

**AGENDA**  
**SPECIAL TELECONFERENCE MEETING**  
**OF MUNICIPAL COUNCIL**

Tuesday, March 24, 2020 – 9:00 a.m.

- 1. CALL TO ORDER**
- 2. APPROVAL OF AGENDA**
- 3. AWARDING OF TENDERS/RFPs**
  - 3.1 Award of RFP #2019-05-404 – Project Management and Environmental Site Professional Services for the Demolition & Remediation of the Former Riverport School ..... 1 - 4
- 4. RECOMMENDATIONS FROM COMMITTEES & BOARDS**
  - 4.1 Fire & Emergency Services Committee**
    - 4.1.1 Fire Fighter Group Personnel Insurance Coverage ..... 5 - 11
- 5. STAFF REPORTS**
  - 5.1 Administration Department**
    - 5.1.1 Fire Department 2020/21 Registration & Rate Payer Meetings..... 12 - 13
- 6. ADJOURNMENT**

DRAFT



# Municipality of the District of Lunenburg

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## REQUEST FOR DECISION

**REPORT TO:** MODL Council

**SUBMITTED BY:** Stephen W. Pace, Director of Engineering & Public Works,  
on behalf of RFP Evaluation Team

**DATE:** March 24, 2020

**RE:** RFP Award: 2019-05-404 Project Management and Environmental  
Site Professional Services for the Demolition & Remediation of the  
Former Riverport School

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### RECOMMENDATION

***Authorize staff to award RFP 2019-05-404 Project Management and Environmental Site Professional Services for the Demolition & Remediation of the Former Riverport School to Strum Consulting in the amount of \$38,745 + HST.***

### EXECUTIVE SUMMARY

MODL was awarded \$433,564 of Federal funding (40%) and \$361,268 of Provincial funding (33.33%) through the Green - Environmental Quality Stream of the Investing in Canada Infrastructure Program for the demolition and site remediation of the former Riverport school. The total project cost for the demolition and remediation of the site is estimated at \$1,083,911, which results in a MODL contribution of \$289,079.

In preparation for undertaking this project in the 2020/21 fiscal year, staff published RFP 2019-05-404 Project Management and Environmental Site Professional Services for the Demolition & Remediation of the Former Riverport School. The key deliverables required by this RFP are:

1. Tender package for the demolition of the former school, playground and associated utilities (heating, water, sewer, electrical) and for the remediation of the full property as per section 15 of the *Contaminated Site Regulation* by March 31, 2020. (extension possible as per published addendum).

2. Remedial Action Plan approved by Nova Scotia Environment (NSE) and monitoring reports as required by the *Contaminated Site Regulations* by March 31, 2021.
3. Unconditional Regulatory Site Closure by March 31, 2021.

The RFP closed on March 10, 2020. Two responses were received and reviewed by a staff team using the criteria listed in the RFP. The staff team concluded that the recommended award is to Strum Consulting in the amount of \$38,745 + HST.

This component of the demolition and remediation project pertains to project management and professional environmental site services only. There will be a future award for construction services once the tender is developed by the successful proponent and issued by MODL.

## **BACKGROUND**

The Department of Municipal Affairs (DMA) released a call for applications under the Green - Environmental Quality Stream of the Investing in Canada Infrastructure Program (ICIP) with a deadline in January 2019.

The Green – Environmental Quality Stream was focused on infrastructure that will support quality and management improvements for drinking water, wastewater and stormwater, as well as reductions to soil and air pollutants through solid waste diversion and remediation.

Of the available project options, the funders selected MODL's second priority submitted for funding – the Riverport School Demolition/Remediation. The first priority was the Nathan Cirillo Water/Wastewater Infrastructure Upgrade/ Installation, which was not selected due to overall fit and project timing.

The key background facts related to the Riverport School Demolition/Remediation are:

- In 2011, the Riverport School was closed by the South Shore Regional School Board and responsibility for the property was transferred to MODL.
- In 2014 and 2015 Environmental Site Assessments (ESA's) Levels I, II and III confirmed the extent of hazardous materials and site contamination.
- A Regulated Materials Survey found asbestos, lead paint and PCBs within the building. A Building Condition Assessment determined that the total cost of

repairs to bring the building up to occupancy standards would be a minimum of \$380,000. Thus, Council has given direction for the building to be demolished.

## DISCUSSION

Two companies submitted proposals, WSP Global Inc and Strum Consulting.

A staff team consisting of Stephen Pace, Jamie Burgess, Amy Wamboldt, and Ali Elayyan (Engineering Co-op Student) evaluated and graded the two RFPs that were submitted by the deadline.

The evaluation of the RFPs resulted in the following average scores:

Criteria	Weight	WSP (Average)	Strum (Average)
<b>Technical Proposal</b>	<b>80</b>	<b>-</b>	<b>-</b>
• <b>Project Understanding and Implementation Plan</b>	<b>20</b>	<b>17.75</b>	<b>15</b>
• <b>Firm History of Proponent and Previous Team Project Experience</b>	<b>35</b>	<b>25.75</b>	<b>30.5</b>
• <b>Project Management and Quality Control</b>	<b>15</b>	<b>12.75</b>	<b>11.25</b>
• <b>Overall Quality of Submission</b>	<b>10</b>	<b>8.75</b>	<b>6.5</b>
	<b>/80</b>	<b>65</b>	<b>63.25</b>
<b>Cost Proposal</b>	<b>20</b>	<b>-</b>	<b>-</b>
• <b>Percentage Fee Quoted for Services</b>	<b>20</b>	<b>12.6</b>	<b>20</b>
	<b>/20</b>	<b>12.6</b>	<b>20</b>
<b>Total =</b>	<b>/100</b>	<b>77.6</b>	<b>83.25</b>

### Cost Proposals:

Strum Consulting                      \$38,745.00 + HST

WSP Global Inc.                      \$61,518.18 + HST

## **BUDGET IMPLICATIONS**

In the 2019/20 Capital Budget, Council approved \$1,083,900 for the completion of the demolition and remediation of the Riverport school property. The award of RFP 2019-05-404 will utilize \$38,745 + HST out of this budget. The remainder of the budget will be used for the award of the tender package after it is issued in the coming months.

## **WORK PROGRAM IMPLICATIONS**

The Engineering Department will work closely with the selected proponent to ensure the project is completed as per environmental and funding requirements.

## **ALTERNATIVES**

Council may decide to cancel this project and not award the work of this RFP.

## MEMORANDUM

Date: March 24, 2020  
To: Mayor Carolyn Bolivar-Getson & Council  
From: Chris Kennedy, Fire & Emergency Services Coordinator  
Alex Dumaresq, Deputy CAO  
Subject: Group Personnel Insurance Coverage

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### RECOMMENDED MOTION

The Fire & Emergency Services Committee (FESC), on Monday March 9th, 2020, recommended the following motion: “That Municipal Council accept the new Group Personnel Insurance Policy as presented and passed at the February 20<sup>th</sup>, 2020 Special Meeting of the Fire Services”

Based on this recommendation, staff also recommend:

**“That Municipal Council award the Fire Services Personnel Insurance Contract to Provident in the amount of \$38,542 plus HST, and direct staff to implement the new firefighter personnel insurance program as presented.”**

### BACKGROUND

While the issue is a longstanding one, MODL has been actively working with the Fire Service on providing consistent personnel insurance across all departments for two years. Currently, the amount of life insurance varies significantly between departments. The goals of the project were to:

- Provide fair and consistent coverage across all MODL departments;
- Examine if improvements in coverage could be provided, and
- Examine if savings through group purchase could be found

A sub-committee of the FESC was established to work on the project, and in February of 2020, the committees work was presented to a special meeting of MODL fire departments.

After securing a broker through MODL, the committee selected an insurance program through a competitive procurement process. The proposed program, provided through the insurance provider Provident will, on average, roughly double both the the lump sum (i.e. death) and

weekly indemnity benefits, while providing savings of over \$13,000 (when comparing total current premiums paid individually to the group premium of the new provider).

The proposal was unanimously endorsed by all departments present at the special meeting. As a result, the FESC is recommending that Council approve the program and award the insurance program to the successful bidder. A detailed summary of the committee's work and findings are attached to this memo.

## **BUDGET IMPLICATIONS**

The proposal presented to the fire services, on direction from the FESC, includes a \$10,900 contribution towards insurance premiums, to offset cost increases to some departments that had very low coverage previously. This is in addition to an estimated \$29,100 that MODL will be responsible for paying as a result of the provincial requirement that WCB coverage be extended to all volunteer fire fighters.

The 2019/20 budget included a \$20,000 contingency amount in the event that MODL was required to put funding towards a group insurance proposal. In addition, MODL had placed over \$16,000 in the 2019/20 to provide an Employee and Family assistance program (EFAP) to the fire services as part of the Fire Service Recruitment and Retention Project. Because Provident's insurance policy includes EFAP, only \$4,000 of additional funding will be required from MODL's general operating budget for 2020/21 to pay WCB premiums and support the group personnel insurance program.

## **CONCLUSIONS**

Under the leadership of Council and the FESC, the Fire services coordinator has navigated a complex and longstanding concern and achieved excellent results. The proposed program will provide consistent insurance coverage for all fire fighters regardless of department, while at the same time securing cost savings and expanded coverage for most departments. The unanimous support of the fire departments is indicative of the quality of the program.



## Municipality of the District of Lunenburg Fire & Emergency Services

Date: February 13, 2020

To: All Municipality of the District of Lunenburg Fire Departments

From: Fire & Emergency Services, Insurance Subcommittee

Subject: Special Meeting on New Group Personnel Insurance Policy Presentation to take place February 20, 2020, MODL Council Chambers, directly following LRFES.

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### Background

As you are all aware the Fire and Emergency Services Committee (FESC) formed an Insurance Subcommittee in 2018 and with assistance from Municipality have been working on obtaining group personnel insurance for approximately a year and a half. Fire departments currently have a group policy for general liability insurance for buildings, trucks etc.

Insurance for firefighters, in the case of accident or death, is currently the responsibility of individual fire departments. Presently, the level of insurance coverage provided varies between departments depending on their own financial situations or the decisions made by the department. Comparing information from across the district demonstrates that firefighters are being valued at different levels depending on which department they volunteer with; in comparison, some departments offer very low levels of coverage for their volunteers.

In order to address this issue, the purpose of the Committee was to see if a group personal insurance policy could be obtained and what it may look like if one could be put together. Their goal was to have fair, consistent insurance across all fire departments so all firefighters in the Municipality are covered equally. A consultant was hired by the Municipality to help the Committee navigate through the often complex insurance industry and a Broker for insurance services was secured to manage insurance for MODL fire services in November of 2019.

While this was underway, the Province of Nova Scotia announced in October of 2019 that WCB will be mandatory for all volunteer firefighters. WCB adds some areas of insurance for volunteer firefighters injured/killed in the line of fire fighting and some other department-related activities, while not providing coverage for some other specified activities. Personnel insurance would still be necessary to provide coverage for firefighters, auxiliaries and other volunteers injured while being involved in things outside of the WCB coverage i.e fundraising events. WCB is the first to pay out in the event of a death of a firefighter occurring in the line-of-duty, or a firefighter or junior injured during their duties (as defined by WCB).

## Proposal

The Insurance Subcommittee met in January 2020 and reviewed options, results and recommendations from the Broker on the replies to a request for proposals (RFP) for group personnel insurance where two bids had been received - Provident and VFIS. (See Appendix A) The Broker said both bids were very strong in the industry, with robust coverage, good pricing, he also noted that Provident included a First Responders Assistance Program (FRAP) in their coverage at no extra charge, something fire services and the FESC had been inquiring about also for some time. Although VFIS had slightly better pricing on on-duty coverage, when factoring in off-duty and the FRAP, price advantage goes to Provident. The Insurance Subcommittee met with the Broker in January 2020 and reviewed options and recommended Provident as the provider.

The new group plan offers fair and consistent insurance across all fire departments and significantly improves coverage for many departments, nearly doubling their levels. When combined with WCB coverage, this results in far better protection for our volunteer service.

## Main Insurance benefits

### “Lump Sum Benefit”:

- an amount paid out if a firefighter dies while volunteering.
- Proposed group insurance benefit \$250,000
- Average current benefit: \$132,500

### “weekly indemnity”:

- an amount paid per week to replace lost wages if they are injured while volunteering
  - Only replaces a % of **actual wages lost**
  - Private insurance “tops up” after other coverage (ie WCB) is paid
- Proposed group insurance benefit \$750/week
- Average current benefit: \$381/week

The Insurance Sub-Committee agreed on a lump-sum benefit of \$250,000 and a weekly indemnity benefit of \$750. In all but one cases, the level of coverage is the same or substantially better than current department’s coverage. The new proposal now expands coverage to all volunteers, whether they are fighting fires, Juniors, or auxiliary members and meets what the Insurance subcommittee was trying to accomplish.

## Cost

The total of individual departments current on-duty premiums is \$52,000. The estimated group premium of the proposed insurance package comes in at \$38,500, representing an estimated \$24,300 in savings to Fire Departments. Due to the differing number of members and the level of current insurance premiums, these savings are spread across the fire service in different ways; three departments are showing a small increase in cost, however no department sees more than a \$500 increase. MODL is committed to the project and in order to help see this project implemented, the municipality is proposing covering the WCB premium cost for volunteer firefighters (approximately \$29,000) and providing a further \$10,900 towards the group personnel insurance to further reduce per-member premiums to \$44.66 per member. (See Appendix B)

**Proposed project approval steps**

- A Special meeting of Fire Departments is scheduled directly following the February 20, 2020 LRFES meeting. The purpose of the meeting is to review the proposal and provide an opportunity to ask questions on the insurance package before voting on whether to recommending adoption. There will be representation from both WCB and the Insurance Broker at this meeting.
- Should LRFES vote in favour, the FESC will discuss and make recommendation to Council on the proposal
- Pending Council approval, the Fire Services Coordinator would work on implementation beginning in April of 2020

Sincerely

Members of the Fire & Emergency Services Insurance Sub Committee

## APPENDIX "A"

## COST ANALYSIS OF BIDS

	Provident	VFIS
Total Premium (on duty)	\$38,542.42	35,040.00
Cost for off duty (member)	\$115	\$135
Cost for off duty + Family	\$185	\$265
EAP	No additional cost	\$24/member (~\$14,800)
Estimated total premium*	<b>\$41,542</b>	<b>\$53,872</b>

\*Assuming only 20 members (of approx. 619) elect to purchase off-duty coverage

DEPARTMENT	# of MEMBERS	CURRENT LUMP SUM BENEFIT	CURRENT WEEKLY IND. BENEFIT	CURRENT PREMIUM	ESTIMATED NEW PREMIUM	ASSIGNED COST (after modl funding)	change in personnel insurance cost	OFF-DUTY? (Y/N)
Big Tancook Island Emergency Response Association	18	\$ 100,000	\$ 100	\$ 1,230.00	\$ 1,120.77	\$ 803.81	\$ 426.19	N
Blockhouse & District Fire Department	35	\$ 100,000	\$ 400	\$ 2,012.00	\$ 2,179.27	\$ 1,562.96	\$ 449.04	N
Conquerall Bank Fire Department	22	\$ 150,000	\$ 400	\$ 1,583.00	\$ 1,369.83	\$ 982.43	\$ 600.57	N
Cornwall & District Fire Department	36	\$ 60,000	\$ 300	\$ 1,133.00	\$ 2,241.54	\$ 1,607.61	\$ (474.61)	N
Dayspring & District Fire Department	27	\$ 200,000	\$ 400	\$ 2,520.00	\$ 1,681.15	\$ 1,205.71	\$ 1,314.29	N
District 1 & 2 Fire Commission					\$ -	\$ -	\$ -	
Hebb's Cross Fire Department	32	\$ 100,000	\$ 350	\$ 1,707.00	\$ 1,992.48	\$ 1,428.99	\$ 278.01	N
Hebbville Fire Department	28	\$ 100,000	\$ 400	\$ 2,824.00	\$ 1,743.42	\$ 1,250.37	\$ 1,573.63	N
Hemford & District Fire Department	18	\$ 200,000	\$ 300	\$ 1,547.00	\$ 1,120.77	\$ 803.81	\$ 743.19	Y
Indian Point Fire Department	13	\$ 200,000	\$ 500	\$ 2,391.00	\$ 809.44	\$ 580.53	\$ 1,810.47	N
Italy Cross/Middlewood & District Fire Department	31	\$ 100,000	\$ 300	\$ 1,215.00	\$ 1,930.21	\$ 1,384.33	\$ (169.33)	N
Lahave Fire Department	24	\$ 60,000	\$ 300	\$ 1,339.00	\$ 1,494.36	\$ 1,071.74	\$ 267.26	N
Lapland & District Fire Department	13	\$ 50,000	\$ 250	\$ 948.00	\$ 809.44	\$ 580.53	\$ 367.47	N
Mader's Cover Fire Protection Commission					\$ -	\$ -	\$ -	
Martin's River Fire Department	27	\$ 150,000	\$ 400	\$ 1,702.00	\$ 1,681.15	\$ 1,205.71	\$ 496.29	Y
Midville & District Fire Department	28	\$ 60,000	\$ 300	\$ 1,186.00	\$ 1,743.42	\$ 1,250.37	\$ (64.37)	N
New Germany Volunteer Fire Department	38	\$ 140,000	\$ 700	\$ 3,103.00	\$ 2,366.07	\$ 1,696.92	\$ 1,406.08	N
Northfield and District Fire Department	42	\$ 500,000	\$ 1,000	\$ 7,210.00	\$ 2,615.13	\$ 1,875.55	\$ 5,334.45	N
Oakhill & District Fire Department	25	\$ 150,000	\$ 450	\$ 2,849.00	\$ 1,556.62	\$ 1,116.40	\$ 1,732.60	N
Petite Riviere Volunteer Fire Department	20	\$ 150,000	\$ 300	\$ 2,059.00	\$ 1,245.30	\$ 893.12	\$ 1,165.88	N
Pleasantville & District Fire Department	18	\$ 50,000	\$ 250	\$ 948.00	\$ 1,120.77	\$ 803.81	\$ 144.19	N
Riverport & District Fire Department	36	\$ 250,000	\$ 500	\$ 4,161.00	\$ 2,241.54	\$ 1,607.61	\$ 2,553.39	Y
Tri-District Fire/Rescue	30	\$ 100,000	\$ 400	\$ 3,816.00	\$ 1,867.95	\$ 1,339.68	\$ 2,476.32	Y
United Communities Fire Department	23	\$ 100,000	\$ 300	\$ 2,543.00	\$ 1,432.09	\$ 1,027.09	\$ 1,515.91	Y
Walden Fire Department	21	\$ 60,000	\$ 300	\$ 970.00	\$ 1,307.56	\$ 937.77	\$ 32.23	N
Wileville Fire Department	14	\$ 50,000	\$ 250	\$ 948.00	\$ 871.71	\$ 625.18	\$ 322.82	N
<b>TOTAL</b>	<b>619</b>			<b>\$ 51,944.00</b>	<b>\$ 38,542.00</b>	<b>\$ 27,642.00</b>	<b>\$ 24,302.00</b>	

Less MODL Personnel Insurance Contribution (\$10,900)

\$ 27,642.00

Net Cost per member

\$ 44.66



# Municipality of the District of Lunenburg

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## Request for Decision

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REPORT TO: Council  
SUBMITTED BY: Alex Dumaresq, Deputy CAO  
DATE: March 24, 2020  
RE: Extending Emergency Services Provider Registration

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### RECOMMENDED MOTION:

Move that Municipal Council extends the deadline for the submission of the 2020/21 registration packages for the fire and emergency services providers and the date for ratepayer meetings, as required in Policy MDL-36 "Fire and Emergency Services", until August 15, 2020 for the 2020/21 fiscal year, and further, that Municipal Council extends the 2019/20 registration status of current fire and emergency services providers until the 2020/21 registration packages have been processed.

### BACKGROUND:

MODL policy MDL – 36 – Fire and Emergency Services, requires all fire departments to register annually with the municipality. As part of the registration requirements all departments wishing to provide fire or emergency services must:

- Hold a ratepayers meeting before June 15 annually (s. 6.7)
- 6.9 – Request a fire tax rate through MODL registration forms by June 15 (6.9)
- Submit all registration forms by June 15 (s. 4.1)

Due to the notification requirements that departments must meet before holding a ratepayer meeting to recommend a fire tax rate, these annual meetings begin happening in early April.

As part of MODL's efforts to slow the spread of the Corona virus, all public meetings and events held by the municipality have been suspended. Staff recommend that the ratepayer

and registration requirements be postponed, to allow fire departments to continue to provide services without holding public gatherings during this critical time.

Such a delay will not impact municipal tax collection or fire tax payments to departments: MODL's standard procedure for June fire tax payments is to use the previous years rate information. Only Final tax bills in October are adjusted to reflect the results of departments ratepayer meetings. An extension to August 15 is recommended so that the information is received in time for issuing final tax bills with accurate rate information.

MODL staff have also petitioned the province to confirm that ratepayer meeting requirements can be extended for departments incorporated through the Rural Fire District Act or private members bills.

#### COMMUNICATION CONSIDERATIONS

MODL will assist departments in publicizing the delay of ratepayer meetings. Communication with the fire service will stress that fire tax payments to departments will not be impacted by the delay in ratepayers meeting and registration.