

Minutes of the Municipal Joint Services Board, Lunenburg Region

Held in the Municipality of the District of Lunenburg Council Chambers

Wednesday, March 25, 2026, 6:30 pm.

ATTENDANCE

MUNICIPALITY OF THE DISTRICT OF LUNENBURG

Mayor McLean-Wile

Councillor Oickle- Vice Chair

Councillor Burns

Tim MacEwan, CAO

TOWN OF BRIDGEWATER

Mayor Mitchell - Chair

Councilor Conklin

Councilor Fougere

Mark Flint, D. CAO

TOWN OF MAHONE BAY

Mayor Lohnes-Croft

Councillor McCarron

Councillor Palfreyman (alternate)

Dylan Heide, CAO

REGRETS

Councilor Feeney, Town of Mahone Bay

ALSO IN ATTENDANCE WERE

Councillor Hubley, Municipality of the District of Lunenburg (alternate)

Gabe Welsh, Director of Solid Waste Management

Lisa Bozek, Director of IT

J. C. Reddy, Power, Leefe, Reddy & Rafuse

Jill Rafuse, COO

Tamara Fraser, Recording Secretary

1. **CALL TO ORDER**

Mayor Mitchell called the meeting to order at 6:47 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 added Item 4.5 General Insurance to the agenda.

The agenda was approved with added item 4.5 General Insurance. Carried.

3. **ADOPTION OF MINUTES OF February 25, 2026, MEETING AS CIRCULATED**

Having no additions or revisions, the Minutes of February 25, 2026, Municipal Joint Services Board were adopted as circulated.

4. **NEW BUSINESS**

4.1 LCLC Governance Review and Recommendations

Mayor Mitchell advised this is an Information item from the presentation provided during the joint meeting with the LCMPPC.

The Board discussed the recommendations on the LCLC governance.

Moved by, Mayor McLean-Wile seconded by Mayor Lohnes-Croft to receive the LCLC Governance Review and Recommendations. Carried.

4.2 Office Relocation

Ms. Rafuse gave an update on the office relocation, carried forward from the February 25, 2026, meeting. A copy of her report is attached to the agenda.

She advised the MJSB Corporate office is requesting relocation to the WellTide building.

Moved by Councillor Oickle, seconded by Councillor Conklin, to approve the relocation of MJSB staff from their current office space. Carried.

Moved by Councillor Oickle, seconded by Councillor Conklin, to authorize the MJSB to enter into a five-year lease agreement for approximately 2000ft² of office space with the owners of the WellTide facility (option 2) as per the rates quoted in Appendix C. Carried.

Moved by Councillor Oickle, Seconded by Councillor Fougere, to authorize a termination notice to the current landlord to end the existing lease at 210 Aberdeen to correspond with the rent commencement date at the WellTide facility (option 2). Carried.

Moved by Councillor Oickle, seconded by, Mayor Lohnes-Croft, to Approve the required budget amendment to support the transition to the new facility and terms of the new lease. Carried.

Moved by Councillor Oickle, seconded by Mayor McLean-Wile, to authorize the complete the fit-up of the new office 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. Carried.

Ms. Crowder advised that the additional budget for the WellTide office would need to be approved by the partner councils as it was not included in the Board's approved 2025-26 Budget.

Moved by Councillor Hubley, seconded by Councillor Fougere, to recommend the additional budget for the WellTide office to the councils as a supplementary budget for the upfitting costs of the office relocation and rental increase. Carried.

4.3 Signing Authority Update

Ms. Rafuse explained this is a housekeeping item.

She noted that Mr. Feeney needs to be removed from the bank as a signing authority and Mr. Welsh added.

Moved by Mayor McLean-Wile, seconded by Councillor Burns, that the Board approve updating the Company's TD Canada Trust bank account signing authorities to include the Director of Waste Management Shared Services Gabe Welsh. Carried.

4.4 Waste Transfer Services Contract Extension

Mr. Welsh advised that the existing waste transfer contract with GE began in December 2021 and will expire March 31, 2026. The agreement includes an option for us to inform GE that we are extending the contract, for an additional two-year term ending on March 31, 2028.

He explained that the contract rates were established through a competitive procurement process in 2021 and have increased at an average annual rate of 2.89%. The proposed two-year extension would maintain this same escalation structure, providing predictable and manageable increases.

Based on the 2024–2025 contract value of approximately \$403,000, this would result in an approximately \$12,000 annual increase, not accounting for any increase in tonnage.

Material	Unit	2025-26	2026-27	2027-28
Landfill	tonnes	\$ 18.95	\$ 19.50	\$ 20.06
C&D	tonnes	\$ 21.60	\$ 22.22	\$ 22.86
Shingles	tonnes	\$ 21.60	\$ 22.22	\$ 22.86
Oversize Compost	tonnes	\$ 21.60	\$ 22.22	\$ 22.86
Oversize Wood	tonnes	\$ 44.89	\$ 46.19	\$ 47.53
Wood	tonnes	\$ 21.60	\$ 22.22	\$ 22.86
Wood Chips	hourly	\$ 171.90	\$ 176.87	\$ 181.98

Moved by Mayor Lohnes-Croft, seconded by Mayor McLean-Wile, that the MJSB extend the existing Waste Transfer Services contract with GE Environmental Ltd (GE), for an additional two-year term ending on March 31, 2028.

4.5 General Insurance

Ms. Rafuse advised that in February 2025, the Board provided authorization to award the General Insurance portion of RFP2024-04 Regional General Insurance and Insurance Brokerage Services to Arthur J. Gallagher Canada for a three (3) year term from April 1st, 2025 thru March 31st, 2028, with the right to extend the contract up to an additional two, one-year extensions.

Only the value of the 2025/26 insurance cost was approved at that time as the insurance policies and quotes are updated annually and require authorization to bind coverage each year.

Ms. Rafuse advised that the cost of the 2025/26 general insurance was \$106,760.15. The cost of the 2026/27 general insurance is \$100,731.88. She noted the MJSB is waiting for an additional quote for fuel tank coverage at the waste site which is anticipated to be about \$2,500. To ensure sufficient authority, MJSB is requesting approval not to exceed \$107,000. This amount falls within the budget already approved by the Board.

Moved by Councillor Fougere, seconded by Councillor Burns, that the Board authorize sign off on the 2026/27 “Client Authorization to Bind Coverage” with Arthur J. Gallagher Canada for General Insurance for the Municipal Joint Services Board, Lunenburg Region at a cost not to exceed \$107,000. Carried.

5. **ADDED ITEMS:**

Nil

6. **CORRESPONDENCE/ INFORMATION**

6.1 Wheeled Loader Repairs

Attached to the agenda was a report on the failed hydraulic system of the Cat 938 loader. This was an information item.

The report noted that the repair of the hydraulic system would cost \$61,677.48 and to minimize disruption, the COO approved awarding the repair to Toromont Cat in accordance with the MJSB Procurement Policy.

6.2 Waste Management Update

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

7. **IN CAMERA**

At 7:20 p.m., it was moved by Councillor Burns, and seconded by Mayor McLean-Wile, that the Municipal Shared Services Board go In Camera to discuss the following item:

7.1 Municipal Government Act Section 22(2)(c) – Personnel Matter – Interim Controller

7.2 Municipal Government Act Section 22(2)(c) – Personnel Matters – Term Position – Information Management Specialist

Carried.

Municipal Shared Services Board In Camera in session.

At 7:30 p.m.; it was moved by Councillor Oickle, seconded by Mayor Lohnes-Croft, that the Municipal Shared Services Board come out of In Camera and return to open session. Carried.

Municipal Shared Services Board in session.

7.1 Municipal Government Act Section 22(2)(c) – Personnel Matter – Interim Controller

Moved by Councillor Oickle, seconded by Mayor Lohnes-Croft, that the Board approve entering into a contract with Stevens Business Services Ltd to retain an interim controller, at a cost not to exceed \$42,000 including HST, to fulfill the financial duties of the Director of Finance and Corporate Services until the position can be staffed and work can be transitioned to the new Director. Carried.

7.2 Municipal Government Act Section 22(2)(c) – Personnel Matters – Term Position – Information Management Specialist

Moved by Councillor McCarron Katherine, seconded by Mayor Lohnes-Croft, that the Board approve a three-month term position of the Information Management Specialist to complete the Document Management Initiative. Carried.

8. ADJOURNMENT

There being no further business at 7:32 pm., the meeting was adjourned.



MAYOR MITCHELL, CHAIR



JILL RAFUSE, COO