

MUNICIPALITY OF THE DISTRICT OF LUNENBURG  
Minutes of a Special Meeting of  
**MUNICIPAL COUNCIL**  
Held in Council Chambers, 210 Aberdeen Road, Bridgewater, NS  
**Monday, October 2, 2018 – 12:45 p.m.**

**ATTENDANCE**

Mayor Carolyn Bolivar-Getson  
Deputy Mayor Martin Bell, District 2  
Councillor Eric Hustvedt, Vice-Chair, District 1  
Councillor Lee Nauss, District 3  
Councillor John Veinot, District 4  
Councillor Cathy Moore, District 5  
Councillor Claudette Garland, District 6  
Councillor Wade Carver, District 7  
Councillor Michael Ernst, District 8  
Councillor Reid Whynot, District 9  
Councillor Errol Knickle, District 10

**Staff:** Kevin Malloy, Chief Administrative Officer  
Trudy Payne, Acting Deputy CAO  
Jeff Merrill, Director of Planning & Development Services  
Stephen Pace, Director of Engineering & Public Works  
Elana Wentzell, Director of Finance  
Angela Veinot, Accounting Manager  
Tissy Bolivar, Acting Director of Recreation  
Sarah Kucharski, Communications Officer  
Sherry Conrad, Municipal Clerk  
Tina Robichaud-Bond, Executive Assistant

**1. CALL TO ORDER**

Mayor Bolivar-Getson called the Special Council meeting to order at 12:45 p.m.

**2. PUBLIC INPUT**

There were no members of the public in attendance for public input.

**3. APPROVAL OF AGENDA**

**Moved by Councillor Knickle, seconded by Councillor Whynot that the recommendation from the Finance Committee re the approval of additional expenditures to the Subdivision Street Paving Program be added to the Agenda. Carried.**

**Moved by Councillor Moore, seconded by Councillor Hustvedt that the Agenda be approved as amended. Carried.**

**Added Item: Recommendation of Finance Committee re Approval of Additional Expenditures to Subdivision Street Paving Program**

**Moved by Councillor Knickle, seconded by Deputy Mayor Bell that Council accepts the recommendation of the Finance Committee that Municipal Council approve the additional expenditure of \$62,000 to proceed with the South Side Road 2018-19 J-Class Subdivision**

**Street Paving Program. Carried unanimously.**

**4. AWARDING OF TENDERS/RFPs**

**4.1 Award of Tender- Professional Design Services RFP – New Municipal Building**

Mr. Malloy reported that the Request for Proposal for design services generated eight (8) responses. Each proposal was reviewed in detail by a sub-committee and the successful submission was IBI Group Architects (Canada) Inc. (IBI Group).

Andrew Amos, Catalyst Consulting Engineers Inc., provided an overview of the selection process undertaken and detailed in his report, “Evaluation Results – RFP No. 2018-05-300 – Professional Design Services” (circulated with Agenda). Mr. Amos reported that although IBI Group is based out of Toronto, the company had local representatives and sub-consultants, and would be in a position to meet the aggressive schedule.

The following points were brought up and discussed:

- Clarification on the status of the process
- Summary of the process to date
- Details on next steps and timeline re concept design
- Public information sessions
- Proposed construction schedule and completion date
- Road construction

Tissy Bolivar, Acting Director of Recreation, arrived at the meeting.

**Moved by Councillor Hustvedt, seconded by Councillor Nauss that Municipal Council award the Request for Proposal No. 2018-05-300 Professional Design Services to IBI Group Architects (Canada) Inc. for \$415,166.60 plus the cash allowance of \$150,000 for a total amount of \$565,166.60 plus HST; and further, that Municipal Council allocate an additional \$28,000 to the project to be designated for a 5% contingency.**

It was asked at what stage of the project the public is engaged. It was noted that the RFP requires up to three public sessions.

A question was posed regarding the amount of space that was being proposed for the new building and whether an audit was performed to determine operational efficiency. Mr. Amos explained that the determination of space allocations was determined by the CAO and senior staff and was done consistent with best practices.

**The Motion on the floor was voted on. Opposed: Councillor Ernst Motion carried.**

**5. STAFF REPORTS**

**5.1 Administration Department**

**5.1.1 Space Strategy – New Municipal Building**

Mr. Malloy provided an overview of the space allocations for the new municipal building as outlined in the chart circulated with the Agenda, advising that the proposed space strategy has provided room for growth. He asked Council for feedback on what other spaces they would consider having as part of the new building.

A question was raised as to whether a space would be allocated for a dispatch centre as brought forward by Fire Services. Mr. Malloy explained that this request was still being investigated, and that the space allocation provided with the agenda had been prepared before the request for dispatch centre space was received. Discussions continued regarding some specifications that would be required to house a dispatch centre.

Suggestions for the proposed new municipal building were:

- Staff showers
- Solar panels
- Plenty of windows
- Moveable partitions
- Energy efficient
- A design that reflects our local culture
- Pitched and metal roof

Mr. Amos advised that Council would have an opportunity to review all proposals.

Mayor Bolivar-Getson advised that she attended a meeting with the Federal Minister of Infrastructure for discussions around the possibility of accessing infrastructure funds for the new municipal buildings. She reported that community spaces or public meeting rooms would fall under possible available funds, and further, that funding for accessible buildings was being discussed.

## **6. ADJOURNMENT**

**There being no further business at 1:50 p.m., it was moved by Deputy Mayor Bell, seconded by Councillor Nauss that the meeting adjourn. Motion carried.**