

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, November 18, 2015 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**

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  
Jim Wentzell, CAO

**REGRETS**

Mayor David Walker, Town of Bridgewater

**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 Councillor Tanner, seconded by Councillor Knickle, that the agenda be approved as circulated. Carried.**

**3. APPROVAL OF MINUTES**

**Moved by Councillor Knickle, seconded by Councillor Hennigar, that the Minutes of the September 23, 2015, Municipal Joint Services Board meeting be approved. Carried.**

#### **4. NEW BUSINESS**

##### 4.1 Report to Councils

It was noted some Councils were being updated on the Board's activities and other Councils were not. The question was raised as to the best way the Municipal Joint Services Board could be reporting their activities to the Councils.

Mrs. Secord reported a suggestion was made to create a report that could be circulated to the Councils. She further explained Councillor Knickle suggested each member of the Board could update their individual Councils from the draft minutes of the Board meeting.

It was the consensus of the Board that Board members would update their units' Council from the draft minutes of the meeting.

##### 4.2 UMSN EPR Workshop Update

Mrs. Secord advised she, Mayor Walker, D. Mayor McInnis and Councillor Knickle attended the UMSN EPR (Extended Producer Responsibility) workshop on October 23, 2015. Circulated with the Agenda was a copy of the speaking notes from the workshop.

She advised the workshop was to clarify information on the proposed EPR. She further explained no cost information was available at the workshop.

Mrs. Secord explained if EPR is approved the industry will be 100% responsible, for the processing and marketing of the product. The regulations are set to change next year.

Councillor Wilson inquired if it's fully managed by private industry does the funding disappear.

Mrs. Secord advised the private industry has no desire to deal with collection; collection is the most expensive portion, as well, they're not sure how they are going to administer this program in Nova Scotia. Provinces like Ontario have a higher population base which makes the program easier to administer.

She said it looks like most of the Municipalities are supporting the EPR; Colchester, HRM, Chester and Lunenburg Municipalities have yet to confirm their preference.

Councillor Knickle inquired about our current contract, do we have to pay to end contracts.

In accordance with the MJSB legal advisor without a copy of the draft Solid Waste Regulations, it is difficult to determine the consequences of this change.

Mrs. Secord advised it is up to all municipalities to resolve the contracts.

### **4.3 Committee Updates**

#### **4.3.1 Finance Committee Update**

##### 2014-15 Audited Financial Statement

Mrs. Secord reviewed the Audited Financial Statement; a copy was circulated with the Agenda.

She reported the Finance Committee met to review the Audited Financial Statement on October 19, 2015.

She explained the Audit Finding Statement stated the audit did not find any fraud, misstatements, legal or regulatory issues.

She reported the Audit letter mention deficiencies in internal controls. Mrs. Secord explained in an ideal audit world the Auditors are looking for 5-15 people for internal control to ensure segregation of duties, with a small staff, as there is at the Waste Site, there are normally issues with segregation of duties.

The Board discussed the Financial Statement.

**Moved by Councillor Knickle seconded by Pete Wile to approve the Audited Financial Statement as presented. Carried.**

##### Review of 2<sup>nd</sup> Quarter Reports

Mrs. Secord reviewed the 2<sup>nd</sup> Quarter Reports which were circulated with the Agenda.

She reported an extra \$20,000 was spent on rental of an excavator for processing C & D as well as \$75,000 spent retro-fitting the Recycling Plant due to Health and Safety concerns, any surplus from the blue bags or C & D will be used to pay for the expansion. The \$75,000 will be transferred from Capital Reserve if needed.

Mrs. Secord advised that she is not forecasting a deficit, at this time.

Mrs. Secord reviewed the put & pay Landfill Tonnage to Kaizer Meadow. She advised she is paying attention to the landfill tonnage going to Chester to ensure put-and-pay will not be an issue this year. The Board was billed \$12,153.62 from the District of Chester last fiscal year.

##### Signing Officer – COO

Mrs. Secord reported it is sometimes difficult to get cheques signed in a timely manner as well, CRA documents must be signed by a Signing Officer. She advised that not having documents or cheques signed in a timely manner can be an issue.

She advised if possible, regular cheque runs will be signed by the signing officers from the Board.

**Moved by, Peter Wile seconded by Councillor Wilson, to add Siew Secord as a Signing Officer for the Municipal Joint Services Board. Carried.**

### 4.3.2 IT Shared Services Update

#### RFP 2015-004 Unified Municipal Network

Mr. Muise gave an update on RFP 2015-004 Unified Municipal Network. A copy of his report was circulated with the Agenda.

He reported the RFP was extended to October 20, 2015, at the request of some of the proponents.

He advised three proposals were received; only two were capable of providing mandatory and value added components; EastLink and Aliant. Bulletproof Solutions submitted a proposal on network management and security only.

Mr. Muise reviewed the evaluation criteria for the proposals. He advised Eastlink scored 92 while Aliant scored 82.

He advised that Bill Yakamovich of IMP was enlisted to review his RFP evaluation. The consultant agreed with his findings and recommended the same.

Mayor Downe joined the meeting at 7:05 pm.

Mr. Muise reviewed Service & Budget Implications:

- Connectivity
- Security management
- Network management
- Equipment re-capitalization

Mr. Muise reviewed the new service advantages:

- Faster Service
- Reduced redundancy
- EastLink will look after Single Access Point for internet (eliminating multiple firewalls)
- Cloud based management system
- Option to relocate servers to third party data centre reducing costs and risk

Mr. Muise advised the total annualized costs for partners will be \$92,700, an increase of \$26,000 for the added Security & Network Management services.

**Moved by, Councillor Tanner seconded by Peter Wile, to award RFP 2015-004 Unified Municipal Network to EastLink for a term of up to 5 years. Carried.**

Mr. Malloy stated he supports the move with IT Shared Services and is looking forward to the upcoming changes. He also inquired about the timeline for IT Shared Services.

Mr. Muise advised early January before the initial start, still lots of planning to be completed.

Mayor Feeney inquired how the cost sharing for the partners is going to be determined.

The Board discussed the costs of IT Shared Services.

Mrs. Secord explained the following needs to be completed before the costs can be determined.

- detailed design and work plan must be completed
- milestones
- Determination of overhead (fixed) costs and staffing requirements.

Criteria may include; bandwidth, number of users, location, what is used.

### REN IT Support

Mr. Muise reported the IT Shared Services has a new customer, South Shore Regional Enterprise Network (REN). He advised the request came through the District of Chester's CAO. The interim agreement is to support cost +10%. It will be rolled into a new model once everything is set up.

He advised the CEO is starting on November 23, 2015, and will be located at 363 King Street, Bridgewater.

He further reported a site survey was conducted on November 6, 2015, when he met with the new CEO and CAO from the District of Chester. The MJSB will manage procurement of computers, phones and software.

He advised he has registered REN's website domain and set up email for the CEO.

### Partners' IT Support Update

Mr. Muise gave an update on TOB and MODL IT.

He advised to date the IT team has completed the following at MODL:

- Hired replacement for retired IT Technician.
- Cleaned the IT trailer, inventoried equipment, disposed of obsolete and broken items.
- Set up on site support, established request process by email and on-line portal
- Managing vendor performance, Atlantic Data Systems (ADS)
- iRemote services terminated
- 16 new systems deployed
- Mapping network connections

The IT team has completed the following at TOB;

- Job offer for Senior IT Technician – TOB incumbent declined offer October 30.
- Assumed support responsibility on November 2, 2015, on six hours' notice
- Existing issues requiring corrective action
  - Spam filters/firewall – defective fan replaced
  - No back-up system in place
  - Various security related changes
- Implemented interim support procedure, communicated to staff

- Implemented morning meetings with existing TOB employee.

Mr. Muise reported a posting for a Senior IT Technician was posted on November 4, 2015, and will close on November 24, 2015. He advised he has received 21 applications to date. Projected start date January 2, 2016.

David explained the next steps for IT Shared Services.

- Contract negotiation with EastLink
- Detailed implementation planning and pilot sites to provide proof of concept for network design
- Detailed ITSS Cost Analysis
- Presentation to LCLC and Police Commission
- Office 365
- Schedule Impacts

Mrs. Secord reviewed the Capital costs for IT which was circulated at the meeting.

She explained this was the projected costs for the first year Capital costs.

## **5. IN CAMERA**

**At 7:42 p.m., it was moved by, Mayor Downe seconded by Peter Wile, that the Municipal Joint Services Board go In Camera to discuss the following items:**

### **5.1 Personnel Update**

### **5.2 Hybrid Staffing Feedback**

**Carried.**

Lunenburg Region Joint Services Board In Camera in session.

**At 8:45 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.

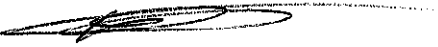
## **6. RECOMMENDATIONS/REFERRALS FROM COMMITTEES**

## **7. ADDED ITEMS**

## **8. NEXT MEETING –December 16, 2015 at 6:30 p.m.**

**9. ADJOURNMENT**

**There being no further business at 8:46 p.m., it was moved by Councillor Tanner, seconded by Councillor Knickle that the meeting adjourn. Carried.**



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DEPUTY MAYOR MCINNIS, CHAIRMAN



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SIEW SECORD, COO