

Minutes of a Meeting of the
MUNICIPAL JOINT SERVICES BOARD, LUNENBURG REGION
Held in the District of Lunenburg's Council Chambers, 210 Aberdeen Road, Bridgewater
Wednesday, January 28, 2015 6:30 p.m.

ATTENDANCE

MUNICIPALITY OF THE DISTRICT OF LUNENBURG

Kevin Malloy, CAO
Councillor Errol Knickle
Peter Wile

TOWN OF BRIDGEWATER

Mayor David Walker
Deputy Mayor Bill McInnis, Chairman
Ken Smith, Chief Administrative Officer
Councillor Andrew Tanner

TOWN OF MAHONE BAY

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

Regrets:

Mayor Don Downe, Municipality of Lunenburg
Jim Wentzell, CAO Town of Mahone Bay

ALSO IN ATTENDANCE WERE:

Siew Secord, Acting COO
Tamara Fraser, Recording Secretary

1. CALL TO ORDER

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

5. IN CAMERA:

At 6:30 p.m., it was moved by Mayor Walker, seconded by Councillor Tanner, that the Municipal Joint Services Board go In Camera to discuss the following items:

5.1 Shared Services Update

5.2 Re-imagine Municipal Government Update –Lynn Hennigar

Carried.

Lunenburg Region Joint Services Board In Camera in session.

At 6:39 p.m., it was moved by, Mayor Walker seconded by Councillor Tanner, that the Municipal Joint Services Board come out of In Camera and return to open session. Carried.

Lunenburg Region Joint Services Board in session.

2. APPROVAL OF AGENDA – Added Items

Moved by Mayor Walker, seconded by Councillor Hennigar, that the agenda be approved as circulated. Carried.

3. APPROVAL OF MINUTES

Moved by Councillor Hennigar, seconded by Councillor Tanner, that the Minutes of the December 17, 2014, Municipal Joint Services Board meeting be approved. Carried.

4. NEW BUSINESS

4.1 Re-imagine Municipal Government Update –Lynn Hennigar

Circulated at the meeting was a report from WSP on the Re-Imagine Municipal Government sessions held on Jan 9-10, 2015.

Councillor Hennigar gave an update on the Re-imagine Municipal Government sessions. She explained the next step is the public sessions and WSP is planning 2 separate approaches; an on-line survey which will launch in February, closing in March, and some tactical engagements – grocery stores, farm markets, rinks, etc.

She explained there will be a cost associated with the public sessions and WSP has submitted a change order of \$6616 + HST; the total cost of the project will still remain within the original amount requested.

Councillor Tanner shared his concern with WSP possibly not having a full grasp of the Joint Services Board; where we were with the Joint services Board, who the partners were, how the Board was structured. He requested that his feedback be given to WSP.

Moved by Mayor Walker, seconded by Councillor Wilson, to accept the recommendation as contained in the WSP document dated January 28, 2015, change order for \$6616 + HST. Carried.

Councillor Hennigar added she came out of the two day session with the impression the Town of Lunenburg may be interested in Joining the Joint Services Board and stated she would be willing to assist in a meeting with them.

The Board discussed the Town of Lunenburg joining the Municipal Joint Services Board.

It was determined that the meeting with the Town of Lunenburg is to determine their intent on joining the Municipal Joint Services Board.

Moved by Mayor Walker, seconded by, Peter Wile, that Councillor Hennigar and D. Mayor McInnis be authorized to make contact with the Town of Lunenburg to determine if they are interested in joining the Municipal Joint Services Board and report back at the February 25, 2015, meeting. Carried.

Ken Smith suggested staff meet prior to meeting with the Town of Lunenburg to review the changes that have taken place since the creation of the Joint services Board.

4.2 Committee Updates

4.2.1 Shared Services Committee Update

4.2.1.1 Approve IT Report & recommendations

Circulated with the Agenda was the finalized IT Report and recommendations from IT Consultant Bill Yakamovich.

Moved by Councillor Hennigar, seconded by Mayor Walker, to approve IT Shared Services Report submitted by IMP Solutions as presented at the meeting of December 17, 2014. Carried.

4.2.1.2 Request for IT Project Change Order

Mrs. Secord reviewed an IT Project change order which was circulated with the Agenda.

She advised the new Shared Services transition requires a complete timeline for implementation of the IT Shared Services Project with the following recommendations:

MJSB-ITSS-002	Shared Service Model
MJSB-ITSS-003	IT Service Unit - Organization
MJSB-ITSS-004	IT Advisory Service (Dir IT/CTO/CIO)
MJSB-ITSS-005	Shared Infrastructure: Network & Facilities
MJSB-ITSS-006	Unified ISP Network
MJSB-ITSS-007	Unified Voice Communications (VOIP)
MJSB-ITSS-008	Managed Email and Active Directory Services
MJSB-ITSS-009	Managed Desktop Services

Mrs. Secord noted a change or work order is required to have IMP Solutions provide a work plan and budget for Phase 2; which would take one week to complete. The proposed budget is \$2,800 + reimbursement travel cost of \$400 for a total of \$3, 200.

She advised the Shared Services Committee would like to recommend an additional budget of \$3,200 to IMP Solutions to complete project work plan and budget for Phase 2.

Councillor Tanner inquired how long it would take to get the report.

Mrs. Secord advised two weeks after the approval.

Moved by, Mayor Walker seconded by Councillor Tanner, to approve an additional budget of \$3,200 to IMP Solutions to complete the project work plan and budget for Phase 2. Carried.

Mayor Feeney inquired if any other studies would be required after Phase 2.

Mrs. Secord advised no more studies will be required. She also noted Phase 2 will be funded by Municipal Relations.

4.2.1.3 New Services and Location

Mayor Walker gave an update from the Shared services committee.

He advised the Committee discussed adding new services as quickly as possible. The Committee also discussed whether they had authority to move ahead on new services to the Board or do they require Board approval for each new shared service.

Mrs. Secord added the Committee questioned whether the Board required approval from the Councils prior to implementation of the new service.

Mayor Walker explained once the MJSB has developed the package it goes to Council for approval – to see if they wish to be part of that service. He inquired whether the Shared Services Committee can look at new services before Council approves the previous package.

The Board discussed new shared services.

Councillor Hennigar suggested the Shared Services Committee submit a list of Shared Services the Board wishes to work on.

Mayor Walker stated the Shared Services Committee will look at next services and recommend, a list, to the Board.

He also suggested as the Municipal Joint Services Board grows the Board office should have a new location.

The Board discussed a possible new location for the Joint Services Board.

4.2.2 Finance Committee Update

4.2.2.1 3rd Quarter Report

Peter Wile gave an update from the Finance Committee; circulated with the Agenda was the 3rd Quarter Report.

He advised the Committee met on January 21, 2015, to review the 3rd Quarter Report. He reported there were two unbudgeted items:

Unbudgeted Pension expenses:	\$102,000
Fournier Screens, baler, sweeper	\$ 50,892

He further advised the clear bag program impacted the landfill tonnage sent to Kaizer Meadow.

He also advised the 2015-16 draft budget will be reviewed with the partners CAOs.

He stated the Committee recommends that the Board accept the 3 quarter report as submitted.

Moved by, Peter Wile seconded by Mayor Feeney, to accept the 3rd Quarter Report as submitted. Carried.

4.2.2.2 2015-16 Operating and Capital Plans

Mrs. Secord advised she met with the 3 CAOs on January 26, 2015, to review the 2015-16 budget. She advised she is projecting a shortfall of 1,000 tonnes to the put-or-pay. She noted even though the landfill has decreased the blue bag and paper have not increased. She also noted ICI recyclables are down as well.

Mrs. Secord reviewed the Operating Plan which was circulated with the Agenda.

Mrs. Secord advised the compost fee will be going down from \$105 to \$95/mt.

She further advised Shelburne County has approached the Waste Site about taking their compost.

Councillor Hennigar inquired if the Town of Lunenburg were to join the JSB if that would help the landfill contract. Mrs. Secord advised the Town of Lunenburg landfill is already included in the tonnage.

Councillor Wilson suggested the direct haul is what is affecting the Landfill tonnage.

Mrs. Secord advised the direct haul was 3,000 tonnes and has dropped to 1,400 tonnes. She stated C & D material is helping the site; 30-40% is diverted from Landfill.

Councillor Tanner inquired about the grinding of shingles on site.

Mrs. Secord advised an application was sent to the RRFB but it was not approved.

4.3 Clear Bag Update - verbal

Mrs. Secord gave an update on the Clear Bag Program.

She advised the enforcement side of the clear bag program has become a challenge. They have discovered on roads that have a garbage box it's difficult to determine who owns the garbage. As well, in the rural areas some places combine their garbage in one spot making it difficult to do enforcement.

She advised the Public Outreach Department is working on education in the Commercial sector.

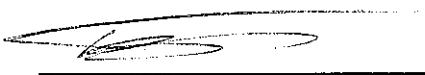
6. RECOMMENDATIONS/REFERRALS FROM COMMITTEES

7. ADDED ITEMS:

8. NEXT MEETING –February 25, 2015 at 6:30 p.m.

9. ADJOURNMENT

There being no further business at 7:40 p.m., it was moved by, Mayor Walker, seconded by Mayor Feeney, that the meeting adjourn. Carried.



DEPUTY MAYOR MCINNIS, CHAIRMAN



SIEW SECORD, COO