

Minutes of the Municipal Joint Services Board, Lunenburg Region

Held virtually

Wednesday, September 2, 2026, 8:00 am.

ATTENDANCE

MUNICIPALITY OF THE DISTRICT OF LUNENBURG

Mayor McLean-Wile

Councillor Hubley, alternate

Councillor Burns

Tim MacEwan, CAO

TOWN OF BRIDGEWATER

Mayor Mitchell - Chair

Councilor Conklin

Councilor Fougere

Mark Flint, D. CAO

Tammy Crowder, CAO

TOWN OF MAHONE BAY

Mayor Lohnes-Croft

D. Mayor Feeney

Councillor McCarron

Dylan Heide, CAO

REGRETS

Councillor Oickle- Vice Chair, Municipality of the District of Lunenburg

ALSO IN ATTENDANCE WERE

Liam Craig, Direct of Corporate Services

Tamara Fraser, Recording Secretary

1. CALL TO ORDER

Mayor Mitchell called the meeting to order at 8:00 a.m.

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

Moved by, Councillor Fougere seconded by, Councillor Conklin to approve the Agenda as circulated. Carried.

3. ADOPTION OF MINUTES OF July 6, 2026, and July 8, 2026, MEETING AS CIRCULATED

Having no additions or revisions, it was moved by, Councillor Fougere seconded by Councillor Conklin that the Minutes of July 6, 2026, and July 8, 2026, Municipal Joint Services Board were approved as circulated. Carried.

4. NEW BUSINESS

4.1 MJSB Office Relocation- Revised Budget

Mr. McEwan advised that the fit-up amount (\$337,675) approved by the Board at the February 25th meeting for the Welltide Building is not sufficient to cover the anticipated costs associated with the relocation.

Based on the most recent information available, the anticipated costs of the fit-ups are as follows:

Construction & Project Management (RCS):	\$308,000 + HST
Furniture (Officer Interior):	\$48,000 + HST
IT Equipment (30 drops @ \$500 per drop):	\$15,000 + HST
IT Equipment (server rack):	\$ TBD
Shared Kitchen Construction (50%)*:	\$21,930
Shared Kitchen (millwork, appliances & equip)*:	\$8,209
Contingency (Recommended):	\$20,000
TOTAL:	\$421,139

He explained that the total estimated costs of the fit-up is \$421,139 + HST (not including the costs of the IT racks) which is \$83,464 over the budget approved by the Board and the partner units.

In addition to the above expenses, we have incurred and paid \$9,074.00 for design services to date.

Mr. McEwan noted that the design for the MJSB space does not include a kitchen. We are proposing that MODL staff and MJSB staff share the costs and the use of the kitchen space that is being completed as part of the MODL upstairs design (which is across the hall from the MJSB space).

It is recommended that the costs of construction be shared equally between MODL and the MJSB.

The cost of construction of the kitchen space is approximately \$170 per sq ft, and the space is 258 sq ft for a total construction cost of \$43,860 with the MJSB share being \$21,930.

Mr. McEwan advised the Board would be required to recommend the amended budget to partner councils as it is unbudgeted. He added the current Tency at 210 Aberdeen Road ends in November 2026, based on notice given to the landlord by the previous COO. Since that notice, we have advised the landlords that we would need to occupy the space until at least March 2027 or thereabouts.

The Board discussed the revised the Office Relocation Fit Up Costs / Revised Budget.

Mayor McLean-Wile suggested postponing this a few months, hire the new COO, consider what MJSB will look like in a few years, and set June 30, 2027, as a date for decision making.

Moved by, Councillor Conklin seconded by D. Mayor Feeney, that given the revised budget estimates required to support the move to the Welltide Building, that the Board not proceed with the office relocation and lease for the Welltide Building facility, and that the Board direct staff to work towards options analysis for space for the Board with a target date of June 2027 for Board decision. Carried.

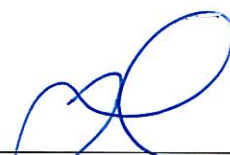
Moved by, Mayor McLean-Wile seconded by D. Mayor Feeney to extend the lease of Aberdeen location to September 2027. Carried.

5. ADDED ITEMS:
6. CORRESPONDENCE/ INFORMATION
7. IN CAMERA
8. **ADJOURNMENT**

There being no further business at 8:30 a.m., the meeting was adjourned.



MAYOR MITCHELL, CHAIR



TAMMY CROWDER OR TOM MACEWAN
Interim COOs