

Submitted to HRM on November 1, 2022

TO: Andrew Philopoulos, Director, Solid Waste Resources

FROM: Linda MacKay, CMC Chair

Date: November 1, 2022

SUBJECT: CMC's 2022-23 OPERATING BUDGET, AS REVISED, FOR HRM'S CONSIDERATION

PART 1

BACKGROUND NOTES:

THE HWRS, ACTS ON BEHALF OF THE CMC ON THIS MATTER. THE BUDGET IS THE PROPOSAL FROM THE HWRS NEGOTIATING COMMITTEE. THE BUDGET, SHOULD IT BE APPROVED BY THE HRM COUNCIL REQUIRES THE RATIFICATION FROM THE CMC AT THEIR NEXT MEETING.

IT IS ESPECIALLY NOTED THAT THE TOTAL ASK FOR THIS BUDGET, TO SUSTAIN CMC TO THE BALANCE OF THIS FISCAL YEAR, HAS BEEN DRASTICALLY REDUCED COMPARED TO ANY OF THE PAST FIVE YEARS.

WHAT IS THE REASON FOR THIS REDUCTION FOR THE CMC FISCAL YEAR 2022-23? DURING THE COURSE OF THE 2022-23 FISCAL YEAR, BEGINNING ON APRIL 1, 2022, CMC WAS UNDER FINANCIAL REVIEW BY HRM. CMC BELIEVED, DURING THIS PERIOD OF TIME, TO BE FRUGAL AND REDUCE SERVICES TO BASIC OPERATIONAL REQUIREMENTS. IT IS NOTED THAT THERE WAS NO CMC ENVIRONMENTAL CONSULTANT SINCE THE BEGINNING OF OUR FISCAL YEAR, APRIL 1ST. 2022. NOR WERE THERE ANY CMC NEWSLETTERS PREPARED AND PUBLISHED DURING THIS SAME TIME PERIOD. IN MOST RECENT DAYS, WITH SOME RENEWED CONFIDENCE FOR AN AGREEMENT BETWEEN HRM & HWRS, CMC HAS JUST RECENTLY HIRED AN ENVIRONMENTAL CONSULTANT.

PART 2

THE PROPOSED CMC OPERATING BUDGET FOR 2022-23

The 2022-23 Operating Budget, in its detail, is submitted below in the amount of \$ 70,000.

The essential purposes of CMC's program expenditures are also provided.

The detail provided below constitute the total envelope of \$ 70,000. The sub- budgeted amounts are allocated under the continuing four 'expenditure envelopes' as set out below.

<u>FUNCTIONS</u>	<u>PROGRAM TASKS</u>	PROPOSED	PREVIOUS
		<u>2022-23</u> <u>BUDGET</u>	<u>2021-22</u> <u>BUDGET</u>
1. CMC ADMINISTRATION			
	COMMITTEE, SUB COMMITTEE MEETINGS	\$ 39,000	(\$ 42,500)
	Staff AND OFFICE SUPPORT		
	RESEARCH, DEVELOPMENT FOR BOARD		
	LIAISON WITH MIRROR, HRM & NSDOE		
2.SOCIAL MEDIA TECHNICIAN			
	MAINTAIN WEB SITE / ASSIST WITH	\$ 5,000	(\$ 11,000)
	POSTING OF NEWSLETTERS/ MANAGE ZOOM		
	ASSIST & MAINTAIN COMPUTER INTERCONNECTIONS		
3.COMMUNICATIONS CONSULTANT			
	REFLECT ALIGNMENT WITH COMMUNICATIONS PLAN	\$ 6,000	(\$ 11,000)
	PROVIDE COMMUNICATION ADVICE		
	PREPARE NEWSLETTERS & OTHER COMMUNICATIONS		
	PREPARE & CONDUCT PUBLIC MEETINGS		

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PROPOSED	PREVIOUS
2022-23	2021-22
BUDGET	BUDGET

4.LEGAL SERVICES

SOLICITOR:

PROVIDING AN ADEQUATE CONTINGENT	\$ 3,000	(\$ 10,500)
RESERVE FOR POTENTIAL ISSUES/QUESTIONS		

5. ENVIRONMENTAL CONSULTANT SERVICES

ENVIROMENTAL CONSULTANT:

CONTINGENCY RESERVE FOR PROVISION OF	\$ 17,000	(\$15,000)
INDEPENDENT ENVIRONMENTAL EXPERTISE		
FOR ANY CHANGES PROPOSED AS IT MAY		
AFFECT THE OTTER LAKE LANDFILL OPERATIONS		
TOTAL	\$ \$70,000	(\$90,000)

Subject: The proposed CMC Operating budget for 2023-24

To: Andrew Philopoulos, HRM Director of Solid Waste Resources

From: Linda MacKay, CMC Chair

PART 1:

Important notes, below, to help explain the alignment to the changes to next year's budget from April 1, 2023, to March 31, 2024. As a result of HRM Council's approved amendments on November 22, 2022, to the 1999 Agreement between HRM & HWRS.

Reference to CMC Administration (PART 2, number 1 of the assigned category of Budget expenditure):

- i) **The Chair of the CMC**, it is considered, ought to be provided an honorarium of \$ 4000. And for that, he or she will be responsible, on behalf of the CMC, for the oversight of the day-to-day efficiency of all part time staff. (See Section 9.13 of the AGREEMENT as Amended in ATTACHMENT 3 of your Agenda.)
- ii) There will be the creation of a **CMC Communications Committee** to replace the Executive Committee. (See Section 5.11 of the Agreement in ATTACHMENT 3)
- iii) There shall be a part time **Administrator** hired to prepare Agenda(s) for all CMC meetings, Communications Committee meetings, the taking and preparation of the minutes, preparation, and submission of monthly invoices to HRM, maintaining all files and ensuring the timely web site and Facebook posting of the approved minutes of the CMC. (Section 9.12 of the Agreement)

Reference to CMC Social Media Services; Communications and Legal Services (PART 2, numbers 2, 3 and 4 of the assigned categories of Budget expenditures):

There are no significant changes to the nature of these above stated programs.

And as to proposed changes to programs:

Reference to CMC Environmental Consultant Services (PART 2, number 5 of the assigned category of Budget expenditures):

There is an **increase in funding for CMC Environmental monitoring** in alignment, and complementary, with the requirement on HRM and the Operator, by the provincial DOE, to fully implement 'The Compliance Plan '.

Reference to Other Professional Services: For example: CMC Liaison Assistant.

PART 2:
Pages 2 & 3

TO: Andrew Philopoulos, Director, Solid Waste Resources
 FROM: Linda MacKay, Chair, HWRS

Date: JANUARY 25, 2023

SUBJECT: CMC's 2023-24 OPERATING BUDGET FOR HRM'S CONSIDERATION

CMC submits for your consideration the proposed 2023-24 budget as set out below in the amount of \$ 79,000.

The essential purpose of CMC's program expenditures is also provided.

The detail provided below constitute the total envelope of \$79,000. The sub- budgeted amounts are allocated under six expenditure 'envelopes' as set out below.

1.CMC ADMINISTRATION	BUDGET	
CHAIR, HONORARIUM	\$ 4,000	
COMMITTEE & COMMUNICATIONS MEETINGS	\$ 6,000	
ADMINISTRATOR	\$ <u>12,000</u>	\$ 22,000
2.SOCIAL MEDIA SERVICES		
MAINTAIN WEB SITE / MANAGE ZOOM	\$ 5,000	
NEWSLETTERS' PUBLICATION	\$ <u>7,000</u>	\$ 12,000
3.COMMUNICATIONS		
PROVIDE COMMUNICATIONS ADVICE		
PREPARE NEWSLETTERS AND OTHER COMMUNICATIONS		
PREPARE PUBLIC MEETINGS	\$ <u>10,000</u>	\$ 10,000
4. LEGAL SERVICES		
SOLICITOR SERVICES AS REQUIRED	\$ <u>5,000</u>	\$ 5,000

5. ENVIRONMENTAL SERVICES

PROVIDING ENVIRONMENTAL ANALYSIS \$ 18,000 \$ 18,000

6. OTHER PROFESSIONAL SERVICES

FOR EXAMPLE: LIAISON ASSISTANT \$ 12,000 \$ 12,000

TOTAL \$ 79,000

Supplementary information on the amount of remuneration and the terms of engagement on certain CMC Consultant Services:

- 1.CMC Administrator: It is suggested that a 1-year term begin on April 1, 2023, with renewal for an additional year, agreeable to both parties.
2. CMC Social Media Technician: The incumbent ends his second and final year term on October 31, 2023. His hourly rate is \$ 70.
3. CMC Communications Consultant: The incumbent ends her second and final year term on October 31, 2023. Her hourly rate is \$ 80.
4. CMC Environmental Consultant: The incumbent ends his term on October 31,2023 with an option of 1 additional year agreeable to both parties. His hourly rate is \$ 110.