



Municipal Joint Services Board

Minutes of the Municipal Joint Services Board, Lunenburg Region

Held in the Municipality of the District of Lunenburg Council Chambers

Wednesday, July 8, 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

Tammy Crowder, CAO

TOWN OF MAHONE BAY

Mayor Lohnes-Croft

D. Mayor Feeney

Councillor McCarron

Dylan Heide, CAO (virtual)

REGRETS

ALSO IN ATTENDANCE WERE

Gabe Welsh, Director of Solid Waste Management

Sandy Steves, Interim Controller

Lynn Wagner, Director HR

Lisa Bozek, Director of IT

Julien Wickstrom, IT

Tamara Fraser, Recording Secretary

1. **CALL TO ORDER**

Mayor Mitchell called the meeting to order at 6:35 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 OHS Policy Statement will be deferred to a future meeting.

The agenda was approved as amended. Carried.

3. **ADOPTION OF MINUTES OF April 22, 2026, MEETING AS CIRCULATED**

Having no additions or revisions, the Minutes of April 22, 2026, Municipal Joint Services Board were adopted as circulated.

4. **NEW BUSINESS**

4.1 Fourth Quarter Financial Report 2025-26

Mr. Stevens presented the Fourth Quarter Report. A copy is attached to the agenda.

The Board discussed the Fourth Quarter Report.

Moved by, D. Mayor Feeney seconded by Mayor Lohnes-Croft, that the Board accept the 4th Quarter Financial Report 2025-26 for information. Carried.

4.2 MJSB Strategic Priorities

Ms. Crowder reviewed the MJSB Strategic Priorities. A copy is attached to the agenda.

She advised that the Strategic Priorities from the December workshop needed to come back to the Board for approval.

The Board discussed the Strategic Priorities.

Ms. Crowder advised priorities noted as “on hold” for now are due to the LCLC Board decision to defer the Governance matter until the fall. The priority that may be impacted by current staffing compliment is Policy Review. Staff will advise the Board accordingly if there is an impact.

Moved by, Mayor McLean-Wile seconded by Councillor Burns, that the Board accepts the MJSB Strategic Priorities, including a year-end report from 2025-26 and confirmation of the 2026-27 strategic priorities, and direct staff to return with quarterly updates. Carried.

4.3 OHS Policy Statement

Deferred to a future meeting.

4.4 Secondary Dome Panel Replacement

Mr. Welsh advised that the secondary dome used for compost storage and processing as well as a backup tipping floor during any interruptions at other areas of the site was installed in 2017. The current membrane of the structure has multiple holes and separation at some of the joints. The structure was inspected last year, and it was deemed that the best path forward would be to replace all the panels of the main cover.

He noted Tender 2026-002 was issued publicly on May 12, 2026, and closed on June 12, 2026. Five submissions were received in response to the tender call, including two bids from Treeline Project Management Ltd. The bids were evaluated on price, references, warranty, and proposed schedule.

The table below outlines the bids received with anticipated total cost of the contract exclusive of HST:

Vendor	Price	Fabric Grade	Pro-rated Warranty
Treeline Project Management	\$86,520.29	407 g/m2	15 years
Treeline Project Management	\$106,598.84	466 g/m2 (Elite)	25 years
Tarprite	\$158,040.00	407 g/m2	10 years
JL Domes and Doors	\$150,000.00	407 g/m2	15 years
JL Domes and Doors	\$160,000.00	466 g/m2 (Elite)	25 years

Treeline Project Management's bids include a credit of \$2,370.52 to cover the remaining balance of the pro-rated warranty on the existing panels.

Moved by, D. Mayor Feeney seconded by Councillor Burns, that the Board approve the award of Tender 2026-002 Supply & Install Replacement Membrane to Treeline Project Management Ltd for \$106,598.84 +HST. Carried.

4.5 Extending the Receiving Facility Agreement with Circular Materials

Mr. Welsh advised that the MJSB entered into a one-year contract with CM on December 1, 2025, to act as a receiving facility for CM obligated recyclable materials.

The contract was intended to act as a bridge deal until the new Material Recovery Facility (MRF) is operational and long-term contracts can be finalized for the receiving facility.

He advised that Circular Materials has requested an extension to the contract with a new end date of May 31, 2027.

Moved by, Councillor Oickle seconded by Councillor Burns, that the MJSB extend the existing Receiving Facility Agreement with Circular Materials (CM) from the original end date of December 31, 2026, to the new end date of May 31, 2027, subject to legal review confirming there are no material issues. Carried.

4.6 Grant Funding Application Approval

Mr. Welsh advised that South Shore Waste Solutions (SSWS) staff has included construction of a reuse centre in the 2027-28 Capital Plan. SSWS receives about 11,000 metric tonnes (mt) of landfill waste and 7,000 mt of construction and demolition (C&D) waste annually. Several types of construction waste are currently reused; however further reuse potential exists for C&D and landfill items.

He explained that the Sustainable Communities Challenge Fund (SCCF) is a grant program for local action on climate change in Nova Scotia. It supports community efforts to reduce or remove greenhouse gas emissions or to prepare for and respond to the impacts of a changing climate. The fund covers 60 – 80% of eligible project costs. This grant requires separate approval from the partners' councils.

The Divert NS Municipal Adoption Fund (MAF) supports municipalities and/or waste management regions wishing to adopt a waste diversion program that has been previously established in Nova Scotia. The fund covers a minimum of 50% of eligible project costs. This grant requires a motion from the Board to support the application, as well as supporting motions from the partner municipal units.

Moved by, Mayor McLean-Wile seconded by Councillor Fougere, that the Board direct staff to request resolutions from the individual MJSB partner municipal councils supporting the submission of an application for the Sustainable Communities Challenge Fund to offset a portion of the cost to set up a reuse centre at South Shore Waste Solutions at a total project cost of \$107,000. Carried.

Moved by, Mayor McLean-Wile seconded by Mayor Lohnes-Croft, that the Board endorse the submission of a Divert Nova Scotia Municipal Adoption Fund application to offset a portion of the cost to set up a reuse centre at South Shore Waste Solutions at a total project cost of \$107,000. Carried.

4.7 Delegated Authority Update

Moved by, D. Mayor Feeney seconded by Councillor Burns, that the Board approve updating the Company's TD Canada Trust bank account signing authorities to include the new Director Finance and Corporate Services, Liam Craig as of July 20th, 2026, and Tammy Crowder, CAO, Town of Bridgewater and Tom McEwan, CAO, District of Lunenburg as of July 8, 2026. Carried.

Moved by, D. Mayor Feeney seconded by Councillor Oickle, that the Board approve Liam Craig, Director Finance and Corporate Services, as an authorized representative with CRA as of July 20th, 2026. Carried.

D. Mayor Feeney declared a conflict of interest for Item 4.8 and left the meeting at 7:14 p.m.

4.8 Internet Contract Renewal - EastLink

Ms. Bozek advised that our EastLink contract is coming up for renewal and recommends renewing the contract.

The Board discussed the Internet contract renewal.

Councillor Oickle suggested investigating the costs with Bell Aliant for future consideration.

Moved by, Mayor McLean-Wile seconded by Councillor Burns, that the Board approve the renewal of the internet connectivity and data hosting services agreement with Eastlink for a three-year term, at an estimated total contract value of \$242,672, and authorize one of the acting COOs to execute the agreement on behalf of the MJSB. Carried.

D. Mayor Feeney returned to the meeting at 7:19 p.m.

4.9 COO Recruitment

Ms. Crowder advised that after the Board Motion – July 6, 2026, regarding Chief Operating Officer (COO) position has necessitated the need to commence recruitment for a Chief Operating Officer.

She advised that proposals were solicited from Royer Thompson and KBRS for the recruitment of the Chief Operating Officer (COO).

A copy of the proposal comparisons is attached to the agenda.

She noted that KBRS is recommended due to their extensive and recent experience/history in recruiting for executive level positions that would be comparable (CAO's/CEO's).

The proposal award cost is \$38,000, pre HST, plus associated expenses (travel, etc.). This is an unbudgeted expenditure.

The Board discussed the COO recruitment.

Moved by, D. Mayor Feeney seconded by Councillor Burns, that the Municipal Joint Services Board award the Executive Search Proposal for the Chief Operating Officer Position to KBRS in the amount of \$38,000 pre HST, plus associated expenses, and as alternative procurement; and further that the Board approve the unbudgeted expenditure of the same. Additionally, that the Municipal Joint Services Board appoint a Selection Committee to be comprised of two of the three CAO's and the Chair and Vice-Chair. Carried.

5. ADDED ITEMS:

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 Introduction to Microsoft Teams MJSB Board of Directors

Ms. Bozek lead a demonstration of the new Microsoft Teams, MJSB Board of Directors.

Mr. Stevens, Mr. Welsh, Mr. Wickstrom and Ms. Wagner left the meeting at 7:40 p.m.

7. IN CAMERA

At 7:40 p.m., it was moved by Councillor Conklin, and seconded by Mayor McLean-Wile, that the Municipal Joint Services Board go In Camera to discuss the following item:

7.1 Municipal Government Act Section 22(2)(a) – Security of Municipal Property

Municipal Joint Services Board In Camera in session.

At 8:03 p.m.; it was moved by Councillor Oickle, seconded by Councillor Conklin, that the Municipal Joint Services Board come out of In Camera and return to open session. Carried.

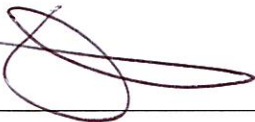
Municipal Joint Services Board in session.

7.1 Municipal Government Act Section 22(2)(a) – Security of Municipal Property

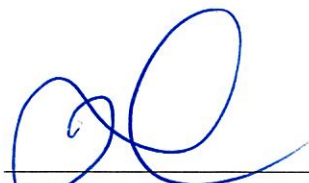
Moved by, Councillor Oickle seconded by Councillor Burns, that the Board accept the staff report and forward to each partner Council for review and direction. Carried.

8. ADJOURNMENT

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



MAYOR MITCHELL, CHAIR



TAMMY CROWDER OR TOM MACEWAN
Interim COOs