

Mountain View Regional Waste Management Commission Policy

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| | Policy No: 05-14 |
| Policy Title: BUDGET DEVELOPMENT AND APPROVAL | Effective Dates: February 24, 2014 |
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POLICY OBJECTIVE:

1. To ensure the responsible fiscal management of assets, liabilities and current operational costs to maintain responsible financial control and to provide for equitable sharing of costs for waste management disposal services among all member municipalities, while minimizing risk to each individual member.

POLICY STATEMENT:

1. Before the end of each and every calendar year, the Commission Board will set a budget for the next fiscal year, such budget to include all sources of anticipated revenue and expenditures for the management, operation and maintenance of the waste facilities. The annual budget shall be based on the principles of full cost recovery.

RESPONSIBILITIES AND AUTHORITIES:

1. The Commission has the power to construct, maintain and control the management of the Regional Waste Facilities and is authorized to receive and disburse funds for the purposes of said undertaking.
2. By September 30 of each year the member municipalities will be advised of any rate increases. Contractors and customers will be given 60 days prior notice of any rate changes, subject to any unforeseeable circumstances.
3. At least Thirty (30) days prior to the beginning of each fiscal year of the Commission, during the term thereof and based on the principles of full cost recovery, the CAO shall prepare and submit to the Finance Standing Committee to then present to the Board, in writing, a recommended budget for operation and capital of the facilities for the next year setting forth the CAO's best estimate of all expenses and anticipated revenues for the operation and maintenance of the Facilities, including, but not limited to:
 - a. Operation and supervision of the waste facilities

- b. Maintenance and repairs
- c. Insurance premiums
- d. Leases and operating permits
- e. Disposal rates
- f. Administration costs
- g. Environmental monitoring
- h. Consulting fees
- i. Interest and other revenues
- j. Audits
- k. Capital Reserves for Capital Equipment Purchases
- l. Salaries and wages

| | DATE: | RESOLUTION |
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| APPROVED | February 24, 2014 | #25-14 |
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