Chairman of the Board's signature for any expenditure payment in excess of the \$15,000 limit.

The Committee was advised that operating costs have increased and the \$15,000 limit is not sufficient to meet current payment requirements. Arthur Slipp indicated that he did not have an



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issue with the increase if the auditors did not. Other electronic methods of payment approval were discussed.

A motion was made by Steve Manuel and seconded by Arthur Slipp to recommend to the Board that joint signing authority by Joan Kennedy and Katelyn McGrath be increased from \$15,000 to \$25,000.

Motion Carried

Katelyn McGrath advised the Finance Committee that the Province of New Brunswick increased the mileage rate for staff using their own vehicles to conduct government business from \$0.41 per km to \$0.50 effective May 1, 2022. A current WVRSC staff member uses his vehicle on an ongoing basis to conduct Local Planning business and the current increased cost in fuel means that he is incurring part of the cost himself. She advised the Committee that she would like to make the rate increase for this individual retroactive to March 1, 2022, rather than May 1, 2022. Arthur Slipp stated that this is an operational issue and could be handled by the Executive Director rather than the Board. The Committee members agreed with this.

A motion to adjourn was made by Brent Pearson at 7:40 pm.

Recording Secretary: Joan Kennedy

X 
Alma Kilfoil, Chair

