



**COMMITTEE OF THE WHOLE
Town Hall – Council Chambers
Monday, January 4, 2016
7:00 pm**

AGENDA

1. Call to Order
2. Approval of the Agenda
3. Approval of the Minutes
4. Presentations:
 - 4.1. Valley Waste Resource Management - Jeff Martin and Andrew Garrett
5. Action Items
 - 5.1 Valley Waste Draft Budget – 2016-2017
 - 5.2 RFD 001-2016: Fire Department Donations Policy
 - 5.3 RFD 002-2016: Electronic Voting
6. Information/Discussion Items
 - 6.1. Accounting Activities Report – November & December 2015
7. Anything by Members
8. Adjournment



**Valley Region Solid Waste-Resource Management Authority
Report to Partner Municipalities
2016-2017 Draft Operating and Capital Budget
November 19, 2015**

Please find attached the revised draft of the Authority's 2016-2017 Operating and Capital Budgets as approved for forwarding to Municipal Partners by the Authority at its Regular monthly meeting held on November 18, 2015. The Authority has dedicated a great deal of time and effort in reviewing and finalizing these drafts. We are pleased to be in the position of providing the attached draft budgets to our partner municipalities well in advance of end of the calendar year in keeping with the terms and provisions of the Intermunicipal Services Agreement. The Authority and staff are confident that the attached draft Operating and Capital Budgets forwarded for your consideration have been prepared with accuracy and careful attention to detail.

As you will see, the proposed budget results in a 3.00% decrease over the 2015-2016 approved budget and returns surplus funds estimated to be \$676,373 to our partner municipalities from current year operations. The proposed budget maintains the current level of Authority approved programs and services as well as addressing some issues raised as a result of the recently completed Organizational Review which are highlighted below.

We trust that the following information will be of assistance in your deliberations of the Valley Region Solid Waste-Resource Management Authority's 2016-2017 Operating and Capital Budgets. If you have any questions or concerns or would like to arrange for a presentation of the draft budget for your Council, please do not hesitate to contact me.

Capital Budget for 2016-2017

A copy of the draft 2016-2017 Capital Budget is attached and includes a 10-year capital plan, financing summary and summary of total anticipated fiscal services financing requirements based on existing borrowings and proposed expenditures. In order to address capital requirements for the upcoming year, the following expenditures are recommended:

Replace 2009 Ford F150 Pick Up 4X4	\$ 35,000	financed 5 years
Power Lift Gate for 2009 F150 Pick Up Replacement	\$ 4,000	draw from operating
Replace 2003 Freightliner Roll Off Truck	\$190,000	financed 5 years
Replace 2004 Chevrolet Silverado 4X4 with RTV	\$ 25,000	financed 5 years
Replace 2007 Chevrolet Silverado 4X4	\$ 35,000	financed 5 years
Replace 2008 Ford Ranger Extended Cab 4X4	\$ 35,000	financed 5 years
Roll Off Containers	\$ 15,500	draw from operating
Replace Weigh Scale-Outgoing EMC	\$ 79,000	financed 10 years

Brush for RTV	\$ 6,900	draw from operating
Fencing adjustment – WMC	\$ 15,000	draw from operating

Summary of Capital Budget

- ***Total Financed Capital Budget*** ***\$399,000***
- ***Total Draw from Revenue Capital Budget*** ***\$ 41,400***
- ***Total Capital Budget*** ***\$440,400***

It should be noted that the replacement of the scale at the East Management Centre is the 2nd step in replacing the aging infrastructure of the 4 scales in use at both Management Centre facilities. Pricing has been based on the submitted proposal from the successful proponent for this project.

As can be seen on the 10-year Capital Plan, Unit 11 2004 Chevrolet 4X4 will be disposed of as surplus, but replaced with an RTV for use at the Management Centre sites. The 2009 Ford F150 will also be rolled for use at the Management Centre Site. Taking this action increases the Authority's fleet of vehicles by adding only the RTV, which should in turn, offer significant savings in fuel and other costs by taking advantage of this more economical option.

All of the above vehicles being declared as surplus will be disposed of in keeping with Policy. While difficult to pinpoint values at this point, all funds from the sale of these vehicles will be placed in an existing Reserve for Operating Equipment Replacement account which currently holds a balance of \$21,083.59. These funds will be available to the Authority for use in the future to offset capital equipment acquisitions as deemed appropriate. It is also hoped that by replacing a number of vehicles at the same time, the Authority will achieve optimal replacement pricing.

It is important to note, that while a 10 year plus capital plan is included, that plan is reviewed in its entirety each year to ensure that acquisitions are in the best interest of the Authority into the future. All efforts are made to avoid large spikes in required capital funding while at the same time ensuring that the Authority has the equipment in place that is needed to achieve operational efficiency.

The fiscal services financing budget line represents costs associated for borrowing for the projects approved for financing in 2016-2017 and previous years. It is important to note that the original loan in place with Municipal Finance Corporation for the administration office in the amount of \$2,022,400 will be due for a 5-year renewal in 2017-2018. It is estimated at this time that the renewal will be based on a balance of approximately \$1,483,092. The renewal of this loan is highlighted on the Summary of Anticipated Financing Charges spreadsheet that forms part of the Capital Budget and Plan. In 2018-2019, the Authority can anticipate the renewal of the loan with the Municipal Finance Corporation for the Greencart Storage Building.

The original amount for this loan was \$281,000 and it anticipated that \$206,060 will remain at time of renegotiation. Both of these projects are amortized over a 15 year period.

Below is a summary of partner capital financing requirements:

Total Capital Budget	440,400
Draw From Revenue	41,400
Debt Financing Requirement	399,000

	<div style="border: 1px solid black; padding: 2px; display: inline-block;"> Draft Percentages 2016-2017 </div>	
Financed Capital Requirements		
Municipality of Annapolis	20.85%	83,192
Municipality of Kings	58.15%	232,019
Town of Annapolis Royal	0.77%	3,072
Town of Berwick	2.71%	10,813
Community of Hantsport	1.35%	5,387
Town of Kentville	7.74%	30,883
Town of Middleton	1.96%	7,820
Town of Wolfville	6.47%	25,815
Total Financed Capital Requirements		399,000
	100.00%	

Upon approval the Authority will secure financing through the Municipal Finance Corporation. As is the case with the operating budget partner share percentages, adjustments will be made based on final uniform assessment figures, once available.

General Assumptions Operating Budget

2015-2016 Operating Budget Surplus

- 2015-2016 Operating Budget Surplus is projected to be approximately \$676,373 at this time based on 6 months of actual activity and estimates for the remainder of the fiscal year.
- The key driving factors leading to the surplus are:
 - Revenues:
 - East and West Tipping Fees – projected at \$1,907,000 versus the budgeted value of \$1,798,500 for a difference of **\$108,500**
 - RRFB Diversion Credits – projected at \$367,000 versus the budgeted value of \$260,000 for a difference of **\$107,000**. This is due in large part to an outcry for more provincial funding toward solid-waste resource management programs and services across Nova Scotia.
 - Dairy Agreement – projected at \$96,425 versus the budgeted value of \$80,000 for a difference of **\$16,425**. The Atlantic Dairy Council reimburses the total cost to manage milk packaging through the regional recycling programs including collection, processing, education, enforcement and administration. The actual cost to recycle dairy containers for the Valley Region in 2013-14 was \$69,627 based on the percentage of dairy containers in proportion to all of the Authorities recycling materials.; however, we received \$96,425 in funding as the formula for distributing funds is based on the average cost of recycling for municipalities across the province.
 - Expenditures
 - Residential Collection Contract – projected at \$2,596,400 versus budgeted amount of \$2,609,000 for a savings of **\$12,600** due primarily to the final housing adjustment figure being less than anticipated at time of budget development
 - Residential Collection Spring and Fall Clean-up – projected at \$196,700 versus budgeted amount of \$213,451 for a savings of **\$16,751**
 - Organics Processing West – projected at \$327,300 versus budgeted amount of \$343,300 for a savings of **\$16,000**
 - Residuals Disposal East – projected at \$1,038,700 versus budgeted amount of \$1,270,000 for a savings of **\$231,300**—due to rate decrease for landfill services with the Municipality of the District of Chester
 - Residuals Disposal West – projected at \$439,700 versus budgeted amount of \$540,900 for a savings of **\$101,200** in keeping with note above
 - Residuals Disposal East and West Adjustment – projected at 0 versus budgeted amount of \$111,700 for a difference of **\$111,700**

- Communication and Enforcement Salaries – projected at \$351,929 versus budgeted amount of \$366,794 for a savings of \$14,865 primarily due to staff turnover during current year
 - Communication and Enforcement Advertising – projected at \$10,000 versus budgeted amount of \$19,000 for a savings of \$9,000
 - Fuel savings have been achieved throughout the Authority's operations as well over the current fiscal year for not only the Authority's owned and operated equipment, but within the contracts as well for a total of \$98,859
- While these are considered to be the key drivers totalling \$844,200 and exceed the anticipated surplus, shortfalls in other accounts within the budget bring the surplus total down to the estimated \$676,373. For example, the sale of materials at both the East and West Management Centres are down from budgeted levels of \$109,300 to 58,500 for a shortfall of \$50,800.

Service Delivery:

- As indicated earlier, there are no anticipated changes in the current level of service provision incorporated in the budget. However, a 1% increase has been included in budgeted tipping fee revenue for the upcoming year. The Manager of Policy and Planning position has also been reinstated for the upcoming year in keeping with the recommendation noted in the recently completed Organizational Review.
- The Authority has also recognized the value of considering the extension of 2 key contracts.
 - The first being the contract with the Municipality of the District of Chester for landfill services where extending the life of the Authority's contract for this service would have a significant impact on the current disposal fee associated with their closure costs. The current contract is scheduled for expiry in 2026.
 - The other contract being considered for extension is with NorthRidge Farms for Organics Processing. As the Province continues to consider regulatory amendments which could result in significant impact on costing for composting facilities, it is felt to be in the best interest of our municipal partners to extend this contract now slated for expiry in 2017.
- Valley Community Fibre Network – \$20,000 was included in the operating budget for the 2015-2016 fiscal year. While the Municipality of Kings remains supportive of the Authority's goal of having servers reside with them, the connection to the Valley Community Fibre Network project has been put on hold for the moment. The funds have been shown as expended in the IT Budget during the current year with the plan of ensuring that the funds are set aside for future use when and if this valuable project can proceed.

- Surplus Retained 2014-2015 – A total of \$27,008 in surplus funding was retained at 2014-2015 year end as part of the audit process for use toward the Organizational Review and for salary costs associated with the transition from the previous Operations Manager to our new Operations Manager during the current fiscal year. These funds can be identified in the projection column of the Prior Year Surplus Retained budget line.

Participating Municipal Partners:

- A seamless transition resulted when the Town of Bridgetown became part of the Municipality of Annapolis County on April 1, 2015 with no change in the level of service.
- While the Town of Hantsport dissolved and became part of the Municipality of the District of West Hants effective July 1, 2015, the Authority continues to provide the same level of service previously provided to the Town. The draft budget being presented today includes the continuation of service to this community. Negotiations will take place between the Authority and the Municipality of District of West Hants regarding the future.

Salaries

- All salary levels have been indexed at a 1.7% CPI cost of living increase as per the recommendation of the Authority during budget deliberation.

Organizational Review

- The Authority's Organizational Review is now complete with the associated recommendations being further investigated. As indicated earlier, the position of Manager of Policy and Planning has been reinstated in the 2016-2017 draft budget.
- In keeping with the recommendation resulting from this review, \$40,000 has been included in the projections for the current year to undertake a Services and Facilities Review which will address the majority of the remaining recommendations.
- Also in keeping with the recommendation from the Organizational Review, \$20,000 has been included in the 2016-2017 budget to undertake a salary review across the Authority's operations.

Utility Rates (electrical, water, sewer, hydrant rentals, phones)

- No provision for any increase in utility rates. There is however a 3% increase in insurance fees included in the 2016-2017 budget.

Gasoline and Diesel Fuel

- Budgeted values included throughout the document are based on industry predicted increases into the upcoming year.

Commodity Tonnages:

Service	2015-2016 Projection Tonnage	2016-2017 Draft Budget Tonnage
Construction and Demolition Debris Transportation	East: 1,527 West: 287 Total: 1,814	East: 1,530 West: 300 Total: 1,830
Construction and Demolition Debris Processing	East: 3,055 West: 528 Total: 3,583	East: 3,100 West: 550 Total: 3,650
Recyclables Processing	East: 4,200 West: 2,334 Total: 6,534	East: 4,250 West: 2,350 Total: 6,600
Organics Processing	East: 7,000 West: 3,527 Total: 10,527	East: 7,000 West: 3,550 Total: 10,550
Residuals Disposal	East: 14,174 West: 6,000 Total: 20,174	East: 14,200 West: 6,100 Total: 20,300
Residuals Transportation	East: 13,849 West: 6,000 Total: 19,849	East: 13,875 West: 6,100 Total: 19,975

Capital Reserve Fund

- 2016-2017 value set at \$161,051 a 10% increase over 2015-2016 levels in keeping with the Authority's Capital Reserve Policy.

Specific Revenue Assumptions

- Tipping Fees
 - As previously indicated a 1% tipping fee increase is included in the draft budget for 2016-2017 effective April 1, 2016. The Authority will be considering a Policy regarding increasing and/or decreasing tipping fees to provide guidance into the future during an upcoming meeting.
- RRFB Diversion Credits
 - 2015-2016 Projection set at \$367,000 which is \$107,000 over budgeted levels. Budgeted levels were set based on the best information provided by the RRFB at that time.
 - Budget for 2016-2017 set at \$300,000 based on best estimates at this time.
- Wind Turbine
 - The wind turbine construction and commissioning wound up with the blades generating the first electricity on October 21, 2015, slightly ahead of schedule.

\$29,000 based on participation in the COMFIT Program has been included in 2015-2016 projections. \$70,000 in revenue from energy production has been included in the 2016-2017 budget. All involved are pleased to see this project complete.

Specific Expenses Assumptions

Administration

- Office Maintenance:
 - The 2015-2016 projection for General Administration Office Maintenance is set at \$3,000 to include a newly established agreement for the maintenance of the heating/cooling units.
 - The 2016-2017 budget for General Administration Office Maintenance is set at \$10,200 to include paint touch ups, the contract for the maintenance of the heating/cooling units and the installation of protective rubber strips on the staircase.
- Office Equipment
 - The 2015-2016 projection for Office Equipment is set at 8,000 which includes funds to replace the board room chairs.
 - The 2016-2017 budget for Office Equipment is set at \$10,500 to include board room upgrades (tables, connections for notebooks and pads) and an electric vehicle charging station.

Western Management Centre

- In March of 2015, Nova Scotia Environment Inspectors visited the Western Management Centre Site in follow-up to the submission of the Annual Reports associated with the Authority's Industrial Approvals. During this inspection, the compliance issue of "provide effective control of vectors (pigeons) at the transfer facility as per section 8 of your approval to operate". In response, a letter dated April 23, 2015 was released to Nova Scotia Environment indicating that "we are now in the process of investigating the implementation of control measures to eliminate this hazard." While this is an unbudgeted project, \$50,000 has been included in the projection for the 2015-2016 fiscal year to address this serious issue. Bird control netting will be acquired and installed using these funds as soon as possible.

Residential Collection

- Curb-side Collection Contract base price per month of service for 2015-2016 is \$206,675 plus a housing adjustment of 158 new dwellings (\$806.83/month) for a total of \$207,482 per month plus HST.
- Curb-side Collection Contract base price per month of service for 2016-2017 is \$211,842 including an estimated housing adjustment of 160 units (833.60/month) for a total of \$212,676 per month plus HST.

- The total of 39,804 serviced units has been used for the purposes of the 2016-2017 fiscal year. The confirmation of serviced unit numbers will form part of the Services and Facilities Review.
- 2016-2017 will be 3rd year of a 5 year contract scheduled to expire March 31, 2019.

Construction and Demolition Debris Processing and Transportation

- Processing rate for 2015-2016 set at \$20.00 per tonne reflecting a \$1.00 per tonne increase over prior year; however, actual processing rate remained at the prior year level of \$19.00 per tonne. The Processing rate for 2016-2017 has been set at \$20.00 per tonne.
- Transportation rate for 2015-2016 set at \$17.30 per tonne. The transportation rate for 2016-2017 is set at \$17.51. 2016-2017 represents the 2nd year of a 5-year transportation contract expiring March 31, 2020.

Recyclables Processing

- Rate for 2016-2017 remains at 2015-2016 level or \$125.00 plus HST per tonne.

Organics Processing

- Rate for 2016-2017 remains at 2015-2016 levels or \$88.97 per tonne plus HST based on a 4% contamination rate.
- The current contract with NorthRidge Farms for this service will expire as of June 30, 2017; however, as indicated earlier, initial discussions to extend the contract are now under way.

Residuals Disposal

- Rate for 2016-2017 set at \$76.00 per metric tonne including the Host Community Fee based on consultation with the Municipality of the District of Chester. The 2015-2016 rate was budgeted at \$94.07 per tonne, however, based on increased activity at the landfill the rate was reduced to \$73.28 per tonne resulting in significant savings for the Authority for this service.
- There are no residual adjustment figures included in either the 2015-2016 projections or the 2016-2017 budget.
- As indicated earlier, extending this contract to reduce fees associated with closure costs is under consideration at this time as extending the life of the landfill will greatly affect annual closure cost calculations.

Residuals Transportation

- Rate for 2016-2017 set at \$18.34 per tonne which is a .34 per tonne increase over 2015-2016 levels.
- 2016-2017 represents the 2nd year of the 5-year contract.

Communications and Enforcement

- 2015-2016 Projections for salaries are lower than budgeted levels due to temporary vacancies in early 2015-2016. Projections are lower than budgeted levels in the advertising account due to the timing of the My-Waste App payment.
- 2016-2017 budget includes annual My-Waste subscription and 60% of salary for the proposed reinstatement of the Manager of Policy and Planning position. There are also funds to offer an additional compost giveaway and two Reuse Centre openings at the Western Management Centre due to the success of these two popular programs.

Information and Technology

- The 2016-2017 budget is set at \$33,150 representing a reduction of \$25,300 from 2015-2016 levels.
- The Authority budgeted for the replacement of a server in 2015-2016 which will not be required in 2016-2017.
- The Authority's joining the Valley Community Fibre Network (VCFN) is discussed above. As a reminder, the benefits of joining include:
 - Allows Authority network to be managed by Municipality of the County of Kings through connection to the VCFN,
 - Future savings in server equipment replacement,
 - Future savings in associated Licenses and Maintenance Agreements,
 - Immediate access to IT expertise when server issues arise to minimize impact on all operations particularly at the scalehouses.
 - Elimination of temperature controlled room for equipment at Valley Waste office,
 - More security for data – no need for Authority staff to manage daily back-ups,
 - Future additional server capacity when and if required,
 - Opportunity to participate in collaborative projects at potentially reduced costs,
 - Opens door to new technologies

I hope that the above information is of help as you consider the Valley Region Solid Waste-Resource Management Authority's Draft Operating and Capital Budgets for the 2016-2017 fiscal year. Please feel free to contact me if you have any questions or concerns or if you would like to arrange to have staff provide a draft budget presentation to your Council.

Respectfully submitted,

Ross Maybee
General Manager
Valley Waste-Resource Management

Valley Region Solid Waste-Resource Management Authority														
Capital Replacement Plan														
Draft Date: November 19, 2015														
Equipment	Description	Draft 2015-2016	Draft 2016-2017	Draft 2017-2018	Draft 2018-2019	Draft 2019-2020	Draft 2020-2021	Draft 2021-2022	Draft 2022-2023	Draft 2023-2024	Draft 2024-2025	Draft 2025-2026	Draft 2026-2027	Draft 2027-2028
Unit 1	2009 Ford F250 4X4			38,000					40,000					42,000
	Plow for Unit 1			8,000										
Unit 2	2010 Ford F150 4X4			36,000					38,000					40,000
Unit 3	Replace 2009 Ford F150 Pick-up 4X4		35,000					36,500					37000	
	Power Liftgate for 2009 F150 replacement		4,000											
Unit 4	2011 Ford F250 Pick-up 4X4			38,000					40,500					50,000
	Plow for Unit 4			8,000										
Unit 5	2011 Mazda 3 Sport GX				25,000						27,000			
Unit 5-T	Tail Dump Trailer				15,000							16,000		
Unit 7	2003 Freightliner Roll Off		surplus											
	Replace 2003 Freightliner Roll Off		190,000						195,000					
Unit 8	2003 Wheel Loader	surplus												
	Replace 2003 Wheel Loader (Unit 22 on order)	225,000										245,000		
Unit 10-T	Utility Trailer				5,000									
Unit 11	2004 Chev Silverado 4X4		surplus											
	Replace 2004 Chev Silverado 4X4 with RTV		25,000								30,000			
Unit 14	2006 Caterpillar Wheel Loader					240,000							245000	
Unit 15	2007 1500 Series Chev Silverado 4X4		surplus					36,000						
	Replace 2007 1500 Series Chev Silverado 4X4		35,000					36,000					37000	
Unit 16	2008 Freightliner Roll Off			190,000						203,000				
Unit 17	2008 Ford Ranger Extended Cab 4X4		surplus					36,500						
	Replace 2008 Ford Ranger Extended Cab 4X4		35,000					36,000						37,000
Unit 18	2009 Caterpillar Wheel Loader							240,000						
Unit 19	All Terrain Vehicle-RTV				26,000								27000	
Unit 20	2013 Ford F 150 4X4				36,000					38,000				
Unit 21	2013 Freightliner Roll Off Truck						198,000							
	Roll Off Containers		15,500	15,500	15,750	16,000	16,500	17,000	17,500	18,000	18,500	19,000	19500	
	WMC Sprinkler System									400,000				
	WMC Tipping Floor Repairs								60,000					
	EMC Tipping Floor Repairs			45,000										
	Groundsweep Magnet										7,000			
	Used Rear Loading Compactor Truck			125,000										
	Replace Weigh Scales	80,000	79,000	72,000	74,000									
	Site Signage	20,000												
	Outgoing Scale House Window-EMC	15,000												
	Outgoing Scale House Window-WMC			16,000										
	Incoming Scale House Window-EMC				16,200									
	Incoming Scale House Window-WMC					16,400								
	Small Wind Turbine	555,000												
	Brush for RTV		6,900											
	Fencing adjustment Western Management Centre		15,000											
	Dry Storage Building Western Management Centre				100,000									
	Minor Capital				150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150000	150,000
Total Annual		895,000	440,400	591,500	462,950	422,400	364,500	588,000	541,000	809,000	232,500	430,000	515500	319,000

Valley Region Solid Waste-Resource Management Authority
Capital Financing Plan
Draft 2016-2017 Operating and Capital Budget

Draft Date: November 19, 2015

2009-2010 Projects - Revised

2004 Chev Silverado 4X4	30,863
Carts and Mini Bins	48,000
Plow for WMC Site Truck	5,600
EMC Tipping Floor Repairs	40,000
WMC Organics Materials Handling	0
Administration Facility - Planning	55,000
Sub-Total Capital Requirements	179,463

Draw From Reserve	Debt Financing	Total Financing	Financed Over No. of Years	Financing Cost
	30,863	30,863	5	
	48,000	48,000	5	
	5,600	5,600	5	
	40,000	40,000	5	
	0	0	0	
	55,000	55,000	20	
	179,463	179,463		13,563

2010-2011 Projects-Revised

2010 Ford F 250	28,600
Load Trail Dump Trailer	9,357
All Terrain Vehicle - Kubota	17,240
Administration Facility - Engineering and Design	296,000
Groundsweep Magnet	5,090
Total Capital Requirements	356,287

Draw From Revenue	Debt Financing	Total Financing	Financed Over No. of Years	Financing Cost
	28,600	28,600	5	3,240
	9,357	9,357	5	1,060
	17,240	17,240	5	1,953
	5,090	5,090	5	577
	296,000	60,287		6,830

2011-2012 Projects

Replace 2002 Dodge 4X4	33,534
2011 Mazda 3 Sport GX	2,082
Administration Facility - Engineering and Design	104,000
Administration Facility Construction Costs	841,160
Administration Facility	700,000
Total Capital Requirements	1,680,776

Draw From Revenue	Debt Financing	Total Financing	Financed Over No. of Years	Financing Cost
33,534	0	0	0	0
2,082	0	0		
-296,000	400,000	400,000	15	145,800
	841,160	841,160	15	285,572
	700,000	700,000	15	237,648
	1,941,160	1,941,160		669,020

2012-2013 Projects

Replace 2002 Freightliner Roll Off	162,500
Replace 2004 Chevrolet Silverado 4X4	29,000
Roll Off Containers	12,200
Mechanical Repair/Greencart Storage/Reuse	279,000
HHW Asphalt Public Receiving Area - EMC	22,000
Asphalt Paving and Landscaping	110,200
Total Capital Requirements	614,900

Draw From Revenue	Debt Financing	Total Financing	Financed Over No. of Years	Financing Cost
	162,500	162,500	5	13,706
29,000				
12,200	0	0		
0	279,000	279,000	15	69,520
22,000	0	0		
110,200	110,200	110,200	15	27,459
	551,700	551,700		110,685

2013-2014 Projects

Replace 2006 Wheel Loader	230,000
Replace 2008 Ford Ranger-moved to 2014-2015	
Roll Off Containers	0
Small Wind Turbine-removed	
Total Capital Requirements	230,000

Draw From Revenue	Debt Financing	Total Financing	Financed Over No. of Years	Financing Cost
	230,000	230,000	5	19,399
	0	0		
	230,000	230,000	5	19,399

2015-2016 Projects

Replace 2009 Cat Wheel Loader	225,000
Replace EMC Weigh Scale (Outgoing)	80,000
Site Signage	20,000
Scalehouse Service Window-Outgoing East Centre	15,000
Small Wind Turbine	555,000
Total Capital Requirements	895,000

Draw From Revenue	Debt Financing	Total Financing	Financed Over No. of Years	Financing Cost
	225,000	\$225,000	5	18,977
	80,000	\$80,000	10	13,193
20,000				
15,000				
	555,000	555,000	20	221,380
	860,000	860,000		253,550

2016-2017 Projects

Replace 2009 Ford F150 Pick-up 4X4	35,000
Power Liftgate for 2009 F 150 Pick-up replacement	4,000
Replace 2003 Freightliner Roll Off Truck	190,000
Replace 2004 Chevrolet Silverado 4X4 with RTV	25,000
Replace 2007 Chevrolet Silverado 4X4	35,000
Replace 2008 Ford Ranger Extended Cab 4X4	35,000
Roll Off Containers	15,500
Replace Weigh Scale - Outgoing East Management Centre	79,000
Brush for RTV	6,900
Fencing Adjustment West Management Centre	15,000
Total Capital Requirements	440,400

Draw From Revenue	Debt Financing	Total Financing	Financed Over No. of Years	Financing Cost
	35,000	35,000	5	2,952
4,000				
	190,000	190,000	5	16,025
	25,000	25,000	5	2,109
	35,000	35,000	5	2,952
	35,000	35,000	5	2,952
15,500				
	79,000	79,000	10	13,028
6,900				
15,000				
	399,000	399,000	35	40,018

2017-2018 Projects

Replace 2009 Ford F250 4X4	38,000
Plow for 2009 Ford F250 4X4 Replacement	8,000
Replace 2010 Ford F150 4X4	36,000
Replace 2011 Ford F250 4X4	38,000
Plow for 2011 Ford F250 4X4 Replacement	8,000
Replace 2008 Freightliner Roll Off Truck	190,000
Roll Off Containers	15,500
Eastern Management Centre Tipping Floor Repairs	45,000
Used Rear Loader Compactor Truck	125,000
Replace Weigh Scale - Incoming WMC	72,000
Outgoing Scalehouse Window - WMC	16,000
Total Capital Requirements	591,500

Draw From Revenue	Debt Financing	Total Financing	Financed Over No. of Years	Financing Cost
	38,000	38,000	5	3,205
8,000				
	36,000	36,000	5	3,036
	38,000	38,000	5	3,205
8,000				
	190,000	190,000	5	16,025
15,500				
	45,000	45,000	10	7,421
	125,000	125,000	5	10,543
	72,000	72,000	10	11,874
	16,000			
	544,000	544,000	45	55,309

2018-2019 Projects

Replace 2011 Mazda 3 Sport GX	25,000
Tail Dump Trailer	15,000
Utility Trailer	5,000
All Terrain Vehicle-RTV	26,000
Replace 2013 Ford F150 4X4	36,000
Roll Off Containers	15,750
Replace Weigh Scale - Outgoing WMC	74,000
Incoming Scalehouse Window EMC	16,200
Dry Storage Building WMC	100,000
Minor Capital	150,000
Total Capital Requirements	462,950

Draw From Revenue	Debt Financing	Total Financing	Financed Over No. of Years	Financing Cost
	25,000	25,000	5	4,123
	15,000	15,000	5	1,265
5,000				
	26,000	26,000	5	2,193
	36,000	36,000	5	3,036
15,750				
	74,000	74,000	10	12,204
16,200				
	100,000	100,000	10	16,490
	150,000	150,000	10	24,737
	426,000	426,000		64,048

2019-2020 Projects

Replace 2006 Caterpillar Wheel Loader	240,000
Roll Off Containers	16,000
Incoming Scalehouse Window -WMC	16,400
Minor Capital	150,000
Total Capital Requirements	422,400

Draw From Revenue	Debt Financing	Total Financing	Financed Over No. of Years	Financing Cost
	240,000	240,000	5	20,242
	16,000			
	16,400			
	150,000	150,000	10	24,737
	390,000	390,000		44,979

Valley Region Solid Waste-Resource Management Authority
Summary of Anticipated Financing Charges
As Supplement to 2016-2017 Draft Operating and Capital Budget

Draft Date: November 19, 2015

Fiscal Year	Amount Financed	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
2009-2010 Fiscal Services Financing - consolidated loan April 30, 2012 - Kings	127,782	4,764	14,605	14,605	14,605	14,605	14,605	14,605	14,605	14,605
2010-2011 Fiscal Services Financing - loan date May 30, 2011 - 5 years	59,895	13,333	13,111	12,838	12,521	12,166				
2011-2012 Fiscal Services Financing - loan date Nov 9, 2012 - 15 years	2,022,400	29,000	177,634	175,599	173,401	179,047	balance of 1,483,092 to be renegotiated			
2012-2013 Fiscal Services Financing - loan date Nov 15, 2013 - 5 years	164,000	0	1,357	35,296	34,842	34,342	33,776	33,137		
2012-2013 Fiscal Services Financing - loan date Nov 15, 2013 - 15 years	281,000	0	2,700	24,006	23,747	23,462	23,138	balance of 206,068 to be renegotiated		
2013-2014 Fiscal Services Financing - loan date June 5, 2014 - 5 years	230,000			1,661	42,636	42,120	41,529	40,828	40,004	
2014-2015 Fiscal Services Financing - proposed budget	0									
2015-2016 Fiscal Services Financing - proposed budget	860,000				48,468	96,936	96,936	96,936	96,936	72,538
2016-2017 Fiscal Services Financing - proposed budget	399,000					39,299	78,596	78,596	78,596	78,596
2017-2018 Fiscal Services Financing - proposed budget	544,000						53,118	106,236	106,236	106,236
2018-2019 Fiscal Services Financing - proposed budget	426,000							28,679	57,358	57,358
2019-2020 Fiscal Services Financing - proposed budget	390,000								34,761	69,522
Total		47,097	209,407	264,005	350,220	441,977	341,698	399,017	428,496	398,855

Valley Region Solid Waste-Resource Management Authority
Draft 2016-2017 Operating Budget
Summary of Revenues and Expenditures
Draft Date: November 19, 2015

Item	Draft Budget 2016-2017	Projections 2015-2016	Budget 2015-2016	Actual 2014-2015
Revenues				
West Management Centre	438,100	437,300	435,900	435,258
East Management Centre	1,582,600	1,575,800	1,520,400	1,528,442
Conditional Transfers - Administration	426,300	497,085	375,800	447,327
Prior Year Surplus Retained	0	27,008	0	80,507
Communications and Enforcement	237,500	236,500	236,400	232,923
Small Wind Turbine	70,000	29,000	29,200	0
Return on Investment	10,000	8,000	10,000	10,889
RRFB Approved Programs	85,000	85,000	82,000	143,761
Total Program Revenues	2,849,500	2,895,693	2,689,700	2,879,107
Municipal Partner Contributions	<u>7,452,756</u>	<u>7,683,087</u>	<u>7,683,087</u>	<u>7,162,627</u>
Total Revenues	\$ 10,302,256	\$ 10,578,780	\$ 10,372,787	\$ 10,041,734

Item	Draft Budget 2016-2017	Projections 2015-2016	Budget 2015-2016	Actual 2014-2015
Expenditures				
General Administration	455,944	464,643	410,075	369,226
Small Wind Turbine	7,950	3,260	3,925	5,266
Fiscal Services Financing Costs	449,677	359,600	361,220	274,569
West Management Centre Operations	615,514	653,400	595,797	567,884
East Management Centre Operations	1,096,005	1,070,726	1,067,256	988,011
Residential Collection	2,972,900	2,834,300	2,929,051	2,691,446
Construction and Demolition Debris Processing	110,150	102,580	108,000	109,879
Recyclable Processing and Transportation	860,400	851,800	849,900	837,268
Organics Processing and Transportation	978,900	976,800	993,200	998,704
Residual Transportation and Disposal	1,930,300	1,840,870	2,277,200	2,000,210
Communications and Enforcement	588,915	505,227	537,303	517,574
Transfer to Reserves	161,051	146,410	146,410	75,000
Capital out of Revenue	41,400	35,000	35,000	0
Information Technology	33,150	57,790	58,450	41,581
RRFB Approved Programs	0	0	0	49,847
Total Expenditures	\$ 10,302,256	\$ 9,902,407	\$ 10,372,787	\$ 9,526,464

Municipal Funding Provided/Required 7,452,756 7,006,714 7,683,087 6,647,357

Total Revenues	10,302,256	10,578,780	10,372,787	10,041,734
Total Expenditures	<u>10,302,256</u>	<u>9,902,407</u>	<u>10,372,787</u>	<u>9,526,464</u>
Net Loss/Profit	0	676,373	0	515,270

	Draft Percentages 2016-2017	Draft Budget 2016-2017	Projections 2015-2016	Budget 2015-2016	Actual 2014-2015
Revenues from Municipal Partners					
Municipality of Annapolis	20.85%	1,553,900	1,601,658	1,601,658	1,424,069
Municipality of Kings	58.15%	4,333,778	4,467,996	4,467,996	4,159,134
Town of Annapolis Royal	0.77%	57,386	58,971	58,971	53,038
Town of Berwick	2.71%	201,970	208,546	208,546	195,354
Town of Bridgetown	0.00%	0	0	0	70,128
Community of Hantsport	1.35%	100,612	103,524	103,524	97,171
Town of Kentville	7.74%	576,843	594,606	594,606	560,872
Town of Middleton	1.96%	146,074	150,393	150,393	140,600
Town of Wolfville	6.47%	482,193	497,393	497,393	462,261
Total Revenues from Municipal Partners		\$ 7,452,756	\$ 7,683,087	\$ 7,683,087	\$ 7,162,627
	100.00%				

Percentage increase (decrease) over 2015-2016 budget -3.00%

Valley Waste-Resource Management
2016-2017 Budget Worksheet

Draft Date: November 19, 2015

Operating Fund

Account Name and Number		2016-2017 Draft Budget	Apr - Sep 2015 Actuals	2015-2016 Projections	2015-2016 Budget	2014-2015 Year-End Actual
Income						
41000	Services Provided Other Governments					
41100	Municipality of the County of Kings	4,333,778	2,160,186	4,467,996	4,467,996	4,159,134
41105	Town of Kentville	576,843	287,481	594,606	594,606	560,872
41110	Town of Wolfville	482,193	240,480	497,393	497,393	462,261
41115	Town of Berwick	201,970	100,827	208,546	208,546	195,354
41120	Municipality of Annapolis County	1,553,900	774,369	1,601,658	1,601,658	1,424,069
41125	Town of Middleton	146,074	72,712	150,393	150,393	140,600
41135	Town of Bridgetown	0	0	0	0	70,128
41138	Community of Hantsport	100,612	50,052	103,524	103,524	97,171
41139	Town of Annapolis Royal	57,386	28,511	58,971	58,971	53,038
Total 41000 - Services Provided Other Governments		7,452,756	3,714,618	7,683,087	7,683,087	7,162,627
41200	Western Management Centre					
41201	WMC Tipping Fees	414,000	250,258	410,000	403,600	396,697
41204	WMC Sale of Materials- metals	9,000	6,762	12,500	18,300	23,233
41205	WMC RRFB Funding Allocations	8,300	871	8,300	8,300	8,319
41206	WMC Scale Rental Fees	6,600	1,864	6,500	5,500	6,800
41290	WMC Miscellaneous	100	0	0	100	210
41299	WMC Uncollectible Bad Debt Recovery	100	0	0	100	0
Total 41200 - Western Management Centre		438,100	259,755	437,300	435,900	435,258
41300	Eastern Management Centre					
41301	EMC Tipping Fees	1,512,000	836,116	1,497,000	1,394,900	1,395,541
41304	EMC Sale of Materials- metals	37,300	42,172	46,000	91,000	100,033
41305	EMC RRFB Funding Allocations	13,500	1,457	13,500	14,000	13,412
41306	EMC Scale Rental Fees	2,600	1,030	2,600	2,800	2,640
41390	EMC Miscellaneous	100	0	0	100	40
41392	EMC Scotia Contract-Shared Site	17,000	0	16,700	17,500	16,775
41399	EMC Uncollectible Bad Debt Recovery	100	0	0	100	0
Total 41300 - Eastern Management Centre		1,582,600	880,774	1,575,800	1,520,400	1,528,442
41500	Return on Investment					
41501	Return on Investments	10,000	4,079	8,000	10,000	10,889
Total 41500 - Return on Investment		10,000	4,079	8,000	10,000	10,889
41600	Conditional Transfers - Administration					
41601	RRFB - Diversion Credits	300,000	287,800	367,000	260,000	321,665
41625	Regional Chairs Administrative Support	0	0	0	0	2,250
41633	Dairy Agreement	95,000	96,425	96,425	80,000	79,331
41635	Cart and Mini Bin Sales	1,700	889	1,700	2,000	1,964
41650	CFC Removal for Outside Groups	0	0	0	1,800	1,763
41691	Bylaw Tickets	2,000	900	2,000	3,500	4,500
41692	Reduction in Vacation Pay Allowance	0	0	0	0	2,145
41698	General Administration - Miscellaneous	500	305	400	0	5,910
41699	Collections - Residential (West Hants/Hantsport; (3) Nations Indian Reserves)	27,100	15,448	29,560	28,500	27,800
Total 41600 - Conditional Transfers - Administration		426,300	401,766	497,085	375,800	447,327
41700	Prior Year Surplus/Deficit					
41701	Prior Year Surplus	0	0	27,008	0	80,507
Total 41700 - Prior Year Surplus/Deficit		0	0	27,008	0	80,507
41800	Communications & Enforcement					
41801	C&E RRFB Regional Coordinator	41,000	20,402	40,800	40,800	40,804
41805	C&E RRFB Enforcement Funding	100,000	15,000	100,000	100,000	100,000
41825	C&E RRFB Other Funding Assistance	10,000	0	9,200	11,300	10,117
41860	RRFB Education Contract	60,000	9,003	60,000	60,000	59,901
41880	Reuse Centre	26,500	20,058	26,500	24,300	20,728
41899	C&E Miscellaneous	0	0	0	0	1,373
Total 41800 - Communications & Enforcement		237,500	64,463	236,500	236,400	232,923
42000	Small Wind Turbine					
42010	Revenue from Energy Production	70,000	0	29,000	29,200	0
Total 42000 - Small Wind Turbine		70,000	0	29,000	29,200	0
46000	RRFB Approved Programs					

Account Name and Number		2016-2017 Draft Budget	Apr - Sep 2015 Actuals	2015-2016 Projections	2015-2016 Budget	2014-2015 Year-End Actual
	46020 . RRFB Restructured Approved Programs	85,000	65,700	85,000	82,000	87,558
	46022 . MAP Innovation	0	0	0	0	56,204
	Total 46000 . RRFB Approved Programs	85,000	65,700	85,000	82,000	143,761
	Total Income	10,302,256	5,391,156	10,578,780	10,372,787	10,041,734
	Expense					
	61000 . General Administration					
	61001 . General Administration Salaries	250,351	119,022	230,369	222,944	220,952
	61002 . General Administration Benefits	47,567	20,458	43,770	42,359	38,767
	61003 . General Administration Snow Removal	1,000	50	1,000	1,000	737
	61004 . General Administration Office Supplies	9,000	4,210	9,000	9,000	8,955
	61005 . General Administration Utilities	15,500	6,614	15,000	16,200	14,903
	61006 . General Administration Travel	7,000	4,743	5,000	6,400	3,449
	61007 . General Administration Training & Conferences	5,000	1,292	5,600	5,600	2,751
	61008 . General Administration Membership & Association Fees	2,500	829	2,500	2,500	1,934
	61009 . General Administration Office Maintenance	10,200	935	4,100	3,000	1,374
	61010 . General Administration Office Equipment	10,500	3,051	8,000	6,200	3,089
	61012 . General Administration Janitorial	9,500	4,614	9,200	9,200	8,984
	61013 . General Administration Legal/Audit/Insurance	47,000	15,426	50,700	45,000	47,009
	61014 . General Administration Employee Wellness Program	1,100	556	1,100	1,000	874
	61015 . General Administration OHS Training	3,100	440	3,000	3,500	2,521
	61016 . General Administration OHS Committee Expenses	200	85	200	200	73
	61017 . General Administration Vehicle Repairs	1,330	177	1,380	1,330	1,391
	61018 . General Administration Bad Debts	100	1,725	1,725	100	0
	61019 . General Administration Gasoline & Diesel Fuel	2,436	971	1,949	2,342	1,927
	61020 . General Administration Vehicle Registrations	160	0	0	0	151
	61022 . General Administration Office Security System	1,000	459	750	700	787
	61023 . General Administration Meeting Costs	600	90	600	900	647
	61024 . General Administration Committee Conferences & Training	2,500	0	2,000	2,500	0
	61025 . General Administration Committee - Travel	2,000	897	2,000	2,000	1,933
	61026 . General Administration Chair Expenses	400	16	200	400	360
	61027 . Citizen Appointee to Investment Committee	500	0	500	600	0
	61040 . General Administration Staff Recognition Events	3,200	949	3,000	3,000	1,543
	61060 . General Administration: OHS Consulting/ WCB Certification	1,000	0	1,000	1,000	176
	61070 . Consulting Services - Program/Service Review	20,000	19,794	59,800	20,000	3,882
	61101 . General Administration Past Due Accounts Collection	200	76	200	100	58
	61105 . General Administration Provision for Vacation Pay	1,000	0	1,000	1,000	0
	Total 61000 . General Administration	455,944	207,479	464,643	410,075	369,226
	61140 Small Wind Turbine					
	61141 . Operation and Maintenance (5 months of operation anticipated)	4,200	0	1,750	2,900	0
	61142 . General and Administrative	0	0	0	400	188
	61143 . Insurance	3,750	0	1,510	625	0
	61144 . Geotechnical Survey	0	0	0	0	5,078
	61148 . Miscellaneous	0	0	0	0	0
	Total 61140 Small Wind Turbine	7,950	0	3,260	3,925	5,266
	61150 . Fiscal Services Financing					
	61151 . Fiscal Services Financing Cost	441,977	142,693	352,000	350,220	265,637
	61152 . Fiscal Services - Bank Charges	7,700	3,652	7,600	11,000	8,932
	Total 61150 . Fiscal Services Financing	449,677	146,345	359,600	361,220	274,569
	61200 . Western Management Center					
	61201 . WMC Salaries	331,802	172,225	332,036	328,571	316,270
	61202 . WMC Benefits	72,996	35,561	73,048	72,286	67,141
	61203 . WMC Office Supplies and Equipment	3,000	1,533	3,000	3,000	2,779
	61204 . WMC Safety Equipment	2,000	2,764	3,800	3,600	1,747
	61205 . WMC Insurance	26,100	12,803	25,600	28,500	27,487
	61206 . WMC Staff Training and Development	3,400	607	2,800	3,200	2,601
	61208 . WMC OHS Committee Expenses	200	85	200	300	33
	61209 . WMC Telephones	3,500	1,413	3,400	3,000	2,788
	61210 . WMC Communication Equipment & Licenses	1,500	727	1,500	2,000	1,455
	61211 . WMC Electricity	19,000	6,445	19,000	19,000	18,811
	61212 . WMC Small Tools/Shop Supplies	500	0	300	500	425
	61213 . WMC Advertising, Information and Promotion	0	0	0	100	0
	61214 . WMC Staff Travel	1,500	310	1,200	1,700	1,018
	61215 . WMC OHS Consulting Services & WCB Certification	500	0	500	500	352
	61216 . WMC Leased/Rented Equipment	300	186	300	400	270
	61217 . WMC Vehicle Registration	2,333	939	2,354	2,270	2,292
	61230 . WMC Site and Building Maintenance	14,200	8,922	63,500	13,500	13,335
	61231 . WMC Scale Maintenance	12,000	8,294	12,000	7,500	3,941

Account Name and Number		2016-2017 Draft Budget	Apr - Sep 2015 Actuals	2015-2016 Projections	2015-2016 Budget	2014-2015 Year-End Actual
	61232 · WMC Vehicle & Equipment Repairs and Maintenance	43,135	30,408	43,850	32,270	33,696
	61240 · WMC Gasoline & Diesel Fuel	55,428	21,449	44,912	50,600	53,114
	61250 · WMC Snow/Ice Removal Supplies	1,200	438	1,200	700	1,603
	61251 · WMC Janitorial	8,100	4,026	8,000	8,000	7,766
	61252 · WMC Landscaping	500	147	300	1,000	521
	61253 · WMC Security	600	261	600	600	490
	61254 · WMC Tank Pumping/Transport	620	0	600	600	595
	61267 · WMC HHW Operations	10,000	3,806	9,000	11,000	7,329
	61272 · WMC CFC Removal	500	0	300	500	25
	61281 · WMC Environmental Services	500	0	0	500	0
	61299 · WMC Uncollectible Revenues	100	10	100	100	0
	Total 61200 · Western Management Center	615,514	313,357	653,400	595,797	567,884
	61300 · Eastern Management Center					
	61301 · EMC Salaries	611,664	321,279	606,120	598,243	583,738
	61302 · EMC Benefits	134,566	66,646	133,346	131,613	124,485
	61303 · EMC Office Supplies and Equipment	4,400	2,064	4,200	4,200	4,640
	61304 · EMC Safety Equipment	6,500	3,777	7,000	6,700	4,584
	61305 · EMC Insurance	28,900	13,596	28,000	29,500	28,270
	61306 · EMC Staff Training & Development	5,500	795	4,000	5,800	3,447
	61308 · EMC OHS Committee Expenses	200	85	200	300	33
	61309 · EMC Telephones	3,800	1,519	3,300	4,300	3,058
	61310 · EMC Communication Equipment & Licenses	3,400	1,681	3,400	3,400	3,035
	61311 · EMC Electricity	25,500	8,388	25,700	24,500	25,766
	61312 · EMC Small Tools/Shop Supplies	1,200	462	1,000	1,500	1,401
	61313 · EMC Advertising, Information and Promotion	0	0	0	100	0
	61314 · EMC Staff Travel	1,200	93	1,000	1,500	882
	61315 · EMC OHS Consulting Services & WCB Certification	500	0	500	500	352
	61316 · EMC Leased/Rented Equipment	800	416	800	650	544
	61317 · EMC Water and Meter Charges	1,100	331	1,100	1,100	1,016
	61318 · EMC Sewer Charges	1,200	329	1,200	1,000	941
	61319 · EMC Hydrant Rental	1,900	1,875	1,875	1,700	1,620
	61320 · EMC Vehicle Registration	4,665	1,215	3,545	3,500	3,564
	61330 · EMC Site/Building Maintenance	27,000	12,330	27,000	27,000	20,607
	61331 · EMC Scale Maintenance	8,000	1,069	10,000	18,000	4,521
	61332 · EMC Vehicle and Equipment Repairs and Maintenance	59,110	47,962	65,140	44,650	49,513
	61340 · EMC Gasoline & Diesel Fuel	100,300	28,316	79,900	92,500	69,729
	61350 · EMC Snow/Ice Removal Supplies	6,000	450	6,000	6,500	4,672
	61351 · EMC Janitorial	7,600	4,024	6,800	7,600	7,248
	61352 · EMC Landscaping	400	7	100	300	407
	61353 · EMC Security	600	0	600	600	154
	61354 · EMC Tank Pumping and Transport	800	0	800	800	0
	61367 · EMC HHW Operations	48,000	22,384	46,000	48,000	39,140
	61372 · EMC CFC Removal	600	0	400	600	644
	61381 · EMC Environmental Protection	500	41	200	500	0
	61399 · EMC Uncollectible Revenues	100	1,472	1,500	100	0
	Total 61300 · Eastern Management Center	1,096,005	542,607	1,070,726	1,067,256	988,011
	61400 · Residential Collection Contract					
	61401 · Residential Collection	2,661,400	1,298,172	2,596,400	2,609,000	2,523,180
	61402 · Residential Collection Fuel Adjustment	19,600	-46,544	-63,300	2,600	-18,883
	61403 · Residential Collection Green Carts	65,000	39,376	65,000	65,000	54,191
	61405 · Residential Collection Spring/Fall Clean-ups	187,400	139,814	196,700	213,451	99,084
	61410 · Residential Collection Cart Maintenance and Supplies	2,000	26	2,000	1,500	1,404
	61420 · Residential Collection Seasonal Bin Maintenance	4,000	49	4,000	4,000	3,189
	61421 · Residential Collection Seasonal Bin Control Monitoring	20,000	14,975	20,000	20,000	19,575
	61423 · Residential Collection Seasonal Bin Signage	500	0	500	500	0
	61440 · Residential Collection Advertising and Notices	13,000	7,973	13,000	13,000	9,707
	Total 61400 · Residential Collection Contract	2,972,900	1,453,841	2,834,300	2,929,051	2,691,446
	61500 · Construction & Demolition Debris					
	61520 · C&D Disposal East	0	0	0	0	0
	61521 · C&D Transportation East	28,000	9,586	27,600	25,300	33,458
	61522 · C&D Processing East	64,700	42,180	60,530	64,600	58,999
	61523 · C&D Fuel Adjustment East	350	-888	-900	150	-1,203
	61530 · C&D Disposal West	0	0	0	0	0
	61531 · C&D Transportation West	5,500	2,073	5,200	5,400	7,112
	61532 · C&D Processing West	11,500	7,081	10,460	12,500	11,919
	61533 · C&D Fuel Adjustment West	100	-310	-310	50	-407
	Total 61500 · Construction & Demolition Debris	110,150	59,722	102,580	108,000	109,879

Account Name and Number		2016-2017 Draft Budget	Apr - Sep 2015 Actuals	2015-2016 Projections	2015-2016 Budget	2014-2015 Year-End Actual
61600 · Recyclables						
	61605 · Recyclable Processing East	554,000	285,990	547,500	534,400	532,737
	61615 · Recyclable Processing West	306,400	164,987	304,300	315,500	304,532
	Total 61600 · Recyclables	860,400	450,977	851,800	849,900	837,268
61700 · Organics						
	61701 · Organics Processing East	649,500	347,604	649,500	649,500	657,268
	61705 · Organics Equipment Rental East	0	0	0	200	0
	61711 · Organics Processing West	329,400	178,419	327,300	343,300	341,437
	61715 · Organics Equipment Rental West	0	0	0	200	0
	Total 61700 · Organics	978,900	526,023	976,800	993,200	998,704
61800 · Residuals						
	61801 · Residuals Disposal East	1,079,200	605,165	1,038,700	1,270,000	1,157,851
	61802 · Residuals Adjustment - Residuals Disposal East	0	0	0	67,000	-21,248
	61805 · Residuals Transportation East	265,400	152,076	260,000	244,700	288,535
	61806 · Residuals Fuel Adjustment East	3,200	-4,739	-5,800	1,200	-11,426
	61810 · Residuals Disposal West	463,600	270,389	439,700	540,900	484,393
	61812 · Residuals Adjustment - Residuals Disposal West	0	0	0	44,700	-14,166
	61815 · Residuals Transportation West	116,700	69,259	112,600	107,900	124,469
	61816 · Residuals Fuel Adjustment West	2,200	-3,656	-4,330	800	-8,198
	Total 61800 · Residuals	1,930,300	1,088,494	1,840,870	2,277,200	2,000,210
61900 · Communications & Enforcement						
	61901 · C&E Salaries	409,969	170,838	351,929	366,794	357,038
	61902 · C&E Benefits	81,994	32,406	70,386	73,359	70,728
	61905 · C&E RRFB Regional Enforcement Program	16,000	7,708	16,000	15,000	15,173
	61910 · C&E Office Supplies & Equipment	2,000	669	2,000	2,200	926
	61911 · C&E Clothing Costs	300	0	300	300	0
	61915 · C&E Telephones	6,500	2,930	6,000	7,200	5,759
	61920 · C&E Advertising	18,000	2,541	10,000	19,000	25,838
	61922 · C&E Newsletter and Calendar Distribution	6,000	0	5,500	7,200	4,909
	61924 · C&E Calendar Design & Printing	16,300	0	16,300	18,000	16,122
	61925 · C&E Promotional Items	1,800	824	2,000	2,000	0
	61931 · C&E ICI Support	500	0	800	500	0
	61940 · C&E Travel	4,000	486	2,000	3,000	1,930
	61941 · C&E Vehicle Repairs & Maintenance	4,125	1,446	3,030	4,150	2,580
	61942 · C&E Vehicle Insurance	7,130	3,458	6,920	5,100	4,845
	61943 · C&E Vehicle Fuel	6,828	2,787	5,462	6,200	5,012
	61944 · C&E Vehicle Registrations	570	0	0	0	742
	61945 · C&E Printing and Presentation Materials, Miscellaneous	1,500	350	1,500	1,600	1,471
	61961 · C&E OHS Safety Equipment	400	145	600	400	40
	61970 · C&E Special Weeks Promotions	5,000	3,279	4,500	5,300	4,461
	Total 61900 · Communications & Enforcement	588,915	229,868	505,227	537,303	517,574
62300 · Transfer to Capital Reserve						
	62301 · Transfer to Capital Reserve	161,051	146,410	146,410	146,410	75,000
	Total 62300 · Transfer to Capital Reserve	161,051	146,410	146,410	146,410	75,000
62400 · Capital From Operations						
	62401 · Capital From Operations	41,400	11,906	35,000	35,000	0
	Total 62400 · Capital From Operations	41,400	11,906	35,000	35,000	0
64000 · Information Technology						
	64004 · IT Office Supplies	0	0	0	0	33
	64005 · IT Telephone	2,700	1,262	2,700	2,600	2,549
	64007 · IT Training	0	0	0	1,000	0
	64010 · IT Hardware	6,900	4,713	13,400	15,600	6,411
	64011 · IT Software	0	0	0	0	10,535
	64019 · IT Website Maintenance	700	339	700	750	834
	64020 · IT Maintenance Contracts	4,850	2,916	6,170	2,500	6,598
	64021 · IT Consulting Fees	16,000	7,310	14,820	16,000	14,620
	NEW - IT Connection to Valley Community Fibre Network (VCFN)	2,000		20,000	20,000	0
	Total 64000 · Information Technology	33,150	16,540	57,790	58,450	41,581
66020 · RRFB Approved Program Costs						
	66022 · MAP Innovation	0	0	0	0	49,847
	Total 66030 · RRFB Approved Program Costs	0	0	0	0	49,847
Total Expense		10,302,256	5,193,569	9,902,407	10,372,787	9,526,464
Net Income(Loss)		0	197,587	676,373	0	515,270



REQUEST FOR DECISION
Donations Policy Revision
#001-2016

Date: 16 November 2015	Subject: Donations Policy Revision
Proposal Attached: Yes	Submitted by: Rachel Turner, Chief Administrative Officer

Proposal:	That Council amend the current Donations Policy.
Background:	<p>Initially, this policy was put in place to end the practice of the Town of Middleton receipting donations made to the Middleton Fire Department. The donations were put through the Town's financial accounts and then reimbursed to the Fire Department. Because of the ability of the Fire Department to establish a separate charitable organization and issue its own receipts, the recommendation was that this was the more preferred and financially acceptable practice.</p> <p>While the above was achieved, an issue has arisen where there are donations currently being accepted by the Town as they relate to the New Fire Hall/Community Centre fundraising project but are being collected from a number of people in the community and being turned in by one individual. A recent incident also included an error in addition of some of those donations, which required additional cost and work from our financial software provider to reverse the receipt and enter it correctly. The Town receipts these donations because they are raised and donated specifically to go towards this future capital project.</p> <p>The issue of having one person collect and submit a number of donations is a practice that should be stopped. It is the opinion of staff that receipting grouped donations through the Town's financial accounts is not a clear or transparent transaction. In addition, there are some individuals who are making donations that may not be receiving their proper receipt. These receipts may provide income tax benefits that they are currently missing.</p> <p>The Town's Solicitor was consulted on this matter and agreed that this practice may contribute to a real or perceived conflict of interest, and that the Town should stop this practice and ensure that each donation is submitted by the individual who is actually</p>

	making the donation, and receipt that donation at the time it is made.
Benefits:	<p>By not allowing grouped donations (i.e. donations in small amounts to be entered as one larger donation under one name and/or one individual collecting on behalf of many), it ensures that the Town is acknowledging the true donor and creates a clear and transparent financial transaction for each financial donation made to the Town.</p> <p>By implementing this change now, it will have positive affect for those donating in the current taxation year of 2016 and forward.</p>
Disadvantages:	
Options:	
Required Resources:	
Source of Funding:	
Sustainability Implications: (Environmental, Social, Economic and Cultural)	
Staff Comments/ Recommendations:	
CAO's Review/ Comments:	

CAO Initials: RLT

Target Decision Date: 18 January 2016

TOWN OF MIDDLETON CODE F - Fire Protection	
Subject: Donations - Fire Department	Number: 1.2
Coverage: Staff, MFD, & Public	Approved by: <u>MFD, Council, & CAO Council</u>
Effective Date : June 15,1981	Revision Date: July 6, 1981 October 2, 2006 December 4, 2006

Rationale

This policy establishes the procedure-criteria for processing donations made to the Fire Department as well as to the Town of Middleton that are to be used specifically for capital project fund raising for the Middleton Fire Department.

Policy Statement

- 1) Whereas the Middleton Fire Department has the ability to establish a separate charitable organization, the Town will no longer accept donations or issue tax receipts for donations made to the Fire Department.
- 2) Any financial donation made directly to the Town of Middleton that is designated for a Fire Department project must be receipted to the individual who has made the donation, regardless of the donation amount. Grouped donations will not be receipted.

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Previous Policies

The previous policy 1/15 "Tax Exempt Status for Donations to Municipalities" passed by Council June 15, 1981 is hereby repealed.

The previous policy 5/3 "Donations - Fire Department" amended by Council July 6, 1981 is hereby repealed.

Certification

THIS IS TO CERTIFY that this policy was duly passed by a majority vote of the whole Council at a duly called Council meeting held on the ____ day of _____, 20__.

GIVEN under the hand of the CAO and under the seal of the Town of Middleton this ____ day of _____, 20__.

Rachel L. Turner
Chief Administrative Officer



REQUEST FOR DECISION
Electronic Voting
#002-2016

Date: 18 December 2015	Subject: Electronic Voting
Proposal Attached:	Submitted by: Rachel Turner, Chief Administrative Officer

Proposal:	That Town Council approve the development of a bylaw authorizing voters to vote electronically in the 2016 municipal election; and further that Intelivote Systems Inc. be contracted under the HRM Bulk Purchasing Tender to provide e-voting services.
Background:	<p>In preparation for the 2016 municipal election, Middleton has been included in a Bulk Purchasing Request for Proposals that was prepared and tendered by Halifax Regional Municipality, with potential benefits such as efficiencies, financial saving and opportunities for smaller municipal units to affordably provide e-voting, which means we could see more municipal units offering e-voting in 2016. The RFP prepared by HRM includes:</p> <ul style="list-style-type: none"> • Non-binding e-voting RFP • RFP based on legislation and business practices to conduct a municipal and school board election in Nova Scotia. • RFP process was led by HRM and facilitated by HRM Procurement Department. • Two other municipal units were invited to participate in the RFP evaluation. • The RFP contained language that allows the listed parties to enter into their own agreement with the highest scoring proponent, but does not require them to. Any agreement will be solely between the Town and the vender – HRM will not be a party to the external agreements. • The successful proponent to this tender process is Intelivote Systems Inc. <p>Electronic voting, or e-voting, was introduced in Nova Scotia municipal elections in 2008 and at the time traditional methods, paper, were still required. In 2012, legislation changed to allow e-voting only and mechanisms included telephone, internet and kiosk voting. Below are some stats from e-voting in Nova Scotia</p>

in the 2008 and 2012 elections.

- In 2008, 4 municipalities used e-voting.
- In 2012, 15 municipalities used e-voting. Middleton approved e-voting for the 2012 election, however all candidates were acclaimed and no election was required.
- Berwick used e-voting in 2008 but did not in 2012 because of cost. They are recommending e-voting for 2016.
- Wolfville voted not to use e-voting in 2012 and 2016 and will use paper ballots only.
- 11 out of 54 municipalities used electronic voting for the first time in 2012.
- On average, there was a 7% (6.58%) increase in voter turnout when compared to 2008. However, not all of the municipalities that used e-voting for the first time in 2012 saw an increase in voter turnout. There is a wide range: Truro and Bridgewater saw an increase of over 20%, but Digby and Kentville saw decreases of 11%.
- Therefore, it is difficult to isolate the impact e-voting alone has on voter turnout, as there are other factors that are going on in each municipality.
- All 15 municipalities used **e-voting only** for advance polls.
- When Nova Scotian voters were offered the option of an electronic or paper ballot during 2012 Municipal and School Board elections, the electronic option was the choice of 64% of voters.

Internet voting is always offered along with a telephone voting option to ensure complete coverage of the electorate. In addition, kiosks can be set up at polling stations for individuals who either don't have access to a computer, need assistance, or would like to maintain a traditional means of voting.

Functions of E-voting

- Each individual on the final list of electors receives a voter information letter containing instructions on how to cast their ballot and their electronic voting credentials (PIN). In 2012, inaccuracies in HRM's municipal voters list caused some households (3-5%) to receive voter information cards for non-household members. As a result there were no instances of voter fraud and because the letters were mailed in a sealed envelope and opening someone else's mail is illegal, as is impersonating another elector.
- After receiving the voter instruction letter voters connect to the voting website or call the 1-800 number.

- The website offers a step by step process where you enter your personal identification number (PIN) in order to proceed.
- The user sees an electronic ballot, one at a time – Mayor, Councillors, School Board, and the individual clicks on the box for their chosen candidate and submits their choice. Before that vote is cast a confirmation screen shows the candidate(s) that the individual chose. If this is not the correct list the individual can return to the ballot or vote now.
- An individual can access their vote and make a change up until the close of the polls.

Elections Canada has gathered research on technology trends, Canadian's attitudes and the benefits and drawbacks of e-voting. Below is a summary of two reports prepared by Elections Canada.

Technology Trends

- According to the 2012 Canadian Internet Use Survey (Statistics Canada):
 - 80 percent of individuals 16 years and older used the internet for personal use.
 - Overall, Canadian's are experienced internet users with almost on half of users (47 percent) having been online for 10 years or more.
 - Seniors accounted for about one half (51 percent) of non-users. Nearly four in ten non-users (39 percent) came from households reporting low income.
- Research shows that technology can remove some administrative barriers to the electoral process, especially for some groups of electors, including those with accessibility challenges and potentially youth.

Attitudes and E-Voting in Canada

- According to the 2011 Elections Canada Survey of Electors:
 - the majority of electors (86 percent) have access to the internet in their home; an increase of 5 percent since 2008 and 22 percent since 2003.
 - 57 percent of non-voters, primarily those with internet access at home, said they would have voted had it been possible to do so over the internet.
- The *2011 Canadian Election Study* shows that half of the electors (49.1 percent) agree, somewhat (31.5 percent) or strongly (17.6 percent) that "Canadians should have the

	<p>option to vote over the internet in federal elections”. This compares to 39.4 percent who disagree.</p> <ul style="list-style-type: none"> • A majority of electors (58.8 percent) said they would be likely, either somewhat (17.0 percent) or very (41.8 percent), to vote over the Internet if they could do so; 37.5 percent say they would not be likely to do so. • 50.3 percent of electors think voting over the Internet is "risky" while 29.7 percent think it is not. • Across the board, positive impact on participation turned out to be negligible. On the other hand, in all cases, electors took advantage of the option, and the Internet voting option has been retained for future elections. • A policy analyst for Elections Canada suggests that changes in society, especially those that are incited by new technologies and increasing online use are influencing the expectations of Canadians.
Benefits:	<p><u>Benefits of e-voting</u></p> <ul style="list-style-type: none"> • On average, it took 1 minute and 31 seconds to vote by internet during 2012. • Surveys on non-voters indicate that being too busy, out of town or ill/disabled is a reason that they did not vote (Statistics Canada, 2013). E-voting allows voters to vote from anywhere, anytime. • E-voting could allow for greater secrecy for special populations of electors with disabilities (including visually or hearing impaired, because they can vote unassisted and are afforded a greater degree of anonymity when casting a ballot. • E-voting may be a method of engaging those voters who are considered the hardest to reach, particularly young people aged 18 to 30. • Has the promise to positively impact voter turnout, though not proven at this time. • The incremental financial cost to a voter casting an electronic ballot is less than that for an individual voting in-person after having taken time off work, travelling to a polling station and obtaining childcare. • Over the long term, all types of internet voting have the potential to be less expensive to operate and execute than traditional paper ballots. • Eliminates proxy votes and certificates of eligibility. • Results are available almost immediately. • No spoiled ballot issues, positive ballot confirmation.

	<ul style="list-style-type: none"> • Eliminates the need for an interim voters' list to be used at physical polling stations on advance voting day. The voters' list can be continuously updated.
Disadvantages:	<ul style="list-style-type: none"> • Those opposed to e-voting prominently cite security, threats of computer viruses or hackers, as the number one risk. • Problems with access to technology and the digital divide for those who have access and do not have access to a computer and those who have faster connections and those who have slower connections. • E-voting presents greater opportunity for fraud and coercion or vote-buying – i.e. someone voting on another's behalf without their permission or pressuring others to vote in a way that he or she would not have otherwise. • Voter education that ensures public awareness of electronic voting and understanding and use of online systems are a concern. • Privatization is a concern when electoral administrators cede control to a hired firm and causes negative impact on public confidence. • The proliferation of electronic election services has the power to alter that nature of electoral participation by causing more electors to vote alone instead of at a polling place with others. • Although electronic voting may be more popular among committed voters it is not yet as trusted as traditional in-person voting options. <p>Although there are potential risks for e-voting staff believe that the benefits outweigh the risks. The success of e-voting in 14 other Nova Scotia municipalities – no reported fraud or security risks – and the increasing trends in Canadian's use and attitudes towards technology and e-voting are evidence that moving forward with e-voting for the 2016 municipal election would be beneficial.</p>
Options:	<ol style="list-style-type: none"> 1. That Council proceeds with e-voting only and engages Intelivote Systems Inc. to provide the service for the 2016 municipal election. 2. That Council proceeds with a combination of e-voting and paper ballots for the 2016 municipal election. 3. That Council proceeds with paper ballots only for the 2016 municipal election.

Required Resources:	<p>The successful bid provides costing for each voter at a base of \$1.25/voter (based on a municipality with a population of less than 10,000), \$0.25 for letter production (design, setup, production, printing, insertion, and sorting for voter instruction letters for all eligible voters; standard black and white 8.5"x11" Voter Instruction Letter with security envelope), and \$0.60 for voter list cleansing. The voters list from 2012 included 1,390 voters.</p> <p>Additional costs will be for the Returning Officer and other election staff that may be required.</p>
Source of Funding:	General Operating Budget
Sustainability Implications: (Environmental, Social, Economic and Cultural)	
Staff Comments/Recommendations:	
CAO's Review/Comments:	I recommend that Council approve option 1, to use e-voting only for the 2016 municipal election.

CAO Initials: RLT

Target Decision Date: 18 January 2016