

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, August 26, 2015 6:30 p.m.

ATTENDANCE

MUNICIPALITY OF THE DISTRICT OF LUNENBURG

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

TOWN OF BRIDGEWATER

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

TOWN OF MAHONE BAY

Mayor Joseph Feeney, Mayor
Jim Wentzell, CAO
Councillor Lynn Hennigar

REGRETS

Kevin Malloy, CAO, Municipality of Lunenburg
Councillor Kelly Wilson, Town of Mahone Bay, Vice Chair

ALSO IN ATTENDANCE WERE

Siew Secord, COO
Gordon Pettipas, Director of Finance, Municipality of Lunenburg
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 Councillor Hennigar, seconded by Peter Wile, that the Minutes of the July 8, 2015, Municipal Joint Services Board meeting be approved. Carried.

4. NEW BUSINESS

4.1 NSE Proposed Solid Waste Regulations - EPR

Mrs. Secord gave a presentation on NSE proposed Solid Waste Regulations – EPR.

She advised she had meeting with the Cumberland County Joint Services Board Manager Stephen Rayworth. She explained Stephen Rayworth is part of a working group who is looking at the proposed EPR.

The working group includes members from the following groups:

- UNSM (1)
- NSE (2)
- RRFB (2)
- Regional Chairs & Regional Coordinators (4)
- Municipal Affairs (1)
- SW managers/directors group (2)

The working group is looking at:

- Collections of Waste streams
- Depot system
- Processing contract vs MRF (full or shared EFR)
- Service Level

She explained EPR (Extended Producer Responsibility) is a system where the Manufacturers, brand owners and first importers are responsible for their packaging. When you purchase something the packaging is to be fully recyclable. Full EPR means the industry is 100% responsible, from collection to marketing (reusing) of the product.

Shared responsibility means the municipalities continue to do the work but they are partially funded by the industry based on the agreed criteria.

She reported NSE is leaning toward full EPR. Funding would be for residential collection only. The EPR is based on the British Columbia full EPR model and the packaging already includes the added cost. There will be exemptions for smaller producers; NSE is working on the details. The full EPR is not supported by CFIB (Canadian Federation of Independent Business) and the municipalities will have no direct control over the program.

Municipalities will be contracted to provide collection and education for a fee as industry is not interested in providing these services.

Mrs. Secord reported NSE has not determined how they will deal with municipalities who have long-term contracts with processing companies. She questioned if a Blue Bag processing contract default or would revisions be made as a result of EPR.

Mrs. Secord advised the timeline from a September sitting, if passed, would be; 18 months from September notice would be given to industry (March 2016), it would take 12 months for industry to provide a plan (March 2017), making the effective date September 2018.

If EPR is considered, Mrs. Secord suggested appointing an expert negotiator who has experience and an understanding of EPR.

Mrs. Secord explained some limitations faced by rural municipalities; collection from small business (only residential is funded), limitation due to longer term commitments faced by municipalities; costs may be factored into the change of the Regulations.

Mrs. Secord reported NSE is not including the RRFB in the EPR. She suggested the RRFB be absorbed through the negotiation of the EPR, eliminating a layer of redundancy and costs.

The Board discussed the proposed NSE Solid Waste Regulations – EPR.

Mrs. Secord clarified it is a Regulatory change not a Legislative change.

Mayor Downe explained UNSM is looking at the small businesses and how they will be affected. He explained UNSM is looking for those businesses to be exempt.

Mayor Feeney inquired when the Legislative change will take place. Mrs. Secord explained nothing was specified.

Mayor Feeney inquired if any other consultation was done with the operational side other than today. Mrs. Secord advised there was only 1 other presentation done at UNSM.

Mrs. Secord advised she will invite Stephen Rayworth to do a presentation at the September meeting.

4.2 2014-15 Financial Audit

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

She advised the Audit is complete; Finance and Budget Committee have not yet met.

She reported the Auditor had contacted her and there are no changes to be made to Financial Statement.

The Board discussed the Draft Financial Statement.

4.3 Committee Updates

4.3.1 Shared Services Committee Update

David Muise gave a presentation on a potential new office space for the IT Shared Services; 14 Dufferin Street, Bridgewater. A copy of the presentation was circulated with the Agenda.

He advised there is no long term commitment for this office space. The Joint Services Board would be able to lease on a month to month basis with a three month minimum.

The Board discussed leasing 14 Dufferin Street, Bridgewater.

Moved by, Mayor Walker seconded by Councillor Hennigar, to approve a lease agreement of 14 Dufferin Street, Bridgewater, with B. Clausen, on a month-to-month basis, as presented, effective September 1, 2015. Carried.

Mr. Muise reviewed the timeline for ITSS Phase II.

He explained the set up the IT Shared Service will take some time as there's a lot work required.

Mr. Muise reviewed the proposed timeline:

- Unified Municipal Network – January 2016
- Server Consolidation – February 2016
- Server Rationalization – February 2016
- Municipal Server relocation – June 2016
- Workstation Rationalization – TBD
- Application Consolidation - TBD

He reported he has begun interviewing for a new IT support person and will finish the final 3 interviews on Monday, August 31, 2015.

Mrs. Secord advised she met with the CAOs to review the criteria for the MOU (funding formula). The criteria are as follows:

- number of users
- number of locations
- capacity usage
- equipment standardization

She indicated the cost and structure (in house or managed) will impact the funding formula and she cannot complete it until this is available. Mrs. Secord will work with the CAOs as the information becomes available.

4.4 Compostable Bags Update

Stephanie Smits gave a follow-up presentation on the ban of compostable bags for organic use.

Mrs. Smits explained the Waste Site would like to move away from plastic bio-degradable bags being used in the compost carts. 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 recommended the following:

- Begin a soft launch with education about effects upon processing due to compostable bags
- Focus on the use of paper mini bin liners
- Promote the use of paper liners and free alternatives (newspaper, boxboard) for lining the mini bin

She suggested education at outreach events, business visits and media (local newspaper ads, municipal websites and calendars) would be some ways to promote paper liners. As well as distributing mini paper liners at municipal offices and at the LRCRC, paper bags could be given to residents receiving new green carts.

Mayor Walker inquired about the timeline for the soft launch.

Mrs. Smits advised education should be gradual and is focusing on the Spring of 2016.

The Board discussed the banning of plastic compostable bags from organics.

4.5 MJSB Logo Design Contest Closes Sept. 16, 2015

Mrs. Secord advised the Municipal Joint Services Board's Logo Design Contest is now running. A copy of the contest ad, official contest rules and guidelines were circulated with the Agenda.

She reported the contest closes September 16, 2015.

Mayor Walker suggested having an outside person review the Design submissions and bring the top one to the Board.

It was discussed that the logo is representing the Board; the staff will review the submissions and provide a recommendation to the Board.

4.6 Laundering Policy

Mrs. Secord reviewed the new Laundering Policy which was circulated with the Agenda.

Moved by, Mayor Walker seconded by Councillor Tanner, to approve Laundering Policy MJSB 09 as outlined in 4.6. Carried.

5. IN CAMERA

At 8:00 p.m., it was moved by Councillor Tanner, seconded by Mayor Downe, that the Municipal Joint Services Board go In Camera to discuss the following items:

- 5.1 Next Shared Services**
- 5.2 IT Personnel**
- 5.3 Dispute – Scotia Recycling**
- 5.4 Evaluation – COO Annual Performance Appraisal**

Carried.

Lunenburg Region Joint Services Board In Camera in session.

At 9:35 p.m., it was moved by, Mayor Walker seconded by Mayor Feeney, that the Municipal Joint Services Board come out of In Camera and return to open session. Carried.

Lunenburg Region Joint Services Board in session.

5.2 IT Personnel


Moved by Mayor Walker, seconded by Mayor Feeney, to accept the concept of the Hybrid approach, further details will be determined later. Carried.

6. RECOMMENDATIONS/REFERRALS FROM COMMITTEES**7. ADDED ITEMS**

8. NEXT MEETING –September 23, 2015 at 4:00 p.m. – presentation by Steve Rayworth

9. ADJOURNMENT

There being no further business at 9:45 p.m., it was moved by Mayor Downe, seconded by Councillor Tanner that the meeting adjourn. Carried.


DEPUTY MAYOR MCINNIS, CHAIRMAN
SIEW SECORD, COO