



**REGION OF WINDSOR AND WEST HANTS MUNICIPALITY
CO-ORDINATING COMMITTEE**
Meeting Agenda
Monday, May 6, 2019 – 6:00 p.m.
Windsor Town Council Chambers, 100 King St.



- 1. CALL TO ORDER**
- 2. APPROVAL OF AGENDA** – Additions and/or Deletions
- 3. APPROVAL OF MINUTES** – Meeting of April 15, 2019
- 4. DELEGATIONS / PRESENTATIONS (if any)**
 - (a) Gerald Walsh, (HR Analysis)
- 5. BUSINESS ARISING FROM PREVIOUS MINUTES (if any)**
 - (a) Work Plan Update
 - (b) Update on Executive Search for CAO
 - (c) Update on Prime Creative – Martin Laycock
- 6. NEW BUSINESS**
 - (a) NSUARB Update
- 7. STAFF REPORTS** – None
- 8. BILL 55, SECTION 12 ITEMS**
 - (a) Recreation Capital Projects Recommendation Report
 - (b) Main St. & Prince St. Rehabilitation Recommendation Report
 - (c) Purchase of 2019 Trackless Municipal Tractor Recommendation Report
- 9. ADDITIONS TO THE AGENDA**
- 10. IN-CAMERA (if any)**
- 11. NEXT CO-ORDINATING COMMITTEE MEETING DATE(S) & ADJOURNMENT**



REGION OF WINDSOR AND WEST HANTS MUNICIPALITY
CO-ORDINATING COMMITTEE
Meeting Minutes
Monday, April 15, 2019 – 6:00 p.m.
West Hants Council Chambers, 76 Morison Drive, Windsor NS



ATTENDANCE

Co-ordinating Committee Members

Kevin Latimer	Co-Ordinator, Chair
Anna Allen	Mayor, Town of Windsor
Laurie Murley	Deputy Mayor, Town of Windsor
Abraham Zebian	Warden, Municipality of the District of West Hants
Jennifer Daniels	Councillor/Alternate Co-ordinating Committee Member, Municipality of the District of West Hants

Staff/Alternate Committee Members

Louis Coutinho	CAO, Town of Windsor
Martin Laycock	CAO, Municipality of the District of West Hants
John Bregante	Councillor/Alternate Co-ordinating Committee Member, Town of Windsor
Shannon Bennett	Executive Director, Department of Municipal Affairs
Donna Jones	Project Administrator,
Carlee Rochon	Director of Finance, Municipality of the District of West Hants
John Heseltine	Presenter, Stantec
Robert Johnston	Presenter, Organization Consulting Ltd.

Regrets	Paul Morton, Councillor Municipality of the District of West Hants
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Gallery

Colin Chisholm	Reporter, Valley Journal Advertiser
Paul Card	Prime Creative
Matt McGuire	Prime Creative
Seven members of the Public	

- 1. CALL TO ORDER** – Chair Latimer called the meeting to order at 6:03 pm. Welcomed everyone via Facebook or present at the meeting.
- 2. APPROVAL OF AGENDA** – Additions and/or Deletions

MOVED/SECONDED THAT THE AGENDA BE APPROVED AS CIRCULATED. MOTION CARRIED

- 3. APPROVAL OF MINUTES** – Meeting of April 1, 2019

MOVED/SECONDED THAT THE AGENDA BE APPROVED AS CIRCULATED. MOTION CARRIED

4. DELEGATIONS / PRESENTATIONS (if any)

(a) John Heseltine, Stantec (Windsor-West Hants Governance Review)

- Mr. Heseltine presented his recommendation to the Co-ordinating Committee as laid out in his report. Spoke to the key points in his report, Council Size and Electoral Boundaries.
- Mr. Heseltine's opinion, taking into account the past practice of the UARB with respect to the Governance review, came down to the eleven-district approach. It is believed that it will be more comfortable for the transition from the current arrangement to the new Regional arrangement that the Municipal Units are looking for.
- There will be another Governance review in 2024 so there is opportunity for review after the next four years.
- Mayor Allen indicated that originally, she was in favor of 9 size council. But given the information that has been gathered and knowing that there will be another opportunity to review in 4 years (which is comforting), is not opposed to the eleven. Mayor Allen stated that she is not happy with the way the Town of Windsor is divided in the eleven configurations as it simply divides the town in two.
- Mr. Heseltine stated that the eleven-district scenario does reflect what he thinks are the wishes of the survey respondents. .
- Warden Zebian thanked John, stated that he appreciated all the work that was done.
- Warden Zebian indicated he was happy with recommendation of eleven districts. He stated that the Rural Representation Committee had met with Councilor Daniels and they were also happy with the recommendation. Thinks the cut of the boundaries is perfect for taxes.
- Deputy Mayor Murley indicated that she is happy with the eleven districts but has concerns about not having a little more diversity within the Windsor old Town limits. Stated that currently, the purposal is the very best re-create for the areas of Windsor/West Hants but sees this changing as they revisit this down the road.

MOVED/SECONDED THAT THE COUNCIL OF THE REGION OF WINDSOR AND WEST HANTS MUNICIPALITY SHOULD CONSIST OF A MAJOR, ELECTED AT LARGE AND ELEVEN COUNCILLORS ELECTED FROM DISTRICTS GENERALLY BOUND AS ILLUSTRATED IN THE APRIL 10, 2019 WINDSOR-WEST HANTS GOVERNANCE REVIEW, COUNCIL SIZE AND POLLING DISTRICT BOUNDRIES REPORT. MOTION CARRIED.

Presentation concluded at 6:35pm and Mr. Heseltine left the meeting.

(b) Robert Johnston, OCL (Executive Search)

- Mr. Johnston was introduced as the consultant who would lead the process of finding a Chief Administrative Officer (CAO) for the new Municipal Unit.
- Mr. Johnston presented to the committee a high-level overview and advised that he has had discussions with all members of the Co-ordinating Committee, the two alternates, the CAO's and a number of staff from both the Town of Windsor and the Municipality of West Hants.
- Mayor Allen asked for clarification of what was meant by "media advertising if requested" in his presentation. It was explained that this was a procedure of placing ads in major newspapers. It was advised that this was very expensive and the return on investment was poor.
- Mayor Allen asked if the Co-ordinating Committee members would be involved in screening and interview process. The Co-ordinator explained that an Advisory Group has been established with

himself, the two CAO's and Shannon Bennett from Department of Municipal Affairs (DMA). This Advisory Group would do the initial screening to create a list of potential candidates (5-8) for interviews. In an effort to keep the ball moving they would continue to get the list down. Mayor Allen requested feedback from advisory group on this point.

- Warden Zebian indicated that he is okay with advisory committee to get the list down to 3-5, indicating that OCL were the experts and was happy to take direction from the Advisory Committee.
- Councillor Daniels, stated that OCL has a good reputation and concurs with Warden Zebian.
- Deputy Mayor agreed to the Advisory Group to get the list for interviews to smaller number. Also indicated she would be interested in looking beyond just municipal experience.
- Mr. Latimer followed up with Mr. Johnston on the timeline. Mr. Johnston advised that they are currently about a week behind schedule but should have a candidate by mid to the end of June. Could be one - three months before the candidate could start.

5. IN-CAMERA (typically #9 on the agenda but moved up) – Personnel Matter

Those that remained for the in-camera session included the Co-ordinating Committee members, CAO's Coutinho and Laycock, Alternate Committee members Daniels and Bregante, Shannon Bennett, Department of Municipal Affairs, Robert Johnston, OCL, Project Administrator, Donna Jones

MOVED/SECONDED THAT AT 6:51PM, THE MEETING MOVED IN-CAMERA TO DISCUSS A PERSONNEL MATTER. MOTION CARRIED

MOVED/SECONDED THAT AT 7:10PM, THE MEETING MOVED OUT OF IN-CAMERA TO DISCUSS A PERSONNEL MATTER. MOTION CARRIED

Mr. Johnston left the meeting at the end of in Camera session

Regular Open Meeting Re-convened at 7:11PM

6. BUSINESS ARISING FROM PREVIOUS MINUTES (if any)

(a) Terms of Reference (attached)

- Mr. Latimer referenced page 4 of the Terms of Reference (TOR) which states that the Committee will review the TOR periodically for changes or amendments it may deem necessary from time to time.
- The following 4 changes to the TOR were put forward:
 - Co-ordinator Role – The Co-ordinator shall have authority to enter contracts binding the Committee by his signature
 - Project Administrator Role – The Committee shall be supported in achieving its mandate by a Project Administrator. The duties and responsibilities of the Project Administrator are generally described in Appendix "D". The Project Administrator shall report to and take direction from the Co-ordinator.
 - Co-ordinating Committee Meetings – Where the Committee meets in-camera, minutes of the in-camera meetings shall be taken by the Clerk or a designate and kept in the Office of the Clerk. The minutes of in-camera meetings shall be approved at the next in-camera meeting of the Committee as the first item of business of the in-camera meeting. Minutes of in-camera are not considered to be of public record.
 - Agenda, Minutes and Resolutions – Meeting minutes and agendas shall be posted as soon as conveniently possible in the discretion of the Co-Ordinator on the Strongerregions.ca website for public information purposes.

MOVED/SECONDED THAT THE TERMS OF REFERENCE BE APPROVED AS AMENDED. MOTION CARRIED

(b) Start-up meeting – Approved RFP for Asset Management – (Hatch)

- CAO Laycock reported that the kickoff meeting with Hatch is scheduled for April 25th. Both CAO's, the two Directors of Public Works and the Co-ordinator will be meeting to go over what the expectations are. To review what the proponent submitted, Gantt chart, and Statement of Work and to ensure all parties are clear moving forward.
- This is a comprehensive review of the assets for both Windsor and West Hants and a significant amount of work to be carried out. It is going to take a lot of time and effort on staff but well worth it.

7. STAFF REPORTS

(a) Fire Services RFP Recommendation

- CAO Laycock advised that the two CAO's and fire services have already been working together. He advised that part of the two units consolidating in April 2020, is understanding how the two Fire Services currently exist.
- Staff have proposed a 10-year plan that utilizes current resources and needs and the needs of a Regional Fire Service going forward. There are a number of factors to consider, including all related financial requirements to achieve and develop a plan, potential services, including replacements of vehicles and equipment so that the new council is very clear on the ongoing capital cost moving forward, no surprises.
- Critical component of this RFP is that proponents look at previous studies and that they integrate those findings.
- Hoping to have a final report back to Co-ordinating Committee by September.

MOVED/SECONDED THAT THE CO-ORDINATOR MOVE FORWARD WITH A REQUEST FOR PROPOSAL (RFP) FOR FIRE SERVICES FOR THE REGION OF WINDSOR AND WEST HANTS MUNICIPALITY. MOTION CARRIED

(b) Financial Implementation

- Director of Finance Carlee Rochon presented the Financial Implementation - see attached
- Mayor Allen inquired how the reporting would work for March 31, 2020 as year-end will not be complete? It was reported that the reports would be presented to the new Council.

8. BILL 55, SECTION 12 ITEMS - No items

9. ADDITIONS TO THE AGENDA – none, however it was brought forward that there would be an in-camera discussion of a personnel matter after item 4(b) on the agenda.

10. IN-CAMERA – was held after Item 4 (b)

11. NEXT CO-ORDINATING COMMITTEE MEETING DATE(S) & ADJOURNMENT – Next meeting is scheduled for 6:00 pm Monday May 6, 2019 at Windsor Town Council Chambers, 100 King St.

MOVED/SECONDED THAT AT 7:59PM THE CO-ORDINATING COMMITTEE MEETING BE ADJOURNED. MOTION CARRIED

Chair

Project Administrator



CO-ORDINATING COMMITTEE OF THE REGION OF WINDSOR AND WEST HANTS MUNICIPALITY INFORMATION REPORT

To: Members of the Co-ordinating Committee

Submitted by: _____
Martin Laycock, CAO, Municipality of West Hants

Louis Coutinho, CAO, Town of Windsor

Date: May 6, 2019

Subject: Parks & Recreation Capital Budget Expenditures

ORIGIN

Municipality of the District of West Hants 2019-2020 Parks & Recreation Department Capital Budget as approved by West Hants Municipal Council on April 23, 2019.

LEGISLATIVE AUTHORITY

Region of Windsor and West Hants Municipality Act, Section 12 (b) enter into any lease, contract or other commitment that has effect after, or a term extending beyond, March 31, 2020; (c) dispose of a capital asset.

Municipal Government Act, Part IV Finance, Power to Expend, section 65(ag) playgrounds, trails [,] including trails developed, operated or maintained pursuant to an agreement made under clause 59(c), bicycle paths, swimming pools, ice arenas and other recreational facilities;

RECOMMENDATION

It is recommended that:

...the Coordinating Committee approve \$45,000 to be taken from the West Hants General Operations for purchase of a ¾ ton truck for the Parks & Recreation Department.

...the Coordinating Committee approve \$25,000 to be taken from the West Hants Vehicle Reserve for the purchase of a tractor with a rototiller attachment for the Parks & Recreation Department.

...the Coordinating Committee approve \$43,000 to be taken from the West Hants 5% Reserve Fund for upgrades to The Landing.

...the Coordinating Committee approve \$8,000 to be taken from West Hants General Operations for accessible picnic tables.

...the Coordinating Committee approve \$10,000 to be taken from the West Hants Federal Gas Tax Reserve for the Falls Lake (Pioneer Drive) Recreation Site Parking Lot Upgrades.

...the Coordinating Committee approve \$45,000 to be taken from the West Hants Federal Gas Tax Reserve for upgrades for the Falmouth Causeway Trail Project.

BACKGROUND

On April 3rd West Hants Council was presented a draft version of the 2019/2020 Parks & Recreation Department Capital Budget. Projects identified by the Parks and Recreation Department for funding approval included:

1. ¾ Ton Truck – The Parks and Recreation Department require a ¾ Ton Truck to complete the day to day operations for Parks and Grounds Maintenance. The current Parks & Grounds truck fleet includes: 2016 ¾ Dodge, 2006 Dodge & a 2003 Ford (that is not inspected and requires approximately \$4000 worth of work to pass a motor vehicle inspection).
2. Commercial garden tractor with a loader and rototiller attachment. Currently the lawn mowing equipment in the department is a 24-year-old John Deere; 15-year-old Toro, 13-year-old Kioti & a 9-year-old John Deere. The additional tractor will ensure we are able to replace the aging equipment.
3. The Landing (Newport Landing Waterfront Park) Improvements include – upgrades to the lighthouse/bandstand structure, webcam, shade trees, accessible washroom, accessible outdoor washroom and information/history boards.
4. Accessible picnic tables to be installed in various municipal recreation parks.
5. Falls Lake (Pioneer Drive) Recreation Site Parking Lot Upgrades includes configuring the parking area at this location for the safety of the users.
6. Falmouth Causeway Trail Project – This is a joint project with the Town of Windsor and additional funding for the overall project is being sought. Improvements may include the following: improved lighting, viewing and platform areas, benches,

outdoor accessible washroom, 10 flags and flag poles, accessible gazebo, picnic areas and an art feature. Some aspects of the project are dependent on additional funds being approved.

DISCUSSION

The West Hants Parks & Recreation capital budget equipment items have been identified by staff as projects necessary to assist them in completing their jobs. The Park Improvement Projects have been identified by the community and are supported by the West Hants Parks and Open Space Plan.

POLICY IMPLICATIONS

This capital funding request does have any policy implications.

FINANCIAL IMPLICATIONS

Proposed projects and financial implications:

- Parks & Ground Truck - \$45,000 General Operations – This has been accounted for in the 2019-2020 West Hants operational budget.
- Parks & Grounds Tractor - \$25,000 – Vehicle Reserve – There are sufficient funds in the reserve to cover the costs
- The Landing - \$43,000 Federal Gas Tax Reserve & \$2,000 General Operations – There are sufficient funds in the Gas Tax Reserve and the \$2,000 has been accounted for in the 2019-2020 West Hants operational budget.
- Accessible Picnic Tables - \$8,000 General Operations - This has been accounted for in the 2019-2020 West Hants operational budget.
- Falls Lake Parking Upgrade - \$10,000 – Federal Gas Tax Reserve – There are sufficient funds in the Gas Tax Reserve.
- Falmouth Causeway Trail - \$45,000 – 5% Reserve Fund– There are sufficient funds in the 5% Reserve.

ALTERNATIVES

1. Coordinating Committee may reject one or more of the proposed capital projects.
2. Coordinating Committee may choose not to fund any of these projects.

ATTACHMENTS

None

Report Prepared by: _____
Kathy Kehoe, Director of Park and Recreation

Report Reviewed by: _____
Carlee Rochon, Director of Finance, West Hants

Report Reviewed by: _____
Martin Laycock, Chief Administrative Officer, West Hants



**CO-ORDINATING COMMITTEE OF THE REGION OF WINDSOR AND WEST HANTS
MUNICIPALITY
RECOMMENDATION REPORT**

To: Members of the Co-ordinating Committee

Submitted by: _____
Martin Laycock, CAO, Municipality of West Hants

Louis Coutinho, CAO, Town of Windsor

Date: May 6, 2019

Subject: Main Street & Prince Street Rehabilitation, Project# WHPW18-20

Origin:

West Hants Council passed a motion on April 23, 2019 to award the rehabilitation of water, wastewater, and stormwater infrastructure in Hantsport to Gary Parker Excavating.

Legislative Authority:

Region of Windsor and West Hants Municipality Act, Section 12 (b) enter into any lease, contract or other commitment that has effect after, or a term extending beyond, March 31, 2020; (c) dispose of a capital asset.

The Municipal Government Act (MGA), Section 65 (aa) streets, culverts, retaining walls, sidewalks, curbs and gutters; (ak) wastewater facilities and stormwater systems; and (al) water systems authorizes Council to expend funds for municipal purposes.

Recommendation:

It is recommended that:

...the Co-ordinating Committee accepts the tender of Gary Parker Excavating Limited in the amount of \$1,448,614.75 (including HST), with the West Hants contribution of \$391,125.98 to be paid from the Hantsport Transition Fund, contingent on Investing in Canada Infrastructure Program (ICIP) application approval.

Background:

November 2018 West Hants Municipal staff received notification that the Department of Municipal Affairs (DMA), on behalf of Canada and the Province of Nova Scotia, would be receiving applications under the Green – Environmental Quality Stream of the Investing in Canada Infrastructure Program (ICIP) to support the rehabilitation of water, wastewater and stormwater infrastructure and the planning and design of future facilities and upgrading to existing systems.

Applications for the top two priority projects were submitted for consideration to West Hants Committee of the Whole in June and were approved by Council at the July 10, 2018 West Hants Council meeting.

The Main Street Rehabilitation Project# WHPW18-20 Application has been submitted for consideration under the infrastructure funding program as follows:

Federal Contribution (40%)	\$461,213.60
Provincial Contribution (33%)	\$380,501.22
Municipal Contribution (27%)	\$311,319.18
Total Net Eligible Cost Funding (net HST)	\$1,153,034.00

The Prince Street Rehabilitation Project# WHPW18-20 Application has been submitted for consideration under the infrastructure funding program as follows:

Federal Contribution (40%)	\$400,970.40
Provincial Contribution (33%)	\$330,800.58
Municipal Contribution (27%)	\$270,655.02
Total Net Eligible Cost Funding (net HST)	\$1,002,426.00

It is the policy of the ICIP that cost overruns are the sole responsibility of the Recipient.

Discussion:

On January 23rd West Hants staff issued a Tender Call and specifications for the project. The "Tender Call" resulted in seven bids being submitted for evaluation.

The bids received included:

- Dexter Construction \$1,926,071.75 (HST included)

- Gary Parker Excavating \$1,448,614.75 (HST included)
- Brycon Construction \$2,163,150.00 (HST included)
- Spicer Construction \$1,487,802.15 (HST included)
- Mid Valley Construction \$1,844,600.00 (HST included)
- Howard Little Excavating \$1,925,687.06 (HST included)
- Atlantic Road Construction \$1,761,817.25 (HST included)

After careful consideration of all submissions, West Hants staff is recommending that the Co-ordinating Committee accept the lowest bid from Gary Parker Excavating Limited in the amount of \$1,448,614.75 including HST (\$1,313,704.63 includes net HST)

The Co-ordinating Committee should note that there are additional costs above construction that must be accounted for in the project funding, including, engineering, inspection and survey, in the amount of \$72,585.84 (includes net HST). This infrastructure project had been approved in the 2018-19 budget and as a result West Hants staff issued an RFP for engineering services in August 2018. Through a memo to the CAO in October 2018, a recommendation was made to award the contract to Able Engineering. Section 4 of West Hants' Procurement Policy allows the CAO to approve construction projects of up to \$100,000 if previously approved by West Hants Council in the 2018-19 annual budget. This work has not yet begun but is approved subject to ICIP funding.

The result of the engineering work makes the total project cost including net HST to be \$1,386,290.47, however the Co-ordinating Committee is only being asked to award the cost associated with the construction work as it is over the approved threshold of the CAO and is impacted by section 12 of Bill 55.

The Co-ordinating Committee should note that West Hants Council approved the award of the contract on April 23, 2019.

Financial Implications:

The Municipality of West Hants has \$293,182.40 in applicable Hantsport Transition funding and expects to receive an additional \$366,000 in September 2019. This leads to a total of \$659,182.40. The proposed West Hants portion for the entire project is \$430,443.19 including HST (\$390,355.83 includes net HST). The required amount needed from the Hantsport Transition fund for this portion of the project, including net HST, is \$391,125.98. There are sufficient funds in the Hantsport Transition Reserve to cover the cost of the project.

Alternatives:

1. The Co-ordinating Committee could choose not to approve this recommendation.

Attachments:

- October 22, 2018 Memo to the West Hants CAO

Report Prepared by: _____
Martin Laycock, Chief Administrative Officer, West Hants

Report Reviewed by: _____
Donna Jones, Project Administrator, Region of Windsor West Hants
Municipality



THE MUNICIPALITY OF THE DISTRICT OF WEST HANTS
RECOMMENDATION REPORT

To: Martin Laycock, C.A.O.

Submitted by: _____
R.A. Sherrard, Municipal Engineer

Date: October 22, 2018

Subject: Engineering Services Review – Main Street and Prince Street,
Hantsport

Origin:

It is anticipated that the Investing in Canada Infrastructure Plan (ICIP) Contribution Agreement will require that the applicant (The Municipality) engage outside qualified project management for the duration of all ICIP projects. These services are required to be secured by a public bid process.

Legislative Authority:

Municipal Government Act, Section 65 (aa) streets, culverts, sidewalks, curbs and gutters, (ak) wastewater and stormwater systems and (al) water systems, authorizes Council to expend funds for municipal purposes.

Recommendation:

It is recommended that the CAO authorize award of the Engineering Services proposal of ABLE Engineering Services Inc., in the amount of \$69,500.00 providing the municipality receives adequate funding under the Investing in Canada Infrastructure Plan to move forward with this project.

Background:

June 2018 Municipal staff received notification that the Department of Municipal Affairs (DMA), on behalf of Canada and the Province of Nova Scotia would be receiving applications under the Investing in Canada Infrastructure Plan (ICIP) to support the rehabilitation of water, wastewater and stormwater infrastructure and the planning and design of future facilities and upgrading to existing systems.

On July 10, 2018 Municipal Council set the priority listing of infrastructure projects for the community of Hantsport as follows:

1. Hantsport Main street – South Rehabilitation
2. Hantsport Prince Street - Rehabilitation
3. Hantsport Main Street – North Rehabilitation

DMA has not yet opened the application period therefore no applications for these projects have been submitted or approved.

We are just now proceeding with securing engineering services for these projects, in an effort to be out to tender early February 2019.

Discussion:

On August 29th staff issued a Request for Proposals (RFP) for Engineering Services for this project. The call for proposals resulted in six proposals being submitted for evaluation. The proposals were evaluated through a two-stage process which evaluated the proponent and proposal based on technical requirements and then only those who met or exceeded the pass rate for the technical component moved forward to the cost phase. Only five of the six proposals met the pass mark and proceeded to the cost analysis component.

The bids received included:

- | | |
|----------------------------------|--|
| • Design Point Engineering | \$65,090.00 plus HST |
| • EXP Services Inc. | \$79,372.00 plus HST |
| • Strum Consulting | did not proceed to cost evaluation round |
| • ABLE Engineering Services Inc. | \$69,500.00 plus HST |
| • SNC- Lavalin | \$113,841.00 plus HST |
| • Dillon Consulting | \$72,207.00 plus HST |

It was identified that all bidders had a different estimated construction time line, making it necessary to adjust pricing to a common time frame for a fair comparison. Three of the six proposals identified a ten-week (or longer) construction period which Brad, and I believe represents a more realistic time frame. Therefore, we examined the construction inspection costs from each proposal and adjusted the time frame to 10 weeks for each proposal.

The adjusted bid pricing is as follows:

- | | |
|----------------------------------|--|
| • Design Point Engineering | \$72,990.00 plus HST |
| • EXP Services Inc. | \$84,972.00 plus HST |
| • Strum Consulting | did not proceed to cost evaluation round |
| • ABLE Engineering Services Inc. | \$69,500.00 plus HST |
| • SNC- Lavalin | \$106,795.00 plus HST |
| • Dillon Consulting | \$72,207.00 plus HST |

These adjusted prices were then applied to the RFP evaluation process, indicating ABLE Engineering Services Inc., having the lowest price per weighted point and highest overall proposal evaluation ranking by both evaluators, evaluating independently.

After careful evaluation of the RFP submissions, staff is recommending the acceptance of the lowest price per weighted point and highest overall proposal evaluation of ABLE Engineering Services Inc.

It is understood that this project will not move forward unless the Municipality receives adequate funding under the Investing in Canada Infrastructure Plan to move it forward.

Financial Implications:

No expense will incur before April 1, 2019 and pending funding approval these costs will be covered under the Investing in Canada Infrastructure Plan. If funding isn't approved, then the costs will be absorbed by the Hantsport infrastructure reserve's pre-design budget.

Alternatives:

1. You could choose not to approve this recommendation.
2. CAO may choose to award this contract to an alternative bidder.

Attachments:

- There are no attachments with this report.

Report Prepared by: _____
Rick Sherrard, Municipal Engineer

Report Reviewed by: _____
Brad Carrigan, Director of Public Works



CO-ORDINATING COMMITTEE OF THE REGION OF WINDSOR AND WEST HANTS MUNICIPALITY

RECOMMENDATION REPORT

To: Members of the Co-ordinating Committee

Submitted by: _____
Louis Coutinho, CAO Town of Windsor

Martin Laycock, CAO Municipality of West Hants

Meeting Date: May 06, 2019

Subject: Purchase of 2019 Trackless Municipal Tractor – Equipment and Operating Reserves

ORIGIN

At the meeting of Windsor Town Council meeting of 23 April 2019, Town Council approved the replacement of the 1998 Unit #36 Trackless Sidewalk Machine (Municipal Tractor) with a new 2019 Trackless Municipal tractor.

LEGISLATIVE AUTHORITY

Bill 55 – Region of Windsor and West Hants Municipality Act:

Section 12(e) Before the incorporation date, a municipal government shall not expend any funds from an operating or capital reserve fund, and after the incorporation date the Council shall apply any reserve funds of a municipal government for the benefit of the residents of the area of the former municipality

RECOMMENDATION

It is recommended that the Co-ordinating Committee approve the purchase of a new 2019 Trackless Municipal Tractor complete with selected options and attachments from Saunders Equipment Ltd. at a cost of \$191,313.00 plus HST.

BACKGROUND

All equipment has a service life measured by either how much mileage is on the vehicle or the age of the equipment and the cost associated with higher maintenance requirements.

The existing 1998 Trackless Municipal tractor has served the Town well over the past 20 years, however, it has been prone to several breakdowns at critical periods when it is most needed. The vehicle is past its optimum life cycle and is in need of replacement.

The Town is purchasing the vehicle via a group tender through the City of Fredericton to take advantage of better prices through bulk purchasing. A Municipal Group purchasing discount structure has been developed and offered to any interested municipalities in NS, NB, and PEI. This price structure allows discounts in purchasing Trackless Municipal Tractors on written orders received between November 1, 2018 and June 30, 2019. This offer is not valid for any tender, RFQ or RFP situation. This standing offer agreement was part of a competitive tender process and a condition of the award was to allow other municipalities in the three provinces to take advantage of “piggy backing” on the price(s).

DISCUSSION

Staff recommends taking advantage of the group purchasing discount and this tractor model for several reasons:

- Windsor currently has two (2) Trackless units for a combined 34 years’ service and West Hants has one (1) unit with 3 years’ service. These units have proved to be reliable and efficient for snow and ice control on sidewalks and streets. We also utilize these tractors for vegetation / grass control and street sweeping operations.
- Saves time and effort involved in the tendering / evaluation process and improve delivery time lines
- Inventory of parts and availability, training of operators and technicians
- Inter-changeability of attachments and tractors
- Excellent sales, service and support team along with quick turn around on critical parts

POLICY IMPLICATIONS

The optimum life cycle for such equipment is long passed and while the Town would have liked to replace the equipment in a more timely manner, we have managed to keep this very robust machine operational for many more years of usefulness. The Town also has a vehicle equipment reserve for such equipment replacement.

FINANCIAL IMPLICATIONS

Allowance for the purchase of this equipment / attachments has been identified in the Town’s 2019/20 capital budget in the amount of \$219,650 not including HST. Funding for this purchase will be from the Public Works Equipment and Operating Reserve Funds and will thus require approval of the Co-ordinating Committee.

Note: Recommended purchase cost of \$191,313.00 also includes a 5% contingency for any necessary incidentals that may be required.

ALTERNATIVES

The tender can be cancelled but this will only result in continued higher operating costs to retain and repair the old Trackless tractor. It also leaves us with one less reliable vehicle in the fleet.

ATTACHMENT

None

Report Prepared by:

Louis Coutinho, CAO

Report Reviewed by:

Martin Laycock, CAO Municipality of West Hants

Report Reviewed by:

Todd Richard, Director of Public Works, Windsor

Report Reviewed by:

Brad Carrigan, Director of Public Works, West Hants