

Minutes of a Meeting of the
MUNICIPAL JOINT SERVICES BOARD AND SCOTIA RECYCLING
Held in the District of Lunenburg's Council Chambers, 210 Aberdeen Road, Bridgewater
Wednesday, January 27, 2016 6:30 p.m.

ATTENDANCE

MUNICIPALITY OF THE DISTRICT OF LUNENBURG

Mayor Don Downe
Peter Wile, Member at Large
Councillor Errol Knickle
Kevin Malloy, CAO

TOWN OF BRIDGEWATER

Mayor David Walker
Deputy Mayor Bill McInnis
Councillor Andrew Tanner
Ken Smith, CAO

TOWN OF MAHONE BAY

Mayor Joseph Feeney
Councillor Kelly Wilson, Vice Chair
Councillor Lynn Hennigar

REGRETS

Jim Wentzell, CAO, Town of Mahone Bay

ALSO IN ATTENDANCE WERE

Siew Secord, COO
David Muise, Director of IT, MJSB
Tamara Fraser, Recording Secretary

1. CALL TO ORDER

Deputy Mayor McInnis called the meeting to order at 6:30 p.m.

2. APPROVAL OF AGENDA – Added Items

Moved by Mayor Downe, seconded by Councillor Tanner, that the agenda be approved as circulated.
Carried.

3. APPROVAL OF MINUTES

Moved by Mayor Walker, seconded by Councillor Knickle, that the Minutes of the November 18, 2015, Municipal Joint Services Board meeting be approved. Carried.

4. NEW BUSINESS

4.1 Illegal Dumping - Presentation by Kirk Symonds

Kirk Symonds, Region 6 Educator, addressed the Board on the matter of Illegal Dumping.

In his presentation Mr. Symonds explained the Waste Resource Association of Nova Scotia collected 118 reports of illegal dumping across the province.

He indicated there was no real difference between small (less than 10 bags) and large (more than 10 bags) dump sites.

He explained:

- 83% were defined as rural
- 71 % of the sites identifying information was found
- 24 % were found to be renters

Mr. Symonds reviewed some of the “reasons” behind illegal dumping:

- Going through divorce or breakup
- Moving out west
- Eviction
- Hired someone to haul their waste

He explained in the end 94% of the sites are cleaned up; 28% by the dumper and 55% by the municipality.

Mr. Symonds stated in the Region of Queens where residents are not charged fees at the landfill sill have cases of illegal dumping.

Mr. Symonds indicated enforcement could play a major role in deterring illegal dumping;

- Make the dumpers responsible for clean up
- Educate landowners on how to discourage illegal dumping
- Looking for greater cooperation with NSE

The Board discussed the presentation.

Kevin Malloy inquired if there is any evidence indicating that over time, illegal dumping is getting worse.

Mr. Symonds suggested it's not increasing but remaining the same. He added there is no historical data as this study was the first ever done on illegal dumping.

Mayor Downe inquired about strategy for enforcement.

Mr. Symonds stated they are working with NSE and enforcement staff. He suggested we are not effective with our enforcement. These findings will provide a better indication of how we should target our education.

The Board discussed illegal dumping.

4.2 Budget Timeline

Mrs. Secord reviewed the timeline for the 2016-17 MJSB Budget, a copy of the timeline was circulated with the Agenda.

She advised there are still some outstanding items.

She explained during the month of February she would meet with the following;

- CAOs to review the draft budget – February 8, 2016
- Finance Committee – February 15, 2016
- Present draft budget to Board for approval – February 24, 2016
- Council approval – March and April

Mrs. Secord stated the tipping fees will remain the same; the Board will use cost recovery for IT Shared Services and HR Shared Services.

4.3 Pension Windup Update

Mrs. Secord gave an update on the Pension windup.

She advised on January 2, 2016, a letter was received from Nancy MacNeill Smith, Superintendent of Pensions, stating confirmation of payment to the Pension Fund, \$1,555,628 , was required.

On January 14, 2016, the Town of Bridgewater, Municipality of the District of Lunenburg, Town of Mahone Bay and Town of Lunenburg were notified of their liability share for the projected shortfall of the partial Pension windup. A copy of the correspondence was circulated with the Agenda.

Mrs. Secord advised 2 of the three partners (Town of Bridgewater and the Municipality of the District of Lunenburg) have already paid their share of the Pension funding.

The Board discussed the Pension windup liability and the Town of Lunenburg's share of this obligation.

It was the consensus of the Board to contact legal counsel for advice on the Town of Lunenburg's Pension windup liability and site liability. A report will be brought back to the Board.

4.4 Committee Updates

4.4.1 IT Shared Services Update

David Muise gave an update on IT Shared Services.

He advised the EastLink Contract was executed on January 21, 2016. It is a 5 year contract with reduced rate for "seasonal" locations (no need to disconnect) and some inflexible termination terms were eliminated.

Mr. Muise reported the network implementation plan and EastLink construction phase will take place over the next 90 days.

Mr. Muise advised he and Mrs. Secord toured Pennant Point on December 9, 2015.

He explained Pennant Point has five points of security between the public and the equipment;

- gated entrance with perimeter fencing, swipe cards with PIN, lockable cabinets,
- CCTV throughout facility
- access is restricted to essential personnel only
- Intrusion detection system installed
- Dedicated lockable rooms is required

The long term plan is that all data will be stored at Pennant Point Data Centre. The Municipality of the District of Lunenburg will be the host location for back-up.

Mr. Muise advised in the last 30 days the IT department has received 49 service requests, 80% via email and 20% via portal. He added their first response average is 1 hour 38 minutes; the Municipality of the District of Lunenburg had 19 requests, the Municipal Joint Services Board 4, Town of Bridgewater 24 and South Shore Regional Enterprise Network (REN) 2.

He reported he and Mrs. Secord held information session at the following locations:

- January 7 – Bridgewater Police Commission
- January 22 – Town of Lunenburg
- January 25 – Bridgewater Development Association Chamber of Commerce
- January 26 - Municipality of the District of Chester
- January 27 – LCLC Board

Mr. Muise advised of the following upcoming activities:

- Detailed network planning – January – April
- Prep work at partners site
- Office 365 Executive Presentation – February 9, 2016
- Microsoft launch of Canadian Data Centre – June 2016
- June- September network implementation (continued operational support)

He added the Senior IT Technician position recruitment is on-going and an NSCC Student Placement will take place April-May 2016.

Mrs. Secord reviewed the costs of ITSS:

- Network connectivity - \$62,100
- Email licensing (office 365) - \$41,770
- Service licensing - \$10,000
- Desktop virus scan - \$12,366
- Managed security and Network management (add-on services from EastLink) - \$27,715

She advised the indirect were costs were:

- ITSS personnel (3FTE) - \$236,409
- IT Office Expenses - \$40,000

Mayor Downe inquired if there are restrictions on selling the service.

Mr. Muise advised there are no real restrictions.

Mayor Downe suggested marketing the service.

The Board discussed IT Shared Services.

Mayor Feeney inquired if the security for Scada Systems (computerized monitoring systems), like those found in the water treatment plants, wind turbines, will be covered under IT shared services.

Mr. Muise advised Scada Systems are a special case and machine based systems will be treated differently. If however they are co-located where people are working then yes they will be covered. He further advised they will find the most secure and cost effective way of meeting those requirements.

4.4.2 Approval of HR Services and Update

Mrs. Second gave an update on HR Shared Services. A copy of her report was circulated with the Agenda.

She advised on January 7, 2016, the Shared Services Committee determined the HR Manager position should be posted as a one year term. This position will provide HR support to the Town of Bridgewater, Town of Mahone Bay and the Municipality of the District of Lunenburg.

Mrs. Second reviewed the major responsibilities of the HR Manager.

Mrs. Second advised the proposed budget for the one year term position would be \$75,000, with \$6,000 for miscellaneous costs (travel reimbursement, advertising, equipment etc.). The HR manager would work from the Dufferin Street IT office.

She further reported the estimated distribution of cost would be as follows:

- TOB – 60% (\$48,000)
- MODL -35 % (\$28,000)
- TOMB – as needed basis
- MJSB – cost of the new shared services

Mrs. Second advised the Shared Services Committee is recommending the Board approve and implement the HR Shared Service as outlined in the report. She stated the recommendation will form part of the Board's 2016-17 Operating budget to be approved by 2 of the 3 councils.

Mayor Walker stated he does not support this recommendation explaining it is crucial to establish a process that is clear. This process needs to be followed for each new service; it should follow the exact

same process as IT Shared Services. He explained a program is developed, presented by Mrs. Secord to the 3 councils together and then approved by the councils at that time. He reiterated he will not approve this as presented tonight.

Moved by, Peter Wile seconded by Mayor Walker, to approve and implement the HR Shared Service as outlined in the report.

Peter Wile stated he doesn't believe this service is the same as IT shared services, the Town of Mahone Bay and the Municipality of the District of Lunenburg do not have an HR person in place now and the Town of Bridgewater's HR person is currently on sick leave.

Councillor Wilson added, he suggested at the Shared Services meeting to have a term HR person hired to assist the MJSB and if and when the current employee returns to work the term person can assist the employee until they are back full time.

Mayor Walker stated there is HR staff at the Town of Bridgewater, on contract, and the full time employee is currently on sick leave. He believes HR is the simplest service to implement compared to moving other services to the MJSB. He stated a joint council meeting needs to take place otherwise he will not support this motion. He explained it's important for staff to know the process the MJSB takes for each new service, if that process is not followed he will not support the motion.

Mr. Malloy stated he was upset with the posting of the HR position without prior approval from the Board.

D. Mayor McInnis stated each new service has to go to Joint Council for approval.

Councillor Hennigar stated it's very important the HR position be filled but it's also very important to follow the process. In order to take the HR service to the Town of Mahone Bay's council they will need the cost associated with HR.

Mayor Downe explained the process needs to be followed.

Mayor Feeney suggested finding the best way to present HR to the councils.

Councillor Wilson inquired if a joint Council meeting is required or can the councils meet separately.

The Board discussed whether a joint council meeting is required or if the report could be taken to the councils separately.

The Motion was defeated.

Mayor Downe suggested passing a motion supporting the hiring of an HR position subject to approval of councils.

The Board discussed the process of new shared services and the importance of following the process for each new service.

It was the consensus of the Board to take the HR report back to councils for approval.

Moved by Councillor Wilson, seconded by Mayor Feeney, that the Municipal Joint Services Board agree to send the HR Joint Services proposal to the 3 councils for approval. Carried.

Mayor Walker voted against this motion.

5. IN CAMERA:

At 8:51 p.m., it was moved by, Mayor Feeney seconded by Mayor Downe, that the Municipal Joint Services Board go In Camera to discuss the following items:

5.1 New Services Criteria

5.2 Personnel – Evaluation of COO

Carried.

Lunenburg Region Joint Services Board In Camera in session.

At 9:10 p.m., it was moved by, Mayor Feeney seconded by Councillor Wilson, that the Municipal Joint Services Board come out of In Camera and return to open session. Carried.

Lunenburg Region Joint Services Board in session.

6. RECOMMENDATIONS/REFERRALS FROM COMMITTEES

7. CORRESPONDENCE

8. ADDED ITEMS:

9. Next Meeting Date – February 24, 2016

10. ADJOURNMENT

There being no further business at 9:11 p.m., it was moved by Mayor Feeney, seconded by Councillor Wilson that the meeting adjourn. Carried.



DEPUTY MAYOR MCINNIS, CHAIRMAN



SIEW SECORD, COO