

Minutes of the
MUNICIPAL JOINT SERVICES BOARD, LUNENBURG REGION
Held in the Municipality of the District of Lunenburg Council Chambers
Wednesday, January 28, 2026 6:30 pm

ATTENDANCE

MUNICIPALITY OF THE DISTRICT OF LUNENBURG

Mayor McLean-Wile
Councillor Oickle – Vice Chair
Councillor Burns
Councillor Hubley (alternate – virtual)
Tom MacEwan, CAO

TOWN OF BRIDGEWATER

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

TOWN OF MAHONE BAY

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

REGRETS

ALSO IN ATTENDANCE WERE

John Feeney, Interim COO
Gabe Welsh, Director of Solid Waste Management
Lynn Wagner, Director HR
Lisa Bozek, Director of IT
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**

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

3. **ADOPTION OF MINUTES OF DECEMBER 3, 2025, MEETING AS PRESENTED.**

Having no additions or revisions, the Minutes of December 3, 2025, Municipal Joint Services Board were adopted as circulated.

Mayor Mitchell introduced Jill Rafuse the new COO of the Municipal Joint Services Board.

4. **NEW BUSINESS**

4.1 Privacy Data Protection Compliance Program

Ms. Bozek reviewed the Privacy Data Protection Compliance Program. A copy was attached to the agenda.

She explained the Provincial legislation (Bill 150) requires municipalities to have formal privacy governance in place by April 1, 2027. Without demonstrable compliance, municipalities could face regulatory review, reputational, and operational impacts.

Ms. Bozek explained the Program would:

- Support the development of Privacy Management Programs;
- Conduct Privacy Impact Assessments for new initiatives;
- Develop breach response processes;
- Provide privacy training and guidance; and
- Coordinate compliance activities across municipalities.

The Program would be delivered through a 24-month secondment of the Town of Bridgewater's Privacy Officer into a shared Privacy Data Protection Officer role. This approach allows for implementation, minimizes cost, and avoids recruitment delays.

Ms. Bozek explained there will be two check-in dates, 9 months and 18 months.

The total estimated annual cost of the Program is \$137,500, including staffing and operating costs. Costs will be shared among participating organizations using a workload-based allocation model, reflecting the relative effort required to achieve compliance.

The Board Discussed the Privacy Data Protection Compliance Program.

Moved by, Councillor Feeney seconded by Mayor McLean-Wile, that the Board approve the establishment of a Privacy Data Protection Compliance Program to achieve compliance with Bill 150 by April 1, 2027, for a period of up to 24 months, managed through IT Shared Service and recommend its approval by the municipal partner councils. Carried.

4.2 Draft 2026–27 Operating and Capital Budget

Mr. Feeney reviewed the 2026-27 Operating and Capital Budget; a copy was attached to the agenda.

He explained the three main changes in the budget were.

1. Effective December 1, 2025, Extended Producer Responsibility (EPR) for curbside recycling came into effect.
2. Partner CAOs requested that MJSB bring forward a privacy and data protection approach to address new legislation under Bill 150, which comes into force on April 1, 2027.
3. Operating surplus of \$365,000. Funding Capital projects through the operating surplus with \$89,000 drawn from the reserves.

Mr. Feeney advised tipping fees would increase approximately 2.5% with a higher adjustment for biosolids. He added that the budget includes a 3.1% CPI adjustment on salary wage scale applied in accordance with the approved salary administration policy.

Mr. Feeney reviewed ITSS 2026-27 budget.

The Board discussed ITSS 2026-27 budget.

Mayor McLean-Wile suggested an IT audit, by an external contractor, to determine value for money/ service for quality, to review benchmarks/standards.

Mayor Mitchell suggested a place marker for this IT audit in the 2026-27 Operating Budget.

Mr. Feeney suggested adding \$40,000 in as a consultant contingency; \$15,000 for MODL, \$15,000 TOB, \$6,500 TOMB and \$3,500 for the MJSB.

It was the consensus of the Board to return to this discussion at a future meeting with Ms. Bozek updating the Board on an IT services audit.

Mr. Feeney reviewed HR, Procurement and O H & S Shared Service.

The Board discussed the HR 2026-27 Operating and Capital Budget.

Moved by, Councillor Conklin seconded by Councillor Feeney, that the Board approve the 2026–27 Operating and Capital Budget as presented and recommend its approval by the municipal partner councils. Carried.

Mayor McLean-Wile suggested the Board consider inviting the Town of Lunenburg to join the MJSB, adding the Board should establish a base rate, equally shared, for the service that is provided. To have the service everyone would pay and if a new partner were to join that would help share the cost further driving efficiency.

Mayor Mitchell advised that this matter will be brought back to a future agenda suggesting the partner mayors of the MJSB initiate a conversation with the Town of Lunenburg.

5. IN CAMERA:

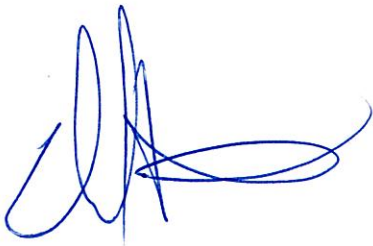
6. Waste Management Update

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

Next Meeting Dates – February 25, 2026

8. ADJOURNMENT

There being no further business at 8:05 pm., the meeting was adjourned.



MAYOR MITCHELL, CHAIR



JOHN FEENEY, INTERIM COO