



**STAFF REPORT**

**TO:** Council

**FROM:** Erin Hartley, Director of Corporate Services

**APPROVED BY:** Trudy Payne, Chief Administrative Officer

**DATE:** March 22, 2021

**SUBJECT:** RMRF (C&D Site) Break In – Write Off

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**ORIGIN**

A break in at the Regional Materials Recovery Facility (RMRF) was discovered on February 18, 2021.

**RECOMMENDATION**

That Council approve the amount of \$323.60 be written off due to a break in at the Regional Materials Recovery Facility. This amount represents the float (GL# 0031103000) to be written off using GL# 0029360000.

**DISCUSSION**

Upon arriving at work on February 18, 2021, the RMRF staff discovered the site had been broken into. The RCMP and insurance company were notified immediately.

The scale house door was kicked in and the window was broken. The safe was taken with cash floats and two days worth of tipping fees in it. The site was closed for two days while municipal staff repaired the damages.

The out-of-pocket cost of the break in includes:

Repairs	\$737.13
Replacement	\$422.20
Lost Tipping Fees	\$ 31.20
<u>Lost Float</u>	<u>\$323.60</u>
<b>Total</b>	<b>1514.13</b>

The float amount is the only amount required to be written off in order to balance in our financial system at year end. The repairs and replacement costs will be reflected in this year's RMRF budget and the tipping fees will be an unaccounted for loss.

The Insurance claim has been dropped since it didn't meet our deductible. The RCMP investigation is ongoing. Camera systems are being explored and will be installed as soon as possible.