

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, September 23, 2015 6:30 p.m.

ATTENDANCE

MUNICIPALITY OF THE DISTRICT OF LUNENBURG

Peter Wile, Member at Large
Councillor Errol Knickle

TOWN OF BRIDGEWATER

Deputy Mayor Bill McInnis
Mayor David Walker
Councillor Andrew Tanner

TOWN OF MAHONE BAY

Councillor Kelly Wilson, Vice Chair

REGRETS

Councillor Lynn Hennigar, Town of Mahone Bay
Kevin Malloy, CAO, Municipality of Lunenburg
Ken Smith, CAO, Town of Bridgewater
Jim Wentzell, CAO, Town of Mahone Bay
Mayor Don Downe, Municipality of Lunenburg
Mayor Joseph Feeney, Town of Mahone Bay

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

3. APPROVAL OF MINUTES

Moved by Councillor Knickle, seconded by Peter Wile, that the Minutes of the August 26, 2015, Municipal Joint Services Board meeting be approved. Carried.

4. NEW BUSINESS

4.1 MJSB Logo Competition

Mrs. Secord advised the competition for the new Municipal Joint Services Board Logo design closed. Circulated with the Agenda were the submitted Logos.

Mrs. Secord advised the contest closed September 16, 2015. She reviewed the submitted Logos and advised no winner has been selected.

She suggested inviting graphic design students (post-secondary students) to submit their designs and award the \$2,000 as a scholarship. The same contest rules will apply.

It was the consensus of the Board to invite secondary and post-secondary graphic design students to submit logo designs.

4.2 Compost Update

Mrs. Secord gave an update on the preliminary assessment of the composting system at the Waste Site. She advised the assessment was completed in light of the upcoming changes in the compost regulations effective 2019.

Circulated with the Agenda was a report from Paul Arnold, Bio-Logic Environmental Systems.

The report indicated that the new compost process ensured the one year compost met the average respiration rate of 400 mg O₂/kg.

She advised 2016-17 a coverall building will be required to ensure the Municipal Joint Services Board meets the NSE Compost Regulation requirements.

Mrs. Secord informed the Board representatives from Cumberland County were at the Site for a tour. They were impressed with the composting set-up and are now requesting information from staff.

4.3 Committee Updates

4.3.1 Pension Wind-up Report

Mrs. Secord gave an update from the Pension Committee.

She advised the Committee met on September 18, 2015, to review the Pension Wind-up Report from Plenus. A copy of the report was circulated with the Agenda.

Mrs. Secord reported as of June 1, 2015, the wind-up costs are estimated to be \$1.3 to \$1.6 million. She explained plan members will have the option of taking a lump sum benefit and a locked in pension plan or an annuity purchased option.

Mrs. Secord indicated once the wind-up report is approved by the Board it will be forwarded to the Superintendent of Pensions for approval. The wind-up fee will be approximately \$40,000, which will be absorbed by the Board.

She reported the Committee is recommending the Board approve the draft wind-up report as submitted and to instruct Plenus, Actuary Consultant, to finalize the report for submission to the Pension Superintendent of Nova Scotia.

Moved by, Councillor Tanner seconded by Councillor Knickle, to approve the draft wind-up report as submitted by Plenus and to instruct Plenus to finalize the report for submission to the Pension Superintendent of Nova Scotia. Carried.

4.3.2 IT Shared Services Update – Implementation Plan

David Muise gave an update on the IT Implementation Timeline which was circulated with the Agenda.

He advised the new office lease has been signed, effective October 1, 2015, and the office painted. The IT Department is moving in over time; there are a few items left to complete.

Mr. Muise reported the IT Technician selected did not meet the background checks and he has begun interviewing again.

He reported the RFP for Unified Municipal Network has been issued and an information meeting was held at the Waste Site on September 17, 2015; 14 people were in attendance.

Mr. Muise advised an RFP for email hosting may not be required. Through his conversations with individuals interested in the Unified Municipal Network RFP the hosted email may be covered through that RFP.

He noted Server consolidation is planned for February 2016 followed by Server rationalization in March 2016.

4.4 Inter-Municipal Agreement Clarification

Mrs. Secord reviewed the Inter-Municipal Agreement feedback from legal counsel which was circulated with the Agenda.

She advised at the last Shared Services meeting questions were raised about the Board's mandate and authority in terms of approval of Shared Services.

Mrs. Secord reported she inquired with legal counsel if the original list given to the Board from the partners regarding shared services could be used by the Board to implement new services. The answer from legal was each Council will need to approve the new service.

She explained each new service will be rolled out comparable to IT Shared Services.

Mrs. Secord further explained if 2 of the 3 partners agree on a service the costing will be set up to reflect only 2 partners funding.

The Board discussed the Inter-Municipal Agreement clarification.

Councillor Tanner suggested a joint Council meeting for any new service, ensuring each Council hears the questions and concerns of the other as well as the service is voted on at the same time.

Mayor Walker suggested reviewing the Inter-Municipal Agreement to ensure sections are clarified.

Mrs. Secord advised one question not answered in the Agreement is what happens if one large partner departs, dissolving the Joint Services Board. The Agreement needs to be clear about overhead costs.

Moved by Mayor Walker, seconded by Councillor Wilson, to circulate the Inter-municipal Agreement and the concerns identified by the COO of the MJSB and legal be circulated to Board members and the discussion of the inter municipal agreement be on the Agenda for the next meeting. Carried.

4.5 Communication – Expression of Interest – Communication Officer

Mayor Walker reported after the last Joint Services meeting some Senior staff held meetings with staff regarding the Hybrid Model even though it had been discussed that the details would be worked out at a later time.

He advised staff members have shared their concerns with miscommunication between partners; staff at some units are kept informed while staff at another units are not.

He suggested the Municipal Joint Services Board could issue a press release to ensure Senior staff conveys the same information to all staff. The press release could be created by a communications officer.

The Committee discussed improving communication to staff and the need for a Communications Officer.

Gordon Pettipas indicated he will submit the name of Communication Office used by the Municipality of the District of Lunenburg.

4.6 Christmas Dinner

Mrs. Secord advised the Christmas Dinner will be December 11, 2015, 6 pm., at the Bridgewater Hotel.

5. IN CAMERA

At 7:30 p.m., it was moved by Councillor Tanner, seconded by Councillor Knickle, that the Municipal Joint Services Board go In Camera to discuss the following items:

- 5.1 Staffing details re: Hybrid Method**
- 5.2 Next Shared Service**
- 5.3 Expression of Interest from Chester and Town of Lunenburg**

Carried.

Lunenburg Region Joint Services Board In Camera in session.

At 8:32 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.

5.1 Hybrid Method

Moved by, Mayor Walker seconded by Councillor Tanner, to accept the staffing details of the Hybrid Method as presented in 5.1. Carried.

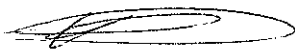
6. RECOMMENDATIONS/REFERRALS FROM COMMITTEES

7. ADDED ITEMS

8. NEXT MEETING –October 21, 2015 at 6:30 p.m.

9. ADJOURNMENT

There being no further business at 8:35 p.m., it was moved by Councillor Knickle, seconded by Councillor Wilson that the meeting adjourn. Carried.



DEPUTY MAYOR MCINNIS, CHAIRMAN



SIEW SECORD, COO