



STAFF REPORT

TO: Council

FROM: Erin Hartley, Director of Corporate Services

APPROVED BY: Trudy Payne, Chief Administrative Officer

DATE: March 22, 2021

SUBJECT: Memorandum of Understanding – Brush Pile Remediation

ORIGIN

Brush Pile Remediation costs being incorporated into Shared Services budget beginning 2021-22.

RECOMMENDATION

That the attached Memorandum of Understanding for the Regional Materials Recovery Facility Brush Pile Remediation that occurred in fiscal 2020-21 be approved.

That the Chief Administrative Officer and the Warden be authorized to sign said Memorandum of Understanding on behalf of the Municipality of the District of Shelburne.

BACKGROUND

There is an Inter-Municipal Agreement between the Municipality of Shelburne, Town of Shelburne and Town of Shelburne detailing service costs and delivery for various services delivered to the Towns by the Municipality. Brush pile maintenance and remediation has not historically been included in this budget. It will be going forward.

DISCUSSION

Since remediation of the brush pile was an unbudgeted emergency expense in the 2020-21 budget, the Municipal Council at the time decided to pay for the full cost of the service from operating reserves (\$45,734). Council discussed service charges in relation to cost recovery at this time as well. The Shared Services Administrative Team met and also discussed cost recovery options. It was determined that the

service cost would be incorporated into the RMRF operating budget over the next five years, based on the funding formula for waste services in the Inter-Municipal Agreement.

The attached MOU incorporates the purpose, details, funding formula and outcome for these charges, and it will form an addendum to the Inter-Municipal Agreement once signed by all parties.

The concept of an addendum or MOU has been discussed with the Towns to ensure agreements are in writing and documentation is available should there be staff turnover. Legal has also reviewed this MOU.

ATTACHMENTS

MOU – RMRF Brush Pile Remediation 2020-21

MEMORANDUM OF UNDERSTANDING
REGIONAL MATERIALS RECOVERY FACILITY (C&D SITE)
BRUSH PILE REMEDIATION 2020-21

BETWEEN:

MUNICIPALITY OF THE DISTRICT OF SHELBURNE

-AND-

TOWN OF SHELBURNE

-AND-

TOWN OF LOCKEPORT

DATE: To take effect with the renewal of the Inter-Municipal Agreement (April 1, 2021 – March 31, 2026) and the related 2021-22 budget.

PURPOSE: To clarify the terms of brush pile remediation services in 2020-21 fiscal year in the total amount of \$45,734.

DETAILS: The brush pile at the Regional Materials Recovery Facility was deemed a fire hazard and emergency remediation was required. Since this was an unbudgeted expense, the Municipality of the District of Shelburne paid for the service from municipal operating reserves.

The Shared Services Administrative Team discussed this matter and it was determined that the service would be incorporated into the operating budget for the site over the next five years instead of a one time charge. This service expense is to be split based on the Inter-Municipal Agreement formula for waste management services.

Total Brush Remediation Service Cost (2020-21): \$45,734.00

Annual service charge \$45,734 / 5: \$ 9,146.80

<u>Percentage Breakdown</u>	<u>Annual Cost</u>
TOL (12.38%)	\$1,132.37
TOS (23.69%)	\$2,166.88
MDS (63.93%)	\$5,847.55

OUTCOME: For the next five fiscal years (2021-22, 2022-23, 2023-24, 2024-25, 2025-26) the annual cost detailed above will be included within the operating budgets and form part of the service charges for the Regional Materials Recovery Facility.

This Memorandum of Understanding will act as an addendum to the Inter-Municipal Agreement for the length of the charge.

Dated _____, 2021

**THE MUNICIPALITY OF THE
DISTRICT OF SHELBURNE:**

Witness

Per: Warden

Per: Chief Administrative Officer

Dated _____, 2021

THE TOWN OF SHELBURNE:

Witness

Per: Mayor

Per: Chief Administrative Officer

Dated _____, 2021

THE TOWN OF LOCKEPORT:

Witness

Per: Mayor

Per: Town Clerk