

Western Valley Regional Service Commission

Finance Committee

Meeting of August 15, 2022

2:00 PM

VIA ZOOM

Attendance:

Alma Kilfoil (Chair)
Steve Manuel
Lee Reed
Arthur Slipp
Karl Curtis
Joan Kennedy (Financial Administrator)
Katelyn McGrath (Executive Director)
Maurice Robichaud (PNB- Transitional leader)

Regrets:

Brent Pearson

Call to Order: Meeting called to order at 2:05 p.m. by the Chair, Alma Kilfoil.

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

Motion carried

Approval of Minutes: It was moved by Stephen Manuel and seconded by Arthur Slipp that the minutes of the April 20, 2022, Finance Committee be approved.

Motion carried.

Conflict of Interest Declaration: None

Business Arising:

Arthur Slipp requested that the issue regarding the fuel rate increase for one WVRSC member be clarified. The rate was increased 2 months prior to the PNB official rate change due to the fact that the employee's cost was far exceeding reimbursement by WVRSC and the Executive Director wished to correct this situation.



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New Business:

Review of the 2023 WVRSC Draft Budget

Katelyn McGrath, Executive Director, reviewed the 2023 Draft Budget with the Finance committee on a fund-by-fund basis. Explanations for various charges were explained and discussed. There were discussions regarding a change of methodology for payments to 2023 Board Members for participating in Board and Committee meetings. Budgets have been prepared based on an annual amount as opposed to individual payments per meeting attendance.

The Solid Waste Fund was reviewed. Costs have increased due in part to contractual obligations. The committee was advised that the estimates of entity costs are not as accurate as estimates provided in the past because we do not have accurate tonnage data for the new entities. This information is not available—particularly in regard to the LSDs.

The Local Planning Fund has not yet allocated costs to members as it is still an unknown as to which entities will be participating in 2023.

We no longer have a Co-operative & Regional Fund. The Policing Program has migrated to the Public Safety fund.

The newly mandated programs were reviewed and discussed. It was requested that the Board be made aware of the extra cost affiliated with the Ignite group under Economic Development. It is currently our intent to absorb the annual office rental costs of \$31,287 – the cost of additional space required to house the Ignite staff in our current building that is not part of our current lease. Katelyn McGrath advised that we potentially sign a lease for the additional space for 4 years—which is when our current lease expires. The contract with Ignite is for 5 years. The Executive Director reviewed the potential importance of having Economic Development and Tourism under one roof with the Commission.

A motion was made by Karl Curtis and seconded by Steve Manuel to present the 2023 Draft Budget to the Board on August 22, 2022. There was one dissenting vote.

Motion Carried

A motion to adjourn was made by Karl Curtis at 3:55 pm.



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Recording Secretary: Joan Kennedy

x 
Alma Kilfoil, Chair