

Minutes of a Meeting of the
MUNICIPAL JOINT SERVICES BOARD AND SCOTIA RECYCLING
Held in the Board Room 908 Mullock Rd, Whynott's Settlement
Wednesday, July 8, 2015 6:30 p.m.

ATTENDANCE

MUNICIPALITY OF THE DISTRICT OF LUNENBURG

Mayor Don Downe
Peter Wile, Member at Large

TOWN OF BRIDGEWATER

Deputy Mayor Bill McInnis
Mayor David Walker
Ken Smith, CAO, Town of Bridgewater

TOWN OF MAHONE BAY

Mayor Joseph Feeney, Town of Mahone Bay
Councillor Kelly Wilson, Vice Chair
Councillor Lynn Hennigar

REGRETS

Kevin Malloy, CAO, Municipality of Lunenburg
Jim Wentzell, CAO, Town of Mahone Bay
Councillor Errol Knickle, Municipality of Lunenburg
Councillor Andrew Tanner, Town of Bridgewater

ALSO IN ATTENDANCE WERE

Siew Secord, COO
Gordon Pettipas, Director of Finance, Municipality of Lunenburg
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 Councillor Wilson, seconded by Councillor Hennigar, that the agenda be approved as circulated. Carried.

3. APPROVAL OF MINUTES

Moved by Mayor Feeney, seconded by Mayor Walker, that the Minutes of the May 20, 2015, Municipal Joint Services Board meeting be approved. Carried.

4. NEW BUSINESS

4.1 Earth Day Recognition

Stephanie Smits and D. Mayor McInnis presented awards to the following; Esther Ernst-Pike, Stephen Joudrey, The South Shore Wildlife Federation and Town of Bridgewater.

Ms. Ernst-Pike has often recruited family members to help her clean up in the Sweetland Road area. Ms. Ernst-Pike has usually been one of the first to register for the Earth Day Litter Challenge each year.

Stephen Joudrey and The South Shore Wildlife Association`s members have participated many times of the last number of years. Members have collected in various communities, showing their dedication to preserving the natural beauty within their areas. Stephen Joudrey accepted on behalf of the SSWA.

The Town of Bridgewater participates each year by collecting litter throughout the Town. They clean up big and small litter items, demonstrating their pride in the Town. Mayor Walker accepted on behalf of the Town.

4.2 Removal of Compostable Bags

Mrs. Stephanie Smits, Lunenburg Regional Community Recycling Centre, gave a presentation on compostable bags for compost.

Mrs. Smits explained the Waste Site currently allows Compostable bags which are vegetable (starch) based. These compostable starch based bags do not biodegrade and become lodged in grinding equipment as organic material is shredded, causing frequent interruptions to organics processing. She explained bags must be manually removed by cutting and prying them out of the rotating pieces. This is done frequently, taking 1-2 hours to fully remove all remnants.

Mrs. Smits added compost from the Site was used on site in 2014, during the landfill capping.

The Board discussed the possibility of removal of starch based compostable bags.

It was the consensus of the Board to review the data and develop a plan of action.

It was suggested the by-laws, for each partner, should be changed at the same time.

4.3 COMMITTEE UPDATES

4.3.1 Finance Committee – 2013-14 Audit Financial Statements

Kim Hopkins, auditor from Grant Thornton, presented the auditor`s Report which was circulated with the Agenda.

She advised the Statements are draft until approved by the Joint Services Board.

Mrs. Hopkins explained the management responsibility statement. She noted the following:

1) Independence – There were no independence issues.

2) Internal controls - She explained in an ideal audit world they are looking for 5-15 people for internal control, segregation of duties. With a small staff, as there is at the Waste Site, there are normally issues with segregation of duties. She wanted the Board members to be aware of weaknesses and understand the weaknesses. She suggested when signing cheques ensure all documentation is attached and dual signatures are required.

Internal audit - someone on staff would test the internal controls. This is only possible in large organizations with proper staffing levels.

Waste Disposal Agreement – Agreement not completely resolved.

3) Fraud and illegal acts – no fraud was detected

4) Legal and Regulatory issues – Outstanding contract which affects TOL input.

Mayor Downe inquired if the partners can sign off their 2013-14 Financial Statements now that this is complete. Mrs. Hopkins confirmed they will be able to.

Mrs. Secord reviewed the Financial Statement which was circulated with the Agenda.

She explained the asset transfer from the Municipality of the District of Lunenburg had to be shown as revenue; recognized as income.

She further explained statements on pages 1-4 are consolidated statements, statements on pages 20-23 show the make-up of the consolidated statements and the Operating and Capital Fund details.

The Board discussed the Financial Statement.

Moved by, Peter Wile seconded by Mayor Feeney, to approve the Financial Statement as presented. Carried.

Moved by, Peter Wile seconded by Mayor Walker, to retain Grant Thornton for 2014-15 audit. Carried.

4.3.2 Pension Committee Update

Mrs. Secord gave an update from the Pension Committee. She advised;

- Notice of proposal for a partial wind-up was sent to the Superintendent of Pensions on June 24, 2015
- Notice of proposal for the wind-up to all members including vested deferred members, pensioners, and active members was sent on June 24, 2015.
- Appointed actuary consultant is working on the windup valuation. It is expected that the final valuation (draft) will be ready in early August.
- Target to complete the windup process is Sept 30, 2015.

- Once the windup report is approved by the Superintendent of Pensions, all members affected by the partial wind-up will receive a schedule of individual entitlements and options under the plan.
- The pension committee discussed the funding of the partial windup cost. It was agreed that onetime payout for the partial wind-up is more cost effective. This will eliminate the need to provide annual actuary valuation to the Superintendent of Pensions for 4-5 years.
- Upon Board approval a formal communication will be provided to each unit for their share of the windup cost.

Moved by, Mayor Walker seconded by Mayor Downe, to approve a onetime payout of the partial windup pension cost for the MJSB defined benefits plan #0393447. Carried.

4.3.3 Shared Services Committee Update

Mayor Walker gave an update from the Shared Services. A copy of the Shared Services Report was circulated with the Agenda.

He reported 42 resumes were received for the Director of Information & Technology, 10 were short listed and 6 were selected for interviews (5 external and 1 internal).

Mrs. Secord reported the interviews were conducted on July 2 and 3. A pre interview questionnaire was circulated prior to the interviews.

She reported the Shared Services Committee has narrowed it down to 3 top candidates.

She advised one (1) candidate will be selected next week.

4.3.4 Review Committee – Legal Services RFP

Mrs. Secord gave an update on the RFP 2015-001 Legal Services review, the report was circulated with the Agenda.

She advised Six Proposals were received. Two proposals did not meet the RFP submission requirements. Four submissions received met the submission requirements with good standing and experience.

The review Committee met on June 17 to review the submissions. Based on the qualification and experience of all the respondents, the review committee reached the following ranking conclusion (favorable based on ascending order):

Wickwire Holm	1
Cox Palmer	2
Pink Larkin	3
Taylor MacLellan Cochrane	4

Mrs. Secord advised Legal Services RFP 2015-001 should be awarded to Wickwire Holm, rates as per Schedule B of the proposal submission.

Moved by, Mayor Feeney seconded by Mayor Walker, to approve RPF 2015-001 Legal Services to Wickwire Holm, rates as per Schedule B of the proposal submission. Carried.

4.3.5 Re-imagine Project Update

Councillor Hennigar gave an update from the Re-imagine Project.

She advised the final report was presented on June 29, 2015, in the Town of Lunenburg. The report will be available on the Now Lunenburg website.

Councillor Hennigar reported Chris McNeil, Service Nova Scotia, will be doing a presentation on July 30, 2015, at 1 p.m. for Councils. A formal meeting request will be sent out.

4.4 New Logo MJSB

Mrs. Secord presented samples of draft logos for the Municipal Joint Services Board which was circulated at the meeting.

She stated she would like feedback from the members at the August meeting.

The Board discussed the sample logos.

Mayor Downe suggested having an open competition for local artisan in Lunenburg County, winner receives a monetary prize.

The Board discussed a local competition.

It was the consensus of the Board to have a local competition for the new logo with \$2,000 for the winning logo.

4.5 C & D Overflow

Mrs. Secord reported there is currently a surplus of C & D material and the Waste Site had to rent an excavator in order to process the incoming C & D waste at a cost of \$4500 per month.

She advised most of the C & D material is from damage caused during the winter; building collapse, etc. The staff has been re-juggled to ensure any overtime is minimized.

4.6 Retro Fit Recycling Facility to Accommodate OCC Overflow

Mrs. Secord advised as of May 2015 the Waste Site has received substantial amounts of cardboard and the average two bales per day has increased to four.

She reported the Recycling Facility needs to be retro-fitted in order to accommodate cardboard (OCC) overflow. A copy of her report was circulated with the Agenda.

Mrs. Secord advised a steel partition installed several years ago is no longer useful and creates Health and Safety problems for both staff and truck drivers.

Mrs. Secord explained once the retro fit is complete the Recycling Facility will be more efficient.

Moved by, Councillor Wilson seconded by Mayor Downe, to approve \$62,000 to retro-fit the Recycling Facility. Carried.

4.7 Weekly Collection - MODL

Mrs. Secord reported a request was received from MODL to change the current bi-weekly garbage collection to a weekly collection, for the summer period.

She advised she only received the request July 7, 2015, and hasn't had time to review to cost.

Mrs. Secord inquired if the collection was for 4-stream or just compost and can GE All Trucking accommodate the request.

It was noted the current contract is \$1.3 million for bi-weekly collection.

Mayor Feeney advised the TOMB has weekly compost collecting from June 1 to the August 31.

Mrs. Secord advised she will look into the cost and report back to the Board.

5. IN CAMERA

At 8:11 p.m., it was moved by Mayor Downe, seconded by Mayor Feeney, that the Municipal Joint Services Board go In Camera to discuss the following items:

5.1 Put and Pay Update

5.2 Scotia Recycling

Carried.

Lunenburg Region Joint Services Board In Camera in session.

At 8:25 p.m., it was moved by, Mayor Feeney seconded by Mayor Downe, 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. ADDED ITEMS

8. NEXT MEETING –August 26, 2015 at 6:30 p.m.

9. ADJOURNMENT

There being no further business at 8:25 p.m., it was moved by Mayor Feeney, seconded by Mayor Downe that the meeting adjourn. Carried.


DEPUTY MAYOR MCINNIS, CHAIRMAN


SIEW SECORD, COO