

Minutes of the
MUNICIPAL SHARED SERVICES BOARD, LUNENBURG REGION
Held in the Municipality of the District of Lunenburg Council Chambers
Wednesday, February 25, 2026 6:30 pm

ATTENDANCE

MUNICIPALITY OF THE DISTRICT OF LUNENBURG

Mayor McLean-Wile
Councillor Oickle – Vice Chair
Councillor Burns
Tom MacEwan, CAO

TOWN OF BRIDGEWATER

Mayor Mitchell - Chair
Councillor Conklin
Councillor Fougere
Mark Flint, D. CAO

TOWN OF MAHONE BAY

Mayor Lohnes-Croft
Councillor Feeney
Dylan Heide, CAO (virtually)

REGRETS

Councillor Palfreyman, Town of Mahone Bay

ALSO IN ATTENDANCE WERE

Premier Tim Houston
John Feeney, Interim COO
Gabe Welsh, Director of Solid Waste Management
Jill Rafuse, COO
Tamara Fraser, Recording Secretary

1. **CALL TO ORDER**

Mayor Mitchell called the meeting to order at 6:30 pm.

He began by acknowledging that we are gathered today in Mi'kma'ki, the ancestral present and future territory of the Mi'kmaw people. Today we gather with respect, cooperation, and coexistence following the intent of the living peace and friendship treaties.

2. **APPROVAL OF AGENDA**

Mayor Mitchell advised item 4.3 Council Resolutions for PCAP Grant Application will be removed due to the province cancelling PCAP grant funding.

Having no addition/deletions to the Agenda, the Agenda was approved as amended. Carried.

3. **ADOPTION OF MINUTES OF JANUARY 28, 2026, MEETING AS PRESENTED.**

Having no additions or revisions, the Minutes of January 28, 2026, Municipal Joint Services Board were adopted as circulated.

4. **NEW BUSINESS**

4.1 Third Quarter Financial Update 2025-26

Mr. Feeney reviewed the Third Quarter Financial report. A copy of his report is attached to the agenda.

Premier Houston attended the meeting at 6:35 pm.

Mayor Mitchell introduced the Premier and invited Board members to provide input on the provincial programs that impact their municipal units.

Premier Tim Houston left the meeting at 6:54 pm.

The Board discussed the Third Quarter Financial report.

Moved by, Councillor Feeney seconded by Mayor Lohnes-Croft, that the Board accept the Third Quarter 2025 26 Financial Update as presented for information. Carried.

4.2 Office Relocation Recommendation

Ms. Rafuse reviewed the recommendation to relocate the corporate office to the WellTide facility. A copy of the report is attached to the agenda.

She noted there are several areas where the current space does not fully support modern operational, health, safety, or accessibility requirements, including:

- Observed limitations with ventilation and air movement;
- Temperature control issues related to the age of existing systems;
- Uncertainty about potable water quality, as no independent testing has been conducted;
- Limited adherence to accessibility requirements of Nova Scotia's Accessibility Act; and,
- A floor plan that lacks privacy which is critical to some of the functions of the MJSB staff.
- Insufficient space for the team.

Ms. Rafuse advised the current lease provides flexibility with a one-year cancellation clause. She added no relocation funding was included in the current budget pending further Board direction.

Ms. Rafuse explained the fit-up of the new space to the maximum upset value of \$337,675 (includes Non-refundable HST) as a one-time cost. This covers the procurement and delivery of design services, construction, and furniture, fixtures, IT equipment and associated relocation services.

Mr. McEwan confirmed MODL is a tenant of the WellTide facility and the MJSB would not be renting within the MoDL office space, therefore there is no conflict.

The Board discussed the office relocation recommendation.

It was the consensus of the Board to bring this item back at the March 25, 2026, meeting with further financial analysis of the office space.

4.3 Emergency Procurement – Biosolids Tent Cover Failure

Mr. Welsh advised this is an information item. He explained that during one of the January 19th winter storm event the biosolids tent cover failed. There is a large tear in the fabric cover at one of the structural members.

He explained quotes were solicited from three reputable fabric tent vendors in the Maritimes. Three quotes were received and are summarized below:

Vendor	Price
JL Domes and Doors	\$33,500 +HST
Britespan Atlantic	\$33,329.16 +HST
Tarprite	\$26,810 + HST

Mr. Welsh advised the cost of the contract with Tarprite will be \$26,810 +HST. This includes all necessary hardware as well as delivery and installation.

He explained this replacement was not budgeted for this year and will need to be covered from other areas of the operating budget.

Mr. Feeney noted insurance was contacted due to the \$20,000 deductible it is not advantageous for us to put through insurance.

4.4 Update of Bank Signing Authority for COO

Mr. Feeney advised this is a housekeeping item to make Ms. Rafuse a signing authority for the MJSB.

Moved by, Mayor McLean-Wile seconded by Councillor Oickle, that the Board approve updating the Company's TD Canada Trust bank account signing authorities to include the newly appointed Chief Operating Officer, Jillian Rafuse. Carried.

5. ADDED ITEMS

Nil

6. CORRESPONDENCE / INFORMATION

6.1 Waste Management Update

The WMSS Tonnage and Revenue Report was circulated with the agenda as an information item.

6.2 Adoption of updated Logos and Templates

This was an information item showing the new waste site and MJSB logos and templates.

7. IN CAMERA

At 7:38 p.m., it was moved by, Councillor Conklin and seconded by Mayor Lohnes-Croft, that the Municipal Shared Services Board go In Camera to discuss the following item:

7.1 Municipal Government Act Section 22(2)(e) – Contract Negotiations – Waste Transfer Services Contract Extension

Carried.

Municipal Shared Services Board In Camera in session.

At 7:57 p.m.; it was moved by Mayor Lohnes-Croft, seconded by Councilor Conklin, that the Municipal Shared Services Board come out of In Camera and return to open session. Carried.

Municipal Shared Services Board in session.

8. ADJOURNMENT

There being no further business at 7:58 pm., the meeting was adjourned.

Feb. 25, 2026



MAYOR MITCHELL, CHAIR

Jill Rafuse

Digitally signed by Jill Rafuse
DN: cn=Jill Rafuse, c=CA,
o=Municipal Joint Services Board,
ou=Chief Operating Officer,
email=jill.rafuse@mjsb.ca
Date: 2026.03.06 13:44:30 -0400

JILL RAFUSE, COO